



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE

**EIGHTY FIVE, MIDDLE ROAD AND SIX, RIVERSIDE ROAD, BARRACKPORE,
NORTH TWENTY FOUR PARGANAS, KOLKATA, WEST BENGAL**

700120

www.brsnc.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Barrackpore Rastraguru Surendranath College is a UGC registered, CPE awarded college, re-accredited by NAAC in the third cycle in 2014, with a CGPA of 3.08. The college is also a proud recipient of RUSA fund. The college has attained ISO 9001:2015 certification for quality assurance in imparting UG and PG education. It was established in 1953 by a group of dedicated men led by Dr. Satish Chandra Bose, an eminent social activist, who named it after one of the most illustrious sons of Barrackpore, Rastraguru Surendranath Bandopadhyay.

The college is affiliated to the West Bengal State University. It operates from both the campuses wherein 85, Middle Road is the Science and 6, Riverside Road is the Arts & Commerce campus. Both campuses, having beautiful gardens, are green, eco-friendly and free from plastic. The college has achieved ISO 14001:2015 certification as a mark of having environment friendly campuses. The college runs two hostels, one for the girl students and the other for boys, accommodating 60 and 20 students respectively, providing residence to the students from distant places.

Over the years, the college has consolidated its position as a premier institution in West Bengal, imparting education in diverse areas of Humanities, Commerce, Science and Management. Subjects in the field of Applied Sciences such as Computer Science, Electronic Science, Microbiology, Psychology and Food & Nutrition are given due emphasis here. It offers 28 UG Programmes and 06 autonomous PG Programmes. In tune with the recent developments in some of the best educational institutions in the world, our college has introduced Value Based Education, a programme aimed at developing the ethical and human potential of the students.

The college publishes two research journals, namely “Journal of Business and Economic Issues” published by the Department of Commerce and “BRSC VISION”, a multidisciplinary journal published by the college. The former accommodates research papers from Commerce, Management and Economics and the latter from a wide range of subjects related to Science, Humanities, Commerce and Management.

Vision

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

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college offers healthy academic ambience to the students. It is guided by clearly stated humanist vision and objectives. It has an efficient full time teaching faculty with 49 Ph. D holders. The management incorporates veteran educationists who cater to multifarious needs of the students coming from diverse backgrounds. It operates through an excellent infrastructure with computerization of office administration including finance. The strength of the college is testified by its CPE status. The far-flung reputation of the college induces innumerable students to join here transcending geographical boundaries.

Institutional Weakness

The geographical location of the institution in the Barrackpore Cantonment area impedes its expansion both vertically and horizontally. The Science and the Arts & Commerce campus is segregated by a distance of 0.7 kilometers and this creates difficulty among students in commuting between the campuses for academic and extra-academic needs. The institution needs to improve upon its consultancy services and has to overcome difficulty in promoting collaborative linkage with industry and academic institutions. Moreover, lack of adequate substantive faculty continues to increase the workload and administrative responsibilities of the regular faculties affecting the teacher-student ratio negatively.

Institutional Opportunity

The college has a lot of potentials for development. It has prospects to expand collaboration with higher educational institutes of repute. The institution seeks to introduce autonomous PG programmes in core subjects. It has the scope for introducing more short term Diploma/ Certificate courses. It seeks to develop soft skills of the students and strengthen the quality of community outreach activities to promote holistic development of their personality.

Institutional Challenge

Major challenge of the institution is to overcome excessive reliance on Government grants to meet the rising cost of education. The college would strive to offer consultancy and strengthen placement services. The college would endeavour to attain 'College with Excellence' status and strive to work towards providing quality education to the students and building core values of social justice in them for achieving excellence in every sphere of life. It has to acquire a plot of land for its third campus to do away with the impediments towards vertical and horizontal expansion.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has diverse mechanism for effective delivery of curriculum through all its 28 UG and 6 PG courses.

Classes are held according to a fixed schedule using varied classroom teaching methods with emphasis on ICT enabled teaching-learning method. All the Departments maintain detailed record of the classes held, assessments, project reports etc. Considerable number of fulltime teachers participates in various bodies of the University. Out of 28 UG and 6 PG courses, 2 were introduced in the last five years. CBCS in UG courses will be introduced once it is introduced by the mother University. However, it has been implemented in 3 PG courses. Nearly 65% of the students undertake field projects in a year. Academic feedback is collected from various stakeholders of the college and is analyzed at various levels to take corrective measures on time to strengthen academic performance.

Teaching-learning and Evaluation

Being an institution of high repute, the college draws students from remote corners of the state and beyond. It has a high enrollment percentage of 85.88% with considerable representation from reserved categories. There is sound mechanism for assessment of learning levels of the students. After admission, teachers review academic performance of the students through class lectures, class level interaction and involvement, informal interaction beyond classroom, participation level in laboratory practical, their results in previous board examinations and college internal examinations. The college strictly follows the academic calendar, developed in tune with University calendar, which is one of the important dimensions of the academic discipline of any institution committed to impart quality education to the learners. As a structured description of the academic activities of the college, it is instrumental in providing a definite direction to the effort of the college towards academic excellence. The academic calendar adds transparency to the whole process of teaching, learning and evaluation methodology. By making the students aware of the number of internal tests to be conducted during the year along with the University examination schedule, the academic calendar helps in making them more focused towards the teaching and learning process. The college has a transparent and robust evaluation system.

The faculty members of the college are efficient and research oriented. The average percentage of fulltime teachers with Ph. D during the last five years is 38.17%. 53.29% teachers have received awards and recognition from Government and recognized bodies during the last five years. 82.46% of the teachers use ICT for effective teaching. The Principal, Heads of the Departments, faculty members strive to maximize the potentials in achieving complete academic success.

Research, Innovations and Extension

The college promotes research as an integral part of its academic environment to enhance research culture in the institution. 6 teachers of the institution are recognized as research guides and 25 research projects funded by the govt. and non-govt. agencies have been sanctioned here. The average research grants received amounts to Rs. 20.17 in lakhs. Number of research papers per teacher in the journals notified on UGC website is 1.15. The Research and Development sub-committee promotes research initiatives in the institution. It functions under IQAC.

The college promotes several extension activities through NSS Units and some other committees, constituted for the purpose of sensitizing students about social needs. Students take up activities like cleaning the college campus and its surrounding and plantation of tree saplings as a part of effort to preserve a clean and healthy environment. Students have also participated in drives like 'Swachh Bharat' and 'Swachhta Pakhwada' programmes.

NSS volunteers have conducted special camp every year as a part of social responsibility. Students have donated blood in blood donation camps organized by the college. NSS volunteers and NCC cadets have regularly participated in programmes organized towards observing days of social importance such as World AIDS Day, World Environment Day, World Yoga Day and the like. NCC Units also celebrate Indian Independence Day and Republic Day with intense energy and fervor. Many NCC cadets of the college have participated in the Republic Day Parade, both in the state and capital, and 04 cadets among them have received awards in the last five years.

Infrastructure and Learning Resources

Adequate infrastructure is the pre-requisite for an effective teaching-learning process and overall academic development of an institution. The college authority is trying to develop the required infrastructure in terms of learning resources, classrooms, computing equipments etc from the received funds.

The institution has adequate facilities for games, sports and cultural activities. Both the campuses have auditoriums. Specifically, Seminar hall no- 202 and 226 of 85, Middle Road campus and Room no- 216 and Bibhuti Bhushan Hall of 6, Riverside Road campus have adequate facilities to conduct cultural activities. Our college has hostel facilities for both female and male students. There is a proper structure for rainwater harvesting in the 6, Riverside Road campus of the college. However, permission from Barrackpore Cantonment Board is awaited for its extension. The college has also installed vertical rail in its 85, Middle Road campus. Digital Notice Display System is also installed in both the campuses. The college has also initiated the Learning Management System (LMS) as a part of ICT enabled teaching- learning facilities. There are 29 classrooms equipped with ICT enabled teaching. Lightning arresters are also installed in both the campuses of the college.

Our college has one online UPS with 10 KVA installed in 85, Middle Road campus and also planned for more connections during the next academic year. Both campuses of our college are now centrally wi-fi enabled with 87 mbps connection. The college has also initiated RFID (Radio Frequency Identification) enabled system in its central library of 85. Middle Road campus.

The Central Library is computerized with 57730 (as on 31.03.2018) printed books, 41 regular printed journals and other learning resources. The Library is member of N - LIST (National Library and Information Services infrastructure for Scholarly Content) consortium of INFLIBNET through which the members of the library can access 6300+ e journals and 1,00,000 e books. In 2018, the Library has initiated **RFID (Radio Frequency ID entification)** system which is synchronized with its ILMS Koha

Student Support and Progression

The college extends considerable support to the students to nurture their holistic development. On an average 13.47% students have been benefited by scholarships provided by the govt. and another 15.89% by those provided by the college. The college also provides valuable guidance to the students to appear in the competitive examinations and organize career counseling too. The Centre for Career Development and Placement Cell of the college aims at developing corporate skills, professionalism, effective communication skill, corporate grooming and numerical aptitude. These sessions run along with the general academic curriculum so that the students get hired by the reputed organizations. Leading organizations conduct campus hiring drives in our college for offering job to the final year students.

