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

Part – A

1. 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 (North)

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:

> Dr. Monojit Ray

Tel. No. with STD Code:

> 033-2594-5270

Mobile:

> 9433351020

Name of the IQAC Co-ordinator:

> Dr. Sutapa Ghosh Dastidar

Mobile: 09475803247

IQAC e-mail address: iqac@brsnc.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* WBCOGN10228

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/AQAR2016-17.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY February, 2004

1.8 AQAR for the year *(for example 2010-11)* 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR 2014-15 submitted to NAAC on 29.09.2015 (DD/MM/YYYY)

    ii. AQAR 2015-16 submitted to NAAC on 29.09.2016 (DD/MM/YYYY)

1.10 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 ☐

1.11 Type of Faculty/Programme

    Arts ✓   Science ✓   Commerce ✓   Law ☐   PEI (Phys Edu) ✓

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ✓

    Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)   West Bengal State University

1.13 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]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [07]

2.2 No. of Administrative/Technical staff [03]

2.3 No. of students [01]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

community representatives [-]

2.7 No. of Employers/ Industrialists [-]

2.8 No. of other External Experts [02]

2.9 Total No. of members [15]

2.10 No. of IQAC meetings held   08

2.11 No. of meetings with various stakeholders: No. [03]   Faculty [01]

Non-Teaching Staff Students [01]   Alumni [01]   Others [ ]

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

If yes, mention the amount   3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 8   International 2   National 2   State 4   Institution Level 1

(ii) Themes   'Quality Enhancement and Sustenance of Teaching and Learning'

2.14 Significant Activities and contributions made by IQAC

1. Organizing International, National, State level Seminars/ Workshops for quality enhancement and sustenance of Teaching and Learning
2. Initiative to organize collaborative programmes with institutes of repute
3. Initiation of consultancy services to different colleges regarding NAAC accreditation
4. A MoU with Nadia Zilla Parishad has been signed in the fields of Research and training as consultant Institute.
5. Signing a MoU with SWID in the field of spreading awareness about the benefits of rain water harvesting is in process.
6. Replacing the traditional evaluation system in the examinations by project based evaluation system, group discussion, seminar presentation etc.

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;	Preparation for introduction of CBCS in PG courses in Commerce has already been started. Government directives are awaited
Teaching Learning and Evaluation a) Refresher, Orientation and Workshop are organized in collaboration with the Academic Staff College of State Universities.	Introduction of Faculty and Staff Development Programme is in process from UGC CPE Fund.
b) The Mid-term examination will be replaced by project work on optional basis.	Implemented

c) Students Feedback mechanism needs to be upgraded and made a continuous process	Some Upgradations has already been made and some more upgradations are in progress.
Research Consultancy and Extension	
a) Minor Research Projects of college and projects from UGC, DST, DBT etc be encouraged	College is encouraging both UGC funded Minor Research Projects as well as College funded Minor Research Projects. DST & DBT funded projects are also 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	In process
c) Hospital and Hotel management institutes, Geological Survey of India, National University of Juridical Science, Legal Aid Service (Govt. of W.B.), Human Rights Commission to be approached for consultancy. Different departments are requested to contact with these associations for blending teaching with research.	In process
d) Value oriented courses to be organised in collaboration with Department of Sanskrit, University of Calcutta and Value-based workshops in collaboration Gandhi Museum, Barrackpore and Gandhi Study Centre on "Gandhian Values".	Courses in collaboration with CU in process. Programme with Gandhi Museum has already been implemented.
e) Activation of Research Centres	In process from UGC CPE Fund
Infrastructure and Learning Resources	
a) Acquiring the remaining portion of 6, Riverside Road.	In process
b) Modernization of Library, Office (Cash collection centre at 6, Riverside Road)	Completed under RUSA Fund
c) Upgradation of Room no. 226 of 85, Middle Road campus into a fully equipped auditorium.	Completed under BEUP fund of Govt of WB
d) Installing Wi-fi facility at 6, Riverside Road campus	Implemented
e) Enrichment of the central laboratory system	Continuing
f) Construction of the ground floor and 1st floor of Boys' Hostel and construction of 3rd Floor of Girls' Hostel.	Construction of Ground floor of the Boys' hostel is already complete under Govt. of WB Fund. Permission for Construction of 3rd floor of Girls' hostel is awaiting from Barrackpore Municipality.
g) Introduction of model classrooms in both campuses	Implemented from RUSA Fund and the implementation is still continuing
h) Arranging ATM counter at the 85, Middle Road campus	In process
Student Support and Progression	
a) Improvement of placement service, MOU with IBM is to be made for opening franchises.	Continuing
b) Introduction of sports management course in association with (IISWBM)	In process

