



ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2013-14



BAGNAN COLLEGE
KHALORE, BAGNAN
HOWRAH: 711303



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Part – A

I. Details of the Institution

1.1 Name of the Institution

BAGNAN COLLEGE

1.2 Address Line 1

KHALORE

Address Line 2

BAGNAN

City/Town

HOWRAH

State

WEST BENGAL

Pin Code

711303

Institution e-mail address

bagnan.college@gmail.com.

Contact Nos.

03214-272258/396

Name of the Head of the Institution:

SOMA MUKHOPADHYAY

Tel. No. with STD Code:

033-24070675

Mobile:

09874758815



Name of the IQAC Co-ordinator:

ANUP KUMAR BASU
&
PIYAS CHAKRABORTY

Mobile:

09830647662
&
09830413892

IQAC e-mail address:

bagnan.college@gmail.com.

1.3 NAAC Track ID : WB COGN 12410

1.4 NAAC EXECUTIVE COUNCIL NUMBER AND DATE: EC/36/058 May 20, 2005

1.5 Website address:

www.bagnancollege.org

Web-link of the AQAR:

<http://www.bagnancollege.org/AQAR2013-14.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2005	2005-2010
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

11-08-2006

1.7 AQAR for the year (for example 2010-11)

2013-2014



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)

AQAR	SUBMITTED ON
2013-2014	24-12-2014

1.9 Institutional Status

University NA 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*)

CALCUTTA UNIVERSITY

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

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

YES

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO



2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="x"/>
2.4 No. of Management representatives	<input type="text" value="x"/>
2.5 No. of Alumni	<input type="text" value="x"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="x"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders	No. <input type="text" value="5"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="0"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If yes, mention the amount <input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total- Nos.	<input type="text"/> International <input type="text" value="0"/> National <input type="text" value="0"/> State <input type="text" value="0"/> Institution Level <input type="text" value="1"/>



(ii) Themes

1. Workshop organised in collaboration with SEBI for “Financial Education for Young Investors” on 19th Feb-2014.

2.14 Significant Activities and contributions made by IQAC

1. Grant of Rs.10 lakhs from MPLAD received and construction work started.
2. Air conditioning of computer Sc. Department in progress.
3. IQAC proposed that the college should apply for reaccreditation.
4. Up gradation of college website done.
5. Proposal accepted by college Authority for on line Admission process to be started on 2014-15 sessions.
6. Process for COSA (Computerisation of Salary Account) in our college started.
7. To enhance students amenities and facilities and to encourage students to involve in NSS and other social activities.
8. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
9. The feedback from the students & parents has actively been reviewed in the Academic committee and recommendations have been made to the Teacher in charge for action taken.
10. This year NSS Unit 1&2 of our college organised Awareness programme on water borne diseases in village Ramchandrapur & Awareness programme on AIDS to truck drivers at N.H-6.



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
Construction of Second Campus.	MPLAD grant utilised for Science Building construction.
Technology up gradation & Computerization.	Computerization of administration & library is in progress.
Proposal made for renovation & Air-conditioning of room no.-30 for departmental computer room.	Work-in progress.
Increase in amenities and facility	The process of renovation of the Library has been initiated, laboratory facility and computer facility of many departments improvised.
Action taken to encourage the students to take active part in NSS.	Students encouraged to take up NSS. Cadres took part in many events. Community benefit programme taken up.
Proposal made to TIC to arrange for Guest Lecturers for the coming session.	32 Guest Lectures appointed.
Proposal made to administration to renovate student Union room.	Proposal accepted and Work-in progress.
Support to minority community, physically challenged, weaker students	Fellowships and special support provided.



To take feedback from the students	Feedback was taken from the students and actions were taken based on it.
Website up gradation proposed	Process completed.

ANNEXURE I: ACADEMIC CALENDER

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body G.B.

Provide the details of the action taken

The Governing Body of the college in its Resolution vide Item No-1A dated 23-12-2014 approved the AQAR 2013-14 and recommended the same for sending to the NAAC office. The Governing Body further approved the Statement made by the TIC regarding the activities done during the period 2013-14 as stated in the report.



