

**The Annual Quality Assurance Report (AQAR) of the IQAC of
Barrackpore Rastraguru Surendranath College
West Bengal**

Part – A

AQAR for the year

2014-15

I. Details of the Institution

1.1 Name of the Institution

Barrackpore Rastraguru Surendranath College

1.2 Address Line 1

85, Middle Road & 6, Riverside Road

Address Line 2

Barrackpore, North 24 Parganas

City/Town

Kolkata

State

West Bengal

Pin Code

700120

Institution e-mail address

Brsc1953@gmail.com

Contact Nos.

033-2594-5270, 033-2592-0603/8855

Name of the Head of the Institution:

Smt. Krishnakali Basu (Ghosh)

Tel. No. with STD Code:

033-2594-5270

Mobile:

9051407585

Name of the IQAC Co-ordinator:

Dr. Chandrasekhar Mukherjee

Mobile:

09831687236

IQAC e-mail address:

iqac@brsnc.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN10228

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.brsnc.org

Web-link of the AQAR:

<http://www.brsnc.org/AQAR2014-15.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2002	05 yr.
2	2 nd Cycle	B	2.83	2009	05 yr.
3	3 rd Cycle	A	3.08	2014	05 yr.

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

February, 2004

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)
Latest Assessment and Accreditation by NAAC on 10-12 March 2014.

i. AQAR 29.09.2015 (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(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)

West Bengal State University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

☒

UGC-Innovative PG programmes

Any other (*Specify*)

DBT, BOOST
Govt. of W.B

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

-

2.4 No. of Management representatives

01

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

01

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

07 (Seven)

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others ☒

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Preparation of questionnaire and its circulation for getting data from stakeholders
2. Proposal for NAAC sponsored seminar on quality enhancement and sustenance of Teaching and Learning to the NAAC authority
3. Initiative taken by IQAC to organize collaborative programmes with different institutes such as community college, collaboration with Birla Industrial and Technological Museum, Gandhi Museum
4. Organization of Invited lectures by different departments.

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
Curricular Aspect a) CBCS be introduced in all PG programmes; b) Process of initiation B.Ed. course be started; d) UGC provisions for vocational courses and community college be considered;	CBCS introduced in PG programmes Govt. direction is waiting In process

Teaching Learning and Evaluation b) Refresher, Orientation and Workshop be organized in collaboration with the Academic Staff College of state Universities. c) The Mid-term examination be replaced by project work on optional basis. e) Students Feedback mechanism needs to be upgraded and made a continuous process	Summer & Winter School in process Implemented Upgradation done
Research Consultancy and Extension a) Minor Research Projects of college and projects from UGC, DST, DBT etc be encouraged b) Linkage with CIFRI, IISER (Mohanpur) Ichapur Rifle Factory, Gandhi Museum, Indian Museum, Birla Industrial and Technology Museum, Birla Planetarium / M.P. Birla Foundation be formed c) Hospital and Hotel management institute, Geological Survey of India, National University of Juridical Science, Legal Aid Service (Govt. of W.B.), Human Rights Commission be approached for consultancy. Different departments are requested to contact with these associations for blending teaching with research. d) Value oriented courses be organised in collaboration with department of Sanskrit, University of Calcutta which may act as nodal centre and extending assistance from Gandhi Museum Barrackpore and Gandhi Study Centre on “Gandhian Values”. f) Contact Pollution Control Board for department of Environment, Govt. of W.B. g) Activation of Research Centres	Continuing In process In process In process In process
Infrastructure and Learning Resources a) Acquiring the remaining portion of 6, Riverside Road. b) Modernization of Library, Office (Cash collection centre at 6, Riverside Road) c) Upgradation Room no. 226 of 85 Middle Road into fully equipped auditorium. d) Developing Wi-fi facility at 6, Riverside Road campus e) Enrichment of central laboratory system f) Construction of ground and 1st floor of Boys’ Hostel and construction of 3rd Floor of Girls’ Hostel. g) Introduction of model classroom in both campuses h) Arranging ATM counter at 85, Middle Road campus	In process In process In process Done Done Ground floor completed In process In process
Student Support and Progression a) Improvement of placement service, MOU with IBM be made for opening franchises. b) Introduction of sports management course in association with (IISWBM)	Continuing In process
Governance and Leadership b) Initiatives be taken to create more funds for poor and meritorious students c) Governing Body is requested to approach DPI for more substantive teaching and non-teaching posts and fill up the existing vacancies d) Introduction of Biometric card in library e) Formulation MIS among staff should	Continuing Requisition sent to DPI, Govt. West Bengal Done Done

