

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2013 to June 30, 2014)

Part – A

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | Sreegopal Banerjee College |
| 1.2 Address Line 1 | Village: Bagati, |
| Address Line 2 | P.O.: Magra, District: Hooghly |
| City/Town | Magra |
| State | West Bengal |
| Pin Code | 712148 |
| Institution e-mail address | sgbc_2003@yahoo.com |
| Contact Nos. | 033-26842706 |
| Name of the Head of the Institution: | Dr. Subrata Mandal |
| Tel. No. with STD Code: | 033-26842706 |
| Mobile | 91-9434029050 |
| Name of the IQAC Co-ordinator: | Banhi Baran Ghosh(upto 04.02.2015) Dr. Subhas Chandra Ghosh (From 05.02.2015 onwards) |

Mobile:

91-9474422571

IQAC e-mail address:

sgkalyani2014@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

14194

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/66/RAR/109 dated 21-02-2014

1.5 Website address:

www.sgbcollege.in

Web-link of the AQAR(2013-14):

http://www.sgbcollege.in/aqar-sgb.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR> 2012-13.doc

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | | 2006 | 2006-2011 |
| 2 | 2 nd Cycle | B | 2.37 | 2014 | 2014-2019 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

01.07.2006

1.8 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 2006-07 submitted to NAAC on 27.08.2007 (DD/MM/YYYY)

(ii) AQAR 2007-08 submitted to NAAC on 18.9.2008 (DD/MM/YYYY)

(iii) AQAR 2008-09 submitted to NAAC on 23.9.2009 (DD/MM/YYYY)

(iv) AQAR 2009-10 submitted to NAAC on 08.10.2010 (DD/MM/YYYY)

- (v) AQAR 2010-11 submitted to NAAC on 01.12.2011 (DD/MM/YYYY)
- (vi) AQAR 2011-12 submitted to NAAC on 21.09.2013 (DD/MM/YYYY)
- (vii) AQAR 2012-13 submitted to NAAC on 21.09.2013 (DD/MM/YYYY)
- (viii) AQAR 2013-14 submitted to NAAC on 17.10.2015 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

The University of Burdwan

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

DST Star Scheme

UGC-Special Assistance Programme

UGC-Innovative PG programmes

UGC-COP Programmes

UGC-CPE

UGC-CE

DST-FIST

Any other (*Specify*)

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

IQAC has managed to set up an annual scheme for collection of all-round data regarding the academic and administrative affairs of the institution with the objective of developing a database.

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">1. The campus is targeted to bring under CCTV surveillance.2. A new interdisciplinary peer-reviewed journal with ISSN is planned to be published.3. Our existing college magazine without ISSN is planned to be converted into a general literary magazine with ISSN. | <ol style="list-style-type: none">1. The campus is fully under CCTV surveillance.2. An interdisciplinary peer- reviewed journal (bilingual half yearly) is successfully published in the name of - "The Journal of Interdisciplinary Study" (JOIS) , ISSN 2395-325X (June,2015)3. General literary magazine in the name of "Sreegopal Banerjee College Patrika" with ISSN 2394-9325 is sanctioned. |

* The Academic Calendar of the year 2014-2015 has been attached as as Annexure II.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR 2014-15 was placed in the Governing Body of the college and approved subsequently on

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 18 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 18 | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | x |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

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

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

The institution has no autonomy in this regard. Any regulation or updating of syllabi is done by the University

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 |
|----------|------------------|----------------------|------------|--------------------------------------|
| 57+ [10] | 31 | 22 | Nil | 04(GLI)+[10] (Part-time Teachers) |

2.2 No. of permanent faculty with Ph.D.

33

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 |
| 12 | 14 | 00 | 00 | 00 | 00 | 00 | 00 | 12 | 14 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

32

Nil

Nil

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 00 | 11 | 01 |
| Presented papers | 03 | 09 | 02 |
| Resource Persons | Nil | Nil | 01 |

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

Computer literacy programme for interested students of our college has been initiated by the Career Counselling and Guidance centre of the college for providing basic computer knowledge and the participants were awarded Completion Certificate.

