

**The Annual Quality Assurance Report (AQAR) of the IQAC  
For the academic year 2012-2013**

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution	BHAIRAB GANGULY COLLEGE
1.2 Address Line 1	2, FEEDER ROAD
City/Town	BELGHARIA
State	WEST BENGAL
Pin Code	KOLKATA- 700 056
Institution e-mail address	bhairab1968@gmail.com
Contact Nos.	(033) 25643191/25532280
Name of the Head of the Institution:	DR. MINAKSHI RAY
Tel. No. with STD Code:	(033) 25643191
Mobile:	+919830596188
Name of the IQAC Co-ordinator:	DR.PARTHA BASU
Mobile:	9433004211
IQAC e-mail address:	bgc.iqac@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	BGC1968
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/45/A&A/52 dated 28-03-2008

1.5 Website address:

www.bhairabgangulycollege.ac.in

Web-link of the AQAR:

http://www.bhairabgangulycollege.ac.in/AQAR2012-13.doc

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.24	2008	Upto 28 <sup>th</sup> March, 2013

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

25/03/2009

1.8 AQAR for the year

2012-2013

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

- i. AQAR \_\_\_\_\_ 2008-2009 \_\_\_\_\_ (30/10/2013)
- ii. AQAR \_\_\_\_\_ 2009-2010 \_\_\_\_\_ (30/10/2013)
- iii. AQAR \_\_\_\_\_ 2010-2011 \_\_\_\_\_ (26/06/2014)
- iv. AQAR \_\_\_\_\_ 2011-2012 \_\_\_\_\_ (13/08/2014)

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

WEST BENGAL STATE UNIVERSITY  
(WBSU)

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

Autonomy by State/Central Govt. / University

Partial Autonomy (For Post Graduate courses)

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="14"/>

2.10 No. of IQAC meetings held : 02

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	Faculty	<input type="text" value="1"/>		
Non-Teaching Staff	Students	<input type="text" value="-"/>	Alumni	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="10"/>	International	<input type="text" value="-"/>	National	<input type="text" value="-"/>	State	<input type="text" value="1"/>	Institution Level	<input type="text" value="9"/>
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(ii) Themes

1. Seminar on “The Evaluation of Bengali Film” held on 3<sup>rd</sup> September, 2012.
2. ‘Dengue’ : Prevention and Cure ( in collaboration with school of tropical medicine), held on 15<sup>th</sup> September, 2012.
3. Glimpse of advanced Physics held on 18<sup>th</sup> September, 2012. (State Level)
4. Swami Vivekananda as a role model for the youth, held on 5<sup>th</sup> January, 2013.
5. Life and works of Sukumar Ray, held on 5<sup>th</sup> January, 2013.
6. Swami Vivekananda: His life and works, held on 14-01-2013.
7. ‘Indian Philosophy’, held on 24-02-13
8. Psychology and Social Philosophy, held on 01-03-13.
9. ‘Manto’ as fiction writer, held on 01-12-13.
10. On Vedic Culture and Civilization, held on 11-12-2012

2.14 Significant Activities and contributions made by IQAC

- (i) Appreciable number of seminars were organized with participation from other Colleges and research institutes as well.
- (ii) Departments were encouraged to publish wall magazines
- (iii) ‘Feedback response’ was taken from all outgoing students.
- (iv) On-line admission for the 1<sup>st</sup> year students was successfully undertaken.
- (v) Library up-gradation was done with inclusion of e-books, e-journals and digital database.
- (vi) Laboratory facilities were organized and upgraded with the purchase of new instruments.
- (vii) Instruments for practical courses, Desktops ,laptops, printers and projectors were purchased form total grant of Rs. 1466900 (Rs. 216900 + Rs.1250000) sanctioned by UGC during the session.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Shifting of the canteen from the present site to an appropriate site accordingly to the verbal recommendation of NAAC. The College has applied to a Member of Parliament for a special grant for the purpose.</li> <li>2. Laboratory for Applied Climatology for Post Graduate Course in Geography to be created.</li> <li>3. Creation of Advanced Geomorphology laboratory.</li> <li>4. Purchase of new books for P.G. Departments.</li> <li>5. Proposal for purchase of equipments and computers is submitted to UGC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Meteorological observatory has been installed as planned in 2011-2012.</li> <li>2. Laboratory for applied climatology has been set-up.</li> <li>3. 438 New books worth Rs. 1,49,208.00 were purchased for the P.G. departments from College fund.</li> <li>4. UGC sanctioned the grant of Rs. 14,66,900.00 Equipments and computers were purchased utilizing the fund.</li> </ol>