c) Faculty Training Programme by TCS for providing employability related coaching to the students aspiring to work for TCS	The training programme has already been started.
Governance and Leadership	
a) Initiatives be taken to create more funds for poor and meritorious students	Continuing
b) Governing Body is requested to approach DPI for more substantive teaching and non-teaching posts and fill up the existing vacancies	Requisition sent to DPI, Govt. West Bengal and the existing vacancies has been partially fulfilled.
c) Introduction of Biometric card in library	Implemented
e) Formulation of MIS among staff	Initiated
Innovative Practice	
a) Introduction of West Bengal Health Scheme for Teaching and Non-teaching staff	Government directives are awaited.
b) Developing linkage with IISER (Mohanpur), IACS by the Dept. of Physics, Chemistry, Zoology, Botany	In process
c) Developing linkage with reputed hospital and CIFRI by the Dept. of Microbiology and Food & Nutrition	In process
d) Organizing "NAAC Awareness Workshop" by IQAC with funding from NAAC as a measure for promoting consultancy in this field. .	Implemented
e) Keeping the environment green policy with paper free communication within the campus and procedure of purchase through e-tendering. f) Modification of academic diary for self- appraisal of the teachers g) Installation of Video Display Boards for notices and other important information. h) Introduction of a mobile apps 'BRSC UTKRASH' for internal stakeholders & Initiation of MIS among the staff with the mail server.	Implemented Implemented Installed In process

* 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 PG programme in Commerce has 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 Higher Education Department, Govt. of West Bengal for filling up the vacant posts in different subjects
6. Introduction of Biometric card in library
7. Introduction of mobile apps 'BRSC UTKRASH' for internal Stakeholders & Initiation of MIS among the staff with the mail server
8. Modernization of College office is complete under RUSA fund
9. Construction of model class rooms is complete under RUSA fund
10. Upgradation of canteen is going on

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
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.

> No revision/update of regulation or syllabi

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

> No

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (CWTT+ PTT+ Management appointee)
131	50	22	01	25+15+18=58

2.2 No. of permanent faculty with Ph.D.   47 + 1 (Librarian)

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
21	8			01	0			22	8

2.4 No. of Guest and Visiting faculty and Temporary faculty   34   07   27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	31	45	33
Presented papers	37	45	4
Resource Persons	1	8	3

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   216

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   18   05   03

2.10 Average percentage of attendance of students   85.27%

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	41		0.00	97.56		97.56
Education	52		23.08	76.92		100.00
English	44		0.00	90.91		90.91
Hindi	28		3.57	96.43		100.00
History	42		0.00	100.00		100.00
Journalism & Mass Comm.	49		24.49	75.51		100.00
Philosophy	5		0.00	100.00		100.00
Political Science	14		0.00	100.00		100.00
Sociology	7		0.00	100.00		100.00
Accounts & Finance	142		16.20	83.10		99.30
Marketing	84		7.14	91.67		98.81
Chemistry	43		46.51	51.16		97.67
Computer Sc.	29		41.38	58.62		100.00
Economics	12		8.33	91.67		100.00
Electronics	9		11.11	88.89		100.00
Food & Nutrition	32		34.38	65.63		100.00
Geography	57		1.75	98.25		100.00
Mathematics	29		51.72	48.28		100.00
Microbiology	41		21.95	70.73		92.68
Physics	22		13.64	81.82		95.45
Psychology	22		18.18	81.82		100.00
Zoology	32		40.63	59.38		100.00
BBA	09		22.00	78.00		100.00
PG Programme						
Microbiology	20		100.00	0.00		100.00
Computer Science	23		100.00	0.00		100.00
Geography	26		96.15	3.85		100.00
Food & Nutrition	17		82.35	17.65		
Accounts, Finance & Control	28		100.00	0.00		100.00
Marketing Management	15		100.00	0.00		100.00