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

195

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

Nil

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

| | | |
|----|--|--|
| 05 | | |
|----|--|--|

2.10 Average percentage of attendance of students

| |
|--|
| Honours Students maintained their attendance as per rule |
|--|

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|-----------------|-------|-------|---------|----------|
| | | Distinction (%) | I (%) | II(%) | III (%) | Pass (%) |
| B.A.(Hons.& Gen.) | 464 | - | 2.38 | 43.54 | - | 45.91 |
| B.Sc.(Hons.& Gen.) | 86 | - | 16.28 | 39.54 | - | 55.82 |
| B.Com(Hons.& Gen.) | 22 | - | - | 63.64 | - | 63.64 |

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

IQAC regularly monitors the profile of the teachers for their CAS purpose. IQAC visits each department for monitoring their academic activity once a year and advise them how they can improve more. IQAC regularly collects data from each department and the faculties in a specific format and analyses the total academic performance of the college. At the beginning of the academic session IQAC adopts a few plan of action and institution takes utmost effort to realize it into success.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 05 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | |
| Orientation programmes | 01 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 02(Workshop) |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 07 | 15 | Nil | 02 |
| Technical Staff | 16 | 06 | Nil | Nil |

Criterion – III

3. Research, Consultancy and Extension

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

While pursuing the task of preparing SSR it was noted that a Research Committee should be constituted in the college. Accordingly, a committee was set up with the objective of facilitating and motivating research.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | -- | 00 | -- |
| Outlay in Rs. Lakhs | Nil | -- | 00 | -- |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | 03 | 03 | 01 |
| Outlay in Rs. Lakhs | Nil | 4.5 | 6.61 | 1.22 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 12 | 15 | 2 |
| Non-Peer Review Journals | Nil | 07 | Nil |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | Nil | 09 | Nil |

3.5 Details on Impact factor of publications: Not available

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 | Nil | Nil | Nil | Nil |
| Minor Projects | 2Yrs | UGC | 3.38 lac | 20,800/- |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects <i>(other than compulsory by the University)</i> | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |

| | | | | |
|-------|-----|-----|-----|-----|
| Total | Nil | Nil | Nil | Nil |
|-------|-----|-----|-----|-----|

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 | <input type="text" value="Nil"/> | CAS | <input type="text" value="Nil"/> | DST-FIST | <input type="text" value="Nil"/> |
| DPE | <input type="text" value="Nil"/> | | | DBT Scheme/funds | <input type="text" value="Nil"/> |

| | | | | | | |
|------------------|----------|----------------------------------|-----|----------------------------------|---------------------|----------------------------------|
| 3.9 For colleges | Autonomy | <input type="text" value="Nil"/> | CPE | <input type="text" value="Nil"/> | DBT Star Scheme | <input type="text" value="Nil"/> |
| | INSPIRE | <input type="text" value="Nil"/> | CE | <input type="text" value="Nil"/> | Any Other (specify) | <input type="text" value="Nil"/> |

3.10 Revenue generated through consultancy

| | | | | | | |
|--|---------------------|---------------|----------|-------|------------|---------|
| 3.11 No. of conferences organized by the Institution | Level | International | National | State | University | College |
| | Number | Nil | Nil | Nil | Nil | 09 |
| | Sponsoring agencies | Nil | Nil | Nil | Nil | College |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 00 | | | | 03 | | |

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

Nil

Nil

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

Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 95 State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 20

National level 07 International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level 01

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum Nil College forum Nil

NCC 10 NSS 05 Any other Nil

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

Nil

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 | 6.41 acres(sq.Mt.) | | | |
| Class rooms | 24 | | | |
| Laboratories | 14 | | | |
| Seminar Halls | | | | |
| No. of important equipments purchased (1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 3.2 | | |
| Others | | | | |