\* *Attach the Academic Calendar of the year as Annexure.* No such academic calendar was prepared by IQAC, though institutional academic calendar is published in the prospectus annually.  
(Annexure I)

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

More of job oriented vocation courses to be introduced with a view of generating employability of students. Please see **annexure-II**

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1 ( NSOU)	0	0	0
PG	3	1(in Urdu)	4	0
UG	23	0	0	0
PG Diploma**	3			
Advanced Diploma				
Diploma				
Certificate#	2			
Others@	1			
<b>Total</b>	33	1	4	0
Interdisciplinary*	2			
Innovative				

\*\* PG DDM, PG JMC, PR&AD

# GIS, BPP;

@ BLIS

\* i) Botany & Geography, ii) Commerce, Mathematics & Economics

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (P.G.)
Trimester	0
Annual	23 (U.G.)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

In **Annexure III** an analysis of the feed-back obtained from the outgoing U.G. students, on different aspects is given.

Feed back from parents are generally obtained by the respective departments during the parent-teachers meetings held.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision/update of syllabi of U.G. Courses is not under the scope of the College.  
No. Change in syllabus of the P.G. courses was done in this year.

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

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	16	23		2 (Reader)

2.2 No. of permanent faculty with Ph.D.

26
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	6	0	0	-	-	-	-	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

34(Guest)	30(visiting)	43(CWTT&PTT)
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2.5 Faculty participation in conferences and symposia \*

No. of Faculty	International level	National level	State level
Attended	11	28	12
Presented papers	12	23	03
Resource Persons	-	1	-

\*all data including visiting faculties.

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>i) Students are encouraged to give brief talks in departmental seminars.</li> <li>ii) Students are escorted by teachers to attend seminars in other institutions.</li> <li>iii) PPT presentations given by teachers &amp; students</li> <li>iv) Teachers organize in-house 'study circle'.</li> <li>v) Wall magazines published by each department and the students' Union as well.</li> </ul> |
|---|

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

216
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2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- |  |
|--|
| <ul style="list-style-type: none"> <li>i) Double valuation by dept. of Geography.</li> <li>ii) Number coding is done for evaluation in P.G. Courses</li> </ul> |
|--|

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

15		
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2.10 Average percentage of attendance of students

51%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Class/Division					Failed %	
		Distinction %	1 <sup>st</sup> class %	2 <sup>nd</sup> class %	Pass %	Dropout %		
M.A. in English	27		11.1	85.2	96.3	03.7		
M.Sc. in Geography	22		77.3	18.2	95.5		4.5	
M.Com.	22		59.1	27.3	86.4		13.6	
Title of the Programme	Total no. of students appeared	Class/Division					(Part not cleared) PNC%	Failed %
		Distinction %*	1 <sup>st</sup> class %	2 <sup>nd</sup> class %	P-division %	Pass %		
B.A. (Hons.)	200		3	74.5	7.5	85	14.5	.05
B.Sc. (Hons.)	144		15.9	59	2.8	77.7	18.1	4.2
B.Com. (Hons.)	163		6.7	79.8	8.5	95	5	x
Title of the Programme	Total no. of students appeared	Division					(Part not cleared) PNC %	Failed %
		Distinction %	1 <sup>st</sup> %	2 <sup>nd</sup> %	P-division %	Pass %		
B.A. (Genl.)	401			4	44	48	48	4
B.Sc. (Genl.)	144		16	60	2.8	78.8	17	4.2
B.Com. (Genl.)	163			11.1	36.1	47.2	52.2	0.6

- \* (i) One student in History (Hons.) stood 1<sup>st</sup> in the University  
(ii) One student in Geography (Hons.) stood 1<sup>st</sup> in the University

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

IQAC is not directly involved in the monitoring / evaluation of the teaching & learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily (Existing no.)
Administrative Staff	09	03	00	04
Technical Staff	30	04	00	13

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The department of Geography has published monographs containing the reports of the project work of the P.G. course students.
- Department of Journalism has published a news letter named 'Sambad Bhairab' where students & teachers have reported various news items.
- Short documentary films, prepared by students of Department of Journalism were screened for general viewing to encourage others to document interesting events on celluloid.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	–	–	01	–
Outlay in Rs. Lakhs	–	–	10 lakhs	–

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	–	03
Outlay in Rs. Lakhs (for 2012-2013)	5.00947 Lakhs	–	–	–

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	5	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		2	2

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1.5 yrs.	ICSSR	10 Lakhs	
Minor Projects		ICSSR		76,125/-
		UGC		37,600/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			10 Lakhs	1,13,725/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

\* UGC Fund sanctioned for purchase of equipments: Rs. 2,16,900.00 sanctioned on 20-07-12 and Rs.12,50,000.00 sanctioned on 01-11-12.