Innovative Practice a) introduction of West Bengal Health Scheme for Teaching and Non-teaching staff c) Developing linkage with IISER (Mohanpur), IACS by the dept. of Physics, Chemistry, Zoology, Botany d) Developing linkage with reputed hospital and CIFRI by the dept. of Microbiology and Food & Nutrition e) Organizing “NAAC Awareness Workshop” by IQAC with funding from NAAC as a measure for promoting consultancy in this field. . g) Keeping the environment green policy paper free communication within the campus. Purchase procedure by e-submission.	Govt. direction is waiting In process In process Applied Applied
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** Attach the Academic Calendar of the year as Annexure.*

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

1. CBCS in all PG programmes started as per recommendation of NAAC
2. The introduction of community college is in process
3. Introduction of some PG courses in Distance mode
4. Organization of invited lectures by eminent resource persons
5. Proposal submitted to West Bengal College Service Commission for filling up the vacant posts in different subjects
6. Introduction of Biometric card in library
7. Initiation of MIS among the staff with the mail server
8. Modernization of College Office is going on
9. Model class room building under process
10. Upgradation of canteen is going on
11. Installation of Water Purifier and Health Check-up in Bholananda Old Age Home as a sustenance measure by NSS

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	06			
UG	26		01	
PG Diploma	01 (PGDSE)			
Advanced Diploma				
Diploma	02 (CCE & A Level)			
Certificate	01 (O Level)			01 (CEL)+03 (COC)
Others				02 (Entry in Services & Coaching for SC/ST/OBC/ Minorities)
Total	32		01	06
Interdisciplinary				
Innovative	COC			

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

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	26

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

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

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

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

Revision / updating of syllabi at an interval of three to four years for both UG and PG.

Salient Aspect

1. Updating the syllabi with respect to vertical progression of the students
2. Blending theory with practical problems
3. Inclusion of project works
4. Up gradation of syllabi as per the needs of the industries

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (CWTT+ PTT+ Management appointee)
110	32	21	-	28+16+13=57

2.2 No. of permanent faculty with Ph.D.

24

No. of CWTT with Ph.D.

06

No. of Management Appointee with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors / Principal		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	22				01			04	23

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

15

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	32	-
Presented papers	12	16	-
Resource Persons	02	05	02

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

An innovative process in internal examination has been adopted for undergraduate students. The conventional pattern of written examination in Mid Term has been replaced by innovative methods like project work, seminar presentation, book review etc.

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

212

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

Open book, Seminar
oral Presentation, Book
Review

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

04

03

07

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Programme						
Bengali	65		0.0	98.5		98.5
Education	46		10.9	89.1		100.0
English	40		2.5	95.0		97.5
Hindi	33		0.0	97.0		97.0
History	54		0.0	100.0		100.0
Journalism & Mass Comm.	46		8.7	91.3		100.0
Philosophy	29		6.9	89.7		96.6
Political Science	48		2.1	93.8		95.8
Sociology	32		0.0	93.8		93.8
Accounts & Finance	141		10.6	89.4		100.0
Marketing	84		7.1	92.9		100.0
Chemistry	22		59.1	36.4		95.5
Computer Sc.	19		57.9	42.1		100.0
Economics	22		22.7	77.3		100.0
Electronics	16		12.5	87.5		100.0
Food & Nutrition	39		33.3	66.7		100.0
Geography	40		0.0	100.0		100.0
Mathematics	35		31.4	57.1		88.6
Microbiology	32		18.8	68.8		87.5
Physics	25		32.0	60.0		92.0
Psychology	18		5.6	94.4		100.0