4.2 Computerization of administration and library

Administration and library have been partially computerised.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 37807 | * | 706 | * | 38513 | |
| Reference Books | | | 21 | | | |
| e-Books | Nil | | | | | |
| Journals | 13 | | 01 | | | |
| e-Journals | Nil | | Nil | | Nil | |
| Digital Database | - | | - | | - | |
| CD & Video | - | | 03 | | 03 | |
| Others (specify) | Nil | | Nil | | Nil | |

* As of 2012-2013 total books including text and reference were 37187 whose value is difficult to estimate as these have been accumulated since the inception of the library. Addition of books and journals since 2008-09 up to 2011-2012 in terms of numbers as well as values have been stated in the SSR sent for 2nd cycle Accreditation.

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart -ments | Others |
|----------|----------------------------|---------------|----------|------------------|------------------|--------|---------------|--------|
| Existing | 44(Desktop)+ 16(Laptop) | 02 | 11 | 01 | 01 | 03 | 13 | Nil |

| | | | | | | | | |
|-------|----------------------------|-----|-----|-----|-----|-----|----|-----|
| Added | 04(Desktop)+ 04(Laptop) | Nil | Nil | Nil | Nil | Nil | 01 | |
| Total | 68 | 02 | 11 | 01 | 01 | 03 | 14 | Nil |

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

All departments have desktops, laptops, internet access. Library also has the internet connection. Moreover, the college has a computer with internet access which was long ago funded by UGC under the scheme of UGC Network Resource Centre. The students use this for internet surfing.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|--------------------|
| i) ICT | Rs. 2.10148 |
| ii) Campus Infrastructure and facilities | Rs. 5.09545 |
| iii) Equipments | Rs. 2.10219 |
| iv) Others | Rs. 0.64508 |
| Total : | Rs. 9.94370 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC, not by itself, but through the departments, NSS, NCC, Career Counselling and Guidance Centre tries to instil in the minds of the students how to become socially conscious, academically sound and competitive in the real world.

5.2 Efforts made by the institution for tracking the progression

No particular effort was made in this direction, however, performance of the students in the examination, sports, NSS, NCC are acknowledged warmly.

5.3 (a) Total Number of students

| | | | |
|------|-----|--------|--------|
| UG | PG | Ph. D. | Others |
| 3413 | Nil | Nil | Nil |

(b) No. of students outside the state

Nil

Nil

(c) No. of international students

| | | | | | |
|-----|------|-------|-------|------|-------|
| Men | No | % | Women | No | % |
| | 1878 | 55.02 | | 1535 | 44.98 |

| General | Last Year | | | | | | This Year | | | | | |
|---------|-----------|-----|-----|-----------------------|----------|-------|-----------|-----|-----|-----|-----------------------|-------|
| | SC | ST | OBC | Physically Challenged | Minority | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 2033 | 898 | 131 | 159 | 00 | 245 | 3221 | 1778 | 983 | 112 | 252 | 00 | 3413 |

Demand ratio 1.7% Dropout % : 14.6%

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

No such mechanism was there.

No. of students beneficiaries Not applicable

5.5 No. of students qualified in these examinations : Information is not available.

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

5.6 Details of student counselling and career guidance

- A. A seminar on “ Career prospect in Insurance and Re-insurance in India and throughout the world & emerging dimensions of Insurance Industry in India and its position in the International Context” – was jointly organized by Career Counselling and Guidance Centre and Department of Commerce on 16.08.2014.
- B. A workshop on “Career Guidance & Impression Management through communication and presentation” – was organized on 26.09.2014.
- C. Computer literacy training programme for backward students organized by Career Counselling & Guidance Centre of the College during the period from 10.11.2014 to 13.01.2015.