Organizations like Tata Consultancy Services (TCS) have been conducting special corporate training sessions since academic session 2011-12 for the students of our college in order to make them employable and job-ready. In academic session 2015-16, TCS has joined hands with us regarding conduct of the Campus to Corporate (C2C) programme for our final year students. Concerned faculty members who are conducting the aforesaid C2C training have been trained and certified by TCS. Corporate companies like WIPRO TECHNOLOGIES, CONCENTRIX, GENPACT, CTS, Infosys, ACC Ltd. etc have also conducted campus hiring drives in our college.

Effective grievance redressal, anti-ragging and sexual harassment prevention mechanism is in its place. A considerable section of the students get employed in different organizations and some other vertically progress to higher education. A high percentage of students have qualified NET, SET, GATE and other similar examinations. Some of the students have won national and international recognition in sports. The Students' Union of the college organizes competitions in arts and sports with great enthusiasm and fervour. The institution has a spirited Alumni Association which contributes to the development of the institution by organizing invited lectures, providing scholarships to economically deprived students and organizing the reunion of the college.

Governance, Leadership and Management

The Governing Body, the highest administrative body of the college, with the Principal as the secretary and representatives from Teaching, Non Teaching, students and external members, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees like, Finance sub-committee, Academic sub-committee, Academic council etc. The Governing Body meets at least six times in a year. Matters are discussed in details and minutes recorded with perfection. The sub-committees deal with curricular, co-curricular and extra-curricular activities where faculty members are encouraged to participate as members and conveners. All major decisions on academic affairs are discussed and decided by the IQAC and Academic Sub-committee(UG) and Academic Council (PG). These are represented by senior teachers and Heads of different departments of the Institution.

The college ensures decentralization and participative management in every sphere. Strategic plans guide the actions and implementation policies of the institution. E-governance has been implemented in the sphere of Planning and Development, Administration, Finance & Accounts, Admission, Support and Examination. The institution has effective welfare measures for teaching and non-teaching staff. Faculty members are provided with financial support to attend seminars and workshops.

The institution conducts various internal and external audits regularly. External auditor as per Government norms are nominated by the Director of Public Instructions, Department of Higher Education, Govt of West Bengal. The external audit is complete for the period 2013 to 2017. However, it is pending for financial year 2017-18. The objections raised by the internal and independent auditors are placed before respective statutory committees prior to final ratification by the Governing Body.

The institution has effective strategies for mobilization of funds and optimal utilization of resources. The IQAC acts as the nodal agency in promoting quality culture and sustaining development activities in the institution. It takes multifarious initiatives round the year to achieve quality benchmarks in the activities of the institution.

Institutional Values and Best Practices

The college promotes humanistic values and organizes multiple programmes to instill these among the students. The institution fosters gender sensitization initiatives and tries to ensure safety and security of the girl students.

The institution strives to create awareness among students, teaching & non-teaching staff regarding sexual harassment. The college has formed an Internal Complaints Committee (ICC) as per University Grants Commission Regulation (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions), 2015. Apart from this, all students are mandatorily made to sign an "Anti Ragging Declaration Form" during admission to Graduate & Post Graduate Courses every year. Any complaint of Ragging is dealt with strictly.

Women are key drivers of economic and social growth in any community. Our college authority values womanhood and respects the right of every girl student to survive and develop and take decisions that affect her life. Our college promotes all-round development of a girl student and offers every possible opportunity towards her development. Counseling on gender sensitivity is provided to the students through seminar and class lectures.

Environmental sustainability initiatives include environment-friendly strategies of waste management, greening of campus, rainwater harvesting and use of energy-saving LED. The college promotes the concept of a plastic-free campus and a paperless office.

In order to make the campus plastic-free, the use of single-use plastic material such as plastic cups, bags etc is discouraged. As an initial step towards paperless office, the college Governing Body has confirmed minimum paper waste policy for its activities such as sending meeting notifications through e-mail and restricting the use of print copies for the members. The college also issues web notifications for different activities in the college website. An SMS portal "HP-BRSCOL" is used for sending vital information to teachers and office staff. The institution functions as per professional code prescribed by statutory bodies. It maintains financial, academic and administrative transparencies. The institution conducts programmes for promotion of universal human and national values. It extends special facilities for the Dibrangjans.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE
Address	Eighty Five, Middle Road and Six, Riverside Road, Barrackpore, North Twenty Four Parganas, Kolkata, West Bengal
City	Barrackpore Kolkata
State	West Bengal
Pin	700120
Website	www.brsnc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Monojit Ray	033-25945270	9433351020	033-25452050	brsc1953@gmail.com
IQAC / CIQA coordinator	Sutapa Ghosh Dastidar	033-25927579	8335998414	033-25452053	dastidarghoshs@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Private

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	19-09-1953			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
West Bengal	West Bengal State University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	01-01-1969	View Document		
12B of UGC	01-09-1969	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	27-05-2016
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	West Bengal Biotech Development Corporation Limited
Date of recognition	23-03-2015

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Eighty Five, Middle Road and Six, Riverside Road, Barrackpore, North Twenty Four Parganas, Kolkata, West Bengal	Urban	5.97	14655.45

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	H.S. or Equivalent	Bengali	320	304
UG	BA,English	36	H.S. or Equivalent	English	189	188
UG	BA,Hindi	36	H.S. or Equivalent	Hindi	224	224
UG	BA,Education	36	H.S. or Equivalent	Bengali,English	824	789
UG	BA,Political Science	36	H.S. or Equivalent	Bengali,English	353	305
UG	BA,Philosophy	36	H.S. or Equivalent	Bengali,English	135	77
UG	BA,Sociology	36	H.S. or Equivalent	Bengali,English	79	30
UG	BA,History	36	H.S. or Equivalent	Bengali,English	853	831
UG	BA,Sanskrit	36	H.S. or Equivalent	Sanskrit	20	5
UG	BA,Urdu	36	H.S. or Equivalent	Bengali,English	100	81

UG	BA,Film Studies	36	H.S. or Equivalent	Bengali,English	100	90
UG	BA,Journalism And Mass Communication	36	H.S. or Equivalent	Bengali,English	98	93
UG	BCom,Commerce	36	H.S. or Equivalent	Bengali,English	804	514
UG	BBA,Business Administration	36	H.S. or Equivalent	Bengali,English	36	18
UG	BSc,Chemistry	36	H.S. or Equivalent	Bengali,English	301	119
UG	BSc,Physics	36	H.S. or Equivalent	Bengali,English	188	107
UG	BSc,Mathematics	36	H.S. or Equivalent	Bengali,English	202	147
UG	BSc,Computer Science	36	H.S. or Equivalent	Bengali,English	55	28
UG	BSc,Electronic Science	36	H.S. or Equivalent	Bengali,English	50	15
UG	BSc,Economics	36	H.S. or Equivalent	Bengali,English	48	20
UG	BSc,Geography	36	H.S. or Equivalent	Bengali,English	60	47
UG	BSc,Psychology	36	H.S. or Equivalent	Bengali,English	48	40
UG	BSc,Zoology	36	H.S. or Equivalent	Bengali,English	57	57
UG	BSc,Botany	36	H.S. or Equivalent	Bengali,English	20	20
UG	BSc,Microbiology	36	H.S. or Equivalent	Bengali,English	50	50
UG	BSc,Food And Nutrition	36	H.S. or Equivalent	Bengali,English	50	40
UG	BA,Physical	36	H.S. or	Bengali,English	50	38

	Education		Equivalent	ish		
UG	BSc,Statistics	36	H.S. or Equivalent	Bengali,English	40	32
PG	MA,Education	24	Graduate	English	25	0
PG	MCom,Commerce	24	Graduate	English	40	24
PG	MCom,Commerce	24	Graduate	English	40	13
PG	MSc,Computer Science	24	Graduate	English	35	17
PG	MSc,Geography	24	Graduate	English	30	23
PG	MSc,Microbiology	24	Graduate	English	30	25
PG	MSc,Food And Nutrition	24	Graduate	English	30	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				20				84			
Recruited	1	0	0	1	8	12	0	20	38	34	0	72
Yet to Recruit	0				0				12			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	12	9	0	21
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	13	1	0	14
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				41
Recruited	31	10	0	41
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				25
Recruited	17	3	0	20
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	7	1	0	8
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	8	0	14	16	0	44
M.Phil.	0	0	0	0	1	0	9	3	0	13
PG	0	0	0	3	3	0	15	14	0	35