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

(f) Annual performance appraisal of faculty members

(g) Motivating faculty members to pursue research work

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	03 [workshop organized by Central library, Dept. of Commerce and jointly by Dept. of Bengali, English, Hindi & Sanskrit]

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	51	04	0	
Technical Staff	26	07	0	

Criterion – III

3. Research, Consultancy and Extension

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

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 faculties. IQAC keeps continuous coordination with this committee and monitors its activities in promoting research through granting of leave for researchers, motivating publications, encouraging application and submission of Minor and Major research projects and ensuring quick release of fund for College-funded projects.

IQAC takes care of the publication of two UGC enlisted college research journals-'Journal of Business and Economic Issues' [vide Sl. No. 6484 & Journal No. 49126 in Broad Subject Category Multidisciplinary: Social Science] and ' Vision' [vide Sl. No. 951 & Journal No. 49146 in Broad Subject Category Multidisciplinary: Cultural Studies] to enable researchers to publish their research findings.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	01	
Outlay in Rs. Lakhs		32,00,000/-	4,00,000/-	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	08	23		08
Outlay in Rs. Lakhs	13,30,384	Rs. 16,10,000/-		13,30,384

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	15	
Non-Peer Review Journals			
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	01	ICSSR	4,00,000/-	
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [04]   Chapters in Edited Books [22]

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) [DBT-BOOST]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02	02	03		02
Sponsoring agencies	College	UGC &College	College		College

3.12 No. of faculty served as experts, chairpersons or resource persons [12]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [01]

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 [12,50,000/-]

Total [12,50,000/]

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 [01]
   and students registered under them [01]

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

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

JRF [　　] SRF [　　] Project Fellows [　　] Any other [　　]

3.21 No. of students Participated in NSS events: 100

University level [100] State level [　　]

National level [　　] International level [　　]

3.22 No. of students participated in NCC events: 28

University level [X] State level [15]

National level [12] International level [01]

3.23 No. of Awards won in NSS:

University level	X	State level	X
National level	X	International level	X

3.24 No. of Awards won in NCC:

University level		State level	01
National level	01	International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC	03	NSS	05	Any other	

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

* NSS unit organized a Blood Donation camp in association with Institute of Blood Transfusion Medicine and Immuno-haematology, Kolkata & K.K. Chatterjee Memorial Association, Kolkata.
* NSS unit in assistance with Women Development Cell has organized a special visit to a local home for destitute women and distributed gifts to the women and children residing in that home.
* NSS unit organised Special Camp at ward no. 17 of Barrackpore Municipality for creation of awareness towards cleanliness and preventive measures towards different Disease like Dangue, Chikungunya etc.
* NSS unit organized a traffic awareness programme 'Safe Drive Save Life.'
* The College celebrated 1st December as World AIDS Day to spread awareness about HIV among the internal stakeholders with active participation of NSS and NCC units of the college.
* NSS unit organized a Anti-Tobacco rally in association with K.K. Chatterjee Memorial Association, Kolkata to spread social awareness against consumption of tobacco.
* The NCC unit of the college assisted the Barrackpore Police Commissionerate in organizing Traffic/Crowd Control Programme during Puja in October 2016.