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			01		09
Sponsoring agencies			College Fund		College Fund

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year	Type of Patent	Number
	National	Applied
Granted		-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
6	-	-	-	-	-	6

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

(NSS cadet- Purnima Sardar participated in Republic Day parade held in New Delhi.)

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="13"/>	Any other	<input type="text" value="-"/>

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

Please see **Annexure (IV)**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8.33 acres			8.33 acres
Class rooms	1159.01m <sup>2</sup>	46.8 m <sup>2</sup>		1205.81 m <sup>2</sup>
Laboratories	892.98 m <sup>2</sup>	23.4 m <sup>2</sup>		916.38 m <sup>2</sup>
Seminar Halls	283.77 m <sup>2</sup>	–		283.77 m <sup>2</sup>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		1 (X-erox Machine)	College	
Value of the equipment purchased during the year (Rs. in Lakhs)	2.93665 lakhs	3.71452 lakhs 13.98250 lakhs	College UGC	20.63367 lakhs
Others	11.67928 lakhs	3.31150 lakhs	UGC	14.99078 lakhs

#### 4.2 Computerization of administration and library

1. The offices under administrative section have the necessary number of computers. Digital records related to the admission & examination results are maintained systematically. All financial records are also digitally maintained and updated regularly.
2. Computerized catalogue system is available in the library. Students can access the books through OPAC e-Books. e-Journals are also accessible to the teachers and the students.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5561	7,60,996/-	54	18,390/-	5614	7,79,386/-
Reference Books	21638	29,77,638/-	450	1,49,542/-	22088	31,27,180/-
e-Books			100000		100000	
Journals						
e-Journals			5100		5100	
Digital Database					12000	
CD & Video						
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	115	4	65	1	–	4	18	1
Added	55 (43 desk tops+12 lap-t ops)	3(Maths, Physics, Journalism)	80	1	–	5	48	2
Total	170	7	145	2	–	9		3

Please see Annexure V

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

1. Almost all the faculties are computer literate.
2. The students get knowledge of computer and of various special software according to their curriculum.
3. 145 computer terminals are equipped with internet facility .

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

i) ICT	3.04553 lakhs
ii) Campus Infrastructure and facilities	6.99230 lakhs
iii) Equipments	21.00852 lakhs
iv) Others	8.73061 lakhs
<b>Total :</b>	lakhs

## Criterion – V

### 5. Student Support and Progression

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

1. An orientation programme is held at the beginning of the new session for the first year students where they are intimated elaborately on the student support services by the Principal and the senior staff members.
2. Students are provided with College prospectus where various student support services are mentioned in detail.
3. The grievance and redressal cell addresses the grievance of students and take necessary action. Grievance boxes are installed on each floor for the purpose.
4. An active 'Gender Sensitization and Prevention of Sexual Harassment Cell' takes up any complaints (verbal or written) on related issues. Complaint boxes (2) are installed. The Chairperson of the cell addresses the newcomers during their orientation programme.
5. Student welfare committee grants free studentship and other financial aid from the aid fund of the College. The committee puts up notice on the notice boards as well as an on web-site for the purpose.

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

Class tests and mid-term examination are taken by the College. Guardians are informed about the progress of their wards through guardian-meeting organized by the departments. A compulsory guardian-meeting is held for the 1<sup>st</sup> year students after they take their mid-term examination.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3756	170	01 (under NSOU)	–

For U.G. Course

Men

No	%
2043	54.39

Women

No	%
1713	45.61

For P.G. Course

Men

No	%
69	40.6

Women

No	%
101	59.4

(b) No. of students outside the state

Nil

(c) No. of international students

01

Programme	Last Year(2011-2012)						This Year(2012-2013)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
PG	133	12	1	7	0	153	144	19	01	06	0	170
UG	4016	412	28	20	2	4478	3362	355	18	18	03	3756

Demand ratio 4.78:1(P.G.)      Dropout % 0.01 (P.G.)  
4.1:1(U.G.)                              0.04.(U.G.)

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

No such coaching could be arranged by the College in this session

No. of students beneficiaries

N.A.

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

A programme was organized by the Placement Cell of the College to explore placement opportunity and career avenues in collaboration with Pep BIZ on 28.09.12.

No. of students benefitted

60

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
IGNITE on 26-11-2012.	50	NIL	Not Known

## 5.8 Details of gender sensitization programmes

- A detail discussion was taken up on the questionnaire on Gender Sensitization issues sent by UGC.
- In an effort to create awareness among students and staff on issues related to Gender Sensitization, posters are displayed on notice-boards, canteen, library and other important positions.

