HIRALAL BHAKAT COLLEGE

NALHATI BIRBHUM

ANNUAL QUALITY ASSURANCE REPORT-2013-14

HIRALAL BHAKAT COLLEGE

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-14

1. Details of the Institution

1.1 Name of the Institution

HIRALAL BHAKAT COLLEGE

1.2 Address Line 1

P.O. NALHATI, DIST. BIRBHUM

Address Line 2

City/Town

NALHATI

State

WEST BENGAL

Pin Code

731220

Institution e-mail address

hbcollege@gmail.com

Contact Nos.

8145316609 (Teacher-in-Charge); 9434182461 (Co-ordinator, IQAC)

Name of the Head of the Institution:

PROF. DEBABRATA SAHA

Tel. No. with STD Code:

03465-255254

Mobile:

8145316609

Name of the IQAC Co-ordinator:

DR. GAUTAM SEN

Mobile:

9434182461

IQAC e-mail address:

hbcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN13364

OR

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)

1.5 Website address:

www.hbcnht.org

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	N.A.	March 31, 2007	2007-12
2	2nd Cycle	Applied for			
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :

20/04/2007

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 2009-10 submitted to NAAC on
   ii.   AQAR 2010-11 submitted to NAAC on
  iii.   AQAR 2011-12 submitted to NAAC on
  iv.   AQAR 2012-13 submitted to NAAC on

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 ☑

  (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 ☐

1.10 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 | NONE |

University with Potential for Excellence | NONE | UGC-CPE | NONE |

DST Star Scheme | NONE | UGC-CE | NONE |

UGC-Special Assistance Programme | NONE | DST-FIST | NONE |

UGC-Innovative PG programmes | NONE | Any other (*Specify*) | NONE |

UGC-COP Programmes | NONE |

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 05 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and
    community representatives | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 18 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: Total 3   Faculty | 3 |

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

| Rs. 3,00,000/- on 01.04.2012 under XIIth Plan for running the IQAC for five years |

2.13 Seminars and Conferences (only quality related)

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

Total No. | NONE | International | | National | | State | | Institution Level | |

(ii) Themes | N.A. |

2.14 Significant Activities and contributions made by IQAC

The IQAC undertook several activities towards:
    a. Enhancing quality in the academic programmes
    b. Maintaining the proper Teacher-Student ratio throughout the year
    c. Renovation of infrastructural facilities for students
    d. Implementation of the government grants and own financial resources for building up proper infrastructure.
    e. Organising orientation programmes for the staff in using modern teaching and administrative methods
    f. Ensuring feedback mechanism
    g. Encouraging the students towards co-curricular and extra-curricular activities
    h. Implementing remedial coaching for students.
    i. Introduction of ICT as teaching aid

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
To encourage teachers in organising seminars and making research proposals	Two national seminars organised, and one Minor Research Project proposal sent to UGC
To renovate the outdoor playground of the college for betterment of sports facilities provided to the students.	Proposal granted by the Governing Body
To increase the number of books and reputed journals and magazines for college library.	Departments were entrusted to prepare lists of required books, and books were purchased.
To introduce Smart Class	Proposal granted by Governing Body and proposals from several firms sought

*** SEE ANNEXURE I FOR ACADEMIC CALENDAR

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The Governing Body of the College valued the recommendations made by the IQAC, and most of the recommendations were accepted in view of the fund status of the college.

Part – B

Criterion – I

1. 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	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	13	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	13	NIL	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2   (i) Flexibility of the Curriculum: Elective option
       (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students √
(On all aspects)***SEE ANNEXURE II

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

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

NONE

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

NONE

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	09	4	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

3

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
00	4	00	00	00	00	00	00	00	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

08 Part-time Faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	--
Presented papers	--	7	--
Resource Persons	--	--	--

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

> The college began making use of ICT as teaching tools in several departments in 2009-10 session. Newer equipments were purchased for the same. Extended lecturers and departmental seminars were also organised to facilitate teaching-learning.

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

209

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions): As an affiliated college, the college is not empowered to initiate any such reform in the examination-evaluation system.

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop: Two, as members of the University Under-graduate Board of Studies.

