Self Study Report
for
Re-accreditation (Cycle 2)

Dum Dum Motijheel Rabindra Mahavidyalaya

208/B/2, Dum Dum Road, Kolkata – 700 074
Established in 1968, Affiliated to West Bengal State University

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Bangalore – 560072

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PREFACE

Dum Dum Motijheel Rabindra Mahavidyalaya, a Co-educational Degree College presently affiliated to the West Bengal State University was established on 5th August, 1968 in the name of Dum Dum Motijheel Evening College of Commerce under the University of Calcutta. From its inception, the aim was to provide facilities for studying Commerce Degree course (General and Honours) under Calcutta University and to cater to the needs of the working students through evening classes. The College was converted into a day College in 1974, and accordingly it came to be known as Dum Dum Motijheel College of Commerce. Further, to face the challenges of globalization in the field of higher education, and to suit the emerging need of the society at local, regional and national level, the Governing Body of the College resolved to convert the present College of Commerce into a multi-faculty Degree college. The college accordingly was re-christened Dum Dum Motijheel Rabindra Mahavidyalaya in 2004, and the necessary approval from the University of Calcutta for introduction of Arts and Science streams was received with effect from Academic Session 2005-06.

At present, the college is awaiting second cycle of accreditation. The institution was inspected by NAAC Peer team in 2006 in first cycle and was awarded a grade "B+". Since then the college has undergone several positive changes towards an inclination to greater academic interest. At present, apart from Commerce Course, the college offers Honours Course in 5 Arts subjects & 1 Science subject and General Course in 11 subjects. Thus, from its very inception, this educational Institution has been on the path of steady progress, in aptly fulfilling the needs of higher education.

This Self Study Report presents the different aspects and strength of the college. The college acknowledges the hard work of its Principal, Faculty and Stakeholders in accumulating all the data of this report and making best possible effort to make this institution a centre of excellence.

Published by:
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Presented by:
Internal Quality Assurance Cell.

I

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EXECUTIVE SUMMARY

Summary- Criterion I: Curricular Aspects

With a long tradition of imparting quality education to students, Dum Dum Motijheel Rabindra Mahavidyalaya is actively engaged in its mission of extending the frontiers of education beyond mere classroom teaching.

- An efficient administration deploys all the resources at its disposal to provide value-based, inclusive education with emphasis on innovation and creativity and awareness of social issues. An ideal learning environment is created through tireless efforts of statutory bodies, including the Governing Body, IQAC, Academic Committee, Finance Committee, Building & Infrastructure Development Committee and the Teachers' Council, as well as the non-statutory committees that look into matters related to admission, examination, the library, routine, prospectus, cultural activities, student election, prize distribution, accreditation, etc.

- The Academic Calendar and **Prospectus** are published each year and distributed among students at the commencement of First year class and at the time of admission respectively. But with the initiation of online admission procedures from 2015, the students are informed about the college, courses, departments, faculty and fee structure on our website. Students are thereby informed about the rules, regulations and infrastructure of the college, the courses offered and the fee structure, and other facilities.

- All relevant information related to the various activities of the college is also regularly communicated to all the stakeholders through the official website. The college is affiliated to the West Bengal State University, Barasat and strictly adheres to its prescribed curriculum and academic calendar.

- At present, the college offers Honours courses in 07 subjects and 05 General courses with a variety of subject combinations. **Besides this, it also has a Communicative English Course which aims at the acquisition of English language skills for professional purposes.** It also offers a **Basic Course in Information Technology** to the students.

- The College provides resources like Computer laboratory, Interactive White Board (IWB), visualiser, desktops, laptops, internet connectivity, photocopy facility, access to online journal through INFLIBNET-NLIST etc. as tools of smart, modern and interactive teaching and learning.

- Students are encouraged to participate in different seminars and workshops relevant for their course. Also, students are taught through project-based work, visit to the places of importance in their course, Power Point Presentation etc.

- The teachers are encouraged to participate in Refresher and Orientation Courses, seminars and symposia and to involve themselves in research activities.

- Several teachers are also engaged in doing their Ph. D. thesis. The teachers are regularly appointed as Examiners, Head Examiners, Moderators, Paper Setters and Scrutineers for University examinations.

- Workshops and seminars are regularly held on socially relevant issues concerning, environment, and Community orientation is achieved through various N.S.S. activities like awareness programmes conducted by the students in nearby economically backward areas.
- The college has started its N.C.C.Unit for Boys From this Academic Session which serves to foster feelings of national integration and service among the students. They are encouraged to participate in activities which serve to inculcate moral and ethical values and develop a sense of social responsibility.
- The teaching–learning process is regularly evaluated through class tests and class presentations as well as the formal system of internal examinations like selection tests.
- The college has a formal feedback system from the students of outgoing batch. The feedback, so received, is analysed and necessary measures are taken to address the loopholes.
- The performance of the students in college and university examinations and their subsequent absorption into institutes of higher education and professions provide us with a yardstick to measure the effectiveness of our curriculum delivery.

Summary- Criterion II: Teaching –Learning and Evaluation

In keeping with the institution's objective of the empowerment of students through education, the teaching, learning and evaluation processes adopted by the college are geared towards fostering the qualities of competence, confidence and excellence in the students.
- Transparency without any compromise is maintained in admission process. **Online admission** process is introduced from the year 2015.
- Regular reviewing of the attendance criteria and students' profile has resulted in a rise in the quality of students, lower drop-out rates in the last few years.
- Students from minority communities or those facing physical, social or economic challenges not only get admission as per the reservation norms of the Government, but the college ensures that they receive steady support in all respects in order to complete their studies.
- An **Academic Calendar** is prepared in the beginning of the session. The calendar contains a brief teaching plan, with a prior approval of IQAC.
- The teaching tools include Smart Board, computer facilities in UGC-NRC, LAN connectivity, Wi-Fi facility, LCD projectors, Visualiser etc.
- Educational trips, student Seminars, Documentary film show, classes on news reading are few of the teaching methods applied to enhance the **practical orientation of the subjects** taught to the students.
- **Interactive, collaborative and independent learning** are ensured through classroom seminars, question & answer session based discussion of the topic taught, project work, creative writing, debate wall, magazines, survey etc. Academic opportunities like students' seminar, term paper/ project work in some subjects are offered to encourage the latter are abilities.

- The departmental students-teacher committee work actively to eliminate drop-outs. The curriculum and the methods of teaching, learning and periodical assessment are student-centric, catering to the diverse needs of both slow learners and advanced learners.
- Special attention is given to the slow learners. Tutorial classes are arranged. Any kind of academic support is provided to the students in terms of formal as well as personal interaction and counselling.
- Classroom teaching is always backed by providing study materials, reference books to the students to ensure better learning of the subject.
- Library is enriched with sufficient number of text as well as advanced books. Access to online journals is facilitated through INFLIBNET-NLIST. Reprographic facility is available for the students in the library.
- Academic and psycho-social support with guidance service is provided to the students through extra classes, personal counselling session, programmes organized by Career & Counselling Cell etc.
- The teachers are always encouraged to pursue their research, participate in national and international conferences, publish their work in journal of repute, participate in Refresher Course & Orientation Program to widen and update their knowledge and expertise. Special leaves for academic purpose, if required, are arranged for the faculty with highest urgency.
- The evaluation of the students is carried out in formative as well as summative method. An internal examination committee takes proper care of the system.
- The College ensures, sustains, monitors and communicates its stated learning outcomes through IQAC supervision and in the method of remedial coaching, counselling classes, project-based work, presentation-based teaching, home-work, tutorials, class tests, quizzes, debates, group discussions on subjects concerned
- The quality of teaching is sustained through teachers' participation in various academic activities and is monitored through self-appraisal of the teacher, feedback from outgoing third year students and by the IQAC which oversees teaching standards and particularly encourages the use of modern methods and technology in teaching-learning.
- Two new programmes related to Communicative English and Computer Literacy for **the first year students** of the college and have been introduced from the session 2014-2015 for the betterment of the students.
- Besides conducting computer literacy programme for first year students and soft skill development course, the college also sensitizes the students to the issues of social, humanitarian and environmental concern; N.S.S unit plays a vital role in the latter.
- The college takes great pleasure in the fact that a number of students have been absorbed in higher studies and in other professions after having graduated.

Summary- Criterion III: Research, Consultancy and Extension Report

Steeped in rich history of close to almost a half century, the college takes pride in having a competent and learned faculty and provides the best facilities available to students for their comprehensive development.

- The UGC-NRC Unit has been re- located to the new building. Some research activities by the faculties find mention in prestigious publication.
- The College has an Expert Committee to monitor and address the issues of Minor Research Project.
- Students are taken to field trips where they are trained in basic approaches of acquisition of primary data, data processing, documentation and analysis and are given proper guidance to submit project reports in Specific departments like Geography, Mass Communication and Journalism and Education in accordance to their syllabus.
- A number of faculties are engaged in Minor Research Project and the college extends all possible help to its faculty.
- The Library is updated with the latest software INFLIBNET which has been a huge help for the teachers and students.
- The Library has a rich collection of books, CDs, DVDs, weeklies, journals, e-journals, newspapers, magazines, etc,
- The Library has a computerized catalogue system and also reprographic facility to help the students.
- The Career and Counselling Cell in collaboration with the Labour Department of West Bengal conducts special coaching classes for different competitive examinations for the students of both college and outside.
- Seminars are occasionally arranged with lectures of eminent professors in different departments of the college. Students are also selected as speakers in departmental seminars and teachers always act as mentors. Moreover the students have wholeheartedly participated in some seminars.
- Students are also encouraged to contribute to the society by actively participating in social and cultural events through NCC, NSS etc.
- The college has a feedback system where the role of teachers, departmental activities and infrastructural facilities offered by the college are assessed by the students. This is taken into account in policy decision, leading to further improvement in various aspects of the college.

Summary- Criterion IV: Infrastructure and Learning Resources

- The creation and enhancement of infrastructure along with the optimum utilisation of learning resources has been the mainstay of the college for years. The college has an AC seminar hall of its own, equipped with LCD and audiovisual facilities.
- As an institution that facilitates advancement in different streams of knowledge, the college ensures that the Smart Classroom and laboratories are equipped with necessary modern facilities and updated instruments. Besides a well-planned computer laboratory, different departments have their own laptops to employ digital aids in the learning process.

- Resource utilisation after the college hours is done by using the classroom for different educational purpose like Public Service Examinations are held; Distance Education classes are conducted etc.
- The College has an active cultural life and has been an inspiration to young talents. Students participate in sports at the university levels and have prizes and awards to their credit.
- The College gives special attention to sports activity due to which it has hired a playground in the nearest vicinity of the college.
- It is boastful to have students who have played at the university, state and National level and have prizes and awards to their credit.
- The students union of the college is engaged in holding events of different sorts across the year. It is noteworthy that the college has opened an NCC Boy's Unit from 2015.
- The college has a Central library, and Departmental library in each department. Internet facility for accessing e-resources is available and students are encouraged to make necessary downloads for academic purposes.
- Based on the needs of students and faculties, the library is periodically upgraded under the supervision of the Librarian and the Principal. It has been upgraded with the installation of SOUL Software from the academic session **2015-16**.The College has been facilitating library automation with eager zest.
- In pace with the demands of modern techniques in teaching and learning process, the college has been constantly promoting the use of technological aids in dissemination of knowledge.
- The **IT laboratory (department of Commerce)** contains computers of latest configuration, with LAN connectivity.

Summary-   Criterion V: Student Mentoring and Support

- The college has a website that provides all relevant information containing its vision and objectives, details of fee structure, admission criteria, subject combinations, different student support cells, rules and regulations and all other necessary information.
- During admission students can interact with teachers who counsel them on the prospect of the courses offered.
- At the beginning of the session, students are provided with Academic Calendar which contains details of the course plan with schedule of Selection Test in accordance with University regulations.
- During a session, all information in the form of notice/circular is displayed in advance on the College Notice Board and updated in the college website.
- The College has an Anti-ragging committee as per UGC guidelines.
- A ragging-free environment and a very warm and cordial teacher-student relationship are maintained.

- The students' union works hand in hand with the teachers and administration to maintain discipline and perform various functions.
- Every department takes utmost care to complete its syllabus. Teachers also help the weak students/slow learners beyond the class hours.
- These attempts are made to tackle the problem of dropouts and failures.
- Special classes and flexible examination dates are arranged for students participating in sports and other extra-curricular activities.
- **Student's financial aid** is given to applicants who are economically challenged. First-aid box, Doctor on call is available in the campus to combat emergency situations.
- The Students are encouraged to participate in various **inter/** intra college co-curricular and extra-curricular competitions for their all-round development.
- Literary talent hunt is done through publication of annual magazine and different departmental wall-magazines. Computer literacy programmes, Communicative English classes are conducted to enhance the language proficiency of the students and to make them more competent for the job market.
- There is an internal Complaint committee as per Sexual Harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 of Government of India. Grievance Redressal Cell, Women Grievance Redressal Cell and Career and Counselling Cell support the students to address their complaints and grievances, and career and personal counselling respectively.
- An RTI cell as per the Govt of India Act has been activated to support and guide the students. The College has a new and active N.C.C. unit which has started functioning from 2015.
- The College has an Anti-Ragging Committee that is run by the faculty and students. It maintains a healthy environment in the college
- The N.S.S. unit is relatively old and functions well. Its activities are concerned with social work. The campus cleanliness is given due care.
- The Campus has purified drinking water and canteen facilities. Separate Common room for Boys and Girls are provided with well equipped Gymnasium.
- Both reading and lending opportunity is given to all students by the college library which maintains a huge stock of books and journals. Our teachers also guide the students appearing at various entrance and competitive examinations.
- Alumni association of the college holds periodical meets and is communicated over phone and social media.

Summary-   Criterion VI: Governance, Leadership and Management

- The Institution is constantly persevering for building up good governance, leadership and management system in the college. Our mission is to build a better future for the students.

- There have been a number of developments in the teaching-learning method, like the use of Laptops, Smart Boards, and INFLIBNET while teaching and in presentations by students.
- The entire organization works under the supervision of the Principal and he maintains a liaison between the top management and the different sub-committees, faculties and students.
- The Institution not only imparts education but it helps the students in building leadership qualities through different activities in NCC and NSS Boy's Unit all the year around.
- The teachers of the college are not only responsible for teaching, they actively participate in all sub-committees; they also conduct different excursions, visits, cultural functions, exhibitions etc.
- Each of the departments is run by their Departmental Heads who coordinates with the other teachers and organises different programmes like student seminar, workshops, special Lectures, tours. The Departmental Head maintains a liaison between the Principal and the departmental activities.
- The Institution has arranged and is awaiting the approval of Post-Graduate section in Commerce. Apart from this it has decided to add more general papers to offer the students the subjects of their choice.
- The Institution extends all possible help to the teachers and the non-teaching faculty for their promotion and encouragement. On-duty leaves, software trainings, providing laptops to each department, providing UGC-NRC room for conducting researches and special leaves for research works, attending Viva and Convocation (as per the WBSU Statutes).
- The Governing Body being the highest managing authority takes decision regarding each activity of the college.
- The college maintains a very healthy environment; it records no complaints regarding Ragging and Sexual Harassment since its inception.
- The Internal Quality Assurance Cell (IQAC) works all the year around for the development of the institution, it works with its internal and external members to provide a sustained growth and monitors proper implementation of the policies.

Summary-   Criterion VII: Innovations and Best Practices

- The college promotes an eco-friendly environment. A number of waste paper baskets are distributed in every nook and corner to keep the college premise clean.
- The college restricts the use of plastic bags as far as practicable.

- Quite recently various departments have taken the initiative to plant more trees in the campus.
- The college promotes an environment to acquire research skill among the faculty
- The College has set up an **Expert Committee** to carry out different strategies related to research like infrastructure, leave, funding, fellowships etc.
- In order to promote and create an effective research environment the college has provided facilities like UGC-NRC, laptops, internet connectivity, leaves, adjustment in the class schedule, a library with enriched resources, access to online journals through INFLIBNET-NLIST, reprographic facility, facilities like printing and scanning etc.
- Teaching faculties are encouraged to take up Minor/ Major Research Projects. In total funds have been received for seven MRPs.
- The faculties are actively engaged in M.Phil, Ph.D and post Ph. D level research work. Some of the teachers have already been awarded Ph. D or M.Phil in recent years.
- The College publishes its own Annual Academic Journal every year.
- The department of Geography has taken the initiative to start a greenery project on the third floor roof top facing the road.
- The project aims at combating the growing pollution and global warming.
- The greenery project helps to imbibe a sense of responsibility and awareness among the students and faculty members.
- In spite of several constraints, these best practices have been conscientiously followed by the college and it remains committed to following the same in the years to come.

PROFILE OF THE COLLEGE

1.   Name and address of the College

Name	DumDum Motijheel Rabindra Mahavidyalaya	
Address	208/B/2 DumDum Road.	
	Pin:700074	State: West Bengal
Website	www.ddmrm.org	

2.   For Communication:

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Sandip Dasgupta	033-2560-9988 (O); 033-2592-3296 (R)	+91-9830469603	--	Ddmrm2006@rediffmail.com

3.   Status of the Institution:

i. Affiliated College   √

ii. Constituent College

iii. Other

4.   Type of institution

a. By Gender

i.   For men

ii. For women

iii.   Co-education   √

b. By Shift

i.   Regular

ii. Day   √

iii. Evening

5. It is a recognised minority institution?

i. Yes

ii. No | √ |

If yes, specify the minority status (religious/ linguistic/any other) and provide documentary

evidence | |

6. Sources of funding:

i. Government Grant-in-aid | √ |

ii. Self Financed

iii. Any other

7. a. Date of establishment of the college   **05.08.1968**

b. University to which the college is affiliated/or which governs the college (if it is a constituent institute)   **West Bengal State University**

c. Details of UGC Recognition

Under Section	Date, Month & Year (dd-mm-yy)	Remarks (if any)
i. 2(f)	2-1970	--
ii. 12 (B)	2-1970	--

  (Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

 *Enclosed Certificates of Development Grants, Last Plan Block Grant and Grant received under the scheme of IQAC in colleges are attached.

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i. --	NA	--	--	--
ii. --	NA	--	--	--
iii. --	NA	--	--	--
iv. --	NA	--	--	--

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes [   ]   No [√]

If yes, has the college applied for availing the Autonomous Status?

Yes [   ]   No [   ]

9. Is the college recognized

a.   by UGC as a College with Potential for Excellence (CPE)?

Yes [   ]   No [√]

If yes, date of recognition: .... (dd/mm/yyyy)

b.   for its performance by any other governmental agency?

Yes [   ]   No [√]

If yes, Name of the agency .... and

Date of recognition: .... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	2148.89
Built up area in sq. mts.	3908.5

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities: 1

• Sports facilities

*   play ground   √

*   swimming pool

*   gymnasium   √

• Hostel

∗ Boys' hostel
  i. Number of hostels   NA

  ii. Number of inmates   NA

  iii. Facilities (mention available facilities) NA

∗ Girls' hostel

  i.   Number of hostels   1

  ii. Number of inmates   15

  iii. Facilities (mention available facilities)   1-Security, drinking water, 1-maid

• Working women's hostel

  i. Number of inmates   NA

  ii. Facilities (mention available facilities) NA

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- Residential facilities for teaching and non-teaching staff (give numbers available-cadre wise) :   NA
- Cafeteria: √
- Health centre :   NA

i. First Aid, inpatient, outpatient, emergency care facility, ambulance, etc.   NA

ii. Health Centre staff

         a.   Qualified Doctor   Full time   NA   Part time   NA

         b.   Qualified Nurse   Full time   NA   Part time   NA

- Facilities like banking: NA

- post office : NA

- book shops : Yes (Cheap Book Store)

- Transport facilities to cater to the needs of students and staff : No

- Animal house: No.

- Biological waste disposal: No.

- Generator or other facility for management/regulation of electricity and voltage   √

- Solid waste management facility: No.

- Waste water management: No.

- Water harvesting: No.

12. Details of programmes offered by the college (Give data for current academic year)

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1.	B.A(H)	Bengali(H)	3 year	12th Standard As per University norms	Bengali	83	44
2.	B.A(H)	English(H)	3 year	12th Standard As per University norms	English	55	28
3.	B.A(H)	Education(H)	3 year	12th Standard As per University norms	Bengali	55	25
4.	B.A(H)	History(H)	3 year	12th Standard As per University norms	Bengali	27	07
5.	B.A(H)	Journalism & Mass Com.(H)	3 year	12th Standard As per University norms	Bengali& English	27	11
6.	B.Com (H)	Accountancy(H)	3 year	12th Standard As per University norms	Bengali& English	311	90
7.	B.Com (H)	Marketing(H)	3 year	12th Standard As per University norms	Bengali& English	34	--
8.	B.Sc (H)	Geography (H)	3 year	12th Standard As per University norms	Bengali& English	68	25
9.	B.Com (G)	--	3 year	12th Standard As per University norms	Bengali& English	413	45
10.	B.A /B.Sc(G)	Economics(G)	3 year	12th Standard As per University norms	Bengali& English	B.A/B.Sc (G) 291	107
11.		Mathematics(G)	3 year	12th Standard As per University norms	Bengali& English		
12.		Sanskrit(G)	3 year	12th Standard As per University norms	Bengali & Sanskrit		
13.		Political Sc.(G)	3 year	12th Standard As per University norms As per	Bengali and English		
14		Philosophy(G)	3 year	12th Standard As per University norms	Bengali		

13. Does the college offer self-financed Programmes?

Yes   No   √

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes		No	√	Number	

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Geography, Mathematics	√	--	--
Arts	Bengali, English, History, Education, Journalism & Mass Communication, Economics, Political Science, Sanskrit, Philosophy,	√	--	--
Commerce	Accounting & Finance; Marketing	√	--	--
Any Other (Specify)	--	--	--	--

16.   Number of Programmes offered under (Programme means a degree course like BA, B.Sc, MA, M.Com...)

a. annual system | 12 |

b. semester system

c. trimester system

17.   Number of Programmes with

a. Choice Based Credit System | NA |

b. Inter/Multidisciplinary Approach | NA |

c. Any other (specify and provide details) | NA |

18. Does the college offer UG and /or PG programmes in Teacher Education?

Yes | | No | √ |

If yes,

a. Year of Introduction of the programme(s)…………….(dd/mm/yyyy)

And number of batches that completed the programme | |

b. NCTE recognition details (if applicable)

Notification No.: …………………………………………..

Date: ………………………………….. (dd/mm/yyyy)

Validity: ………………………………….

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐   No ☐ √

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐   No ☐ √

If yes,

a. Year of Introduction of the programme(s)…………...(dd/mm/yyyy)

and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)

Notification No.: …………………………………………..

Date: ………………………………….. (dd/mm/yyyy)

Validity: ………………………………….

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐   No ☐ √

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching Faculty						Non-teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*	--	--	3	1	2	2	11	2	1	--
Yet to recruit	--	--	--	--	8		3		1	
	Contractual Whole Time Teacher		Part Time Teacher		Guest Teachers					
Sanctioned by the Management/ society or other authorized bodies *Recruited*	2	7	2	5	5	3			4	
Yet to Recruit	--	--	--	--	--	--	--	--	--	--

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			2		2	1	
M.Phil.			1			1	
PG				1			
Temporary teachers							
Ph.D.							
M.Phil.					2	5	
PG					1	2	
Part-time teachers							
Ph.D.						1	
M.Phil.						1	
PG					2	4	

22. Number of Visiting Faculty/Guest Faculty engaged with the College.

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23. Furnish the number of the students admitted to the college during the last
    four academic years.

Categories	Year 1 (2011-12)		Year 2 (2012-13)		Year 3 (2013-14)		Year 4 (2014-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	96	68	100	52	76	52	88	54
ST	04	02	04	02	03	01	02	02
OBC	18	03	21	02	21	07	32	07
General	1050	356	1066	453	1153	504	890	582
Others	00	00	00	00	00	00	00	00

24. Details on students enrolment in the college during the current academic year:

Type of students	UG	PG	M.Phil	Ph.D	Total
Students from the same state where the college is located	99.99%				
Students from other states of India					
NRI students					
Foreign students	0.01%				
Total	100%				

25. Dropout rate in UG and PG (average of the last two batches)

UG

17%

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total   number of students enrolled)

(a) including the salary component

Rs. 13,736

(b) excluding the salary component

Rs. 4,545

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes √   No ☐

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes √   No ☐

b) Name of the University which has granted such registration.

Kalyani University

c) Number of programmes offered   4

d) Programmes carry the recognition of the Distance Education Council.

Yes √   No ☐

28. Provide Teacher-student ratio for each of the programme/course offered: **20:1**

29. Is the college applying for

Accreditation: Cycle 1 ☐   Cycle 2 √   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3, Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **29/01/2006, 30/01/2006**   Accreditation Outcome/Result: **B+**

Cycle 2: ………………………..   Accreditation Outcome/Result:…….

Cycle 3: ………………………..   Accreditation Outcome/Result:.……

Copy of accreditation certificate and peer team report enclosed herewith as an annexure.

31. Number of working days during the last academic year.

> **260**

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

> **180**

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC: **29/03/2006**

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) **14/08/2015**   (uploaded in the website)
AQAR (ii) **14/08/2015**   (uploaded in the website)
AQAR (iii) **14/08/2015**   (uploaded in the website)
AQAR (iv) **14/08/2015**   (uploaded in the website)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

None as such.

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders

The vision of the college is to instil self-respect and a sense of good life among our students besides guiding them in their pursuit for academic brilliance and to lead them to such development of their minds and thoughts. In the words of the great poet Rabindranath Tagore:

> "Where the mind is without fear and
> The head is held high;
> Where knowledge is free;
> Where the world has not been broken up
> Into fragments by narrow domestic walls."

The College will never halt to impart such education to its students.

Spread of education is the goal and mission of DumDum Motijheel Rabindra Mahavidyalaya. The college can boast of its peaceful academic atmosphere, its quality of teaching and the dedication of the teachers. The contribution of this College towards the making of a healthy society is worth mentioning as the College does assure quality development and need based as well as value based education.
The College fulfils its vision through various activities:

- The vision and mission of the college are clearly stated in the college Prospectus as well as in the college website (www.ddmrm.org).
- Posters, hoardings stating the mission and vision of the College are displayed in different places in the College campus.
- In addition, the Principal addresses the college students on the day of commencement of academic session, for a general orientation where the vision and mission of the College is conveyed to the students.
- The Students' Union of the College organises "Fresher's Welcome" Program for the newcomers where they are made aware about the mission and vision of the College.
- Through periodic parent-teacher meet, the parents and guardians develop a sense of belonging towards the Institution. It clearly serves for the mission and goal of the College.

1.1.2 How does the institution develop and deploy action plans for the effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

DumDum Motijheel Rabindra Mahavidyalaya is affiliated to the West Bengal State University and hence, follows the syllabus designed by the University. The development and deployment of the action plans for effective implementation of the curriculum is as follows:

- Initially, the implementation of curriculum is formulated centrally by the IQAC.
- As a follow up, the departments, at the beginning of the session, in consultation with the IQAC, publishes the topic and allocation of syllabus with the possible number of lectures to be taken for its completion.
- These documents are reviewed and renewed every year by the teachers who try to incorporate new and necessary information if and when required.
- The centrally designed time table is well distributed among students at the beginning of the session.
- The principal and each department sit for a departmental meeting at the beginning of each session which effectively focuses in the division of syllabus among the teachers. Every department maintains an action plan to suit its course of syllabus through continuous evaluation of the students, taking class tests and through various student involving activities.
- Classroom curriculum is designed by each department in advance and students are informed about the teaching plan accordingly.
- The teachers try to impart a thorough knowledge of the subjects among the students through various advance teaching methods (like Power Point Presentations, smart board teaching etc), preparation of study materials, regular interactive discussions with the students and formulation of the action plan for the future.

1.1.3. What type of support (procedural and practical) do the teachers receive (from the university and/or institution) for effectively translating the curriculum and improving teaching practices?

Support from the University
- The college receives support from the West Bengal State University in formulation of syllabus which is well reflected in an elaborate academic calendar published each year.
- That calendar contains the topic wise syllabus, number of periods to be taken on each topic and a detailed time table for each month including selection test or any other academic program. It is updated as and when required.
- The university initiates workshops for a syllabus change to accustom the teachers with the change. The teachers are encouraged to participate in the workshops which, in turn, enrich the students.

Support from the Institution
- The college provides modern infrastructural assistance to the teachers along with well furnished classrooms and laboratory.
- The college encourages the teachers to participate in the Refresher Courses and Orientation Programs and various seminars and symposia to update themselves in different areas of research.

Table 1.1.3 Participation of Faculty in Quality Enhancement Program

Serial No.	Quality Enhancement Program for faculty	2011-12		2012-13		2013-14		2014-15	
		Presented	Attended	Presented	Attended	Presented	Attended	Presented	Attended
1.	International Seminar	01	01	--	--	06	06	05	06
2.	National Seminar	04	08	05	06	09	09	06	07
3.	State Level Seminar	05	13	02	09	06	10	--	06
4.	Orientation Program	--		01		01		--	
5.	Refresher Course	--		01		02		--	
6.	UGC-Faculty Development Program	01		--		--		01	

- To improve the teaching-learning process, teachers have full autonomy to purchase books, and journals for their respective departments through central library.
- Also, with facilities of smart board, visualiser, computers, internet connections, printer, scanner and photo copier, the teachers are assisted with the teaching-learning aids.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- The institution with UGC grant provides all type of modern teaching aids and other infrastructural facilities to the students.
- With interactive learning through projectors, interactive smart board and internet facilities, the institution administers the curriculum set by it.
- Also, the college, by providing clean, well-furnished spaces for classroom and laboratories, web spaces for notice and ongoing programs, also looks after the proper management of curriculum.

- The college organizes departmental as well as state level seminars that serve as an initiative for effective curriculum delivery.
- Besides, the institution ensures participation of students in various departmental seminars, projects, educational visits and field works.
- The students are assessed through class tests in departments.
- Also, through selection tests, students are made ready to sit for university examination.
- The students are made prepared for submitting projects/banners not only to have a profound knowledge on the topic, but also to make them smart and confident about themselves once they enter the world of competition.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and university in effective operationalisation of the curriculum?

- For an effective operation of the curriculum, the Department of Commerce organizes visit to commercial houses that help the students to have a practical knowledge of the job market. Also, interaction of the Commerce department with commercial houses provides the student a better understanding of share market.
- Besides, most of the departments organize visit to places of importance relevant in the syllabus.

1.1.6 What are the contribution of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback provided, specific suggestions etc.)

Since this is an affiliated college, we have to follow the syllabus designed by the concerned Board of studies of the University.
- Teachers of this college are invited to attend workshops on the proposed syllabus where they can make suggestions and propose changes.
- Teachers are sometimes asked to contribute to Model Questions published by the University.
- Besides this, teachers are appointed as Examiners, Head Examiners, Scrutinizers, Paper Setters and Moderators for the University.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the preview of the affiliating University) by it?

- The college has already started a certificate course in communicative English for the benefit of the students to cope them up with future competition where language plays a crucial role. The course structure is completely designed by the faculties.

- The college conducts a basic course in Information Technology with an objective to make the students more proficient in the computers. The course is developed by the faculties of the college.

Table 1.1.7 Details of Certificate programs organised by the College

Sl No.	Name of the Course	Conducting Departments	Beneficiaries
1.	Certificate Course in Communicative English	Department of English & Career and Counselling Cell	1st year students of the college
2.	Certificate Course in Basics of Information Technology	Department of Mathematics & Commerce and Career and Counselling Cell	1st year students of the college

1.1.8 How does institution analyze/ ensure that the stated objectives of curriculum are achieved in the course of implementation?

- An elaborate academic calendar along with the teaching plan is given to the students as well as to the teachers at the beginning of the course. Each department plans a series of activities through the Departmental Meetings, which complement the syllabus and help the students achieve the objectives of the programme.
- Faculty Members inculcate interest among the students in their core subjects. A number of modes of assessment (Class tests, Selection tests, Quiz, posters, Power Point presentation, Seminars, banner presentation, assignments etc) are designed by the faculties to ensure that the stated objectives of curriculum are achieved.

1.2   ACADEMIC FLEXIBILITY
1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc., offered by the institution.
Refer to 1.1.7.

1.2.2 Does the institution offer programmes that facilitate twinning/ dual degree? IF 'YES', give details.
No such program is offered by our institution.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

Range of Core / Elective options offered by the University and those opted by the college.

During the beginning of the session, the college offers the choice for Honours and General subjects. The college has sufficient number of Honours and Pass subjects in affiliation to the West Bengal State University syllabus. The combination of Honours and General subjects are provided by the college which can be altered by the students within a restricted time limit of after one month from the date of admission.

Table 1.2.3 UG Courses offered

B.A (Honours)	B.A (General)	B.Sc (Honours)	B.Sc (General)	B.Com (Honours & General)
Bengali	Bengali	Geography	Geography	Accounting & Finance
English	English		Mathematics	Marketing
Education	Education		Economics	
History	History			
Journalism & Mass Communication	Journalism & Mass Communication			
	Philosophy			
	Political Science			
	Sanskrit			

Subject Combination

STREAM	HONOURS PAPER	GENERAL PAPER
B.A Honours	Bengali	History/Sanskrit, Education/Journalism;
B.A Honours	English	Education/ Journalism, History/ Economics;
B.A Honours	Education	Bengali, History/ Sanskrit/Philosophy; Sanskrit,
B.A Honours	History	Bengali/Political Science, Geography/Education
B.A Honours	Journalism & Communication	Bengali, History; History/ English; Political Science/ History
B.Sc Honours	Geography	Political Science, Economics/Mathematics
B.Com Honours	Accounting & Finance	General Subjects as offered by University*
B.Com Honours	Marketing	General Subjects as offered by University

STREAM	GROUP I	GROUP II	GROUP III
B.A General	Bengali	History	**Education**
B.A General	English	Economics	**Philosophy**
B.A General	**Political Science**	**Sanskrit**	**Geography**

1.2.4 Does the institution offer self-financed programmes? If 'YES', list them and indicate how they differ from other progammes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

This is not applicable for our college. Our Institution does not offer any self-financed program.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Refer to 1.1.7

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If yes how does the institution take advantage of such provision for the benefit of students?

No, the institution has no provision for such flexibility under the regulations of the WBSU.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University's curriculum to ensure that the academic programmes and institution's goals and objectives are integrated?

- Generally the University designs the curriculum in two parts: theory and practical. In some disciplines like Education, Geography, Journalism and Commerce the teachers enhance knowledge and interest of their students through practical classes.
- Seminars are organized by the various departments. Two types of seminars are usually organized: Departmental Seminars and UGC sponsored Seminars. Departments of

Commerce, History, Education, Philosophy, Bengali, and English have organized seminars on relevant issues.

- One day workshops on various interesting and contemporary topics related to curriculum are organized by the Department of Journalism.
- Curricula-based field-work for the department of Geography and study tours are organized by the department of Education for enrichment of the curriculum and experiential teaching. Project-based work is offered by the department of Commerce as a part of WBSU syllabus. The students of some of the Arts departments sometimes are taken out for local educational tours.
- Computer Laboratory in the department of Commerce as the curricula of this subject is integrated with Information and Communication Technology which equips the students to compete global employment market.
- Some of the departments publish at least one Wall Magazine per year. These magazines are based on some social issues on syllabus related topics. Department of Bengali, Geography, and English have published annual Departmental Journals named '*Anwesha'*, 'Orbit', 'Expressions' respectively.
- An annual magazine "*Sabujer Abhijan*", and Wall Magazines are published by the students' union of the college, where the students show their creativity through articles, drawing, and writings.
- The institution organizes various co-curricular and extra-curricular programmes like participation of the students in seminar, social works through NSS unit, their involvement in organizing debate and annual social function etc. to ensure the execution of academic programmes on one and accomplishment to reach the goals and objectives of the institute on the other. The Birth Anniversary of Rabindranath Tagore is observed every year in the campus. The program is attended by Governing Body members, teaching and non-teaching staff and students.
- The students participate in some intra-college debate competition, Poster Competition, Essay Competition and many more.
- The institution contributes to nation building through the service units like NSS.
- The College has recently opened NCC Boys' unit.
- Students of the college also participated in the Youth Parliament.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Department of Journalism organises workshops on different topics of relevance in employment market like News reporting, Television reporting, Documentary film making, feature film making, proof reading etc. during 2010-2014.
- The department of Commerce organises study visits in commercial houses to gather first hand experiences of the function of the firms.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum ?

- Women's Grievance Redressal Cell(WGRC) of the college takes care of the rights of the women—both students and staff. WGRC has a plan to organise a seminar to make women aware of their rights.
- In collaboration with NSS Geography Department has a plan to organise a Seminar on Climate Change.

1.3.4. What are the various value added courses/enrichment programmes offered to ensure holistic development of students?

Along with academic grooming of the students, the college always puts a tireless effort in making the students aware of their responsibility to the society and the country. A holistic development of the students is the main motto of the institution. Following are the initiatives taken by the college to pursue this objective:

Moral and Ethical values:

- The college successfully runs an **Evening School** mainly with students from the nearby locality, who are facing challenges in continuing their education for economic hindrances.

- The college (Department of History and English) also organizes visit to local Old age Home with the students.

Employable skills
As mentioned before a course in Communicative English and Basics in IT are conducted by the college for the students. Refer to 1.1.7 for details.

Better career options
Seminars and workshops are organized by the Career Counseling Cell of the college to make the students aware of the employment opportunities they can avail in the job market.

Community orientation
- With the help of NSS unit, College has initiated a cleanliness drive to clean the College and its premises.
- NSS Unit of College in collaboration with DumDum Traffic Guard, Bengal Police, observed an awareness campaign on "Road Safety Week" for traffic safety.
- Survey of 125 families in a slum named Bidhan Colony, Madhugarh (Khalpar) of Ward No 12 & 13 of South DumDum Municipality near (within the range of 2-3 kilometres) our

College, having a child between 6 to 14 years, about their health and education.

- Distributed some necessary educational needs to children belonging to the above mentioned 125 surveyed families.
- Distributed stickers to above mentioned 125 surveyed families to educate and reminded them about some basic principles of health and hygiene for their kids.
- Blood Donation Camp was organised on 13.11.2014 in collaboration with Thalassemia Guardian's Society.
- Observed **World Aids Day** by organising an Anti-aids rally on Dum Dum Road
- Organized an Anti-aids campaign at the Madhugarh area near College with 20 students to give an idea about the AIDS to the people of the locality.

1.3.5. Citing a few examples, enumerate on the extent of use of the feedback from the stake holders in enriching curriculum.

- There is a Feedback System in the college. Outgoing batch of the students (3rd year) are given a feedback form to fill up. Feedback is taken regarding the curriculum, teaching method, office work and library facility.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

- The college monitors and evaluates its programs in the curriculum through feedback received from the students.
- The results and achievements of the students serve as a feedback.
- The performances of the students in different examinations are monitored by IQAC and by the teachers of the respective departments along with the Principal in departmental meetings.

1.4   FEED BACK SYSTEM

1.4.1 What are the contribution of the institution in the design and development of the curriculum prospected by the university?

Being an affiliated institution under West Bengal State University there is very little scope of innovation in the design of curriculum. The faculty members of the various departments of our college take part in workshops organised by the University and convey their valuable suggestions on designing of the curriculum to the university.
 Sometimes the University seeks the opinion from the affiliated colleges before framing the curriculum. Teachers' Council, a statutory body, is ipso facto Academic Council of the

College. As and when University invites any suggestion, Teachers' Council (extended) discusses the matter and sends their valuable opinion to the University.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If "yes", how is it communicated to the university and made use internally for curriculum enrichment and introducing changes /new programmes?

- There is a formal feedback system on curriculum development from the students of 3rd year outgoing batch.
- The feedback received from the students is communicated to the University by the teachers when they attend different workshops organised by the University on curriculum development.

1.4.3 How many new programmes/courses were introduced by the Institution during the last four years? What was the rationale for introducing new courses/programmes?