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	5.28 Acres	.17 Acres (2nd floor of E block and 1st floor of cycle stand)	RUSA Funding	5.297 acres
Class rooms	56	04		60
Laboratories	47	X		47
Seminar Halls	05	X		05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	355 Computers 14+ Equipment of the value of 50,000 and above	25 Computer Online UPS 10 KVA CCTV & P2P Network & Equipment		
Value of the equipment purchased during the year (Rs. in Lakhs)		48,90,035/- (computer & Others)	RUSA 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 uses 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. Library is to introduce new Library Automation Software 'KOHA' and it would replace the old one from the current session.
> ➢ A training programme has been arranged for library Staff to make them familiar with the new library automation software 'KOHA'

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52457	1,26,44,102	3147	15,37,418	55604	1,41,81,520
Reference Books						
e-Books	≈ 100000	Consortium	≈ 100000 +13	Consortium +1,13,000	≈ 100000 *	Consortium
Journals	51		10			
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	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	355	60	14	17		22	226	
Added	25	02	-	-		03	10	10
Total	380	62	14	17		25	226	10

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

> ➤ New Library Automation Software training programme for library support staff
> ➤ Overview for introduction of new mobile apps 'BRSC UTHKARSH' for internal stakeholders
> ➤ Online Book Requisition System
> ➤ Internet based catalogue search

4.6 Amount spent on maintenance in lakhs:

i) ICT   2.05 lakhs

ii) Campus Infrastructure and facilities   17.89 lakhs

iii) Equipments   5.98 lakhs

iv) Others

Total :   25.92 lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC organises Orientation Lecture by the Principal on students' support Services just after admission in 1st year (UG) and 1st Semester (PG) classes.

5.2 Efforts made by the institution for tracking the progression

> The institution directs every department to make the students aware about the future prospects of the students of the respective departments. This is done through seminars where the departmental teachers and experts from outside are invited to speak on 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
6113	277	-	X

(b) No. of students outside the state

06

(c) No. of international students

03

Men

No	%
2	67

Women

No	%
1	33

Last Year (2015-16) (UG+PG)						This Year (2016-17) (UG+PG)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4148	835	80	547		5610	4645	961	68	716		6390

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 examinations (such as IBPS, Staff Selection Commission, PSC, TET [Primary and Secondary] etc.) in collaboration with Sub Regional Employment Exchange, Barrackpore.
>
> - Special Employability Training Programme (80 hrs.) –Certification and Hiring programme of TCS.
> - Special session for student awareness in certain domains e.g. Insurance (Session conducted by Indian Insurance Institute).

No. of students beneficiaries   990

5.5 No. of students qualified in these examinations

NET 06   SET/SLET 01   GATE 06   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others 03

5.6 Details of student counselling and career guidance

The Centre for Career Development had organized its 10th Career Fair – for Career Counselling during December 16 – December 17, 2016. No. of Career Counselling Session 23

No. of students benefitted   1355

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	83	60	05+ 133 [57 GOI, 41 GOWB, 33 Other MNC+02 Undertaking Organizations]

5.8 Details of gender sensitization programmes

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                        Nil
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5.9 Students Activities

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

State/ University level `39`   National level `09`   International level `X`

No. of students participated in cultural events

State/ University level `X`   National level `X`   International level `X`

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

Sports: State/ University level `27`   National level `1`   International level `X`

Cultural: State/ University level `X`   National level `X`   International level `X`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1447 (UG+PG)	5,45,295/-
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level `01`   National level   International level

Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   `06`

5.13 Major grievances of students (if any) redressed:

➢ Grievance about Separate cash counter in Arts & Commerce building for depositing their library fine, monthly fees, University examination form fees etc. has been redressed.

➢ Grievance about not being aware of important notices due to alleged delay of timely despatch of notices from the administrative building at 85, Middle Road campus to 6, Riverside Road campus has been responded by Digital Display System which has been setup in both the campuses for displaying important notices and other information for the students. Moreover, the development of a mobile app is under process to facilitate the students further.