2.10 Average percentage of attendance of students

60 (75% attendance is required to appear at the University examinations)

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		Students securing 1st Class	Students securing 2nd Class	Students securing 3rd Class	Pass %
B.A. HONOURS IN BENGALI	44	10	25	--	79.54
B.A. HONOURS IN ENGLISH	23	--	07	--	30.43
B.A. HONOURS IN HISTORY	44	01	13	--	31.81
B.A. HONOURS IN PHILOSOPHY	12	--	07	--	58.33
B.A. HONOURS IN POL. SCIENCE	05	--	01	--	20
B.A. GENERAL	184	--	--	56	30.6
B. COM. HONS. IN ACCOUNTANCY	09	--	01	--	11.11
B.COM. GENERAL	05	--	--	--	00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : The IQAC recommends several measures conducive to the facilitation of the teaching-learning process and the Principal looks after the proper implementation of these recommendations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	4
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
Administrative Staff	15			
Technical Staff	13	06	NIL	08

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC pursues the teaching staff to apply for the research projects funded by the UGC and other agencies. It also recommends that the teachers are continuously involved in research publications and seminar presentations.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	Does not apply	Does not apply	Does not apply	Does not apply

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	Does not apply	Does not apply	Does not apply	Does not apply

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		06	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range `00`   Average `00`   h-index `00`   Nos. in SCOPUS `00`

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	NIL	NIL	NIL	NIL
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 *(other than compulsory by the University)*	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.   `01`   Chapters in Edited Books   `02`

ii) Without ISBN No.   `03`

3.8 No. of University Departments receiving funds from

UGC-SAP `00`   CAS `00`   DST-FIST `00`

DPE `00`   DBT Scheme/funds `00`

3.9 For colleges   Autonomy `00`   CPE `00`   DBT Star Scheme `00`

INSPIRE `00`   CE `00`   Any Other (specify) `00`

3.10 Revenue generated through consultancy   `NIL`

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	NIL	02	NIL	NIL	NIL
Sponsoring agencies	Does not apply	UGC	Does not apply	Does not apply	Does not apply

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

3.13 No. of collaborations   International `NIL`   National `02`   Any other `NIL`

3.14 No. of linkages created during this year   `NIL`

3.15 Total budget for research for current year in lakhs :

From Funding agency `NIL`   From Management of University/College `NIL`

Total `NIL`

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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 00   SRF 00   Project Fellows 00   Any other 00

3.21 No. of students Participated in NSS events:

University level 200   State level

National level   International level

3.22 No. of students participated in NCC events: NCC Training Camp 125

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level 00   State level 00

National level 00   International level 00

3.24 No. of Awards won in NCC:

University level 00   State level 00

National level 00   International level 00

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [5]   NSS [6]   Any other [   ]

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

NSS units organized First Aid Training Programme, Awareness Programme on HIV/AIDS, Blood donation camp etc. Besides, the NSS Units also organized Free Health Camp with the help of Nalhati Block Hospital. The NCC wing organized processions in the Nalhati Town on the Republic Day and Independence Day.

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	01 (4778 Sq. Mts.)	00	Does not apply	01
Class rooms	21	02	State Gov. + UGC	23
Laboratories	01	00	State Gov. + UGC	01
Seminar Halls	01	00	State Gov. + UGC	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	00	Does not apply	00
Value of the equipment purchased during the year (Rs. in Lakhs)	Does not apply	Does not apply	Does not apply	Does not apply
Others	NONE	NONE	NONE	NONE

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17698	Rs. 1690458/-	1024	Rs. 200225/-	18722	Rs. 1890683/-
Reference Books						
e-Books						
Journals	295		754		1049	
e-Journals						
Digital Database						
CD & Video						
Others (specify)					Depreciation	Rs. 37813/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	16							
Added	00							
Total	16							

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

01

4.6 Amount spent on maintenance in lakhs : Spent as regular contingency

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC looks over the maintenance of proper teacher-student ratio as well as the overall quality of the students. It recommends use of ICT and various other aids facilitating teaching-learning. It encourages student participation in various extension activities.

5.2 Efforts made by the institution for tracking the progression

> The Institution, with support from the Teachers' Council and the administrative staff, annually tracks the extension of ICT facilities, the maintenance of proper teaching-learning environment, the redressal of student grievances and the annual progress of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3992			

(b) No. of students outside the state

00

(c) No. of international students

00

Men
No	%
3147	79

Women
No	%
845	21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2324	1163	50	171	11	3719	2271	1361	53	299	08	3992

Demand ratio   1:3   Dropout %: 45%

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

> Remedial Coaching Classes and coaching for NET/SET and other competitive examinations were held under the relevant UGC scheme.