No. of students benefitted Around 100 students

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 |
| Nil | Nil | Nil | Nil |

5.8 Details of gender sensitization programmes

No such programme was held this year

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events:

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|--------------------|--------------|
| Financial support from institution | 705 | Rs.22360.00 |
| Financial support from government | 247 | Rs.617500.00 |
| Financial support from other sources (Sitaram Jindal Foundation) | 01 | Rs.2400.00 |
| Number of students who received International/ National recognitions | 01(Inspired) | 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

NSS units have undertaken several activities with the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision, mission and objectives of our college are to make our students academically sound, mentally alert, socially conscious, morally upright, environmentally aware and “Man” in the true sense of the term.

6.2 Does the Institution has a management Information System

College authority provides information as per rule & guideline of RTI act.

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

6.3.1 Curriculum Development

Curricular planning & implementation is done by the college. Syllabus is divided into 3 modules throughout the year. Classes are taken based on modules. Educational excursion is organized by various departments

6.3.2 Teaching and Learning

Modern teaching methods like using projectors are being practiced besides chalk and talk. The departments organize Educational Excursions, advanced learner lectures, parent teacher meetings to discuss the development of student and consider the proposals of parents if any.

6.3.3 Examination and Evaluation

Regular class tests and test examinations are organized by the college. The individual departments organize Merit Tests to identify academically disadvantaged students.

6.3.4 Research and Development

Many of our teachers are involved in active research. 12 research papers of our teachers have been published in International peer reviewed Journals and 15 more have been published in National peer reviewed journals. There are three ongoing minor research projects. One MRP has been submitted for approval. Our college also publishes a peer reviewed journal for encouraging research activity.

6.3.5 Library, ICT and physical infrastructure / instrumentation

As per the recommendation of the NAAC peer team the college is striving to make the library fully computerized. Within the next 2-3 years. IQAC has recommended the installation of KOHA software for modernization of the library. The library now has three computers and a Xerox Machine. 90% of the books are catalogued in the computer. Almost all departments have internet connectivity, LCD projector, digital cameras etc. College also has a plan to build a modern auditorium which is very much required for conducting Seminars and Workshops.

6.3.6 Human Resource Management

The college encourages the teachers to participate in the Refreshers' Course, Orientation Programme, Workshops, Seminars and Conferences; also, they are encouraged to publish papers and books. The teachers awarded Ph.D. get felicitated by the Teachers' Council.

6.3.7 Faculty and Staff recruitment

The recruitment of permanent teaching faculties are conducted by WBCSC and outside the scope of the college. However, Selection of Guest teaching faculty and non-teaching staff, is carried out by the College authority.

6.3.8 Industry Interaction / Collaboration

Department of Commerce organises industry visit.

6.3.9 Admission of Students

Students are selected for admission to the various Degree Courses on the basis of merit at the previous qualifying examination and the reservation norms, through online process. For admission in Honours Course, the Merit List is prepared on the basis of sum total of aggregate marks (which include marks in Language I, Language II & best of three of the four remaining subjects) and Honours seeking subject.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | College employees' cooperative and credit society |
| Non teaching | Do |
| Students | Students aid fund: half free/full freeship: |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | | Yes | |
| Administrative | No | | No | |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

No such efforts were made

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

Information regarding this is not available to the college.

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meeting is held in each department each year from which the parents get a feel of how their wards have been doing and teachers try to take into account what the parents suggest.

6.13 Development programmes for support staff

Nil

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

- To make the campus eco friendly in terms of use of renewable energy, 10 SPV-SLS(Solar Photovoltaic Street Light) had been installed under the overall technical supervision & sanction of West Bengal Renewable Development Agency (WBREDA) in March 2012. These lights are being maintained and they continue to illuminate the campus at night.
- Plantation Programs have been organized each year under National Service Scheme (Unit I & II) scheduled activities and in NEAC programs.
- As of now no necessity has arisen for management of e-waste.

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.

CCTV has been installed in the college building at important places to ensure the security of the college property and to get prompt alert of any malfunctioning in the campus

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

Nil

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

- Campus cleanliness programme is running in the college by NCC and NSS units regularly with a fortnight interval.
- 'Green audit' is performed by the college on regular basis.