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 instill self-confidence among the students.
- To inject energy and vigour among the youth and help them to learn, grow and evolve to fulfill their dreams.
- To make our students socially committed and adaptable to global changes.
- To foster a strong feeling for humanity among the students.

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 implemented MIS in 2013 for receiving and disseminating internal information through individual institutional mail ID to every employee.
- ➢ Display of all important notices and other information through Digital Display system.
- ➢ The college is shortly going to introduce mobile apps 'BRSC UTHKARSHA' as a part of MIS among the internal stakeholders.

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 in both Undergraduate and Post graduate levels.
- ➢ Replacement of traditional written examination by Project work based evaluation.
- ➢ Implementation of CBCS in PG Course in Commerce.

6.3.2 Teaching and Learning

> ➢ Wide access to internet facility.
> ➢ e-book, e-journal facility for carrying out project works.
> ➢ Learning through Field Work, Industrial visit, summer school.
> ➢ Presentation of Learning by Students through seminars.

6.3.3 Examination and Evaluation

> College has partially replaced traditional written examination by project work assignments, debates, Group Discussion, literature review, Power Point presentation, Grand viva and seminar lectures by students.

6.3.4 Research and Development

> ➢ College publishes two peer reviewed UGC enlisted journals.
> ➢ College provides MRP to faculty members with an increased ceiling of allotted money upto Rs. 2 lakhs.
> ➢ Motivating faculty members for research publications in peer reviewed journals with high impact factor.
> ➢ Encouraging them to present papers in International/National/State Level Seminars & to act as resource persons.
> ➢ College has developed a number of research centres to facilitate research in the institution.
> ➢ Showcasing the publication of research works of the faculty members in the college library.
> ➢ College explores various funding agencies for sponsoring major / minor projects. (DBT, DST, UGC etc.)
> ➢ Motivating the faculty members and the students to organise various seminars & workshops at Institutional / State / National / International levels.
> ➢ Encouraging faculties to act as Ph.D. supervisors.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➢ Construction of ground floor of the Boys' Hostel to cater to the needs of the students and the society at large.
> ➢ Provision for wi-fi facility in both the campuses for use of the e-learning resources.
> ➢ Provision for access of e-book facility through Oxford Publication online resource.
> ➢ Separate internet connection in the library for access the e- resources.
> ➢ Provision of more model class rooms and auditoriums is in process under college fund and other external funds.
> ➢ College have started construction of laboratories of Dept. of Education and Dept. of Sociology.
> ➢ Construction of class rooms for Dept. of Botany (UG) and proposed PG course in Mathematics.
> ➢ Reconstruction of the cycle stand in the 85, Middle Road campus.

6.3.6 Human Resource Management

- ➢ Motivating and facilitating the faculty members to participate in Refresher & Orientation courses.
- ➢ Arrangement of different training programmes for Non-teaching staff by the authority.
- ➢ Self-appraisal of the teachers through maintenance of Academic Diary.
- ➢ Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee.
- ➢ Appointment of a doctor, who visits the college once in a week, for facilitating health check-up of the teaching and non- teaching staff.

6.3.7 Faculty and Staff recruitment

- ➢ Wide circulation of advertisement for recruitment in the vacant posts 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

- ➢ Tata Consultancy Services (TCS) organises a 40 hours training programme for employability related skill development of our students.
- ➢ College maintains regular interaction with a number of Industry Houses like CONCENTRIX, TCS- IGNITE, Cognizant Technology Solutions (CTS), GENPACT etc. These industrial organisations participate in the Campus Hiring Drive organised by the college every year.
- ➢ Industrial visit by M.Sc. / M.Com. Students to broaden the real life experience (e.g. VUDA Ropeways Visakhapatnam, Coca-Cola, Mother Dairy, Central Dairy Belgachia, GVK-a Biscuit Industry, Raja Biscuit and Bengal Beverage).
- ➢ Eminent members from industries act as visiting faculties, experts and members of PGBOS of the college.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

| Rs. 1.30 corer |

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC, State Govt.	Yes	Peer Review
Administrative	Yes	Statutory Audit	Yes	Internal audit