- No new program/course has been introduced in the last four years, although we have opened Honours Course in Journalism & Mass Communication in 2010 due to huge demand in the locality.
- We have a plan to open Post-Graduate Course in Commerce. West Bengal State Council of Higher Education has recommended our college for opening of the course after first round of inspection. Thereafter two consecutive inspections have been done by WBSU but response from the University is still awaited.
- The college is planning to open three more subjects viz. Computer Science, Psychology and Statistics from the coming academic session, if possible. Processing has been started.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures both publicity and transparency in the entire admission process through the following:

- Admission notice along with admission rules and procedures with number of seats in each category of students is given in the college website and put up in college notice board. The admission notification is displayed through scrolling in the local cable network.
- Merit list is published in the college notice board as well as in the college website. There is a separate link for online admission in the College website.
- The prospectus containing all relevant information is made available to the students. However, from this academic session the Prospectus is published in the College website.

Wide Publicity and transparency in the Admission Process:

Wide Publicity for admission to our college is given through the following:

- Prospectus through College Website is made available to the applicants.
- All relevant information including availability of seats in each category are given in the College notice Board as well in the website.
- College website announces all the information regarding admission dates, admission forms, subjects offered, criteria for admission and finally the merit list.

Transparency:
- Admission is made strictly on the basis of merit only.
- Online admission has started from this session (2015-16).
- All enquiries relating to the admission list published are answered by the admission committee comprising of senior teachers, office staff and the Principal.

The institution also follows the guidelines regarding reservations to the backward classes and physically challenged students unfailingly. The admission rules, latest admission position etc. are regularly submitted to the following regulating authorities for their information and intervention, if necessary:

1. **The DPI, Govt. of West Bengal**
2. **BCW Dept., Govt. of West Bengal**
3. **West Bengal State University.**

Table: 2.1.1 No. of seats for Under Graduate course for 2015-2016 Session

Courses	Total	UR		SC 22%		ST 06%		OBC-A 10%		OBC-B 07%	
		GEN	PH	GEN	PH	GEN	PH	GEN	PH	GEN	PH
B.Com Hons in Accountancy	311	183	06	58	02	15	01	26	01	18	01
B.Com Hons in Marketing	34	19	01	07	00	02	00	03	00	02	00
B.A Hons in Bengali	83	49	02	15	01	04	00	07	00	05	0
B.A Hons in Education	55	32	01	11	00	03	00	05	00	03	00
B.A Hons in History	27	16	01	05	00	01	00	02	00	02	00
B.A Hons in English	55	32	01	11	00	03	00	05	00	03	00
B.A Hons in Journalism	27	16	01	05	00	01	01	26	01	18	01
B.sc Hons in Geography	68	40	01	13	00	04	00	06	00	04	00
B.com General	413	242	08	78	02	21	01	35	01	24	01
B.A/B.Sc General	291	171	05	54	02	14	01	25	01	17	01
UR: Unreserved				SC: Scheduled Caste ST: Scheduled Tribe				OBC: Other Backward classes PH: Physically Handicapped			

2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the institution.

Admission process is systematically administered based on predetermined criteria:
- A criterion for admission is predetermined by the West Bengal State University and our college administers such criteria
- As per the directive of the University, date of sale of application forms is notified in the notice board and also in the college website. Application forms can be downloaded from the college website and on spot/over telephone enquiries are attended by the Admission Committee.
- The College formulates the criteria for admission as per University directive in conformity with the guidelines set by the Governing Body and the Admission Committee.
- According to above criteria automatic merit list generated and published in the website.
- In case there is a vacancy after first round of admission, the above process is repeated until all seats are filled.
- Details of admission process, discipline and other matters relating to admission are given out in the college prospectus and website.
- To fulfil our social obligation we do not insist on college cut off percentage other than the one stated by the University (which is mandatory for all colleges in our state) except Geography and Journalism.

Table 2.1.2a Admission Criteria for the year 2015-16

Program	Mode of selection	
	General	**SC/ST**
BA/B.Sc./B.Com. Honours	Must have passed 12th standard with minimum 50% marks in the aggregate and 45% in the subject opted for Honours course or only 55% in the subject opted for Honours, [Department of Geography and J & MC have 60% and 55% respectively as the entry criteria]; 5% relaxation in marks for PH candidates	Must have passed 12th standard with minimum 40% marks in the aggregate and 40% in the subject opted for Honours course
BA/B.Sc./B.Com. General	Passed in H.S. or any equivalent examination	Passed in H.S. or any equivalent examination

In addition to regular courses, the college conducts the following courses and the criteria of admission for the courses are as follows:

Table 2.1.2b College Conducted Certificate Courses (only for our own students)

Course	Min Qualification	No. of Students
Certificate in Communicative English	Passed in H.S. or equivalent examinations	50 on an average
Certificate in Basic Computer Skill	Passed in H.S. or equivalent examinations	50 on an average

Table 2.1.2c Criteria for Admission to Directorate of Open and Distance Learning (DODL), Kalyani University (Distance Education)

Course	Min Qualification	No. of Seats
MA in English	Graduate	Determined by Directorate of Open and Distance Learning, Kalyani University
MA in Bengali	Graduate	
MA in History	Graduate	
MA in Education	Graduate	

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

College is maintaining a detailed record of the Minimum and Maximum Percentage of Marks for Admission. However we are not in a position to provide a comparative data of other colleges of the affiliating University in absence of adequate data in this regard.

Table 2.1.3: Maximum and Minimum Percentage of Marks for Admission Undergraduate Programmes of our College

Sl. No.	Programme	2015-16		2014-15		2013-14		2012-13		2011-12	
		Max %	Min. %	Max %	Min. %	Max %	Min. %	Max %	Min. %	Max %	Min. %
1.	Accounts & Finance	90	57	85	53	79	50	89	52	81	51
2.	Bengali	83	60	80	50	78	45	74	46	75	45
3.	English	90	70	85	55	80	52	73	56	78	55
4.	History	75	55	60	52	50	45	53	45	58	45
5.	Geography	92	68	87	67	81	65	83	64	85	68
6.	Education	80	65	72	54	65	49	66	50	68	48
7.	Journalism & Mass Communication	78	67	68	53	62	50	65	50	67	48
8.	B.COM (Gen.)	60	35	55	30	52	30	53	30	50	32
9.	B.SC (Gen.)	65	40	57	32	53	30	50	30	52	30
10.	B.A. (Gen.)	55	32	53	30	51	30	50	30	51	30

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, there is a mechanism in the institution to review the admission process and student profiles annually. The admission committee reviews the admission process of the previous years and student profiles and accordingly takes necessary steps for qualitative improvement of the admission process. This year also the admission committee took certain measures to give quality service to students and ensure a smooth and transparent admission process in this current academic session 2015-16. They are:

- All notifications related to admission are displayed in the College notice boards and are hosted in the website, which contains detailed information about courses, number of seats available, eligibility, process of admission, last date of admission etc.
- There is a procedure for on line admission. Forms with unique ID No. are available through the website.
- Helpdesk with dedicated phone number is set up by the teachers and the non teaching staff.
- Detailed prospectus for candidates is published in the college website.
- There is customized software for cash handling in the admission process and quick data gathering of the students admitted.
- Complete lists of all applicants according to merit are generated and uploaded in the website.
- Students can deposit their admission fee in any branch of Allahabad Bank in India of a nationalised bank or through payment gateway using net banking/debit card/credit card.

This mechanism of the admission process was conducted smoothly and appreciated by the applicants and other stakeholders.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion SC/ST, OBC, Women, Differently abled, Economically weaker sections, Minority community, Any other:-

Admission process caters to access and equity considering the applicable norms including Reservation Policies:

Figure 2.1.5

Seat allocation as per rules of the Government of West Bengal (PhysicallyHandicapped-3% of each category)

■ General ■ SC ■ ST ■ OBC-A ■ OBC-B
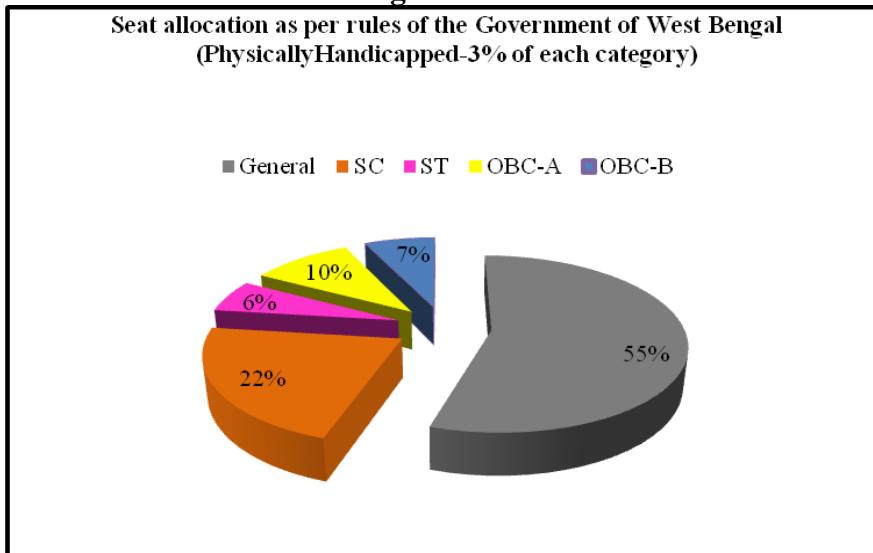
- The college follows all the norms regarding reservation policies framed by the Government of West Bengal from time to time.
- A student belonging to SC/ST category is included in the list for General category if he/she qualifies for the eligibility criteria applicable for the General category students. In effect, the reservation actually exceeds the required level of 22% for SC candidates and 6% for the ST candidates.
- There are provisions in each category for the differently abled students, like physically or visually challenged.

The admission policy of the institution and its student profiles demonstrate/reflect the commitment to diverse social and economic groups by adopting the following strategies to increase/improve access for following categories of students:

a) **Students from disadvantaged community—SC/ST/OBC:** Seats are reserved for SC, ST, & OBC candidates according to norms laid down in notifications made by the West Bengal Govt., Backward Class Welfare Dept. Access is ensured to these marginalised groups through the total implementation of reservation-cum-merit as per the orders of the Government of West Bengal. Figure 2.1.5a (also the table 2.1.5) reveals the increase in the admission of SC, ST and OBC students in the institution over last four years.

Table 2.1.5: Social Profile of students in last four years

Year	Class	Gen	SC	ST	OBC	Male	Female	Total
2012-13	1st year	671	83	00	07	511	250	761
	2nd year	478	39	05	12	368	166	534
	3rd year	350	30	01	04	292	93	385
Total	All							
2013-14	1st year	696	49	01	16	516	246	762
	2nd year	561	58	00	03	443	179	622
	3rd year	400	21	03	09	294	139	433
2014-15	1st year	516	78	03	24	428	193	621
	2nd year	532	44	01	20	325	262	587
	3rd year	424	20	00	05	258	191	449
2015-16	1st year	309	55	01	21	229	157	386
	2nd year	516	78	03	24	428	193	621
	3rd year	532	44	01	20	325	262	587

As the admission process is still going on for 2nd and 3rd year classes for 2015-16, data for 1st year and 2nd year for 2014-15 have been replicated for 2nd and 3rd year respectively in 2015-16.

Figure 2.1.5a Student admission from disadvantaged community—SC/ST/OBC in last four years
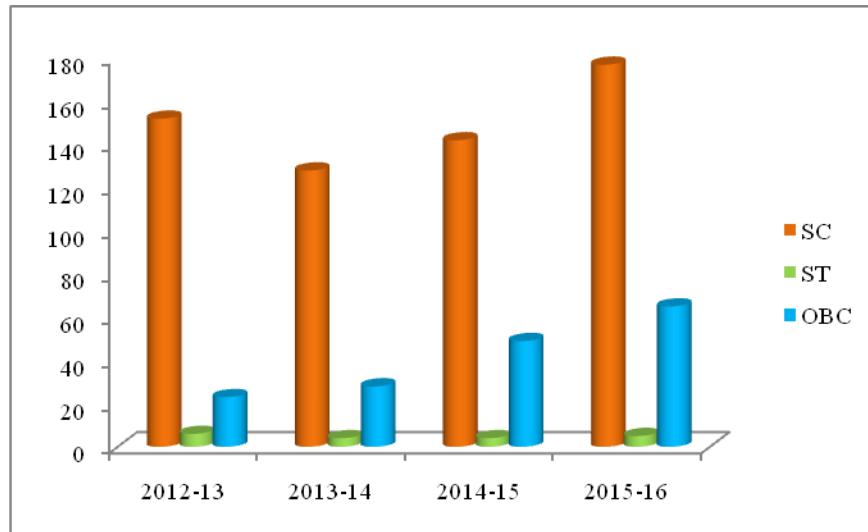
Figure 2.1.5b Male-Female distribution of students admitted in the last four years
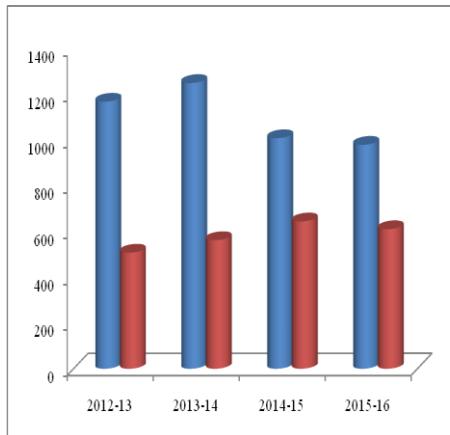
Figure 2.1.5c % of girl students in the total students during last four years
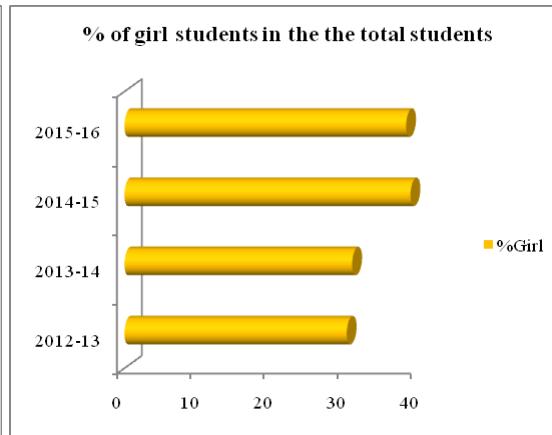
b) **Women:** For women, there is no reservation for admission but the female candidates are provided with equal opportunity. However, one of the objectives of the institution is to spread female education. The number of female students is almost at par with that of the male students in the Humanities courses. Figure 2.1.5b and 2.1.5c depict an upward trend

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in the admission of the girl students indicating that the College is playing an important role in female education.

c) **Differently abled students:** There are special assistance provisions for the differently abled students who are physically challenged.

d) **Economically weaker sections:** There is no provision of relaxation of marks in case of students coming from economically weaker sections. But no student in the merit list is denied admission for non-payment of requisite fee. Special financial assistance as concession of fees is provided to this section of students from the benevolent fund created by the teachers and non-teaching staff. Moreover, these students are getting support from Teachers Council Fund, Students Aid Fund etc.

e) **Sports personnel:** Students with a performance at national/state/district level are given special consideration in class attendance.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

Table 2.1.6: Demand Ratio last four years

Programmes UG Level	Number of applications				Number of students admitted				Demand Ratio			
	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
B.A(Honours)												
Bengali	92	132	51	54	47	37	34	22	2:1	3.5:1	1.5:1	2.45:1
English	47	89	128	39	34	37	42	21	1.5:1	2.5:1	3:1	1.86:1
History	37	45	17	10	21	10	11	04	1.75:1	4.5:1	1.5:1	2.50:1
Education	63	95	123	27	12	47	35	18	5:1	2:1	3.5:1	1.50:1
Journalism & Mass Communication	44	56	25	16	16	18	12	09	2.75:1	3:1	2:1	1.78:1
B.Sc. (Honours)												
Geography	92	123	291	107	41	56	58	60	2.25:1	2:1	5:1	1.78:1
B.Com.(Honours)												
Accounts & Finance	231	260	221	145	156	161	146	62	1.5:1	1.75:1	1.5:1	2.34:1
General Course												
B.A	333	341	574	391	176	220	229	188	2:1	1.5:1	2.5:1	2.08:1
B.Sc	11	7	17	11	07	05	08	06	1.5:1	1.4:1	2:1	1.83:1
B.Com	463	519	994	703	245	244	248	229	2:1	2.25:1	4:1	3.07:1

2.2 CATERING TO STUDENT DIVERSITY

2.2.1 How does the institution cater to the needs of differently-able students & ensure adherence to government policies in this regard?

• The college has always shown a favourable attitude to differently-able students.

- The institution strictly follows all government rules and regulations regarding admission of the differently able students. At the time of admission 3% seats are reserved for the physically challenged students as fixed by the government.
- The college does have the facilities to cater to the needs of differently able students, such as elevator, ramps.
- Moreover, the authority tries to provide help as and when required. Physically handicapped students are assisted by arrangements of the classes in the ground floor as far as possible.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program?

Yes, our college does assess the students' needs in terms of knowledge and skills before the commencement of the program in the following ways:-
- Before commencement of the program a merit list is prepared where the student's knowledge is ascertained.
- On the basis of the merit list every individual student is called for counselling, where each student is advised regarding their combination of subjects.
- The following methods are adopted to help the students after assessing the learning level of students after admission:
1. Additional Lecturers: for students who are weak we conduct remedial lectures by our teachers and guest lecturers
2. Students seminars are organized by the respective department to help the students become reasonable learners.
3. Assess the students learning level after admission and conduct appropriate remedial courses:
  i. Through regular class tests
  ii. Tutorial classes

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (bridge / remedial / add-on / enrichment coursed etc) to enable them to cope with the program of their choice?

Slow and advanced learners are identified on the basis of class room participation and internal assessments. To bridge the knowledge of the slow learners to enable them to cope with the program of their choice, following actions are taken:

- Personal level interaction of students with the teachers to prepare model answers with a note of proper book sources.
- Arrangement of special tutorial as well as practical classes.

- Revision of special chapters / text after completion of the stipulated syllabus.
- Enrichment courses too are undertaken – like project works, wall magazines etc to enable them to excel in both academic and allied fields.
- Personal contact sessions taken by the teachers for advancement of the slow learners.
- Communication to the parents of the backward learners.
- The subject teachers take extra classes as and when necessary to cope up with all academic deficiencies in this regard.
- Teachers take class tests as and when necessary to deal with those who are lagging behind.
- Teaches pay special attentions to students who failed to cope up with the curriculum on one to one basis.

2.2.4. How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc?

The college undertakes all possible measures to sensitize each student about his/ her social obligations, commitments etc. Added to it the college ensures that he/she is well equipped to protect his/herself against any kind of social onslaughts. For the purpose college has setup the following bodies:

- Environment related programs – through NSS especially.
- The college has introduced a Women's Grievance Redressal Cell, internal Complaint Committee and Grievance Redressal Cell to conduct counselling and gender sensitization programs.

Regarding the gender balance among the staff and students, the institution can be placed in the first line as the number of female students is trending high over the years, and the alignment is found in case of the staffs as well. The positively increasing pattern of the female student enrolment is shown in figure 2.1.5b & c. The gender distribution of the staffs is shown below (as in current academic session).

Figure 2.2.4 Male-Female Distribution of staffs

Male-Female distribution of Staffs

	Teaching	Non-teaching
■ Male	14	15
■ Female	18	2
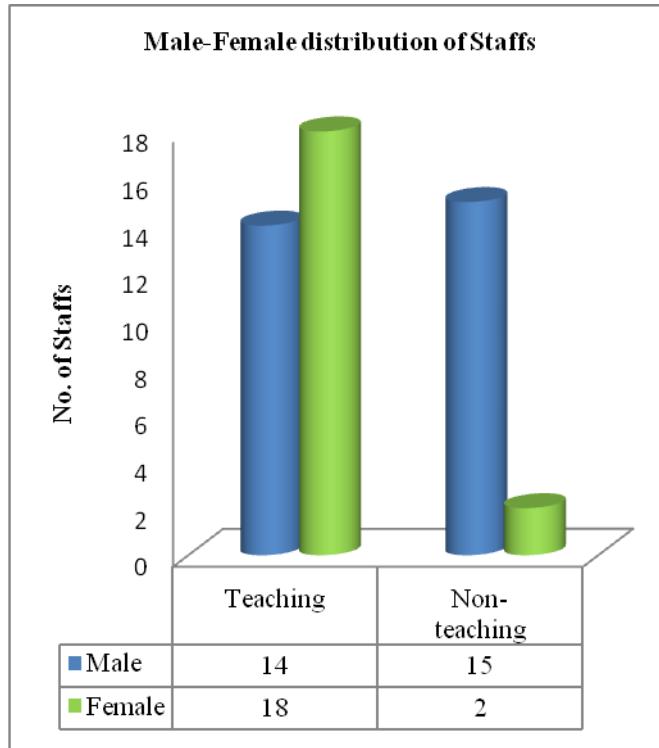
2.2.5 How does the institution identify and respond to special educational / learning needs of advanced learners?

The institution identifies advanced learners on the basis of their performance in the college and in university examinations and in course of their interaction with the faculty members.

- Advanced learners are provided with periodicals, reference books etc. to upgrade their knowledge.
- Advanced students are encouraged to solve university question papers of different universities and these are assessed by individual subject teachers.
- Particularly in Humanities stream the advanced students are encouraged to undertake creative writings, adaptations of the texts they are studying and encouraged to participate in poster exhibitions.
- Class tests are conducted at regular intervals to assess student's development.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at the risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

- Information regarding these students is collected from the college records and from the other students of the locality.
- Faculty members interact with these students and identify their problems and assess the students who are at the risk of drop outs.
- The teachers also offer psychological counselling and support them according to their needs as far as possible.
- Meetings with the parents of physically/ financially weak students are also arranged by the teachers to inform them of the deficiency and the needs of their wards.
- Special supports are provided by the college in the following way-

✓ Providing additional books from the college central/departmental library.
✓ Providing text books/reference books to needy students through book bank being organised by the Students Union of the College.
✓ Regular counselling.
✓ Providing study materials prepared by the teachers.
✓ Tutorial classes.

2.3. TEACHING-LEARNING PROCESS

2.3.1. How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- The college publishes its own Academic Calendar wherein the syllabi distribution is found with particular reference to specific time slot and number of periods to be taken on each topic.
- Teachers of respective departments in their departmental meetings with the Principal of the college distribute the syllabus among themselves.
- Various departments of the college jointly prepare the Academic Calendar. It is subsequently approved by IQAC before the commencement of each Academic session.
- The teachers form their own lesson plans based on the allotted syllabus. The records of class tests, tutorials, and selection tests are systematically maintained by each department.
- On an average, the number of working days is more than 255 in a year, and the teaching days constitute around 70% of the total working days.
- As revealed from the figure 2.3.1a, teaching days always exceed the minimum stipulated number 180 days per year. However, the number shows a slight falling trend in the year 2014-15 due to parliament election. Moreover, the teaching days suffer a declining record

for the college is chosen by the University as a centre of University examination for a large number of students which takes quite a long time to hold. As a result, the days cannot be counted in teaching days as per guideline.

- The class taken as against class allotted by the faculty as a whole is fairly good (figure 2.3.1b), though in recent years the number of classes held shows a declining trend due to a large number of days spent on University examination.

Figure 2.3.1a Working days and teaching days (in absolute number) over last four years
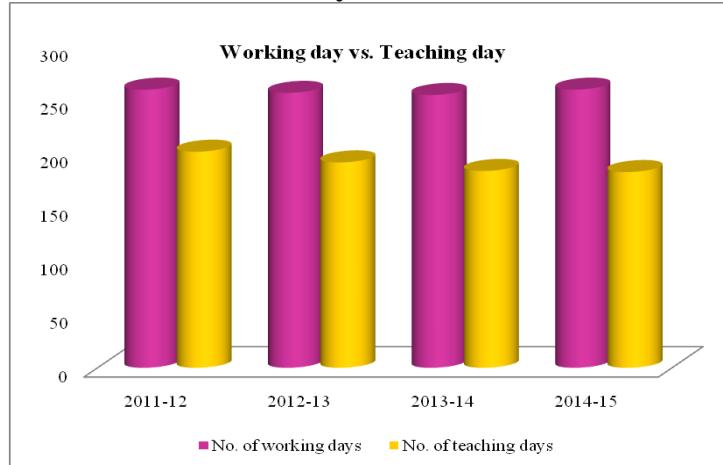
Figure 2.3.1b Class performance against class allotted over last four years

	2011-2012	2012-2013	2013-2014	2014-2015
Class Allotted	7686	8154	7929	7527
Class Taken	5688	6969	5790	5704
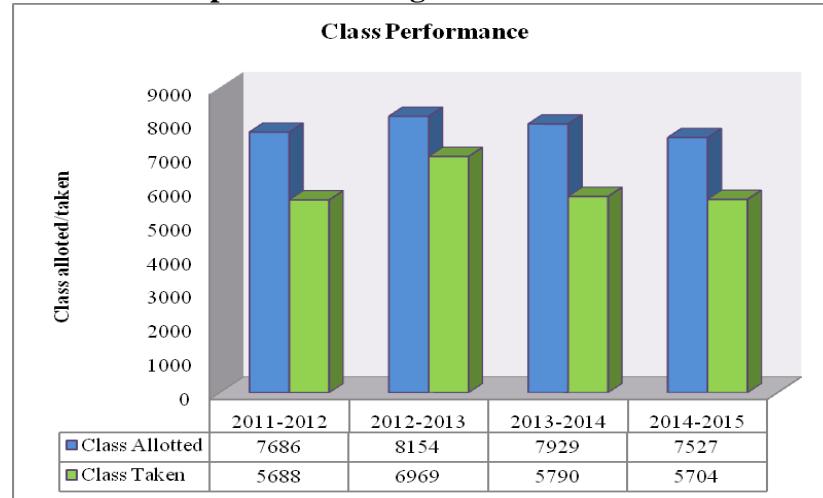
2.3.2 How does IQAC contribute to improve the teaching –learning process?

- The objective of this Cell is to monitor promotion, implementation and continuous improvement in teaching learning process, co-curricular and extracurricular activities of the institution.

- Accordingly, the IQAC advises from time to time towards the enrichment of student's knowledge, skill and personality. Execution/implementation of the suggestions is followed through action taken reports from different segment of the Intuition.

2.3.3 How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Use of ICT as learning resource by the students of different departments make learning student centric. SMART Board, internet connectivity through Wi-Fi, UGC-NRC room, laptops provided to the faculties, LAN connected laboratories in the department of Commerce, Geography, Education and Journalism etc. are the support structure and system available for the students and the faculties.

Preparation of small documentary film in the department of Journalism & Mass Communication enable the students to take responsibility and make decisions and inspire critical thinking as they complete the task. We ensure interactive, collaborative and independent learning by our students.

Interactive Learning
- Interactive (question-answer) sessions on each and every topic are an integral part of teaching which helps to make learning student centric.
- Students are also encouraged to participate in class room seminars, departmental seminars as well as in Seminars held in other colleges.

Collaborative Learning
- To ensure Collaborative Learning, students are made to work in pairs and groups.
- Students are also advised to discuss among themselves the topics they are taught in class. This is done to make students responsible learners. This form of learning operates in the college when small groups of students, work together to complete an academic task.
- Students participate in project work forming a team consisting of 3-5 members especially in the departments of English, Geography, Journalism and Education. The work is presented before the rest of the classes and also to the faculty members.
- Also, the wall magazine prepared by the students, in consultation with the teachers, ensures collaborative learning in some form or other.

Independent Learning
- Independent learning in our college is offered, so that the students can independently prepare the lessons with clear understanding.
- Independent learning generally taken up by the students with some of the following forms -assignment work, laboratory work, field work, reference reading in library and through

internet learning, through audio-visual aids such as films, filmstrips, slides, cassettes, tape recorders and so on.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- The college introduces many interesting methods to develop critical/rational thinking and inspire creativity in students through quiz, extempore speeches, debate, creative writing, group discussions, student seminars, preparing wall magazines and maintaining the notice boards with regular updates.
- The students are always encouraged to participate in intra and inter college activities.
- We encourage the students to participate in various survey-based projects. The West Bengal State University has introduced a term paper (project based) recently in certain subjects like B.Com. (Hons.), Journalism and Mass Communication (Hons), Education (Hons).Guided by their teachers, the students select a topic related to current problems on which they are required to write up a project. This helps the students to develop critical/rational thinking and build a scientific temper.
- Creativity is nourished through independent, collaborative learning, project assignment, seminar through power point presentation, home assignment, preparation of field report and dissertation, preparation of wall magazine, participation in poster competition, seminar etc.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g. Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Following are the technologies and facilities provided by the college to the faculty for effective learning:

- High speed broadband internet through both wireless network has been introduced in all the Departments, Teachers' Room, Library and College Office under the National Mission on Education through ICT (NMEICT), funded by the Ministry of Human Resources Development, Government of India. A separate local area network (LAN) has been set up as well in the departments of Geography and Journalism.
- The UGC-NRC is used by the teachers for their work related to research and teaching.
- INFLIBNET facility (SOUL software) and NLIST Programme have been introduced in the library, through which teachers and students can have access to useful journals.
- The college is using softwares like TALLY9, QGIS, 21st Century GIS, MS Excel, Google Earth etc. by various departments.
- Use of Smart Board

- Use of LCD projectors
- Use of audio-visual medium like films

Table 2.3.5 Technologies and facilities available and used by the faculty for effective teaching:

Departments	Technologies and facilities used
Geography	QGIS software, 21st Century GIS, Google Earth
Journalism & Mass Communication	Quark Xpress, Adobe Photoshop, Adobe Premier Pro, Pinnacle Studio
All teaching Departments	Smart Board, LCD projectors
All teaching Departments	e-learning resources using INFLIBNET-NLIST

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- To ensure the exposure to advanced level of knowledge and skills special lectures and seminars by experts on various relevant issues are organised in which teachers and students are encouraged to participate.
- The faculty constantly update themselves by attending refresher courses, orientation programmes, and faculty up gradation programmes and communicate the recent developments in their respective subjects to their students.
- Educational tours are also conducted.
- Over the years the teachers of various departments have been participating in conferences, work-shops and presenting in national and international seminars.
- The students are also involved in in-house-college seminars/ work-shops etc.

Table 2.3.6 Seminars organised by different Departments

Sl. No.	Organised By (Dept.)	Topic	In collaboration with	Resource persons	Date/Year
1.	History	Urbanisation in late Medival India	--	Dr.Soumitra Srimani	12.03.010
2.	Bengali	Bangla Kotha Sahityaer Nimmo Barger Abosthan	--	Prof.Sraboni Paul	2010
3.	English	The importance of Communicative English in a Globalised World	WBSU	1.Dr. Arpita Banerjee, 2.Prof. Shaktipada Bhattacharya, 3.Prof. Banani Ghosh	10.09.2010
4.	Geography	Geographical Methods in the Appraisal of hands cape	WBSU	1.Dr.Kalyan Rudra, 2.Prof. Sunanda Bandyopadhyay, 3.Prof. Saswati Mookherjee	20.03.2012
5.	History	The Nationalism and the Dissenter Rabindranath Reaction to the idea of Nationalism	West Bengal State University(WBSU)	1.Dr.Sutapa Chatterjee, 2.Prof. Aparba Mukherjee	21.03.2012
6.	Education & Philosophy	Impact and Relevance of Indian Philosophy on Education	WBSU	1.Prof.Dulal Mukhopadhyay, 2. Dr.Bijon Sarkar	22.03.2012
7.	Bengali	Bhasha Charchar Nana dik	--	Dr. Uday Kumar Chakraborty, Head, Department of Bengali, Jadavpur University	2015

2.3.7 Detail (process and the number of students\ benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

Academic Support
- The teachers give due attention to the needs and problems of the students and try their utmost to solve their problems. As a deep and healthy bonding develops between teachers and students within a department, the students routinely approach the Head or other faculty members of their departments for support and guidance on various matters.
- The teachers counsel the students individually or in small groups on academic matters like opportunities for higher studies in their fields and means of improvement of academic performance.
- Academic support is offered in terms of Tutorial classes (after Selection Test), examination based counselling (100% of the total students), Class tests etc.
- Students are shown a model answer so that they might realise their lapses, guidelines provided for presentation of papers in the student seminars and sometimes teachers arrange special classes to help the weaker students.

Psycho-social support
- The Departmental heads and other faculty members in consultation with the Principal provide psycho social support when the students of the concerned departments (10-15% of the students) face any psychological and social problem.
- Such intra and inter departmental counselling is often carried out during and after college hours. This form of counselling has proved to be extremely effective and is seen to bring about a positive turn-around in the academic performance and social adaptability of the students.

Guidance Services
The Career and Counselling Cell of the college provides guidance to the students in order to face challenges in the job market. The centre organizes the following programmes for providing guidance services-
- Course in Communicative English (Average 50 students per session)
- Courses on Competitive Examinations (approx 50 students per year).

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years. What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- The college always encourages teachers to keep themselves abreast of the latest development in their respective fields. They are encouraged to use computers, internet and library resources to enrich their teaching.

- Participatory Teaching is found through field works, innovative projects, and subject oriented departmental seminars.
- Subject related film shows are organised, followed by discussions, in the department of Journalism and History.
- Banner presentation by department of Geography
- Departmental Seminars in various departments
- Educational tours in department of Commerce, History, English, Bengali, Education and Journalism.
- Using ICT in teaching through Smart Board, power point presentation etc.

2.3.9 How are library resources used to augment the teaching- learning process?

The institution has a well equipped central library with computer facilities. The central library, at present, has 16, 460 books in total. The library has introduced INFLIBNET facility (SOUL software).
- In addition to this, all the departments maintain well-stocked departmental libraries for students to facilitate in-depth study of the respective subject.
- Additional reading habit is cultivated in students by suggesting reference books to complete their assignment and project work.
- The library has photocopying facility at subsidized rate.
- The departmental libraries are constantly used by the faculty and the students for the enhancement of teaching and learning. Lending facilities are available at the departmental libraries. The teacher who is in charge of each departmental library allots one period per week for lending books to students, according to their needs. According to the convenience of the teachers and the students, the Departmental library can be used for reading and reference purposes any time in the week during the college hours.
- The books are regularly purchased both for the Central Library and the departmental libraries through the Central Library.
- During syllabus changes, new text books and related references are bought immediately.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, we face some challenges to complete the syllabus within the stipulated time period.
The reasons are as follows:
- The college being the Centre of all University Examinations (Part-I + Part-II+ Part-III Honours and General), number of teaching days reduces substantially.
- Due to General Election, the college suffers from less number of teaching days.
- Only 50% of the total capacity of the substantive teachers has been fulfilled.

To meet the challenges the college takes the following steps-

- During College and University examinations, the faculties arrange for special classes.
- Guest lecturers have been appointed in the departments which are suffering from staff shortage.
- Extra classes are taken throughout the year to complete the syllabus effectively as well as to meet the extra needs of the students.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

- The college has established the IQAC since 2006. The primary objective of the IQAC is to monitor and evaluate the quality of teaching- learning.
- In addition, the quality of teaching is also monitored by getting feedback from the third year outgoing students.
- Students' attendance is monitored by the departments and published regularly.
- Maintenance of academic diary and self appraisal by faculty members and its regular follow up by the Principal in the Departmental Meetings is another way to ensure effective teaching learning.

2.4. TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Regular/Permanent Full Time Teachers: The full-time teachers are appointed as per UGC, norms of qualifications and other conditions. The interviews of these teaching faculties are carried out by the West Bengal College Service Commission (WBCSC). The institution only appoints these faculties as per the recommendation of WBCSC.

Approved Contractual Whole Time Teachers (CWTT) and Part-time Teachers (PTT): The Approved CWTTs and PTTs are appointed by the Governing Body of the college as per the provisions of the Department of Higher Education. The Governing Body puts paper insertion to maintain transparency in the selection process. The selection panel consists of the Principal, two University Nominees and University Subject Expert along with one senior teacher of the College. The Selection Committee prepares a panel of selected candidates. The financial liability of these teachers is borne by the Government.

Governing Body Appointed Part-Time & Guest Teachers: Same procedure is followed as above. The financial liability of such Part - time Faculty is borne by the college.

Table: 2.4.1 Highest Qualification of the teaching staff in the College:

Highest Qualification	Professor/ Principal		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./ D.Litt.							
Ph.D	1		2		2	1	6
M.Phil			1			1	2
PG				1			1
Contractual Whole Time teacher (Govt. Approved)							
	Male	Female					Total
D.Sc./ D.Litt.							
Ph.D							
M.Phil	2	5					7
PG	1	2					3
Part- Time Teachers (Govt. Approved)							
	Male	Female					Total
D.Sc./ D.Litt.							
Ph.D							
M.Phil							
PG	2	3					5
Part – Time Teachers Governing Body Approved							
	Male	Female					Total
D.Sc./ D.Litt.							
Ph.D		1					1
M.Phil		1					1
PG		1					1
Guest Teachers Governing Body Approved							
	Male	Female					Total
D.Sc./ D.Litt.							
Ph.D							
M.Phil							
PG	4	3					7

2.4.2. How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programs/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

As we have applied for the PG course in Commerce and hoping to receive the approval very shortly, we will be need of senior faculty members, having outstanding excellence in the subject, to teach the PG course. As soon as we get the approval we will move forward in this regard.

2.4.3 Providing details on staff development programs during the last four years – elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) **Nomination to staff development programmes**
   As per UGC guidelines, the faculty members of this College are regularly sent to various faculty development programmes organised by UGC Academic Staff College, University and other reputed organisations approved by UGC. Along with this, the college authority also encourages teachers to participate in courses and programmes of allied fields of study.

Table 2.4.3a Faculty Development Program attended by Teachers

Academic Faculty Development Programmes	Number of faculty nominated				
	2010-11	2011-12	2012-13	2013-14	2014-15
Refresher courses	1	--	1	2	1
Orientation programmes	1	--	1	1	--

b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning**
On the issues like handling new curriculum, teaching learning material development and assessment, heads of departments provide informal orientation to their newly-recruited staff. Regarding use of audio visual aids/multimedia etc, technical assistance is provided by the College to operate ICT tools.

c) **Percentage of faculty**
Teachers are encouraged to publish their paper, journal and books by the college authority for the betterment of their academic career. In this connection college published academic journal from its' own house and encouraged to published their paper from the other publication house also.

Figure 2.4.3 Paper presentation/participation in Seminars/Workshop/Conferences by the Faculties

Participation and Presentation of Papers in Seminars/Workshops

	2011-12	2012-13	2013-14	2014-15
■Attended	22	15	25	19
■Presented	10	7	21	11
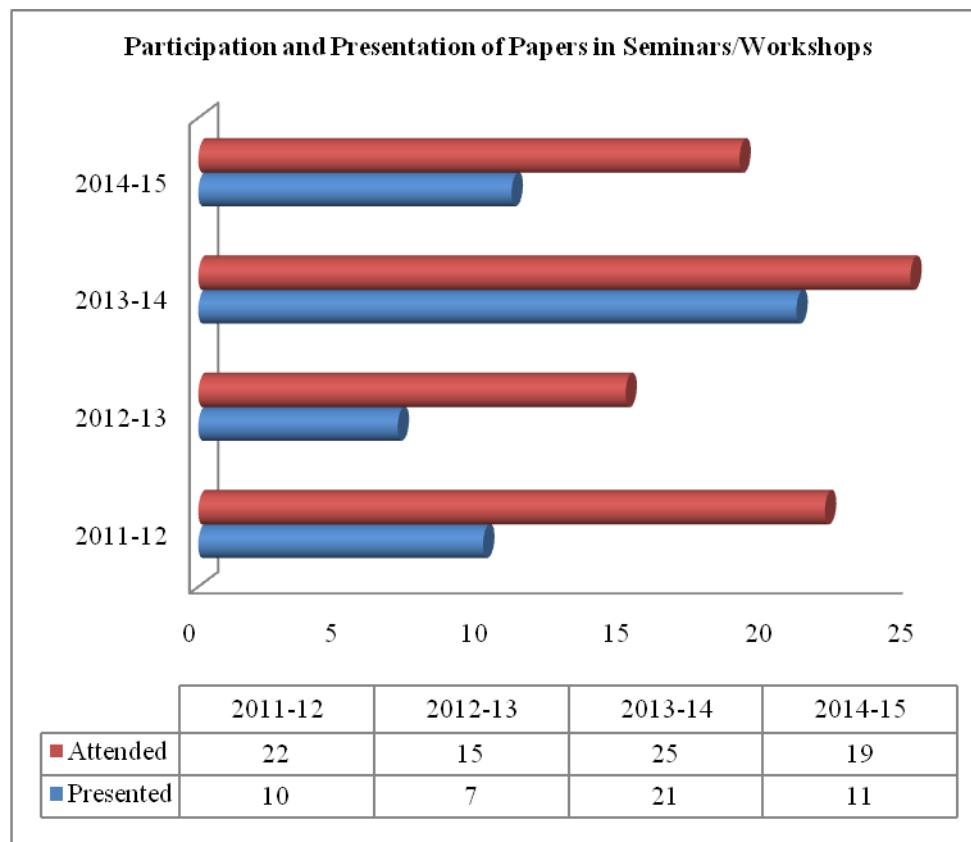
2.4.4 What policies/systems are in place to recharge teachers? (eg. Providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programs industrial engagements etc.)

