

Criterion I: Curricular Aspects

Points: Compatibility of the Programmes with goals and objectives-

The goals and objectives of education in the college are threefold:

1. Advancement of Learning,
2. Needbased Higher Education,
3. Excellence through Academics.

To attain these objectives the College imparts not only general education at the degree level but also helps the students to equip themselves by providing certificate course and diploma course in Computer Science.

The curriculum programmes are designed by the Board of Studies comprised of different faculties in the University of Calcutta and hence do not permit much direct scope for redesign or change on the part of the College.

1. Academic faculties of the college in their meetings in the respective departments propose the development and modernisation of curriculum which are forwarded to the University of Calcutta through the Principal of the College.
2. Some of the faculty members are also members of the Under Graduate Council of the University of Calcutta some are on the Board of Studies of different Departments at the Under Graduate level of the University of Calcutta.
3. The Board of Study of a Departments of University of Calcutta usually designs the development and modernisation of syllabus through workshop, seminars, meetings etc., taking feedback from different institutions.
4. The Under Graduate Council takes up the planning regarding the introduction of new courses, framework of the respective syllabus and the recommendations of different Board of studies for improvement of syllabus and implement those with the approval of the highest body of the University, the syndicate under the guideline of University Grants Commission.

Set of programme options available:

- U.G. courses in Arts, Science, Commerce and BBA covering twenty one departments
- Computer literacy through 'CCC' course of DOE.
- Horizontal mobility through Diploma 'O' level and PG Diploma course in Software

Criterion II: Teaching-Learning and Evaluation.

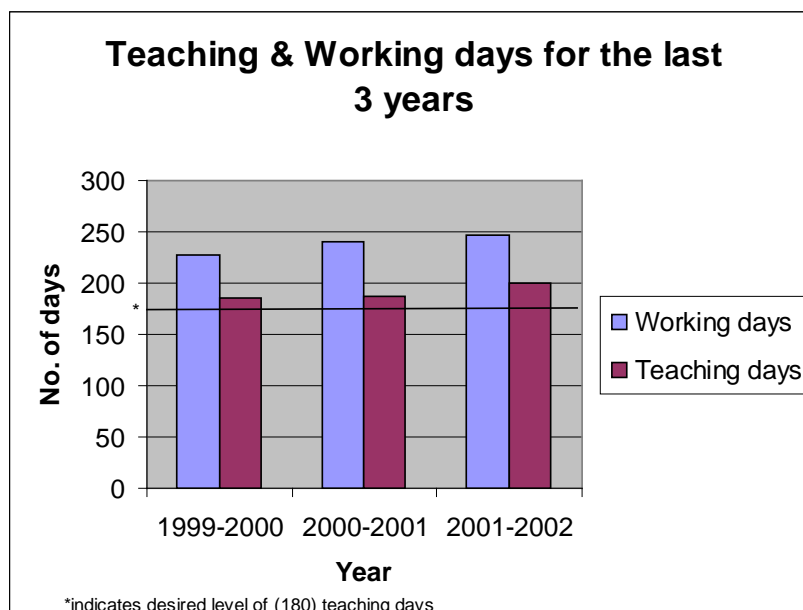
For admission the result of the last public examinations(+2 level) conducted by different Central and State Boards are taken as yard stick. There is an admission committee to monitor the entire admission process. The admission committee of the college comprising at least one faculty member from each department, representatives of Non-teaching staff and students, formulates admission rules.

Students are selected for admission to various courses strictly on the basis of merit and the stipulated guidelines framed by the University and the Government.

The Academic session commences from the 1st day of July every year. The college holds five examinations: two each in the first two years (i.e., periodical and annual in the 1st year; Pre-test and test in the 2nd year) and one in the third year(i.e., test examination), besides two university examinations, Part-I & Part-II. Every year after the publication of results, the Teachers' Council & the Academic Sub-committee review the performance of students departmentwise and suggest corrective and remedial measures for further improvement. Students performing badly are motivated to improve through counselling, tutorial classes and academic remedial guidance. Their performance records are sent to their guardians, thus ensuring parental knowledge of their wards.

- The college has introduced a Bridge course as per directions of the University of Calcutta for those students who passed the Two-year Degree course between 1994 and 2000. The Bridge course offers them the opportunity to complete the three year degree course enabling them to come at par with the national level.
- Duration of teaching hours in a week is 52 periods @45minute per period – 9 periods from Monday to Friday and 7 periods on Saturday. On an average each student gets a coverage of 42 to 48 lectures per week.
- At least 4-5 lectures /periods are allotted to each Honours. Paper of 100 marks and 3 lectures/periods to each General Paper of 100 marks, in a week as per University directives.
- Major teaching – learning process is through class lecture method with the Black Board as the primary teaching aid. The Audio-Visual methods such as OHP, VCP, VCD are also utilized as teaching aids.
- Lecture notes on various subjects are downloaded from websites and given to the students, besides normal library facilities.

- Students are evaluated by the teachers through class tests, periodical examinations, and class room interactions.
- Teachers evaluate themselves through student feedback / response.
- Students of Lab. based subjects have at least 3 laboratory classes per week in the Hons. Course and 2 laboratory classes per week in the General course. Each laboratory class is comprised of at least 3 periods with 45 minutes duration.
- The college has made provisions for counselling hours in the formal time table both for academically backward and advanced students to fill in the gaps in the teaching learning process.
- Special attention is paid to advanced students in the following manner :
 - i) Supply of advanced reference books, journals.
 - ii) They are allowed to use the laboratory beyond normal hours and receive special guidance from teachers.
 - iii) Special coaching from the teachers.
 - iv) Extension of reading hours in library.
 - v) Students are allowed to use Internet facilities where they surf through various sites for academic information.
- Seminars, interdepartmental seminars, Group discussions, field work, educational excursions are also included in the teaching-learning process.
- There are 45 full time permanent faculty members with the Principal as the Head of the Institution. Of them 20 teachers have Ph.D as the highest qualification, 7 have M.Phil as the highest qualification. The rest have P.G. as the highest qualification. Apart from full time permanent teachers, there are 62 temporary teachers which include contract basis and guest teachers. Contractual teachers are paid from the college coffer and some of the guest teachers are paid conveyance allowance. There are 107 teachers in all.
- At present the teacher-student ratio is approximately 1:35. The teachers impart knowledge to 3800 students(approx).
- The number of teaching days of the College is above the number stipulated by the UGC (180 days)



- The number of teaching days of the College has remarkably increased in the session 2001-2002 as the number of examination days has been reduced due to discontinuance of HS course (+2) from the College
- During the last three sessions (2000-2001, 1999-2000, 1998-1999) on an average, 90 percent of the classes allotted to a teacher were held.
- The ratio of total classes taken by the full time permanent & contractual teachers is gradually decreasing, the present ratio being 60:40. It is due to the fact that the new emerging subjects (Programme) have been introduced by the College are compensated by appointing the teachers on contract basis
- Examination duties allotted to a teacher range from 35 to 40 days per year. Their performance in exam duty is 93% (approx).
- Evaluation methods are conveyed to students at the beginning of the academic session through the prospectus. While making evaluations, weightage is given both to academic performance and attendance in the class room.
- The college monitors the overall performance of the students. After the periodical and annual examination, guardians are informed of both the percentage of attendance and performance record of their wards. The guardians are regularly kept informed of the overall performance in the examination.