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [✓]   No [ ]

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

| 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

- Maintaining the Alumni Association 'Praktanika' of the college.
- Campaigning for Career Oriented Courses, Thalassemia Eradication Programmes
- Organising awareness programmes towards various social issues.
- Assist NSS in organising campaigns like Awareness for prevention of Dengue among the students.
- Assisting the IQAC in organising seminars, workshops and other programmes.
- Scholarship to students – financially weak & differently abled.
- Actively participating in the organisation of the Annual Career Fair of the college.
- Organising Annual Reunion of the Alumni of the college every year.

6.12 Activities and support from the Parent – Teacher Association

The college organises Parent-Teacher meeting every academic year. The parents provide their feedback about the strength and weakness of the departments as well as the institution as a whole. The institution welcomes their proposals and tries to implement the suggestions as far as practicable. For example as per the suggestion of parent- teacher association, the college has introduced the communicative English course and aptitude test from 1st year instead of 3rd year.

6.13 Development programmes for support staff

- Two representatives of support staff participated in a training programme organized by the DPI, Govt. of West Bengal for implementation of e-pension
- Representatives of support staff in the Accounts Section participated in a training programme organized by the DPI, Govt. of West Bengal for implementation of e-Pradan, HRMS and e-Billing system
- Training programme organized for library support staff to implement new library automation system 'KOHA'

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

- Organising Awareness Programmes to make both the campuses eco-friendly.
- Rain Water Harvesting System for gardening purpose is under process.
- Both campuses of the college are maintained as plastic free zones.
- Maintenance of Hazardous Waste Disposal Management system.
- Plantation of tree saplings in the college campuses by the NSS unit.
- Celebration of World Environment Day in the college campus and organising an environmental awareness rally with the faculties and the students.
- Organising a talk by Mr Malay Mukhopadhyay, eminent mountaineer, with pictorial display about the extent of pollution created in the Everest.

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.

> - Introduction of the academic diary for self- appraisal of the teaching staff.
> - Implementation of Digital display of notices and information.
> - Construction of a seminar cum virtual class room in the 85, Middle Road campus(Room no- 226)
> - Implementation of CCTV surveillance in the PG Control room of the college.
> - Sanitary napkin vending machine has been installed at the Girls' Toilet in both the campuses as well as in the Girls' Hostel of the college.
> - Organisation of a Film Festival by Dept. of Film Studies in association with Dept. of English to inculcate passion for culture among the students.

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

> - Completion of the infrastructural growth through utilisation of fund received from Hon'ble MP for infrastructural development.
> - Completion of the construction of auditorium cum digital class room by utilising fund received from MLA under BEUP scheme.
> - Construction of class rooms for Dept. of Botany (UG) and for proposed PG course in Mathematics in the 85, Middle Road campus.
> - CBCS programme to be introduced in at least one PG course.
> - Further reform in college examination by innovative evaluation methods.
> - Construction of more digital and virtual class rooms.
> - Renovation of the Teachers' room at the 6, Riverside Road campus.
> - Completion of the construction of Boys' Hostel.
> - Opening of a cash collection counter at the 6, Riverside Road campus.

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

> - Self- appraisal of Teachers through academic diary.
>
> - 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 for environmental protection through organising seminars and awareness programmes.
> ➢ Strengthening of the Hazardous Waste Disposal Management system.
> ➢ Plantation of tree saplings in the college campuses and also in nearby locality.
> ➢ Awareness generation for e- waste disposal among the students.
> ➢ Celebration of World Environment Day in the college campus and organising an environmental awareness rally with the faculties and the students.
> ➢ Organising a talk by Mr. Malay Mukhopadhyay, eminent mountaineer, with pictorial display about the extent of pollution created in the Everest.