## 5.9 Students Activities

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

State/ University<sup>✓</sup> level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University<sup>✓</sup> level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

Financial support from	Founding Body	Number of students	Amount
Financial support from institution	Students' Aid Fund	539	1,42,130/-
	Students' Welfare Fund	233	1,09,320/-
Financial support from government	Merit Cum Means from West Bengal Govt. and West Bengal Minority Development & Finance Corporation.	196	11,29,100/-
Financial support from other sources	Principal's Personal Donation	14	8,350/-
	Jindal Foundation	4	10,800/-
Number of students who received International/ National recognitions		Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

\* i) Blood Donation camp with 100 donors held on 2<sup>nd</sup> Sept., 2012.

ii) Dengue Awareness Programme organized by the students' Union at 2 wards of Kamarhati Municipality on 19<sup>th</sup> September, 2012.

iii) Students' Union donated medicines worth Rs. 1 lakh to the children of the adopted slum at Prantik Nagar on January 2013.

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Vision – is embodied in Vivekananda’s the Upanishad: ‘Arise, awake and stop not till the goal is reached.’

The mission of the institution is to provide all around development of the students, nurture in them the spirit of cooperation, keeping space with the global changes in academic arena.

Mission of the College summarized through the following Vedic text “Charan bai madhu bindati charan swadudumbaran Suryasa pasya sromanam yon a tantrayate charan charai bati.”

#### 6.2 Does the Institution has a management Information System

Yes, the institution applies MIS in various procedures like student admission, evaluation, examination and attendance. MIS is also applied for maintaining financial records. All such records are maintained in computer data base.

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

##### 6.3.1 Curriculum Development

1. The teachers who are members of Board of studies for U.G. in the parent University actively participate and contribute to the curriculum development.
2. All the P.G. departments formulate their respective syllabi.

##### 6.3.2 Teaching and Learning

1. Continuous assessment to carried out for practical papers in laboratory based subjects. Stress is also given to viva-voce and group discussion.
2. Special practical classes are taken in the science departments for the betterment of weak students.
3. Student seminars are organized and students are encouraged to deliver talks on various topics.
4. Eminent persons from different University or Institution are invited to give special lectures.
5. ICT’s are adopted in some departments.

### 6.3.3 Examination and Evaluation

1. Examination and Evaluation methods for U.G. departments are according to the University norms.
2. College conducts midterm examinations for 1<sup>st</sup> year students.
3. College conducts test examinations for all students.
4. Class tests are also taken by the teachers as and when required.
5. Semester system is adopted in the P.G. departments.

### 6.3.4 Research and Development

1. Eleven Teachers are pursuing their Ph.D. work.
2. Three teachers are running their projects.
3. One faculty has a research student. Few other have applied to the parent University for permission to guide students for Ph.D.
4. Large number of faculties participate/ present paper in conferences.
5. Appreciable number of papers (17 by the teachers ) have been published in reputed Journals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. 504 new text and reference books were purchased in the central library.
2. Two new class rooms (46.8 sq.m) has been added.
3. One new laboratory space (23.4sq.m.) has been created.
4. Many departments utilise the ICT facility in teaching learning process.
5. 43 desktops and 12 lap-tops have been added.
6. Instruments purchased worth Rs. 3,07,622.00 using the UGC fund.

### 6.3.6 Human Resource Management

1. Different committees and cells are formed viz. Students' Welfare Committee, Students' Attendance Committee, Disciplinary Committee, Grievance & Redressal Cell, Cell for Gender Sensitization etc. which take care of sound maintenance of academic and social environment of the College campus.
2. Different wings of the Students' Union viz. Games and Sports Unit, Cultural Unit, Students' Welfare Unit under the guidance of teachers take an active part in human resource management.

### 6.3.7 Faculty and Staff recruitment

There is acute shortage of faculty and technical staff in the College. Permission seeking recruitment of 7 non-teaching staff has been submitted to the Higher Education Department of the State.

A prayer for creating of 6 teaching post has been sent to the Higher Education Department.

Requisitions for filling-up vacant teaching post (On retirement) are sent to the College Service Commission (CSC). No recruitment from CSC currently.

### 6.3.8 Industry Interaction / Collaboration

1. A programme was organized on 28.09.12 by the Placement Cell of the College where an career counselling company PepBiz interacted with the students regarding placement opportunities and career avenues. Approximately sixty students were benefitted.