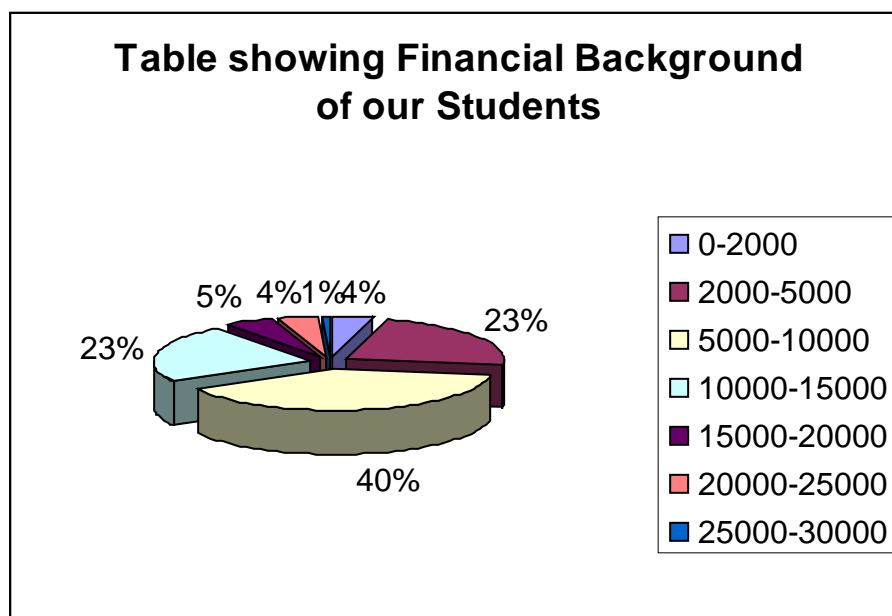
- Full time permanent teachers are recruited on the basis of the recommendations of the College Service Commission, Government of West Bengal, and the temporary and contract teachers by the College, subject to fulfillment of norms as prescribed by the U.G.C. and the guideline prescribed by the College.
- Opinion of the alumni is also taken in teaching learning process.
- Nine full time permanent teachers are engaged in Minor Research Project sponsored by the UGC and thirteen full time permanent and temporary teachers are actively involved in research work and a good number of teachers are doing their Post-Master Degree courses.
- Teachers attend seminars at the national and international levels.
- The College organised seminars department and faculty wise with the financial assistance of the UGC.

College organised a series of UGC sponsored Seminars Department wise . A list mentioning subject, date & speakers are given below :

Departments	Title of the Seminar	Speakers	<u>Date</u>
1. General	Degree level General Education in West Bengal	1. Sri Satyasadhan Chakraborty, Hon'ble Minister for Higher Education 2. Prof. Hiron Kumar Banerjee, Pro-VC(Finance), CU 3. Dr. Sutanu Banerjee, Joint Sectary UGC (ERO) 4. Sri Tarit Baran Topder, MP	1.12.2000
2. Science	Energy Generation Strategies and Policies in India: Its Environmental Impact	1. Prof. Ashish Dasgupta, Dean of Tech., CU 2. Prof. Dipan Bhattacharya, Saha Institute of Nuclear Physics, Cal 3. Sri Biswajit Das, Member WBSEB 4. Sri Sudipta Mukherjee CESC 5. Prof. Subimal Sen, SINP, Cal	7.03.01
3. Literature	Aspects of Indian Society as portrayed in Literature : Women , the Downtrodden , Secularism	1. Shri Ganes Chandra Basu, SG Lect., B.R.S. College 2. Dr. Bimal Mukhopadhyay, Dean of Arts Faculty, C.U. 3. Dr.Bimal, Dept. of Hindi, B.U. 4. Dr. Debolina Banerjee Reader , Dept of English, Presidency College	10.10.01
4. Science	Needs of BioTechnology For a Safe and Secure Third World	1. Prof Ashoke Thakur, Pro - Vice Chancellor, J.U. 2. Prof. D. J. Chatterjee, Deptt. of Biochemistry , C.U. 3. Dr. Partha Majumder , Deptt. of Biotechnology, I.S.I. 4. Dr. Arunava Goswami, Dept. of Agricultural Science, ISI.	08.12.01

5. Commerce	Marketing Management and e - Commerce: The Managerial Challenge of Change.	1. Dr. Paresh Chatterjee, Deptt. B.U. 2. Mr. Kalyan Saha, FCA 3. Prof. Subhash Bhattacharyay, IMM, Cal 4. Prof. Sudas Roy, IIM, Cal	22.02.02
6. Health	Health Awareness Among College Students	1. Prof (Dr.) Alokendu Chatterjee, NRS Medical College 2. Dr. M. Chowdhury, Psychologist 3. Dr. Kuntal Biswas, Super-B.N. Bose Sub-divisional Hospital 4. Dr. Sunil Gope , Gen. Physician 5. Dr. Sutapa Deb, Principal, Vidyasagar Womens' College	05.03.02
7. Social Science	Impact of Liberalisation in India - Economic, Social and Political Effects.	1. Prof. S. Sikdar, C.U. 2. Prof. A. Sarkar, ISI, Cal 3. Mr. T. Topder, MP 4. Dr. T Chattopadhyaya, Dept. of Pol. Sc., CU	27.04.02
8. General	Education and The State	1. Dr. Suranjan Das, Pro-VC(Academic), CU 2. Dr. Amal Mukhopadhyay, Ex-Principal, Presidency College 3. Prof. Jyotiprakash Chattopadhyay, Ex-President WBCUTA 4. Prof Sougata Roy, MLA 5. Sri Tarit Baron Topder, MP	19.09.02
9. Departmental	Women , the Downtrodden in Bengali literature	Dr. Bimal Mukherjee Sri Ganes Ch. Basu	18.10.01
a) Bengali	Budget'01-02 & its analysis	Dr. Chandrasekhar Mukherjee Sri Tarun Sanyal Dr. Anjan Mazumdar	April'01
b) Economics	Bengali Literature Society & Women	Sri Bishnupada Bera Dr. Jayanta Banerjee Smt. Krishna Basu	21.09.02
c) Bengali	Journey through the Universe	Mr. Debi Prasad Duari	20.09.02
d) Science			
10. Gen. Office	Office Administration	Dr. Ananda Mohan Paul, Reader, Dept. of Business Management, CU Dr. Ranajit Basu, Principal, Mrinalini Dutta Mahabidyalay. Dr. Prabir Das, ADPI, Govt. of WB	13.04.02
	Fundamentals of Computers in administration & Accounting Package	Dr. Amarendranath Chatterjee, Dept. of Physics Mr. Aritra Roy Chowdhury, Software Consultant & Developer	14.04.02

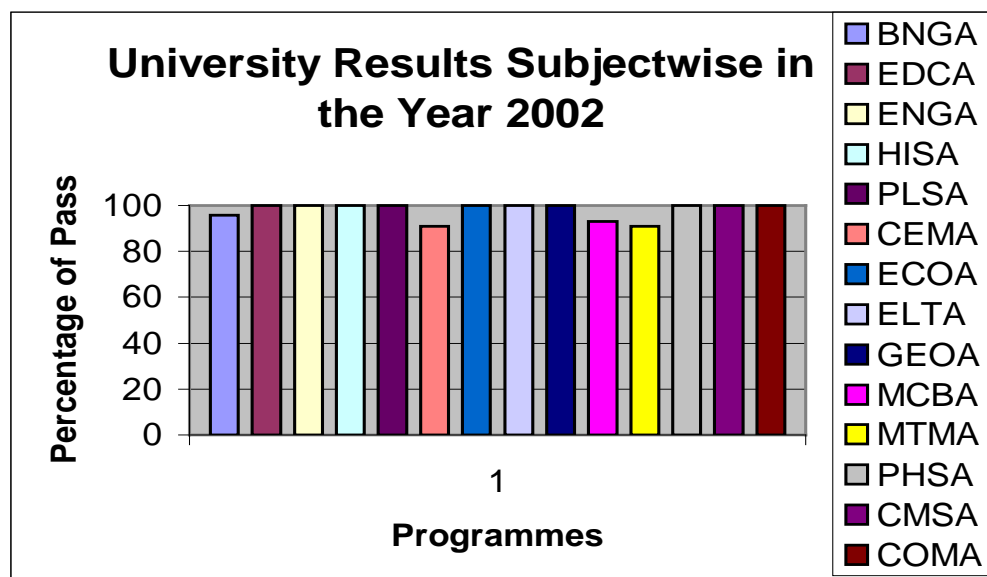
- Teachers of the college and of the neighboring colleges along with students actively participate in these seminars.
- At least two departmental seminars are supposed to be held in each academic session as recommended by the Academic Sub-committee. The seminars focus on enlightening the participants about the modern arena of respective subjects.
- Full time faculty members participated in Refresher and orientation courses in the year 2000-01.
- Every year at the end of the session an analysis sheet showing the performance of the faculty in terms of classes taken, examination duty performed, leave taken etc. is displayed on the Teachers' Notice Board. Besides teachers' performance is evaluated by a screening committee on application for promotion as per UGC norms.
- Teachers are encouraged to carry on research activities by availing of the college laboratory and library facilities. Internet facilities are also available to the teachers to extend their research activities.
- The performance of the teachers reflected in that of the students is satisfactory as it shows generally higher percentage than the percentage of the University results. Although students from economically backward areas, industrial areas and students



from the category of SC and ST are admitted to the College as per Government reservation rules, the results of these category students has also proved to be satisfactory.