No. of students beneficiaries

1827

5.5 No. of students qualified in these examinations

| NET | NIL | SET/SLET | NIL | GATE | NIL | CAT | NIL |
| IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | 04 |

5.6 Details of student counselling and career guidance

As the College does not have provisions for such counselling in the U.G. level, individual teachers take the responsibility of giving the students the knowledge about university examinations and other competitive examinations in the classroom. The teachers are always open to giving counsellings regarding ongoing course of study.

No. of students benefitted | Nearly all regular students are benefitted each year.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NONE	NONE	NONE	30

5.8 Details of gender sensitization programmes

The NSS wing of the college regularly organizes lectures to make the girl students of the college aware of women's rights and the formal procedures of complaining against sexual harassment on-campus and off-campus.

5.9 Students Activities

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

State/ University level | 1 | National level | [ ] | International level | [ ]

No. of students participated in cultural events

State/ University level | 00 | National level | 00 | International level | 00

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

Sports : State/ University level [00]   National level [00]   International level [00]

Cultural: State/ University level [00]   National level [00]   International level [00]

5.10 Scholarships and Financial Support

	Number of students	Amount in Rupees
Financial support from institution	92	20225/-
Financial support from government	496	26,74,300/-
Financial support from other sources: SC, ST, OBC, PH, Minority Community students receiving direct payment, not through college	1006	--

5.11   Student organised / initiatives

Fairs   : State/ University level [NIL]   National level [NIL]   International level [NIL]

Exhibition: State/ University level [NIL]   National level [NIL]   International level [NIL]

5.12   No. of social initiatives undertaken by the students   [NONE]

5.13 Major grievances of students (if any) redressed: The student grievance redressal cell is organically related to the Students' Union of the College, the member of which convey their complaints and demands from time to time to the Teacher-in-Charge. As response to such grievances, the common rooms for boys and girls have been renovated, a canteen has been opened, sports equipment have been bought.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of Hiralal Bhakat College is to provide inclusive education for inculcating human values, professionalism and scientific temperament to all sections of students including scheduled tribes, scheduled castes, other backward communities and religious minorities with special focus on female students.
The mission statements of the College are as follows:
a.   To provide ample scope for multifaceted development of local youths irrespective of religion, race, caste, gender.
b.   To provide quality higher education to its students. To provide and promote inclusive education for all.
c.   To develop academic programmes based on local/regional/national/Global needs.
d.   To pursue student-centric learning for self-development and skill development among students.
e.   To nurture social awareness and responsibilities among its students.

6.2 Does the Institution has a management Information System

NO

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

6.3.1   Curriculum Development

At the beginning of every academic session the Principal/Teacher-in-Charge convenes a meeting of the Teachers' Council to lay down the general principles for pursuing academic calendar. Then the broad principles are determined in the meeting of the academic sub-committee. The HODs of all departments are members of the academic sub-committee by default, and the Principal/Teacher-in-Charge superintends the process of development of the curriculum as laid down by the university to deploy the same to each department with a close eye on feasibility and convenience. Each department sets up its routine in such a way that the curriculum is distributed automatically without impairing the academic interest of anybody concerned. As the institution is not directly involved in the design and development of the curriculum prepared by the University, it has no other option but to implement the same curriculum with as much finesse as possible. The teachers take great efforts to implement the curriculum with several teaching methods and teaching aids which are up to date. Class tests, field tours and study tours are regularly arranged so that students are better involved in the implementation of the curriculum. However, as certain teachers of the college as members of the Board of Studies, they do have certain opinions about the curriculum which they officially communicate to the University. Further, when the University arranges workshops before implementing the curriculum, teachers of the college join the same and express their opinions on the curriculum, and the University reaches a decision after collective opinions in the matter are communicated formally to the University.