Zoology	38		26.3	73.7		100.0
BBA						
PG Programme						
Microbiology	28		100			100
Computer Science	29		100			100
Geography	28		100			100
Food & Nutrition	25		100			100
Accounts, Finance & Control	32		100			100
Marketing Management	27		100			100

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

- (a) Active participation in Admission Process of UG & PG courses
- (b) Monitoring the attendance of students
- (c) Monitoring the classes held
- (d) Filling up the vacant teaching & non-teaching posts
- (e) Organizing Remedial Teaching

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	01
HRD programmes	01
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
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	54	6	01	
Technical Staff	24	8	04	

Criterion – III

3. Research, Consultancy and Extension

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

Motivating the faculty members to apply Minor & Major Research Project to UGC & College

Generating awareness for developing the research centres

Inviting proposals from faculty members about research.

The IQAC has reformed the earlier Research Monitoring Cell into a Research and Development Committee to upgrade and expand its activities. The committee under the aegis of IQAC constantly keeps track of the research and publication activities of the faculty. IQAC keeps continuous coordination with this committee and monitors its activities in promoting research climate like leave for researchers, publications, application and submission of Minor and Major research projects, hassle free fund release in College-funded projects

IQAC takes care about the publication of two college research journals-‘Journal of Business and Economic Issues’ and ‘Vision’ to enable researchers to publish their research findings.

IQAC also monitors the sustenance of all College Funded Research Projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs			32,00,000/-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	31		
Outlay in Rs. Lakhs	1,01,000/-	Rs. 16,10,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	18	1
Non-Peer Review Journals			
e-Journals	1	-	-
Conference proceedings	6	6	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS 01

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	3yr.	DBT, GOI & DBT, GOWB	Rs. 32,00,000/-	Rs. 14,61,320/-
Minor Projects	2 yr.	UGC	Rs. 12,00,000/-	Rs. 12,00,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College ✓	2 yr.	College	Rs. 4,10,000/-	Rs. 4,10,000/-
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
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 N.A.

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			01		07
	Sponsoring agencies					College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

NIL

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

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

Total	International	National	State	University	Dist	College

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

03

03

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) N.A.

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 50

University level State level
 National level International level

3.22 No. of students participated in NCC events: 100

University level State level
 National level International level

3.23 No. of Awards won in NSS: Nil

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

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="03"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>	
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="02"/>	Any other <input type="text"/>

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

- The NCC unit of the college assisted the Barrackpore Police Commissionerate in organizing Traffic/Crowd Control Programme during Puja in October 2014
- Anti-drug use campaign in the locality on anti-drug day 26 June 2015 by the NCC unit
- Tree Plantation programme in different places in the locality during monsoon
- Two health check-up camps at an Old age home in the locality-Bholananda Bridhyasram on September 2014 and May 2015
- Organizing participation of inmates of an Old Age home in the locality in cultural programmes of the college to secure their mental health and orient the students in their duties towards senior citizens
- Distribution of nutritious food and clothes, installation of water purifier in Bholananda Briddhasharm- an Old age home of the locality on September 2014 and May 2015.
- Organising Thalasaemia Eradication awareness programme
- Conducting JBNSTS examination, West Bengal School Service Examination etc.

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	5.2 Acres	.08 Acres (Gr floor of Boys Hostel)	State Funding	5.28 acres
Class rooms	56	X		56
Laboratories	47	X		47
Seminar Halls	05	X		05
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	300 Computers 14+ Equipment of the value of 50,000 and above	34 Computer 1 Hardware Firewall 2 Projector 1 Colour Photocopier CCTV 1 Cannon camera & Equipment		
Value of the equipment purchased during the year (Rs. in Lakhs)		19,39,930/- (computer & Others)	UGC Grant State Grant College funded	
		20,50,119/-	UGC Grant State Grant College funded	
Others				

4.2 Computerization of administration and library

The College runs fully computerized administration and library system.

Administration regularly uses tailor made software for maintaining the students' database system since 1998. Also uses Tally for maintaining the Accounts. The college is following MIS since 2013 for receiving and disseminating internal information through individual institutional mail ID to every employee.

The salary system of government funded employees is maintained through COSA (Computerization of Salary Account) according to the guidelines of Government of West Bengal.