Institution provides the following policies / privileges to the teacher:
- College aspires to nurture the research aptitude of the faculty. They are encouraged to apply for research projects to various funding agencies. One of our faculty members was sanctioned two years leave under Faculty Development Programme of UGC for completion of her Ph.D.
- College also allows the teachers to attend their classes of M.Phil and Ph.D Course work.
- There is provision of enriched and resourceful Library facility for research work,
- There is institutional subscription of the college of some Research Journals.
- Laptops have been provided to the departments with Internet facility.
- The college also makes suitable arrangements so that teachers can manage time to carry on their research activities keeping the class schedule intact.

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Outcome:

- Six teacher members are pursuing Ph.D. work after registration in different university or institute.
- One Faculty Member has recently been awarded her Ph.D and two has completed M.Phil.
- One Faculty Member is working as co-guide of PhD.
- Several faculty members presented papers in state, national and international journals.

Table 2.4.4 Details of leave arranged by the college for persuasion of research

Name of the Department	Total no. of Teachers availed/availing the leave	M.phil	Ph.D
Department Of Commerce	2		2
Department Of Economics	2		2
Department Of Bengali	2	1	2
Department Of English	1	1	
Department Of Geography	1		1
Department Of Philosophy	1		1

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The Institution does not have any faculty member yet, who has received such recognition.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of teaching-learning process?

- Yes, the college has introduced a process of evaluation of teachers by the outgoing students. The students evaluates the teachers through filling up a questionnaire form reflecting quality of teaching and other allied facilities provided by the college.

- Apart from this system the institution also maintains a process of evaluation of the teachers and their teaching process by IQAC and the Principal, in the end of every academic session. With these two types of feedback, the institution assessed strength and the weakness of the department, in IQAC meetings.

Institution applies the process for the betterment in teaching methodology in the following manner:

The student's feedback is recorded and analyzed in the meeting of Teachers' Council, Academic Subcommittee, and IQAC. In these meeting the ideas are exchanged among the members of these Committee and new proposals are placed before Governing Body. The Governing Body implements the suggestions referred by the IQAC.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders especially students and faculty are aware of the evaluation processes?

The methods by which the institution ensures that the stake holders of the institution are aware of the evaluation processes are the following:

- Lectures delivered by the Principal at the very beginning of the term where all information regarding evaluation and monitoring is given out in details.
- Prospectus (hard copy/website) is given to the students which covers all the details in this matter. From this academic session every details is published in the website.
- Academic calendar provided to the students at the commencement of the session contains the examination schedule.
- Notification and circular from University at time to time also serve information regarding examination and results.

The students of the UG level with laboratory based subjects are also communicated by the senior faculty members during counselling and beginning of the laboratory work. Every student is well briefed on the process of evaluation of external examination/projects/viva-voce throughout the period of their study.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

In an affiliating system like ours in the UG level, there is little scope for a college to introduce its own examination system at least in the Theoretical papers.

- However, when class test is evaluated by a teacher, personal impressions of the teacher about the student have some weightage. It is used for identification of advanced/ slow learners.
- There is introduction of weightage on attendance in **UG General Practical Examination** from session 2009-10 in the department of Geography. In this process 80% marks would be awarded by the internal teachers through a **method of continuous evaluation**

depending on the attendance and performance during the work and rest 20% through internal Viva-voce examination.

- College, of its own, cannot initiate any examination reform although inputs are given regularly to the University which in turn helps the authorities to reshape the system. On the other hand, within the framework of the University guideline, the college authority develops its own mechanism for the most effective implementation of syllabus on a regular basis.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- To ensure effective implementation of the evaluation reforms of the university, the institution maintains regular contact with the University administration, i.e., the controller of Examinations, Registrar, and Inspector of Colleges etc. by regularly attending meetings organised by the University itself.
- The University has its own elaborate mechanism to conduct the examinations on annual basis and it implements any examination reform effectively through the decisions taken by the Examination committee of the University. The college has little say in evolving an UG examination pattern in the University examination process.
- Faculty members are appointed as paper setters, moderators & examiners.
- There is a college-level Examination Committee which is vigilant enough to see that reforms initiated are effectively implemented.

Conduct of Internal Examinations –

1. The College conducts selection tests for yearly pattern courses approximately between January and March every year as per University rules.
2. Declaration of results is done within the scheduled dates.
3. Normally results are published within two weeks from the date of Examination
4. Apart from this selection test, the departments are holding examinations for the students of the department in an intensive way to prepare the students for their final examinations.

2.5.4. Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite few examples which have positively impacted the system?

- As far as Formative Evaluation is concerned, teachers of respective departments take class tests time to time on a suitable portion of the syllabus concerned. The departments analyze the performance of the students in the tests and the slow learners are identified and special classes are arranged for them.
- Moreover every department conducts tutorial classes where the students are prepared for the year-end University examination.

- In the Formative Assessment, the students appear for continuous assessments such as multiple assessments (class tests, presentations, project, assignments, regular laboratory work etc.).
- Other testing such as quiz, viva-voce, practical examinations, field report and assignments are also made use of for the students.
- Scores of the assessment are shown to the students; so as to encourage continuous participatory improvement but these scores have no direct involvement of the summative assessment; it is acting as a complementary to the summative assessment.
- Selection Test is held by the college, as per the university pattern, every year tentatively two months before the university examination. These papers are evaluated by college teachers. This acts as preparatory examination.
- Summative Assessment, the final assessment of performance is held at the end of every year. It is external and is carried out by the university. The final question papers and evaluation are carried out by the examiners appointed by the University. Students take their examination in any other college except their own as determined by the University.

Formative and summative assessments have typically congruent outcomes.

- The results of the formative test help the teacher to decide on the teaching learning process according to the academic level of students while the other occurs at the end of a learning unit and determines how much of the content taught is retained by the students.

The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extra-curricular front to measure student achievement:

Curricular front:
Formative evaluation approaches
1 Special assessment for advanced or slow learners is arranged.
2. Class Tests and Selection Test are conducted.
Summative evaluation approaches
1. University Exams are conducted.

Co-curricular front: (debates, elocution, quiz)/ Extra-curricular front (Cultural level)
Formative evaluation approaches
1. Debates, Quiz, Creative Writing and Elocution contests are organized.
2. Students selected are trained.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc)

The system of internal assessment for UG level has no significance as internal assessment does not exist for theoretical examinations. However, students are internally assessed for Practical examinations and project works on the basis of their class performance. The internal evaluation is based on pre determined transparent system involving written tests, lab

skill/ records/survey skills, viva and attendance in respect of practical courses and project works. Since the Internal Assessment marks are part of the final University result in some subjects, the college maintains strict rigor and transparency in the process. Some of the initiatives taken during last four years are:

1. Periodical Parent teacher meeting to discuss the performance of their wards.
2. Answer scripts are shown to the students.
3. In addition, special/tutorial classes are held to detect the weakness of each student.
4. Class tests are taken to assess the improvement of the students.
5. Giving notification of the examination at least a week ahead of the scheduled test.
6. Following the University question pattern strictly.
7. Making a certain percentage of attendance mandatory for appearing in such tests.
8. Discussing the outcome with the students within a fortnight of the test.

For the overall development of the students, the college arranges Power Point presentation by the students. This helps them to improve their independent learning skills and communication skills.

2.5.6 What are the graduates attributes specified by the college/ affiliating University? How does the college ensure the attainment of these by the Students?

As a whole the College endeavours to mould its students into talented professionals in their respective fields of study. They are expected to have an overall understanding of the basics of the discipline undertaken during the time they complete the programme. Self-reliance and skills in communication, coordination, planning, management, academic writing, and presentation are also expected from the students; to the extent it is possible for a student of average merit, so that they can undertake any career that demands these skills. All these skills develop the personality and outlook of the students and generate in them a social orientation. All the activities of the departments and the College are designed with this aim. To ensure that the students graduating from this institution have certain specific attributes (Communication Skill, Computer Literacy) besides those expected by the University syllabus. A graduate from this institution is supposed to be in possession of the value based and value added skills such as:

- Communication Skills for global requirement;
- Compulsory Computer Literacy.
- Social and ethical values of high standards

With these attributes the graduate students of this institution, are able to contribute towards national development and to foster global competencies through achievement and fulfilment of our objectives i.e. advancement of learning accompanied by modern teaching aids, provision of need based higher education to cope with the changing requirements of the society, attainment of excellence through academics.

2.5.7 What are the mechanisms for redress of grievances with reference to evaluation both at the college and University level?

In case of grievances regarding evaluation at the College level, following steps are followed:

- Though answer scripts of Internal Assessments are not usually shown to the students individually if it is part of the final university result, the departmental teachers after every test explain to the students their weak points and ways for better performance.
- The students may directly approach the Head of the Department with their grievance.
- Lastly, there is a Grievance Redressal Cell in the College which may be approached. In that case, the members of the Cell and Head of the Institution jointly take a decision. For Redressal of grievances with reference to evaluation at the **University level**, following steps are followed:
- The students may apply for scrutiny or re-examination of answer scripts in the prescribed format, forwarded by the College authority.
- The scripts are then scrutinized or re-examined, as the case may be, by a different scrutinizer or examiner.
- Under the RTI Act, the students may, if applied in the specified format with requisite fees, be supplied with a photocopy of the answer script. A Student may also apply for both Review and RTI. .
- In exceptional cases, students can also directly approach the Controller of Examinations or the Vice-Chancellor for intervention on their part by submitting application through the head of the institutions.

2.6. STUDENT PERFORMANCE AND LEARNING OUTCOME

2.6.1 Does the college have clearly stated learning outcomes? If "Yes", give details on how the students and staff are made aware of these?

 The College has the following clearly stated learning outcomes:

- Overall personality development of the students.
- Excellence in academic performance
- Participation in extra-curricular activities including N.C.C and N.S.S
- Development of professional competence
- Development of a constructive and positive bent of mind
- Inculcation of moral and ethical values
- Promotion of creativity and imagination
- Mental and physical fitness

The students and staff are made aware of these through

- Notice boards
- Academic Journal and Departmental Journals
- Staff meetings with Principal
- Through circulating notice and through teachers in the class.

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2.6.2. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme? Provide an analysis of the students' results/ achievements (Programme/ course-wise for last four years) and explain the differences if any and patterns of achievement across the programmes/ courses offered.

The institution continuously monitors the performance of the students in college and University examinations. To improve the progress and performance, the college tries to develop innovative methods to make teaching-learning more interesting. The teachers of all departments take extra classes outside the scheduled routine classes and also arrange for special classes beyond college hours. In addition to that the teachers check the answers written by students on different portions of their syllabus on a regular basis. This helps the students to formulate the precise and correct answer which help them to get higher marks in the college and university examination.

Table 2.6.2 Students' Result

Subject	2011-12		2012-13		2013-14		2014-15	
Honours Departments								
Departments	% of students passed	No. of students securing first class	% of students passed	No. of students securing first class	% of students passed	No. of students securing first class	% of students passed	No. of students securing first class
Commerce	87.33%	2	91.60%	17	88.63%	4	90%	3
Bengali	80%	--	68.42%	--	92.30%	--	93.75%	--
English	25%	--	62.5%	--	50%	--	83.33%	--
History	77%	--	100%	--	60%	--	100%	--
Education	75%	--	93.75%	--	100%	--	70%	1
Journalism	NA	NA	100%	2	93%	8	100%	1
Geography	90%	--	78.60%	--	100%	--	60%	--
General Departments								
Philosophy	91.66%	--	33.33%	--	84.62%	--	72.72%	--
Political Science	83%	--	92%	--	83%	--	87%	--
Sanskrit	100%	--	73%	--	47.3%	--	25%	--
Economics	91%	--	80%	--	86.3%	--	87%	--

The table shows that students of almost all courses (Honours and General) have secured a fair pass percentage. For Honours courses, pass percentages are mostly around 80% and in many of them pass percentages are 100%.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?
The lecture method of teaching is followed in all the departments but it is supplemented by other innovative and modern teaching methods like interactive sessions, Paper presentation by students, Group work, working on a project etc. to make the learning learner centric.

Some departments use LCD projectors in order to make the teaching learning more interesting.

- Teachers attend seminars organized by the college and other institutions to enhance their knowledge and communicate the same to the student and other faculties.
- The departments of Geography, English, History and Education use visuals like charts, maps, photographs and models to illustrate their lectures.
- A regular system of tutorials, class test and special classes help the students to improve themselves constantly under the able guidance of their teachers.
- Education excursion and field-work are undertaken by some departments to encourage in-depth study among young learners.

By all these methods, the institution takes the initiative to make the curriculum, teaching, learning and assessment student-centric. The IQAC aims at enhancing the quality of learning, teaching and assessment by providing academic leadership for the continued development of excellence in academic practice. The college is committed in creating an environment of inclusive learning keeping essential balance between lectures, seminars, and independent and collaborative learning activities and thereby providing for generating a desire for inquisition and research among the students.

The assessment methodology is designed to include students from different stratum with diverse culture and society. The assessment strategy identifies students with need of special assistance in academics and required measures are taken as remedy. In case of inability of a student to achieve learning outcome, remedial coaching, counselling classes, are adopted to improve the situation.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Our College deeply acknowledges its social and economic responsibility. The institution at the time of the commencement of the academic session provides counselling on course options. The students are informed by the teachers regarding the future prospects of various options. The college has made dedicated efforts to impart quality education and generate new knowledge. Following are some of the measures taken up in this regard:

- As mentioned earlier, some of the departments have introduced project work as part of university syllabi. Students become exposed to the real life application of the course they are taught. Practical application of the theoretical understanding through different case studies, relevant data and their analysis make their foundation of the subject deeper and stronger.
- Enriched talks by different experts in the subject, delivered in the Departmental seminars organised by various departments introduce an enlarged and wider horizon of the topic to the students. Students get a way in which they can proceed their thinking and have an idea about the future research activities in the area concerned.

- The college conducts two programs, one on basic computer literacy and another on communicative English, to make the students competent in the job market.

2.6.5. How the institution collects and analyzes data on student performance and learning outcomes and uses it for planning and overcoming barriers of learning?

A student's progress is measured by two factors:

i) Regularity

ii) Performance in the examination

The college is very strict regarding the student's attendance in the class. We follow the norms prescribed by the University.

- The college authority collects the performance report of all students in their internal and University examinations.
- Initially, these data of students' results are referred to the Teachers' Council (Academic Council) and then to the IQAC.
- IQAC takes the necessary actions to improve the academic atmosphere of the college and the quality of result of the students.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution has a clearly defined mechanism to monitor the learning outcomes. The performance of the student in class and examinations indicate to what extent learning outcomes are achieved. Attendance is compulsorily taken in every class. Based on the participation in the class and marks scored in the class tests, tutorials and mid-term and Test examinations, the students' level is judged by the faculty and appropriate action is taken under the guidance of Academic Council and the IQAC.

Extra classes and special classes are taken for slow learners. Parents of such students are called to meet their respective faculty members, if required. The faculty members regularly conduct class tests, quizzes, debates, group discussions on subjects concerned to monitor the academic progress of each student.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The teachers of the respective departments closely monitor the performance of the students in class interactions and examinations and thereby identify the advanced and slow learners. The advanced learners are given special care (through home-work, tutorials, class tests etc.) to help them to enhance their knowledge and excel in the university examinations. On the other hand, the slow learners are also given special care in the form of special classes to improve their skills. The teachers offer every help that the students require to comprehend their respective subjects and to prepare for the examination.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

- Though the college does not have any Research Centre of its own, it has always put a serious effort in creating an atmosphere suitable for research activity for the faculty members.
- It has promoted an environment to acquire research skill among the faculty, encouraged faculty to undertake research projects, both major and minor, and publish books and also research papers in national and international journals.
- The college always encouraged and provided necessary supports to the faculty to present papers and attend national and international conferences and seminars.
- It always tries to support the research interest of the faculty members so that they can pursue M.Phil/Ph.D. programmes and organise college/regional/ state/national/international level seminars and workshops.
- Regular publication of college journal enriched with high quality research articles of various subjects exhibits the round the clock boosting of the college in favour of research.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the College has a research committee to monitor and address the issues of research.

The Governing Body of the College constituted the Expert Committee for Minor Research Project funded by UGC (12th Plan). The committee has the following composition:

1. Principal
2. Dr. Samir Ghosh, Associate Professor, Department of Commerce
3. Smt. Kalyani Banerjee, Associate Professor, Department of Bengali
4. Dr. Anadi Biswas, Associate Professor, Department of Commerce
5. Sri Subhabrata Bhattacharya, Associate Professor, Department of History
6. Dr. Dipa Ghosh, Associate Professor, Department of Economics, East Calcutta Girls' College (University Nominee)
7. Smt. Maumita Choudhuri, Assistant Professor, Department of Journalism & Mass Communication, Barrackpore Rashtraguru Surendranath College (University Nominee)

Main recommendation and functions of the Expert Committee:
- The Committee mainly screens the project proposals made by various faculty members for UGC research projects.
- Keeps track of the various research projects funded by the UGC.
- Updating the teachers regarding the various fellowships and facilitate in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.
- Recommends for Leave to present research papers in seminars, conferences and workshops by the faculty members.

Impact:
- The Committee has recommended four Minor Research Project proposals so far and the proposals have received the funding from the UGC.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?
- Autonomy to the Principal Investigator is ensured
- Timely availability or release of resources is facilitated
- Infrastructural support like library, UGC-NRC with five computers, laptops   with internet facility is provided to the teachers.
- Teaching load is adjusted according to the need of the teachers who are actively engaged in research,
- There is a provision for special leaves to carry out research activities, if needed.
- Timely auditing and submission of utilization certificate to the funding authorities are ensured

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The faculty members inculcate scientific temper, research culture and aptitude among students during their project work within curriculum.
- The Library is having sufficient resources for students to expand their knowledge. In library there is separate Internet Corners for students. INFLIBNET facility in the library helps the students to have access to the e-journals relevant for their courses.
- The institution provides best support up to their limits in terms of technology and information required, such as: internet facility, desktops, smartboard, scanner, printer, projectors, photocopier etc.
- Computers are reserved for students and faculty for internet access and/or research work so that the concept of self-learning can be materialized and research activities could be carried out smoothly.

- After empowering them with basic knowledge, the College constantly encourages the students to enhance their thinking abilities which enable them to get exposed to the practical implementation of whatever is taught during the classroom lectures.
- Instead of restricting the classroom discussions to the curriculum the teachers occasionally engage students in discussions on latest technologies, encouraging them to publish their articles and thoughts in the College magazine.
- Poster-presentation, Essay and Quiz competition are organized in some of the departments.
- In the final year, the students of some of the departments are required to undertake a short term project work on a subject of their choice, under the mentorship of a faculty member and present their findings in a bound format and viva voce examination taken by an external examiner.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc)

Many of our faculty members are actively involved in research and one of our faculty members is supervising PhD students for last 1 year.

Table 3.1.5a Faculty Member involved in PhD Supervision

Faculty Name	Department	No. of Students Guided	Area of Research
Dr. Diptendu Simlai	Commerce	2	Retail Management, Insurance

Table 3.1.5b Faculty Members Involved in Research Work

Name	Subject	Area of Research
Rini Ganguly	Bengali	Historiography
Rishipratim Ghosh	Bengali	Fiction
Subhasish Chatterjee	Bengali	Fiction
Sudipta Samanta	Philosophy	Philosophy of Language
Suparna Das	Commerce	Accounting& Finance
Sanchali Bhattacharya	Economics	Human Development& Human Rights
Dipasree Roy	English	Post Colonialism and Psychoanalysis
Swati Ghosh	Geography	Geomorphology& Geoinformatics
Doyel Aich	Commerce	Corporate Social Responsibility
Sabitri Dutta	Economics	Applied Econometrics, Environmental Economics
Mithun Chowdhury	Education	Educational Pshychology

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Table 3.1.5c Faculty involved in Minor Research Project

Name	Subject	Area of Research	Status
Dr.Samir Ghosh	Commerce	Accounting & Finance	On going
Dr.Anadi Biswas	Commerce	Accounting & Finance-Gram Panchayet	Submitted
Dr.Diptendu Simlai	Commerce	Labour Welfare & Insurance	On going
Dr.Abul Kalm Mondal	Mathematics	Differential Geometry	Submitted
Subhabrata Bhattacharya	History	Local History	On going
Doyel Chatterjee	English	Romantic and Modern Poetry & Linguistic	On going

3.1.6 **Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

The College organises workshops/ seminars/ talks from time to time which not only gave an insight to recent research trends but also focuses on the overall development of the students. The details are given as follows:

Table 3.1.6 Workshops organised by different departments for Faculty/students in the last four years:

Sl,No.	Topic	Date	Organised by	Resource Persons
1.	Science Journalism & Mass Communication	26-02-2010	Dept. of Journalism & Mass Communication	Mr. Biplab Das
2.	News Reporting	14-01-2011	Dept. of Journalism & Mass Communication	Prof. Pallab Mukerjee
3.	Television Reporting	17-12-2013	Dept. of Journalism & Mass Communication	Mr. Saikal Mujumder
4.	Documentary Film Making	19-12-2013	Dept. of Journalism & Mass Communication	Mr. Ankur Das
5.	Feature Film Making	19-03-2014	Dept. of Journalism & Mass Communication	Mr.Debanjan Brahma
6	How to Use Library	29-08-2015	Library	Mr. Soumen Ghosh
7.	INFLIBNET-NLIST Program	3-12-2015	Library	Mr. Soumen Ghosh

Workshop on "**How to use Library**" held by the Central Library, DumDum Motijheel Rabindra Mahavidyalaya

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Table 3.1.7 Details of prioritized research areas and the expertise available with the College

Department	Bengali			
Area of Expertise available	Drama	Fiction	Drama	Historiography
Expert	Kalyani Banerjee	Rishipratim Ghosh (resigned in November, 2015)	Subhasish Chatterjee	Dr.Rini Gangopadhyay

Commerce							
Water Transport Management	Business Entrepreneurship	Accounting & Finance in Gram Panchayet	Labour Studies	Accounting & Finance in Steel Industry	Taxation	Law & Taxation	Banking Sector
Dr. Sandip Dasgupta	Dr. Samir Ghosh	Dr. Anadi Biswas	Dr. Diptendu Simlai	Suparna Das	Chanchal Nag	Debasish Das	Doyel Aich

English		Education			
Romantic and Modern Poetry & Linguistic	Post-Colonial Literature	Special Education or Inclusive Education & Women Studies	Comparative Education & Sociology	Mental Hygiene	Psychology
Doyel Chatterjee	Dipasree Roy	Sanghamitra Basu Roy	Mithun Chowdhury	Arpita Chakroborty	Ananya Dolai

Economics		Geography			
Environmental Economics, Applied Econometrics	Human Development and Human Rights	Environment & Politics	Geomorphology & Geoinformatics	Geotectonics, Geomorphology	Soil Geography, Social & Economic Geography
Dr. Sabitri Dutta	Sanchali Bhattacharya	Irani Banerjee	Swati Ghosh (resigned in August, 2015)	Sangita Chowdhury	Koushani Banerjee Bhaduri

History			Mathematics
Social and Economic History of 19th century Bengal	Social and Political History of India	Political and Social History of India	Differential Geometry
Subhabrata Bhattacharya	Ashesh Dhar	Abhijit Karmakar	Dr. Abul Kalam Mondal

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Workshops/ Seminars/ Conferences are conducted where researchers and academicians are invited. This provides an excellent opportunity for the students as well as for the faculty to interact with them and enhance their knowledge in the field.

Philosophy	Political Science		Journalism & Mass Communication			Sanskrit
Philosophy of Language	Language and Culture and Politics	Public Administration	Development Studies, Mass Communication	Theatre with Communication	Advertisement in Four Metro Cities	Vedic Literature and Vedic Drama
Sudipta Samanta	Arijit Chowdhury	Saswati Banerjee	Sangita Bhattacharya	Debabani Mukherjee	Indrani Sarkar	Ujjal Karmakar

Table 3.1.8 Eminent academicians visited various Departments of the College

Sl No.	Eminent Researcher	Designation & Affiliation
1	Prof. Ananda Pal	Professor, Department of Business Management, Calcutta University
2	Prof. Malayendu Saha	Professor, Department of Commerce, Calcutta University
3	Prof. Sunil Gandhi	Professor, Department of Commerce, Kalyani University
4	Prof. Uttam Kumar Datta	Professor, Department of Commerce, West Bengal State University
5	Prof. Ashish Kumar Sana	Professor, Department of Commerce, Calcutta University
6	Dr.Biswanath Roy	Professor, Former Head of the Department, Department of Bengali, University of Calcutta
7	Dr. Ballory Roy Chowdhury	Associate Professor, Gokhle Memorial For Girls, Kolkata
8	Dr. Jaba Chattopadhyay	Associate Professor, Rishi Bankim Chandra College, North 24 Parganas
9	Dr Dilip Bhattacharjee	Principal, Banipur Mohila Mahavidyalaya, North 24 Parganas
10	Dr.Sraboni Paul	Professor, Head of the Department, Department of Bengali, Rabindra Bharati University
11	Dr.Mohini Mohan Sarder	Associate Professor, HOD, Department of Bengali, West Bengal State University
12	Dr. Uday Kumar Chakraborty	Associate Professor, Department of Bengali, Jadavpur University
13	Dr. Arpita Bannerjee	British Council
14	Prof. Banani Ghatak	Associate Professor, Ghokale Memorial Girls College
15	Prof. Shaktipada Bhattacharya	Senior Faculty, Institute of English
16	Prof. Jayati Gupta	Professor, West Bengal State University
17	Dr. Apurba Mukhopadhyaya	Professor, Department of Political Science, Netaji Institute of Asian Studies, Kolkata
18	Dr. Sutapa Chatterjee	Head, Department of History, West Bengal State University
19	Dr. Shibajipratim Basu	Associate Professor, Department of Political Science, Sri Chaitanya College, Habra.
20	Dr. Soumitra Srimani	Associate Professor, Department of History, P.N Das College, Palta
21	Sri Abhra Ghosh	Associate Professor, Department of Political Science, Presidency College.
22	Prof. Dulal Mukherjee	Associate Professor Department of Education, Kalyani University
23	Prof. Bijon Sarkar	Associate Professor, Department of Education, Kalyani University in 2012
24	Dr. Abhijit Pal	Associate Professor and Head of the Department, Education, West Bengal State University
25	Dr. Mita Banerjee	Head of the Department, Education, Calcutta Department
26	Prof. Utpal Sarkar	Former Head, Department of Film Studies, West Bengal State University
27	Prof. Pallav Mukherjee	Head, Department of Film Studies, West Bengal State University
28	Dr.Kalyan Rudra	River Expert, Chairman, West Bengal Pollution Control Board
29	Dr.Saswati Mookherjee	Professor & Head of the Department, Department of Geography, Lady Brabourne College
30	Dr.Sunanda Bandyopadhyaya	Head of the Department, Department of Geography, Calcutta University
31	Dr. Sanat Guchhait	Professor, Department of Geography, BurdwanUniversity
32	Dr. Lakshmi Shibaramakrishnan	Faculty, Department of Geo-informatics & Geography, BurdwanUniversity
33	Dr. Priyank Patel	Assistant Professor, Department of Geography, Alia University
34	Dr. Ashis Sen	Faculty, Department of Geography, AliaUniversity
35	Dr. Sumana Bandopadhyay	Assistant Professor, Department of Geography, Presidency College
36	Dr. Amitajyoti Bagchi	Assistant Professor, Barisha Vivekananda College for Women
37	Dr. Debjani Dey	Assistant Professor, Department of Geography, Lady Brabourne College
38	Dr. Anjan Sengupta	Principal, Maharaja Shrish Chandra College
39	Dr. Jyotish Prakash Ghosh	Head, Department of Economics, West Bengal State University
40	Dr. Mainak Roy	Head, Department of Economics, RBC College
41	Professor Tapan Kumar Chakraborty	Former Professor, Department of Philosophy, Jadavpur University, Guest Professor, Department of Philosophy, WBSU & KU
42	Prof. Indrani Sanyal	Department of Philosophy, Jadavpur University.
43	Prof. Ratna Dutta Sharma	Department of Philosophy, Jadavpur University.
44	Dr. Sabita Samanta	HOD, Department of Philosophy, West Bengal State University
45	Dr. Abhijit Kumar Paul	HOD, Department of Education, West Bengal State University

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The College has not yet received any Circular from WBSU regarding the provision of sabbatical leave for faculty. Hence, till now no faculty has availed this leave.

- However, as per UGC guidelines, teachers can avail leave under Faculty Development Program (FDP). One of our teachers has completed her Ph.D level research work taking leave under FDP.
- Moreover, teachers who are pursuing their research work are given relaxation in the class schedule, early departure infrastructural and other support services within campus, library and laboratory facility outside the campus etc.
- They are also granted with short study leaves for course work, dissertation and for the preparation of examinations of M.Phil /Ph.D degrees.
- One to two weeks leave for paper presentation/similar research activities are also provided with.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- The Institution creates awareness and transfers the relative findings of its research by making the publications of the faculty available to the students and interested scholars.
- Copies of research publications and seminar proceedings are kept in the library.
- A number of students project with major focus on Marketing, Banking, Mutual funds and other relevant issues related to finance and capital market in the department of Commerce, human migration, physical attributes like glaciers, cold fault, interior of the earth, erosion cycle etc. in the department of Geography, social and cultural incidents such as religious festivals, film festivals, social issues like poverty, adult education, minority development etc. in the department of Journalism & Mass Communication, Romanticism & Socialism, Shakespeare and his tragic heroes, Modernism and the Impact World Wars on Literature in the department of English have been undertaken and some selected projects of good quality are preserved by the concerned departments.

3.2   RESOURCE MOBILIZATION FOR RESEARCH
3.2.1 **What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**
The UGC grants received by the college have no separate provision for expenditure under the research head. Only a number of Major/Minor Research has been received by several faculties to continue basic research in respective disciplines. However, the College reimburses conference/seminar registration fees, travelling expenses fully or partly utilising UGC grants to encourage faculty members to attend conference/seminar and present papers.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

There is no provision in the institution to provide seed money to the faculty for research.

3.2.3 What are the financial provisions made available to support student research projects by students?

At present there is no provision of providing financial assistance to support student research projects.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

At present, the college does not undertake any inter-disciplinary research activity.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?
The College believes in the notion that various equipment which are provided for the benefit of the students and faculty members should be taken care of and preserved so that they remain useful for the future batch of students also.

- The department ensures the optimal use of equipment in the laboratory by assigning continuous practical classes to the students of various courses in batches of proper sizes.
- Timetables are designed in such a manner that the labs are utilized to their optimal use. For an instance, the faculties have an access to UGC-NRC Laboratory so that they can avail internet facility and use the downloaded software, if relevant, for their research purpose.
- An introductory session is usually conducted especially for the new batch of students to make them well aware of the various facilities available in the lab. Students are advised to read the appropriate instruction manual before actually starting with the experimentation.
- Geography Lab Attendant performs an important role of keeping track of the equipment/ components being used by the students during their practical classes by maintaining a record book.
- Regular repairs and maintenance of the existing equipment/ setups prevent the department from the extra financial burden of purchasing new ones.
- An updated list of new equipment required in the lab is always maintained after a thorough assessment.
- Timely purchase of the required equipment is then done after maintaining required formalities.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The College has not received any financial assistance from the industry or other beneficiary agency for developing research facility as of now.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

The College has not received any special grant from any organisation or agency for developing research facility so far.

3.2.7 Projects Undertaken On-Going Projects:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor research project	27/08/2014 To 26/08/2016	Evaluation of the Performance of the Scheme Indira AwaasYojana in District of Nadia, West Bengal – A Case Study	UGC	Rs.1,85,000	Rs. 1,20,000	Rs. 1,20,000
Minor research project	27/08/2014 To 26/08/2016	A Journey to the Path of Urbanisation: Kamarhati Municipality,1899-1999.	UGC	Rs.1, 70,000	Rs.1,35,000	Rs.1,35,000
Minor research project	02/02/2015 To 01/02/2017	Factors affecting Customer Satisfaction & Perceptions about Service Quality in the Life Insurance Sector of West Bengal	UGC	Rs. 2,35,000	Rs. 1,67,500	Rs. 1,67,500
Minor research project	02/02/2015 To 01/02/2017	The Efficacy of Language in English Literature	UGC	Rs. 1,50,000	Rs. 1,25,000	Rs. 1,25,000

Completed Projects:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor research project	08/04/2013 To 07/04/2015	Certain Investigation on Riemannian Manifold and Relevant Sub-	UGC	Rs. 1,95,000	Rs. 1,85,000	Rs. 1,95,000
Minor research project	02/08/2011 To 01/01/2013	Social Security of the Industrial Workers in West Bengal.	UGC	Rs. 1,20,500	Rs. 1,20,500	Rs. 1,20,500
Minor research project	05/02/2013 To 04/08/2014	Accounting and Financial Control in Gram Panchayat System in West Bengal – A Case Study of Nadia	UGC	Rs. 1,16,000	Rs. 85,000	Rs. 1,16,000

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Adequate amount of research related facilities in terms of hardware and software tools are available for the faculty members as well as for the students to carry out in-house projects. Though these arrangements are there, it is to be noted that we have no scope for research in the traditional sense of the term, for our Under Graduate students. It is through the Project works that they are introduced to this concept.

- The College has internet connectivity and INFLIBNET facility in the library which may enable students to connect with the online journals.
- Having a well-equipped ICT lab with internet facility, the students can carry out their project work independently.
- Projector is installed in the Smart classroom to incorporate new pedagogies in the teaching-learning process.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College has set up an **Expert Committee** to approve the Minor Research Proposals of the teachers as well as carrying out the following strategies:

- Keeps track of the various research projects funded by the UGC.
- Updating the teachers regarding the various fellowships and facilitate in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.
- Recommends for Leave to present research papers in seminars, conferences and workshops by the faculty members.

The institution encourages and extends all help possible to promote research activities in the institution
- Full autonomy is given to the Researcher by the institution to facilitate smooth progress of research schemes/projects.
- The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress (UGC Grant) of research schemes/projects.
- Adequate infrastructure is provided by the institution for smooth progress of research schemes/projects and other research initiatives.

- The college authority has provided space for every department in the UGC NRC room to carry out minor research projects and research activities.
- Provided computer/ laptops, scanner, printer and internet facilities for all departments.
- Other research facilities available for active research work within the college campus are: Various labs such as Geography, Journalism, IT and education lab besides the UGC NRC Room with latest equipment, Internet Connections etc.
- There is departmental library for every department and a well-stocked central library with INFLIBNET facility.
- The institution encourages conducting workshops/seminars/conference at different levels.
- Leaves are sanctioned for presenting research paper in different International and National Conferences by faculty.
- Teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature.
- Teachers who have not started their M.Phil/Ph.D. work are also motivated to register for such programmes.
- Due to shortage of staff almost in every department, the institution cannot afford to reduce teaching load for the sake of the students. However special leave is granted to the faculty for paper presentations or for Ph.D. work when and where it is necessary.
- Internet, LAN and journals and e-journals subscriptions are made available to all faculties to facilitate research activities in the college.
- Arranging seminars and conferences whereby students have ample opportunities to interact with eminent researchers.

3.3.3   Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years?

The College has not received any such special grants or finances from the industry or other beneficiary agency for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

There is no such facility available in our institution.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- The library has a rich collection of books, reference materials and encyclopaedias of various fields. The total number of titles of books till date is more than 8000.
- A number of dailies, weeklies, periodicals is being subscribed by the library on regular basis to make the researcher updated of the regular happenings of their study of relevance.

- The Library has a number of CDs and DVDs to be issued to various departments.
- **INFLIBNET:** College-Library has the INFLIBNET facility to access e-resources and e-journals.
- **Reprographic Facility:** Reprographic facility is available in the library.
- **Internet Facility:** In the Library there are three cubicles for students to access the computers therein with internet facilities.
- **Computerised Catalogue System:** Students can avail the Computerised Cataloguing System for searching the books and journals.

What are the collaborative researches facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

Till now there are no facilities developed/ created by any research institute in the College.

3.4   RESEARCH PUBLICATIONS AND AWARDS

3.4.1Major research achievements of the staff and students:

Though there is no such major research achievement of the staff and the students, the teachers are involved in active research and their research outcomes are published in national and international level journals, some of which have high impact factors and significant citation index.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The College has been publishing an annual Academic Journal with International Standard Serial Number (ISSN: 2231-315X) every year since 2006. Faculty members of the college and also from the other colleges contribute in the Journal. The Journal carries high value articles of literature, history, economics, geography and socio-political issues.

3.4.3 Give details of publications by the faculty and students:

Table 3.4.3 Details of publications by the faculty and students:

Department	Number of papers published by faculty	No, of publications listed in international database	Chapter in books/ ebooks	Books Edited	Books with ISBN and ISSN Numbers:	Abstracts/ Proceedings	Impact factor
Commerce	32	2	3	3	17		
Bengali	21		04		03		
English	02						
Economics	09	1	1		1		
Education	09						
Journalism	04						
History	02		01				
Sanskrit	01						
Politica Science	02						
Geography	13		03		01		
Mathematics	16						Details given in departmental Evaluative Report
Philosophy	06				01		

3.4.4 Details of research awards, recognition or incentives received by the faculty for research contributions

No such research award except PhD has been received by our faculty members during last four years.

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Table 3.5.1 industry visited by students

Departments	Industry visited
Commerce	Wesman Engineering Private Limited
Commerce	Royal Calcutta Turf Club
Commerce	United Bank of India. (Bidhannagar Branch)
Commerce	Icchapore Rifle Factory

Visit to UBI, Ultadanga Branch   Visit to Wesman Engineering Pvt. Ltd.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

No such policy exists in the institute.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

No such mechanism exists.

3.5.4 List the broad areas and major consultancy services provided by the institution

and the revenue generated during the last four years.

No such service is provided by the institution.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Case does not arise.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY

3.6.1 How does the institution promote institution - neighborhood - community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

 The College truly believes in the ideology that an overall development of an educational institution is incomplete without engaging its students in service activities which address human and community needs. College is contributing towards this selfless community service through various initiatives:

- **NSS**: The College has started its National Service Scheme (NSS) unit in the year 2006 with primary focus on the development of personality of students through community service. It upholds the very motto of NSS "Not me but you" and continuously works towards fulfilling the aim and objective of NSS. In recent years it has successfully organized various activities such as Free Health Check-up Camps, Public Lectures on Multidisciplinary topics by various eminent personalities, Educational Camps in nearby slum area, Anti-Tobacco Campaign and other social awareness activities. The NSS unit of the college has formed the Red Ribbon Club Unit in the session 2013-14.It is an international symbol of HIV/AIDS awareness. In keeping with this motto we organized an Anti-AIDS Poster Competition and had organised anti- Aids Rally in the past two years.