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	0	0	0	0
PG	0	0	0	0
UG	14	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	1	0
Certificate	0	0	0	0
Others		03	0	03
Total	14	03	0	03

Interdisciplinary	Courses like ENVS,BNGM,ENGC,COMMERCE,MATH,PHYSICS Involves faculty members from different Departments of the College.
Innovative	Skill Development Programme

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

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

i) The College has Core options at the UG level in English and Environmental studies. Elective option offered by the college is Alternative English. Amongst the honours and General courses subjects offered are English, Bengali, Sanskrit, , History, Philosophy, Political Science, Physics, Chemistry, Botany, Zoology, Mathematics, Economics, Computer Science, and in Accountancy and Finance Group.

Choice Based Credit System and range of subject options -

ii)The University of Calcutta does not allow choice-based credit system. Courses offered in modular form



iii) At the UG Level the University has introduced partial semester and has restructured syllabi in subjects offered at this college in unit models.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	14

1.3 Feedback from stakeholders* Alumni NO Parents Employers NO Students

(On all aspects)

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.

NO. The syllabus is prepared and revised by affiliating university from time to time. The last revision was carried out in 2010-2011 for commerce course and departmental teachers of the Commerce Department participated and gave suggestions in the workshop organised by U.G board of study of Calcutta University.

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

UG PROGRAMMES	No
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst.Professors	Associate Prof.	Professor	GLI	CWTT	PTT
51	08	12	NA	02	02	27

2.2 No. of permanent faculty with Ph.D.

05

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

Asst.Prof.		Associate Prof.		Professors		GLI		CWTT		PTT	
R	V	R	V	R	V	R	V	R	V	R	V
01	0	0	5	NA	NA	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	06
Presented	02	02	02
Resource Persons	X	X	X



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

- 1) Admission is strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website, and in the notice board of the college.
- 2) College gives prospectus at the time of admission to the students, where students know the information about fees structure, student support, etc. Department of Commerce issues Academic calendar.
- 3) ICT is introduced by the college in teaching and learning.
- 4) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room. Certain departments are using different academic software's for advanced learning of their students.
- 5) The Principal, encouraged the teacher to participate in Refresher Courses, seminar etc for faculty improvement.
- 6) Regular educational excursions in Botany and Zoology Departments are held.
- 7) All departments hold two exams. (Midterm & Test), Result published with in 15/20 days. Some department hold class test, the Evaluative papers are shown to students as per demands, and discuss the shortcoming of their answers scripts.

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

162

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

College generally maintains the traditional Examination System, mainly because, for any radical reformation in Examination System College is required to take prior permission from the University. The College is an affiliated College, and does not enjoy any decisional autonomy.



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

Tim to time our various departmental teachers is participating in curriculum development workshops. This year 2 teachers of Commerce Dept. participated in a workshop.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on providing satisfactory reasons for their absence.

2.11 Course/Programme wise distribution of pass percentage:

TITLE OF THE PROGRAMME	TOTAL STUDENTS APPEARED	CLASS/DIVISION				
		Qualified./Pass**	I%	II%	III%/P	PASS%
BSc (Hons.)						
PHYSICS	06	06	-	05	01	100%
CHEMISTRY	07	07	04	03	-	100%
MATHEMATICS	15	11	01	07	03	73.33%
ECONOMICS	02	02	-	01	01	100%
BSc(Gen)	42	32	03	20	09	73.68%
B.A (Hons)						
BENGALI	128	128	02	98	28	100%
ENGLISH	19	14	-	13	1	73.68%
HISTORY	103	102	-	81	21	98.88%
PHILOSOPHY	09	08	-	02	06	83.33%
POLITICAL SCIENCE	16	16	-	13	03	100%



SANSKRIT	19	19	-	15	04	100%
B.A(Gen.)	654	358	-	30	328	47.98%
B.COM(Hons)	133	133	06	55	72	100%
B.COM(Gen)	62	62	-	-	62	100%

** Qualified/Pass students means rest of Unsuccessful students as per University result published.

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

IQAC suggested that the TIC and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes Student Feedback from outgoing students and gives a report to the TIC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0
Junior faculty members are regularly attending Refresher / Orientation courses organized by various universities.	