Monitoring

- Appraisal is maintained by the submission of self-appraisal reports by the faculties of the faculty are also done by the students through a standard Teacher-Assessment questionnaire. The questionnaire has been used to assess the views of the students on different aspects of the[College. Questionnaire enclosed]. Annexeure-
- Teachers' Council and academic sub committee in their meeting evaluate the performance of a department. Successful teaching, research work, reward of any academic or extra curricular activity of a teacher being facilitated .
- Innovation on teaching model is appreciated and rewarded in the Teachers' Council, Academic Sub-committee and Governing Body meeting.
- Views expressed by the students with regard to various aspects of teaching (coverage of the syllabus through class teaching and laboratory work, teachers' regularity in classes, teachers' assistance besides class teaching) are discussed in the Departmental and Academic sub-committee meetings and necessary measures are taken.



Criterion III: Promotion & Sustenance

- Promotion & Sustenance**

Ours is an undergraduate college. So, the scope for promotion of research and consultancy through research scholar is limited. Still the college promotes research work of the Faculty members financed by the UGC, the State Planning Board or other research institutes under State and Central funding. Nine faculty members are currently working on different projects under the MRP scheme financed by the UGC. Five faculty members are engaged in different projects sponsored by different universities. Ten of our contract basis teachers are also engaged in research work for the last two years.

ANNEXURE-XI

Sl. No.	Name of the investigators	<u>Title of the Project</u>	Duration of the Project
1.	Dr. C.S. Mukhopadhyay Dept. of Economics	Factor determining the access to the formal credit market and its impact on agricultural production.	Feb'99 to July'01
2.	Dr. A.K. Mukherjee Dept. of Chemistry	Synthetic studies on azole series	Feb'99 to July'01
3.	Smt. Sumita Chakraborty Dept. of Pol. Sc.	Role of interest groups in Social Change of India.	98 to 2002
4.	a) Sri Ranajit Ghosh Principal Investigator Dept of Physics b) Dr. Amarendranath Chatterjee Co-investigator Dept. of Physics c) Dr. Asit Kumar Chakraborty Co-investigator Dept. of Physics	An appraisal of the Crystal field in Rare Earth Compounds	March'2002 onwards (on going)
5.	Dr. Anjan Mazumdar Dept. of Economics	Tourism and its impact on employment generation	Feb'99 to July'01
6.	Sri Srimanta Sinharoy	On some problems associated	Sept'99 to

	Dept. of Mathematics	with measure on topological spaces	March '02
7.	Dr.(Smt.) Sarbari Ghosh Dept. Mathematics	Statistical analysis of Premonsoon weather at Agartala & Ranchi	Sept'00 to Sept'02
8.	Dr. Amarendranath Chatterjee Dept. of Physics	Experimental and theoretical magnetic properties of rare earths in crystals	March'97 to Feb'99 (Report submitted)
9.	Dr. Ajit Kumar Bera Dept. of Commerce	Flood hazard management by Remote sensing and GIS application in 24 PGS(N), West Bengal	April'01-03
10.	Sri Suraj Bahadur Thapa Dept. of Hindi	Comparative Study of critical view of Acharya Ramchandra Sukla and Mathew Arnold (Ph.D. work)	July'98 (Registration)

The college provides library, laboratory, computer and internet facilities to the research workers for the sustenance of research culture.

- **Freedom to publish**

The faculty members are at liberty to publish their research results in the Academic Forum and do not require any permission from the college authority to publish papers in journals.

- **Benefits of consultancy**

Consultancy work is very much limited in an institution like ours. But we are providing some faculties as consultants to different organizations. For example Dr. A. Mukherjee has offered suggestions for Arsenic searching & eradication programme, Dr. A.Bera provided help in the preparation of Mega-city Projects of CMDA and Dr. C.S.Mukherjee has provided opinions about the effect of liberalization and globalisation on Indian Economy in a scheme undertaken by Icapur Metal & Steel Factory.

- **Community Needs and Expectations**

The college has undertaken various programmes in the field of Health & Hygiene and Environmental awareness.

In discussing Community Needs & Expectations we would like to present the composition of students studying in the college. Students of the college mostly belong to the families of industrial workers in both functioning & closed industrial units, small traders & businessmen, middle class office employees. Some of the students belong to the category of first generation learners. Community needs are identified as fight against superstition, obscurantism, illiteracy, health ignorance, social nuisance and pollution.

- **Faculty Participation and Awareness Programme**

Such activities have not been undertaken by the college at the community level; however, the college gives assistance to the students in the form of health awareness campaign, health programmes, inculcation of social values, awareness about literacy and environment. We have formally set up a committee consisting of the senior faculty members to look after health and community development aspects.

A general health awareness campaign and drive for hepatitis B vaccination have already been undertaken by the committee. Awareness campaign on Thalassemia is on the agenda. Blood donation camps by the NCC unit & students' union of the college have been organized at different times according to need.

The college conducted two successive examinations, one organized by BSRB and the other by SSC.

An anti-dowry march has been undertaken by the college NCC unit with the participation of students of various local schools & colleges.

The college is participating in the development of a regional health centre in the locality which may provide health checkup & awareness programme among the students. Around twenty thousand students of about twenty institutions of this sub-divisional town are expected to be covered by the Regional Health Center.

- **Resources to conduct extension**

Programmes undertaken by the college NCC unit is generally funded by the Govt. of West Bengal. Sometimes the resources are provided by the college and by donations. Other programmes are financed from the college fund.

- **Service provided in the area of expertise**

Dr. A.N. Chatterjee is acting as expert in Board of Secondary Education West Bengal to promote Computer Education in school level. College is planning to exchange of expertise with Industry. Dr. A.Chakraborty was a member of the body conducting examinations for recruitment of clerks in the NCC offices. Principal of the college was one of the members on the interview Board for appointing Head Masters. Sri Ranjait Ghosh acted as expert for School Service Commission. Dr. Abdul Odud is functioning as an expert in curriculum concept of the Kalyani University.

Criterion IV: Infrastructure and Learning Resources

- **Physical Facilities**

Barrackpore Rastraguru Surendranath College functions from two premises: One at 6, Riverside Road with an area of 3.19 acres having a floor area of 20,000 Sft (approx) and the other at 85, Middle Road with an area of 1.28 acres having a floor area of 50,000uSft (approx). The premises at 6, Riverside Road houses the Commerce Department, while the administrative building, the Humanities and Science departments operate from 85, Middle Road.

The building at 6, Riverside Road is one storied and situated on the banks of river Hooghly. This is a calm and quiet place away from the noisy distractions and sounds of the township. The environment is conducive to learning. This appears to be an ideal place for an educational institution. Since the building at 85, Middle Road is on the main thoroughfare of the township it may not be able to match the scenic beauty of 6, Riverside Road but it is compensated by its modern architectural beauty and communication facilities.