2. A quality training programme was organized by the placement cell in collaboration with IGNITE an IT sector organization under TCS on 26.11.12. About fifty students attended the programme.

### 6.3.9 Admission of Students

On-line admission is continued in both P.G. Courses and U.G. Courses. Admission norms are followed as the University norms. Admission is strictly on merit.

### 6.4 Welfare schemes for

Teaching	Group Insurance
Non teaching	Staff health insurance is provided with death gratuity for accidental death (benefit of Rs. 1,00,000.00)
Students	<ul style="list-style-type: none"><li>• Concession in fees for needy students</li><li>• New India Assurance Company covers medical expenses under an Accident Insurance Scheme : Upto Rs. 20,000.00 benefit with an annual premium of Rs. 10 per student.</li></ul>

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes



No





6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No*	–	–	–
Administrative	Yes	Appointed by the Dept. of Higher Education	Yes	Tarun Kanti Sengupta

\*Formal academic audit is not initiated. Academic data regarding laboratory up-gradation, Library enrichment, faculty strength and subsequent quality improvement is sent to the State Council of Higher Education for inspection with regard to affiliation to new course of study.

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input checked="" type="checkbox"/> *	No	<input type="checkbox"/>

\* P.G. results are published with 4 to 5 weeks after exam.

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

The College done not have any scope for examination reforms. It follows the norms of the parent University.

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

Not applicable

6.11 Activities and support from the Alumni Association

Alumni of the Post Graduate courses actively participate in seminars and other activities organized by the departments. Participation by the alumni of the undergraduate courses in the sphere of extension activities of the college is not appreciable. Some of them enthusiastically participate in the cultural events.

6.12 Activities and support from the Parent – Teacher Association

Parent-teacher meeting are held after the mid-term examination of the 1<sup>st</sup> year. Parents are intimated on the performance, attendance and conduct of the students in the class from time to time by the departments. The college feels the need of a 'Parent-Teacher Association' but response from parents is very limited. Parents are keen on matters related to academics mainly.

#### 6.13 Development programmes for support staff

- i) A proposal to form employees' co-operation credit society took formal shape in a meeting convened for the purpose.
- ii) A recommendation to construct concrete roof of guard's quarter was adopted in the meeting of Finance Committee subject to the approval of Governing Body and availability of fund.

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

1. Tree plantation programme is held on regular basis.
2. The college is a tobacco free campus with one smoking zone.
3. Cleaning activities (larva- killing) are done by the NSS cadets and students' union of the College in the monsoon season.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The central addressing system has been extended to over the Post Graduate sections and annexure building.
2. 14 close circuit cameras (CCTV) have been installed at strategic position in the College campus.

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

1. Meteorological Observatory (Outdoor laboratory) has been installed for post graduate students of Geography Department having specialization in Climatology.
2. Purchase of new equipments and computers from UGC grant of Rs. 2,16,900.00 sanctioned on 20.07.12 and Rs. 12,50,000.00 sanctioned on 01.11.12.
3. New laboratory for applied climatology has been created for Master Degree in Geography Department.
4. Books worth Rs. 1,49,208.00 was purchased.

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

1. Annual health check-up and blood donation camp (about 100 donors) are organized by the Students' Union and NSS Unit of the College.
2. Social welfare and awareness activities are undertaken among the under privileged cross-section of the neighbourhood primarily by the NSS Unit of the College.

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

7.4 Contribution to environmental awareness / protection

1. Campus cleaning and environmental awareness programme were held on 24.03.2013 in the neighbourhood area by NSS.
2. Tree plantation programme is held on regular basis in the College campus.

7.5 Whether environmental audit was conducted? Yes  No

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

a) Strength	i) Green College campus with a sprawling play ground ii) Highly qualified faculties. iii) Active NSS Unit iv) Cordial teacher-students relationship.
b) Weakness	i) Intake of poor quality students ii) High absenteases of students iii) Fall of teacher strength in the substantive posts.

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

1. Plans for introducing more job oriented vocational courses in the next session.
2. A medical check-up unit has to be established in the campus.
3. Shifting and construction of a new canteen as verbally suggested by NAAC Peer Team.
4. A language lab is to be established for Post Graduate Courses in English
5. Post Graduation in Journalism is in popular demand and a proposal for it is to be submitted to the University.