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	23	02	nil	nil
Technical Staff	04	Nil	nil	nil



Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc.
2. The college authorities provide all necessary infrastructural support including space for carrying out research work.
3. As a part of the syllabus the Student of Commerce section are now required to submit a “Term Paper” on any matter related with Market, Finance, Commodity promotion, etc under the supervision of the Departmental Teachers. The initiative of Teachers as guide cum mentor is very essential in these cases for the benefit of preparing a paper under their direct supervision, on which marks have also been ascertained.
4. The students at their final year of graduation are also required to submit a paper on Environment, where teachers of different departments supervise the work of the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0		
Outlay in Rs. Lakhs	NA	NA		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	X
Non-Peer Review Journals	X	X	X
e-Journals	02	X	X
Conference proceedings	03	X	X



3.5 Details on Impact factor of publications: NA

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
OTHERS				
Total				

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)

NA



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					

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	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	Granted	

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

Total	International	National	State	University	Dist	College
01	01	0	0	0	0	0

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

NA

NA

3.19 No. of Ph.D. awarded by faculty from the Institution 0

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

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: College has no NCC unit.

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: : College has no NCC unit.

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other



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

Despite the Principal's post remaining vacant for a long time and a sizeable number of senior teachers retiring, the existing teachers and the TIC Soma Mukhopadhyay herself is ever watchful of the progress of NSS. Dr. Saswata Chattapadhyay, President GB being a physician also offered his free service in the NSS team. Anneswa helped by providing Dr. S.K. Dhara, Dermatologist for free skin care tests.

T. Porel, CEO 'Green & Green Globe' introduced soil-less plantation. The college now boasts with such samples. Volunteers participated in ASER survey over 30 villages on rural education, mentioned in ASER 2013, published Jan 2014.

The special camp at Ramchandrapur was inaugurated by A.K. Pattanaik, NSS Regional officer and at Durlavpur by Piyali Chakraborty, ASER Associate. With other programmes a survey on Economic condition of local people was done. Mr. T. Porel showcased soil-less plantation method.

The birth anniversary of Babu Jagjiban Ram and Swamiji' were celebrated. Volunteers participated at Sarat mela cultural programme, Panitras.



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	4679.49Sq.m.	X	UGC/MPLAD/ College Fund	4679.49Sq.m.
Class rooms	19Nos./1098.13Sq.m.	X		19Nos./1098.13Sq.m.
Laboratories	6Nos./731.31Sq.m.	X		6Nos./731.31Sq.m.
Audio Visual Room	1Nos./111.6Sq.m.	X		1Nos./111.6Sq.m.
No. of important equipments purchased (≥ 10 lakh) during the current year.		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)		Nil	UGC	2.97 Lakhs.
Others [On line UPS(1), Photo Copier(1), Projector(3)]	Nil	Nil	UGC	0.92 Lakhs.

4.2 Computerization of administration and library

The College office is computerised with advancement made by incorporating ‘Student Management System & Accounting package System’. To control and maintain the Official work and correspondence, the College has installed necessary number of printers, scanners, on line-UPS, one Server, with one advance photo copier machine already in the Office. Even the Admission process has also been computerised through partial “On-Line” system.

In the library in addition to the existing facilities SOUL-2.0 software is introduced for library automation and house-keeping. The decision of giving initial emphasis on “Catalogue”, Issue of Books and Returns of Books, have been taken. Gradually we have planned to install “e-library” and partial automation of Library for the benefit of our Students. The initiation of work has already been made.



4.3 Library services: **

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	24885	17,00,258	691	1,58,819	25,576	18,59,072
Reference Books	2005	2,16,917	36	12,000	2041	2,28,917
e-Books	nil	X	80409	Sub.from UGC	80409	Sub.from UGC
Journals	2	Gift.	-	-	2	Gift.
e-Journals	X	X	3828	Sub.from	3828	Sub.from UGC-
Digital Database	X	X	11	UGC-NLIST	11	NLIST
CD & Video	4	Gift	X	X	X	Gift
Others (specify)	10	X	X	X	10	X

** The college library had started functioning from the time of establishment of College in the year 1958. Thus it has accumulated many rare old books whose valuation is not available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs		Internet	Browsing Centres	Computer Centres	Office	Departments	Others
		Comp.sc .Deprt.	Commerce						
Existing	72	21	*20	Broadband connection	53	X	07	17	07
Added	X	X	X	X	X	X	X	X	X
Total	72	21	20		53	X	07	17	07