The building at 6, Riverside Road contains eight(8) class rooms besides rooms allotted for library, reading room and counselling room, canteen, students' common room with indoor game facilities, students' union room, Principal's room, staff room and toilets for students and staff. This campus also provides a full size playground, which includes basketball ground, tracks for athletes, and parade ground for NCC Cadets.

The building at 85, Middle Road is presently two storied with five blocks consisting of sixty four rooms in all including the central library, laboratories and other infrastructural facilities.

The college provides a cheap store, photocopy and PCO facilities to the students and other users. All the above mentioned facilities are located in the 85, Middle Road campus.

Maintenance

- With the passage of time the college endeavours to maintain its infrastructure and augment resources to keep pace with academic growth. For the maintenance of infrastructure funds are made available from internal resources and the maintenance

work is done and supervised by experts made available by the Public Works Department (Construction Board), Govt. of West Bengal. For the augmentation of infrastructure funds are sometimes also made available from UGC, Govt. of W.B., MPLAD scheme.

Optimal Use of Infrastructure

- The college is a developing institution although it is going to complete fifty years very shortly. Actually, the development and growth of the institution gathered momentum in the mid-eighties. We would not like to proclaim that we have developed adequate infrastructure, but would like to convey the message that we have come a long way but have no room for complacency.
- We are seriously considering furthering the infrastructural development and its optimal use by introducing new courses of professional nature which will cater to the needs of students in the job market. This, we think, will act as a bridge between the general and professional curricula. We would like to add that we have introduced BBA Honours. Applications have been made for BCA, MCA courses; and affiliation has been accorded by Calcutta University for the Honours course in BCA and the course is likely to be introduced in any time between 2003 and 2004.
- The College Computer Centre provides Diploma course(“O”-level), certificate course (“CCC”) accredited by DOE, Govt. of India and PG Diploma in Software Engineering (PGDSE) using the infrastructure of the campus at 85, Middle Road. Besides, we are thinking in terms of introducing certain Certificate and Diploma courses related to Environment and Industry.

Library and Computer Facility

- The central library is in the 85, Middle Road Campus. The library is managed by a librarian, and three library attendants. Besides, a computer operator is posted in the library for data entry and computation of library activities. The library remains open from 10.00 a.m. to 6.00 p.m. from Monday to Friday and from 10.00 a.m. to 3.00 p.m. on Saturday. A library advisory committee has been formed to assist and

monitor the functioning of the library. The college library has a stock of 23,000 books (approx.), many of which are of the latest edition and quite a few of them are rare books. The central library subscribes to different journals of national importance, such as EPW, University News, Indian Journal of Chemical society. It also keeps a number of magazines. The number of books, we think, may not be imposing in a college which is currently celebrating fifty years of its existence. To put the picture in perspective it should be remembered that the development process actually started in the mid-eighties; hence the collection is not unimpressive. About two thousand new books are being added to the collection every year.

- The library provides facilities to the students and other users on the basis of certain norms. Each student is provided with two library cards:- one reading and one borrowing. Students of the Honours courses may borrow two books against their cards whereas the students of the General courses are provided with the facility of borrowing one book. The library cards are non-transferable and valid for one Academic Session. Every year at the beginning of the new session, a new library card is issued to a student who enrolls his name. A student can keep a copy of the book for a maximum period of fifteen days after which a fine of fifty paise is charged per book per day.
- We have also devoted our attention to meet the requirements of the local community. With this in view we have extended our library facilities to users other than college students. The library now remains open upto 6.00 p.m.; the period between 3.00 p.m. and 6.00 p.m. is especially meant for those users who are mainly our ex-students and who pursue further studies and prepare for different competitive examinations.

Computer Facility

- The college has been utilising the computer facility at the highest level for its academic faculties, libraries, general office, accounts office, cash section, staff cooperative society. For academic faculties, a sufficient number. of computers and software packages are available to satisfy the syllabi requirements prescribed by Calcutta University.

- In the library, different activities such as lending of books, purchase of books, maintenance of stock register, searching of books have been computerised. The library also provides internet facilities and audio and video cassette facilities.
- Packages used for general office are Pupils' Book, Routine and Personnel Information System for both Teaching and Non-teaching staff. Data entries such as Admission (New and Promotion), Fees collection, Sundry collection, Marks entry are made in the Pupils' Book to obtain output, namely, Daily Fees Collection, Students' Fees ledger, University Candidate List, Results in the form of Marksheets etc. Making of Routines and any change whatsoever are done with the help of Routine Package. All personal informations related to career including bio-data are entered in the package to provide the facilities of keeping the Service Book of teaching and non-teaching employees up to date. These ultimately help in the preparation of pension papers. Besides, performance appraisal for both faculty members and office staff are done through computers.
- Accounting package comprising Tally, Staff Payroll and Cheque Register is used in the College accounts section. Cash Book entry, Ledger entry, Trial Balance and Final position of the College Accounts can easily be available instantly. Staff payroll is used to disburse the pay and wages of the staff.
- Staff Cooperative Credit Society also provides its accounting package, monthly statement of Thrift fund, Guarantee fund, Loan Balance and other subscriptions through computers.
- All the computers and their accessories are maintained through contract with ELECTROCRAFT INFOTECH.

Health Services, Sports & Physical Education

- A health centre in the college has been functioning with a twofold objective:- to develop health awareness among the students and to provide clinical medical

assistance to students, the office staff and the members of the faculty. Besides, the college as an institution is a member of the Students' Health Home which enables the students to have outdoor and indoor medical treatment at the Home.

- There is a Health Advisory Committee comprising the faculty members to monitor the health centre and the health care movement. A campaign on Hepatitis-B vaccination has already been undertaken and students have been vaccinated. Intensive screening for Thalasamea had been undertaken and any student, teacher or member of the staff willing to know was informed if he or she was a carrier of Thalasamea major or minor, after the checking of nearly six hundred blood samples.
- The Health Centre is visited by two general physicians twice a week and the students and the staff receive necessary clinical assistance.

Sports

- Students are provided with sports and games facilities, both outdoor and indoor. Soccer and cricket are the main outdoor games and carom and Table Tennis are the main indoor games played in the college. Annual Sports Meet are regularly held under the guidance of the Sports Advisory Committee and Students' Union.

NCC

- The college offers NCC training to interested students under the guidance of Major Dr. Asit Chakraborty, a Faculty member of the College. NCC Cadets have performed very well in their training. A student of B.Com(Hons.) was selected Best Cadet of West Bengal NCC Directorate and obtained the Governor's Medal in 1998. NCC camps are also organized here, besides training. Social services like cleaning garbage in the surrounding area are undertaken from time to time. NCC cadets also donated blood in the Blood Donation Camp organized by the local club.

- **Hostels and Canteen**

The college at present is not in a position to provide hostel facilities to students. However, the need for hostels is being felt in view of the fact that many students from distant localities and from different states and even foreigners are showing interest in getting themselves admitted to the college. Most of the students coming from other states at present lodge themselves in the homes of relatives and in private guest houses. Therefore, construction of a hostel is an urgent necessity and the UGC has been approached for funding the construction of a women's' hostel at first, to be followed by a boys' hostel .