Library regularly use Tailor made customized software for cataloguing, circulation and report generation. It introduced online book requisition system and online book catalogue for searching availability of books from remote place. The library initiated the Biometric system to track the daily footfall in the libraries of both campuses.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46450	1,02,00,000	2402	11,34,320	48852	1,13,34,320
Reference Books						
e-Books	≈ 99000	Consortium	≈ 1000	Consortium	≈ 100000*	Consortium
Journals	41					
e-Journals	≈ 6800	Consortium	≈ 200	Consortium	≈ 7000*	Consortium
Digital Database	1^	BCL	0		1^	BCL
CD & Video	211		0		211	
Others (Magazines)	9		3		12	
Newspaper	13		1		14	

* Through N-LIST consortium of INFLIBNET

^ Through Institutional Membership

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	300	55	10	15		20	200	
Added	34	02	03	01		02	26	
Total	334	57	13	16		22	226	

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

COSA training programme for support staff (5 members) by NIC
Online Book Requisition System
Internet based catalogue search

4.6 Amount spent on maintenance in lakhs:

i) ICT

6.2 lakhs

ii) Campus Infrastructure and facilities

12.2 lakhs

iii) Equipments

4.5 lakhs

iv) Others

Total :

22.9 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC 's involvement to organise Principal / TIC's Orientation Lecture on students support services just after admission in 1st year (UG) and 1st Semester (PG) classes.

IQAC 's involvement in organizing Career fair in December – January of every year

5.2 Efforts made by the institution for tracking the progression

The institution directs every departments to aware the students about the future prospects of the students of the respective departments. The department does this by arranging seminars where the departmental teachers and faculties from outside are invited to speak about the areas and institutions where there is opportunity for vertical progression of the UG passed out students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5014	340	02	X

(b) No. of students outside the state

14

(c) No. of international students

22

No	%
16	0.30

Women

No	%
6	0.11

Last Year (2013-14) (UG+ PG)						This Year (2014-15) (UG+PG)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4095	722	90	311	22	5240	4040	767	87	427	33	5354

Demand ratio 1:6

Dropout % ~5 (UG) & <1% (PG)

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

College conducts certificate courses in communicative English and aptitude development with corporate training and placement assistance.

College conducts coaching for competitive examination (such as IBPS, Staff Selection Commission, PSC, TET [Primary and Secondary] etc.) in collaboration with Sub Regional Employment Exchange, Barrackpore

No. of students beneficiaries

510

5.5 No. of students qualified in these examinations

NET	06	SET/SLET		GATE	01	CAT	
IAS/IPS etc		State PSC		UPSC		Others	04

5.6 Details of student counselling and career guidance

The Centre for Career Development had organized its 8th Career Fair – for Career Counselling during 11 – 13 December, 2014. No. of Career Counselling Session 21

No. of students benefitted

1122

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
06	110	86	01

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	665 (UG+PG)	2,38,850/-
Financial support from government	221	13,30,100
Financial support from other sources	-	-
Number of students who received International/ National recognitions	03 (ICCR)	1,44,405/-

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 about the college canteen redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To make the College a Centre of Excellence and an institution of national acclaim.

Mission:

- To ensure and sustain quality in education.
- To provide value-based and value added education with a view to instilling self-confidence among the students.
- To inject energy and vigour among our youth and help them to learn, grow and evolve so that their dreams come true.
- To make our students socially committed and adaptable to global changes.

Objectives:

- Advancement of learning accompanied by modern teaching aids.
- Provision of need based higher education to cope with the changing requirements of the society.
- Attainment of excellence through academics.

6.2 Does the Institution has a management Information System

Yes

The college has been following MIS since 2013 for receiving and disseminating internal information through individual institutional mail ID to every employee.

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

6.3.1 Curriculum Development

Inclusion of field work and educational excursion
Inclusion of project work
Implementation of CBCS in PG Courses

6.3.2 Teaching and Learning

Teaching social science through Theatre performance
Invited lecture method of Teaching
Emphasis on internet access for project work, e-book, e-journal facility
Presentation of Learning by Students through seminar, Field Work, Industrial visit, summer school.