*Out of the 20 PCs, 11 are not in use



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

No such training programmes were undertaken by the College, but the college has provided internet facility to all Departments. Teachers and a portion of students have benefitted by that. The college has its own software for admission and maintenance of database. The college has its own website.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.84 LAKHS
ii) Campus Infrastructure and facilities	1.32 LAKHS
iii) Equipments	0.27 LAKHS
iv) Others (Generator)	0.70 LAKHS
Total:	3.13 LAKHS



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the suggestion of the IQAC the college has established a Disciplinary committee, Anti-Ragging Committee and a Committee against Sexual harassment of Women headed by one Teacher of the College. The IQAC has also suggested that different committees should interact with students to inform them about facilities available in the college. The IQAC also suggested that opening of a Placement Cell would benefit the students.

5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4635	NA	NA	nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2154	47		2481	53

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
3699	409	12	141	10	4271	3918	467	09	236	5	4635

Demand ratio-10:1(Hons.), 5:1(Gen.)

Dropout %- 6%Hons.10%Gen.



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

The college has a UGC approved “Coaching Classes for Entry in Service” Unit. This unit trains students for Bank, SSC, PSC, RAIL, and Other competitive Exam. Etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations – No record available.

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

5.6 Details of student counselling and career guidance

The college has one unit of “Career Counselling Cell” the grant of which has been provided by the UGC during its XI Plan Period (Merged scheme). One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities.

No. of students benefitted

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
01	16	07	No records.

** College has no such placement cell & placement records, but some time various organisations & companies visit our College for their promotional campaign & recruitment. The College provides them with the required support.



5.8 Details of gender sensitization programmes

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	Approx Amount
Financial support from institution	323	Rs. 1,56,073
Financial support from government	1102	Rs.91,57,800
Financial support from other sources(UGC)	0	0
Number of students who received International/ National recognitions	0	0



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

Grievance received regarding the condition of the Chemistry Laboratory building and the ceiling of the Central Block corridor. The matter was placed before the GB and decision was taken to renovate the said portions. The work will begin shortly.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Bagnan College was established in 1958. The dream of 1958 has already crossed 56 long years and stands tall like an unquestionable reality. The college now has a rich past, a glorious present and a bright future. Bagnan College is marching ahead with its sole objective of providing quality education to all, irrespective of caste, creed and religion, economic status or physical health. To fulfil the objective, many developmental programmes have been initiated keeping in tune with the changing requirements of education.

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

As the College follows the Syllabus of Calcutta University there is little scope of internal curricular designing. However every department has its own academic calendar/module to run and complete the syllabus.

6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar/ teaching module of that session.
2. The departments organize students' seminars, quiz contests, poetry/drama workshops.
3. Field study, Symposium, Project work and dissertation work carried out by most departments of the College.
- 4 Diversity of Learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The basic hinterland of this College is mainly consisted with "First-Learner Group" families. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.



6.3.3 Examination and Evaluation

1. Regular class tests for some departments.
2. Mid Term Test and Selection Test held, students need to qualify to appear in University exams.
3. The answer scripts of such tests are shown to the students and within one month results are declared. If reports are not satisfactory the college calls their guardians and discusses their shortcomings.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:

- i) The physical infrastructure has been remarkably improved/ developed. At present the college is about to start the construction of a New Science Building.
- ii) College introduce ICT, for which college utilised Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.
- iii) Latest books and journals are purchased and subscribed to every year.
- iv) Total automation of the library service has been initiated.
- v) Internet service has been made available to the library users.
- vi) Each Honours department maintains and runs a library of its own.
- vii) Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.



6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a Students' Union whose elections are held annually as per University Statutes. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for the Student counselling. Above all, there is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes a University expert.

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

1) Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holder in college website, notice board in the college. The admission procedure has been planned to be totally on-line next year, for which necessary steps are initiated.

2) The College gives prospectus at the time of admission to students from where students know the information about fees structure, student support, etc. Department of Commerce issues an Academic calendar.



6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance.
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

NONE

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	Academic Council & Governing Body.
Administrative	NO		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

Calcutta University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The college takes care to publish results of college examinations.



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

The University has recently changed the format of the Examination at the Undergraduate Level. 2+1 System of Examination has changed to 1+1+1 System of examination, also the system of “Supplementary Examination” has also been introduced along with the policy of “no detention” in Examination.