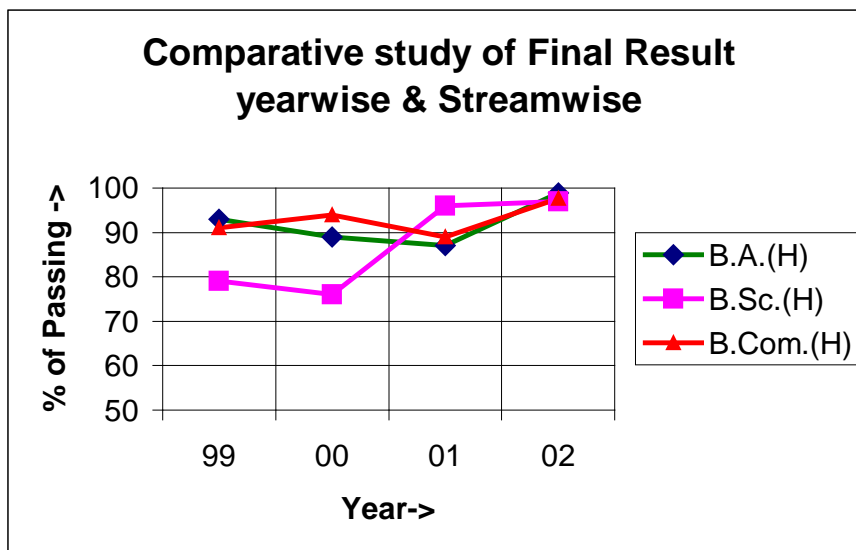
- There are two separate students' canteens in the two campuses. The canteen at 85, Middle Road is well-equipped with all modern facilities. Infrastructural facilities for the canteen is provided by the college authority. Food is served to the students at subsidised rates settled by the canteen committee in consultation with the Students' Union. There is further scope to improve the canteen facility at 6, Riverside Road campus. The Canteen committee supervises both the canteens periodically and insists on cleanliness, nutritional aspect of the food, supply of clean drinking water etc. Moreover, we have our own arrangement to serve tea and food to the members of the teaching and non-teaching staff.

Criterion – V: Student Support & Progression

- Profile of the College article 16 shows the no. of students admitted, appeared and passed in the preceding two batches (1998-2001 Session and 1999-2002 Session).

- **Pass & Drop Out Rate :**

The results of the past four years examination being taken into consideration. Chart showing that performance of the students in the Arts Science and Commerce (Hons.). BA(H) & BCom(H) has attained optimum (% of pass – 90% & above) while the performance of the students of B.Sc. (Hons.) has been improved to a great extent (% of pass – from 75% to 95% and above in Part-II). It may also be mentioned that in the B.Sc.(H) Part-II examination two or three students are ranked every year in different programme.



- Statistical data also show that the dropout rate in the Arts & Commerce stream is not significant (i.e. below 8%) while the dropout rate in the Science stream is significantly high (i.e. above 50%). The high dropout rate in the Science Stream can be explained by the fact that the students generally do not desire to continue their study in the General education. Both the guardians and the students are interested in the technology based education. Some of the students prepare for the next year Joint Entrance Examination(Medical & Engineering admission test) while the others get themselves admitted in the technological education both within and outside the state without formally taking transfer from this institution.. CU conducts a curriculum Part-I of two years duration and Part-II of one year duration. Average performance of students in Part-I exam. was in between 80-95% in 2000 and was in between 85-95% in 2001.

Overall dropout rate of the institute is about 20% in Part-I examination and 10-15% in Part-II exam. due to the failure in Part-I exam. (Ref. Article no. 16 of Profile of the College.)[Details of Result 2000,2001,2002, ANNEXURE-]

- **Student feedback on various aspect :** College started to collect feedback from the III year student from 2001 on different aspect.

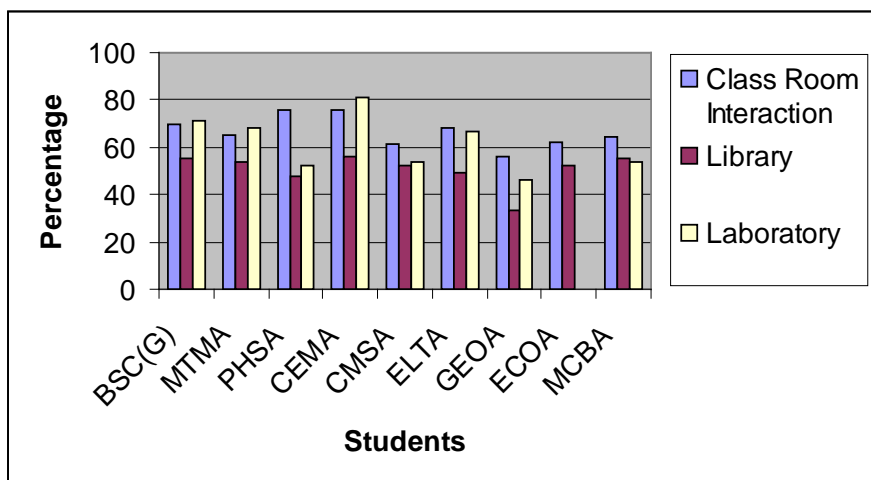
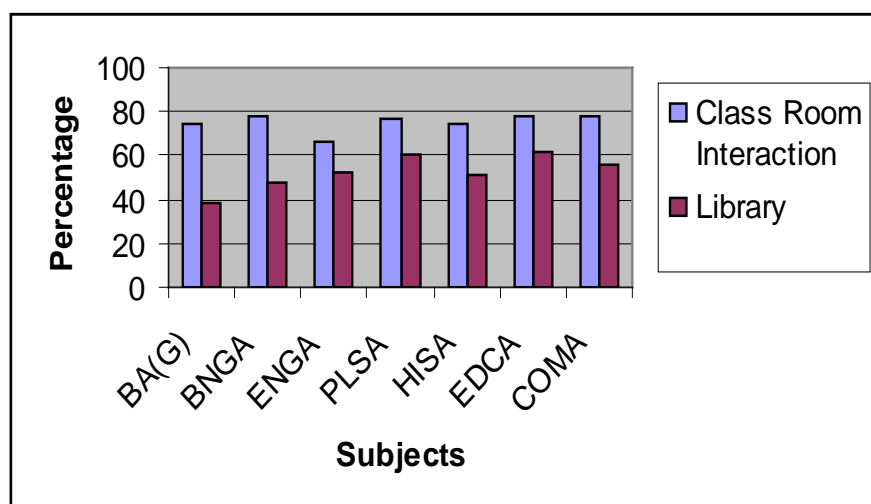
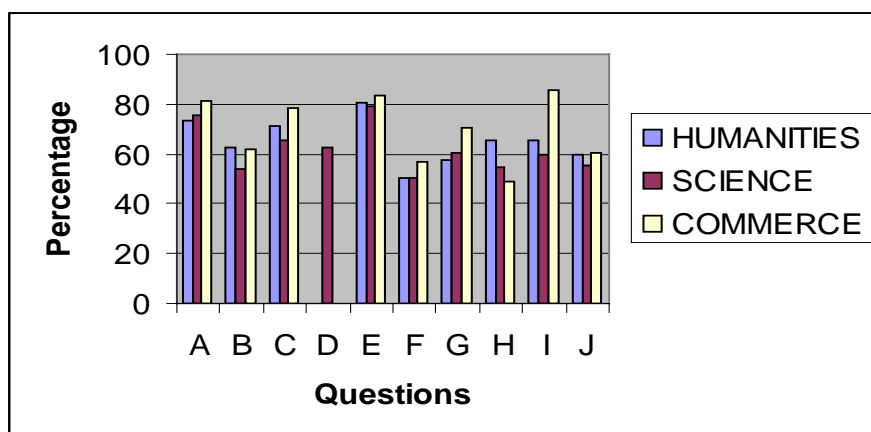
Feedback data receive from 3rd year out going students-2002