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	7	6	0	13

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	5	0	8

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		53	16	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	36	0	0	0	36
	Female	86	0	0	0	86
	Others	0	0	0	0	0
UG	Male	1234	1	0	0	1235
	Female	1239	0	0	0	1239
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	199	197	255	210
	Female	147	184	180	208
	Others	0	0	0	0
ST	Male	15	19	13	14
	Female	14	21	10	13
	Others	0	0	0	0
OBC	Male	115	183	185	196
	Female	85	145	149	171
	Others	0	0	0	0
General	Male	919	950	1010	808
	Female	1107	1050	1006	976
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2601	2749	2808	2596

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 50

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	35	33	33	33

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6294	6685	6060	5618	5336

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1615	1594	1508	1353	594

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1689	1566	1307	1123	1217

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
114	114	95	98	95

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
126	124	124	126	125

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 77

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
370.26	350.85	295.65	257.52	230.88

Number of computers

Response: 408

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Barrackpore Rastraguru Surendranath College has diverse mechanisms for effective delivery of curriculum. At the beginning of an academic session, a departmental meeting is held in every department in which the topics in the syllabus are distributed amongst teachers. Number of classes for each topic is decided according to the syllabus and credits (PG) assigned to each topic/Group/paper etc. College administration provides a well constructed weekly *Routine* for each year /semester for both UG and PG classes. Departmental Heads allot classes to the respective teachers of the department. Teachers prepare their lectures according to the syllabus allotted and classes available. Some post-graduate departments provide exposure to students to learn a part of their curriculum from teachers of other reputed institutions by arranging their classes in those institutions like **Bose Institute, Kolkata**. A good number of **visiting professors and Industrial experts** are taking regular classes in different PG departments of our college. We have a very rich **central library** with **open access** system. All honours departments have their rich **departmental libraries** too for the benefit of the students. A good number of Journals (Science, Arts and Commerce) are subscribed by our college. Moreover e-books and e-journals are accessible through **N-LIST (eShodhSindhu)** consortium of INFLIBNET from the college as well as from remote places for the teachers and the students. Our college has registered for **NPTEL** (National Programme On Technology Enhanced Learning) where students can have the access of e-learning through online Web and Video courses for various streams. The college has a **Learning Management System (LMS)** for an enhanced student centric approach towards curricular completion. Various classroom teaching methods are regularly used for the effective delivery of the curriculum. These include:

- Chalk and Blackboard method
- ICT-enabled teaching-learning method.
- Use of different software.
- Use of Scientific models and charts for effective delivery.
- Distribution of study materials.
- Group discussion amongst the students during the class.
- Micro-teaching and students seminars related to curriculum.
- Paper presentation by the students.
- Proper and adequate instrumentation facility given to the students for their practical classes; there is also a central instrumentation facility for the purpose.
- Need based survey programs, field works and educational excursions coordinated by the departments.
- Project work and dissertations towards fulfillment of degrees.
- Seminars and special talks by experts.

Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track of the improvement of the students. Remedial and tutorial classes

are also conducted based on requirement. Departments maintain the detailed records of the classes held, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also on different activities of the college regarding teaching-learning and development in different methods of effective curriculum delivery.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	02	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 42.64

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	40

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 4

1.2.1.1 How many new courses are introduced within the last five years

Response: 02

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response: 8.57**

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 03

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response: 9.11**

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1294	820	770	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Integration of cross cutting issues relevant to gender, environment, and sustainability , human values, professional ethics etc surely help the younger generation to cultivate moral, ethical and social values that ultimately show the right direction to achieve progress, prosperity and a better quality of life. This approach may generate an ardent desire to extend selfless service to the society. As the syllabus for the under graduate courses is framed by the university, the college cannot be directly involved in incorporation of these cross cutting issues in the syllabus. However in some of the UG syllabus, related issues are already incorporated. In the PG curriculum of Microbiology , existing issues like intellectual property right helps the students to get an idea about food security, plant protection, protection of traditional and indigenous knowledge, debates on the usefulness of genetically modified crops, conservation of biodiversity, issues like biosafety etc. They also learn about the debates on the ethical issues of different approaches of targeted gene therapy, germ line gene therapy etc, Students of Microbiology also get an idea about the laws regarding filing of patents for original research product and how to secure natural wealth and the scientific ethics behind it.

Incorporation of various aspects of environment related issues in the curriculum of Microbiology and Geography enable the students to be more aware towards saving our environment. Role of environmental factors related to our society on the moral development of early, middle and late childhood is taught in the UG syllabus of Psychology. Issues like sex and gender, women and society are very integral part of the Sociology curriculum. In Sociology students are also taught the importance of overcoming environmental pollution and requirements of sustainable development of society. In political Science a part of the course incorporates socio-political aspects alongside human values and gender issues .

Human rights, Environmental ethics and feminism is very much parts of the curriculum of Philosophy where students are groomed in the direction of becoming responsible citizens of our country.

The college has many representing teacher members in the relevant Board of studies of various subjects in our University and they play important roles in integrating such issues into the curriculum.

College also integrates and supports these cross cutting issues by organizing seminars, workshops and nature camps from time to time.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 5.58

1.3.3.1 Number of students undertaking field projects or internships

Response: 351

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.2

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	12	12	10	18

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 85.89

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2496	2808	2748	2381	2019

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3548	3551	3362	3015	1692

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 52.61

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
812	792	748	565	426

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

There exists a mechanism for assessment of learning levels of students. After admission, teachers review academic performance of students through class lectures, class-level interaction and involvement, informal interaction beyond class room, participation level in laboratory practicals, their results in the previous board examination and college internal examinations.

For Slow Learners:

- Extra and remedial classes are conducted for the slow learners
- Counselling classes are regularly organized to identify the problems of slow learners.
- Extra classes, supplemented by course notes and informal counselling through mentor-mentee network, are also conducted on comparatively difficult topics for their better understanding and confidence. Special practical classes are also taken to clear their doubts and personal difficulties.
- Home assignments of different levels are provided to improve their performance level and boost their confidence in examinations. Film shows, exhibitions, different levels of ICT presentations are regularly conducted for better understanding of the topics.
- Industry visits, field visits and excursions are organized to provide the students with live learning experiences. Study tours are regularly organized by departments of social science to make the students visit historical sites, museums, institutions of governance to supplement their syllabus-oriented learning with field level practical experience.
- Slow learners, who are creative, are encouraged to 'learn by fun', which provides impetus to hone their creative skills through fundamental application of their subject knowledge. Department of

Electronics trains students to develop products from e-waste. Department of Food and Nutrition prepares nutritious food items involving students . The students are encouraged to market their products through self-managed sales counter in different seminars, conferences organized by the college.

- Special courses are also conducted through Centre for Career Development and Placement Cell, especially for weak students, to improve soft-skill and communicative skill to raise their level of confidence.
- Parents are informed about performance of students at parent-teachers meets and their suggestions taken regarding academic progress of students.

For Advanced Learners:

- Different levels of home assignments are provided, and ICT based special classes are conducted to suit their needs. To inculcate their reading culture, extra text and reference books are issued from the departmental library. There are provisions of e-resources through LMS and website for them.
- Wi-Fi enabled campuses and computers with internet facility provide enough access for their independent learning.
- Invited lectures on special and contemporary issues are regularly organized in the UG and PG levels. This provides a platform for better interaction with the experts.
- Students are encouraged to participate in various projects, case study preparation, surveys, national and state-level seminars (including poster presentation). These help them to sharpen critical thinking and research attitude.
- Teachers go for joint papers with advanced learners.
- Different departments follow various informal student-centric methods to meet the quest for knowledge of the advanced students. These include debates, individual and group presentations/discussions, quiz, film festival with films made by students, peer-teaching, etc. Another method used to enhance learning experiences is publication on topics from their curricula in the departmental wall magazines and annual college magazine.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 55.21

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.03

2.2.3.1 Number of differently abled students on rolls

Response: 02	
File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Student-centric methods such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Use of student-centric methods in the teaching learning process is an important feature of our institution. The policy of using student-centric method in teaching-learning is supported by the management and executed by the teachers. The teachers largely follow interactive and participative teaching learning process. The student-centric methods are used in two modes: Formal mode and Informal Mode

Formal Mode :Conventional lecture method is well-supplemented by use of different student-centric learning methodologies whereby the learning experiences of the students are upgraded. Learning methods that are widely used in regular teaching are Group Discussions, Individual and Group presentations in Students' Seminars, Viva Voice, Individual Dissertations and Group Surveys. Field and Industry visits are regularly organized by different departments to promote the self-learning process . Some post-graduate departments provide exposure to students to learn a part of their curriculum from teachers of other reputed institutions by arranging their classes in those institutions. There is also the provision of arranging special classes by visiting faculties. The institution is bound to work within the syllabi and examination framework of the affiliating University. But it uses innovations in internal examinations to encourage self-learning of students. To further strengthen the student-centric methodologies, the institution has introduced the use of many of these to evaluate students in the internal examinations. In internal examinations like the Mid Term/ Internal assessment, along with conventional method of evaluation, students are also evaluated through their performances in individual or group seminar presentations, viva voice and debate.