6.3.2 Teaching and Learning

At the beginning of each academic session the college prepares the academic calendar based on the calendar of the University of Burdwan to which the College is affiliated. This calendar is distributed to the students at the time of admission every year. Since the college is affiliated to the University of Burdwan the syllabus is primarily framed by the university. Many of the teachers contribute in syllabus revision of the University being members of relevant Boards of Study. Teachers act as the experts in the syllabus revision process and participate in the workshops conducted by the University for Syllabus Revision. Depending on the syllabus stipulated by the university and college academic calendar, each department frames the teaching plan, distributing the classes per paper / topic for every teacher at the beginning of the academic session. Some teachers individually maintain a lesson plan to complete the syllabus within a reasonable time. Some departments distribute study materials to the students. Libraries are effectively used as ready reference of study materials. Intra-departmental meetings are held from time to time to review the progress of study in the department in order to complete the syllabus, and for proper understanding of the subject by the students.

6.3.3 Examination and Evaluation

The College holds three evaluative tests each year. These examinations are held for first-year, second-year and third-year students. Results of these examinations are published. Answer scripts are shown to the students and the scheme of evaluation is explained. Model answers are discussed for the benefit of the students. Class tests and tutorial classes are held regularly by the departments in order to impart more knowledge and skills. Besides these tests, students' presentation in seminars, projects in the relevant subjects etc. also help in monitoring students' performance before the university examinations.

6.3.4 Research and Development

The college has no provision for guiding research scholars. But the teaching faculty is encouraged to participate in seminars and symposia, to organise seminars, to publish research articles in several reputed journals and to send research proposals to several funding agencies like UGC for approval.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college authority always encourages teachers to practice innovative method provided the fund permits the same. Whenever any new grant is available the authority asks for proposals from the departments for utilization of the funds. The departments are given full liberty to choose the equipments / softwares / materials to be purchased. The College has a well-equipped fully computerized library having more than 17000 books including text books, reference books, advanced books, journals and periodicals on various subjects, which remains open from 10.30 am to 4.30 pm on every working day. There are many old and rare books and journals also. Teachers and students visit the library regularly. There are other support services available in the library. For example, Computer facility is available in the library. Both teachers and students have access to internet service within the college hour free of any cost. There is broad band connection in the library. Photocopying facility is available for the students and staff on payment of charge. Free Internet facility is provided in the Library during College hours. In these ways the library contributes a lot in the teaching-learning process of the college. Besides these the question papers of college and university examinations of previous years are preserved and are available in the library for helping the students in preparation for examinations. Books are used by the teachers not only for classroom teaching, but for advanced level of learning.

6.3.6 Human Resource Management

The college tries its level-best to encourage all activities required to academically 'recharge' teachers. Some of the measures taken in this direction are as follows:
a.   Providing study leave (for completing specific research work)
b.   The college also allows teachers to attend Orientation and Refresher Courses as per UGC norms and schedules.
c.   The college brings to the notice of teachers each and every research grant, particularly those offered by the UGC. It plays a proactive role in preparing and submitting such proposal.
d.   The college, as a matter of policy, tries to avail of all opportunities for organizing State/National/International Seminars, Conferences and Workshops. This alacrity of the college in this regard is reflected in the number of successful seminars that has been organized, particularly those sponsored by the UGC and from the college fund.
e.   The college is positively responsive to teachers' proposals to pursue higher studies/research work. Such proposals are placed before the Governing Body by the Teacher-in-Charge after consultations with the Department concerned. In the recent past all such research proposals have been sanctioned.
f.   The college encourages teachers to attend National and International level seminars. The college allows the necessary leave to the teachers for attending these seminars.
The administrative and technical support staff, too, are encouraged with several incentives to stay professionally committed to their work.

6.3.7 Faculty and Staff recruitment

The Full-time teaching staff are recruited on recommendation of the West Bengal College service Commission, while the Guest and Part-time teachers and non-teaching staff are recruited by the college as per provisions and regulations set down by the Govt. Of West Bengal.

6.3.8 Industry Interaction / Collaboration

As of now, there is no such collaboration

6.3.9 Admission of Students

The College ensures publicity in the admission process as under:
a) Annual Prospectus: The institute publishes the annual prospectus which contains detailed information about the courses, academic calendar including process of admission and the facilities provided by the College. The academic, administrative and financial aspects regarding the admission process is clearly mentioned in the prospectus. A copy of prospectus is circulated among the higher secondary level schools.
b) Others (Institutional Notice Board and website): Detailed information regarding the admission process is displayed in the college notice board and the website.
The College ensures transparency as follows:
The College adheres to the scheduled dates for receipt of application and relevant information pertaining to admission as provided in the annual prospectus. The selection of students to the college is done through the college admission committee on a purely merit-based system under the provisions set by the Govt. of West Bengal.