*Name : Dr. Partha Basu*

*Name : Dr. Minakshi Ray*





*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

*Session – 2012-13*

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### Institutional Academic Calendar

Session 2012 July–2013 June

#### July, 2012

2<sup>nd</sup> July : First working day starts

Admission continues for 1<sup>st</sup> year students (upto 1<sup>st</sup> week of July)

Welcome address for 1<sup>st</sup> year students (2<sup>nd</sup> week of July)

Admission - 3<sup>rd</sup> Year (3<sup>rd</sup> and 4<sup>th</sup> week of July)

#### August, 2012

Admission - 2<sup>nd</sup> year (1<sup>st</sup> and 2<sup>nd</sup> week of August)

1<sup>st</sup> year and 3<sup>rd</sup> year B.A., B.Sc., B.Com. (Hons & Gen) Classes will be held from 1<sup>st</sup> week of August.

Tree plantation programme (2<sup>nd</sup> week of August)

2<sup>nd</sup> year B.A., B.Sc., B.Com. (Hons. & Gen.) Classes will be held from 3<sup>rd</sup> week of August.

15th August - Independence Day celebration.

#### September, 2012

Normal classes continue

3<sup>rd</sup> Sept - College Foundation Day Celebration and Prize distribution ceremony

5<sup>th</sup> September - Teachers' Day - Football Match (Teaching Staff, NTS vs Students)

Blood Donation Camp organized by Students' Union Freshers Welcome

#### October, 2012

Normal classes continue

Cultural Competition - 1<sup>st</sup> & 2<sup>nd</sup> week of October

Puja Vacation from 19<sup>th</sup> October 2012

#### November, 2012

Classes resume after Puja Vacation on and from 19<sup>th</sup> November 2012

Publication of College Magazine (4<sup>th</sup> week of Nov.)

#### December, 2012

Normal classes continue

Mid Term Test for 1<sup>st</sup> year (B.A., B.Sc., B.Com) H + G (2<sup>nd</sup> week of December)

BHAIRAB GANGULY COLLEGE

Sports - (3<sup>rd</sup> week of Dec) Indoor + Outdoor  
Winter Recess from 25<sup>th</sup> Dec. 2012 to 1<sup>st</sup> Jan 2013

### January, 2013

Normal Classes continue.  
Students Union election.  
Selection Test for 3<sup>rd</sup> year students (H & G) (2<sup>nd</sup> week of January)  
26<sup>th</sup> January - Celebration of Republic Day

### February, 2013

Selection Test for 2<sup>nd</sup> year (H & G) (3<sup>rd</sup> week of February)  
Bhasha Dibas" - Celebration (21<sup>st</sup> Feb 2013)

### March, 2013

Selection Test for 1<sup>st</sup> year (1++G) (3<sup>rd</sup> week of March)  
College Social

### April, 2013

WBSU Examination

### May, 2013

WBSU Examination  
Summer Recess.

### June, 2013

WBSU Examination  
Summer Recess  
Admission for 1<sup>st</sup> year students

[This calendar is tentative and provisional. College Authority may change the schedule without any explanation, if needed.]

### **BHAIRAB GANGULY COLLEGE**

(Government Sponsored)  
NAAC Accredited Institution  
Belgharia, Kolkata - 700 056  
Phone : 2553-2280, 2564-3191  
email : [bgc\\_3191@yahoo.com](mailto:bgc_3191@yahoo.com)



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Excerpt from the proceedings of the Governing Body meeting held on 27-09-2014

Under Item No.- 8(a)

Annual Quality Assurance Report for the year 2012-13 prepared by the IQAC was placed before the house for consideration and constructive suggestion. The members appreciated the Institutional approach towards enhancement of academic infrastructure and positive role played by the members of the Internal Quality Assurance Cell. Resolved that more job oriented vocational courses be introduced with a view to generating employability of the students, to make them aware of rapidly changing business environment, to inculcate finest skill among them and to develop social responsibility to achieve the career objective and goal.