- **NCC**: The College has started its NCC Boys' Unit on 20 th August, 2015. We have received a good response from our students and they attend their classes regularly.

Class with NCC personnel

- **Evening School:** The Evening School was established on the auspicious day of birth of Jawaharlal Nehru, 14 th November, 2005.It is run for the benefit of the children of slum-dwellers. Our students teach after the college hours and try their best to impart quality education to them.

A Prize Distribution Ceremony for Evening School students

- **Student Aid:** In order to foster sense of community feeling in the students, the college makes it compulsory on the part of each student to contribute annually to the two funds: Student Aid Fund and Student Accident Coverage Fund. It seeks to help the needy students of our College through various means such as financial aid.

•**College Extension Activities:**

Table 3.6.1 Details of Places Visited By Various Departments as Part of College Extension Activities

Department	Date of visit	Place of visit	No. of Students
Bengali	18.2.2012	Rabindranath Tagore's Ancestral House at Jorasanko, Kolkata	32
Journalism & Mass Communication	9.9.2015	Rabindranath Tagore's Ancestral House at Jorasanko, Kolkata	20
Bengali	26.9.2015	Swami Vivekananda's Ancestral House & Museam, Kolkata	30
English	3.10.2015	Gandhi Museum & Bholagiri Old Age Home, Barrackpore	28
History	3.10.2015	Gandhi Museum & Bholagiri Old Age Home, Barrackpore	11
Education	13.10.2015	Rabindranath Tagore's Ancestral House at Jorasanko, Kolkata	40
Bengali	22.11.2015	Udayan Orphanage, Barrackpore	20

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Students' involvement in various social activities is taken care of by the respective Committees and Students' Union of the College. Meetings of the faculty in-charges of the Committees with their student volunteers are held often to keep track of all activities and to discuss the future initiatives. To cite an example, a register is maintained both by the NSS and the NCC program officers to keep a record of the presence of students involved in their various activities.

Table 3.6.2a Details of Departments involved in Social Activities

Department	Teacher-in-Charge	Secretary (Student)
Evening School	Subhashis Chatterjee	Niwaz Hossain & Subhajit Dey
Social Welfare	Dr. Diptendu Simlai	Pritam Dhar
Student Aid Fund	Principal	G.S and V.P
Cultural Affairs	Dr. Samir Ghosh	Sanu Das
Festival	Sudipta Samanta	Suva Saha

3.6.2b Programs organised by NSS unit of the college

Period	Special activities by NSS
2011-15	Swachhta, a cleanliness drive.
	An awareness campaign on "Road Safety Week" for traffic safety.
	A survey of 125 families with at least one child between 6 to 14 years in a slum named Bidhan Colony, Madhugarh (Khalpar) of Ward No 12 & 13 in South Dum Dum Municipality near (within the range of 2-3 kilometers) our College.
	Observed Sadhbhavna Diwas.
	Lecture on "Astronomy" by Dr. Debiprasad Duari, Director, M. P. Birla Planetarium, Kolkata
	Distribution of some necessary educational needs to children
	Distribution of stickers to slum families to educate and remind them about some basic principles of health and hygiene for their kids.
	Organisation of a "Nursing the Trees and Cleanliness Drive Program"
	Organisation of a program "Clean your College"
	Observation of "Rashtriya Ekta Diwas"
	Anti Tobacco campaign
	Anti Plastic Campaign and Poster competition
	Seminar on "RTI & Empowerment of Youth"
	Observation of Worlds Aids Day and rally in collaboration with Red Ribbon Club
	A Thalassaemia Awareness and Screening Camp in collaboration with Red Ribbon Club

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The College values the perception of the stakeholders on the overall performance and quality of the institution. To solicit the views and feedback from the stakeholders regarding various systems followed by the institution, following steps are taken:

- A feedback form consisting of questions on the quality of the services provided in the institute, both from teaching and non-teaching members, has been developed to evaluate the scale of the service rendered by the institute.
- Feedback from parents is taken through parent-teacher meeting held on a regular basis.

- Feedback is also solicited from the alumni association of the college for overall development
- Information collected through feedback mechanism is evaluated by IQAC along with valuable comments from the faculty members
- The feedback information is used to identify departments and sections which need attention and care to improve from the present status
- Remedial measures are taken as per the recommendation of IQAC under the guidance of the Principal
- The institution is striving for getting the aspired result as early as possible.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

Different Committees plan and organize their extension activities by holding meetings time to time of the faculty in-charges with student volunteers. Feedback and suggestions from volunteers are taken and timely activities are planned keeping the expenses under the allocated budget.

For NSS, financial assistance is provided by the NSS Wing of West Bengal State University.

Table 3.6.4a The Expenditure Incurred on The Extension Activities

	Expenditure (Rs.)			
	2011-12	**2012-13**	**2013-14**	**2014-**
NSS	22982/-		6000/-	13000/
Red Ribbon Club	No separate unit was		4800/-	4000/-
Student Aid	27355/-	27455/-	16220/-	19630/
Night School	8200/-	11,500/-	20,800/-	14,400

Various extension activities initiated by NSS in past:
- With the help of NSS unit, College has initiated a cleanliness drive on September 2011 to clean the College and its premises. Strong spirit and commitment towards Swachhta was built amongst the students, faculty members and non-teaching staff by the NSS volunteers so as to inculcate the regular habit of cleanliness in them and to contribute towards the vision and mission of clean India.
- NSS Unit of College in collaboration with Dum Dum Traffic Guard, Bengal Police, observed an awareness campaign on "Road Safety Week" for traffic safety on 15th -16th March 2011.

- NSS unit conducted a survey of 125 families with at least one child between 6 to 14 years in a slum named Bidhan Colony, Madhugarh (Khalpar) of Ward No 12 & 13 in South Dum Dum Municipality near (within the range of 2-3 kilometers) our College. The survey mainly highlighted on the health and education aspect.
- NSS unit of the college observed Sadhbhavna Diwas by organizing an Essay Competition in Bengali as well as English medium on "Communal Harmony and Young India".
- NSS organized a seminar in order to combat astrology by astronomy and to make the general students scientific minded by renowned personality Dr. Debiprosad Duari, Director, M. P. Birla Planetarium, Kolkata on 27th February, 2013.
- NSS distributed some necessary educational needs to children belonging to the above mentioned 125 surveyed families.
- NSS distributed stickers to above mentioned 125 surveyed families to educate and reminded them about some basic principles of health and hygiene for their kids.
- NSS unit organised a "Nursing the Trees and Cleanliness Drive Program" on 29th March, 2014.
- A Program named "Clean your College" was organised on 16th & 22nd August, 2014.
- NSS program officer and student volunteers participated in "Rashtriya Ekta Diwas" organized to commemorate the 139th birth anniversary of Sardar Vallabhbhai Patel, 31st October, 2014.
- An anti tobacco awareness campaign was held in November, 2014.
- An "Anti-Plastic Campaign" was organised on January 15 & 16, 2015.
- A Poster Competition on "Say 'No' to Plastic" was held in the month of December, 2015 jointly with department of Philosophy.
- A Seminar was organised by NSS on "RTI & Empowerment of Youth" in December, 2015.

Various activities/events held by Red Ribbon Club:

- **Anti Aids Poster Competition**: In the month of December, 2013 an anti-aids poster competition was organised for all the students of the College. A number of students submitted their posters.
- The college in association with Red Ribbon Club observed **World Aids Day** by organising an Anti-aids rally on DumDum Road on 3rd December, 2013 and 2nd December, 2014 with around 50 students. The rally walked around 2 miles in the road adjacent to the college. The rally along with distribution of awareness leaflet was organised on 1st December this year (2015).
- An Anti-aids campaign was organised at the Madhugarh area near College with 20 students to give an idea about the AIDS to the people of the locality.
- A Thalassaemia Awareness and Screening Camp was organised by RRC in collaboration with West Bengal State Health & Family Welfare Samity, Government of West Bengal on 18th December, 2015.

Initiatives made by the Student Aid Fund Committee:
The following table depicts the disbursement of Student Aid Fund and the students benefitted from the same.

Table 3.6.4b Details of distribution of Student Aid Fund among Students

Session	Class	No. of Students	Amount (Rs.)	Total Students	Grand Total Amount(Rs.)
2011-12	3rd year	61	28,910	113	46,825
	2nd year	37	12890		
	1st year	15	5025		
2012-13	3rd year	28	11040	84	30,865
	2nd year	19	6075		
	1st year	37	13750		
2013-14	3rd year	38	7620	176	43,470
	2nd year	66	16220		
	1st year	72	19630		
2014-15	3rd year	36	18340	155	47,855
	2nd year	56	15385		
	1st year	63	14130		

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

At the very beginning of the academic session, the NSS program officer organizes a get-together session to motivate students to join the NSS unit of the College and involve them in various activities initiated by NSS and Red Ribbon Club (RRC). Program officer conducts time to time meeting with student volunteers to plan their activities and to get the feedback on the ongoing projects and activities.

The NCC unit of the college has opened recently and is running successfully from the inception. The young and energetic Program Officer is trying to motivate the students to join in the same.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- As mentioned earlier, NSS unit conducted a survey of 125 families with at least one child between 6 to 14 years in a slum of Ward No 12 & 13 in South Dum Dum Municipality near (within the range of 2-3 kilometers) our College. The survey mainly highlighted on the health and education aspect.
- NSS distributed some necessary educational needs to children belonging to these families.
- NSS also distributed stickers to educate and reminded them about some basic principles of

health and hygiene for their kids.
- The college runs an Evening School in its premises for the children of the nearby locality, who are otherwise deprived from the main course of education due to economic or other causes.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

NSS cadres of this College participate actively in all socially responsible initiatives under the guidance of faculty members. Involving students in such activities help them to imbibe the feeling of community service in them and take on a sense of ownership in development efforts.

- Involving students in various activities and events leads to skill enhancement, confidence building and ownership that prepare them to face challenges while navigating toward adulthood.
- Different healthy interactions such as visiting slum area and imparting knowledge about personal health and hygiene, clothes/books donation drives and distributing same to orphanages or ashram, holding anti-tobacco campaign have created consciousness among students about social needs which are consistently moulding our students for their betterment and leads towards becoming a better and responsible citizen.
- Such involvement contributes to both the development of community and the social and psychological development of the students involved which will have a long lasting and fruitful impact on a student's overall development.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The College ensures community involvement in social responsible initiatives through its various Committees which are consistently working in the field of extension services.
- An Evening School is run by our college students to give free tuitions to the local slum children. It also distributes warm clothes, bags, footwear and books to those children almost every year.
- Blood donation camps are organized jointly by Students' Union at least once in a year. The students participate whole heartedly in the noble cause.
- The College has involved the student volunteers to spread the message of importance of cleanliness and hygiene in their respective locality

Table 3.6.8 Details of Initiatives to Encourage Community Participation

Departments	Events	Target groups
NSS	Road Safety Program	Students of the college & local population
NSS	Health, hygiene and educational awareness program	Children of local slum
NSS	AIDS Awareness Program	Students of the college & local population
NSS	Anti Plastic Campaign	Students of the college & local population
NSS	Anti tobacco campaign	Students of the college & local population
NSS	Thalassemia Awareness Camp	Students of the college & local population
Students Union	Night School	Students of the local slum

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

For smooth conduct of various outreach and extension activities, The College receives all kinds of support and cooperation from the South DumDum Municipality and DumDum Police Station and the local clubs.

The following table gives details of the same.

Table 3.6.9 Details of Relationships of Institutions of the Locality

Name of the Department	Institution/ Organisation
NSS	South Dum Dum Municipality, Dum Dum Police Station
Student Union of the College	Thalassaemia Guardian's Association
Student Union of the College	Central Blood Bank and Blood Bank, R.G Kar Medical College and Hospital
NCC	ADG-NCC, West Bengal and Sikkim under 19th Bengal Battalion NCC (Kolkata B Group)

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years
The College has not received any such award.

3.7 COLLABORATIONS

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college is not engaged in any collaborative research activity with external agencies.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

- The Career Counselling Cell of the College conducts a Special Coaching Program in collaboration with Labour Department, Government of West Bengal.
- The College has collaboration with Youth Computer Training Centre, Government of West Bengal, South Dumdum Branch.
- The college has collaboration with DumDum Club Samonway Samity for sharing a local playground in the neighbourhood.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The Career Counselling Cell of our college has organised several programs providing orientation to the students regarding the future employment opportunities.

- Very recently ICICI Prudential Life Insurance organised placement camp and selected some of our students. Around 70 students participated in the camp.

- The Labour Department of the Government of West Bengal has selected the Career & Counselling Cell of our college as the partner institution to conduct special coaching programme for different competitive examinations. Our college has organized seven such programmes for the unemployed youth under the jurisdiction of Dum Dum Employment Exchange. The outgoing students of our college also participate in the programme. The details of the programmes are given below:

Table 3.7.3b Special Coaching Organised by the Dumdum Employment Exchange with the Assistance of The Career & Counselling Cell, Dumdum Motijheel Rabindra Mahavidyalaya

First Round

COURSES	DATE
Public Service Commission(clerkship) Examination	10-14 FEB 2014
Teachers Eligibility Test	17-21 FEB 2014
Staff Selection Commission(clerkship) Examination	24-28 FEB 2014
West Bengal Civil Service Examination	3-7 MAR 2014
Indian Banking Service Examination	10-14 MAR 2014

Second Round

COURSE	DATE
Staff Selection Commission Examination (Clerkship)	1-5 September,2014

Third Round

COURSE	DATE
Staff Selection Commission Examination (Clerkship)	8-12 December,2014

Fourth Round

COURSE	DATE
Primary TET Examination	22-26 June,2015

Fifth Round

COURSE	DATE
SSC Combind(HS Level)Examination	20-24 July,2015

Sixth Round

COURSE	DATE
PSC(Clerkship)Examination	7-11September,2015

Seventh Round

COURSE	DATE
IBPS Examination	15-18 December,2015

3.7.4 Highlight the names of eminent scientists/participants, who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Please refer to 3.1.8

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

The following collaborations have resulted into the agreement contributing Curriculum development and extension activity.

Table 3.7.5 Details of Agreements

Collaborations resulted into agreement	Form of Beneficiaries
Youth Computer Training Centre, Government of West Bengal, South Dumdum Branch	Students of the college get 20% discount in the course fee; Teaching and non-teaching staff of the college can avail the course free of cost
Dum Dum Club Samonway Samity	A local playground is shared for sports and games purpose. College bears 50% of annual maintenance charge for ground and gallery.
Labour department, Government of West Bengal	Registered unemployed Youth of DumDum Employment Exchange

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

The college has put a serious effort to give a shape to the collaborations and agreements made for the sake of the students. The career and counselling cell has given a significant try in making the students fit for the employment market. The multi-round career guidance programs are parts of objective implementation of the collaboration made for the purpose. The teachers are always in honest involvement in the research related activities for their academic upliftment as well as for an enriched addition to the teaching ability for the greater need of the students.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The policy of the Institution is to offer such infrastructure that facilitates excellence in educational perspective and dimension. The College is solely guided by the policy of the Governing body of the college, as per recommendations made from time to time by the Building and Infrastructure Development Sub Committee, being constituted by the Governing Body of the College. The source of fund for the infrastructural development in the college is as follows:

- Development Grant released by UGC in response to the proposal submitted by the college

- MP Local Area Development Fund

- MLA Local Area Development Fund

4.1.2 Detail the facilities available for:

a) Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The infrastructural facilities available for conducting the curricular and co-curricular activities are as follows:

The College Campus has one old building (three storied) supported by an annex building (new five storied) allotted to different departments:

Old Building:

Ground floor: Ground floor comprises of
- Boys' Common room,
- Boys' Gymnasium,
- Girls' Common room,
- Girls' Gymnasium,
- Students' Union Room,
- Students' Book Bank,
- Distance Learning Study Centre,
- Cheap Book Store,
- Care taker residence
- College Canteen

First floor: The first floor includes:
- The Office of the Principal,
- Teachers' Room,
- Library(with Photocopy Counter),

- Reading Room for students and Teachers with computer facility

Second Floor: The second floor has the following plan:
- Geography Lab,
- IT Laboratory for the Commerce Department,
- NSS Room
- Three class rooms.

At the roof -NCC Room.
New building:
Ground floor:
- Seminar hall,
- Exhibition Room,
- Government of West Bengal Youth Computer Training Centre**.**

First floor:
- Departmental Libraries,
- Career and Counselling Cell,
- UGC-NRC and
- Laboratory for Education Department,
- Smart Class room,
- IQAC Room,
- Server room,
- Extended College office (with Head Clerk/ Office co-ordinator, cash enclosure, Accounts & Bursar)

Second Floor:
- Laboratory for Journalism and Mass Communication Department,
- GIS Laboratory,
- Five class rooms.

Third Floor: This floor houses six class rooms.

Fourth Floor:
- Six class rooms are allotted for commerce department for pursuing proposed PG Classes, however Commerce under graduate classes is held here as and when required.

The front elevation of College building is unique and decorative.
- Since there is no scope of vertical or upright expansion in the new or old buildings of the College, the Governing Body being recommended by the Building and Infrastructure

Development Sub Committee is planning for a six storied building in the vacant land inside the college campus.

- The Library has a rich collection of about 17000 books and journals. These include some rare and priceless books and journals. About 375 new books on an average are added every year. There are adequate number of stacks in the library to provide better accommodation and convenience. Each department has its own Departmental library too.

- Class rooms and well equipped Laboratories are available in Journalism and Mass Communication, Commerce, Education and Geography departments for Undergraduate classes.

- College offers technology enabled learning spaces which includes a Smart classroom with Smart board, LCD Projector, Television, New Vision Visualiser, and Laptop. All the departments of the College are well equipped with computers having internet. The College Office and the Library are also computerised. The admission procedure of the College is conducted online.

In the air conditioned Seminar Hall, with facilities like power back' up and well equipped audio system, Seminars, Workshops, Film shows are conducted regularly.

b) Extra -curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The infrastructure facilities available for conducting Extra—curricular activities are the following:-
- As per contract a full size playground with Gallery namely Indira Maidan on Dum Dum Road in our immediate vicinity is available to the College where Annual Sports Meet and Inter-Class Football Competition, etc. are conducted every year.

- Table Tennis boards, Carrom boards and Chess boards in both Boys' and Girls' Common Room are available where the students often play during leisure.

- The College also houses two separate Gymnasiums for the boys and girls on the Ground Floor of the old building with moderate Multi Gym, Manual Jogger, Cycle etc.

- There are separate rooms for NSS and NCC.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give Specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).
❖ The infrastructure facilities of the College are utilised up to the optimum scale as follows:

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• There are twenty class rooms utilised for holding classes and examinations. On working days classes are conducted in all the rooms from 10.30 a.m. to 4.45 p.m.

• The library is kept open from 10:30 am to 4:30 pm on all working days. It also remains open during summer recess and university examination days.

• Public Examinations are held on Sundays. Classes of Distance Education Study Centre are held on Sundays and holidays.

• Seminars, Workshops etc. are held in the Seminar hall of the College.

• Instruments are available in all laboratory based Departments and are also used by the students and faculty for project work and research work respectively.

❖ The College always takes initiatives for the augmentation of the infrastructure of the Institution to keep pace with academic growth in the following ways:-

• College applies for grants from the UGC, the Govt. of West Bengal, the MP LAD and the MLA LAD.

College collects building fees, development fees, lab development fees, library fees (50% capitalised) in each session from every students to build up infrastructure.

• Fund is allocated every year to the Laboratory based departments for augmenting laboratory equipments on the basis of the departmental requirements.

• Books and journals are purchased for each department every year.

• Different furniture and fixture, AC machines, electrical equipments, water purifying machines, office equipments, and computer peripherals are added to the existing infrastructural facilities.

• During the last four years an amount of Rs. 34, 69,194/- have been spent for the augmentation of infrastructural facilities.

Some examples of the facilities developed are:-

• Construction of two new floors.
• Front elevation of College Building,
• Construction of College Canteen,
• Erection of two gymnasiums.
• Grant in every year for laboratory equipment augmentation and library books.

• The College is in the process of constructing an Auditorium and Central Library.

The master plan for existing physical infrastructure is attached herewith.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Ramp facility and lift are available for their convenient movement.

4.1.5 Give details on the residential facility and various provisions available within them:

• Hostel Facility – as many of the girl students of the college commute from far-off locations a hostel accommodation for girls is under construction. Proper safety and security will be provided. Minimum basic facilities like bedding, drinking water etc. will be arranged in time.

4.1.6 What are the provisions made available-to students and staffs in terms of health care on the campus and off the campus?

- The College offers first-aid facility to the students and staff in case of any emergency. Although there is no medical unit in the College, students can avail medical facilities with subsidised rate from the Students' Health Home, Kolkata in lieu of a nominal Annual Membership fee. For any emergency, medical practitioners are also called for.

- A well equipped gymnasium is provided for boys and girls separately.

- There is an Accidental Benefit Scheme constructed by governing Body to cover the medical need on account of accident for the students. The extent of coverage depends on the discretion of the GB.

4.1.7 Give details of the Common Facilities available on the campus for special units like IQAC, Grievance Redressal Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, Recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- The College has an Internal Quality Assurance Cell (IQAC) comprising of the Principal, some senior faculty members, and few external members. A separate room is allotted to the IQAC of the college.

- The new building of the College has a space dedicated to Career and Counselling Cell.

- The College has a Grievance Redressal Cell with Principal as Chairperson to address the grievances of the stakeholders.

- The college has a Women's Grievance Redressal Cell comprising of some senior faculty members. The Cell addresses matters exclusively related to female students/teaching/non-teaching staff inside the College premises, even the matter that occurred outside but related to college affairs.

- Internal Complaints Committee as per provision of the Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 has been set up including three internal and one external teaching faculty members.

- There are two separate Common Rooms for the boys and girl students, where they can avail indoor games like Carom, Chess and Table tennis.

- Subsidised Students' Canteen and purified drinking water facilities are available. The buildings are equipped with several water purifiers.

- Internet facilities are available to the Departments as well as in Library for both Teachers and students.

- There is a cheap book store within the campus where books and other educational stationeries are available at a subsidised rate.

- Water cooler cum purifier facility is available in the college for staff and students.

Opening of Cheap Book Store

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?

The effective functioning of the library is ensured by a library Advisory committee. This committee was constituted by the college Governing Body. The members of this committee are –

1) Dr. Sandip Dasgupta,Chairperson
2) Sri Saumen Ghosh, Librarian (On contract), Convenor
3)Dr. Samir Ghosh, Associate Professor and Head, Dept. of Commerce
3) Smt Kalyani Banerjee, Associate Professor and Head, Dept. of Bengali
4) Dr Anadi Biswas, Associate Professor of Commerce
5) Sri Subhabrata Bhattacharjee, Associate Professor and Head, Dept of History
6) Sri Anjan Ghosh,Non Teaching Staff Representative to the Governing Body
7) Sri Sushil Ghosh Non Teaching Staff Representative to the Governing Body,
8) General Secretary of Student Union, Ex-Officio

In addition to that committee following staff-members were included to extend assistance to IQAC :

1) Sri Subhashis Chatterjee, Faculty, Dept of Bengali
2) Smt Kaushani Banerjee(Bhaduri) Faculty, Dept of Geography
3) Sangeeta Chowdhury Faculty, Dept of Geography
5) Rini Gangopadhyay Faculty, Dept of Bengali
6) Banibrata Chakraborty, Library Assistant

Departmental Heads periodically prepares the list of books which are needed by the students. The committee approves purchase of books recommended by different departments. The Committee also recommends the infrastructure facilities to be provided to the library. Librarian and Library Staff take care of preservation and accession of books properly. Students and staff avail themselves of the benefits of internet access, computerized browsing, lending and photocopying facility.

4.2.2 Provide details of the following:

Total area of the Library:

Library Space: 1,095.49 sq ft.

Reading Room: 1,123.32 sq ft.

Seating capacity:

For Students: 40   For Teachers: 10

Working hours of the Library:

On Weekdays: 10:30 a.m. to 4:30 p.m.

On Saturdays: 10:30 a.m. to 2:00 p.m.

Library remains open in the summer recess.

Layout of the library:

Till date, the extension of facilities like individual reading carrels for the students or to provide lounge area for browsing is not possible. Internet and Photocopy facilities are provided to the students in the library. Access to e-journal is available through INFLIBNET.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

A budget is prepared and placed on the basis of recommendation of the list of books on current titles and journals covering the current syllabi by the respective departments. After getting approval and receipt of funds, books are purchased under the supervision of the librarian. After acquisition, accession and cataloguing of the books are done, the books are made available to the users.

Table 4.2.3a: Annual expenditure for the purchase of books and journals during last four years

Year	Total
2011-12	1,05,842
2012-13	84,870
2013-14	66,455
2014-15	86,745

Table 4.2.3b Number of books and journals purchased during last 4 years

Library Books	2011-12	2012-13	2013-14	2014-15
Text Books	454	360	302	388
Reference Books	11	00	02	02
Journals/ Periodicals	04	05	05	05
Total books purchased in last four years: 1,504				
Total journals purchased in last four years: 19				

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Table 4.2.3c Number of books per stream

STREAM	TOTAL
Arts	5, 207
Commerce & Management	6, 521
Science	4,506
Reference & others	708
TOTAL	16,942

Table 4.2.3d Arts section- Number of books per subject

SUBJECT	TOTAL
Bengali	2189
English	1164
Sanskrit	146
History	668
Philosophy	309
Political Science	157
Journalism	196
Sociology	115
Education	263
TOTAL	5,207

Table 4.2.3e Science section- Number of books per subject

SUBJECT	TOTAL
Mathematics	812
Computer Science	37
Economics	2755
Library Science	05
Geography	897
TOTAL	4,506

Table 4.2.3f Other Books

Encyclopedia	93
Religion	107
Biography	281
others	227
TOTAL	708

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

Facility	Availability
ICT facility	NA
OPAC	Online-public access system is in operation.
Electronic Resource Management package for e-journals	INFLIBNET through N-List user ID is provided individually to each faculty.
Federated searching tools to search articles in multiple databases	NA
Library Website	http://www.ddmrm.org/library.html
In-house/remote access to e-publications	In-house access through browsing, INFLIBNET is available.
Library automation	Registered open access system, Computerised management of library operation.
Total number of computers for public access	03
Total number of printers for public access	Nil
Internet band width/speed	4mbps
Institutional Repository	NA
Content management system for e-learning	N-List is a content management system in operation in Library and each faculty has an ID.
Participation in Resources sharing networks/consortia (like Inflibnet)	INFLIBNET is operative.

4.2.5 Provide details on the following items:

Particulars	Number
Average numbers of walk-ins	50 per day
Average number of books issued/returned	30 per day
Ratio of library books to students enrolled	16695/1500=11:1
Average number of books added during last three years	384
Average number of login to opac (OPAC)	20
Average number of login to e-resources	30 per day
Average number of e-resources downloaded/printed	300 per day
Number of information literacy trainings organized	06
Details of "weeding out" of books and other materials.	35

4.2.5a. Give details of the specialized services provided by the library:

Specialised Services	Details
Manuscripts	No
Reference	Reference books are added every year
Reprography	Photocopying facility available
ILL(Inter Library Loan Service)	NA
Information deployment and notification	Informations regarding library services are displayed on the notice board, Newspapers and magazines are displayed on the stack,
Download	Fully wifi facility is available for downloading.
Printing	No
Reading list/Bibliography compilation	Author, Title, Subject wise cataloguing
In-house/remote access to e-resources	In-house access through browsing, INFLIBNET is available.
User Orientation and awareness	Orientation Workshop conducted by the Librarian
Assistance in searching Databases	NA
INFLIBNET/IUC facilities	INFLIBNET, N-List facility with individual User ID for the college faculty.

4.2.6 Enumerate on the support provided by the Library staff to the students and teachers of the college:

The library staff member helps the students and teachers in a number of ways:
- They assist the students and teachers to use the internet and also to search book online
- They inform all of the facilities of e-journals and magazines
- The latest stocks of books are available in the computer and these are also prepared by the staff.
- Separate Stack to Show the Arrival of New Books.

4.2.7 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

The different- disabled students are assisted by the staff in many ways like aiding in finding and searching books, entry etc.

4.2.8 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library service. (What strategies are deployed by the library to collect from users? How is the feedback analysed and used for further improvement of the library service?)

The library gets feedback from its users. Third year collegiate students give their feedback about the college in the prescribed format. Feedback on the library is also included there. It is then analyzed by the IQAC in assistance with the Library Advisory Committee and used to improve the library service as suggested by the students.

Demand/Grievances	Solutions
Unavailability of extra copies of books.	More number of copies of books is bought.
Reference books/ updated syllabus books were not available to the students	New books according to the syllabus were bought.
Reprography facility was irregular.	Photocopying facility is made regular.
Library computers were virus infected	Computers were updated with latest antivirus software.

4.3.IT INFRASTRUCTURE

In the modern Information Society, the Institution has to keep the objective of advancement of learning accompanied by modern teaching aids, including the state of the art ICT infrastructure. To exploit the advancement of ICT, the College augmented SMART classroom with modern facilities, UGC-Network Resource Centre, better and faster internet facilities etc.

4.3.1 Details on the Computing Facility Available in the Institution

The college provides computing facility to the staff, faculty and the students with its 63 computer systems and a sufficient number of allied accessories and internet connectivity. The campus is partly Wi-Fi enabled for students and faculty. UGC Network Resource Centre (UGC-NRC) of the college is working as a computer centre for the faculty members to use computer and internet facility for the educational and research purpose. This Network Resource Centre has five desktops and laptops and a mother computer (as server) with LAN connection.

Table 4.3.1 Details on the Computing Facility Available in the Institution

Facility	Details
Configuration	Intel dual Core 2.66GHz, Intel Quad Core, Intel PQC(J2900, 2.41), *i*3, *i*5, Intel (R) Pentium(R) D CPU, 2.80 GHz,
Software's available	Microsoft, Windows 7, COSA, Tally. ERP9 Gold, 21 Century GIS, QGIS, LaTeX, SPSS, STATA11, MAP INFO, Kaspersky anti-virus
LAN and Internet Facility	7 UGC Sponsored Broad Band Connection in the campus and 1 Alliance Broadband.
Wi Fi Facility	Part of the campus
Licensed software	Microsoft, Windows 2007, KOSA, Tally. ERP9 Gold, 21 Century GIS, QGIS, Kaspersky anti-virus
Computer: Student ratio	1:40
Nodes with, internet facility	Wi-fi enabled
Any other	Printers, Scanners and Xerox Machine

Augmentation in last 4 years
- Number of computer increased leading to computer-student ratio 1:40
- Continuous Up gradation of computers with latest versions.
- UGC-NRC is working as a Computer Nodal Centre for the benefit of the faculty members for research work.
- The campus is partly WI-FI enabled.
- Number of LCD projectors increased and Internet node developed up to limited (Wi-Fi) to encourage ICT.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus

- Internet and computer access is available to the students, faculty and staff during the college hours within the campus.
- Entire college office and IT Laboratory (Commerce) is LAN connected.
- Wi-Fi facility is also available.
- Moreover, each department has been given separate laptop exclusively for the use of faculty members for academic purpose.
- Students can access the computers in library and laboratories. In library e-journal access is done through INFLBNET.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

a) The IT infrastructure upgradation plans of the institution
- The college is planning to link up with the national and international institutions for better facilities and advanced research activities.
- Fully Wi-Fi enabled campus
- More numbers of ICT enabled classrooms
- Development of virtual learning technology
- Allotment of individual e-mail id to teachers in institutional webpage
- Upgradation/Replacement of the outdated machines and softwares

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The details on the Annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the Institution are given below:-

Table 4.3.4 Annual Budget Allocation for Procurement, Upgradation, Deployment & Maintenance of Computers and accessories

Year	Procurement, Upgradation & Deployment	Maintenance
2011-12	2,38,535	60,000
2012-13	1,48,500	60,000
2013-14	3,43,020	60,000
2014-15	2,26,846	1,20,000

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

Teachers use technology to improve student learning outcomes, to enhance achievements and to extend interactions. Technology has empowered the teachers and they make extensive use of ICT resources. Following are few areas where deliberate use of ICT resources is carried out:
- Laptops for the faculty members for each department.
- Laboratories for students for extensive use of the computers.
- Smart classroom.
- Power Point presentation by teachers as a teaching-aid.
- Power point presentation of the project work by the students.
- Printing and scanning facility for the students.
- Access to e-journal through INFLIBNET in the library.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution has always a motivation towards making the teaching process more student-centric. ICT enabled teaching in class room is playing an important role. For example, certain topics related to the syllabus are allotted to the students for project work presentations. Students present them with the help of ICT. The teacher guides them throughout the process. Presentation is usually followed by interactions where all the students actively participate. So, it is a kind of independent learning style. The teacher in this process is a facilitator, helper, guide and an assessor. Technology impacts them positively by developing self-reliance and self-confidence. The students feel interested and less pressurised in learning because of the verbal, written, quantitative and graphical display that digital technology affords.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The institution has already become a part of National Knowledge Network. Broadband internet facilities have been provided by the UGC at a subsidized rate (NKNC). The College extends this facility through partial Wi-Fi connectivity. The college has established UGC-NRC and INFLIBNET in the campus and Library respectively.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

A responsible person is appointed by the management, who in consultation with the Principal takes care of the maintenance needs of all equipment, computers, furniture and fixtures, etc. in order to ensure the optimum utilization of the financial resources. The resources available are optimally and efficiently used as per the need-based priority. If the required amount needed exceeds the budgeted amount, a request is placed after taking decisions in a meeting by the Finance sub Committee to obtain the additional resources. Given below is a statement of the expenditures on different infrastructural maintenance heads for the last four years:

Table 4.4.1 Budget Allocation and Expenditure

Year	Head	Allocation (Rs.)	Expenditure (Rs.)	Remarks
2011- 12	Building	10,50,000	47,74,915	Bank loan repayment made from college fund.
	Furniture	2,50,000		
	Equipment	2,55,990	15,98,155	
	Computers	2,30,000		
	Vehicles	-	-	
	Any Other	50,000	-	
2012-13	Building	-	40,31,561	
	Furniture	3,00,000		
	Equipment	3,00,000	1,33,527	
	Computers	-		
	Vehicles	-	-	
	Any Other	1,00,000	-	
2013-14	Building	5,00,000	5,69,690	
	Furniture	3,00,000		
	Equipment	3,43,000		
	Computer	3,00,000	-	
	Vehicle	-	-	
	Any Other	60,000	-	
2014-15	Building	16,45,770	10,84,379	
	Furniture	5,00,000		
	Equipment	2,26,846	2,14,569	
	Computer	2,25,000		
	Vehicle	-		
	Any Other	60,000	-	

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- An insertion in Newspaper / local advertisement/ college website is made for the appointment of a vendor needed for the regular maintenance of the civil structures as and when required. This has to be backed by the approval of the Governing Body. The vendor selected after necessary official formalities carries out the scheduled work. For new construction, at first a specialised person in the field of Building consultancy is appointed. Then a paper insertion is made inviting Quotations from reputed contractors. The lowest bidder is selected and then approved by the Governing Body. The contractor appointed works with his team under the supervision of the Architect/ Engineer.
- The college follows the similar formality regarding the manufacture or repair of the fittings, furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, large number of class rooms, offices, furniture items, etc as has been specified earlier. A Government appointed full time electrician takes care of the maintenance of the electric devices and connections in the college.
- A Private Service provider On Contract has been engaged in order to maintain the computers and other system related software and hardware, network facilities, inter-communication online network facilities, etc. The Xerox machines, LED television, projectors, and other ICT devices are also taken care by external agency.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

In order to ensure the maintenance, upkeep, calibration and repairs of several types of measuring equipment in our laboratories, several work arrangements have been made with the local service providers. If any equipment is found to be performing poorer than it should actually perform or is found unserviceable within the guarantee period or within the warranty period, then the instrument should be returned to the suppliers for calibration service or replacement service.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college has its own 7.5 KVA 3 phase Green generator of Kirloskar that ensures uninterrupted supply of power in the administrative block. One 20 KVA generator on hire for uninterrupted power supply during class hours is available. Moreover, Inverter facilities in prime locations are available, especially in the Laboratories.

- 24 X 7 security deployment for protection of properties.
- Our own electrician keeps a check over all the electrical equipment.
- A plumber on contract looks after the entire water supply systems
- Regular maintenance of all the equipment is ensured.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

There is a negotiation in process with the Fire sector authority to look after the college.

Criterion V: Student Support and Progression

5.1. STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. To ensure our commitment and accountability, the institution publishes its updated prospectus every year. This prospectus is issued to the students along with the application form for admission. The prospectus is a first-hand document that informs the students about the different aspects of the college. The prospectus includes information regarding Honours and General courses offered by the college with varied combinations and with proper fees for different courses. It includes information regarding college decorum, its rules and regulations, and admission procedure. At the commencement of the 1st year class, the students are given an Academic Calendar. It works as a guide for students to follow with the college activity all year round. It includes the distribution of classes for each section of the curriculum. Apart from the academic curriculum it includes the tentative dates for future events. In the academic session 2015-16, the content of the prospectus is given online.

5.1.2 Specify the type, number and amount of institutional scholarships/ freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

A large number of students of this college belong to the economically weaker section and many of them are first generation learners. To help such students to pursue their courses the college provides different financial assistance through students' aid fund. Apart from the college management, there is a Teacher's Council fund, Non-teaching Union fund which provides financial assistance to the students. The teachers also help by personal contribution if required.

Table 5.1.2: Financial Assistance by College Management

Session	Class	No. of Students	Amount (Rs.)	Total Students	Grand Total Amount(Rs.)
2011-12	3rd year	61	28,910	113	46,825
	2nd year	37	12890		
	1st year	15	5025		
2012-13	3rd year	28	11040	84	30,865
	2nd year	19	6075		
	1st year	37	13750		
2013-14	3rd year	38	7620	176	43,470
	2nd year	66	16220		
	1st year	72	19630		
2014-15	3rd year	36	18340	155	47,855
	2nd year	56	15385		
	1st year	63	14130		

Total students receiving financial assistance from College

Total Grant Received by the Students

5.1.3 What percentage of students receives financial assistance from state government and other national agencies?

About 20 percent students have received financial assistance from the State Government and other sources this year.

No.of students receiving financial support from Government
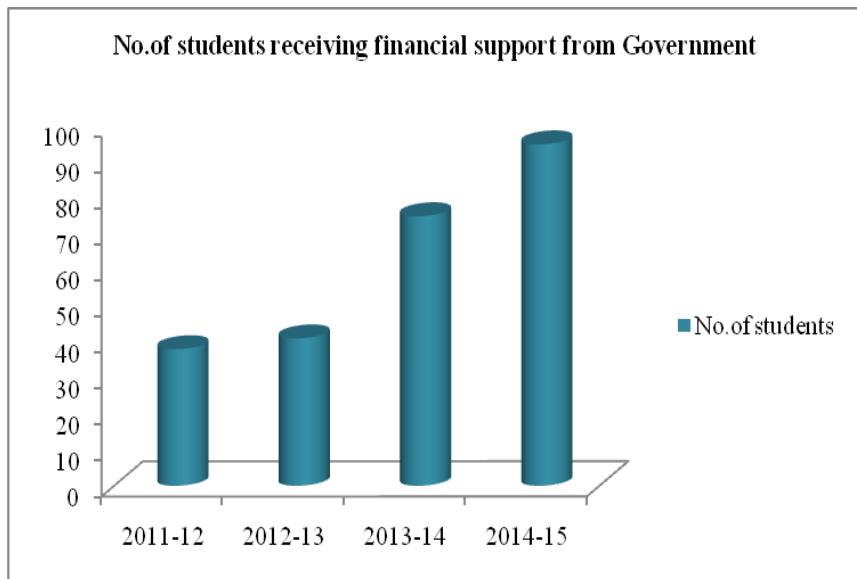
5.1.4 What are the specific support services/ facilities available for
- **Students from SC/ST, OBC and economically weaker sections**

✓ The college has no special provision for SC/ST or OBC. State Govt provides support service in the form of scholarship. But the institution strictly maintains the reservation

policy during the admission of the students. The economically weaker section of students are provided with fund or given proper financial assistance to facilitate their studies.