Programme Sample No.	College A(20) In %	Curriculum B(20) In %	Class- Room- interaction (40) In %	Lab. B(20) In %	Exams E(10) In %	Library F(25) In %	College- Office G(15) In %	Extra- curriculum activities H(10) In %	Administrati on of the college (30) In %	Canteen, Common-room & sanitary etc. J(25) In %
BA(G) 57	86.22	74.5	79.34		80	68.8	72	77.7	76	70
BNGA 40	81	64	69.6		83	60	61.8	75.7	68.3	63.9
ENGA 24	81.9	66.7	76.3		89.2	43.9	51.7	59.2	63.1	56.5
PLSA 39	83.7	73.8	76.5		85.6	60.1	67	66.7	72.2	60
HISA 26	88	68.6	74.1		81.5	65.7	71.8	73.8	72.1	71.2
EDCA 31	83.1	71.12	78.1		88.4	61.2	74.6	73.87	74.8	70
217	83.6	68.9	75.1		83.6	65.4	67.2	67.4	70.9	64.1
B.SC(G) 16	90.5	55.9	74.1	72	82	64	71.3	75	69.8	75
MTMA 18	87.5	68.9	80.5	85	99.3	58.7	65	60	69.6	64.8
PHSA 12	77.1	48.8	68.5	41	75	66.3	52.7	50	51.6	51.3
CEMA 12	82.5	49.2	51.25	69.2	72.5	51.6	54	50	56.9	63
CMSA 8	79.4	58.13	46	41.2	68.7	52	56.6	73.8	60	51
ELTA 8	86.8	68.13	70	75.6	88.7	59.5	76.6	66.3	80.8	64.5
GEOA 6	99.16	87.5	81.3	82.5	93.3	80.7	93.3	100	91.6	92.6
EOCA 5	84	59	67.5	62	98	41	53	60	55.3	56
MCBA 10	85	61.5	57.8	40	76	30	54.6	50	55.6	51.6
95	85.5	60.6	67	65	81.5	59.4	63.4	63.2	65.08	63.3
COMA	81.3	61.3	78.33		84.2	56.36	71.6	49	86.08	58.12

219										
COMG	88.35	70.4	79.58		78.3	61.32	54.5	46.7	83.32	66
	84.82	65.85	78.95		81.25	58.84	63.05	47.85	84.7	62.06

An analysis from the data of 2002 are shown below

- Analysis shows better class room interaction from all the students of different faculties (ranging 70-80%). Library performance (F) is poor for most of the



departments. College has given sufficient concentration to improve library facilities. Financial constraints sometimes retarded the process.

- Laboratory facilities(D) of some departments was not up to the mark as per feedback. Development of laboratory infrastructure is also taken in priority measure.
- Participation in extra curricular activity(H) is not up to the satisfaction. A big exhibition competition was organised between 19-22nd. Sept.2002 successfully as part of Golden Jubilee celebration . Participation of the students was exciting and in future other extra curricular activity will motivate them in encouraging hobby, entrepreneurship development.
- The figures for progression to further study are not officially available. Scanty information available on the basis of personal interaction with the students indicates that around 30% students of different streams get themselves admitted in Post Graduate Courses in different universities within and outside the state.
- A placement cell has recently been formed and it has started functioning through contract with industry and consultancy agencies for placement of students on completion of their studies. One teacher is working as the convener. Two sets of interviews were conducted by Bengal Chemical & Pharmaceutical Co. LTD.
- There is no employment cell in the college and as such there is no information on progression to employment.
- An Alumni Association of the college has been formed on the eve of the Golden Jubilee Celebrations. It has been named 'Praktanika' and has begun functioning.
- The following is the statement of financial assistance provided by Government and Non-Government organizations:
 1. Grants to the students belonging to scheduled castes and scheduled Tribes Community by the Government of West Bengal;
 2. Stipends to the students whose parents are engaged in Bidi manufacturing by the Labour Welfare Department, Government of West Bengal;
 3. Assistance to the students provided by the college from the Students' Aid Fund;
 4. {Up to 10% of the tuition fees of students are spent for free ship and half free ship.
 5. Scholarships to the non Hindi speaking students studying Hindi.

6. Stipends to the students whose parents are in the service of Air Force given by Benevolent Association of Indian Air Force;
7. Merit – cum – Means scholarship by the Students' Welfare Fund of the Teachers' Council.
8. College is planning to collect some memorial scholarship for financially backward advanced students.

Academic Counselling

- Teachers of the college participate in Academic Counselling. Counselling hours are formally accommodated in the college routine for the Period before February – July Routine. Students during their leave avail counselling as an alternative of private coaching. Counseling is provided to both educationally advanced and backward students. Besides, there is scope for personal counselling: when any student comes to a teacher for personal problems, the teacher concerned tries to give him/her guidance to the best of her / his capacity.

Placement Services

- As has been stated above, a placement cell has recently been formed as and one or two companies (Ichapur Rifle & Metal Factory, Bengal Chemical & Pharmaceutical Companies (Sodepur)) maintain contact with the college and the college sends science graduates to the factories to gather practical experience.

Other Highlights

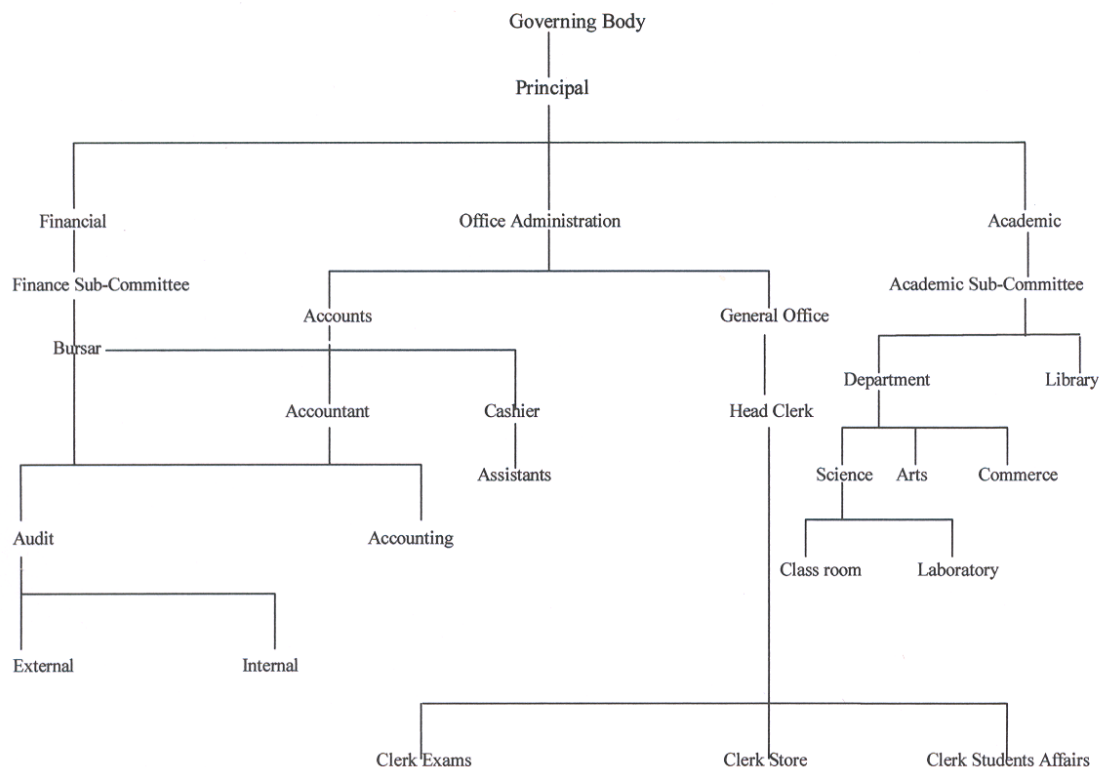
- The college brings out its prospectus / brochure regularly. The prospectus provides information to the students in detail on college working hours, programme of study, subject combinations with coding, admission rules, curriculum model, details of Teaching and Non-teaching staff.
- The college provides recreational leisure time facilities to students such as Indoor Games (Table Tennis & Carom), Outdoor Games (Cricket & Football). Students' Union brings out an annual magazine. Some departments successfully decorate few wall magazines with standard features, drawing and columns. Annual cultural meets are organized by the Students' Union every year where the students from the college

and around are participating. This competition covers twenty to twenty five items. Besides, Basanta Utsav (Spring Festival), Hindi Diwas, Bhasa Diwas (21st February), Independence Day, Republic Day are celebrated.