6.3.3 Examination and Evaluation

Group Discussion, Power Point presentation, Grand viva, seminar lecture by students

6.3.4 Research and Development

- College provides MRP to faculty members with an increase in ceiling of Rs. 2 lakhs
- Motivating faculty members for research publications in peer reviewed journal with high impact factor.
- Encouraging them to present papers in national / international seminar & to act as resource person.
- Developing the research centre
- Showcasing the publication of research work of faculty members
- To explore various funding agencies for sponsoring major / minor projects. (DBT, DST, UGC)
- Motivating the faculty members and the students to organise various seminars & workshops at institutional / state / national / international level
- Encouraging faculty's to act as Ph.D supervisor.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Construction of Boys' Hostel to cater to the needs of the society
- Provision for access of e-book facility through Oxford Publication
- Separate internet connection in the library for access the web resources
- More desktop, laptop, projector provided for wider use.
- Provision of model class room and auditorium is in process.

6.3.6 Human Resource Management

- Motivating the faculty members to participate in Refresher & Orientation courses.
- Arrangement for training to Non-teaching staff for introduction of COSA by NIC
- Communicative English language and aptitude (Numerical and logical reasoning) to final year students.
- Special employability training programme (80 hrs.) –certification and Hiring programme of TCS
- Career counselling by Career Development Cell & by the respective departments.

6.3.7 Faculty and Staff recruitment

- Wide circulation of vacant post in daily Newspapers, Regional Employment Exchange, college website, West Bengal College Service Commission.
- Recruitment on the basis of merit.
- Selection through written examination & viva-voce, academic achievement in previous qualifying examinations, Experience.

6.3.8 Industry Interaction / Collaboration

- Interaction with TCS
- Industrial visit by M.Sc. / M.Com. Students to broaden the real life experience (e.g. Golden Tea Estate in Darjeeling, Coca-Cola, Mother Dairy, Central Dairy Belgachia, GVK-a Biscuit Industry, Raja Biscuit , Bengal Beverage
- Faculty members from industry acted as experts and member of PGBOS

6.3.9 Admission of Students

- Online Admission in both UG & PG
- Admission strictly on the basis of merit
- Strict observance of Govt. Rules for Reserved Categories

6.4 Welfare schemes for

Teaching	Staff Cooperative
Non-teaching	
Students	Students Aid Fund, Medical and Means Fund, Earn & Learn

6.5 Total corpus fund generated

Rs. 40 lakhs

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	✓	NAAC, State Govt.	✓	Peer Review
Administrative	✓	Statutory Audit	✓	Internal audit

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?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

- Campaigning for CEL, Thalassemia eradication programme
- Scholarship to students - some of them are handicapped
- Suparna Bose Memorial Award to B.Com Student for awarding 1st class 1st at the university examination.
- Participated in fund generation for Diamond Jubilee held on September, 2014

6.12 Activities and support from the Parent – Teacher Association

The college organises Parent-Teacher meeting every December – January. The parent give their feedback about the strength and weakness of the department as well as the institution. The institution welcomes the proposal and try to implement the suggestions as far as practicable. For example as per the suggestion of parent teacher association the college has introduce the learning of communicative English and aptitude test from the 1st year instead of 3rd year.

6.13 Development programmes for support staff

Development programme for support staff in collaboration with Calcutta University for this year is in process.

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

- Awareness Programme to make the campus eco friendly
- Strengthening of Rain Water Harvesting System for gardening purpose in process.

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.

- Publication of Peer Reviewed College Journals – ‘Vision’ with ISSN No. 2348 - 7631
- Awareness generation campaign for the children from Red light area
- Introduction of COSA
- Online merit based Admission
- Sanctioning of BOOST project by Govt. of West Bengal

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

- Approached to Hon’ble MP for funding infrastructural growth
- Approached to MLA for grant of Auditorium
- CBCS programme introduced in all PG programme.
- Upgrading the students’ Feedback mechanism
- Reform in college examination by innovative method
- Arrangement for model class room
- Construction of Boys’ Hostel
- Wi-fi installation at 6, Riverside Road Campus
- ATM Counter at 85, Middle Road campus in process
- Biometric card introduced in library
- MIS formalized
- Applied for sponsored seminar
- Visited Asutosh College and Derozio College for Community College
- Visited BITM and Gandhi Museum for collaboration
- Installed water purifier and organized health checkup programme for the inmates of old age home by NSS unit of the college