Figure 5.1.4 Percentage of SC/ST/OBC students in the total students for last four years
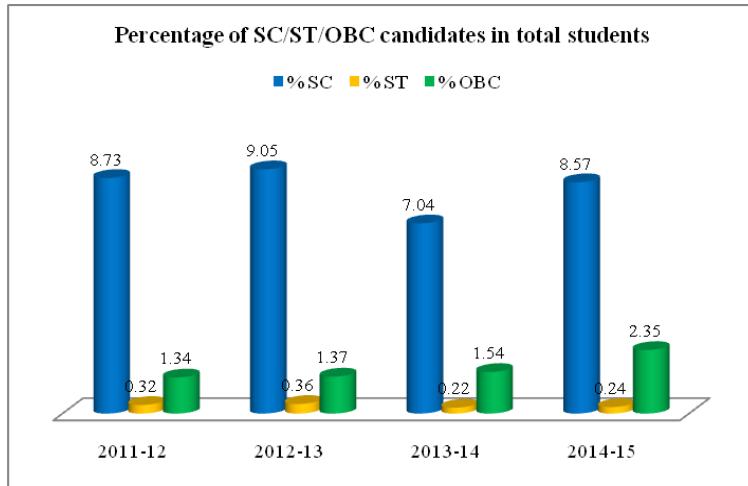
The above chart reveals the inclusive nature of the student profile at the undergraduate level of admission in the college. It is worth mentioning that all the applicants fulfilling University criteria for admission are accommodated and their admission in the college is ensured.

- **Support service for SC/ST candidates to receive the financial support from State Govt., UGC etc.:**

✓ The college has a smooth and well-functioning mechanism for dissemination of information regarding the scholarship and other financial support received from State Govt., UGC etc. Application forms are available from the college office and filled up applications are sent to the concerned authority.

- **Students with physical disabilities**

✓ The college sympathetically caters to the needs of physically handicapped and visually challenged students both in classrooms and in examination hall. There is a ramp and lift for the students of special need (physical disability). **3%** seats are reserved for the physically disabled students as fixed by the Government.

- **Overseas students**
✓ There has been no overseas student during the last four years. There are no specific support services/ facilities available for the overseas students in the institution. However,

this year one student from Bangladesh has taken admission. No special provisions are available till date.

- **Students to participate in various competitions/National and International**
- ✓ The College accordingly supports, notifies, stimulates, directs and assists the students to prepare and participate in various competitions. They have participated in Sports (District and State level), Quiz and Debate Competition, Youth Parliament etc. and have won prizes. One of our students plays badminton at the national level. The college organises several intra college activities like debate, quiz, creative writing, essay competition, painting, photography, etc. At the end of each event, the college felicitates the outperformed student.

- **Medical assistance to students: health Centre, health insurance etc**.

- ✓ The college seriously considers and cares about the health issues of the students studying in the college. The college is associated with West Bengal Student's health home, which takes proper care of the students.
- ✓ Companies like Titan Eye organised a free eye check-up for the students in September 2013.
- ✓ The college organizes a blood donation camp to assist organizations like the 'Thalassemia Guardians Association', such camps help to create awareness among the students to donate blood for patients in need as a mark of social responsibility.
- ✓ Through proper Governing Body resolution it has also been decided that the students of the college will be provided with 'Accident Coverage Scheme' (inside or outside the premises). In addition to that the Governing Body sanctioned Rs.10, 000 each on two health- related occasions to reimburse a portion of medical expenses for two students.

- **Organizing coaching classes for competitive examinations**

- ✓ Through Career and Counselling Cell the College organises classes for competitive examinations by our own college faculty, in collaboration with the Labour Department, Government of West Bengal. The outgoing students of our College attend these coaching classes along with the unemployed youth registered with the Dum Dum Employment Exchange. Also refer to 3.7.3 for further details.

- **Skill development (spoken English, computer literacy, etc.)**

- ✓ The Institution has also taken steps for development of computer knowledge and other soft skills, like:

- ✓ The college has set up a computer centre in its premise under the West Bengal Youth Computer Centre to facilitate the students to learn the basic computer applications at a cheaper cost.

✓ The college library and Departmental laboratories have computers with internet connections for the students to learn and increase their potency in browsing the internet and to satisfy their curiosity for a greater knowledge.

✓ The college also has an Information Technology (IT) laboratory set up for the students of the commerce section.

✓ The department of Geography has a Geographical Information System Laboratory (GIS) set up for the students of the department.

✓ To increase the interest of the students in developing their conversation skills the college had organized a seminar on Communicative English on 10th September, 2010. We intend to organize more seminars and workshops in near future.

✓ In order to develop the technological skill the college has introduced smart board learning. The students of different department prepare PowerPoint Presentations and organize departmental seminars with the aid of smart board. The smart board also facilitates in organizing classroom presentations by teachers. It also helps to screen movies through a projector which helps the students with their syllabus.

✓ Communicative English course: The College has started a Communicative English Course for the students since 2014.

✓ IT Basic Course has been introduced for all first year students since 2014-15.

- **Support for "slow learners"**

✓ Departments arrange special classes on their own for the slow learners. Any student may approach the teacher concerned for any problem they might encounter regarding academic concerns.

- **Exposure of students to other institution of higher learning/corporate/business house etc.**

✓ There is no such arrangement in this institution.

- **Publication of student magazines**

✓ The college magazine "Sabujer Abhijan" is being published annually by the students of the college and the issues are preserved in the college library. Previously the college had a magazine named "Pratisruti" which was also an annual magazine by the students.

✓ The department of Bengali has published an annual magazine named "Anwesa" since 2012. They also have a regular annual publication of wall magazines.

✓ The department of Geography also has an annual magazine named "Orbit" started in the year 2012.

✓ The department of Journalism and Mass Communication published a news magazine named "Bahata Barta" in 2012 which was later on made online on a monthly basis.

✓ The department of English publishes the departmental journal entitled "Expressions".

✓ Apart from these special issues, almost every department has its own wall magazines published half-yearly or annually. For example, wall magazines of the department of History named "Anweshan" and of the department of Education named "News and Views". These are published at regular intervals. Also, lately, the department of education is planning to start up an annual magazine.

Table 5.1.4 publication of Student Magazines

Name of the Department	Publishing Department	Frequency
Sabujer Abhijan	College	Annual
Anwesha	Bengali	Annual
Orbit	Geography	Annual
Bahata Barta (online newspaper and mobile application developed)	Journalism and Mass Communication	Monthly
Anweshan	History	Wall Magazine
News and Views	Education	Wall Magazine

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The other name of Entrepreneurship is the building of leadership qualities in students. We encourage our students to take part in different social and cultural activities and co curricular activities besides their academic pursuits. They are entrusted with various responsibilities which they carry out with maximum efficiency. While organising Departmental tours, students are assigned various responsibilities. They carry out their tasks efficiently. The teachers play the role is of a facilitator.

We see our students grow as independent, responsible learners. They learn from their teachers the way to guide, and as they grow, we find them helping and guiding the junior batch of students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The Students Union of the college has a Cultural Secretary and Assistant Cultural Secretary. They are given the responsibility to conduct different cultural activity including sports (indoor and outdoor), (done by sports and games secretary). The Fresher's Welcome and the Annual Social are the two prominent programmes where students are given the chance to explore their hidden talents. The students are encouraged to present their talents on stage.

✓ The students participate in the "Youth Parliament" every year to compete with the debating skills with different state level colleges. The teachers of the college help the students to prepare them for the competition.

✓ Extra attention is given to the students who wish to participate in different college conducted activities. They are permitted to conduct the practices during class hours; they are even given the permission to defer their internal assessments.
✓ The college has an official college funded sports instructor for providing training to the students.
✓ The students who excel in the sports are given relaxation in the attendance. Assessment and tests are separately conducted for them on a date according to their convenience.
✓ The college provides sports kit to the students interested in sports. The students are provided with the gaming kits of different indoor games played in their common rooms while recess.
✓ The NSS volunteers are provided with special jackets/t-shirts and caps.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, SLET, ATE/ CAT/ GRE/ TOEFL/ GMAT/ Central/ State services, Defence , Civil services, etc.

- The Career and Counselling cell of the college has a large stock of books which can be accessed by our present batch as well as our ex students.
- Moreover in collaboration with the Labour department, Government of West Bengal, this cell organises classes for various competitive examinations, (refer to 3.7.3) in which teachers of our institution take the classes. Teachers also guide the students of the institution as and when required.

Table 5.1.7: Number of students qualifying in competitive examinations in the last four years

Examination	No.of.Qualifying students
Civil Services	6
School Services	12
College Service	05
Primary Teachers	8
Others	3

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- The Career and Counselling cell invites counsellors from different institutes to counsel the students about their career prospects in the job market.
- The teachers provides Academic Counselling after class hours if and when necessary
- The teachers also try to help the students in case of any psycho-social problem.

5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The Career and counselling cell provides counselling to the students. It arranges career related seminars and workshops for the students. A well stocked library helps the students to find information regarding different competitive examinations. The reprography and internet facilities are also available to cater the needs of the interested students.

Table 5.1.9 List of programmes organized by the Career Counselling Cell in the last four years

Programmes of Career & Counselling Cell			
Date	**Topics**	**Speakers**	**No. of Students Attended**
4-8-12 Interactive Sessions	Career in Library and Information Science	Dr.Swapna Banerjee H.O.D;Department of Library Science,C.U	78
14-9-12 Seminar	Prospects in future Job Market	Speakers from Mandar Education	85
27-9-12 Interactive Sessions	Business Management: As A Career option	Dr. Nabinanda sen:Department of M.B.M;C.U	116
9-10-12 Interactive Sessions	Cost Accountancy :As a Career Option	Speakers from Institute of Cost Accounts India	100
3-12-12 Seminar	Career Prospects in Hardware Training	Speakers from Institute of Global Technology	107
4/12/13 Workshop	Career Prospects in Management	Institute for Technology and Management	61
3/12/15 seminar	Career prospects after Graduation	Annex College	61
16-12-15 Interactive Sessions	Cost Accountancy :As a Career Option	Speakers from Institute of Cost Accounts India	39

*Also refer to 3.1.7.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

A Box to collect grievance/ complain letters is placed just at the entrance of the Principal's Room. Teachers, staff, students place their grievances, if any, in that box. The Principal, in consultation with the members of The Grievance Redressal Cell addresses those grievances as best as he can. As a follow up step, the Cell meets the complainant students in presence of the Principal and takes necessary action. Mentioning the procedural aspect we may cite major list of Grievances below.

• Students complain about the toilets being dirty. As compliance, the Group D staffs responsible for cleaning were instructed to perform their duty regularly. The girls complained that their toilet door did not close properly to which proper action was taken.

• Students faced problem regarding Drinking Water in the college. The college has set two purifier-cum-coolers which serve both normal and cold water to the students.

• The college students complain about the food quantity and quality of the college canteen. The canteen head was repeatedly intimated but to no avail. The Governing Body, through proper procedure, replaced the old with a new one which is working satisfactorily.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institution has an Internal Complaint Committee which is entrusted with responsibility to deal with the problems faced by the students and staff in case of any sexual nuisance. The cell includes female faculty staffs who properly meet the victim and the guilty to take proper measures regarding the incident. No cases found since inception.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

To tackle the ragging problem the College very recently established an Anti Ragging Committee. The college finds pride in declaring that the internal ambience of the college is administered in such a manner that there has been no such instance till date.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

• The college maintains a Student's Aid Fund. Needy learners are financially assisted from this fund. (refer to 3.6.4 for details of expenditure incurred under the head of Students' Aid Fund)

• Student accident coverage scheme gives financial assistance to students if they meet with any accident inside or outside the campus.The 'Students' Health Home' with a nominal fee of Rs 10 enables the students to avail medical treatment at a subsidized rate.

- In case of any financial necessity of any student on medical ground, instant fund is created through generous contribution of the Governing Body and staff members for the benefit of the distressed person.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yes we have an alumni association but it is not as yet registered. One of The Alumni members is an active member of the IQAC. He actively participates in the decision making process in the IQAC related to institutional, academic, and infrastructure development. During construction of new building our alumni has been a source of strength, support for us. It is with their initiative that we had received a municipal grant from South Dumdum Municipality of Rs 3 lakhs during the creation of new building. They have also made a cash donation of Rs.1, 66, 000/- (one lakh and sixty six thousand) for development purpose.

5.2   STUDENT PROGRESSION

5.2.1. Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Table 5.2.1 Student Progression in Higher Studies in the Last four Years

Student Progression	Percentage								
	Arts			Science			Commerce		
	UG to PG	PG to M.Phil	M. Phil to Ph.D	UG to PG	PG to M.Phil	M. Phil to Ph.D	UG to PG	PG to M.Phil	M. Phil to Ph.D.
2011-12	30%	1%	--	66%	--	--	20%	--	--
2012-13	33%	--	--	23%	--	--	10%	--	--
2013-14	40%	--	--	30%	--	--	13%	--	--
2014-15	40%	--	--	10%	--	--	5%	--	--
Employment	Arts			Science			Commerce		
Campus	The College has organised a campus placement this year. ICICI Prudential Life Insurance has provisionally ten students from different streams.								
Others									
2011-12	Subject wise data given in the Evaluative Report of the Departments			66%			80%		
2012-13				50%			85%		
2013-14				30%			78%		
2014-15				Just passed out, so employment data could not be collected			80%		

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last five years (course wise/ batch wise as stipulated by the university). Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The programme wise pass percentage of the students for the last four years is shown below:

Table 5.2.2a Pass Percentage of Humanities Departments in the last four years

Session	Bengali (H)	English (H)	History (H)	Education (H)	Journalism (H)	Philoso phy	Political Science	Sanskrit
2011-12	80%	25%	77%	75%	NA	91.66%	83%	100%
2012-13	68.42%	62.5%	100%	94%	100%	33.33%	92%	73%
2013-14	92%	50%	60%	100%	93%	84.62%	83%	47.3%
2014-15	93.75%	83.33%	100%	55%	100%	72.72%	87%	25%

Table 5.2.2b Pass Percentage of Science Departments in the last four years

Session	Geography (H)	Economics	Maths
2011-12	90%	91%	--
2012-13	78.6%	80%	--
2013-14	100%	86.3%	--
2014-15	60%	87%	--

Table 5.2.2c Pass Percentage of Commerce Departments in the last four years

Session	Commerce (H)
2011-12	87.33%
2012-13	91.60%
2013-14	88.63%
2014-15	90%

Comparison of Pass Percentage with other colleges: Our results in average are better compared to the average result of the university each year. However, due to **unavailability of data/** information a comparative statement cannot be drawn.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The Institution encourages the students to pursue their higher studies after the completion of their graduation.

- Keeping in mind the average merit of the students, the college helps the students personally if so required.
- The College has a Distance Education Learning Centre under the affiliation of Kalyani University. Many of the college students take admission under Kalyani University in our study centre to pursue their M.A degrees in English, Bengali, history, education.
- The Career and Counselling Cell of the college organises coaching classes for competitive examinations in collaboration of the Labour Department, Government of West Bengal. A major part of the student in such classes comes under the recommendation of the Labour department, Government of West Bengal. However, five to ten of our outgoing students are included in each of the programmes.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Each of the departments arranges tutorial classes and additional classes for slow learners and for those who are at a risk of failure.
- A student of good merit but financially weak is always taken special care of by financial assistance as much as possible. Financially weak students are given help from the Students' Aid Fund, Teachers' Council and other scholarship sources.
- In order to facilitate with books The Central Library of the college lends two books per student for a seven day period, the term of which can be renewed. Each of the departments has their specific library in their departments. One of the teachers of the department takes the responsibility of lending the books to students.
- The Students' Union under the chairmanship of the Principal of the college organises a book bank to lend books to the needy students. The book bank is set up mainly by the contribution of old books donated by both teachers and passed pupils of the college. However, need based purchase of new books in the book bank is also made every year.
- An analysis of drop-out is carried out and the students are accordingly counselled for re-orientation for continuation of their study.

5.3   STUDENT PARTICIPATION AND ACTIVITIES

5.3.1   List the range of sports, games, cultural and other extracurricular activities available to   students. Provide details of participation and program calendar

The college organizes various extra-curricular activities throughout the year, which are enlisted below. Apart from regular events given in the following table, a number of programmes, competitions and other activities are organized by the College and its various committees. In keeping with the mission of providing an all-round holistic education to the students they have been motivated to form cultural committee and Sports and Games committee. The former committee includes programmes like: singing, dancing, dance drama, recitation, painting etc. and the latter organises various events during college Sports like football tournament, carom and table tennis competition, chess and so on.

5.3.1 Participation of the students in extra- and co-curricular activities held in the college every year:

Sl. No.	Extra/ Co-curricular activities	Date	No. of Participants
1.	Programme on Swami Vivekananda's Birth Anniversary	January 12	160
2.	Republic Day celebration	January 26	125
3.	Saraswati Puja	End of January	600
4.	Rabindra Jayanti celebration	May (25th day of Baisakh)	250
5.	College Foundation Day (Blood Donation Camp)	August 5	300
6	Inter/ intra class football tournament	May/June	100
7	Independence Day	August 15	200
8.	Debate/ Quiz/ Essay Competition	September	150
9	Annual Sports (Three-day event)	January	550
10	Individual competition of indoor games	November/December	180
11	Inter class cricket competition	February	100

5.3.1a.Library Seminar

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ State/ Zonal/ National/ International etc. for the previous four years.

Table 5.3.2 Student Participation and achievement in Co-curricular Activities

Sl. No.	Activity/ Programme	Date/ Time	No. of Participants	Organized by	Remarks
1	Youth Parliament Competition	2012-13 January 2013	-	Government of West Bengal, held at our college premises	Being the host college there was no participation, to keep transparency
2	Youth Parliament Quiz Competition	2011-12 January 2013	2	Government of West Bengal, held at Hiralal Girls' College	Won first prize for North 24 Parganas zone
3	Youth Parliament Quiz Competition	2012-13 January 2013	-	Government of West Bengal, held at our college premises	Being the host college there was no participation, to keep transparency
4	Inter class Football Tournament	Every year July-August	160	College	Trophy and certificate to the winners
5	Inter class Indoor Games Competition	Every year Nov-Dec	300	College	Trophy and certificate to the winners
6	Inter class Cricket Tournament	Every year February	100	College	Trophy and certificate to the winners
7	Intra College Athletics Meet	Every year January	400	College	Certificate and prize to the winners.
8	Inter Class Quiz Competition	Every year	40-60	College	Certificate and prize to the winners.
9	Inter Class Debate Competition	Twice/Thrice Every year	30-50	College	Certificate and prize to the winners
10	Workshop on Mock Parliament	Every year December-January	30	College	Certificate and prize to the winners.
11	One day Workshop on Photography	Every year before Puja vacation	100-125	College	Certificate and prize to the winners.
12	Inter-class Photography Competition	Every year after Puja vacation	100-110	College	Certificate and prize to the winners

5.3.3 How does the college seek and use data and feedbacks from its graduates and employers to improve the performances and quality of the institutional provisions?

The college considers the feedback from its graduates very seriously. Each year, after the Part Three Selection Test is over, the collegiate outgoing students are asked to fill up a detailed feedback format by the IQAC and the complaints and suggestions are seriously taken care of by the Principal. The IQAC meets the departments periodically and discusses with the teachers on the specific departmental feedback. Academic Subcommittee being constituted by the Governing Body, periodically gives us valuable suggestions which we try to implement at the best.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college encourages the students in creative writing for publication in the wall magazines and college magazines. Students are trained in different departments for the purpose.

The college magazine "Sabujer Abhijan" is being published annually by the Students of the college and the issues are preserved in the college library. Previously the college had a magazine named "Pratisruti" which was also an annual magazine by the students. The department of Bengali has published a special issue of "Anwesa" in the year 2012, with that they have a regular annual publication of wall magazines. The department of Geography also had a published special issue of "Orbit" in the year 2012. The department of Journalism and Mass Communication had a special issue in the year 2012 named "Bahata Barta". The department of English publishes its departmental journal entitled "Expressions' every year. Apart from these special issues, each of the department has their own wall magazines published half-yearly or annually. The wall magazines like the department of History publishes "Anweshan" and department of Education issues "News and Views" at regular intervals.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Dum Dum Motijheel Rabindra Mahavidyalaya has a very active Students' Union, a statutory body. The constitution of the Union is framed and approved by the Governing Body. The college authority forms an elected body every year. An Election Commission comprising of five faculty members oversees the election process. The election is carried out according to the constitution of the Students' union. Class representatives (CR) are elected through the General Election and the elected CRs elect the Office Bearers. The Office Bearers are: President, Vice President, General Secretary, Assistant Secretary and Treasurer and they are assisted in their work by several committees like the Cultural, Games, Magazine, Common-room, Library, Welfare committees etc. The term of the office is one year.

Students' Union organises programmes like Annual Sports, Annual Intra-college Competition, and Programmes on Independence Day, Republic Day etc. and thereby continuously maintain an effective liaison between the teachers and the students. Students' Union also organizes programmes like Annual College Social, Fresher's Welcome for the First Year Students etc.

For programmes, the Students' Union gets the required fund from the Students' Union Fund. Funding is collected, mainly in the form of subscription of general students, every year at the time of admission. The fund is maintained in a bank account operated jointly by Principal and General Secretary of the Students' Union. Dum Dum Motijheel Rabindra Mahavidyalaya is proud of the nature and quality of its Students' Union.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The following academic and administrative bodies have students' representatives on them:

- Governing Body (General Secretary ex officio)
- Finance Subcommittee (Member)
- Library Subcommittee (Member)
- Advisory committee for NSS (Member)
- Anti Ragging Committee(Member)
- Grievance Redressal cell (Member)

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The alumni association has their periodical meeting in the college premises after college hours. When the alumni hold its annual meeting, they invite the ex- faculty members and the office staff. The Principal is invited in almost every occasion of the Alumni meet. Moreover, The College maintains telephonic conversation with the alumni and the former faculty of the institution. The Alumni is quiet active and maintains a good relation in social media like Facebook and Wats App.

Any other relevant information regarding Student Support and Progression which the college would like to include.

As far as student support is concerned, besides the formal data given before, a group of our faculty members, as well as office staff help the needy students financially. Since this takes place on a personal level, a formal data cannot be provided.

The reports related to student progression have been placed to the best of our knowledge; however, it is a fact that many of our students besides the ones mentioned are placed in good positions outside the state as well as abroad. However, since personal touch cannot always be maintained, the details of such students remain beyond our reach. We feel gratified to meet some of them in our practical life, though accidentally.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision: The Institution aims at instilling self-respect and a sense of good life among our students besides guiding them in their pursuit for academic brilliance and to lead them to such development of their mind and thought. As goes the words of Rabindranath Tagore:

> "Where the mind is without fear and
> The head is held high;
> Where knowledge is free;
> Where the world has not been broken up
> Into fragments by narrow domestic walls."

The College will never halt to impart such education to its students.

Mission:

- To spread quality and value added education to the students.
- To impart and upgrade education to make the students more committed to the society.
- To train the students to adapt to new and challenging global changes.

The distinctive characteristics of the institution
❖**Addressing the needs of the society:**
- The college believes in imparting higher education to as many students possible.
- This Institution was initially a Commerce College but the college has recently updated a Humanities section from 2005-06, which has catered to the needs of a large number of students to join higher education.
- A considerable amount of first generation learners takes admission every year. This contributes to the increase in the percentage of the number of students enrolling in higher studies which is also the target of our national policy framers. In comparison to student strength of 1103 in 2006-07, there has been a considerable increase of about 45% nearing to an amount of 1657 in 2014-15.

❖ **Addressing the needs of the students:**
- The first year students are trained in Communicative English to improve their communication skill.
- The first year students are trained in computer basics to help them to be more efficient with computers.
- The career and counselling cell organizes different lectures on improving managing skills by the experts from renowned Management Institutes and special coaching classes in collaboration with the Labour department, Government of West Bengal are conducted by college teachers which are specially attended by third year and passed out students of the college. These classes prepare them for different competitive examinations under both state and central government.
- The library of the college is updated to the best of modern software namely INFLIBNET. This facility has enabled every student to surf the catalogue of books in the computers provided by the library.
- The students are permitted to browse and download different academic articles through internet.
- The College provides photocopying facility in the library.

❖ **Institution's traditions and value Orientations:**
- The college can boast of its peaceful academic atmosphere, its quality of teaching and the dedication of the teachers. The contribution of this college towards the making of a healthy society is worth mentioning, as the College does assure quality development and need based as well as value based education. Rabindranath Tagore did not conceive of education as merely a manufacturer of earning human machines. Rather he wanted education to build proper human beings, who could attend to the calls of the society and the larger world with a spirit of happiness enlivened with the urges of creativity.
- The Institution aims to educate students coming from backward classes and poorer sections of the society, empower them, inculcate human values, develop leadership qualities and help them to achieve important positions in the society.
- The mission of the College is to make the students a better human being who will steer the nation in the sustained process of development of the country.
- The achievements of this College in several fields over the years have proved that this Institution has been successful in realising its aims and mission. We are very hopeful in regard of honest selfless effort of our institution and for all timely ventures.

❖ **Vision for the future:**
- The Institution plans to start its Post Graduation department in Commerce as soon as possible.
- This will certainly ensure a greater challenge in fulfilling the needs of the students to pursue higher education.
- We also plan to include more subject combination in the Humanities section and to initiate few science subjects.

- To facilitate the students to use advanced technological apparatus like using smart boards, laptops, projectors etc.
- To encourage the faculty to pursue for more research projects.
- To ensure more infrastructural upliftment and extension of all help possible to the students in both leadership and governance.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The top management of the college is run by the governing body of the college. This body is the most efficient and active part of the institution. This body holds meetings at regular intervals and take proper initiative to fulfil the objectives of the institution. The Principal and faculty, non-teaching staff and other supporting staff of the College are fully involved in executing different works both academic and administrative. Their dedication is notable to our institution.

Top Management
The Governing Body is the top management of the college which works for the development of the institution. The Governing Body ensures proper planning and implementation of different policies round the year. This body conducts meetings to frame the academic, administrative and financial policies. Apart from framing policies it also looks over the different issues like, online admissions, equipping library, induction of teachers, maintaining the college building, utilisation of college resources etc.

Principal
The Principal being the Head of the Institution promotes and executes the plans and policies resolved by the Governing Body. The Principal keeps a vigil over the decorum and discipline of the institution. His works includes:
- Reviewing the procedure of online admission and distributing the admission duties equally among the teaching and non-teaching members.
- Meeting the departmental heads and ensuring proper distribution and completion of syllabus, conduction of departmental tours and excursions, proper library facility to the students.
- Keeping a vigil over the financial expenditure and ensures proper financial audit at regular intervals.
- Promoting different welfare schemes to serve the interest of the stakeholders such as, medical aid fund, cheap books store, canteen etc.
- Ordering the requisitions from different departments and timely disbursement of them.
- Annual reviewing of the performances of the teaching staff for ensuring qualitative teaching all the year round.
- Keeping a proper vigil over the students and taking initiatives to meet their demands as far practicable.

Faculty

The Institution ensures quality education with the help of its committed teaching and non-teaching faculty. The teaching faculty is headed by their individual departmental heads. The departmental heads distribute different duties equally among its teachers. They ensure proper learning, interactions, attendance, educational tours, seminar, workshops, lectures, presentation, and evaluation of the students all the year round. The teachers participate in seminars, workshops and lectures in different universities and institutes to keep themselves upgraded periodically. The teachers also attend orientations and refreshers courses. The non-teaching staffs of the college conducts different works regarding admission of students, issuing and recording students result, helping the students with reviewing, transfers, migrations etc.

6.1.3 What is the involvement of the leadership in ensuring:
- **The policy statements and action plans for fulfilment of the stated Mission?**

To fulfil the institutional mission, the Principal of the College maintains an effective liaison with the Governing Body, the IQAC and the Teachers' Council and Departmental Heads, Bursar, Head Clerk, Accountant and other experienced teachers in formulating the policy statements and action plans. Being a Government Aided College, the Institution is guided by the policies of the Government of West Bengal and the Principal ensures an active involvement of the concerned authorities in the formulation of Institutional policies.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan?**

The formulation of different academic and administrative activities is done by the help of the Governing Body, IQAC and the Teacher's Council. The various sub-committees are given the task to complete them in time and the Principal keeps an eye on the proper completion of the plan. The IQAC and Governing Body are reported after its completion. The teaching faculty guided by the departmental heads, under the guidance of IQAC, incorporates different strategic plans decided by the top management.

- **Interaction with stakeholders**

The institution is highly concerned about maintaining a good relation with the students and their parents. The guardians are met every year during the first year admission to ensure a proper communication among the students, teachers and the Principal. The Departmental heads arranges for a parent teacher's meet whenever necessary. The institution receives feedback every year through the IQAC feedback form given to the students. We try to meet any lack that is suggested by the feedback of the students. Apart from the students the Governing Body and the Principal encourages the faculty members to pursue different research programmes.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The institution through the IQAC feedback meets the demand and facilities of the students as far as practicable. If possible the college tries to interact with the stakeholders to prioritize their needs. The departmental heads arrange for parent teacher's meetings whenever they feel it necessary. The institution pays attention to its faculty members to help them in pursuing the various research projects under the UGC scheme. The research scholars among the faculty members are given leaves and exemptions from college duties as far as possible.

- **Reinforcing the culture of excellence**

In order to reinforce the culture of excellence, the Principal, Governing Body and the faculty members have taken the following measures:
❖ The College runs a Women Grievance Redressal Cell which renders its service to gender issues.
❖ The College serves the society by running a very successful NSS unit. This unit conducts several social woks like visiting nearby communities to spread health awareness and to involve the children in various activities. Essay Competitions, other health and hygiene programmes. This unit in association with the Red Ribbon Club works in spreading AIDS awareness.

Some activities of NSS recent Programs are given below:
1. A **Survey of 125 families was conducted** in Bidhan Colony, Madhugarh (Khalpar) at Ward No 12 & 13 under South Dum Dum Municipality, near (within the range of 2-3 kilometres) the College. The survey concerned the health and education of the children of these families under the age group of 6 to 14.
2. The children were given educational kits comprising school bags, pencils, erasers, copies etc.
3. The team Observed **Sadhbhavna Divas** as per request of the Youth Officer, P. K. Patnaik by organizing an Essay Competition with the students of the college. The essay was titled "Communal Harmony and Young India".

6.1.3a. Survey by NSS volunteers

. The volunteers distributed stickers to 125 surveyed families to instruct and make   them aware about the basic principles of health and hygiene.

6.1.3b. Sticker which we distributed and pasted on a prominent place in the slum.

5. A seminar titled Astronomy and Astrophysics: Concepts and challenges, was organised on 2013. The session was addressed by the Director of M.P.Birla Planetarium, Dr.Debiprasad Duari. The session was very enlightening to the students.

6.1.3c. Dr. Debi Prasad Duari addressing the session.

- **Champion organizational change**

Keeping in view the changes in educational sector the college has different programmes and facilities which will continuously keep vigil on the upgrading and evaluating system. Apart from the traditional classroom teaching the college accommodates Computers, Laptops, In campus WI-FI facility, Smart classroom teaching, as an upgraded form of teaching learning process. The career and counselling cell contributes a greater role in helping the students to acquaint and orient themselves for the present job market. Various orientation classes organised by the college has been of quite help to the students. The Career and Counselling in collaboration with the Labour Department, Government of West Bengal conducts special coaching classes on different Public and Staff selection Commission examinations by the college teachers. The students of the third year of the college along with passed and other registered job seekers of the employment exchange attend these classes.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Governing Body of the college is an all encompassing system under which academic as well as administration works. The Principal of the college acts as the representative head in monitoring and implementing the plans and policies. IQAC and the Academic Sub-committee work to monitor and implement the UGC guidelines. There is a Teacher's Council which actively implements the various academic policies and acts as the liaison between the teachers and Principal. The Teacher's Council conducts regular meetings to ensure proper implementation time to time.

Apart from student monitoring through different measures the college ensures the monitoring of the faculty. The college records the various upgradations of its faculty members; it maintains an academic diary and self- appraisal diary duly signed by the Principal. The performance of teachers is evaluated through proper record of every detail on a daily basis and later annual meetings are held.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The academic leadership works on three levels: The Teacher's Council, the IQAC and the Head of the Departments. The Teacher's Council has a Secretary who looks after the workings and concerns of the faculty members. The IQAC is headed by joint coordinators who keep a vigil over the qualitative enhancement of the Institution. Each department has its head who works all the year round to meet the demands of both the students and the teachers.

The teachers together with the students are given seminar lectures and orientation classes on the use of INFLIBNET, e-resources and ICT enabled classrooms. The college tries to equip the teachers with all modern facilities so that they can make the learning process more interesting. The management extends all possible help to the faculties in providing them with proper environment to facilitate their research work.

6.1.6 How does the college groom leadership at various levels?

The students of the college are trained socially and culturally through different programmes all the year round.

- The NCC and NSS boy's Unit organizes different social awareness programmes involving as many students possible. Through these programs students develop organisational and leadership skills within their group. They organise various events like community visits, World Aid's Day along with Anti Aid's Poster Competition, Sadbhavna Divas, college cleanliness day, traffic awareness day etc.
- The college Career and Counselling cell organises different management training programmes all the year round to train the third year students to hone their skills and prepare them to face the challenges they may face in the job markets.
- Leadership is a quality that should be developed in each student so that they may face the hardships in their life. Apart from the social awareness and management training, the

college has a Student's Union body which works as a whetstone in honing leadership qualities in students. The students elect their own representatives through proper election process. The Student's Union is given a number of responsibilities like conducting the cultural events like Saraswati Puja, Annual Fest, Fresher's Welcome, and Rabindra Jayanti.

- They also extend all their support and help in maintaining discipline in the college campus.
- The student's Union organizes a blood donation camp every year on the College Foundation Day as a mark of respect and responsibility. The success of these programs is an evidence of their outstanding capability of leadership, organisation and management.

6.1.7 How does the college delegate authority and provide operational autonomy to the Departments / units of the institution and work towards decentralized governance system?

- The governing system of the college works on two levels: Academic and Administrative.
- The academic autonomy is given to the Departmental heads who distribute the classes, syllabus and other miscellaneous activities among its faculties.
- In case of any department related problems the head of the department reports it directly to the principal who in turn ponders over the matter and takes proper action as soon as possible.
- In case of purchasing different books, articles required by the department are properly placed with requisition to the Principal.
- The administrative autonomy is distributed at different levels under different subcommittees, which are as follows: IQAC, Finance, Academic, Admission, Building and Library.
- Each of the department works independently with its members, organises proper meetings, takes decisions to ensure proper working of the college governance.
- The Library Subcommittee is in charge of all the workings of the library, the proper upgrading of the library system, the requisitions of books and journals, its cleanliness and discipline.
- The library subcommittee through proper meetings directly meets their challenges and solves with utmost dexterity.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

To enable a transparent working system the college promotes a culture of participative management inclusive of teaching, non-teaching and students.

- The teachers participate in major management bodies like IQAC, finance sub-committee, academic sub-committee, admission sub-committee, building sub-committee and Library sub-committee.
- The teaching faculty are involved in the different activity club of the students which organises events like cultural programmes, sports, book banks etc.

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- The non-teaching faculty of the college has a representative participation in IQAC, admission sub-committee, and building sub-committee.
- The students run their own body named Students Union, apart from that they have a representative participation in the Governing Body, Finance sub-committee, Anti-ragging committee, and Grievance Redressal committee.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The institution follows a traditional policy for measurement of scale through the preparation of the Annual Quality Assurance Report (AQAR) of each year for providing good education for enrichment in mind of the learners through the value added education system. The Institution has an IQAC, Teachers' Council and Governing Body who look after the entire development and deployment of the different policies taken over by them. The regular meetings held among the authority, teachers and the stakeholders work as a review to assess the quality of learning and resource utilisation by the college.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- The development plan of the Institution is formulated through the cumulative effort of the Principal, Governing Body, Bursar, and Head Clark, Accountant and other teaching faculty and office staff. It has to take into account the State Government Development Grant and the grant sanctioned by UGC.
- For the academic development the institute plans to open new subjects of teaching time to time. For example PG courses have been opened in several subjects of the Arts faculty in a Distance Education under University of Kalyani.
- The Institution plans for opening a Post Graduate course in Commerce from the session 2015-16.
- The college plans to extend its building for its Post Graduate division.
- New subjects like Psychology, Statistics and Computer Science are considered to be opened. Things are under process. There is also a plan to enhance the intake capacities in the subjects like Economics and History.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal structure is headed by the Governing Body. The Principal of the college is in charge of the entire working procedure. The internal organisation can be divided into three levels: Academic, Administrative and Finance. The Academic part consists of Academic Sub-committee, departments Students Union, Library etc. This part looks over the taeching learning and development of the students.

The Administartive part takes care of the recruitment of faculty, the different sub-Committees help the students and the faculties to maintain a proper institutional decorum, other than this it also keeps an eye on the infrastructure of the college. The Finance part looks over the expenditure of the college fund, and it properly distributes the different funds to the different departments time to time.

6.2.3a. Tree Diagram representing the internal organizational structure

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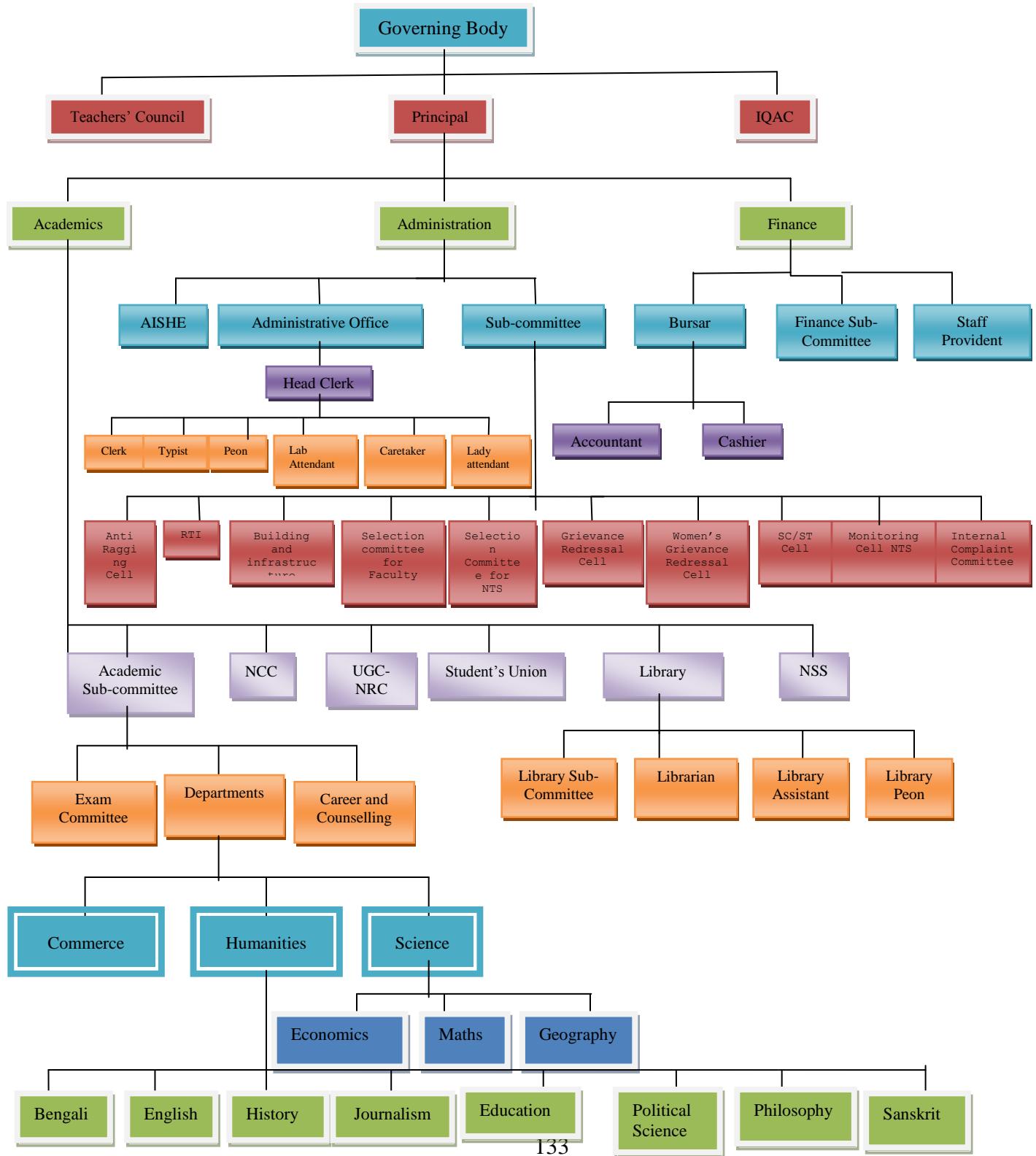
6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching & Learning
- Each of the Department of the college takes utter care to organise and maintain a healthy and beneficial relationship with students to make their course more interesting. Apart from the regular assessment through class tests, Selection Tests, each of the department organises seminars, workshops and lectures to upgrade the teaching learning process.
- The Library of the college is updated with INFLIBNET to facilitate the students in searching books and browsing the internet.
- Each of the department uses the smart board to enrich the students with modern technology and also facilitates their learning process.
- Students present their project work or other through Power Point Presentation, Banner Presentation, etc.
- The class on Communicative English helps the students in improving their speaking skills and grooms them to face their future challenges.
- The class on Computer Basics is of great help to the students, specially the students who are first generation learners.