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

7.4 Contribution to environmental awareness / protection

- The Institute conducts Green Audit under the guidance of Ministry of Environment & Forests, Government of India & in State level by School of Fundamental Research, Government of West Bengal through Bio diversity Inventory Register, Preparation of Herbarium File containing local specimens of flora (collected & identified) & through household survey in 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 & 2014-15
- Department of Botany also maintains Herbarium file containing locally available specimens of flora .
- Solar Lamps have been installed in the college campus which are being maintained and used to illuminate the campus at night.

The School of Fundamental Research, Kolkata, under the aegis of Ministry of Environment and Forest, Government of India, had assigned this college the task of conducting four Awareness Programmes involving Workshop, Resource material, Padayatra and Audio Visual Campaign. The Action programme included Biodiversity Register and Renewable Energy- solar, wind and biogas.(Annexure-II).

7.5 Whether environmental audit was conducted? Yes No

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

Annexure IV

8. Plans of institution for next year

Introduction of smart classroom in the college is the prime target for the next year.

Introduction of Green Board for teaching learning.

Initiation of construction of new commerce building and the proposed Auditorium. Extension of existing building to provide separate rooms for different departments.

Initiation of online mode of collection for student fees.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

Abbreviations:

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

Annexure II

SREEGOPAL BANERJEE COLLEGE

BAGATI, MOGRA, HOOGHLY

Academic calendar for the session of 2014-15

| <u>01/07/2014-30/06/2015</u> | | | | | |
|-------------------------------------|------------------|-------------------|--|---|--|
| Month | Week | Dates in the week | Number of Holidays | No. of days available for holding class, admission etc. | Remarks |
| July'14 | 1 st | 1-6 | 1 (6/7-Sun) | 5 | 1-5:Exam |
| | 2 nd | 7-13 | 1 (13/7-Sun) | 6 | 7-12:Exam |
| | 3 rd | 14-20 | 1 (20/7-Sun) | 6 | 14-19:Exam |
| | 4 th | 21-27 | 2(21/7 - College Foundation day, 27/7- Sun) | 5 | 22-26:Exam |
| July-Aug'14 | 5 th | Jul.28-Aug.03 | 3(29&30/7-Id-Ul Fitar, 3/8-Sun) | 4 | 28-31:Exam 1&4 Aug: Exam |
| Aug'14 | 6 th | 4-10 | 1 (10/8-Sun) | 6 | 1 st yr. class starts from 9/8. |
| | 7 th | 11-17 | 2(15/8:Independence day & 17/8:Janmastami/Sun) | 4 | 2 nd yr. class starts from 13/8 |
| | 8 th | 18-24 | 1 (24/8:Sun) | 6 | 23/8: Nabinbaran |
| | 9 th | 25-31 | 1 (31/8:Sun) | 6 | |
| Sept'14 | 10 th | 1-7 | 1 (7/9:Sun) | 6 | |
| | 11 th | 8-14 | 1 (14/9:Sun) | 6 | |
| | 12 th | 15-21 | 2 (17/9:Viswakarma puja & 21/9:Sun) | 5 | |
| | 13 th | 22-28 | 2(23/9:Mahalaya & 28/9:Sun) | 5 | |
| Sept-Oct'14 | 14 th | 29-5 | 7(Puja holidays) | 0 | 29/9: Puja holidays starts |
| Oct'14 | 15 th | 6-12 | 7(Puja holidays) | 0 | 25/10: Puja holidays end |
| | 16 th | 13-19 | 7(Puja holidays) | 0 | |
| | 17 th | 20-26 | 7(Puja holidays & 26/10: Sun) | 0 | |