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

During peer team visit of NAAC the Alumni Association of the college took momentum and was very much active. The Department of Chemistry also created a separate such Association, both of which are however no longer in regular contact with the college. Steps are initiated to make them fully functional.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

The Computer Science Department of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Regular testing of drinking water and quality of canteen food by the College Authority.



Criterion – VII

7. Innovations and Best Practices

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

1. Website upgraded to make future on-line admission process possible.
2. COSA implementation initiated for computerization of salary and State Govt. Grants.

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

1. Proposal for renovation of Room 30 with future air-conditioning process. Proposal accepted by G.B and the TIC placed it before the Finance Subcommittee. The necessary fund was allocated by the FSC for execution of the work.
2. Proposal for Website up gradation has been placed to G.B. and it was decided to form a three men committee to execute the process of up gradation. The committee called for Quotations and finally placed order. The website is now upgraded to fulfil the criteria for future online admission.

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

1. Administrative personnel provided with additional financial benefits to shoulder extra work created by retirement of a number of Office Staff.
2. A large number of Guest Lecturers recruited to provide students with proper academic atmosphere.



7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute has introduced a course on environmental science.
2. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
3. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.
4. The college conducted National Environmental Awareness Campaign in collaboration with Uluberia Botanical Institute during 2013-14 on 'Bio Diversity Conservation'. The program was sponsored by the Ministry of Environment and Forest, GOI.

7.5 Whether environmental audit was conducted?

Yes

No

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

NA



8. Plans of institution for next year

1. To advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;
2. To renovate the existing office space for better management of office-related works.
3. To plan for second phase of work on construction of new annex Building.
4. To renovate room no. 30 accordingly to house departmental computers and extended teachers' room.

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NAME: SOMA MUKHOPADHYAY
TIC, BAGNAN COLLEGE

NAME: PIYAS CHAKRABORTY

Signature of the Chairperson, IQAC

Signature of the Joint Co-ordinators, IQAC



ANNEXURE I: ACADEMIC CALENDER

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission Process completed.
SEPTEMBER	C.U. Registration along with continuation of classes.
OCTOBER	Vacation/Local or Long Field Excursion
NOVEMBER	Mid-term exams
DECEMBER	a) Guardian Teacher / T.I.C. Meeting (Concern with each Department). b) Publication of Mid-term result.
JANUARY	a) 3 rd Year Test Exam. b) Filling up of Part-III C.U. Forms.
FEBRUARY	a) Part-II Test Exam. b) Publication of result of Part-III Test Exam.
MARCH	a) Part-I Test Exam. b) Publication of result of Part-II Test Exam. c) Filling up of Part-II C.U. Forms.
APRIL	a) Final Exams (Part III) b) Publication of result of Part-I Test Exam. c) Filling up of Part-I C.U. Forms.
MAY	C.U. Exam + Summer Recess
JUNE	Final Exams (Part I and part II)



Annexure II

Best Practice

Practice #1 Title – *Administrative empowerment*

Objective – The College provided financial perks to the Office Staff to shoulder additional responsibilities. This idea was thought of to overcome the huge additional load on the college brought about by an acute staff shortage created as a result of the retirement of a large number of Office Staff.

Context – The number of students in the college as increased over time but the number of administrative staff decreased. The financial package was meant to encourage the staff to shoulder additional responsibilities.

Practice – Financial benefits given to the staff.

- Food packets provided when additional time is spent in the college.
- Moral boost provided to encourage the Office Staff to shoulder additional responsibilities.

Evidence of Success –

Today, with limited administrative resources, we are able to motivate the staff to handle additional workload.

Resources Required –Resources required continuing the effort.

Problems encountered – None.

Practice #2 Titles – *Guest Lecturers Employed*

Objective – Provide adequate teaching to students to cope with the syllabus.

Context – The retirement of a large number of teachers necessitated the recruitment of teachers to provide quality education to students.

Practice – The College recruited a large number of Guest Lecturers in each subject as per requirement fixed by the Governing Body to meet the academic requirement of the students.

Evidence of Success –

- 1) The quality of education has gone up with the introduction of a large number of teachers.

Resources Required –

- 1) Financial resources required.

Problems encountered: Resource is a major concern as the entire expenditure is done from the College Fund.