Informal Mode: Along with formal mode, various informal modes are also used by teachers to make the teaching-learning process more student-centric. These include Quiz, Film Show, Film Festival with films made by students, Exhibitions, Excursions, Peer-teaching, Participation in social service and Environmental awareness programmes. Another method used to enhance learning experiences is publication of departmental wall magazines and college annual magazine. Students of different honours departments are encouraged to publish departmental wall magazines on topics from their curricula. To enhance their creative and critical thinking and writing skills, they are also motivated to publish in the college annual magazine.

Different departments undertake their subject-specific formal as well as informal student-centric methods. The Department of Electronics trains students to develop products from e-waste and market them. The students are encouraged to market their products through self-managed sales counter in different seminars, conferences and other programmes organized by the college. The Department of Food and Nutrition sets up stalls to market nutritious food items prepared by them, and also organizes health-check-up conducted by students for staff and students in different college programmes orienting them towards adopting healthy lifestyle. Field and industry visits are also regularly organized by different departments to provide the students with live experiences of what they learn even if where it is not part of the syllabus.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 82.46

2.3.2.1 Number of teachers using ICT

Response: 94

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 69.16

2.3.3.1 Number of mentors

Response: 91

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching-learning is guided by the IQAC, supported by management and planned and executed by teachers. The IQAC provides the necessary impetus to induce innovative techniques in teaching-learning. In response to that, respective departments design the innovative methodologies to make learning more student-centric and an enjoyable experience. The methodologies are designed keeping in view the needs of both advanced and slow learners. Innovative methodologies are also designed to make the learning experience job-oriented. The purpose is dual- to make the learning process student-centric and to enhance the students' employability and social responsibility. The IQAC organizes workshops and training of faculties to use more innovative methodologies. For instance a workshop was organized on how to teach social science through theatre for teachers of social science. Different departments regularly use film shows, debates, individual and group presentations by students, project and report writing, exhibitions, industry visits, field surveys, excursions and study tours as part of their curriculum. Study tours are regularly organized by different departments of social science to make the students visit historical sites and monuments, museums, and important institutions of governance to supplement their syllabus-oriented learning with field level practical experience. As part of these visits, students can experience field-level practical views of topics in their syllabus. Teachers also organize field visits to orient the students on different levels of social exclusion existing in the society. These visits are very beneficial for slow-learners as they help them in learning the subject through enhancement of practical knowledge. Industry visits and visits to research institutions are organized by commerce and science departments to help students having hands on experience of their curriculum. LMS is widely used to provide video lectures to students. Students are encouraged to use their creativity through designing films on social and political issues and they are provided with exposure to exhibit their creations. Film festivals are regularly organized to give exposure to creative students and also orient them towards issues of social and political importance. As a part of regular teaching, students have to prepare presentations and present them in the class. As an innovative way to teach compulsory subjects like Environmental Science, the institution offers a portal in its website, where the students can log in and appear for online tests. To promote employability skills of students and facilitate their entry into services, they are also given provision for online time bound tests in subjects like Mathematical Aptitude and General Knowledge through the college website. As a part of innovative methodologies, students of departments like electronics are encouraged to design eco-friendly products and learn how to market them. Students of department of food and nutrition are regularly involved in organizing nutritious food stalls in different seminars and conferences and they are also involved in preparation of dietary charts for local institution. The institution also runs an 'Earn and Learn' scheme with the objective of providing students opportunities of in-campus earning alongside learning.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 82.56

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 38.17

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	45	35	34	35

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.05

2.4.3.1 Total experience of full-time teachers

Response: 1031.75

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 8.72

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	0	1	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 6.24

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	7	7	8

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Reforms in CIE at the Institutional Level

As an affiliated college under the West Bengal State University, Barasat, the college has little autonomy in introducing any formal reform in the evaluation system. As the University follows the mechanism of annual examination at the end of academic year, the college follows the same. In spite of this, the college always endeavours to undertake certain measures to test the skill, knowledge and academic abilities of the students during the course of their study. For this, besides the conventional system of annual evaluation conducted by the university, the college has introduced several innovative practices to evaluate the students learning achievements on a regular basis. Introduction of Continuous Internal Evaluation through these practices is indeed necessary to impart quality education to the learners: the long-cherished goal of the

college. Towards this end, the college on its own has introduced mid-term examinations along with the selection test examinations. The mid-term examination is divided into two components. The first one is in the conventional form of question-answer based examinations. To the students it is a rehearsal for the ensuing final examination. The second component includes some innovative student centric methods of evaluation like group discussion, debate, quiz, individual and group presentations by the students, on the spot writing, film show, industry visit, dissertation, survey, departmental wall magazine, visit to government centres like Integrated Child Development Services Centre etc. Various combinations of the above mentioned processes are adopted by different departments to assess minutely various facets of the learners' knowledge, comprehension and understanding. The emphasis given by the college to evaluate the students through these non-conventional methods is apparent from the ratio of weightage assigned to these two components which stands at 50% to each. To evaluate the students' cognitive development in a more regularised fashion the teachers, in addition to the mid-term examination, also cling to these processes during the entire course of study, although informally, within the ambience of class room or beyond (as and when necessary) to make the evaluation process truly continuous. The college also has made provision for online examination of students in compulsory subjects like Environmental Science. The college has online Entry in Service portal through which students can appear for examinations continuously.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college adheres to the policies of continuous assessment to bridge the gap between teaching and evaluation, which the traditional evaluation system often fails to address. Exposing the students to a variety of unconventional but learner friendly methods of evaluation on a regular basis makes the whole process of learning robust by reducing their stress, which the traditional annual evaluation system often creates. An academic environment, which eases out the stress of the students, aids development of their physical and mental health by reducing the levels of their anxiety, frustration and depression. Continuous evaluation processes in this sense become student centric by providing them with the necessary space where they can be assessed informally in a pressure-free situation. The mid-term evaluation has been introduced by the college to ensure this. Different departments, during the mid-term evaluation, design various innovative methods to judge the learning attainment of the students in their normal settings. The thrust has been there to gauge their ability to relate the accumulated knowledge imparted through teaching with practice. Being thoroughly innovative, it helps considerably in widening the imaginative faculty of the students. It also assists the teachers to gauge the imprint of their teaching on the learners' cognitive maps on a regular basis. Identifying the uneven learning abilities of the students, this mechanism enables the teachers to differentiate between the slow and advanced learners so that they can calibrate their teaching methodologies on a continuous basis to suit their respective aptitudes. Besides the mid-term examination, teachers often attempt to measure the students' learning level through class tests, assignments on various topics taught in the classes, students' presentation on these, either orally or through power point presentations, asking the students to briefly present the summary of the topic taught at the end of each class

etc. Such informal mechanisms are instrumental in making the assessment process truly continuous in the sense of greater frequency. Needless to mention, that these also contribute significantly in increasing the level of transparency and robustness of the evaluation process both in terms of variety and frequency. Although, the range of such innovative intervention in the evaluation system is indeed infinite, but that does not impair the college to continue with its effort to introduce continuous internal evaluation system, in an ever expanding scale, to make it even more robust and frequent.

File Description	Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Being an affiliated college it is beyond the jurisdiction of the college to deal with the grievances of the students as far as the final university examinations are concerned. The affiliating university has their own mechanisms to deal with these. The college or the teachers' role in this respect is only limited to provide the necessary information and suggestions to the students. The college administration also provides all necessary support a student requires to apply to the University for review of results. Apart from these, in all other examinations conducted by the college including the internal assessment examination, utmost care is taken to make the whole process as much transparent as possible. If a student has any examination related grievances, he can make an appeal to the Principal and the grievance is sorted out in a time-bound manner. To reduce the examination related grievances, the feedback of the parents regarding the examination process received through the parent-teachers meeting are also taken into consideration. The academic diary is given to each student at the beginning of every academic year where the schedule of every examination is mentioned. The examinations are held following a definite schedule displayed in the college notice board as well as in the college website much ahead of the examinations. The teachers are given a definite time span (usually ten to fifteen days) to complete the evaluation of the answer scripts. To maintain transparency, the answer scripts of every examination conducted by the college, starting from mid-term to selection test, are given back to the students after evaluation for their information. This helps the students to know about their strength and limitations and prepare accordingly. Not only the students, through this the teachers also come to know about the achievement of each student and offer pertinent suggestions for further improvement. Undoubtedly, this mechanism renders accountability, efficiency and reliability to the whole evaluation methodology. For the Post Graduate courses run autonomously by the college, post-publication scrutiny of answer scripts through an appeal to the Controller of Examinations of PG examinations is a regular practice. The scrutineer is from the concerned subject and he not only scrutinizes but also reviews the content once. It is arranged on special application and payment of a requisite fee. The process is completed within a week of the date of application. The scrutineer may be internal or external but a teacher other than examiner or paper setter of the paper.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE**Response:****The institution adheres to the academic calendar for the conduct of CIE**

The college strictly follows the academic calendar, developed in tune with the university calendar, which is one of the important dimensions of the academic discipline of any institution committed to impart quality education to the learners. As a structured description of the academic activities of the college, it is instrumental in providing a definite direction to the effort of the college towards academic excellence.