| | | | | | |
|-------------|------------------|-------|---|---|---|
| Oct- Nov'14 | 18 th | 27-2 | 2(1/11:Jagaddhatri Puja & 2/11: Sun) | 5 | |
| Nov'14 | 19 th | 3-9 | 3(4/11:Muharam, 6/11: Nanak's birthday & 9/11:Sun) | 4 | |
| | 20 th | 10-16 | 1 (16/11:Sun) | 6 | |
| | 21 st | 17-23 | 1 (23/11:Sun) | 6 | |
| | 22 nd | 24-30 | 1 (30/11:Sun) | 6 | |
| Dec'14 | 23 rd | 1-7 | 1 (7/12:Sun) | 6 | 11/12: Social |
| | 24 th | 8-14 | 1 (14/12:Sun) | 6 | |
| | 25 th | 15-21 | 1 (21/12:Sun) | 6 | |
| | 26 th | 22-28 | 3(25/12:christmas, 26/12: sports, 28/12: Sun) | 4 | |
| Dec- Jan'15 | 27 th | 29-4 | 4(29/12:Social, 31/12:Yr. end, 1/1/15:New yr., 4/1: Fateah Doaz Dahm/Sun) | 3 | |
| Jan'15 | 28 th | 5-11 | 1 (11/1:Sun) | 6 | 9/1: Face to Face |
| | 29 th | 12-18 | 2 (15/1Pous Parban, 18/1Sun) | 5 | 14/1: Vivekananda Utsav |
| | 30 th | 19-25 | 2(23/1 –Netaji's birthday,25-Saraswati Puja & Sun) | 5 | 19/1:Started Part III Test Exam. Last week of Jan: Parent-Teacher Meet |
| Jan- Feb'15 | 31 th | 26-1 | 2(26/1-Republic Day, 1/2-Sun) | 5 | |
| Feb'15 | 32 nd | 2-8 | 1 (Sun) 8/2 | 6 | 11-16 Feb:Part I Test Exam |
| | 33 rd | 9-15 | 1 (Sun) 15/2 | 6 | 7/2: Part III classes dissolved |
| | 34 th | 16-22 | 2(17/2-Shivaratri, 22/2- Sun/ Donor's birth Day) | 5 | |
| Feb- Mar'15 | 35 th | 23-1 | 1 (Sun) 1/3 | 6 | 23/2-4/3: Part II Test Exam |
| Mar'15 | 36 th | 2-8 | 3(5/3-Dolyatra,6/3-Holi,8/3-Sun) | 4 | 7/3:Part I classes dissolved |
| | 37 th | 9-15 | 1 (Sun) 15/3 | 6 | 10/3: Part II classes dissolved |
| | 38 th | 16-22 | 1 (Sun) 22/3 | 6 | |

| | | | | | |
|--------------|------------------|-------|---|----------------------------------|--|
| | 39 th | 23-29 | 1 (Sun) 29/3 | 6 | |
| Mar-April'15 | 40 th | 30-5 | 2(3/4-Good Friday,5/4-Sun) | 5 | |
| April'15 | 41 st | 6-12 | 1 (Sun) 12/4 | 6 | |
| | 42 nd | 13-19 | 3(14/4-Ambedkar's birthday/ Chait Sankranti,15/4-Bengali New Yr., 19/4-Sun) | 4 | |
| | 43 rd | 20-26 | 1 (Sun) 26/4 | 6 | |
| April-May'15 | 44 th | 27-3 | 2(1/5-May Day, 3/5- Sun) | 5 | |
| May'15 | 45 th | 4-10 | 2(9/5- Rabindra Jayanti, 10/5- Sunday & Summer Recess starts) | 5 | 11/5: Part III Univ. Exam starts |
| | 46 th | 11-17 | 7(Summer Recess) | 6 days college open, no class | |
| | 47 th | 18-24 | 7(Summer Recess) | 6 days college open | |
| | 48 th | 25-31 | 7(Summer Recess) | 6 days college open | |
| June'15 | 49 th | 1-7 | 7(1/6-6/6:Summer Recess, 7/6-Sunday) | 6 days college open | 25/6: Part I Univ. Exam starts. |
| | 50 th | 8-14 | 1(14/6- Sun) | 6 | |
| | 51 st | 15-21 | 1(21/6- Sun) | 6 | |
| | 52 nd | 22-28 | 1(28/6- Sun) | 6 | |
| | 53 rd | 29-30 | | 2 | |
| | | | | | |

