

# HIRALAL BHAKAT COLLEGE

NALHATI BIRBHUM

ANNUAL QUALITY ASSURANCE REPORT-2014-15



# HIRALAL BHAKAT COLLEGE

## The Annual Quality Assurance Report (AQAR) of the IQAC

### Part – A

AQAR for the year

2014-15

### I. 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	1 <sup>st</sup> Cycle	C++	N.A.	March 31, 2007	2007-12
2	2 <sup>nd</sup> Cycle	Applied for			
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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
- v. AQAR 2013-14 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 ( <i>Specify</i> )	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   
 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.  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. Regularisation of the use 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 proposals for national seminars and two Minor Research Project proposals sent to UGC
Establishment of smart class facility	Proposal granted and smart class installed
Establishment of Wi-Fi in the campus	Proposal granted by the Governing Body and work is underway
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.
Connecting the eight computers in the computers lab with LAN	Proposal granted by the Governing Body and work is underway
Uplift of the seminar room	Audio system and LCD Projector installed
Purchase of sports utilities for Physical Education	Proposal granted by the Governing Body and utilities purchased.
Uplift of the college ground for Volleyball	Proposal granted by the Governing Body and work is underway
Introduction of Study tours	Tour to Santiniketan arranged in January 2015
Introduction of online admission system	System introduced from 2015-16 session, and the admission procedure began in June 2015.

\*\*\* 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

#### 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	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
<b>Total</b>	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
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	10	4	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

5

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
01	3	00	00	00	00	00	00	01	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

08 Part-time Faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		07	
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. Smart class facility was installed.

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

185

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 1 <sup>st</sup> Class	Students securing 2 <sup>nd</sup> Class	Students securing 3 <sup>rd</sup> Class	Pass %
B.A. HONOURS IN BENGALI	41	01	32	--	80.48
B.A. HONOURS IN ENGLISH	22	--	09	--	40.9
B.A. HONOURS IN HISTORY	36	--	19	--	55.55
B.A. HONOURS IN PHILOSOPHY	10	--	06	--	60
B.A. HONOURS IN SANSKRIT	11	--	06	--	54.54
B.A. HONOURS IN POL. SCIENCE	05	--	02	--	40
B.A. GENERAL	217	--	--	32	14.74
B. COM. HONS. IN ACCOUNTANCY	10	--	01	--	10
B.COM. GENERAL	--	--	--	--	--

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
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	05	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	01	NIL	NIL
Outlay in Rs. Lakhs	Does not apply	Rs. 1,70,000/-	Does not apply	Does not apply

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		02	
Non-Peer Review Journals		11	
e-Journals			
Conference proceedings			

#### 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	NIL	NIL	NIL	NIL
Minor Projects	2015-17	UGC	Rs. 1,70,000/-	Rs. 1,40,000/-
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
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3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

year

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
01	NIL	NIL	NIL	01 (Ph.D. awarded)	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  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

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

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  State level

National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="6"/>	Any other	<input type="text"/>

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	23	00	State Gov. + UGC	23
Laboratories	01	00	State Gov. + UGC	01
Seminar Halls	01	00	State Gov. + UGC	01
No. of important equipments purchased ( $\geq$ 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	18722	Rs. 1852869/-	254	Rs. 65618/-	18976	Rs. 1918487/-
Reference Books		-				
e-Books						
Journals	1049		154		1203	
e-Journals						
Digital Database						
CD & Video						
Others (specify)					Depreciation	Rs. NIL/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	16							
Added	04 (2 laptops, two LCD projectors)							
Total	20							

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

01
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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
4225			

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
3353	79

Women

No	%
872	21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2271	1361	53	299	08	3992	2324	1502	62	333	04	4225

Demand ratio 1:3

Dropout %: 47%

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

No Remedial Coaching Classes and coaching for NET/SET and other competitive examinations were held under the relevant UGC scheme.