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

- i) Performance Appraisal of Teachers
- ii) Students' Feedback

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

7.4 Contribution to environmental awareness / protection

- Awareness Generation to environmental protection
- Strengthening of Rainwater Harvesting system

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

Formalities for Green Audit is in process


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

- Thalassemia Eradication centre of National importance
- Establishment of Central Instrumentation Centre
- ICT based class room teaching
- Impressive performance of Students in the University Examination and Sports and cultural activities at University level
- Good Infrastructure
- Computerization of Office Administration
- Introduction of COSA
- Stress should be given to industry interaction / collaboration


8. Plans of institution for next year

1. Encouraging students for collaborative, interactive & independent learning.
2. Strengthening Industrial visits
3. Faculty exchange programme
4. Emphasis on Research activities
5. Research Publication in Peer Reviewed Journals with higher impact factor
6. Indexing of peer reviewed college published journals
7. Collaboration with research institution and industries
8. Initiatives for getting patent rights
9. Initiation of consultancy support
10. Development of ICT infrastructure
11. Creation of Institutional Repository
12. Strengthening Job oriented Courses
13. Organization of summer and winter school for faculty members & Staff Development Programme
14. Initiation/ Adaptation of Institutional Meeting Calendar of different committees.
15. Organizing outreach activities in the neighbouring areas of the institution.
16. Initiatives for Green Audit

Name: Dr. Chandrasekhar Mukherjee


Signature of the Coordinator, IQAC 29.9.15
Co-ordinator
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Barrackpore Rastraguru Surendranath College

Name: Smt. Krishnakali Basu (Ghosh)


Signature of the Chairperson, IQAC
Teacher-in-Charge
BARRACKPORE
Rastraguru Surendranath College

ACADEMIC CALENDAR

- Commencement of Academic Session : 1st July of each year.
- Admission to 1st year Honours & General Course (UG level) : Within 3-4 days after announcement of HS result of WBCHSE.
- Enrolment in 2nd year Degree Course : Within 7 days after completion of (1+1+1) Part I Exam./July 2nd week
- Enrolment in 3rd year Degree Course : 1st & 2nd Week of July. Within 7 days after completion of (1+1+1) Part II Exam.)
- Admission to 1st year PG level : Within 7 days of announcement of B.A./ B.Sc. Part-III Exam result of C.U. (1+1+1 System)
- Death anniversary of Rastraguru : 6th August. (Holiday) Surendranath Banerjee
- Commencement of 1st year Class (UG level) : 2nd - 3rd Week of July.
- Blood Donation Camp : 2nd Week of August
- Health Awareness Seminar : Last Week of August – First Week of September
- Class Test 1 : 2nd Week of September
- College Foundation day : 19th September. (Holiday)
- Result : 3rd Week of September
- Puja Vacation (28 days) : During Sep.-Oct.-Nov. as per respective year calendar
- 1st Departmental Seminar : Last week of October / Before Puja Holiday
- Birth Day of Rastraguru Surendranath Banerjee. : 10th Nov. (Holiday)
- Rastraguru Surendranath Banerjee Memorial Lecture : November
- Cultural Meet & Career Fair : December
- Alumni Meeting : 1st Sunday of December.
- Winter Recess : Last Week of December
- Mid-Term Examination : 1st – 2nd Week of January
- PG I & III Sem. Examination : 1st – 2nd Week of January
- Result Publication of Mid Term Exam : 3rd Week of January
- 2nd Departmental Seminar : 1st – 2nd Week of February
- B.A., B.Sc., B.Com. Part-I, Part-II & Part-III (1+1+1 System) : As per University Guideline
- Form Fill up for B.A./B.Sc./B.Com. (Part-III) (1+1+1 System): As per University Guideline
- Form Fill up for B.A./B.Sc./B.Com. (Part-II) (1+1+1 System): As per University Guideline
- Form Fill up for B.A./B.Sc./B.Com. (Part-I) (1+1+1 System) : As per University Guideline
- B.A., B.Sc. & B.Com. Part III Examination (1+1+1 System) : As per University Guideline
- B.A., B.Sc. & B.Com. Part II Examination (1+1+1 System) : As per University Guideline
- B.A., B.Sc. & B.Com. Part I Examination (1+1+1 System) : As per University Guideline
- PG II & IV Sem. Examination : 4th Week of May– 1st Week of June
- Publication of PG Result : Last week of June
- Summer Recess : 16th May to 30th June.