ANNEXURE-III

PROJECT REPORT

**National Environmental Awareness Campaign on Biodiversity
Conservation during 2014-2015.**

Name and address of the organization: Sreegopal Banerjee College

Various awareness and action programme of NEAC was performed during 2014-15 in association with students of NSS and our adopted village at Charabagan. This programme was sponsored by Ministry of Environment & Forest (MOEF), Govt. Of India.

Details of programme

| SL NO | Item | Date | Venue | Budget(In Rs) |
|--------------|---------------------------------------|---|-----------------------|----------------------|
| 1 | Workshop | 19th – 20th Feb,2015 | College Campus | Rs 3000/- |
| 2 | Resource material distribution | | College Campus | Rs 1000/ |
| 3 | Exhibition | 12th -13th Jan, 2015 | College Campus | Rs 3000/ |
| | Sit & draw competition | 14th Jan, 2015 | College Campus | |
| 4 | Vermicomposting | Dec 2014- Feb 2015 | College Campus | Rs 4000/ |

Annexure IV

(SWOT analysis)

Strength:

1. A good number of full time teachers (12) have joined our college in the vacant posts this year and we have come to know that few new full time teachers will join very soon. So the academic, teaching & learning section of our college is now enough strong than previous year.

2. Our college is now eligible to get Rs. 20000000/- from RUSA as our college was accredited 2nd cycle by NAAC and got the rank B in the last year. Therefore we can develop the total infrastructure of our college as per our need and plan.

3. Most of the teachers (33) have attained PhD degrees and few new teachers are pursuing their PhD. Not only that, most of the teachers are publishing research papers in various Journals, Magazines etc. regularly. So our teaching faculties are very much academic and research minded and this faculty is our main strength.

4. Progression of students of our college is satisfactory considering the rural background of the college.

5. Community development and social awareness program taken up by the NSS/NCC (blood donation, tree plantation, gender awareness, de-worming etc.). Community linkage involving women SHG of nearby villages in various extension programs are good.

6. College offers full and half fee and students-aids to poor students.

7. College provides opportunities to students for participation in sports, cultural program and extracurricular activities.

8. Library is the nucleus of any academic institution and we are proud of our library. Our students can search their necessary books among 38513 books of our Central Library. This library is now almost fully computerized. Not only that each Honours Department of our college has founded seminar library and students also can access books from these seminar libraries.

Weakness:

1. Non-teaching faculty is gradually decreasing and we have to depend on the part time staff for administrative and clerical work. Since long years we have not been getting permission from Government to recruit full time non-teaching staff.

2. Till now we could not digitize/computerize our total administrative/ academic or clerical work.

3. Recently our college has opened five new subjects, i.e. Geography, Physical Education, Education, Hindi & Urdu in the demand of local people. But we could not create any full time teaching post for these subjects. We have to wait for long time for getting the permission from Government for creating new sanctioned post for these subjects.

4. Lack of laboratory space in Science teaching departments and insufficient equipments in the laboratory.

Opportunity:

1. College authority is trying to set up a separate building for department of commerce. We can open few Commerce allied subjects like BBA, vocational subjects etc. after set up the building..
2. Effort is on for setting up of an auditorium for the college. After set up the auditorium we can organize so many educational and employment oriented seminars, programs, work shop etc. for the larger interest of our students.
3. As our teaching faculty is increasing enough and a good number of teachers will join very soon as per policy of the Government, we will be able to open few PG Courses in near future.

Threat:

1. Five newly introduced departments with pass course are being taught without any permanent faculty member.
2. Lack of classrooms and laboratory space.
3. Students showing greater interest towards job-oriented courses and thus there is a gradual shortfall of good quality students in this general degree course studies.