Research & Development
- The college encourages its faculty members to carry out different research activities. Quiet a number of teachers are engaged with Minor Research Project presently.
- The college helps the teachers in pursuing any kind of research by providing them with UGC-NRC room with full computer facility, LAN and WI-FI connection.
- The Library uses INFLIBNET through which the teachers as well as students are able to access online-journals.
- The teachers engage in different research activity outside the college as well. They participate in different seminars for paper presentations.
- The teachers have quite a good number of national and international publications to their credit.
- The college regularly publishes its Academic Journal (ISSN: 2231315x) with papers from both in-house and other academic personalities.

Community engagement

- Students are engaged with NSS unit of the college and engaged for the promotion of education and health conditions among economically under-privileged people in the locality.
- The NSS unit arranges programmes like traffic awareness, AIDS rally in the vicinity of the college to spread awareness among the locals.
- The Students Union of the college arranges for a blood donation camp every year to contribute to the central blood bank.

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Human resource management

- The teaching faculty of the college conducts classes, interaction sessions, seminars, workshops as a part of academic activity. They also conduct units like NSS and NCC as a part of community activity. The teachers also participate in cultural activity and in sports.
- The non-teaching faculty is involved in the smooth functioning of the official activities.
- The students of the College participate in community work under the NSS unit of the College. They also perform in several cultural and sport & games in the college.
- The promotion dues of the full time faculty of the college are upgraded on time by the Principal of the college.
- The Principal keeps an eye on the requirement of the faculty. He places proper requisition to the Governing Body to arrange for the faculty for proper functioning of the college.

Industry interaction
- The Department of Commerce has recently visited quite a few industries with the students to acquaint them with industrial atmosphere. The notable industries visited include Wesman Engineering Pvt. Ltd and Icchapore Riffle Factory.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Head of the Institution ensures collection of information through the following:
- Formal feedback from third year students of each department.
- Reports from various committees and sub-committees.
- Monthly feedback from Head of the Departments.
- Feedback from the departments on Parent Teacher meetings.
- Minutes of Teachers' Council meetings.

Feedback from students while conducting Students' Union meeting as Secretary of the Union

6.2.6.   How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- The teachers of the college are given on-duty leaves for attending seminars, workshops etc.
- The teachers are given leave as per the rules of Faculty Development Programme.
- The management of the college always extend their kind co-operation at different academic level for its teachers, so that they may pursue with their higher academic studies.
- A free computer learning programme is arranged in the Youth Computer Centre of the college for the non-teaching faculty.

- The non-teaching faculty is trained with the most updated software initiated by the State Government of West Bengal to make office administration easier.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Governing Body has made several resolutions on academic and administrative aspects of the College. Many of the important resolutions have been successfully implemented such as:

Table 6.2.7 Governing Body Resolutions and Action taken report

DATE	RESOLUTIONS	ACTION TAKEN
04-09-15	• Resolved that the proceedings of the Building and Infrastructure Development Subcommittee meeting on 30.07.2015 be approved • Resolved that the proceedings of the Finance Subcommittee meeting on 08.08.2015 be approved • The Principal placed the Merit panel for appointment of Contractual librarian recommended and prepared by the selection committee held on 20.07.2015 • Appointment of guest lecturers in five subjects • Opening of Cheap Book Store • Commencement of NCC Boys' Unit from 20.08.2015 be approved	• Resolutions have been approved • Resolutions have been approved • Action taken by the principal by appointing merit panel No.1, Sri Soumen Ghosh as librarian on a priority basis be ratified • Guest lecturers in the aforesaid subjects have been appointed. • Cheap Book Store has been opened • NCC Boys' Unit has been opened on 20.08.2015.
30-06-15	• Proceedings of the Meeting of the Monitoring Committee for NAAC placed for approval • Submission of requisition to the West Bengal College Service Commission for the substantive post of Assistant Professors and Librarian • Appointment of Head Clerk of the college	• Proceedings of the Monitoring Committee have been approved • Requisition has been submitted to the WBCSC on 9.7.15 accordingly • Prayer for permission regarding direct recruitment of the head Clerk has been submitted to the DPI on 3.7.2015
	• Formation of new IQAC • Formation of Monitoring Committee	• IQAC was newly formed • Monitoring Committee was formed

26-05-15	• Opening of M.Com Courses • Opening of N.C.C Boys' Unit • Introduction of Students' Accident Coverage Scheme	• All relevant documents have been submitted to WBSU and WBSCHE on 28.05.2015 & 1.06.2015 respectively. • As communicated by the N.C.C Authority N.C.C Boys' Unit will soon be opened • A Savings Bank Account for the specific purpose has been opened on 22.06.2015
25-03-15	• To approve the college Budget for the financial year 2015-16.	• Draft budget was placed and approved provisionally
24-02-15	• Introduction of online student admission, e-bantan through COSA, e-tender system of the Govt. of West Bengal in the college. • A report of the Principal on Students' Union Election (2014-15) of the college. • Front elevation of the college building. • Repair and Renovation of the college building.	• All necessary arrangements have been made for online admission 2015-16 and e-Batan through COSA system. E-tender formalities will be introduced in time. • Students' Union 2014-15 has been formed accordingly • Work for front elevation of the college building is going on regularly so that it could be completed within 30-06-15. • All work has been done accordingly.
20-11-14	• Ensuing Students' Union Election (2014-15) of the college. • To seek permission to the DPI, West Bengal for filling up the vacant post of Head Clerk.	• Students' Union Election (2014-15) process was completed on 20-01-15. • All relevant papers were submitted on 16-02-15 to the DPI, West Bengal.
26-09-14	• To approve the proceedings of the meeting of the PF Sub-committee held on 18-08-14. • Approval for joining Sri Banibrata Chakroborty, Library Assistant. • Functioning of IQAC and schedule framing ensuing NAAC visit for re-accreditation.	• Individual staffs a general PF balance has been circulated on 05-11-2007-14 for confirmation and collection of individual statements for the years 2006-07 to 2013-14. • All relevant papers were submitted on 29-09-14 to the DPI, West Bengal. • The meeting of the IQAC was held on 03-11-14.
10-07-14	• Appointment to the post of Bursar of the college.	• Letter of Appointment for Bursar issued on 12-07-14 to Dr. Anadi Biswas.

	• Appointment of Library Assistant.	• Directions given by the GB were executed accordingly.
12-06-14	• Constitution of IQAC as per UGC Guideline. • Admission of students in 1st year classes w.e.f. the academic session 2014-15. • Constitution of Working Cell for UGC & Other Grant. • Appointmentof Commercial Tax Consultant.	• Notification was made on 13-06-2014. • Notification was made on 13-06-2014. • Notification was made on 13-06-2014. • Appointment of Commercial Tax Consultant has been given.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, being a Government Aided College under the aegis of the Higher Education Directorate of the Government of West Bengal, our College cannot apply for autonomy as per Government policy.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

- The College has a Grievance Redressal Cell where students, TS and NTS can record their grievances.
- The Students can also provide their feedback about the College in the evaluation forms given to them by the IQAC.
- The College has a Women Grievance Redressal cell along with an Anti-ragging cell to support the students in every possible way. Each of these cells is actively run by the teaching faculty along with the help of students. The committees tries to solve any issue or case within a week time or as early possible and a cross check is done within a month to ensure proper functioning of decorum.
- The faculty members keep a very cordial relationship with the parents of the students. Parent –Teacher meetings are conducted as per the requirement of each department.
- Feedback from the parents is recorded and sincere effort is made to address the issues to help the quality control of the Institution.
- The Parents may also meet the Principal regarding any problems or grievances.
- The Principal is always informed and reported about any grievances regarding students, faculty or parents. He keeps a vigil on the immediate decree of the matter.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

None as such.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Final year undergraduate students are given feedback forms in which they evaluate the infrastructural facilities of the College and also the teachers of the respective departments. Anonymity is maintained in this case.

The filled up forms are analysed by the IQAC committee and also the Principal and necessary steps are taken for improvement. New purchases of Books and Journal in the library on need-based requirement of the students are done. Also, the photocopying facility has been introduced as it came out as an utmost requirement of the students. Teaching methods are sometimes altered for providing better scope of learning to the students.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- The teachers of the college are given on-duty leaves for attending seminars, workshops, Refresher's, Orientations necessary for their promotions.
- The teachers are given leave as per the rules of Faculty Development Programme of UGC for pursuing PhD; the college recruits a temporary faculty by following proper rules of the UGC.
- The management of the college always extend their kind co-operation at different academic level for its teachers, so that they may pursue with their higher academic studies like M.phil, post doctorate degree. Classes are adjusted for the teachers to accommodate their research.
- A free computer learning programme is arranged in the Youth Computer Centre of the college for the non-teaching faculty.
- The non-teaching faculty is trained with the most updated software initiated by the State Government of West Bengal to make office administration easier.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- The teaching faculty is given On-duty leaves to attend the Refresher and Orientation courses.
- The teaching faculty is given On-duty leaves for attending Seminars and Workshops in different renowned College and Universities.
- The college has arranged for such motivational Seminars in recent past to inspire its faculty members.
- The College has arranged a Seminar on "A Holistic Approach to Education". A Lecture was presented by Dr. Abhirup Sarkar, Professor, Indian Statistical Institute & the then Chairman, West Bengal Higher Education Council.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The College maintains Self Appraisal System in which each Faculty keeps a record of attendance, classes allotted and taken and other academic as well as administrative activities inside and outside the College.
- These Self Appraisal Reports of each teacher are submitted to the Principal every month by each department.
- Along with the Self Appraisal Diary the teachers also maintain an Academic Diary duly checked and signed by the Principal every month.
- The student feedback form is another appraisal system for both teaching and non-teaching staff of the college.
- There is scope of Career Advancement Schemes for non-teaching staff as well. They are evaluated by the Principal on their day-to-day performance.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Appraisal of the faculty being preserved to the Principal serves as a necessary document for the Career Advancement of the faculty. At the time of confirmation of service of every teaching and non-teaching staff a Confidential Report from the Principal is also required to be submitted to the Governing Body.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

As part of the welfare schemes, the permanent employees of the College are entitled to Family Pension, General Provident Fund, Gratuity, leave encashment. Group Insurance Scheme is available to only Principal and non-teaching staff. Cash-in-transit policy of General Insurance has been made for Cashier and five Group-D staffs.

Table 6.3.5 Welfare Schemes

Sl. No.	Welfare Schemes for Faculty & Staff
1.	Life Insurance for the non-teaching Staff who carry cash to the Bank (cash-in-transit).
2.	Group Insurance is available for Non-teaching Staff.
3.	Free Accommodation for the Caretaker.
4.	Canteen Facility available.
5.	Free use of college infrastructure for individual research purpose.
6.	Though recent payments are made through COSA, yet the college previously disbursed an ad-hoc salary to its faculty on delay of pay-packet.
7.	Purifier with normal and cold water supply in the campus for teaching, non-teaching and students.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The College is guided by the recruitment policy of West Bengal College Service Commission and so it cannot appoint faculty on substantive basis on its own. The recruitment of the teaching staff is made as per existing rules following UGC norms. However, in the greater academic interest of the college, it recruits contractual whole time teachers, part-time and guest teachers from among talented young incumbents through a process of selection committee being constituted by the Governing Body of the college with the Vice-Chancellor nominee of the subject expert. The Postgraduate departments in distance education of Arts faculty can invite academicians from different disciplines to act as Guest teachers.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Governing Body has constituted the Finance Sub Committee to look into the fund allocation and management of financial resources. Different Savings Bank accounts for different purposes of transactions have been opened for effective and efficient utilisation of funds. The cell for UGC and other grants manages the allotment and utilization of

grants received from UGC and other authorities. The Bursar prepares the budget for the every financial year with the help of primary and secondary data. Any kinds of utilization of funds are checked by the Bursar and Principal. Bursar in assistance with the Accountant continuously verifies the Accounts. The whole process of fund allocation and management is supervised by the Principal. The Governing Body also recommends proposals for the effective utilization of financial resources. So, all funds are utilized under a sound financial control.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- The College makes every attempt to ensure regular auditing of the College accounts. Informal Internal audit is conducted by the Bursar. However, Statutory Audit conducted by the Auditor being sent by the Government of West Bengal is executed at regular intervals, as per Government Finance Rules. The last Government audit was done 30th September, 2015 up to the financial year 2012-2013. Arrear audits for 2013-14 & 2014-15 are in process. There were no major objections raised by the auditor. Each paragraph on the observations of the Audit Team were duly complied with and submitted for onward transmission to the Department of Higher Education. The Audit Reports are available for perusal in the Office of the Principal for stakeholders.
- Audit of funds sanctioned by the UGC, other funds and Income & Expenditure Accounts, Cash Book, Cheque Register, PF are audited by registered Chartered Accountants appointed by the College Authority for the specific purpose. The Audited Utilization Certificates are sent to UGC within stipulated time. Apart from this other grants received from UGC, State Govt. and other agencies like MP LAD, MLA LAD for specific purposes like seminars, symposiums, research projects, Building Grant, Books & Equipment Grant etc. are duly audited by qualified auditors appointed by the college time to time. Beside these fund collected from Central Gov. Grants for NSS Utilisation Certificate has been submitted to the Central Government time to time after being certified by Chartered Accountant.

Table 6.4.2 Details of Government Audit

Sl. No.	Audit Authority	Date of Audit
1.	Director of Public Instruction, Govt. of West Bengal for the period of 01/04/2011 to 31/03/2012	02/05/2014
2.	Director of Public Instruction, Govt. of West Bengal for the period of 01/04/2012 to 31/03/2013	15/10/2015
3.	Director of Public Instruction, Govt. Of West Bengal for the period of 01/04/2013 to 31/03/2014	28/11/2015

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The Principal is the drawing and disbursing officer as per Government rule. The major Grant-in-Aid for the salary of teaching and non-teaching staff of is received from the Government of West Bengal. The college collects money from the students as several charges /fees for maintaining recurring and non recurring expenses. Beside this, the major funds are received from the UGC as development grant, building grant etc. Funds are sometime available from MPLAD scheme/ MLALAD scheme. The grants that the College receives are disbursed as follows:

- **Recurring Grant under Non Plan Head**: The grant is utilised for payment of salary of permanent teaching, non-teaching, approved contractual whole time teachers and approved part-time teachers.
- **Development Grant under State Plan Head**: This grant is primarily utilised for procurement of Equipments, Teaching Aids, Desktop, Books and Journals, Furniture and Sports goods etc. A small fraction is kept as contingency expenditure. Allocation of this fund is decided in a meeting of the Governing Body after recommendation of the Finance Sub Committee. Departmental Heads and Librarian convened by the Principal. Allocation per department is made as per requirement.
- **Fund for co-curricular activities**: Fund needed for different co-curricular and extracurricular activities like inviting lectures, interclass competition, College magazine, cultural functions, Annual sports, etc. are provided from the session charge paid annually by all students.
- **Financial grants from UGC**: The teachers receive research grants for conducting Minor Research Projects regularly. Development Grant for purchase of Equipments, and Books and Journals and Additional Grant for purchases of equipments are received on regular basis. This amount is being spent for the infrastructural upgradation, development and research purposes of the College.
- The collection from students as session charges is being utilised for payment of recurring administrative expenses.
- As such there is no reserve fund available with the institution. However, a good number of fixed deposits are lying with the college for discharge of liabilities of contractors (security deposits) and students' refund of library caution money.
- Since, the college is running on a 'going concern concept' the deficit of the current year is made up from the collection (in advance) of the next year. However, the Governing Body is seriously concerned and it has advised for contraction of expenses as far as possible.

The details of income and expenditure statement are shown in the following tables.

Table 6.4.3a Statement of Income

	2011-12	2012-13	2013-14	2014-15
Govt. Grant in Aid(Salary)	1,37,62,387	1,63,19,440	1,76,21,000	2,08,26,219
UGC Grant	21,56,250	12,14,200	3,84,050	17,32,645
MLA/MP LAD	-	-	9,00,000	3,00,000
Scholarship	Amount not available	Amount not available	Amount not available	Amount not available
Fees from students	25,48,286	15,99,123	41,75,288	40,12,450
Any other receipts	15,78,896	3,93,745	4,22,604	2,17,000
Misc. Receipts	29,231	1,20,000	40,420	91,880
Total	20075050	19646508	23543362	27180194

Table6.4.3b Statement of Expenditure

Particulars	2011-12	2012-13	2013-14	2014-15
Grant Expenses (UGC)	10,63,924	-	2,74,200	13,46,431
Salary	61,21,880	1,84,32,725	1,32,76,156	1,82,80,067
Seminar/Workshop Expenses	800	1,13,166	2,46,897	1,65,013
Administration Expenses	11,47,502	6,69,377	8,09,795	7,55,062
Books And Journals	24,950	41,197	91,906	91,764
Electricity	1,64,114	2,46,430	1,83,430	1,96,660
Equipment	15,98,155	1,33,527	-	2,14,569
Fixed Assets	47,74,915	40,31,561	5,69,690	10,84,379
Student Support	5,63,543	5,26,582	3,76,731	4,43,917
Others	34,955	65,119	3,50,559	23,449
Total	15494738	24259684	15369569	22601311

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

For securing additional funding separate proposals are placed to the Government. For example in terms of infrastructural development/ upgradation/ maintenance, the college authority submits project proposals to the Higher Education Department, West Bengal. The **State Assessment and Accreditation Council (SAAC)** has visited the college in 2010 and after satisfactory performance on the part of the institution the council has granted Rs. 9, 00, 000 for College development. Moreover, the college has always put sincere efforts to secure additional funding from local bodies. In response, it has received Rs. 12, 00, 000 as MP Local Area Development (MP-LAD) from honourable Member of Parliament, Prof. Sougata Roy.

Table 6.4.4 Details of Funding from Additional source

Sl. No.	Date	Source	Allocated(Rs.)	Utilised(Rs.)
1.	24.05.2013	MP Local Area Development	Rs.12,00,000	Fully utilised (utilisation certificate submitted and accepted)
2.	03/04/2010 & 18/09/2010	State Assessment and Accreditation Council (SAAC)	Rs.9,00,000	Rs. 9,02,587*

*Rs. 2,857 is spent from college fund.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)
a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- The College has an Internal Quality Assurance Cell (IQAC) established as per recommendation of UGC-NAAC. It was formed on 29th March, 2006. The Cell comprises of the Principal, senior teaching faculty members, external members and non-teaching staff/student representative as per the UGC-NAAC guidelines.
- The IQAC cell keeps a vigil on the activities of the departments regularly.
- The Cell monitors the teaching, learning and research activities of the college.
- The Cell keeps a record of the departmental activities, results on an annual basis.
- This Cell suggests remedies to the department based on the student's feedback.

- The Cell is responsible for regular submission of Annual Quality Assurance Report (AQAR) to NAAC. The IQAC reports for 2006-2010 (five in number) and The AQARs of the last four years (2011-2015) have also been uploaded in the College Website.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

In general, decisions taken in the IQAC are always approved by the Governing Body and implemented accordingly.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, external experts are invited who enrich the IQAC with their experience. The Following are the External Nominee of IQAC:
1. Sri Prabir Pal Govt nominee GB
2. Dr. Deepa Ghosh Univ Nominee to GB
3. Ms. Maumita Chaudhuri Univ Nominee to GB
4. Prof. Nimai Chandra Jana Guardians representative
5. Sri Arup Mukherjee Alumni Association representative
The external members in IQAC always help the Cell with their valuable suggestions.

d. How do students and alumni contribute to the effective functioning of the IQAC?

- The IQAC cell interacts with the class representatives on the different problems faced by the students. Immediate actions are taken to ensure smooth functioning of the classes.
- The Alumni is a great help and is active participant of the cell. The Alumni helps in procurement of development fund from the local municipality.
- The Alumni also contributes and extends their help in infrastructural development of the college.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The Internal Composition of IQAC committee: Principal, Bursar, Office coordinator, Associate Professor-2, Assistant Professor-3, NAAC-coordinator-2.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

- The Institution strictly maintains a frame to coordinate the decision making and quality improving activities.

- Each of the department reports their activities to the Principal and IQAC respectively.
- The administration of the institution is under continuous vigilance of the Principal. He further reports the issues or problems to the Governing Body and IQAC respectively.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

- The teaching staffs are encouraged and sanctioned required leave for participating in Orientation Programs and Refresher Courses to upgrade them in the discipline in concern.

- For smooth functioning of the college administrative office the staffs are provided with training for using the newest software to make office work easier. Though much more training and support is required which the college administers as a shortfall and plans to implement such training programmes in near future.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

- The College has undergone an academic audit by the State Assessment and Accreditation Council (SAAC) in 2010 and has come out with commendable success. The Council has granted the institution Rs. 9, 00,000 for spending under different heads. Refer to the table 6.4.4 for details.
- The Principal holds annual departmental output meeting with all the faculties for particular academic session.
- He administers the lack and suggests remedies as far practicable.
- Though no remarkable awards are given yet, each one is appreciated for their best performance all the year through and the Principal extends all possible help to reach the mark of excellence.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- According to the recommendations of NAAC, the college has formed an IQAC which monitors the entire mechanism of the college.
- This cell works with the help of the different sub-committees. Each of the sub-committees inspects the departments all the year round and submits the report to the IQAC.
- The IQAC further implements policies which are informed formally by the sub-committees to the different departments.

- The IQAC, in assistance with the college authority, generally take required steps to incorporate the recommendations given by different internal stakeholders and external agencies like NAAC.
- Other than IQAC the student's feedback is also a process of quality assurance which is duly assessed and improvisation made as far as practicable.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Please refer to 6.2.4 and 6.5.5.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The College communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through the College website, College prospectus and various periodical meetings with the guardians and alumni. Every year College magazine is published. Contributions are made both by the students and the faculty. This also in a way expresses the academic quality assurance of the Institution.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The IQAC conducts meetings at regular intervals to keep a strong vigil on the academic quality of the College. The Cell takes up appropriate measures to help the departments to achieve excellence in teaching and research activities.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENTAL CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

DumDum Motijheel Rabindra Mahavidyalaya is situated in a congested part of North Calcutta. The college building is in the close vicinity of busy main road. Yet due to the vigilant eyes of the College authority an eco-friendly campus is tried to be maintained. Though no formal green audit is conducted, steps are taken to ensure a clean and green environment.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- An eco-friendly campus with green trees in the maximum amount of space available is our motto.
- We ban the use of plastics in any form inside the college premises.
- Two wheelers and four wheelers are allowed to start their engine for the least time inside the premises
- The College is extremely conscious of its responsibility towards the environment and strives towards the aim of energy conservation. The effort includes identifying the energy consumption in various locations of the College, assessing the usage of electricity and energy loss due to faults as well as proposed possible reduction in energy usage.
- The waste of the college is disposed off outside the premises and taken away by the Municipality's conservancy department.

Energy Conservation
- The college has always put careful effort to keep the consumption of energy as less as possible, and has tried to promote the practice of putting appliances plugged off, when not in use.
- The students are made aware of the benefits of less consumption of energy through posters.
- The college is in favour of putting the use of air conditioner as less as possible to keep the energy use minimum.

Use of Renewable Energy
At present no such project exists in the College campus. But, very recently West Bengal Renewable Energy Development Agency (WBREDA) has been contacted for setting up a small project in our college.

Water harvesting
At present no such project exists in the College campus

Check dam construction
The College is situated in an urban area and so this is not applicable for the Institution.

Efforts for Carbon neutrality
We have a motto to make our campus green as far as possible by planting more trees. This in turn will effectively neutralize the harmful carbon dioxide. Utmost care is taken to minimize the pollution level. Programs are organised by the NSS boys' unit of the college that helps in creating awareness amongst the students and local people about the importance of trees and it also helps in creating a carbon neutral atmosphere in the locality. Also to reduce carbon emissions, care is taken to restrict vehicle entry into the campus. Conforming to this view, we have installed a 7.5 KVA Kirloskar green generator.

Plantation
The NSS Unit of the college organises plantation programs in which both students and teachers take part. Saplings of different species are planted in the college campus.

Hazardous Waste Management
As the college does not have any Science Department hazardous waste is not generated in the college campus. Regular management of other general waste is done by sweeping, cleaning, washing and collection of waste released on daily basis.

e-waste Management
At present no such initiative exists in the College campus. However, out of use electronic items are stored safely to avoid environmental hazards.

7. 2 INNOVATIONS

7.2.1 **Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

- Communicative English classes are held on a regular basis in the College. The College emphasises on the importance of English as a global language of communication and so it encourages the students to develop their communication skills in English.
- The Journalism and Mass Communication Department has initiated news reading classes to create awareness among students about local, state level, national and international news. This reading becomes a test of their presentation skills as well as an awareness of what happens in the world as a whole.
- The Journalism and Mass Communication Department releases an e-journal called 'Bahata Barta' once in a month.
- Department of Geography regularly organises a Banner Presentation Program by the students of the departments to enhance their presentation skill and update their knowledge in the subject.

- Department of Journalism organised photography competition and exhibition to enhance the interest in the subject among the students.
- Many of the departments, not necessarily as a part of their syllabus, take their students on Educational tours.
- The institution with the initiative of the Principal and the teachers, organise visit of the students with faculty members to orphanage home, home for otherwise disabled persons, old age homes etc. to inculcate the sense of community service in them. This in turn helps our students to grow as compassionate and complete human beings.

7.3 BEST PRACTICES

7.3.1 Best Practice: I
1. **Title of the Practice:** Creation of a Research Environment in the college

2. Goal:
- To encourage and inculcate a Research Culture among the faculty of the UG College.
- Promote an environment to acquire research skill among the faculty. Encourage faculty to undertake research projects, both major and minor, and publish books and also research papers in national and international journals. Regular publication of college journal enriched with high quality research articles of various subjects.
- Encourage and providing necessary supports to the faculty to present papers and attend national and international conferences and seminars.
- Encourage faculty to pursue M.Phil/Ph.D. programmes and organise college/regional/ state/national/international level seminars and workshops.

3. The Context:
 The college has a group of talented faculty who are interested to pursue their academic endeavour and research activities in the college. The College has set up an **Expert Committee** to approve the Minor Research Proposals of the teachers as well as carrying out the following strategies:

- Keeps track of the various research projects funded by the UGC.
- Updating the teachers regarding the various fellowships and facilitate in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.
- Recommends for Leave to present research papers in seminars, conferences and workshops by the faculty members.

4. The Practice
The institution encourages and extends all help possible to promote research activities in the institution

- Full autonomy is given to the Researcher by the institution to facilitate smooth progress of research schemes/projects.
- The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress (UGC Grant) of research schemes/projects.
- Adequate infrastructure is provided by the institution for smooth progress of research schemes/projects and other research initiatives.
- The UGC - NRC room is provided to carry out minor research projects and research activities by the teachers.
- Provided computer/ laptops and internet facilities for all departments. Printing and scanning facilities are centrally available for all departments.
- Other research facilities available for active research work within the college campus are: Various laboratories such as Geography, Journalism, IT and education lab besides the UGC - NRC Room with latest equipment, Internet Connections etc.
- There is departmental library for every department and a well-stocked central library with INFLIBNET-NLIST facility.
- The institution encourages conducting workshops/seminars/conference at different levels.
- Leaves are sanctioned for presenting research paper in different International and National Conferences by faculty.
- Teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature.
- Teachers who have not started their M.Phil/Ph.D. work are also motivated to register for such programmes.
- Due to shortage of staff almost in every department, the institution cannot afford to reduce teaching load for the sake of the students. However, special leave is granted to the faculty for paper presentations or for Ph.D. work when and where it is necessary.
- Internet, LAN and journals and e-journals subscriptions are made available to all faculties to facilitate research activities in the college.
- Arranging seminars and conferences whereby students have ample opportunities to interact with eminent researchers.

5. Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- Received funds from UGC for running 7 Minor Research Projects.
- Received funds from UGC to organize 5 state level seminars.
- In last four years 1 faculty member has availed the teacher fellowship under UGC XIth Plan Faculty Development Program for completing her Ph.D. work.
- At present faculty members are enrolled in different universities of the state for their Ph.D/ M.Phil work.
- Faculty members have presented papers in national and international conferences and seminars

- Faculty members have published and presented research papers in various National/International seminars in their individual capacity
- Four Faculty Members have been awarded Ph.D. Degree by different Universities teachers are involved in active Research Work.
- College publishes Academic Journal comprising of research articles every year.

6. Problems Encountered and Resources Required

- Non availability of enough financial resources.
- The college does not have space to allocate separate enclosure for each faculty
- Time for research activities becomes a problem due to shortage of teaching staff.
- Problem of writing and publishing of papers because of more number of teaching hours for UG programmes.
- Being a UG College, the students cannot directly get involved in research projects.

7. Resources required

- Assistance for finance from funding agencies like UGC, Industries, Benefactors and management.
- Generosity of time and effort by individuals to facilitate better functioning in organising of seminars/workshops.
- More journals and e-journals required.

7.3.2 Best Practice II

1. **Title of the Practice:** Establishment of plant garden within the College campus.

2. Goal:

- Inculcating the interest, awareness and responsibility towards our environment among the students and its protection for sustainable development and also to maintain greenery in our campus.
- Establishment of plant garden which is beneficial for generating attention and responsiveness among students, to popularise the values of plantation for sustainability in future.
- To facilitate the students understand the worth of planting trees which in turn aim at making them responsible citizen in the coming future.
- The syllabus is formulated in such a way that in the 2nd year of the study, the students have climatology and bio geography in Paper 3. The subject borders around the green house effect and the role played by several atmospheric phenomenons, which in turn is regulated by the plants. In order to understand the various changes occurring in climate in today's world, the practice is to ensure guidance to the students to understand the role of plastics as threats to climate, and to have a firsthand knowledge of the role played by plants in structuring climate. Though nascent, the project is practical and essentially student friendly.

2. The Context:

PROJECT: GREENERY
In order to combat with the growing issue of pollution and global warming, the college tries to increase consciousness among students regarding this burning nuisance. The college has set up a garden project in the roof of the old building to enhance the concern among students regarding plantation. In this regard, a variety of plants (cactus, flowering and other small species) are set up in tubs which are well maintained by trained gardener. The students are taught the process of gardening. Also, some classes of climatology and bio-geography are taken in the garden which increases involvement of the students with the nature. Though, just a beginning, the project aims at building a responsible and eco-friendly generation.

3. The Practice
The institution tries to focus on student exposure to nature. The department of geography, in particular, with this view set up a greenery project that is well equipped with:

- Plant species of three types: normal flowering plants, small indoor plants and cactus.

- A green house to ensure warmth to the species in days of cold.

- The students have classes twice a week in the garden. This not only lets them understand the intricacy of the subject including green house effect and other climatology class easily but also the feel to perceive knowledge away from class room helps them to overcome the boredom of routine life.

- The students observe the ways of gardening and are encouraged to plant trees.

- Often, students complain of the tension and depression occurring due to immense stresses in class. To overcome this unwarranted pressure, the students are made to have classes in open, which, as was seen helps relieving them.

4. Evidence of Success
Though emerging, the project, even in its initial form, is highly welcomed by the students. Though, the success of the project is still early to process, the psychological accomplishment is seen obvious. The classes are enjoyed and are anticipated.

5. Problems Encountered and Resources Required
- Still in its initial stage, so, not enough resources
- Student awareness to be spread more and more
- More plants are to be kept

- It becomes difficult to allot more time to this project, since this project is taken up as assistance to normal bookish knowledge.

6. Resources required
- Finance from Management.
- Man power allotment in this project.
- Motivation among other departments to facilitate the project.

EVALUATIVE REPORT OF COMMERCE DEPARTMENT

1. Name of the department: **COMMERCE**

2. Year of Establishment: **1969**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **3 Year B.Com (Hons) and B.Com (General)**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **NA**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	2	2
Asst. Professors	2	1
Whole time Contractual	1	1
Part time	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sandip Dasgupta	M.Com; Ph.D	Principal	Accounting	30 years	NA
Dr.Samir Ghosh,	M.Com, Ph.D,	Associate Professor in Commerce	Social science	22 Years	NA
Dr.Anadi Biswas	M.Com, Ph.D, B.Ed,ICWAI(In)	Associate Professor in Commerce	Social Science	18 Years	NA
Dr.Diptendu Simlai	M.Com, Ph.D , MMA	Assistant Professor in Commerce	Social science	7years	02
Smt.Suparna Das	M.Com, M.Phil	Full time Contractual	Accounting	25 years	NA
Sri Chanchal Nag	M.Com, AICWA	Part time	Social science	25years	NA
Sri Debasish Das	M.Com, LLB,MFT	Part time	Accounting	25 yeaers	NA
Smt. Doyel Aich	M.Com	Part time	Social science	10 years	NA

11. List of senior visiting faculty: **NA**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Course	Year	% of lectures delivered in theoretical classes	% of lectures delivered in practical classes
B.com Honours and General	2014	30	--

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.com Honours	2014	15:1
B.A General	2014	25:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **No staff is appointed exclusively for the department in particular. The college Office does the required official work for all the departments of the college, as a whole**.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

PhD	**04**
M.Phil	01
PG	03

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Faculty	Duration of Project	National/ International	Funding Agency	Grants sanctioned (Rs.)	Grants Received (Rs.)	Status
Dr. Samir Ghosh	2 years	National	UGC	1,85,000	1,20,000	Ongoing
Dr. Diptendu Simlai	2 years	National	UGC	2,35,000	1,67,500	Ongoing
	1.5 years	National	UGC	1,20,500	1,20,500	Completed
Dr. Anadi Biswas	1.5 years	National	UGC	1,16,000	85,500	Completed

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NA**

18. Research Centre /facility recognized by the University: **NA**

19. Publications:

Faculty	Peer reviewed Journal		listed in Inter national Database	Monographs	Book Chapter	Books edited	Books with ISBN/ ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	Inter national										
Dr. Samir Ghosh	10	--	--	--	--	--	--	--	--	--	--	--
Dr. Anadi Biswas	11	--	--	--	02	--	--	--	--	--	--	--
Dr. Diptendu Simlai	07	--	--	--	--	--	02	--	--	--	--	--
Smt. Suparna Das	04	--	--	--	--	--	--	--	--	--	--	--
Sri Chanchal Nag	--	--	--	--	--	--	03	--	--	--	--	--
Sri Debashis Das	--	--	--	--	--	--	02	--	--	--	--	--

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards....

Faculty	National/ International Committee/Editorial Board etc.
Dr. Diptendu Simlai	Managing Editorial, Time's Journey,A Peer-reviewed Journal, Published Annually by Institute of Management Study, Kolkata

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: **100% (B.Com 3rd year Honours)**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students: **None**

24. List of eminent academicians and scientists / visitors to the department**:**

Name	Designation	Year of visit
Prof. Ananda Pal	Professor, Department of Business Management, Calcutta University	2010
Prof. Malayendu Saha	Professor, Department of Commerce, Calcutta University	2012
Prof. Sunil Gandhi	Professor, Department of Commerce, Kalyani University	2014
Prof. Uttam Kumar Datta	Professor, Department of Commerce, West Bengal State University	2015
Prof. Ashish Kumar Sana	Professor, Department of Commerce, Calcutta University	2015

 25. Seminars/ Conferences/Workshops organized & the source of funding
a) National: **None**
b) International: **None**

26. Student profile programme/ B.Com (Hons) course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.Com Honours	2014	102	58	15	43	86%
B.Com General	2014	211	136	42	94	81%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com Honours	100%	0%	0%
B.Com General	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?:

Competitive Exam	Number of student Success
State Eligibilty Test for Lecturership	2
SSC-TET	1
Defense Services	3

29. Student progression

Student Progression against % enrolled						
			Employed			
UG to PG	PG to M. Phil	M.Phil to Ph D	Total	Campus selection	Other than campus	Self employment
10%	--	--	50%	--	50%	30%

30. Details of Infrastructural facilities
a) Library: **Central Library – 3187 books; Departmental library – 400 books**
b) Internet facilities for Staff & Students - **UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **None**
d) Laboratories: **One IT Lab for students with 18 monitors.**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts – a. **Educational Tours are arranged**
b. **Class test are taken**
c. **Special classes are arranged for slow learners**
d. **Power Point Presentation of the relevant topics**

33. Teaching methods adopted to improve student learning: **Tutorial class, study material and suggestions are supplied each academic session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
Our commerce students are more aware regarding Institutional Social Responsibility (ISR) and Extension activities. They actively participate in NSS programmes, departmental seminars, use departmental library on a regular basis, attend and donate in blood donation camps every year, arrange several social festivals like fresher's welcome, birth anniversary of Rabindranath Tagore etc.

35. SWOC analysis of the department and Future plans

SWOC:
Strengths:
- Faculty members
- Well stock library
- Computerization facility with internet
- Interdisciplinary research

Weakness:
Less number of students admitted during the last 3 academic sessions
Poor attendance in class room

Opportunity:
- Scope for inter disciplinary research involving other departments and institutes and opening the Post Graduate Course.

Challenges:
- Motivate students for learning.

Future Plan
- To achieve better result in University Examinations.
- To encourage students to pursue post-graduation studies and interdisciplinary research after completion of their graduation.
- To inspire students to participate in Seminars.
- To make our library more upgraded and resourceful by bringing more books
- Carry forward the compulsory project work in undergraduate course.
- Actively participate in comparative literature.
- Trained to arrange and participate in departmental seminar held occasionally.
- We encourage students to develop their creative faculty by inculcating in them the practice of creative writing.