Sd/-  
Sri Madan Mitra,  
President, Governing Body

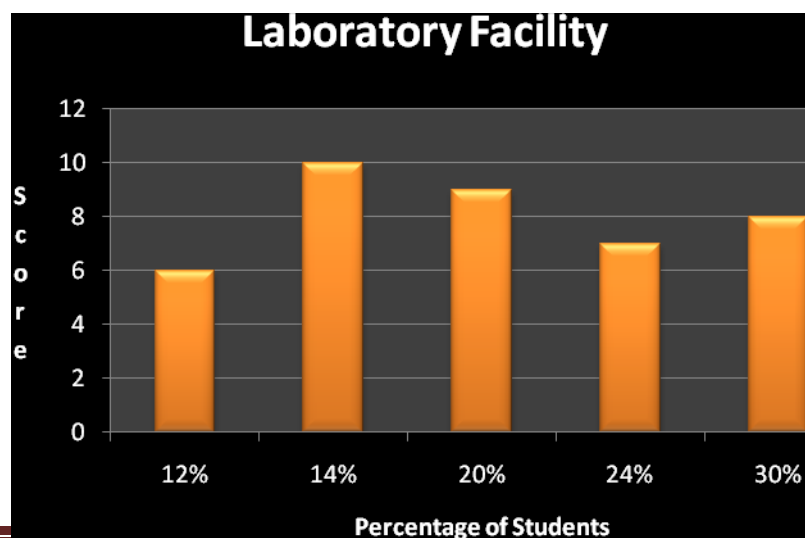
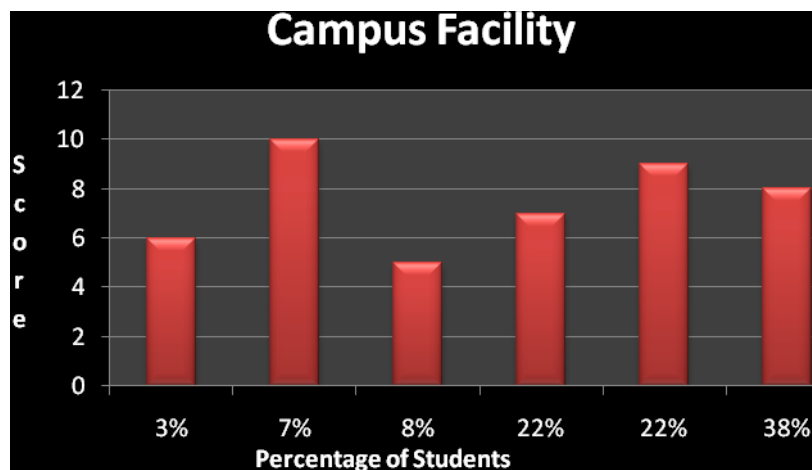
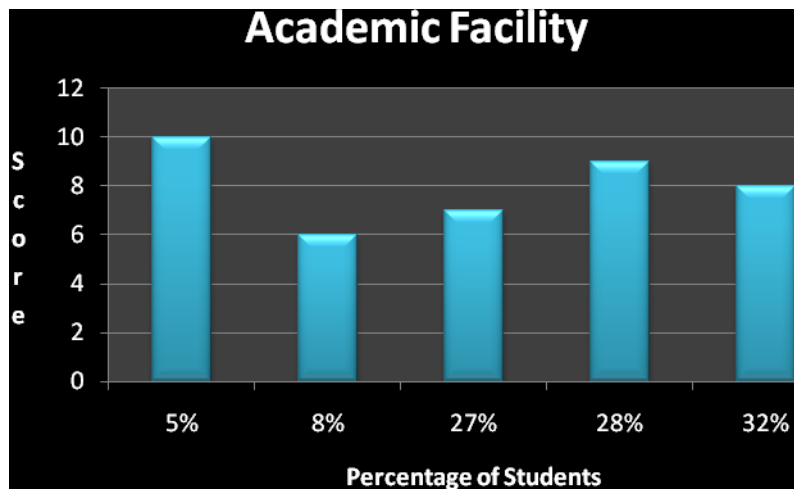
Attested

  
(Dr. M. Ray)  
Principal

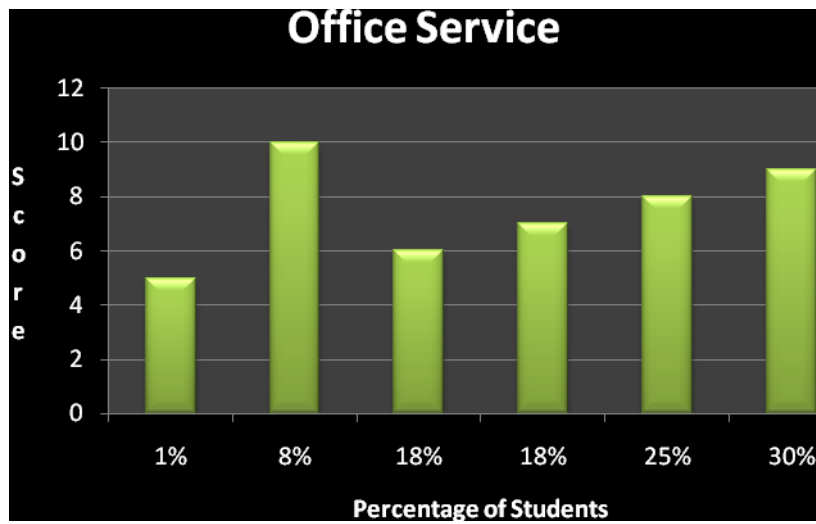
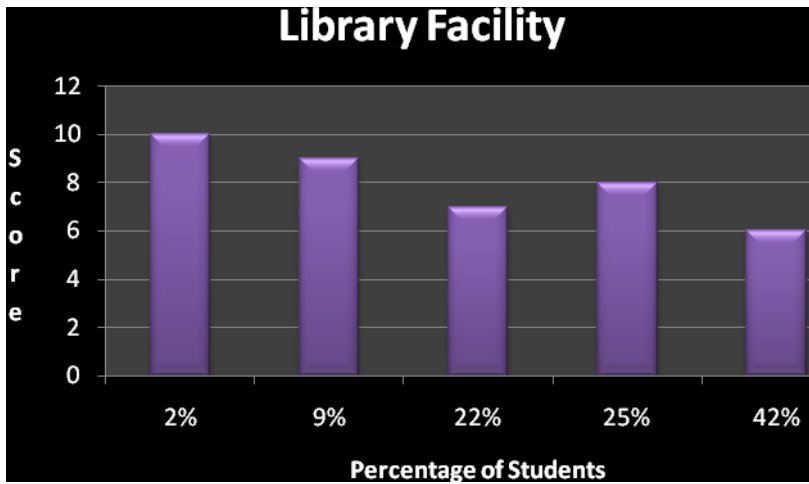
*Principal*  
Bhairab Ganguly College  
Belgharia, Kol-56