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

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

Strengths:	Weakness:
• NAAC 3rd Cycle Grade A (CGPA 3.08) accredited College. • College with Potential for Excellence (CPE). • RUSA Funded College. • Funded by DST- FIST, DBT- BOOST. • Considerably good number of Teacher with Continuous academic upgradation. • Good number of UG Courses & Autonomous PG Courses. • Commendable support from local community.	• College is not in a position to revise or formulate UG Syllabus autonomously. • Shortage of Human Resources.
Opportunities:	**Threats:**
• Opening new PG Courses. • Potential for introduction of M. Phil Courses. • Potential for introduction of M.B.A., M.C.A., and B.Ed Courses. • Introduction of Skill Development Programmes.	• Limited scope of vertical infrastructure extension due to Cantonment Area regulations.

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

1. Setting up of *Virtual Laboratories* for Science Departments to overcome the barrier of time and cost.
2. Initiation of *Virtual learning* with ICT infrastructure for remote access of resources.
3. Publication of *Students Journals* to inculcate the reading and writing skills of the students.
4. Upgradation of *Controller Section* for PG Courses for smooth conduct of autonomous PG courses.
5. Introduction of CBCS in PG courses of Computer Science, Geography, Microbiology and Food & Nutrition.
6. Commencement of PG courses in Education, Hindi and Mathematics.
7. Organising the Convocation for PG students passed out from the college.
8. Commencement of PG courses under Distance Education in Physics and Dietetics & Community Nutrition.
9. Upgradation of *Solar Power System* towards 'save environment' policy of the College.
10. Pursuing *Green Audit* to decrease power consumption and extend the life of high end laboratory equipment.
11. *Skill development programme* for students, teachers and staff as a part of Human Resource Development policy of the College.
12. Upgradation of *research centres* to promote research activities of the students and teachers.
13. Formal introduction of the mobile apps 'BRSNC UTKARSH' of the college.
14. Initiation of dual certification programme through different *Massive Online Open Courses (MOOC)* providers.
15. Publication of *IQAC Newsletter* (bi-annual) for convenient flow of information among stake holders.
16. Initiation of more *Career oriented programmes* for employability of the students.
17. Initiation of *UGC Centre for Women Studies*.

Name: Dr. Sutapa Ghosh Dastidar   Name: Dr. Monojit Ray

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

Coordinator, IQAC
Barrackpore Rastraguru
Surendranath College

Principal
BARRACKPORE
Rastraguru Surendranath College

ACADEMIC CALENDAR

- Commencement of Academic Session : 1st July of each year.
- Admission to 1st year Honours & General : Within 3-4 days after announcement of HS
  Course (UG level)   result of WBCHSE.
- Enrolment in 2nd year Degree Course : Within 7 days after completion of (1+1+1) Part
  I Exam./July 2nd week

  Course (UG level)
- 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 : As per University Guideline
  (1+1+1 System)
- 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 Feedback

ANALYSIS OF STUDENTS FEEDBACK - 2017

Programme	College A (15) In %	Curriculum B (20) In %	Class-Room-interaction C (60) In %	Lab. D (30) In %	Exams E (10) In %	Library F (25) In %	College -Office G (15) In %	Extra-curriculum activities H (10) In %	Administration of the college I (35) In %	Canteen, Common -room & sanitary etc. J (20) In %	Communicative English K (5)
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 examinational 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	2016-17	2015-16	2014-15	2013-14
Performance of Teachers (%)					
Above 90%		42.6%	35%	43.15%	40.32
Above 80%		82.5%	76.4%	82.2%	77.83

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

	Session	2016-17	2015-16	2014-15	2013-14
Performance of Teachers (%)					
Above 90%		45.7%	69.7%	53.1%	56.2%
Above 80%		80.3%	87.9%	75.2%	83.6

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.