Rest of the Holidays are according to the guideline of affiliated University and Government of West Bengal.

ANALYSIS OF STUDENTS FEEDBACK - 2015

Programme	College A (15) In %	Curriculum B (20) In %	Class-Room- interaction C (60)	Lab. D (30) In %	Exams E (10) In %	Library F (25) In %	College -Office G (15) In %	Extra- curriculum activities H (10) In %	Administr- ation of the college I (35) In %	Canteen, Common -room & sanitary etc. J (20) In %	Commun- icative English K (5)
			In %								
ENGA	85	70	63.5	-	42.5	79.2	53.3	36.6	62.8	52	50
PLSA	89	75	78.45	-	85	67	80	37.22	76	73	-
SOCA	92	94	100	-	81	65	74	87	78	77	-
MTMA	94	92	77	79	87	81	83	73	82	80	-
PHSA	62.5	57.3	58.8	63.8	55	73.9	64.3	78.9	63.8	45.7	-
CEMA	91.7	63.6	73.2	78.7	78.2	76	68.6	66.6	71.7	58	
CMSA	87	82	72	72	82	75	73	70	72	68	-
JORA	97	77	90	59	96	82	91	73	86	86	47
FNTA	85	75	80	67	79	62	73	64	69	60	84
ZOOA	82.65	65.6	62.7	72	75.35	62.8	73.1	61	65	59	-

Best practice I:**1. Title of the Practice: Performance Appraisal of Teachers**

2. **Goal:** The objective is to achieve self-accountability of the teachers in discharging their duties to the institutions, students and to the society at large. Teachers constitute the most important segment of the society. They can play a role model to the students as well to the society.

3. **Context:** With the above view the following objectives may be summarized.

- To make teachers punctual regarding timely attendance in the college and classes.
- To make teachers available during college hours for academic as well as other activities.
- To make them responsible regarding students' success and failures.
- To encourage newly appointed teachers to follow precedence set by the senior teachers.
- To assess on daily basis the number of classes actually taken by a teacher in respect of classes allotted.
- To reduce students' complain regarding class fall.
- To verify the completion of syllabus assigned to a particular teacher.
- To make comparison among the peers and there by develop a healthy and constructive competition among the departments.
- Consider the changing needs of the students and enhance their employability.

Presently, Attendance Register is maintained almost in every college. Teachers put their signature every day. Teachers are mentioning time of arrival and departure regularly. But, this standard practice fails to estimate the total institutional record in respect to teaching plan, progress of the academic and examinal programme etc. Few years back college teachers council has framed a format of record keeping on daily basis in the name of **Performance Appraisal of Teachers** which gives a transparent view of the teaching learning status of the college **supplemented by the Academic Diary** of the faculty members. We must say in all fairness the records are depicted and used for analysis.

The Practice:

Practices are performed by the teachers, and specially arranged non-teaching staff for recording keeping on daily basis:

- Dual recording of attendance of teachers- their office-in and office-out by the teachers themselves and by the administration.
- Cross checking of teachers' performance during their college hour through self-appraisal and data recording by the employer.
- Regular vigilance of the records maintained by the Principal, followed by necessary measures.
- To record on daily basis the academic progress in the individual academic diary.
- Feedback yearly taken from the students, parents and alumni.
- Participation of teachers in orientation, refresher courses and seminars, symposiums etc. within and outside the campus.
- Introduction of Technology Enabled Teaching and Learning are recorded
- Operation of Grievance Redressal Cell.
- Provider of facilities to the teachers for research activities.
- Principal's action for consecutive absence without notice.