Criterion VI: Organisation and Management

- **Organisation structure**

- The college is administered by the Governing Body constituted according to the provisions of the Calcutta University statute 1979. The Governing Body is entrusted with the task of making decisions to implement the directives of Education Directorate, Govt. of West Bengal and the relevant statutory provisions of the Calcutta University. The Governing Body reviews from time to time the progress of the Institution. The Principal of the college discharges his day to day duties, as per the following structure:



According to the Calcutta University statute, 1979 Governing Body forms Academic and Finance Sub-committees and as per the Calcutta University First Regulations, 1979, there is a Teachers' Council with Principal as the chairman and a

permanent teacher as the elected secretary. Provident Fund Account is managed by a Trust, the Principal being the manager and one of the Teachers being Assistant Manager.

Principal with the assistance of teaching and non-teaching staff and the Students' Union forms the following committees for the smooth functioning of the college: Admission Committee, Students' Aid Fund Committee, Election Commission, Library Committee, Seminar Committee, Examination Committee, Routine Committee, Grievance Redressal Cell, Health Sub-Committee, Sports Committee, Building Committee, Purchase Committee. Governing Body of the college ratifies the recommendation of these committees.

All these committees meet on several occasions to discuss matters and to take decisions in order to improve the organization and management of the college. It may be mentioned that the number of meetings held in the Finance Subcommittee is 3, in Academic Subcommittee 4, and in Admission Subcommittee 9 in an academic year.

Academic Subcommittee in its meetings discuss the following activities:

- To finalise / revise Academic calendar;
- To review the progress of syllabus;
- To recommend any academic matter (e.g. revision of syllabus etc.) before the Under Graduate council;
- To take initiative to frame new guidelines for additional coaching of students, for example, career counseling, grooming, teaching of entrepreneurship to the youth;
- To recommend the infrastructural activity of Library, Laboratory etc.
- To finalise the results of Periodical, Annual and Test Examinations;
- To discuss the results of University Examinations.
- To recommend measures towards motivating students to attend classes regularly.

In the Finance Committee, following matters are discussed:

- To prepare and approve the Budget;
- To frame financial policies;
- To consider audited Accounts of the college;
- To check Cash Book at periodic intervals;

- To review purchase of different departments.

The business of Admission committee is as follows:

- To prepare rules for admission at the undergraduate level;
- To prepare merit list on the basis of cut off marks in relevant subjects for admission to the college.
- To take active participation in admission procedure till admission process is complete.

The functions and duties of the Teacher's Council is:

To advise the Principal of the college on all academic matters including Students' Welfare, arrangement of Time Table, conduct of Examinations (including University Examinations), improvement of Library, Laboratories and Teaching facilities of the college.

The Secretary of the Teachers' Council prepares a detailed report of the functioning of Teachers' Council.

Progress Reports of other committees are reviewed in the meeting of the Teachers' Council and these are published in the Annual General Meeting of the Teachers' Council.

Report on the Review of the Performance of the Various Committees at the Teachers' Council Meeting held on 2.4.2002.

- I. **Seminar Committee:-** Formed in the academic year 2000-2001 with the objective of exposing teachers, students and scholars to the latest developments in various intellectual fields by bringing together distinguished scholars thoroughly conversant with such developments. The committee has arranged seven UGC sponsored state level seminars.
- II. **Health Care and Community Development Affairs:-** The Health Centre, inaugurated in 1st. Dec. ,2000, provides limited medical testing and medication, has arranged & conducted Hepatitis-B vaccination drive, Thalassaemia carrier detection camp and a UGC sponsored seminar on "Health Awareness Among College Students".
- III. **Students Welfare Sub-Committee:-** Formed on 26.9.2000, it provides a system and selects the students to provide financial assistance from the

college fund to the poor and meritorious students. A fund has been set up and norms have been approved.

- IV. **Routine Committee:-** Since its formation the committee has been actively trying to frame a time table of the academic exercise of the students including tutorials, counseling and Practical classes under the guidance of Calcutta University curriculum & recommendation of Academic Sub-committee.
- V. **Examination Committee:-** In spite of many constraints annual & Univ. exams being held after May 15th; increasing number of examinees, absenteeism of invigilators this committee has performed remarkably well.
- VI. **Games and Sports Committee:-** The Students Union organized Annual Sports of 2002 on 9th & 11th Feb, 2002. During September 2001 inter-class football tournament & indoor games competition in Carom, Table-Tennis & Chess were held. Different sports activities of the college are held under the guidance of this committee.
- VII. **Income Tax Committee:-** This committee assists both Teaching & Non-teaching staff in Income Tax calculations, advises them on savings, prepares Form 16 & statements required for Income Tax departments. Income Tax calculations for the year 2001-02 have been completed. Refunds are ready to be disbursed and Form 16 is being readied. A computer programme on C-language has been developed to aid the salary payment programme.
- VIII. **Backward Students Welfare Committee:-** Formed on the Govt. recommendations with a Govt. nominee as one of the members. The main task of the committee is to see whether the Govt. reservation rules regarding SC/ST are followed in the admission procedure (SC-22%, ST-6% & OBC-5%). The college has been strictly following this regulation.
- IX. **Career Advancement and Pay Fixation Committee:-** This committee has prepared the CAS papers and Pay-fixation arrangements and completed such tasks of 13 members of the teaching staff of this college in various grades. The papers of 3 teachers are in process.
- X. **Service Book, Pension, Leave etc. Committee:-** Service Books & Pension papers of recently retired teaching & non-teaching staff have been prepared and are ready for processing.

- **Functions and Powers of Functionaries (i.e., The Governing Body)**

The Governing Body of the college is responsible for the proper management of the affairs of the college and may exercise such powers and functions as may be necessary for the purpose. [Details ref. to Annexure – pp: 84 of CU statute(79)].

- **Human Power Requirement**

Human Power Requirement in regard to teachers is determined by the workload as specified by the UGC and / or DPI and / or CU. A teacher has to engage in 16 hours of in direct teaching per week as per UGC guideline. Following this principle of total no. of teachers required is determined.

Another factor is taken into consideration for making the time table. 4 and 3 classes are generally allotted for each paper of Honours & General Courses respectively. [as per CU guideline & syllabus].

The third criterion for determining teacher requirement is the Teacher-Student ratio. Generally we make our sincere efforts to maintain the ratio of 1:35.

So far as non-teaching staff is concerned, the staff pattern prescribed by the Directorate of Education, Govt. of West Bengal is followed strictly. The no. of staff is decided by the student strength of the college. At present there are 48 non-teaching staff in the college (21 full timers & 27 on contract basis).

- **Recruitment of Staff**

Appointment of whole time teachers including Principal of affiliated colleges is made in accordance with the provisions of WBCSC Act, 1978 (WB Act LXII of 1978) and the rules made there under. [Ref. pp. 89 of CU statute (1979)]. The West Bengal College Service Commission recommends the names of the teacher for a particular post from the panel made by the commission and the college GB is entitled to issue the appointment letter.

Teachers appointed on contractual basis are selected from among the applicants who fulfill the UGC norms and topper as per college guideline.

Non-Teaching staff is recruited on the basis of the recommendations of the selection committee made for the purpose. The selection committee makes its

recommendation from the list of candidates sent by the Employment Exchange, Govt. of West Bengal and the list of applications received against advertisement.

- **Training and Performance appraisal**

Teachers are imparted training in the form of Orientation and Refresher courses organized by the Academic Staff College. About twenty college teachers attended Refresher & Orientation Courses. Computer training was given to non-teaching staff in September 1999.

A regular system for assessing the performance of the teachers has been adopted for long time. Annually a performance appraisal report is brought out by the Principal which contains detailed information [see Annexure-Performance Appraisal]. Efforts are being made to introduce a self-appraisal report by the teachers themselves. [Annexure-Self appraisal]. Principal discusses with the non-teaching staff their performance at regular intervals.

- **Participation of Students, Faculty & Staff in decision making**

In the decision making exercise students, staff and faculty members participate through different bodies. The Governing Body is the highest decision making body in the institution. Four representatives of the teachers, and the General Secretary of the Students' Union are members of the Governing Body. Generally in all important subcommittees, faculty members, non-teaching staff and students are represented.

- **New Technologies in Communication**

New technologies are used in communication such as computer, e-mail, internet, and audio-visual system (e.g, OHP, LCD) as modern teaching aid.