With the increasingly felt need for change in the evaluation system from the conventional annual/periodic evaluation pattern to the continuous internal evaluation to allow the students greater flexibility in their academic pursuits, the importance of academic calendar has been increasing significantly. The academic calendar provides the students with an overview of the courses to be taught in the forthcoming academic session. It also gives detailed information about the forthcoming evaluations, conventional like annual, semester, mid-term as well as the internal ones conducted in a continuous manner. In order to identify the advanced and slow learners and to improvise their teaching methods accordingly, the teachers are required to go on evaluating the learning achievements of the learners continuously. As the very ontology of the term 'continuity' implies limitlessness, so how far an evaluation system anchored in this ethos can be made very rigid and patterned beforehand is a contentious issue indeed. In spite of this, the academic calendar by providing a schedule of the academic events, including the evaluations, is of great help to the students. They can attend the classes with some preparation beforehand and appear for the examinations, either conventional or continuous, in a more relaxed, tension free and systematic way.

Moreover, the academic calendar adds transparency to the whole process of teaching, learning and evaluation methodology. By making the students aware about the number of internal tests to be conducted during the year along with the university examination schedule, the academic calendar helps in making them more focused towards the teaching and learning process. With increasing continuity and greater innovations such evaluation mechanism turns out to be student centric. Viewed from this angle the academic calendar also imparts robustness in the teaching, learning and evaluation system. The teachers of the college adhere to the academic calendar in preparing their teaching plan in a comprehensive manner and schedule the internal evaluations of the learners in line with the teaching plan.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Since ours is not an Autonomous college, the responsibility of designing the curriculum and framing the syllabus for all the UG programs rests with the affiliating University, WBSU.

Some teachers of the college from different subjects/courses are members of the Board of Studies of the University. They provide need-based inputs and inclusions in their syllabus by giving their valuable suggestions and advice. There are a range of program options and courses for students to choose from when applying for UG and PG courses. These courses and programs are prepared in compliance with the local, national and global trends and needs in mind.

All departments (both UG and PG) do not have clearly stated learning outcomes in their syllabus. But the outcomes that the students achieve from the courses can be considered to be linked to the mission and objectives of the college. These are displayed in strategic places in the college, mentioned in the college prospectus and put up in the college website. The teachers and students become gradually aware of these as the syllabus is shared at the beginning of the year. All entry level students have to undergo an orientation program wherein they are made aware of the learning outcomes of the various courses. The UG departments where the syllabus has a clearly stated course outcome have their details in the university website. The college provides relevant university links in its website for them.

The departments that have a clearly stated Learning Outcomes in their UG and PG programmes are Sociology, Microbiology, Computer Science and Commerce.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college has the mission to provide value-based education to the students to instill self-confidence among them. It also has the objective of providing need-based higher education to cope with the changing requirements of society. To fulfill this mission and objective the college plans to have a pass percentage of 90% to 100% in the final year examinations and also equip the students with job skills in tune with the requirements of the employers. After declaration of results of final year examinations, the Principal seeks information from all the respective departments on the results of the students. Initiative is then taken to analyse the results in the IQAC and the Academic sub-committee. If any department fails to achieve the desired target, they are asked to take the required steps to improve their performance. The IQAC suggests reforms in the internal examinations so that the students can keep on improving their performances continuously and achieve the desired target in their final examination. The Principal, Heads of Departments, Individual faculty, Mentors and In-charge of different activities, all together, strive to maximize the potentials of the students in achieving the learning outcomes.

The college has a Centre for Career Development & Placement Cell that offers career oriented courses and

courses on communicative English language to the students to improve their job skills and assist in their personality development through inculcating soft skills. This cell also obtains feedback from the employers on the capabilities that the students develop. In this highly competitive age, the “safety net” of conventional course of studies often does not “cover” young workers and often falls short of empowering them with the necessary skills matching the “eligibility requirements” of the industry. Consequently, proper counselling, awareness building sessions, motivation, parallel value addition programmes along with the conventional Degree Curriculum courses, become essential for the students to make them empowered. The Centre for Career Development and Placement Cell of the college aims at providing inputs to the Primary Stakeholders of our institution so that they may acquire awareness regarding the avenues related to career. Relevant training sessions are conducted in tandem with the Conventional Undergraduate Curriculum, and to upgrade their employability by Hiring Drives – Off Campus & On Campus modes – for the interested students are arranged. The Centre for Career Development & Placement Cell of our college operates under support and guidance from the Governing Body, the IQAC, Student Support & Progression Committee, all the Heads & Members of Faculty from the respective UG & PG Departments, and the Non-Teaching Staff of the college.

2.6.3 Average pass percentage of Students

Response: 93.77

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1928

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 2056

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.27

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 5.26

3.1.2.1 Number of teachers recognised as research guides

Response: 6

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.87

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 18

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 103

File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college organizes workshops regularly for creation of knowledge and development of skills of its staff and students. Development of entrepreneurial skills is one of the major thrust areas of the college. Use of plastic is totally prohibited within the college campus. College canteens have been made free from junk foods. Mural arts and writing are promoted through wall magazines. Staff and students are able to inculcate writing and other soft skills through the annual college magazine. The college runs a debate club which nurtures argumentative communication skills of the staff and students. The Department of Economics organizes a students' seminar every year where the students act as speakers. This facilitates the students' understanding of various global economic issues. To make the students acquainted with practical knowledge of a subject, field visits and educational excursions are arranged by the college on regular basis. Cultural programmes are regularly organized to nurture the cultural skill of the students. Communicative English classes are offered to the students to develop their communication skill. Regular coaching of cricket, football and athletics is provided to the students. Such training enhances their skill as well as boosts their confidence to face tough situations during the game. In an effort to facilitate social learning, students are brought to interact with society regularly through outreach programmes under the banner of college NSS and NCC Units. These interactions enable the students to gain a vivid idea about the prevailing social issues and problems and also to develop their own stance towards these issues.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 6

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.08

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	25	17	25	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.83

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	26	7	14	6

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities create consciousness among the students towards social issues and make them empathetic to every constituent unit of the society- the people, the biotic and abiotic environment. They learn to perceive the required and to put dedicated effort to realize these.

The College promotes several Extension Activities through NSS Units, NCC Unit and some other Committees constituted for the purpose of sensitizing students about social needs. Students take up activities like cleaning the college campus and its surroundings and plantation of tree saplings as a part of effort to preserve a clean and healthy environment. Students of the college have also participated in drives like Swachh Bharat and Swachhta Pakhwada programmes. Students have paid visit to the Old Age Home (Bholananda Giri Briddhasram) where Health Camps have been organized to make the students empathetic towards the aged.

NSS Volunteers have conducted Special Camp every year as a part of social responsibility. Students have donated blood annually in Blood Donation Camp organized by the college. NSS Volunteers and NCC cadets have regularly participated in programmes organized towards observing days of social importance such as World AIDS Day, World Environment Day, World Yoga Day and the like. They also celebrate Independence Day and Republic Day with intense energy and fervour.

Every year the students participate in social awareness programmes namely anti-drug campaign, anti-cancer campaign, Malaria & Dengue prevention Campaign etc. Extension activities enable the students to interact with various challenges and hurdles faced by the people of nearby community and encourage them to develop positive attitude towards life.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	2	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 25

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	9	3	4	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 6.37

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
308	673	300	355	300

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 22

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	4	3	3

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Our college is a state government aided institution which receives grants mainly from the state government. Apart from this, RUSA & CPE have been a major source of funds for several infrastructural developments. Finally, some funds are generated from students' fees also. Adequate infrastructure is the pre-requisite for an effective teaching-learning process and overall academic development of the institution. The college has two campuses. Campus-I of the college at 85, Middle Road is spread upon 6 academic blocks of which Block-A is Aryabhata Bhavan, Block-B is Watson & Crick Bhavan, Block-C is Linus Pauling Bhavan, Block-D is Satyen Bose Bhavan, Block-E is Keynes Bhavan and the sixth block is the New Block. Campus-II of the college at 6, Riverside Road is spread upon 5 academic blocks of which Block-A is Jadunath Sarkar Bhavan, Block-B is C. Ranganathan Bhavan, Block-C is Golden Jubilee Bhavan, Block-D is Luca Paccioli Bhavan and Block-E is Gostha Pal Bhavan. It has well maintained garden, playground, classrooms and other academic amenities as well.