4. Evidence of Success:

Successes are manifold. This can be enumerated as follows:

- Success achieved in taking classes during the last four sessions:

Session Performance of Teachers (%)	2013-14	2012-13	2011-12	2010-11
Above 90%	40.2%	35%	43.15%	42.6%
Above 80%	77.83%	76.4%	82.2%	82.5%

- In supervising examination the success rate during the last four sessions are as follows:

Session Performance of Teachers (%)	2013-14	2012-13	2011-12	2010-11
Above 90%	56.2%	69.7%	53.1%	45.7%
Above 80%	83.6	87.9%	75.2%	80.3%

5. Problems Encountered and Resources Required:

The following problems have been encountered in implementing the practice:

- Reluctant due to psychological factor to mention time of arrival and departure, signing Attendance Register regularly
- Working hours of many of the office staff, Principal, teachers had to be extended too long from 10 a.m. to 9 p.m.
- Conducting frequent meetings to upgrade the teachers' performance after College hours and within next impact of negative behaviour pattern of a few teachers as well as non-teaching staff

The resources required to implement this method are follows:

Requirement of more funds to implement this method successfully

Technology Enabled Teaching aids

Requirement of efficient HR Expert

Requirement of efficient administrative staffs (specially data recorder)

Appointment of more qualified teachers

Best practice II:

1. Title of the Practice: Students' Feedback

2. Goal:

Barrackpore Rastraguru Surendranath College has planned to sustain new programmes. Accordingly to enhanced quality it wants to know about the requirements of the students for their all-round development. To satisfy this goal, the institution developed its own system of inviting feedback from the students on various aspects of the college with the support of the teachers' council. The underlying principle behind the feedback system is that the past and present results are the best guide in taking the decisions in the right perspective.

3. Context:

The knowledge about the role, relevance and success of various policy measures for quality assurance & enhancement were the main contextual features and issues which are to be addressed by designing & implementing an effective feedback system. For the policy decisions to be successful, the institution had to create favourable environment. In its context, the institution depends more on feedback system and initiates these proposals since 2001.

4. The Practice:

The Institution has devised & implemented Feedback regarding environment of the college on such aspects as:

- ❖ College
- ❖ Curriculum
- ❖ Class Room Interaction
- ❖ Laboratory
- ❖ Examination
- ❖ Library
- ❖ College Office
- ❖ Extracurricular activities
- ❖ Administration
- ❖ Canteen, Common Room & Sanitary system
- ❖ Strengths & Weaknesses of the Department
- ❖ Suggestions for development of the college
- ❖ Expectation of the students from filled up Feedback form
- ❖ Objective Impression about the teachers of the Dept.

The college devised its own bilingual (Bengali & English) students' Feedback format giving observations on Academic, Administrative, Extracurricular activities. This feedback provides an opportunity to the students for giving their observations and suggestions for further developments & better results. The students can mention the strengths & weaknesses of the Departments as provided in the Feedback format. The students provide suggestions for development of the college. Teacher wise specific impressions are given by the students on objective basis.

5. Evidence of Success:

After receiving the filled up feedback forms, IQAC analyses the feedback of the students. The strengths & weakness of the Departments and the college have been recorded. Also, the suggestions from the students are noted. Accordingly, the institution takes measures and strategies for quality assurance & enhancement. Departmental Library has been functioning & Library hours have been extended beyond the normal hours for PG students. Laboratory space has been extended. More teachers & non-teaching staffs have been appointed as per the suggestion of students. Different outreach activities have also been undertaken. Girls' Hostel has been constructed & land for Boys' Hostel has been purchased. Some PG Depts. in MCB, CMS & Commerce have been opened on autonomous basis. Thus the system of feedback have proved to be largely successful. This, we think, is a sound technique to prepare the balance sheet of the institution.

6. Problems Encountered and Resources Required:

Initially, the students did not understand the rationale behind filling up the feedback form. Initially, some of the students had psychological fear and they were reluctant and hesitant to fill up the feedback form properly. Later, learning the problem we convened meetings with the students. The Principal and other teaching staff took attempts to apprise to the students the rationale behind filling up the feedback form. Also, the college administration made it compulsory for the students to fill up the feedback forms; lest the students of the final year would not be allowed to fill up the forms for their University examinations.