No. of students beneficiaries

00

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

NET	<input type="text" value="02"/>	SET/SLET	<input type="text" value="NIL"/>	GATE	<input type="text" value="NIL"/>	CAT	<input type="text" value="NIL"/>
IAS/IPS etc	<input type="text" value="NIL"/>	State PSC	<input type="text" value="NIL"/>	UPSC	<input type="text" value="NIL"/>	Others	<input type="text" value="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

<i>On campus</i>			<i>Off Campus</i>
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  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 in Rupees
Financial support from institution	41	Rs. 14,080/-
Financial support from government	97	Rs. 7,39,350/-
Financial support from other sources: SC, ST, OBC, PH, Minority Community students receiving direct payment, not through college	xx	xx

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

5.13 Major grievances of students (if any) redressed: NONE.

## 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 18000 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.
- g. 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

2014-15 SESSION: 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.

2015-16 SESSION: In the 2015-16 session, as per directives of the state government, the admission was done through an online process as commissioned by the college for the purpose through an external software vendor. For the purpose, an Admission sub-committee was formed with faculty members and concerned Head of the Departments as members. The sub-committee made recommendations to the Teacher-in-Charge that the admission be made on the basis of the merit cum reservation policy of Government of West Bengal. As such, the external software vendor was entrusted with the task of creating a web-portal (including an online payment gateway) for admission and link it with the college website. Aspiring students registered themselves in the portal with a fee of Rs. 100/- paid online or offline through bank challan and with other details like mobile number and email address. After receiving an electronic message of confirmation and a registration number in his/her individual mobile number or email address, a candidate could enter the admission portal with the registration number and fill in the online application form. After successful uploading of all necessary information, including a scanned passport photo, a confirmation message was sent to his/her mobile number and email address and a printable filled-up application form was generated. The software of the vendor created merit lists for each of the Honours and General subjects according to marks obtained in the Madhyamik and H. S. examinations and according to category (General/SC/ST/OBC-A/OBC-B/PH). The selection lists were declared through approval of the Teacher-in-Charge of the College and were displayed in the notice board of the College before starting the admission.

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

Rs. 2,00,000/- approx.

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

- a. Energy conservation: We have submitted a proposal for Grid Connected Photovoltide Cell to the Renewable Energy Mission, Government of West Bengal. We have submitted the diagrams of the college roof-tops through satellite-vision, tracked by GPS tracker for installing Photovoltide Cells. Department of Geography had prepared the project with the help of their laboratory-instruments. This will certainly reduce the energy consumption in the campus.
- b. Use of renewable energy: The energy generated by the Grid Connected Photovoltide Cell may be used to lighten the campus at night.
- c. Water harvesting: The College has established a Rain Water Harvesting and Artificial Ground Water Recharging System in the college in 2015.
- d. Efforts for Carbon neutrality: i) 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.  
ii) The college has installed a high-grade generator which supplements the electricity supply during power-cuts keeping the carbon emission at a bare minimum.
- e. Plantation: i) The NSS volunteers plant trees within the campus from time to time that maintains biodiversity and facilitates carbon sequestration as well.  
ii) The gardens of the campus are maintained by paid staff under the supervision of the college authority.
- f. Hazardous waste management: Solid wastes are disposed in closed containers stationed at various points within the college premises which are regularly cleaned away by paid staff.
- g. e-waste management: E-wastes are stored in a separate area within the college which are to be disposed with the municipality at regular intervals.

## 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.

- a. Eco-friendly approach for using of server database for record keeping, enable us for less use of papers.
- b. Automation of the Library is on the verge of completion
- c. The college has subscribed to the INFLIBNET facility so as to promote an easier access to the national and international journals for furthering the research interests of the faculty.
- d. The college has built Smart class rooms where various state-level and national-level seminars are conducted to the advantage of the students and teachers alike.
- e. Two purified water systems are installed in the college.
- f. Approach is taken for keeping the all-round information of a registered student, having unique roll no., especially, his/her entry level academic record, class record, College examination performance and university examination performance will be stored in the data base server.
- g. Introduction of a scholarship scheme, involving colleges of Rampurhat Sub-Division, in which the registered students of the colleges would sit for a competitive examination (supervised by an external agency) and the first ten successful students achieving more than 75% marks in the examination would be given a scholarship of Rs. 4000/- for one year only out of the college fund.

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

1. INFLIBNET facility has been installed.
2. Smart class and ICT enabled seminars hall set up
3. New database for students has been decided to be introduced in the 2015-16 session.
4. Scholarship scheme borne out of college fund has been granted by the Governing Body.