The college authority has been trying to develop the infrastructure in terms of learning resources, classrooms, computing equipments, etc. from these above mentioned funds. Our college has hostel facility for both female and male students. There is a proper structure for rain water harvesting in the 6, Riverside Road Campus of our college. Moreover, permission from Barrackpore Cantonment Board is awaited for its extension. The central library of our college in 85, Middle Road Campus has been renovated with modern infrastructural amenities to equip students with better opportunities. Here, students can access computers having hi-speed internet facilities. The college has installed a vertical rail in its 85, Middle Road campus. Digital Notice Display system has been installed in both campuses. The college has also introduced the Learning Management System (LMS) as a part of ICT enabled teaching learning method. Lightning arresters are installed in 85, Middle Road Campus of our college. Our college has 1 online UPS with 10 KVA installed in 85, Middle Road campus and has planned for more connection during the next academic year. The college has also initiated RFID (Radio Frequency Identification) enabled system in its central library of the 85, Middle Road campus. Following is the synopsis of the class room, laboratory and computers in our college:

Items	Number of Rooms
Class Room	48
ICT Enabled class room	25
Laboratory	41
Seminar Hall	02
Smart Classroom	02
Library	04
Computer	408

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

The institution has adequate facilities for Games, Sports and Cultural activities. Among the Outdoor Games, students participate actively in cricket, football, basketball, javelin, kho-kho, kabaddi, handball, volleyball, swimming and athletics. Boxing, badminton, table tennis, karate, chess and carom are the major Indoor Games. College has appointed paid coaches for athletics, football, cricket, table tennis, handball, chess, basketball, kabaddi, volleyball, kho-kho. The college also has a Gym instructor. Gym equipments have also been installed in the girls hostel. Both the buildings have auditoriums, specifically, Room No. 202 and 226 at Science Building and Bibhuti Bhusan Hall and Room No. 216 at Commerce & Arts Building, with adequate facilities to conduct cultural activities.

The play ground at 6, Riverside Road Campus of our college is 79.20 meters long, extending to 69.35 meters in the north and 68.18 meters in the south. Students play Cricket, football, kabaddi and kho-kho here. Along with it, our college has an adjacent ground, 29 meters long and 18 meters wide, used for basket ball and badminton court. Our college has two multi-gyms, one at 85, Middle Road Campus, 10.35 meters long and 5.95 meters wide and the other at 6, Riverside Road, measuring 17.4 meters long and 6 meters wide.

The college has the required infrastructure for carrying out cultural programmes in both the campuses. At 85, Middle Road, Room-202(Seminar Hall), is well equipped with 1 Table Microphone and 1 Cordless Microphone and Room-226(auditorium) has the provision of 1 Table Microphone and 1 Cordless Microphone. At 6, Riverside Road Room-216 is equipped with 1 Table Microphone and 1 Cordless Microphone. Here, the Bibhuti Bhusan Hall has multifarious amenities for conducting cultural programs. These include 1 Table Microphone, 1 Cordless Microphone, 1 Stand Microphone and a pair of Tabla and a Harmonium for conducting programmes like Rabindra Jayanti, Basanta Utsav, Teachers Day etc.

File Description	Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 37.66

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 29

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 75.86

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
360.92	271.75	236.85	180	206.30

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Central Library is computerized with 57730 (as on 31.03.2018) printed books, 41 regular printed journals and other learning resources. The Library is a member of N - LIST (National Library and Information Services infrastructure for Scholarly Content) consortium of INFLIBNET through which the members of the library can access 6300+ e journals and 1,00,000 e books.

The initial computerization process was initiated in **2000** with customized software *Cella System* for automating cataloguing and circulation process. Later, in **2016** the library has shifted to **Koha**, a fully-featured award winning, Open-Source Integrated Library Management System (ILMS) under GPL V3 or later. With a complete Web-based, Multilingual OPAC, **Koha** comes with comprehensive functionality and advanced options. The Koha is installed in high end rack server (Lenovo make) with Ubuntu 16.0 as

operating system. The server is connected with 20 MBPS internet connectivity for 24X7 accessibility of library database.

The features of Koha the Library is using are:

- Web-Based Interface
- 24X7 remote accessible Online Public Access Catalogue (OPAC)
- Bar-code based circulation
- Google/Amazon cover image of the book
- Net-Cataloguing via Z39.50
- MARC 21 compatibility

Presently the Library is automated with **Koha** (*ver. 18.05.00*) using following modules:

- Circulation
- Patrons
- Cataloguing
- Reports
- Tools
- Administration and
- Authorities.

In 2018, the Library has initiated **RFID (Radio Frequency Identification)** system which is synchronized with its ILMS Koha. The technology works through flexible, paper-thin smart labels, approximately 1”X4” in size, which allows it to be placed inconspicuously on the inside cover of each book in the library’s collection. The tag consists of an etched antenna and a tiny chip which stores vital bibliographic data including a unique accession number (due to its synchronization with Koha) to identify each item. These smart labels are applied directly on library books and can be read with an RFID interrogator/scanner. Middleware software integrates the reader hardware with the existing ILMS for seamless functioning of circulation. It helps in faster circulation process. The in-built theft control mechanism helps loss of books from the Library.

The foot fall calculation in library is also synchronized with Koha.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

An academic library plays a significant role in the context of the new learning paradigm. According to this

new understanding of learning, an academic library as a subsystem of academic institution, does not only provide services for studies and research but serves as an important unit of the institution's information infrastructure and an active participant in the learning process of a particular study programme. Together with the academic departments and teaching staff, the academic library strives to realize the academic aims of the institution. The library becomes one of the potential learning environments that functions at the institution. It is characterized by the abundance of information sources.

Our library possesses rare books of different subjects. Among these, some books are hosted on the Institutional website as flip-book for students. The web link runs as https://brsnc.in/site/e_book. Some of the valuable/rare books in the library are:

Title	Author	Year	Purchased in
Encyclopedia Britannica (32 Vol.)		2004	2007
McGraw Hill Encyclopedia of Science & Technology (20 Vol.)		2002	2004
Towards a dynamic economics	R.F. Harrod	1960	
Textbook of General Physics	T M Mondal	1965	1969
Introduction to Physical chemistry	S N Mukherjee	1963	1964
Concepts & Models of Inorganic Chemistry	Douglas		
Pouranik Avidhan		1365 (Beng.)	
Outside Readings in Psychology	Hartley	1953	
Chambers Encyclopedia (15 Vol.)		1950	1953
Bharat Kosh (5 Vol.)			1964

The library's collection encompass an ever increasing rich and varied universe of printed volumes, digital resources, maps and archival materials of different disciplines of knowledge and it is accessible through its Online Public Access Catalogue (24X7) remotely. The web link runs as <http://203.147.89.158:9001/>. It can also be accessed from the OPAC tab of the Library web page.

The Library also has Open Access software **D Space**. It holds the syllabus, question papers, academic plans, teaching plans, college publications etc. It is accessible either through the link <http://203.147.89.158:9003/jspui/> or from the Repository tab of the Library web page.

The College subscribes to **15 print newspapers** in English, Bengali and Hindi. All the electronic versions of these newspapers are available in the library website. To support the willing candidates, the library provides large scale resources for competitive examinations. The e books purchased by the faculty members from their projects are also available in the library.

The Library is also a part of National Programme on Technology Enhanced Learning (**NPTel**), an initiative of IITs & IISc to enhance the quality of education in the country by developing curriculum based video and web courses.

The Library is Institutional Member of the **British Council Library**, Kolkata. Each department has a library of its own to cater to the needs of its students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 15.73

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
26.17	16.08	13.67	10.44	12.30

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.02

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 450

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our college is Internet facility enabled for long. The installation of Wi-Fi facilities started in our institution in the year 2013-14 with the installation of 2 lines of 1MBPS BSNL Broadband line under NMEICT scheme at 85, Middle Road Campus of the College.

Followed by this, in the year 2014-15 a leased line of 4 MBPS was installed through Service provider Meghbela at 85 Middle Road Campus of the College. After this, in the year 2015-16, 4 MBPS leased line was upgraded to 10 MBPS at 85, Middle Road Campus. Along with this, Point to Point device and Wi-Fi controller was installed at 6 Riverside Road Campus.