Annexure

1.DR.SAMIR GHOSH

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	0038-4046	State	Self Employment and Physiotherapy	2002
2.	Journal; Research Work	0038-4046	State	Bidi Rolling and Self Employment	2014
3.	Journal; Research Work	0038-4046	State	Evaluation of Performance of the Self – employment Scheme Udyaman Swanirbhar Karmasansthan Prakalpa in the district of Nadia.- A Case Study	2014
4.	Journal; Research Work	0038-4046	State	Panchayati Raj System and Rural Development	2012
5.	Journal; Research Work	0038-4046	State	Economic Hindrance to Handloom Industry	2004
6.	Journal; Research Work	0038-4046	State	A Scenarios of Betel-leaf Cultivation of Shimurali in the District of Nadia- A Case Study	2005
7.	Journal; Research Work	0038-4046	State	Global Warming and its impact and Emission: Aural Role of the Government and People	2007
8.	Journal; Research Work	2231-315X `	State	Green Marketing and its challenges	2012
9.	Journal; Research Work	2231-315X	State	Performance of Mid-day meal Scheme of Bashirat Subdivision of North-24-parganas district-A Case Study.	2012
10.	Journal; Research Work	0975-0746	National	Fair value Accounting , Financial economics and its transformation of reliability	2014

2.DR. ANADI BISWAS

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	978-81-926963-	State	Basic Challenges to Gram Panchayats in West Bengal-A Case Study of Nadia District, December 2013 (Joint paper Main Author)	2013
2.	Journal; Research Work	223`-315X	State	Indian Railway Services and Its Importance in view of Passenger Service Provider, Journal 2012,	2012
3.	Journal; Research Work	978-81-924889	State	Qualities Education and Loopholes in the NAAC Accreditation, (Joint paper Co- Author)	2012
4.	Journal; Research Work	--	State	FDI and its impact on Indian Economy, March 21-22-2013. (Joint paper Co- Author)	2013
5.	Journal; Research Work	0038-4046	State	Basic Needs of Slum and Suggestions for Removing Problems: A Case Study January 15, 2012.	2012
6.	Journal; Research Work	223`-315X	State	Framework of Panchayati Raj System in India vis-a –vis West Bengal-A Review, 2011 (Joint paper Main Author)	2011
7.	Journal; Research Work	--	State	West Bengal Panchayat Prospects and Problems, 2009.	2009
8.	Journal; Research Work	2231-315X `	State	Adequacy of Fund for Rural Areas, through the Panchayati Raj- A Case Study 15, 20October 1, 2010.	2010
9.	Journal; Research Work	0975-0746	National	Accounting and Financial Control of Gram Panchayat- a Case Study of Nadia, 20012-13.	2012
10.	Journal; Research Work	223-315X	State	Role of Women in the Gram Panchayat in West Bengal- a case study of Nadia.2013	2013
11.	Journal; Research Work	0975-0746	National	2nd Phase Institutional Streingthtining Gram Panchayat (ISGP) Project in the West Bengal- a Case Study of Nadia.27th March 2014	2014
12.	Book; Research Work	978-81-928721	State	Recent Accounting and Financial Control Practices in the Gram Panchayats in West Bengal – A Case Study of Nadia District	2015
13.	Book; Research Work	978-81-924889-1-2	State	Quality Education and Loopholes in the NAAC Accreditation'	2012
	Conference Volume; Research Work	978-81-926963	State	Basic Challenges to Gram Panchayat in West Bengal: A Case Study of Nadia District	2013

3.DR. DIPTENDU SIMLAI

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal: Research Work	0975 – 0800	National	Social Insurance of Industrial Workers: A Comparative Study of Some Developing Countries	2014
2.	Journal: Research Work	978-81-7708-364-4	National	Occupational Safety: Evidence from India Human Resources Management in India: Emerging Issues and Challenges	2013
3.	Journal: Research Work	0973-211X	National	A View of Social Audit Apr-Sept, 2011	2011
4.	Journal: Research Work	0973 – 6212	State	Framework of Protection for Savers and Investors in India August, 2010	2010
5.	Journal: Research Work	0972 – 3528	National	An Inquiry into the Origin and Growth of the Modern Capital Market in , March, 2009	2009
6.	Conference Volume: Research Work	--	National	Trade Unions and Work Conditions in Factories March, 2009	2009
7.	Conference Volume: Research Work	0258 – 042X	National	Work Conditions in Manufacturing Industries of February, 2009	2009
8.	Book:Research work	978-3-8433-7292-3	International	Work Conditions In The Indian Manufacturing Industry	2010

4. SUPARNA DAS

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal: Research Work	2231-315X	State	Forensic Accounting a newparadigm for Niehe consulting,	2014
2.	Journal: Research Work	2231-315X	State	Corporate Social Responsibility- the Indian Scenario,	2012
3.	Journal: Research Work	2231-315X	State	Transfer Pricing: An overview,.	2011
4.	Journal: Research Work	2231-315X	State	IFRS-A Single Consistent Global Accounting Framework,	2009

5. CHANCHAL NAG

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Book	-	State	Business Economics and Accountancy	-
2.	Book	-	State	Banijyik Ayin O Nirkhashastra	-
3.	Book	-	State	Accounting Theory and Management Accounting	-

6. DEBASHISH DAS

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Book	-	State	B.A Part I Scanner	-
2.	Book	-	State	B.A.PartII Scanner	-

EVALUATIVE REPORT OF THE DEPARTMENT OF BENGALI

1. Name of the department: **BENGALI**

2. Year of Establishment: **2005**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A (Honours and General) in Bengali**

4. Names of Interdisciplinary courses and the departments/units involved: - **None**

5. Annual/ semester/choice based credit system (programme wise):-**Annual**

6. Participation of the department in the courses offered by other departments: - **None.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:- **None**

8. Details of courses/programmes discontinued (if any) with reasons: - **None**

9. Number of teaching posts

Teaching Post	Sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Asst. Professors	1	0
Other (CWTT)	2	2
PTT	0	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No of year of Experience
KALYANI BANERJEE	M.A.	Associate Professor	Drama	29
RISHIPRATIM GHOSH (resigned on 21.11.15)	M.A., M.Phil	Contractual whole Time Teacher	Folk	12
SUBHASHIS CHATTERJEE	M.A., M.Phil	Contractual whole Time Teacher	Folk	10
RINI GANGOPADHYAY	M.A., M.Phil., Ph.D	Part-Time Teacher	Modern Poetry	08

11. List of senior visiting faculty: **None.**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **None.**

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.A Honours in Bengali	2014	14:1
B.A General with Bengali as a subject	2014	54:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Ph.D	01
M.Phil	02
PG	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications: a) Publication per faculty:

Faculty	Peer reviewed Journal		listed in International Database	Monographs	Book Chapter	Books edited	Books with ISBN/ISSN	Citation index	SNIP	SJR	Impact factor
	National	International									
Rishipratim Ghosh (resigned on 21.11.15)	1	--	--	--	1	--	1	--	--	--	--
Subhasis Chatterjee	--	--	--	--	4	--	1	--	--	--	--
Rini Ganguly	1	--	--	--	3	--	--	--	--	--	--

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in
a) National committees b) International Committees c) Editorial Board:

Name of the Faculty	National Committee	International committee	Editorial Boards	Others
Rishipratim Ghosh (resigned on 21.11.15)	--	--	--	Life member of West Bengal State Central Library
Subhashis Chatterjee	--	Life member of International Society for Bengal Studies	--	Annual member of Bangio Sahitya Porishad & The Ramakrishna Mission Institute of Culture
Rini Gangopadhyay	--	--	--	Annual member of Bangio Sahitya Porishad & The Ramakrishna Mission Institute of Culture

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: **- 100%**
b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: **None.**

23. Awards / Recognitions received by faculty and students:

Serial No	Names of the Faculty/ Students	Awards/Recognitions	Year
Faculty			
1	Rishipratim Ghosh (resigned on 21.11.15)	Revarend Lalbihari Dey award from FERI	2003
Students			
1	Soniya Mukherjee	B.A. Final : 7th rank in WBSU	2013
2	Torsha Bakshi	Stood first in Essay Writing held at college central library	2015

24. List of eminent academicians and scientists / visitors to the department:

Dignitaries	Status	Date/Year of visit
Dr.Biswanath Roy	Professor, Former Head of the Department, Department of Bengali, University of Calcutta	2007
Dr. Ballory Roy Chowdhury	Associate Professor, Gokhle Memorial For Girls, Kolkata	2008
Dr. Jaba Chattopadhyay	Associate Professor, Rishi Bankim Chandra College, North 24 Parganas	2008
Dr Dilip Bhattacharjee	Principal, Banipur Mohila Mahavidyalaya, North 24 Parganas	2009
Dr.Sraboni Paul	Professor, Head of the Department, Department of Bengali, Rabindra Bharati University	2010
Dr.Mohini Mohan Sarder	Associate Professor, Head of the Department, Department of Bengali, West Bengal State University	2010
Dr. Uday Kumar Chakraborty	Associate Professor, Department of Bengali, Jadavpur University	2015

25. Seminars/ Conferences/Workshops organized & the source of funding:

Sl No	Name of the Speakers	Nature	Year	Funding Agency
1	Prof. Ballari Roy Chowdhury	Seminar on Fiction	2008	College
2	Prof. Sraboni Paul, Head, Department of Bengali, Rabindra Bharati University	Seminar on Fiction	2010	College
3	Dr. Uday Kumar Chakraborty, Head, Department of Bengali, Jadavpur University	Seminar on Language	2015	College

26. Student profile programme/course wise:

Session UG	Year	Applications received	Selected	Enrolled *M	*F	Pass percentage
Bengali Honours	2014-15	35	20	11	09	47%
Bengali General	2014-15	202	122	64	58	45%

*M = Male *F = Female

27. Diversity of Students

Name of Course	% of students from the same state	% of students from other states	% of students from abroad
Bengali Honours and General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Graduation Year	Competitive Exam	Number of student Success
2012	SSC-TET	1
2013	SSC-TET	1

29. Student progression

Year	Student Progression against % enrolled						
					Employed		
	UG to PG	PG to M. Phil	M.Phil to Ph D	Total	Campus selection	Other than campus	Self employment
2011	53%	01	-	85%	-	85%	-
2012	50%	-	-	70%	-	70%	-
2013	85%	-	-	75%	-	75%	-
2014	59%	-	-	60%	-	60%	-

30. Details of Infrastructural facilities
a) Library : Number of Books
Central : **2277**

Departmental :**132**
b) Internet facilities for staff & students : Yes
c) Classrooms with ICT facility : Department uses Smart classroom for presentation and teaching purpose
d) Laboratories : None as such.

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:-

1	**Extension lecture on "Kalidaser Kabya" delivered by Dr Biplab Chakraborty on September 2011**
2	Extension lecturer on "Kalidaser Natak" delivered by Dr Biplab Chakraborty on December 2012
3	Extension lecture on "Bhababhutir Uttarcharit" delivered by Dr Biplab Chakraborty on August 2012

33. Teaching methods adopted to improve student learning:
- **Educational Tour are arranged**
- **Class test are taken**
- **Special classes are arranged for slow learners**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- **NSS**
- **Wall Magazine by students**
- **Social function organized by student union**

35. SWOC analysis of the department and Future plans
Strengths:
- Faculty members
- Well stocked library

Weakness:
- A good Infrastructural facility required
- Lack of space

Opportunity:
- To develop the creative skills of the students this will enable them to procure different kinds of employment.

Challenges:
- Improving the teaching method
- Inculcating both academic excellence and moral values

Future Plan:
- To ensure and sustain quality in education
- To open PG course in Bengali
- To revise the curriculum of UG course
- Organizing of National/International Seminar/Conference
- Organizing departmental seminar in every academic year
- Encourage students to develop their creative writing
- Publication of research journal every year
- Promoting teaching learning through project work
- Supporting coaching facilities for different state/national level examination like NET/SET

Annexure

1.RISHIPRATIM GHOSH (RESIGNED ON 21.11.2015)

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	--	State	Bibhutibhusaner Chotogalpe Saharjiban	2008
2.	Journal; Research Work	--	State	Brindabandaser Chaitanyabhagabat, Ek Anabadya Samaj Chetana	2009
3.	Journal; Research Work	--	State	Kobitar Ghar Ar Ek Nipun Grihastha	2010
4.	Journal; Research Work	2231-315X	State	Ekaler Chotogalpe Narir Abosthan: Nirbachito Galper Prekhit	2011
5.	Journal; Research Work	2231-315X	State	Swarnokumari Devir Bidroho: Itihas O Manab Moner Dwaitaswar	2012
6.	Journal; Research Work	--	State	Bibhutibhusaner Aranyak: Aranya , Adibasi O Bharatbarso	2014
7.	Book; Research Work	978-93-82663-00-3	State	Tin Bandopadhyer Kathasahitye Santhal Janogosthi	2012

2.SUBHASHIS CHATTERJEE

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	**Journal**; Research Work	--	State	Itihase Sahitya- Ekti Mulyan	2008
2.	**Journal**; Research Work	--	State	Bishsatake Upanyanse Nari: Onno Bhabnai	2009
3.	**Journal**; Research Work	2231-315X	State	Kathasahitya O Natyamancho: Prasango Sangjog	2011
4.	**Journal**; Research Work	2231-315X	State	Saiyad Oaliullaher Natak	2012
5.	**Journal**; Research Work	2231-315X	State	Manoj Mitrer Ekanka: Nijaswa Path O Parjalocana	2013
6.	**Journal**; Research Work	2231-315X	State	Vidyalaya Porichalona : Rabindra Bhabna	2014
7.	**Book chapter**; Research Work	--	State	Bangla Dhandar Ekal Sekal	2008
8.	**Book chapter**; Research Work	--	State	Bangla O Russian Probad: Tulanamulakatar Nirikhe	2010

9.	**Book chapter**; Research Work	978-81-89827-82-3	State	Dhoraiyer Pariparshik Purush Charitra	2012
10.	**Book chapter**; Research Work	978-93-82041-17-7	State	Charar Pathantar	2014
11.	**Book**; Research Work		State	Madhusudaner Bhabna Baloy : Prasango Natak	2007
12.	**Book**; Research Work	978-93-82041-25-2	State	Madhusudaner Prahoson Ekei Ki Bale Sobhyota O Buro Shaliker Ghare Row	2014

3. RINI GANGOPADHYAYA

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	**Journal**; Research Work	978-93-81862-11-7	State	Osthe Hasi Nirupam In Rabindra Natak Fire Dekha	2011
2.	**Journal**; Research Work	--	State	Sahityer Itihaser Itihas	2012
3.	**Journal**; Research Work	--	State	Brambhachariyashram, Ingraji Bhasa Siksha O Rabindranath	2012
4.	**Journal**; Research Work	2231-315X	State	Obokhoyer Kabita	2012
5.	**Journal**; Research Work	2278-2699	State	Matribhasa Kendrik Prothom Andolon: Ajo Prantik	2013
6.	**Journal**; Research Work	--	State	Brombhoputra Sono Ami Firbo	2013
7.	**Book chapter**; Research Work	--	State	Bango Bhango Andolon O Dui Banglar Natak	2014
8.	**Book chapter**; Research Work	2320-5385	State	Sahityer Itihaser Itihas	2014
9.	**Book chapter**; Research Work	2347-8101	State	Prachin O Uttar –Adhunik, Ashoknagar	2014

EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH

1. Name of the department: **ENGLISH**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A (Honours & General) in English**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **None**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

Teaching Post	Sanctioned	Filled
Professors	--	--
Associate Professors	--	--
Asst. Professors	01	01
Contractual whole Time Teacher	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Smt. Doyel Chatterjee	M.Phil	Assistant Professor	Romantic Literature, English Language Teaching	5
Ms. Dipasree Roy	M.Phil	Contractual Whole Time Teacher	Post Colonial Literature	7

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **None**

13. Student -Teacher Ratio (programme wise)**:**

Course	Year	Student – Teacher ratio
B.A Honours in English	2014	16:1
B.A General with English as a subject	2014	10:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

M.Phil	02

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Faculty	Duration of Project	National /International	Funding Agency	Grants Sanctioned (Rs.)	Grants Received (Rs.)	Status
Prof. Doyel Chatterjee	2 years	National	UGC	1,50,000/-	1,25,000/-	Ongoing

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

Faculty	Peer reviewed Journal		listed in International Database	Mon ogra phs	Book Chapt er	Book s edite d	Books with ISBN/ ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	International										
Prof. Dipasree Roy	--	1	--	--	--	--	--	--	--	--	--	--

20. Areas of consultancy and income generated: **None**

21. Faculty as members in National/ International Committee/Editorial Board etc.: **None**

22. Student projects:
a) Percentage of students who have done in-house projects including inter departmental/programme: **100%**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students: **None**

24. List of eminent academicians and scientists / visitors to the department

Name	Affiliation	Date of visit
Dr. Arpita Bannerjee	British Council	10.9.2010
Prof. Banani Ghatak	Associate Professor, Ghokale Memorial Girls College	10.9.2010
Prof. Shaktipada Bhattacharya	Senior Faculty, Institute of English	10.9.2010
Prof. Jayati Gupta	Professor, West Bengal State University	10.9.2010

25. Seminars/ Conferences/Workshops organized & the source of funding:

Seminar/Conference/Workshop	Level	Date	Topic	Speaker	Funding Agency
One day Seminar	State	21.03.12	The Importance of Communiative English in a Globalised World	Dr. Arpita Bannerjee; Prof.Banani Ghatak; Prof. Shaktipada Bhattacharya	UGC

26. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A Honours in English	2014	26	10	2	4	60%
B.A General with English as a subject	2014	18	4	3	1	50%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A Honours in English	100	0	0
B.A General with English as a subject	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  None

29. Student progression

Year	Student Progression against % enrolled						
					Employed		
	UG to PG	PG to M. Phil	PG to Ph D	Total	Campus selection	Other than campus	Self employment
2011	30%	-	-	15%	-	15%	-
2012	25%	-	-	25%	-	25%	-
2013	--	-	-	10%	-	10%	-
2014	20%	-	-	10%	-	10%	-

30. Details of Infrastructural facilities
a) Library: **Departmental with 116 books and Central Library with 1141 books**
b) Internet facilities for Staff & Students in the central library: **UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **Department uses Smart classroom for presentation and teaching purpose**
 d) Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **The Department organizes Students' Seminar where student present work of their own, from within the syllabus of WBSU, students are taken to educational trips in the nearby location of historical interest etc.**

33. Teaching methods adopted to improve student learning:
   Class Tests, Tutorials, Home Work

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities of the college.**

35. SWOC analysis of the department and Future plans

Strengths:
- Dedicated faculty members
- Personalized guidance for weaker students
- Well stocked library

Weaknesses:
- Lack of infrastructural facility and human resource to conduct the course with the help of some innovative techniques like language laboratory, enhancing communication skill etc.

Opportunity:
- Better utilization of faculty for the benefit of the students.

Challenges:
- To encourage the students to develop their true interest in English language beyond the university syllabus and examinations.

Annexure

DOYEL CHATTERJEE

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	--	State	Role of SMS in Moulding English language	2010
3.	Journal; Research Work	2231-315X	State	Interdependence of Nature and Man	2010
2.	Journal; Research Work	2231-315X	State	Portrayal of the Women in the Media: How far is it Justified?	2011

DIPASREE ROY

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	2249-2542	International (Luminaire)	An Allegorical Subversion: Ruskin Bond in a Post Colonial Light	2013
2.	Journal; Research Work	2231-315X	State	Death of a Salesman: An American Myth Making	2012
3.	Journal; Research Work	--	State	"Dear Dirty Dublin"-James Joyce:A Conscious creation of Temporal and Spatial Stasis	2009

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

1. Name of the department: **History**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A (Honours & General) in History**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **History is offered as a General subject in the Honours Courses like Bengali, English, Education & Journalism**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts

Teaching Posts	Sanctioned	Filled
Professors	-	-
Associate Professors	01	01
Asst. Professors	-	-
Guest Faculty	02 (Sanctioned by G.B of the college)	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Subhabrata Bhattacharya	M.Phil	Associate	Modern Indian History	16
Ashesh Dhar	MA	Guest	Modern Indian History	2
Abhijit Karmakar	MA	Guest	Modern Indian History	1

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty **:**

Course	Year	% of lectures delivered in theoretical classes	% of lectures delivered in practical classes
B.A (Honours & General) in History	2014	65	--

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.A Honours in History	2014	4:1
B.A General in History	2014	160:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

M.Phil	01
PG	02

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Faculty	Duration	National/International	Funding Agency	Grants sanctioned (Rs.)	Grants Received (Rs.)	Status
Prof. Subhabrata Bhattacharya	Two years	National	UGC	1,70,000/-	1,35,000/-	Ongoing

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

Faculty	Peer reviewed Journal		listed in International Database	Monographs	Book Chapter	Books edited	Books with ISBN/ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	International										
Prof. Subhabrata Bhattacharya	--	--	--	--	1	--	--	--	--	--	--	--

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in National/ International Committee/Editorial Board etc.: **None**

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: **None**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students: **None**

24. List of eminent academicians and scientists / visitors to the department

Name	Affiliation	Date of visit
Dr. Apurba Mukhopadhyaya	Professor, Department of Political Science, Netaji Institute of Asian Studies, Kolkata	21.03.2012
Dr. Sutapa Chatterjee	Head, Department of History, West Bengal State University	21.03.2012
Dr. Shibajipratim Basu	Associate Professor, Department of Political Science, Sri Chaitanya College, Habra.	21.03.2012
Dr. Soumitra Srimani	Associate Professor, Department of History, P.N Das College, Palta	21.03.2012
Sri Abhra Ghosh	Associate Professor, Department of Political Science, Presidency College.	21.03.2012

25. Seminars/ Conferences/Workshops organized & the source of funding
 a) National
b) International
c) State:

Seminar/Conference/Workshop	Level	Date	Topic	Speaker	Funding Agency
One day Seminar	State	21.03.12	The Nationalists and The Dissenter: Rabindranath's Reaction to The Idea of Nationalism	Sri Chirantan Dasgupta, Dr. Apurba Mukhopadhyaya, Dr. Sutapa Chatterjee, Dr. Shibajipratim Basu, Sri Abhra Ghosh	UGC

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A Honours in History	15	4	3	1	75%
B.A General with History as a subject	280	246	132	114	70%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A (Honours & General) in History	100%	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **None**

29. Student progression

Year	Student Progression against % enrolled						
				Employed			
	UG to PG	PG to M. Phil	PG to Ph D	Total	Campus selection	Other than campus	Self employment
2012	25%	-	-	42%	-	42%	--
2013	-	-	-	100%	-	-	100%
2014	-	-	-	30%	-	-	30%

30. Details of Infrastructural facilities
a) Library: **Departmental (with 100 books) and Central Library (with 640 books)**
b) Internet facilities for Staff & Students**: UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **Department uses Smart Class Room for presentation and teaching purposes.**
 d) Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Seminars organized on different recent topics related to the subject,**

study tour conducted in the places of historical importance for the students of the department.

33. Teaching methods adopted to improve student learning: **Class Tests, Debates, Group Discussion, and Film Shows.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in the NSS activities of the college.**

35. SWOC analysis of the department and Future plans

Strengths:
- Dedicated faculty members
- Personalized guidance for weaker students
- Well stocked library

Weaknesses:
- Shortage of Permanent Teaching Staff

Opportunity:
- Better utilization of faculty and infrastructure for the benefit of the students.

Challenges:
- To encourage the students to develop their true interest in history beyond the university syllabus and examinations.

Future Plan:
- To ensure and sustain quality in education
- Organizing National/International Seminar/Conference
- Organizing departmental seminar in every academic year
- Promoting teaching learning through project work

Annexure

SUBHABRATA BHATTACHARYA

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Book; Research Work	978-93-80607-41-2	State	Dictionary of Historical Places in Bengal: 1757-1947 (Primus)	2013

EVALUATIVE REPORT OF THE DEPARTMENT OF EDUCATION

1. Name of the department: **EDUCATION**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A (Honours and General) in Education**

4. Names of Interdisciplinary courses and the departments/units involved: - **None**

5. Annual/ semester/choice based credit system (programme wise):-**Annual**

6. Participation of the department in the courses offered by other departments: - **None.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:- **None**

8. Details of courses/programmes discontinued (if any) with reasons: **- None**

9. Number of teaching posts

Teaching Posts	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	1 (OBC A)	0
Contractual Whole Time Teacher	2	2
Part Time Teacher	0	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
SANGHAMITRA BASU ROY	M.A. in Education, B.Ed.	Contractual whole Time Teacher	Special Education& Women Studies	14
MITHUN CHOWDHURY	M.A. in Education, M.A. in Political Science, B.Ed.	Contractual whole Time Teacher	Comparative Education & Sociology	6
ARPITA CHAKRABORTY	M.A. in Education, B.Ed.	Part-Time Teacher	Mental Hygiene	4
ANANYA DOLAI	M.A. in Education, M.Phil.	Part-time teacher	Psychology	4

11. List of senior visiting faculty: **None.**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **None**.

14. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.A Honours in Education	2014	16:1
B.A General in Education	2014	76:1

14. Number of academic support staff   (technical) and administrative staff; sanctioned and filled: **None**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

M.Phil	01
PG	03

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None.**

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**.

17. Research Centre /facility recognized by the University: **None**.

19. Publications:

a) Publication per faculty:

Faculty	Peer reviewed Journal		Non-Peer reviewed Journal	listed in International Database	Monograph	Book chapter	Books edited	Books with ISBN/ ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	**International**											
Sanghamitra Basu Roy	--	--	5	--	--	--	--	--	--	--	--	--	--
Mithun Chowdhury	--	--	2	--	--	--	--	--	--	--	--	--	--
Arpita Chakraborty	--	--	1	--	--	--	--	--	--	--	--	--	--
Annya Dolai	--	--	1	--	--	--	--	--	--	--	--	--	--

20. Areas of consultancy and income generated: **Nil**

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21. Faculty as members in
a) National committees b) International Committees c) Editorial Board: **Nil**

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: - **100%**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**.

23. Awards / Recognitions received by faculty and students: **None**.

24. List of eminent academicians and scientists / visitors to the department:

Name	Affiliation	Date of visit
Prof. Dulal Mukherjee	Associate Professor Department of Education, Kalyani University	2012
Prof. Bijon Sarkar	Associate Professor, Department of Education, Kalyani University in 2012	2012
Dr. Abhijit Pal	Associate Professor and Head of the Department, Education, West Bengal State University	2010
Dr. Mita Banerjee	Head of the Department, Education, Calcutta Department	2009

25. Seminars/ Conferences/Workshops organized & the source of funding:

Seminar/Conference/Workshop	Level	Topic	Speaker	Funding Agency
UGC sponsored one day seminar (in the collaboration with West Bengal State University, Barasat)	State	Impact and Relevance of Indian Philosophy	Prof. Bijon Sarkar; Prof. Dulal Mukherjee	UGC

26. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.A Honours in Education	2014	26	17	4	13	56%
B.A General with Education as a subject	2014	197	131	77	54	75%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Education Honours	100%	X	X
Education General	100%	X	X

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression

Year	Student Progression against % enrolled						
					Employed		
	UG to PG	PG to M. Phil	PG to Ph D	Total	Campus selection	Other than campus	Self employment
2012	25%	-	-	37.5%		37.5%	--
2013	44%	-	-	25%		25%	--
2014	25%	-	-	--		--	--

30. Details of Infrastructural facilities
a) Library: - **Central Library-640 books & Departmental library - 222 books.**
b) Internet facilities for Staff & Students: **Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
a) c) Class rooms with ICT facility: - **Department uses Smart classroom for presentation and teaching purpose.**
 d) Laboratories: **One with four computers.**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved**.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: - **Students attended seminars and special lectures organized in college**.

33. Teaching methods adopted to improve student learning: **Educational Tours, Class Tests, Tutorial Class and Special Classes for slow learner.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Attended NSS, published Departmental Wall Magazines and Social functions**

organized by student union along with different social activities viz. blood donation camps, night schools, social hygiene programs in slum areas.

35. SWOC analysis of the department and Future plans

Strength:-
- The academically strong and well versed faculty members have resulted in good performance of the students.
- High percentages of students passing out and getting good marks have formed the benchmark of the Department.
- Both libraries, central and departmental, provide a good knowledge bank for both students and teachers.

Weakness:-
- Less number of exclusive classrooms results in clashes with other Department's classes.
- Insufficient number of newly published books especially after the change of syllabus.

Opportunity:-
- The curriculum has been modified to activity and technological based such that the students in future have a vast scope to be successful in different fields.
- The educational excursion broadens the knowledge domain of the students.
- We want to organize both State and National level Seminars for the betterment of both students and teachers.

Challenges:-
- The increasing competitive scenario has urged the students for performing better results year by year.
- The modification of College building will curb the space shortage problem.
- Field studies will definitely help in penetrating the subject among underprivileged sections of the society.

Future Plan:
- To ensure and sustain quality in education
- To open PG course in Education
- Organizing of National/International Seminar/Conference
- Organizing departmental seminar in every academic year
- Publication of research journal every year
- Promoting teaching learning through project work

Annexure

I. SANGHAMITRA BASU (ROY)

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work		State	AIDS and Education	2008
2.	Journal; Research Work		State	Distance Education in India	2009
3.	Journal; Research Work		State	Educational Technology-A New Approach of Teaching Education	2010
4.	Journal; Research Work	2231-315X	State	Rabindra Bhavonai Narisiksha	2012
5.	Journal; Research Work	2231-315X	State	Inclusive Education-A New Approach	2013

II. MITHUN CHOWDHURY

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Research Work	2231-315X	State	Educational System of Republic of China	2012
2.	Research Work	2231-315X	State	Secondary Education System: Japan	2013

III.ARPITA CHAKRABORTY

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Research Work	2231-315X	State	Itihase o Sikshya-Sri Aurobindo	2013

IV.ANANYA DOLAI

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Research Work	2231-315X	State	Special Need Child	2013

EVALUATIVE REPORT OF THE DEPARTMENT OF JOURNALISM & MASS COMMUNICATION

1. Name of the department: **JOURNALISM & MASS COMMUNICATION**

2. Year of Establishment: **2008**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A (Honours & General) in Journalism & Mass Communication**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise) **Annual**

6. Participation of the department in the courses offered by other departments: **None**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts

Teaching Posts	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-
Contractual Whole time teacher	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Sangita Bhattacharjee	M.A	Contractual Whole time teacher	Advertising	9

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Nil**

13. Student -Teacher Ratio (programme wise)**:**

Course	Year	Student – Teacher ratio
B.A Honours in Journalism & Mass Communication	2014	25:1
B.A General in Journalism & Mass Communication	2014	61:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **No staff is appointed exclusively for the department in particular. The college Office does the required official work for all the departments of the college, as a whole**.

15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ M.Phil / PG**:**

PG	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications: **Nil**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in National/ International Committee/Editorial Board etc.**: None**

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: **100%**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students: **None**

24. List of eminent academicians and scientists / visitors to the department

Name	Affiliation	Date of visit
Prof. Utpal Sarkar	Former Head, Department of Film Studies, West Bengal State University	2010
Prof. Pallav Mukherjee	Head, Department of Film Studies, West Bengal State University	2011

25. Seminars/ Conferences/Workshops organized & the source of funding:

Sl.No.	Topic	Date	Organised by	Source Persons
1.	Science Journalism & Mass Communication	26-02-2010	Dept. of Journalism & Mass Communication	Mr. Biplab Das
2.	News Reporting	14-01-2011	Dept. of Journalism & Mass Communication	Prof. Pallab Mukerjee
3.	Television Reporting	17-12-2013	Dept. of Journalism & Mass Communication	Mr. Saikal Mujumder
4.	Documentary Film Making	19-12-2013	Dept. of Journalism & Mass Communication	Mr. Ankur Das
5.	Feature Film Making	19-03-2014	Dept. of Journalism & Mass Communication	Mr.Debanjan Brahma

26. Student profile programme/course wise:

Name of the Course/programme)	Year	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.A (Honours) in Journalism & Mass Communication	2014	30	10	3	7	80%
B.A (General) in Journalism & Mass Communication	2014	70	43	15	28	57%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A (Honours & General) in Journalism & Mass Communication	**100%**	**--**	**--**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression

Year	Student Progression against % enrolled						
					Employed		
	UG to PG	PG to M. Phil	M.Phil to Ph D	Total	Campus selection	Other than campus	Self employment
2013	42%	--	--	50%	--	50%	10%

30. Details of Infrastructural facilities
a) Library: **Departmental (with 50 books) and central library (with 179 books)**
b) Internet facilities for Staff & Students in the central library: **UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility in Journalism Lab; Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **One**
d) Laboratories: **One (with internet facility)**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Workshops on Science Journalism, News reporting, Feature & Documentary Film making; Publication of monthly online Newspaper (Bahata Barta); organizing events like Photography contest, film festivals and 'Best Student Reporter and Student Photographer Contest' etc.**

33. Teaching methods adopted to improve student learning: **Tutorial, Home-Work, Class-Test, Debate, PowerPoint Presentation, Quiz competition etc.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NCC activities.**

35. SWOC analysis of the department and Future plans

Strengths:
- Faculty Members, Well-Stock Library

Weakness:
- Less no. of students

Opportunity:
- To prepare students for competing in the job market

Challenges:
- Motivate students for learning, Achieve better results

Future Plans:
The department strives to achieve better result in University Examinations.
- The department strives to encourage students to pursue post-graduation studies and interdisciplinary research after completion of their graduation.
- The department intends to inspire students to participate in Seminars.
- The department intends to train them to arrange and participate in departmental seminar held occasionally.
- To make our library more adapt by bringing more books.

Annexure:

SANGITA BHATTACHARYA

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Book; Research Work	--	State	Journalismer Prothompath	2012

EVALUATIVE REPORT OF THE DEPARTMENT OF GEOGRAPHY

1. Name of the Department: **GEOGRAPHY**

2. Year of Establishment: **2006**

3. Name of Programmes/ Courses offered: **B.Sc (Honours & General) in Geography**

4. Name of Interdisciplinary courses and the departments involved: **Not Applicable**

5. Annual/ semester/choice based credit system (programme wise): **Annual (for both Honours and General)**

6. Participation of the department in the courses offered by other departments: **Not Applicable**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

9. Number of Teaching posts: 4 (four)

Teaching Posts	Sanctioned	Filled
Associate Professors	0	0
Assistant Professors	01	0
Contractual Whole Time Teachers	02	01
Part Time Teachers	02	02
Guest Teacher	01	01

10. Faculty profile with name, qualification, designation, specialisation

Name	Qualification	Designation	Specialisation	Experience (years)
Irani Banerji	M.Sc, M.Phil, NET	CWTT	Political Geography, Environment	6.5
Swati Ghosh (resigned on 12/8/2015)	M.Sc, NET	CWTT	Geomorphology, Geoinformatics	6
Kaushani Bannerjee Bhaduri	M.Sc	PTT	Pedology, Geoinformatics	5
Sangeeta Chowdhury	M.Sc, NET	PTT	Geomorphology, Fluvial Geography	5
Sanjay Dutta	M.Sc. B.Ed., M.Ed, NET	Guest Lecturer	Environmental Geography	3 months

11. List of senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Course	Year	% of lectures delivered in theoretical classes	% of lectures delivered in practical classes
B.Sc Honours and General	2014	60%	40%

13. Student- Teacher Ratio:

Course	Year	Student – Teacher ratio
B.Sc Honours in Geography	2014	17:1
B.Sc General in Geography	2014	14:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Technical staff- **sanctioned-0; filled-1.**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

M.Phil	01
PG	03

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**
18. Research Centre /facility recognized by the University: **None**
19. Publications:

Faculty	Peer reviewed Journal		listed in International Database	Monographs	Book Chapter	Books edited	Books with ISBN/ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	International										
Irani Chatterjee	1	--	--	--	1	--	1	--	--	--	--	--

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....**None**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme:

100% of students have done intra Departmental Seminar. Also, the students have a field trip during their course of study and they have to prepare a project report on that.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students:

Serial No	Names of the Students	Awards/Recognitions	Year
1	Puja Malik	1st rank in debate competition	2003
2	Susmita Biswas	3rd in Essay Competition	2013

24. List of eminent academicians and scientists / visitors to the department

Dignitaries	Status	Date/Year of visit
Dr.Kalyan Rudra	River Expert, Chairman, West Bengal Pollution Control Board	20.3.2012
Dr.Saswati Mookherjee	Professor & Head of the Department, Department of Geography, Lady Brabourne College	20.3.2012
Dr.Sunanda Bandyopadhyaya	Head of the Department, Department of Geography, Calcutta University	20.3.2012
Dr. Sanat Guchhait	Professor, Department of Geography, BurdwanUniversity	20.3.2012
Dr. Lakshmi Shibaramakrishnan	Faculty, Department of Geo-informatics & Geography, BurdwanUniversity	20.3.2012
Dr. Priyank Patel	Assistant Professor, Department of Geography, Alia University	20.3.2012
Dr. Ashis Sen	Faculty, Department of Geography, AliaUniversity	20.3.2012
Dr. Sumana Bandopadhyay	Assistant Professor, Department of Geography, Presidency College	20.3.2012
Dr. Amitajyoti Bagchi	Assistant Professor, Barisha Vivekananda College for Women	20.3.2012
Dr. Debjani Dey	Assistant Professor, Department of Geography, Lady Brabourne College	20.3.2012

25.   Seminars/ Conferences/Workshops organized & the source of funding
a) National
b) International
c) State

Seminar/Conference/Workshop	Level	Date	Topic	Speaker	Funding Agency
One day Seminar	State	20.03.12	Geographical Methods in the Appraisal of hands cape	1.Dr.Kalyan Rudra, 2.Prof. Sunanda Bandyopadhyay, 3.Prof. Saswati Mookherjee	UGC

26.   Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.Sc Honours in Geography	2014	105	55	36	19	38%
B.Sc General in Geography	2014	31	17	12	5	83%

*M = Male *F = Female

27.   Diversity of Students

Name of the Course	% of students from the state	%of students from other states	% of students from abroad
Geography Hons	99.99%	0.01%	0
Geography General	100%	0	0

28.   How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29.   Student progression

Year	Student Progression against % enrolled						
					Employed		
	UG to PG	PG to M. Phil	PG to Ph D	Total	Campus selection	Other than campus	Self employment
2012	50%	-	-	100%	-	100%	-
2013	30%	-	-	75%	-	75%	-
2014	10%	-	-	53%	-	53%	-
2015	10%	-	-	20% (so far)	-	-	-

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30. Details of Infrastructural facilities

a) Library: **The Central library with 1188 books and Departmental library 200 books**

The library in the department does not issue books to the students at home but maintains a reading room to assist them in the reading.

No. Of Books	English	Vernacular	Reading time
200	30%	70%	11:00am-4:00pm

b) Internet facilities for Staff & Students: **Yes**

c) Class rooms with ICT facility: **Department uses Smart classroom for presentation and teaching purpose**

d) Laboratories: **Yes**

Geography General Laboratory:

No. of Instruments	No. of maps and other teaching aids
30	70

Geography General Laboratory

No. of Computers	No. of software	GPS
5	2 (21st Century GIS, QGIS)	1

b) Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

c) Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Workshops	Seminars	Students participating
6	6	Only 1st yr Geography Honours

As an enrichment program, students also participate in making a register book on Geographical Events (primarily disaster) from newspaper in a monthly basis. The register is also named as **Zenith and Nadir**. Also, the department has a greenery project that involves students and enriches them not only academically but also it is an essential value added service.

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d) Teaching methods adopted to improve student learning

Teaching methods	Student response
Slide show	Good
Documentaries	Good
Surprise Test	Moderate
Quiz	Good

e) Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities conducted by the college.**

f) SWOC analysis of the department and Future plans

Strengths:
- Very friendly learning environment and a healthy teacher- student relation

Weakness:
- Delayed result of the WBSU that results in lack of interest among students

Opportunities:
- Better use of technology enriching students to cope up with the competition outside

Challenge:
- Students' Result

Future plans
- Enrich student library
- Provide remedial classes to weak students
- More expert lectures
- Improve the GIS Laboratory
- Increase student vision.