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

SEE ANNEXURE 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.
8. The online Admission procedure should be revamped.
9. More proposals for research projects and seminars to be sent to UGC.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

## HIRALAL BHAKAT COLLEGE

ACADEMIC CALENDAR: SESSION 2014-15 (01.07.14—30.06.15)

MONTH	DATE	DAYS OF THE WEEK	OCCASION	NO. OF HOLIDAYS	WORKING DAYS (not actual teaching days)
JULY	29.07	Tuesday	Id-ul-Fitr	1	26
	07.07.14: COMMENCEMENT OF UG CLASSES				
AUGUST	15.08	Friday	Independence Day	1	25
SEPTEMBER	17.09	Wednesday	Viswakarma Puja	1	22
	23.09	Tuesday	Mahalaya	1	
	24.09.14: Parent-Teacher Meet				
	29.09— 30.09	Monday— Tuesday	Puja Vacation	2	
OCTOBER	01.10— 25.10	Wednesday— Saturday	Puja Vacation	22 (excluding Sundays)	04
	29.10	Wednesday	Chhat Puja	1	
NOVEMBER	01.11	Saturday	Jagadhatri Puja	1	21
	04.11— 05.11	Tuesday— Wednesday	Id-ud-Zoha	2	
	06.11	Thursday	Guru Nanak's Birthday	1	
DECEMBER	14.12—24.12.14: Students' Union Elections				26
	25.12	Thursday	Christmas	1	
JANUARY	01.01	Thursday	English New Year's Day	1	22
	12.01	Monday	Vivekananda's Birthday	1	
	15.01	Thursday	Pous Parvan	1	
	19.01—20.01.15: Annual Sports and Distribution of Awards for Academic Excellence				
	23.01	Friday	Netaji's Birthday	1	
	25.01— 26.01	Sunday— Monday	Sree Panchami and Saraswati Puja and Republic Day	1	
FEBRUARY	17.02	Tuesday	Shivratri	1	23
MARCH	02.03—31.03.15: TEST EXAMINATIONS				23
	05.03— 06.03	Thursday— Friday	Doljatra and Holi	2	
	28.03	Saturday	Ram Nabami	1	
APRIL	03.04	Friday	Good Friday	1	23
	14.04— 15.04	Tuesday— Wednesday	Chaitra Sankranti, Dr. B.R. Ambedkar's Birthday and Naba Barsho	2	

University Examinations to commence after 1 <sup>st</sup> April 2015					
MAY	01.05	Friday	May Day	1	23
	04.05	Monday	Buddha Purnima	1	
	09.05	Saturday	Rabindra Jayanti	1	
	10.05—11.06.15: Summer Recess for Teaching Staff only				
JUNE	15.06.15 ONWARDS: ADMISSION OF 1 <sup>ST</sup> YEAR STUDENTS				26
Principal's Discretion: 4 days					
TOTAL				49	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 Practice 2

Engagement of students of the college in the developmental projects of the college

b. Goal

The goal is to involve the students and effect better student participation in the college affairs so that an organic bond is established between them and the college

c. The Context

In 2013, the Honours course in Geography was opened. Although there were basic instruments in the college in order to carry on the basic field works in the subject, what the students lacked was a good laboratory. The old laboratory has recently been renovated. In the meantime when the students were being deprived of usual lab-based activities, the Department of Geography undertook the project of geo-tracking the college using GPS Trackers and making a master plan of the college with Google images.

d. The Practice

Using GPS trackers (hand receivers) the students begin walking from a determined spot around the college, maintaining a polygonal route and end the walk exactly on the spot where it began. The total area thus roamed is calculated by the Area Calculation programme which uses Google based satellite data for such calculation.

e. Evidence of Success

In addition to students finding the project interesting, the college also got an exact geo-location of the campus. With the help of the data received and the area calculation made, the college has submitted a proposal for Grid Connected Photovoltide Cell to the Renewable Energy Mission, Government of West Bengal. We have submitted the diagrams of the college roof-tops through satellite-vision, tracked by GPS tracker for installing Photovoltide Cells. The college has also submitted a proposal for a GPS Resource Centre and a Weather Monitoring Centre to the Ministry of Higher Education, Governing of West Bengal.

f. Problems Encountered and Resources Required

The practice required valuable gadgets and instruments which the college had to purchase out of its meager funds. More accurate instruments will be bought in near future.