Later in this year, 7 Broadband lines of 10 MBPS through service provider Barrackpore Central Cable Network Pvt. Ltd. were installed at both the campuses.

In 2017-18, a new 5 MBPS leased line from Service Provider Meghbela was installed in 6, Riverside Road Campus with financial assistance from the CPE Fund.

In other words both campuses of our college are now centrally Wi-Fi enabled with (2+10+70+5=) 87 MBPS connection.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 15.43

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 9.62

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
42.85	35.23	30.15	30.42	18.5

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Each department maintains its own stock register of departmental books, journals and publications. The record of total number of books, journals, publications, etc. of the entire institution is maintained by the central library. Almost all Science departments, Commerce and BBA departments as well as few departments of Social Sciences like Economics maintain their own log book to record the user rate of departmental computers. Statistical software packages and Software for Accounting and Taxation as well as Antivirus packages are installed in the computers of the respective departments as per requirement. All installed software packages are monitored on a regular basis for updating to newer versions from time to time to meet the emerging needs of the faculties and students. All the computers of the respective departments are thoroughly monitored on regular basis for any kind of needful repairing and associated service. Science departments, particularly Chemistry, Physics, Microbiology, Food & Nutrition, Zoology, Botany maintain stock register for use and purchase of different chemicals, salts, equipments to facilitate the practical work carried out in laboratories. Departments like Geography, Zoology and Botany. maintain stock of specimens, charts, models, equipments, museum specimen etc. for demonstration in the class and field work. All science departments keep record of the lab-based instruments in their respective departmental log books. Purchase and use of different equipments and materials used for various sports activities are maintained in the stock registers and log books respectively.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 13.47

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1673	2150	222	62	204

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 15.89

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
556	1189	1215	872	920

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 30.45

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1875	2862	2480	1122	1001

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.01

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
54	62	84	88	105

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 7.99

5.2.2.1 Number of outgoing students progressing to higher education

Response: 135

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 87.32

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	29	15	14	8

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	34	17	21	8

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

One of the most important and active stakeholders of the college are the students. They are the fulcrum of all the activities of an educational institution. An educational institution thrives to ensure the fulfillment of students' interest. The students' Union is a statutory body formed in a college to communicate with the college administration about the interests of the students. Our college has an elected Students' Union. The Students' Union has representatives in many important committees of the college including the IQAC and the Governing Body. They express the thoughts and views of the students and also act actively in implementing strategies. The Students' Union also renders active participation in the admission process of the college.

The Students' Union acts as a liaison between students and the college, i.e. administration, and teaching & non-teaching staff. It also extends assistance and provide guidance to the students in resolving academic and extra-academic problems. To nurture and develop soft cultural skills among the students, the Students' Union organizes an annual cultural programme 'Sagnik' in the college premises. The Students' Union motivates the students to participate in events like treasure hunt, debate competition, extempore, rangoli and painting competition, etc. as a part of this excellent programme. To inculcate a sense of respect towards our rich cultural heritage, the Students' Union organizes programmes like Rabindra Jayanti, Agomoni, Basanta Utsab etc. Students learn to work together and realize the strength of team spirit through observance of International Mother Language Day, Saraswati Puja, Freshers' Welcome, Teachers' Day etc. Apart from these, the Students' Union of the college organizes many inter-college sports competitions, where the students participate with great enthusiasm. Intra-college football and cricket tournaments are organized in the college every year under the auspices of the Students' Union. The Union also organizes the Annual Sports of the college which encompasses events like long jump, high jump, shot put, javelin and the track & field events.

In an urge to comply with social responsibility, the Students' Union actively participates in various extension activities and outreach programmes of the college. Members of the Students' Union extend their assistance to the NSS Units in organizing the blood donation camp, special camp and programmes like the 'Swachh Bharat' and 'Swachhta Pakhwada'. Moreover, it provides monetary assistance to the economically weaker section of the students.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 10.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	12	10	10	9

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Barrackpore Rastraguru Surendranath College has a registered and active Alumni Association, 'Praktanika'. It was established in 2001 by some of the former students of the Institution established in different professional fields. It is registered under Society Registration Act, 1961.

Praktanika has become an integral part of the college providing valuable advice to the authority and actively participating and organizing a large number of activities for the benefit of the stakeholders of the college. It organizes the annual Reunion of the college on the first Sunday of December, every year. At times, the programme is deferred to the second Sunday of December. In the Reunion, the Alumni Association assists a number of economically challenged students of the college by giving them scholarship from its fund every year. It organizes invited lectures on emerging topics which facilitate the students to acquire knowledge on the same. A Legal Awareness Programme was organized by Praktanika in the college premises on 20th December, 2016 where the participants received an idea about getting legal protection in events connected to daily life. On 13th August, 2016 'Praktanika' paid a visit to the 'Bholananda Giri Old Age Home' in Barrackpore to generate a sense of joy and happiness in the lives of its residents. On 27th November, 2017, a National Seminar on 'Missile Technology' was organized in the college by Praktanika where Sri Asis Bandopadhyay, Ex-Senior Scientist, DRDO, Hyderabad enriched the knowledge of the participants. It needs to be mentioned here that Sri Asis Bandopadhyay is an alumni of our college.

Financial support in the form of aids and scholarships ,extended every year towards the underprivileged students for a better future, amounts to Rs. 1,14,500/- from 2013 to 2018. Amount of scholarship disbursed yearly is shown below:

Academic year	Scholarship amount(Rs.)
2013-14	3500/-
2014-15	27500/-
2015-16	33000/-
2016-17	35500/-
2017-18	15000/-

Apart from these , alumni contribution of the out-going students enriches the fund of the Alumni Association, which in turn sometimes donates a part of it to the college. Year wise donation of alumni to the college has been provided hereunder:

Academic year	Donation amount to the college by outgoing students (Rs.)
2013-14	105840/-
2014-15	112080/-
2015-16	107680/-
2016-17	191360/-
2017-18	135280/-

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 40**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	7	5	8

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

To make the college a Centre of excellence and an institution of national acclaim.

Mission:

To ensure and sustain quality in education

To provide value based and value added education with a view to instilling self confidence among the students

To inject vigour among youth and help them to learn, grow and evolve so that their dreams come true

To make our students socially committed and adaptable to global changes

The Governing Body, the highest administrative body of the college, with the Principal as the secretary and representatives from Teaching, Non Teaching, Students and External Members, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees like, Finance Sub-committee, Academic sub-committee, Academic council etc. The Governing Body meets at least six times in a year. Matters are discussed in details and minutes recorded with perfection. The sub-committees deal with curricular, co-curricular and extra-curricular activities where faculty members are encouraged to participate as members and conveners. All major decisions on academic affairs are discussed and decided by the IQAC and Academic Sub-committee(UG) and Academic Council (PG). These are represented by senior teachers and Heads of different departments of the Institution.

The institution draws a strategic plan before adopting any resolution. These plans evolve around academic, administrative and societal requirements. Teaching in the institution is oriented towards practical learning and student centric methodology. Regular departmental meetings gives every member of the department an opportunity to express their ideas and views on existing programmes and policies and future plan of the institution. The feedback from students, alumnae, teachers help in upgradation of the existing system. Parents-teachers meeting, which constitute a unique feature of the institution reflects demands and opinion of the guardian regarding day to day running of the college. Periodic financial audits inculcate financial transparency. All these work towards augmentation of pride and prestige of the institution. Our activities are directed towards global competence to achieve excellence and ensuring quality education.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institution practices decentralization and participative management in carrying on with its day to day administration. All major decisions pertaining to academic affairs and administration are taken in line with suggestions made by the IQAC and statutory and non-statutory sub committees. Decentralization is conspicuous in appointment of campus-in-charge for both campuses, Coordinator for PG courses and Heads for different departments, who work with considerable authority in their individual arena.

Case Study: Admission procedure for UG and PG

Admission procedure of the college in UG and PG courses is a routine practice reflecting decentralization and participative management. The college runs 28 Undergraduate & 06 Postgraduate courses in Arts, Commerce & Science Programmes. Admission to UG & PG programmes is conducted by the UG & PG admission subcommittee respectively. UG Admission Subcommittee is constituted of the Principal (Chairman), Teachers' Council Secretary, IQAC coordinator, members of IQAC, Bursar, Head/Teacher members nominated by the Principal, Conveners & Placement officer of BRSC Centre for Career Development & Placement Cell, Head Clerk, some Non-teaching staff nominated by Head Clerk and General Secretary Students' Union. PG Admission Sub Committee is constituted of the Principal (Chairman), Teachers' Council Secretary, Head / Teacher members of PG departments nominated by Principal and the Head Clerk.