Annexure

I. IRANI BANERJEE

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work		State	Global warming: Understanding the Threat	2010
2.	Journal; Research Work	2231-315X	State	Water War In The Middle East: The Jordan River	2012
3.	Journal; Research Work		State	The Geopolitics Of Climate Change And Civil Disorder	2012
4.	Journal; Research Work	2231-315X	State	Filmography: The Geo Factor	2013
5.	Journal; Research Work	0975-8240	International	Indo-China relation : an apprehension or aggression (Osmania University, Centre for Indian Ocean Studies)	2014
6.	Book; Research Work	978-3-8443-1287-4	International	Clean Development Mechanism: India Brazil (Lambert Publishing)	2012

II. SANGITA CHOWDHURY

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Seminar Proceeding; Research Work	978-81-928047-4-3	International	The Impact of Incision on Process and Landforms: Case Study of Rangpo Valley, Sikkim	2014
2.	Journal; Research Work		National	Randomness of Network and its Relation with the Basin Shape and Planation	2014
3.	Journal; Research Work	978-81-928047-2-9	National	Changing Parameters of Human Development Indices at the face of continuing Gender Bias	2013

EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS

1. Name of the department: **ECONOMICS**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.Sc (General) with Economics as a subject**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **The department takes classes of the students of B.Com (Accountancy & Finance Honours) and B.Com (General). The subjects taught are 'Indian Financial System & Financial Market Operations' in B.Com Honours Course and 'Money & Financial System' and 'Economics' in B.Com General Course.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

9. Number of Teaching posts

Teaching Post	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	02	01
Contractual Whole Time Teacher	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Sabitri Dutta	M.Phil, Ph.D	Assistant Professor	Statistics & Economics	9
Ms. Sanchali Bhattacharya	M.Phil	Contactual Whole Time Teacher	Statistics & Economics	7

11. List of senior visiting faculty: **NA**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **NA**

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.Sc General with Economics as a subject	2014	90:1
B.Com (Honours & General) with Economics as a subject	2014	273:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **None**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PhD	**01**
M.Phil	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University**: None**

19. Publications:

Faculty	Peer reviewed Journal		listed in Inter national Database	Monographs	Book Chapter	Books edited	Books with ISBN/ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	Inter national										
Dr. Sabitri Dutta	2	3	1	--	1	--	--	--	--	--	--	--
Ms. Sanchali Bhattacharjee	6	1	--	--	--	--	--	--	--	--	--	--

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20. Areas of consultancy and income generated: **NA**

21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards....: **None**

22. Student projects: **None**
a) Percentage of students who have done in-house projects including inter departmental/ programme: **NA**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NA**

23. Awards / Recognitions received by faculty and students

Faculty	Award/Recognition
Dr. Sabitri Dutta	UGC-Junior Research Fellowship; Teacher Fellowship (under Faculty Development Program of UGC, XIth Plan); 3rd rank in M.Sc in Economics, University of Calcutta
Ms. Sanchali Bhattacharya	Ist rank in M.Phil in Economics, University of Calcutta

24. List of eminent academicians and scientists / visitors to the department: **None**

Name	Designation	Year of visit
Dr. Anjan Sengupta	Principal, Maharaja Shrish Chandra College	2008
Dr. Jyotish Prakash Ghosh	Head, Department of Economics, West Bengal State University	2010
Dr. Mainak Roy	Head, Department of Economics, RBC College	2015

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**
a) National: **NA**
b) International: **NA**

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc General with Economics as a Subject	92	66	42	24	43%
B.Com General with Economics as a Subject	450	293	246	47	81%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc General with Economics as a	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression: **NA**

30. Details of Infrastructural facilities
a) Library: **Departmental Library with 70 books & Central library with 2940 books**
b) Internet facilities for Staff & Students: UGC –**Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on hared basis.**
c) Class rooms with ICT facility: **Department uses Smart classroom for presentation and teaching purpose**
d) Laboratories: **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **None as such**

33. Teaching methods adopted to improve student learning:
- **Special classes are taken for weak students.**
- **Power Point Presentation of relevant topics**
- **Class tests are taken and regular assessments are done**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities of the college.**

35. SWOC analysis of the department and Future plans:

SWOC:
- **Strengths**: Faculty Members, Well-Stocked Library
- **Weakness**: Less attendance of students
- **Opportunity**: To make the students aware of the recent developments in the economy happening all over the country, and in the process making the students more motivated towards the subject. This will be helpful for them when they will enter in the job market.

- **Challenges:** Motivate students for learning, Achieve better results

Future Plans:
1. To achieve better result in University Examinations.
2. To encourage students to pursue post-graduation studies and interdisciplinary research after completion of their graduation.
3. To inspire students to participate in Seminars.
4. To train them to arrange and participate in departmental seminar held occasionally.
5. To make our library more adapt by bringing more books.

Annexure

I. **DR. SABITRI DUTTA**

Sl. No.	Type of Publicatio n/ Research Work	ISSN No./ ISBN No.	Status of the Publisher	Title of the books/Research paper	Year of Publication
1.	Journal: Research Work	Web Link: http://dx.doi.org/10.1155/2015/428217	International (Hindwai.)	"Exposure to HAP and the Regional Pattern of Air-related Morbidity in India: A Multivariate Analysis"	2015
2.	Journal: Research Work	2322- 5939	International (Kerman University)	"Is Provision of Health Care sufficient to ensure Better access? An exploration of the Scope of Public-Private Partnership in India	2015
3.	Journal: Research Work	0975- 4253	International (SAGE)	"Exposure to Indoor Air Pollution & Women Health: The Situation in Urban India",	2014
4.	Journal: Research Work	0972- 1185	National (BEA)	Air Pollution Exposure in Kolkata: An Assessment of Decadal Change	2008
5.	Book Chapter: Research Work	9781- 322- 1123- 5	National (SPRINGER)	'Indoor Air Pollution and Incidence of Morbidity: a Study on Urban West Bengal	2013

II. **SANCHALI BHATTACHARYYA**

Sl. No.	Type of Publication/ Research Work	ISSN No./ ISBN No.	Status of the Publisher	Title of the books/Research paper	Year of Publication
1.	Journal: Research Work	ISSN: 2231-315X	State	A Multiplicative Approach of HDI – An Alternative Axiomatic Approach	2013
2.	Journal: Research Work	ISSN: 2231-315X	State	Inequality Adjusted HDI : An Overview	2012
3.	Book: Research Work	ISBN : 978-3-8443-0241-7	International	Quality of Life Indicator – As an Improvement of Human Development Index	2011
4.	Journal: Research Work	ISSN : 0975-0800	State	A Comparative Study of Quality of Life Indicator (QLI) Overtime of South & East Asian Countries	2011
5.	Journal: Research Work	ISSN : 0974-9144	State	Quality of Life Indicator (QLI) : To Measure Current Well-Being	2010
6.	Journal: Research Work	-	State	A Contemporary Study on Measurement of Quality of Life	2010
7.	Journal: Research Work	-	State	Economic Aspect of Education – Estimates, World Patterns, Problems and Controversies	2009

EVALUATIVE REPORT OF THE DEPARTMENT OF MATHEMATICS

1. Name of the department: **MATHEMATICS**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.Sc (General) with Mathematics**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **The department takes theoretical and practical classes of Business Mathematics and Statistics (General) & Information Technology and its Application in Business (General) for B. Com (Honours & General).**

7. Courses in collaboration with other universities, industries, foreign institutions, etc**. NA**

8. Details of courses/programmes discontinued (if any) with reasons: **NA**

9. Number of teaching posts

Teaching Post	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Abul Kalam Mondal	M. Sc, Ph. D	Assistant Professor	Differential Geometry	5 yrs

11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NA**

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.Sc General	2014-15	4:1
B.com Honours & General	2014-15	273:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

PhD	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NA**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NA**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

Faculty	Peer reviewed Journal		listed in International Database	Monographs	Book Chapter	Books edited	Books with ISBN/ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	International										
Dr. Abul Kalam Mondal	03	13	--	--	--	--	--	--	--	--	Mentioned in the annexure	--

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards…. **Engaged as a reviewer of two international peer reviewed journals- "British Journal of Mathematics & Computer Science" (ISSN: 2231-0851) and "Thai Journal of Mathematics" (ISSN: 1686-0209)**

22. Student projects: **NA**

a) Percentage of students who have done in-house projects including inter departmental/programme: **None**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

23. Awards / Recognitions received by faculty and students: **NA**

24. List of eminent academicians and scientists / visitors to the department: **NA**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NA**

a) National

b) International

26. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	75%
B.Sc General with Mathematics as a subject	2013	10	4	3	1	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc(MTMG)	100%	0%	0%
B. Com(H&G)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression: **NA**

30. Details of Infrastructural facilities

a) Library: **Departmental library with 50 books and Central Library with 909 books**

b) Internet facilities for Staff & Students: **UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility in Journalism Lab; Internet facility for the students in library on shared basis.**

c) Class rooms with ICT facility: **One IT laboratory for Commerce students (the class is taken by the Mathematics department as referred in point 6)**

d) Laboratories: **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NA**

33. Teaching methods adopted to improve student learning: **NA**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities like environment and health awareness programs, traffic awareness program etc.**

35. SWOC analysis of the department and Future plans

Strengths:
- Dedicated faculty members
- Personalized guidance for weaker students
- Well stocked library

Weaknesses:
- Lack of infrastructural facility and human resource to conduct the course with the help of some innovative techniques.

Opportunity:
- Better utilization of faculty for the benefit of the students.

Challenges:
- To encourage the students to develop their true interest in the subject.

Future Plans:
- The department has a plan to introduce an Honours course in Mathematics.
- To achieve better results in university examination.
- To make our library more upgraded and resourceful by bringing more books.

Annexure

I. DR ABUL KALAM MONDAL

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication	Impact factor
1.	**Journal**; Research Work	0352-9665	International, FactaUniversitatis(NIS)	Ricci solitons and Gradient Ricci Solitons in an LP-SAsakian Manifold,	2014	--
2.	**Journal**; Research Work	0126-6705	International, Bulletin of Malaysia Mathematical Society.	The structure of some classes of 3-dimensional normal almost contact metric manifolds	2013	0.586
3.	**Journal**; Research Work	1024-8684	International, Kuwait Journal of Science and Engineering	Hypersurfaces of Kenmotsu manifolds endowed with a quarter-symmetric non-metric connection	2012	0.16
4.	**Journal**; Research Work	2090-6307	International, ISRN Geometry	Quarter-symmetric non-metric connection on P-Sasakian manifolds	2012	--
5.	**Journal**; Research Work	1537-5978	International, Mathematical Sciences Research Journal,	On a special class of 3-dimensional Trans-Sasakian manifolds	2012	--
6.	**Journal**; Research Work	0916-5746	International, SUT Journal of Mathematics,	3-dimensional quasi-Sakian manifolds and Ricci solitons,SUT journal of Mathematics	2012	--
7.	**Journal**; Research Work	2222-4424	International, Tamsui Oxford Journal of Information and Mathematical Sciences	Some Theorems on 3-dimensional Quasi-SasakianManifolds	2011	--
8.	**Journal**; Research Work	0916-5746	International, SUT journal of Mathematics	Quarter-symmetric metric connection on 3-dimensional quasi-Sasakianmanifolds	2010	--
9.	**Journal**; Research Work	1454-511x	International, Differential Geometry and Dynamical System,	Second order parallel tensor on N(k)-contact metric manifolds, Differential Geometry and Dynamical System	2010	--
10.	**Journal**; Research Work	1224-1784	International, Analele Stiintifice ale Universitatii **Ovidius Constanta**	Second order parallel tensor on (k, μ)-contact metric manifolds	2010	0.333
11.	**Journal**; Research Work	1225-1763	International, Korean Mathematical Society	On 3-dimensional normal almost contact metric manifolds satisfying certain curvature conditions	2009	--
12.	**Journal**; Research Work	0019-3577	International, IndagationesMathematicae(Elsevier)	On φ-quasi-conformally symmetric Sasakian manifolds	2009	0.382
13.	**Journal**; Research Work	1821-1291	International, Bulletin of Mathematical Analysis and applications	, Some properties of a quarter-symmetric metric connection on a Sasakianmanifold	2009	1.043
14.	**Journal**; Research Work	0019-5324	National, Indian Journal of Mathematics .	On LP-Sasakian manifolds satisfying certain curvature conditions	2010	--
15.	**Journal**; Research Work	--	National, Bulletin Calcutta Mathematical Society	M-projective curvature tensor on a Sasakian manifold	2009	--
16.	**Journal**; Research Work	0973-5933	National, Bulletin Pure and Applied Mathematics	On almost pseudo projective symmetric manifolds	2008	--

EVALUATIVE REPORT OF THE DEPARTMENT OF PHILOSOPHY

1. Name of the department: **PHILOSOPHY**

2. Year of Establishment: **2009**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Ph.D., etc.): **B.A (General) with Philosophy as a subject.**

4. Names of Interdisciplinary courses and the departments/units involved: **N.A**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **N.A**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **N. A**

8. Details of courses/programmes discontinued (if any) with reasons: **N.A**

9. Number of teaching posts

Teaching Post	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	00	00
Contractual Whole Time Teacher	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Sudipta Samanta	M.A , M.Phil	Contractual Whole Time Teacher	Naya-Vaisesika	6

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **N.A**

13. Student -Teacher Ratio (programme wise):

Course	Year	Student – Teacher ratio
B.A General in Philosophy	2014	52:1

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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

M.Phil	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **N.A**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **N. A**

18. Research Centre /facility recognized by the University: N.A

19. Publications:
a) Publication per faculty:

Faculty	Peer reviewed Journal		Listed in International Database	Monographs	Book Chapter	Books edited	Books with ISBN /ISSN	Citation index	SNIP	SJR	Impact factor	h-index
	National	International										
Smt. Sudipta Samanta	--	--	--	--	01	--	--	--	--	--	--	--

20. Areas of consultancy and income generated: **N. A**

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards…. : **None**

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: **70 %**
b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: **N. A**

23. Awards / Recognitions received by faculty and students: **N.A**

24. List of eminent academicians and scientists / visitors to the department

Name	Affiliation	Date of visit
Professor Tapan Kumar Chakraborty	Former Professor, Department of Philosophy, Jadavpur University. Guest Professor, Department of Philosophy, WBSU & KU	22.03.2011
Professor Indrani Sanyal	Department of Philosophy, Jadavpur University.	22.03.2011
Professor Ratna Dutta Sharma	Department of Philosophy, Jadavpur University.	22.03.2011
Professor Dulal Mukhopadhyay	Former Professor, Department of Education, Kalyani University	22.03.2011
Dr. Sabita Samanta	HOD, Department of Philosophy, West Bengal State University	22.03.2011
Dr. Abhijit Kumar Paul	HOD, Department of Education, West Bengal State University	22.03.2011
Dr. Bijon Sarkar	Department of Education, Kalyani University	22.03.2011

25. Seminars/ Conferences/Workshops organized & the source of funding:

Seminar/Conference/Workshop	Level	Date	Topic	Speakers	Funding Agency
One day Seminar (in collaboration with West Bengal State University)	State	22.03.12	Impact and Relevance of Indian Philosophy on Education	Prof. Tapan Kumar Chakraborty; Prof. Indrani Sanyal; Prof. Ratna Dutta Sharma; Prof. Dulal Mukhopadhyay; Dr. Sabita Samanta; Dr. Bijon Sarkar	UGC

26. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
Under Graduate Course of B.A General (2014)	2014	37	20	08	12	24%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General	100% of Students from the same state	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression: **NA**

30. Details of Infrastructural facilities
a) Library: **Central (264 books) & Departmental Library (92 books)**
b) Internet facilities for Staff & Students: **UGC –Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **Department uses Smart Class Room for presentation and teaching purposes.**
 d) Laboratories: **N. A**

31. Number of students receiving financial assistance from college, university, government or   other agencies: **We maintain the data centrally for the college as a whole; no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **UGC Seminar organized**.

33. Teaching methods adopted to improve student learning:
To ensure and sustain quality in student learning, the department has introduced the compulsory project work, paper presentation, class tests. Tutorial classes are also offered for the betterment of result according to the student's interests.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities like environment and health awareness programs, traffic awareness program etc.**

35. SWOC analysis of the department and Future plans:
Strengths:
- Well stocked library
- Computerization facility with internet in the central library.
- Interdisciplinary project.

Weakness:
- Less number of students.

Opportunity:
- Better utilization of faculty and infrastructure for the benefit of the students.

Challenges:
- To encourage the students to develop their true interest in the subject.

Future plans:

- Carry forward the necessary work to open the Honours Course in subject Philosophy.
- Want to enrich Central and Departmental Library with more relevant books which would help students in their academic activities.
- Willing to conduct workshop and special lectures on various topics on the basis of student's interest in the same subject and also from the periphery of their academic syllabus.

Annexure

SUDIPTA SAMANTA

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	0975-6833	National	Swami Vivekanander Dorshoner Moner Swarupgata Bhumika	2009
2.	Book Chapter; Research Work	978-93-81170-23-6 (Ebong Mushayera)	State	Santrasbad Ekti Paryalochona	2011

EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE

1. Name of the department: **POLITICAL SCIENCE**

2. Year of Establishment: **2006**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A General with Political Science as a subject**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **None**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

9. Number of Teaching posts

Teaching posts	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	0	0
Guest faculty	2 (Sanctioned by GB of the College)	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms. Saswati Banerjee	M.A in Political Science	Guest Lecturer	Public Administration	4

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **100%**

13. Student -Teacher Ratio (programme wise)

Course	Year	Student – Teacher ratio
B.A General with Political Science as a subject	2014	250:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG

PG	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre /facility recognized by the University: **Nil**

19. Publications: **None as such**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards....: **None as such**

22. Student projects: **Nil**
a) Percentage of students who have done in-house projects including inter departmental/ programme: **Nil**
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students

Faculty	Award/Recognition
Ms. Saswati Banerjee	1st rank in M.A (Political Science) from West Bengal State University

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**
a) National
b) International

26. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A General with Political Science as a subject	2014	219	154	86	68	48.42

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General with Political Science as a	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

29. Student progression: **NA**

30. Details of Infrastructural facilities
a) Library: **Central Library (with 194 books)**
b) Internet facilities for Staff & Students: **Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **Department uses Smart Class Room for presentation and teaching purposes.**
d) Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies: **We maintain the data centrally for the college as a whole, no department specific data is preserved.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **None**

33. Teaching methods adopted to improve student learning: **Students are taught by group discussion method; Class tests are taken; Special classes are arranged for slow learners**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities of the college.**

35. SWOC analysis of the department and Future plans

Strengths:
- A dedicated faculty
- Well stocked Library
- Internet facility

Weaknesses:
- Less number of students
- Non availability of regular/permanent faculty

Opportunities:
- Scope for interdisciplinary research

Challenges:
Motivated students for better learning

Future Plan:
- To ensure and sustain quality in education
- Encourage students to develop their sense of getting involved in Indian polity.

Annexure

SASWATI BANERJEE

Sl. No.	Type of Publication/ Research Work	ISSN/ISBN No.	Status of the Publisher/ Journal	Title of the Books/Papers Published in the Journal	Year of Publication
1.	Journal; Research Work	2231-315X	State	Food Security Bill; Will the Poor Really Benefit?	2013

EVALUATIVE REPORT OF THE DEPARTMENT OF SANSKRIT

1. Name of the department: **SANSKRIT**

2. Year of Establishment: **2009**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A General**

4. Names of Interdisciplinary courses and the departments/units involved: **None**

5. Annual/ semester/choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **None**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

9. Number of Teaching posts

Teaching Post	Sanctioned		Filled
Professors	0		0
Associate Professors	0		0
Asst. Professors	0		0
Guest faculty	1	(Sanctioned by GB of the College)	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri Pramit Kumar Ghosh	M.A in Sanskrit	Guest Lecturer	Kabya	1	Nil

11. List of senior visiting faculty: **None**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **100%**

13. Student -Teacher Ratio (programme wise)

Course	Year	Student – Teacher ratio
B.A General with Sanskrit as a subject	2014	66:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG

PG	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre /facility recognized by the University: **Nil**

19. Publications: **Nil**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards....: **None as such**

22. Student projects: **Nil**
23. Percentage of students who have done in-house projects including inter departmental/ programme: **Nil**

24. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

25. Awards / Recognitions received by faculty and students

Faculty	Award/Recognition
Sri Pramit Kumar Ghosh	Shyama Prasad Mukherjee Award

26. List of eminent academicians and scientists / visitors to the department

Name	Affiliation	Date/year of visit
Sri Ayan Bhattacharyya	Associate Professor, Department of Sanskrit, West Bengal State University	2014

27. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**
a) National
b) International

28. Student profile programme/course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A General with Sanskrit as a subject	2014	47	28	3	25	37.14

*M = Male *F = Female

29. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General with Sanskrit as a subject	100%	0%	0%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **None**

31. Student progression: **NA**

32. Details of Infrastructural facilities
a) Library: **Central Library (with 134 books)**
b) Internet facilities for Staff & Students: **Network Resource Centre (for staff); Laptop with internet facility (for staff); Internet facility for the students in library on shared basis.**
c) Class rooms with ICT facility: **None**
d) Laboratories: **Nil**

33. Number of students receiving financial assistance from college, university, government or other agencies: **None**

34. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **None**

35. Teaching methods adopted to improve student learning: **Class tests are taken; Special classes are arranged for slow learners**

36. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities of the college.**

37. SWOC analysis of the department and Future plans

Strengths:
- A dedicated faculty
- Well stock Library
- Internet facility

Weakness
- Less number of students attending classes
- Non availability of regular/permanent faculty

Opportunities:
- Scope for interdisciplinary research involving other departments and institutes

Challenges:
- Motivated students for better learning

Future Plan
- To ensure and sustain quality in education
- To reuse the curriculum of UG course
- Encourage students to develop their creative writing

POST ACCREDITATION INITIATIVES

Dum Dum Motijheel Rabindra Mahavidyalaya has made attempts to address areas pointed out by the Peer Team at the time of the Exit Meeting after the 1st Cycle of Accreditation in 2006. The College has taken all the possible initiatives in academics and allied areas, which are potentially beneficial for the students.
 The Self Study Report records all the initiatives and achievements.

The more important ones are highlighted below.

- New Courses opened at UG levels to address growing demands for higher education in the locality. The new courses which have been added are B.A Honours and General course in Bengali, English, Education, History, Journalism & Mass Communication; B.Sc Honours and General Course in Geography, B.A/B.Sc General Courses in Economics, Mathematics, Political Science, Philosophy, & Sanskrit.

- Courses in Communicative English and IT have been recently introduced.

- ICT enabled and related infrastructure are being constantly enhanced and upgraded. Interactive White board with a LCD projector is used for class presentation. All the departments have been provided with Laptops and antivirus with internet facility. The entire campus is Wi-Fi enabled. Students can access the internet in library and in the IT laboratory. Geography, Journalism & Education Laboratory has sufficient number of Computer to cater to the needs of the students.

- Special attention given to Library modernization, up-gradation of ambience to create suitable atmosphere for resource usage.

- INFLIBNET – NLIST (SOUL) has been introduced in the Library.

- Extension in Campus in the form of increase in the number of classrooms, renovation of auditorium, canteen etc. are continuously pursued through fund-seeking and utilization within time. Utilisation of Merged scheme building, purchasing of books, journals and equipments are the significant advancements.

- The NSS unit has been expanded manifold. A significant number of students participate in the NSS activities every year. Some of the activities are Environmental Awareness Program, Traffic Awareness Program, Literacy and Health awareness Program etc.

- The College has opened a NCC Boy's Unit and regular training is being held.

- 18 classrooms have been added to the new building of the college. A Plan has been sanctioned for construction of another new building in the vacant land within the campus.

- A Reprographic facility has been started to facilitate and support the students.

- A Career and Counselling Cell has been running successfully and several seminars and workshops have been organised in the cell for the benefit of the students.

- Greater attention is being given to physical fitness and a more modern gymnasium with more user-friendly equipment has been set up.

- Elevator has been set up and is operating especially for physically disabled students.

- A more comprehensive research environment has been set up. Teachers are very keen to take research projects and many of our faculty members have undertaken Minor Research Project under UGC funding.

- The college has taken all the initiatives for opening Post Graduation Course in Commerce. Inspection from State Council and Affiliating University has already been done and approval is awaited.

- Women's Grievance Redressal Cell has been established and complaints, if, any, are taken care off.

- RTI cell has been initiated as directed by UGC guidelines.

- Anti-Ragging Cell has been initiated successfully and has no complaints to its credit.

- Internal Complaint Committee has been registered and is running effectively.

- A fully functional IQAC is running successfully.

- A girl's hostel has been hired in the vicinity of the college to help the students coming from different districts. The girl's hostel is monitored and supported by a supervisor, a caretaker and a maid.

- A local playground has been hired and an agreement made with the local committee to use the ground as and when required.
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PROJECTIONS

- Setting up of PG department in Commerce.
- Setting up of Library with more space and resource.
- Usage of non-conventional energy like solar power in campus in limited capacity.

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA

(Affiliated to the West Bengal State University & Recognised Under Sec. 2f & 12B of the UGC Act)
208/B/2, Dum Dum Road, Kolkata – 700074

Ref. No. ....   Date ....

Declaration

I, certify that the data provided in the Self Study Report are true to the best of my knowledge. The SSR has been prepared internally by the faculty of the college and the NAAC Coordinators. The report presented awaits the verification and evaluation by the NAAC peer team during their visit to this college. The Institution has uploaded the SSR on its website on 22/12/2015 and has intimated to the NAAC authority.

Dr. Sandip Dasgupta
Principal and Secretary
Dum Dum Motijheel Rabindra Mahavidyalaya

ENCLOSURES

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone :   (033) 2335 4767
Fax   :   (033) 2335 0586

ज्ञान-विज्ञान विमुक्तये

No.F. WC2-044/07-08(ERO/ XI Plan)   November 26, 2009

To

The Principal/ Teacher In-charge,
Dum Dum Motijheel Rabindra Mahavidyalaya,
208/B/2 Dum Dum Road, Kolkata,
West Bengal-700074.

Sub: Allocation for College Development and Merged Schemes – Eleventh Plan.

Sir/Madam,

        Please find enclosed herewith the details of allocation for College Development and Merged Schemes during the Eleventh Plan.

                                                        Yours faithfully,

                                                        (Dr. Ratnabali Banerjee)
                                                        Joint Secretary

Encl.: As above.

WB State

Memo of Development Grant

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UNIVERSITY GRANTS COMMISSION

Allocation for College Development and Merged Schemes – Eleventh Plan.

1. Name of College with Address: Dum Dum Motijheel Rabindra Mahavidyalaya, Kolkata - 700074

2. Development Assistance for Undergraduate Education.

Sl.No.	Item	Grant allocated (Rs.)	1st instalment sanctioned (20% of allocation, except building)
1	Books and Journals	400000.00	80000.00
2	Equipment	400000.00	80000.00
3	Maintenance of Equipment	0.00	0.00
4	Construction/ Extension/ Renovation of Building (Specify type of Building)	850000.00	0.00
5	Improvement of facilities in existing premises	0.00	0.00
6	Enhancement of initiative for competence building	0.00	0.00
7	Examination reform	0.00	0.00
8	Educational innovation	0.00	0.00
9	Field work/ Study tours	50000.00	10000.00
10	Extension activities	0.00	0.00
	Total:	1700000.00	170000.00

'On account' grant already released : Rs. 665856/- (to be used for items approved, other than Sl. No.4, Building)

3. Professional Courses leading to degree

Sl.No.	Name of Course	Grant allocated (Rs.)	1st instalment sanctioned (20% of allocation)
1		0.00	0.00
	Total:	0.00	0.00

Memo of Development Grant (Contd..)

Additional Grant/ Schemes Merged with Development Grants.

Sl. No.	Name of Scheme	Item	Amount allocated (Rs.)	% of allocation sanctioned	Amount sanctioned (Rs.) b.r.*
1	Improvement of facilities in existing premises	Common room and toilet facilities for Women	200000.00	0%	0.00
2	Rejuvenation of Infrastructure in Old Colleges (Established before 15th August, 1947)	Building	0.00	0%	0.00
3	'Catch-up' grant for Young Colleges (Recognized under Sections 2 (f) and 12 B during Tenth Plan and thereafter)	Building (Limited to Rs.9.00 lakh)	0.00	0%	0.00
		Books and Journals	0.00	100%	0.00
		Equipment	0.00	100%	0.00
4	Colleges located in Rural/Remote/ Border/ Hill/ Tribal Areas (Certificate of location from Govt. Officer not below the rank of BDO to be furnished)	Accommodation for teachers/ students on rental basis	0.00	20%	0.00
		Conveyance allowance to students	0.00	20%	0.00
		Developing and implementing location specific curricula	0.00	20%	0.00
5	Colleges with relatively higher proportion of SC/ST/OBC (excluding creamy layer) and Minorities (At least 35% of the students may comprise SC/ST/OBC (non-creamy layer)/ Minorities/economically deprived/ physically challenged or College is Minority Institution)	Stipend for students. For Economically Deprived, BPL (Below Poverty Line) Card Holder of the concerned State/UT	0.00	20%	0.00
6	Special grant for enhancement of initiative for capacity building in Colleges	Books and Journals	100000.00	20%	20000.00
		Equipment	100000.00	20%	20000.00
		Building: Classroom, laboratory	400000.00	0%	0.00
		Furniture, fixtures for new classroom, laboratory	100000.00	0%	0.00
7	Establishment of Day Care Centers in Colleges	Essential facilities	0.00	100%	0.00

*b.r. – being released.

Sl. No.	Name of Scheme	Item	Amount allocated (Rs.)	% of allocation sanctioned	Amount sanctioned (Rs.)
8	Colleges in Backward Areas (Identified Districts enclosed)	Building (Limited to Rs.9.00 lakh)	900000.00	0%	0.00
		Books and Journals	100000.00	100%	100000.00
		Equipment including PC (where not adequate, more than 50 students per PC)	200000.00	100%	200000.00
9	Establishment of UGC-Network Resource Centre (UGC-NRC) (First time assistance)	Pentium PC (latest) Printer, UPS, Software, Fax Modem	250000.00	90%	225000.00
		Internet Connectivity	50000.00	20%	10000.00
	Establishment of UGC-Network Resource Centre (UGC-NRC) (Second time assistance)	Purchase/ upgradation of computers	0.00	90%	0.00
		Internet Connectivity	0.00	20%	0.00
10	Equal Opportunity Centre in Colleges	Contingency, meetings, honorarium to Advisor (PG College: Rs.0.50 lakh p.a., UG College: Rs.0.30 lakh p.a.)	0.00	20%	0.00
		Short term course on positive discrimination (Rs.0.25 lakh p.a.)	0.00	20%	0.00
11	Remedial Coaching for SC/ST/OBC (excluding creamy layer) and Minorities.	Equipment	0.00	100%	0.00
		Books, Journals, Study Materials	0.00	100%	0.00
		Recurring items including honorarium, remuneration, TA, payment to part-time LDC, Contingency	0.00	20%	0.00

Memo of Development Grant (Contd..)

Sl. No.	Name of Scheme	Item	Amount allocated (Rs.)	% of allocation sanctioned	Amount sanctioned (Rs.)
12	Coaching for NET/SET for SC/ST/OBC (excluding creamy layer) and Minorities (Colleges with Postgraduate departments only)	Equipment	0.00	100%	0.00
		Books, Journals, Study Materials	0.00	100%	0.00
		Recurring items including honorarium, remuneration, TA, hospitality, Payment to Part-time LDC, Contingency	0.00	20%	0.00
13	Coaching classes for entry in services for SC/ST/OBC (excluding creamy layer) and Minorities.	Equipment	0.00	100%	0.00
		Books, Journals, Study Materials	0.00	100%	0.00
		Recurring items including honorarium, remuneration, TA, hospitality, payment to Part-time LDC, Contingency	0.00	20%	0.00
14(i)	Higher Education for persons with special needs (HEPSN) Component 1 Establishment of Enabling Units for differently-abled persons.	General administration, stationery, contingency, services of experts and personnel for organizing awareness programmes,	0.00	20%	0.00
		Honorarium to Coordinator	0.00	20%	0.00
	Component 2 Providing access to differently-abled persons (one time assistance)	Ramps, rails, toilets, etc. to suit special needs of differently-abled persons.	0.00	0%	0.00
	Component 3 Providing special equipment to augment educational services for differently-abled persons (one time assistance)	Computers with screen reading software, low-vision aids, scanners, mobility devices.	0.00	100%	0.00

Memo of Development Grant (Contd..)

14(ii)	Financial assistance to visually challenged teachers	Payment to Reader, purchase of Braille books/material, recorded materials, equipment	0.00	20%	0.00
15	Career and Counselling Cell	Computers with internet, Laser printer, photocopier, Fax	200000.00	100%	200000.00
		Hiring charges, TA/DA to Counsellor, Resource persons, payment of honorarium, reading material, contingency	500000.00	20%	100000.00
	TOTAL:		3100000.00		875000.00

Grant (total)   Rs. 4800000.00

Memo of Development Grant (Contd..)

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R/ow 21/5/2014

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

No. WBS-011/12-13   (ERO) ID No.   WBS-011   Date: 28-Mar-14

The Accounts Officer   S.No. 222174
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year (2013-14), during XIIth Plan, to
Dum Dum Motijheel Rabindra Mahavidyalaya

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs.   999200
towards the scheme   **XIIth Plan College Development**
to the Principal,   **Dum Dum Motijheel Rabindra Mahavidyalaya**
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Undergraduate Plan Block Grant	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Plan Block Grant-Head-31	669600	0	267840	267840
Plan Block Grant-Head-35	2678400	340000	731360	1071360
Total			999200	

The College is requested to note:
A.   SC concentrated district: SC-15%, ST-7.5%, General (including Minorities)-77.5%
B.   ST concentrated district: ST-15%, SC-7.5%, General (including Minorities)-77.5%
C.   General district: General-77.5%, SC-15% and ST-7.5%
D.   No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

2. The sanctioned amount is debitable to Head 1.B-(i)b   and valid for payment during the financial year 2013-14 only.
3. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:

    (a) Details (Name & Address) of Account Holder:
       Principal,
       Dum Dum Motijheel Rabindra Mahavidyalaya
       208/B/2 Dum Dum Road, Kolkata
       West Bengal   700074

    (b) Account No.: 0117010088161

    (c) Name & Address of Branch: United Bank of India, Dum Dum, Kolkata

    (d) MICR Code of Branch: 700027045

    (e) IFSC Code : UTBIODUM 129

    (f) Type of Account : SB/Current/Cash Credit.

4. The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
5. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs,2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
7. The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
8. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
9. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

Memo of Plan Block Grant (Contd..)

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone : (033) 2335 4767
Fax : (033) 2335 0586
E-mail : ugcero_Kolkata@yahoo.in

BY SPEED POST

No: F.IQAC-W-356/13-14 (ERO)

March, 2014

√ The Accounts Officer
Eastern Regional Office,
University Grants Commission,
Kolkata.

Sub: Release of Grant under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period.

Sir/Madam,

The UGC Head Office orders No.F.6-2/2014(IQAC)/ERO/RO) dated 13.03.2014.The Commission has decided to release of grants under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period Accordingly, I am directed to convey the approval of Chairman, UGC to allocate and sanction of **Rs.3,00,000/-** to Dum Dum Motijheel Rabindra Mahavidyalaya, 208/B/2 Dum Dum Road, Kolkata, West Bengal 700074 for the XII Plan period as detailed below:

Sl No.	Purpose of grant (Head of Account 4(xvi)	Amount allocated (Rs.)	Grant already sanctioned (Rs.)	Grant now being sanctioned (Rs.)	Total Grant (Rs.)	Balance grant (Rs.)
A	**Capital Head-35**					
1.	Office Equipment	60,000/-				
	Total:A	60000/-				
B	**General Head-31**					
1.	Honorarium to the Director/Coordinator, IQAC @Rs.1000 X 12 X 5	60,000/-				
2.	Hiring Services for Secretarial & Technical Services	60,000/-				
3.	ICTs Communication expenses	70,000/-				
4.	Contingencies	50,000/-				
	Total:B	2,40,000/-				
	Grand Total:A+B	3,00,000/-	NIL	3,00,000/-	3,00,000/-	NIL

2.   The sanctioned amount is debitable to Head of Account as detailed below.

Amount sanctioned (Rs.)	For General (77.5%) (Rs.)	For SC 15% (Rs.)	For ST 7.5% (Rs.)
3,00,000/-	232500/-	45000/-	22500/-

3.   The sanctioned amount is debitable to 4(xvi) and is valid for payment during the finacial year 2013-2014 only.

4.   **The XIIth plan guidelines available in the UGC website www.ugc.ac.in may be reffered by the college for the composition of the committee, function and follow-up actions of IQAC. The college shall incurr expenditure on items as given in the guidelines.**

5.   The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (Drawing and Disbursing Officer), University Grants Commission, on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following detail
(a) Details (Name & Address) of Account Holder:
      Principal,
(b) Account No.: 0117010088161
(c) Name & Address of Branch: United Bank of India, Dum Dum, Kolkata
(d) MICR Code of Branch: 700027045
(e) IFSC Code: UTBIODUM 129
(f) Type of Account: SB/Current/Cash Credit.

6.   The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the College/Institution.

7.   The University/College shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8.   The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend Their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't

Memo of grant under IQAC in colleges

National Assessment and Accreditation Council

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the

Dum Dum Motijheel Rabindra Mahavidyalaya

Dum Dum Road, Kolkata

affiliated to University of Calcutta, West Bengal as

Accredited

at the B^+ level.

Date : February 02, 2006

NAAC

Director

- This certification is valid for a period of *Five* years with effect from February 02, 2006
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C* grade, 65-70-C** grade, 70-75- B grade, 75-80- B* grade, 80-85-B** grade, 85-90- A grade, 90-95-A* grade, 95-100-A** grade (upper limits exclusive)

NAAC Accreditation Certificate Cycle 1

MASTER PLAN OF THE COLLEGE

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALA
208/B/2, DUM DUM ROAD, KOLKATA- 700074

INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD 01.04.2013 TO 31.03.2014

	SCHEDULE	AMOUNT(Rs.) 31.03.2014
INCOME		
Fees, Fines & Other Fees	I	3,642,320.00
Income from Other Sources	J	477,846.17
		4,120,166.17
EXPENDITURE		
Administrative & Establishment Exp. Account	K	2,009,297.00
Deprection on Fixed Assets		1,345,283.00
Total		**3,354,580.00**
Excess of Income Over Expenditure		765,586.17
Total		**4,120,166.17**

In terms of our attached report of even date
FOR S. N. SINGH & COMPANY
Chartered Accountants
Firm Registration No.005886C

CA Diptendu Pal
PARTNER
Membership No. 058934

Place: Kolkata- 700084
Dated : 28th November, 2015

Audit Report 2013-14

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALA
208/B/2, DUM DUM ROAD, KOLKATA- 700074

INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD 01.04.2012 TO 31.03.2013

	SCHEDULE	AMOUNT(Rs.) 31.03.2013
INCOME		
Fees, Fines & Other Fees	I	3,794,290.00
Income from Other Sources	J	513,745.00
Surplus from Dum Dum Motijheel Study Center (Under University of Kalyani)		-
		4,308,035.00
EXPENDITURE		
Administrative & Establishment Exp. Account	K	1,683,309.00
Deprection on Fixed Assets		1,538,018.00
Total		3,221,327.00
Excess of Income Over Expenditure		1,086,708.00
Total		4,308,035.00

In terms of our attached report of even date
FOR S. N. SINGH & COMPANY
Chartered Accountants
Firm Registration No.005886C

CA Diptendu Pal
PARTNER
Membership No. 058934

Place: Kolkata- 700084
Dated : 15.10.2015.

Audit Report 2012-13

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
208/B/2, DUM DUM ROAD KOLKATA-700074

__INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD 01-04-2011 TO 31-03-2012__

	SCHEDULE	Amount (Rs.) 31.03.2012
INCOME		
Fees ,Fines & Other Fees	I	2,712,427.00
Income from Other Sources	J	529,501.00
Surplus from Dum Dum Motijheel Study Centre		224,811.00
(Under University of Kalyani)		
		3,466,739.00
EXPENDITURE		
Administrative & Establishment Exp. Account	K	1,751,142.57
Depreciation on Fixed Assets		1,491,991.00
		3,243,133.57
Excess of Income Over Expenditure		223,605.43
Balance carried forward to General Fund Account		223,605.43

In terms of our Report of Even Date
For S. N. SINGH & COMPANY
Chartered Accountants
FRN No.005886C

(CA Diptendu Pal)
PARTNER
M. No.058934
Skyline Residency, Block"C", Garia Garden
Place : Kolkata-700084
Dated : 02.05.2014.

Principal & Secretary
Dum Dum Motijheel
Rabindra Mahavidyalaya

Audit Report 2011-12