6.4 Welfare schemes for

Teaching	Group Insurance, Staff Credit Co-operative Society, Provident Fund, Festival Advance
Non teaching	
Students	Full-free and Half-free, Govt. and Non-govt. scholarships

6.5 Total corpus fund generated

Approx. Rs. 2,00,000/-

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	N.A.	YES	Teachers' Council and Governing Body
Administrative	YES	D.P.I., West Bengal, nominated auditor	YES	Governing Body

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [ ]

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

> The college has no provision to make reforms in the university examinations

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

> No such initiative

6.11 Activities and support from the Alumni Association

> The Association, in occasional meetings with the college, does recommend certain innovative measures, while at the same time pinpointing the loopholes.

6.12 Activities and support from the Parent – Teacher Association

> No such association is present

6.13 Development programmes for support staff

> Group Insurance, Staff Credit Co-operative Society, Provident
> Fund, Festival Advance

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

> 1. In addition to planting trees, the Campus has been declared smoking-free and tobacco-free

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Organisation of departmental seminars and extended lectures by eminent resource persons.

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

> Following demands from teachers, the IQAC recommended introduction of departmental seminars and extended lectures in classroom teaching. The management approved the proposal, and requested the Principal to implement the recommendation.

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

> SEE ANNEXURE III

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

7.4 Contribution to environmental awareness / protection

> The NSS volunteers plant trees within the campus from time to time that maintains biodiversity and facilitates carbon sequestration as well. The gardens of the campus are maintained by paid staff under the supervision of the college authority. Cutting down standing trees on the college ground has been strictly prohibited so as to prevent carbon emission which can be regarded as a first step towards the achievement of carbon neutrality. Solid wastes are disposed in closed containers stationed at various points within the college premises which are regularly cleaned away by paid staff. E-wastes are stored in a separate area within the college which are to be disposed with the municipality at regular intervals. The college has installed a high-grade generator which supplements the electricity supply during power-cuts keeping the carbon emission at a bare minimum.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

1. The ICT facilities as well as other infrastructural facilities will be developed with financial aids from several sources, particularly UGC,
2. More departmental seminars and extended lectures are to be organised.
3. The alumni association should be strengthened further,
4. Parent-Teacher meets should be made more regular.
5. More and more students should be encouraged to participate in extension activities.
6. Faculty should be encouraged to participate in developmental and research activities.
7. The campus should be made more eco-friendly and learning-friendly.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

HIRALAL BHAKAT COLLEGE

ACADEMIC CALENDAR: SESSION 2013-14 (01.07.13—30.06.14)

MONTH	DATE	DAYS OF THE WEEK	OCCASION	NO. OF HOLIDAYS	WORKING DAYS (not actual teaching days)
JULY	10.07.13: COMMENCEMENT OF UG CLASSES				27
AUGUST	09.08—10.08	Friday—Saturday	Id-ul-Fitr	2	23
	15.08	Thursday	Independence Day	1	
	28.08	Wednesday	Janmastami	1	
SEPTEMBER	17.09	Tuesday	Viswakarma Puja	1	24
	19.09.13: Parent-Teacher Meet				
OCTOBER	02.10	Wednesday	Gandhi's Birthday	1	05
	04.10	Friday	Mahalaya	1	
	10.10—31.10.13	Thursday—Thursday	Puja Vacation	19 (excluding Sundays)	
NOVEMBER	01.11—06.11	Friday—Wednesday	Puja Vacation	5 (excluding Sundays)	18
	11.11	Monday	Jagadhdhatri Puja	1	
	14.11—15.11	Thursday and Friday	Muharram	2	
	17.11	Sunday	Guru Nanak's Birthday	00	
DECEMBER	12.12—24.12.12: Students' Union Elections				25
	25.12	Wednesday	Christmas	1	
JANUARY	01.01	Wedsday	English New Year's Day	1	23
	14.01	Tuesday	Pous Parvan	1	
	15.01	Wednesday	Fateha Doaz Daham	1	
	17.01—18.01.14: Annual Sports and Distribution of Awards for Academic Excellence				
	23.01	Thursday	Netaji's Birthday	1	
	26.01	Sunday	Republic Day	00	
FEBRUARY	04.02—05.02	Tuesday—Wednesday	Sree Panchami and Saraswati Puja	2	21
	27.02	Thursday	Shivratri	1	
MARCH	03.03—31.03.14: TEST EXAMINATIONS				25
	16.03—17.03	Sunday—Monday	Doljatra and Holi	1	
APRIL	14.04—15.04	Monday—Tuesday	Chaitra Sankranti, Dr. B.R. Ambedkar's Birthday and Naba Barsho	2	23