- **Budgeting and Auditing Procedures**

The college prepares annual budget of income and expenditure. The budget is prepared by the Accountant in consultation with the Principal and the Bursar of the college. Standard practices are followed in the preparation of the college budget. The budget is placed before the Finance Sub- Committee. After getting approval of the Finance Sub-Committee, it is itemized for discussions in a meeting of the Governing Body. The Governing Body after careful consideration approves the annual budget of

the college. After completion of audit work, a copy of the report is sent to the DPI, Govt. of West Bengal by the Auditor himself.

So far as auditing is concerned, the college has the opportunity of having both internal and external audit facility. The college accounts is internally audited by very competent persons, for example, by registered Chartered Accountants and members of our commerce faculty. External audit is done by the auditors sent by the DPI from the panel prepared by his Department.

- **Resource Mobilisation and Effective Utilisation**

The college is funded from the resources mobilized through two broad heads: 1. Revenue Income, 2. Capital Income. Revenue Income means (a) recurring incomes, e.g. tuition fees, laboratory fees, (b) Session charges, e.g. building fees, development fees, admission fees, session fees, exam fees, library fees, student welfare fees and (c) other receipts which include transfer fees, incidental fees, interest on Bank deposits, and Misc.

Capital Income means capital grant received from State Govt., UGC & Capital grant received from MP LAD fund. A portion of Laboratory fees and a portion of tuition fees from Foreign Students is received as central grant.

Resources are utilized for meeting expenditure on Revenue account and capital account. Revenue expenses are spent for paying allowances to the teaching & non-teaching staff appointed by college on contractual basis, to conduct college examination, laboratory maintenance, printing & stationary, cost of chemicals used in laboratory, electric charges, financial aid to students and Misc. Capital expenses are spent for construction & maintenance of buildings, purchase of furniture & fixtures, books for library, scientific apparatus / equipment / computers and for electrical installation.

The college has been able to mobilize Rs. 29,87,739/- as revenue income during 2001-02 and actually made an expenditure of the same amount.

- **Financial Management**

Every year an annual budget is prepared on the basis of estimated income (both revenue & capital) and estimated expenditure (both revenue and capital). Priority is given to the Academic advancement and improvement of infrastructure. Bulk of the budgetary allocation is actually spent on library, laboratory, furniture & equipment, building construction and maintenance. Besides, a large amount is spent for paying allowances to the teaching and non-teaching staff appointed by the college on contractual basis.

Major decisions in regard to spending of funds are itemized and discussed in the meeting of Finance Sub-committee. Resolutions of the Finance Sub-committee are placed before the Governing Body for its approval. The Governing Body, after careful consideration, resolves as it deems fit. Accordingly, the funds are actually allocated.

There is a Purchase committee to monitor all purchase related matters such as laboratory equipments, chemicals, furniture, stationeries & repairing jobs. Purchase committee meets as and when required and resolves about the policy of the purchase. Generally, the principle that is followed is to invite quotations from different interested suppliers / manufacturers / mechanics etc. After receiving the quotations, purchase committee in its meeting chaired by the Principal opens the seal of the quotations and thoroughly discusses all aspects (reputation, quality of work, rate and past performance, if any) and then finally prepares a panel in order of priority for placing the order.

There is a clear cut policy of purchasing books for the library. In the meeting of the Academic Subcommittee the Principal makes statement informing the members of the total amount allocated for the purchase of library books. Members of the Academic Sub-committee, after a brief discussion, resolve to allocate a reasonable amount for each department. Heads of the Departments/Senior Teachers of the Departments are requested to give their requisition to the Librarian for books in the printed format available from the Librarian. The Librarian after receiving the requisition from the departments places it before the Principal and generally the Principal approves the requisition. The Heads of the Departments are then requested by the Librarian to place the order to the suppliers. The suppliers directly supply the books as per requisition to the Library & submit this bill to the Librarian. The Librarian after

completion of thorough checking sends the bill for payments to the Accounts Office. Accounts Office finally prepares cheque and pays to the suppliers. It should be specially mentioned that payments are generally made through A/C payee cheques.

A Building sub-committee is there headed by the Principal to look after the construction and maintenance of the building. A huge amount of money has been spent for building construction and renovation work, whatever may be its nature, is always undertaken by the construction Board of the PWD, Govt. of West Bengal or other local self governments. The supervision work is also done by the competent Engineers of the PWD. The Executive Engineer and the Chief Engineer visits the college at different stages of construction.

The Bursar of the college monitors the Accounts office in the matters for payments of bills submitted to the office. The Bursar scrutinizes the vouchers and every voucher must be supported by the original bills and quotations or requisitions. If Bursar is satisfied that all formal procedures are completed properly then bills are passed for payment.

Highlights:

1. The Principal of the college acts as drawing and disbursement officer. Naturally all college funds are directly/indirectly managed by the Principal.
2. All incomes in the form of revenue collection and capital grant are properly utilized and utilization certificates are sent to the concerned authority.
3. The college authority takes special care to keep the audit work up to date. The audit work of 1999-2000 session has already been completed and that of 2000-01 is under process.

- **Welfare Schemes**

The college authority has been discharging its responsibility towards students welfare as well as welfare of the Teaching and non-teaching staff. Various welfare programmes have been undertaken particularly for the students such as 'Cheap Book Store', 'Cheap Canteen', 'Annual Financial Assistance', 'Special Financial Assistance', 'Subsidy in case of Examination's and Free Medical check-up. Teachers'

Council introduced a monthly stipend of Rs. 250/- per student and this year the stipend has been awarded to one student from each stream of Science, Arts & Commerce on the basis of financial and academic criteria. Teaching & Non-teaching staff are greatly benefited through the lending system to the staff cooperative credit society. The credit society at present sanctions a loan of Rs. 1 lakh to a member at the rate of 12 percent interest per annum subject to having a share capital of Rs. 10000/-. Free medical checkup is provided to the member of teaching and nonteaching staff. The non-teaching staff are entitled to get festival advances from the college fund. Tour for the Teachers is conducted by the Teachers' council.

- Grievance Redressal Cell:

Grievance Redressal cell has been formed by a resolution of the Teachers' Council dated 4.4.2000 and it has started functioning.

Criterion VII: Healthy Practices

- Complementary system like self-financing courses.

A computer centre named as Barrackpore Rastraguru Surendranath College Computer Centre is jointly run by the college and the Institute of Computer Engineers (Kolkata). This is a totally self-financing exercise. The centre at present is authorized to offer DOEACC ('O' level & 'A' level) certificates.

- National & International linkages:

As has been mentioned above students residing outside West Bengal have shown interest in getting admitted to the College. Such students are admitted but their number would certainly go up once Hostel facilities are offered. Students from neighboring countries have also been admitted under the Cultural Exchange programme of the Indian Council of Cultural Relations (ICCR). There are some instances of teachers' participation in national and international seminars and conferences. Teachers pursuing research work have communications with national and international journals.

- Industry linkage

Arrangements have been made recently for linkage with industry. The College has started preliminary negotiations with Metro Dairy Ltd. And Keventer Ltd. In pursuance of these objectives.

- Educational Innovations

An affiliated college like ours has no scope at all for educational innovations and examination reforms, since the education imparted to the students is according to the curricula framed by the Calcutta University to which the college is affiliated.

- Working with specific missions & goals.

The motto of the College is: Advancement of learning; Need based Higher Education; Excellence through Academics. Our mission has been simultaneously incorporate the latest developments in the field of knowledge and to protect the cultural heritage handed down to us by the past. All knowledge is our province but we believe in having our feet on the ground. Thus we have worked with deprived and under privileged communities even

while appropriating the latest findings of Information Technology or Micro-Biology. Our goal is not to produce the super specialist technocrat but the man where breadth of vision has not been robbed by his quest for specialization.

- Chairs of excellence

Does not exist in the college.

- Teaching and Research Awards won by the Faculty.