## Annexure (III) analysis of the feedback from students

Feed back taken (on 5 majore facilities) from 425 students of 3rd year Honours course, 2012-2013 (Maximum score 10)







## **Annexure (IV)**

### **Extension activities by the Students' Union**

1. **Blood donation** camp (with 100 donors) was organised by the Students' Union on 2<sup>nd</sup> Sept., 2012.
2. **Dengue Awareness Campaign** by the Students' Union in ward nos. 16 to 22 of Kamarhati Municipality on 19<sup>th</sup> September, 2012.
3. Students' Union **donated medicines** worth 1 lakhs to the people of adjoining slums.

### **Extension Activities organised by NSS**

1. **Safai Avizan** was held on 14-09-2012 and 19-09-2012 in the College campus & neighbouring areas by NSS Unit of the College. Larva-killing during monsoon is also undertaken.
2. NSS Volunteers of the College participated in the “**Aids Day Rally**” on 01-12-2012 organized by Noapara Vivekananda Social Welfare Society from Sithi More to Shyambazar in Kolkata.
3. **Sports** of “Srijan”, an organization for the underprivileged children of the neighbouring areas, held on 12-02-2013.
4. **Lectures on** (a) Disaster management in everyday life and (b) Awareness on HIV-AIDS was organised by the NSS unit on 21-3-2013 at the college auditorium.
5. Demonstrative and interactive **fire-drill** was organised in collaboration with W.B.Fire and Emergency services on 21-3-2013.
6. **Three lectures** were held on 22-3-13 on the following :
  - (a) Disaster Management concepts and disaster scenario in West Bengal
  - (b) Self-Efficacy and
  - (c) Legal aspects of violence on children and women at a seminar held
7. **Climbing practice** – as adventure sports: in collaboration with Kamarhati Trekker's Association was organized by NSS Unit on 23-3-13
8. **Household survey** at Prantiknagar slum was undertaken on 24-3-13.
9. **Health check-up camp** for Assessment & Consultation on: hearing, speech, vision, psychological status was conducted by Institute of Rehabilitations, Research & Education (IRRE) for infants & their mothers of Prantiknagar slum on 24-3-13.
10. **60 children** from Prantik Nagar slum are given training on dance, folk songs and recitation by the NSS volunteers.
11. **Training of First Aid** by St. John's Ambulance Brigade –II, W.B. was held on 25-3-13.
12. **Special lecture** on empowerment of women was held at the college auditorium on 25-3-13.
13. An **exhibition cum sale** of handicrafts prepared by the children of ‘Srijan's Community Welfare Project’ was held in March, 2013 during 7-days special camp.

## **Annexure-V**

<b>Department</b>	<b>No. of Laptops</b>	<b>No. Of Desktops</b>	<b>Others</b>
Electronics	1		
Maths		6	
Physics	2	5	
Commerce	2	3	1 projector
Pol. Science	1		
Geography	2		2 projectors
Chemistry	1	1	1 printer
Zoology	1	1	
Journalism		8	
Botany		1	
Bengali		2	
English		3	1 projector
Computer Sc.	2	5	
ASPM		1	
Others :			
a. Auditorium		1	1 projector
b. Staff Room		1	screen
c. Office		5	
Total	12	43	6