	18.04	Friday	Good Friday	1	
	University Examinations to commence after 1st April 2014				
MAY	01.05	Thursday	May Day	1	25
	09.05	Friday	Rabindra Jayanti	1	
	05.05—08.06.14: Summer Recess for Teaching Staff only				
JUNE	17.06.14 ONWARDS: ADMISSION OF 1ST YEAR STUDENTS				25
	Buddha Purnima to be notified later on				
	Principal's Discretion: 4 days				
TOTAL				48	264

FEEDBACK REPORT

There is a mechanism to obtain feedback from students on the curriculum. Though it is not a formal / official mechanism, it is still communicated to the university. As certain teachers of the college as members of the Board of Studies, they do have certain opinions about the curriculum which they officially communicate to the University. Further, when the University arranges workshops before implementing the curriculum, teachers of the college join the same and express their opinions on the curriculum, and the University reaches a decision after collective opinions in the matter are communicated formally to the University. Feedback is generally taken from each Honours student regarding the curriculum coverage, quality of teaching, infrastructural facilities etc. The overall impression in these regard is not quite satisfactory. However, a major criticism appears in certain cases, which can directly be related to the temporal administrative lacuna, such as paucity of teachers in few departments, required infrastructural enrichment for syllabus completion is time-taking due to administrative procedures.

TWO BEST PRACTICES

a.   Title of Practice 1

Use of Audio-Visual tools in the classroom and organisation of departmental seminars and extended lectures

b.   Goal

The goal is to make the students better understand the matter presented before them in the classroom so that they can match what they imagine with what they see and hear and also that they can have a fair idea of the matter presented before them. Also, through departmental seminars, the students can present their own critical interpretations and ideas and can make use of the ICT facilities. Extended lectures can orient them with new matters and can let them interact with resource persons, which ultimately will enrich them.

c.   The Context

In traditional chalk and talk method used so far it has been seen that students often fail to identify a matter and to locate the matter in a particular context. This makes them uninterested in the matter and as a result they lose interest in classroom teaching.

d.   The Practice

With a view to implementing the practice, the college has purchased at different times as many as four LCD projectors and five audio systems which are used by teachers in the classrooms. Departmental seminars are organised time and often, and resource persons from other colleges and universities are invited in extended lectures of 90 minutes per resource person, followed by interactions with students.

e.   Evidence of Success

The practice has seen significant improvements in class attendance by the students, particularly in the literature subjects and History.

f.   Problems Encountered and Resources Required

The practice requires teachers who are proficient in handling the equipments. After some informal technical training sessions the problems faced in the practice have been successfully sorted out. In organising the departmental seminars and inviting the resource persons, the college has so far faced no major problems.

a. Title of the Practice 2

Remedial Coaching

b. Goal :

To facilitate students from various backward classes with extra classes and study materials.

c. The Context:

Being 1st Generation learners many of our students suffer from a lack of rudimentary knowledge of any given subjects. It makes the teaching process unduly difficult. Remedial coaching steps in to complement what they already know with what they should know.

d. The Practice:

This facility is primarily for the SC, ST, OBC and Minority students. At the onset of the Academic Year we invite applications from the seemingly deserving candidates. We divide all applicants into several segments to suit the convenience of our teaching faculties.

e. Evidence of Success:

As most of the students belong to the formative stage academically, we are not in a position yet to set for ourselves a target on the basis of the success of our students in Higher Education. Nevertheless this facility has brought down the drop out rate quite encouragingly. In case of our Honours students it can be said that Remedial Coaching has proved to be effective. It has also been observed that some students of our target communities have excelled in the University Examination. Besides it is also evident that a good number of students who have got admitted to M.A. Courses, have been benefited from this course.

f. Problems Encountered and Resources Required

The scheme requires full-fledged classroom facilities, like ICT, and also separate library needs to be set up.