After publication of result, the Convener of the Admission Subcommittee convenes a meeting to chalk out the process and schedule of the admission rules. In case of UG admission this is done in compliance with the guidelines of affiliating University as well as Department of Higher Education, Govt. of West Bengal. In case of PG admission guidelines are formulated by the institution itself. A formal notification is published on the college website and applications are invited through online admission portal of the college. Payment for application form and admission is made online. The merit point of the application is calculated through software and placed in the meeting of the Admission Subcommittee where teachers from different departments express their opinion regarding the volume of student intake in the respective departments. A draft Merit List is prepared on the basis of merit points and sent to the departments for cross verification. After verification of final merit list by the departmental teachers, the list is published in admission portal of the college for provisional admission of the students. On commencement of classes, departmental teachers verify the documents of the students with assistance of support staffs of the college. With this the students are approved for final admission and university registration process.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The institution functions according to some perspective plans formulated by the Principal, IQAC and the different Sub-committees functioning towards the all-round development of the institution. The quality initiatives promoted by the institution is always guided by perspective/strategic plans. Introduction of quality initiatives like, Entry-in-Services and EVS portal for the students, KOHA for library management, SMS gateway system for faster dissemination of information etc. have involved guidance of specific perspective plans.

Case Study: Implementation of College Apps 'BRSC UTKARSH'

In 2016-17, the college authority initiated the development of an Android based mobile application 'BRSC UTKARSH'. On 08.03.2017, the Principal placed a proposal in the Principal's Meet with the stakeholders of the college, for developing the mobile application through which the college authority would easily communicate with the stakeholders of the institution to inform them about academic and administrative affairs. To introduce the software the proposal was placed in the meeting of the Finance Sub-committee on 29.03.2017 vide no. agenda 7 for financial approval. The meeting instantly approved the proposal. Tenders had been invited from reputed vendors as soon as the Principal proposed the installation of the mobile apps on 08.03.2017. The Finance sub-committee after comparison of valid tenders/quotations, issued work order to the lowest bidder. IQAC meeting on 12.05.2017 had discussed the content of the Mobile Application and had approved it duly. The Governing Body ratified its implementation in its meeting on 04.09.2017. Formally it was introduced after inauguration by Prof. Basab Chaudhuri, Hon'ble Vice Chancellor of West Bengal State University on 30.11.2017. The link for download and installation of the mobile apps was posted in the college website for open access.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The organizational structure of the institute has been functioning and deploying services as per Statute of Affiliating University and rules and regulation of Department of Higher Education, Govt. of West Bengal.

The Governing Body of the college, with Principal as the secretary and representatives from Teaching, Non Teaching, students and external members, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in compliance with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees like, Finance sub-committee, Academic sub-committee/ Academic council etc. The Governing Body meets at least six times in a year. Matters are discussed in detail and minutes are recorded with perfection. The sub-committees deal with curricular, co-curricular and extra-curricular activities where faculty members are encouraged to participate as members and conveners. All major decisions on academic affairs are discussed and decided by the IQAC and Academic Sub-committee (UG) and Academic Council (PG). These are represented by senior teachers and Heads of different departments of the Institution. All non-statutory sub committees are constituted on the basis of collaborative and participatory management with the approval of the Governing Body. These function under the supervision of IQAC for quality control.

The college functions and deploys services as per Statute of the Affiliating University and rules and regulations of the Department of Higher Education, Govt. of West Bengal.

The Governing Body of the College appoints Management appointee fulltime and class basis teachers, in addition to the substantive teachers, appointed by the West Bengal College Service Commission. The promotional policy of the substantive teachers of the institution is guided by Career Advancement Scheme of the UGC.

The grievance redressal mechanism operates through the Grievance Redressal Cell with the Principal as Chairman and Internal Complaints Committee with a female Associate Professor as the Presiding Officer. These address genuine problems and complaints of staff and students. The college ensures that once a complaint is made it is treated with sensitivity and confidentiality.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All statutory and non-statutory subcommittees of the college function under IQAC for quality control. Research & Development sub-committee is fully empowered with analysis, selection and rejection of applications for college funded MRP. After verification and recommendation from competent external experts, the recommendation of the research proposal by the Research & Development sub-committee is placed before the meeting of the Finance subcommittee for financial approval and the Governing Body for final approval. The Subcommittee also motivates the faculty members to involve in more research activities in a situation where funds from UGC and other agencies are not available. The college has sanctioned seven college funded MRPs over the last five years.

Three projects have been placed and recommended in the Research & Development Sub-committee meeting dated 28.08.2013, sanctioned in the Finance subcommittee meeting dated 21.02.2014 and approved in the Governing Body meeting dated 28.02.2014. These include

- The project, 'Campbell Medical School- A Historical Journey', (Rs. 100000/-) sanctioned to Smt. Keya Dutta, Department of History.
- The project, 'Metamorphology of Bengali Print Media (Newspaper and magazine)', (Rs. 100000/-) sanctioned to Smt. Suparna Roy Bhattacharyya, Department of Journalism and Mass Communication.
- The project, 'Changing River Courses and Fluvio- geomorphological Evolution of the Moribund Deltaic Tract of Nabadwip, Nadia, West Bengal', (Rs.145000/-) sanctioned to Dr. SumanDey, Department of Geography

The following projects have been sanctioned in the Finance Subcommittee meeting dt. 15.05.2015 and

Governing Body meeting dt. 19.08.2015:

- The project, 'Isolation and characteristics analysis of antibacterial activities of extracts of some invasive alien plants of Barrackpore Cantonment board', (Rs. 155000/-) sanctioned to Sri Nilotpal Chattopadhyay, Department of Botany.
- The project, "Thought without Language: A philosophical Inquiry", (Rs. 115000/-) sanctioned to Smt. Shibanwita Mukherjee, Department of Philosophy.

The Research and Development Subcommittee in its meeting dt.21.04.2017 and 09.03.2018 took the resolution for enhancement of fund for MRP as per budgetary provision of the college. The maximum ceiling for College Funded MRP was raised to 3 lakhs for Humanities & Commerce Faculty and 5 lakhs for Science Faculty. The committee has also recommended Interdisciplinary Projects amounting to a maximum of Rs. 15 lacs. These recommendations of Research & Development Sub-Committee was sanctioned in the Finance Subcommittee dt. 26.03.2018 to be subsequently approved by the the Governing Body.

After receiving four MRP proposals in the academic session 2017-18, the Research & Development Sub-Committee, in its meeting dt. 09.03.2018 recommended two MRPs, after receiving approval from concerned experts. The proposals have been sanctioned duly. These include;

i) Inter-disciplinary major project; "Comparative Study on Physicochemical parameters of River Churni, River Jalangi and River Bhagarathi Water" having a duration of three years and worth of Rs.12,62,000/- has been sanctioned to Dr. Monojit Ray, Principal and Department of Chemistry, Dr. Suraj Sk, Department of Botany and Dr. Debaratna Mukherjee, Department of Zoology.

ii) Individual project "Narayan Gangopadhyay: Life and Literature" having a duration of two years and worth of Rs.175000/- has been sanctioned to Dr. Puspa Bairagya, Department of Bengali.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The College runs a Staff Cooperative Credit Society, registered under Cooperative Society Act, to cater to the financial needs of the staff of the college by giving advance amounting to a maximum of Rs. 3 lakhs at a moderate rate of interest. The share of the cooperative of an employee is directly deducted from their salary and dividend distributed annually on the basis of their share and loan interest.

Group Insurance Policy for substantive teaching & non-teaching staff of the college is a regular practice

promoted by the college even though there is no stipulation for the same from any authoritative or regulatory body.

The College provides EPF facility to the Management Appointee Staff and also exgratia at the time of their retirement. Their retirement policy is maintained as per EPF rules and Govt. orders.

The college provides festival bonus annually to the management appointee teaching & non-teaching staff. The college also provides the facility, to all non-teaching staff of the college, of drawing an advance from the college coffer in the last quarter of every year. It is subsequently adjusted from their salary in 10 equal installments.

Apart from these, the Governing Body of the college in its meeting dt. 08.06.2016, has resolved that the college would provide a specific welfare fund for the teaching and non-teaching staff of the college, to be normally availed of for excursion with family members once a year to minimize professional stress. This can however be diverted to emergency medical expenses, if required.

A medical practitioner (MBBS) visits the college every Monday for general medical supervision of the health of internal stakeholders of the college. Health Sub Committee of the college organizes Eye checkup camp for all staff members of the college. Food & Nutrition department of the college provides suggestion to the stakeholders in keeping good health. They measure Blood Pressure, Blood Sugar etc. and also provide balanced diet chart to the staff of the college as and when required. Counseling for any psychological hazards is catered to the staff and the students of the college by the Department of Psychology with utmost sincerity.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 13

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	21	13	03

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 4.47

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	4	4

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Governing Body of the college has introduced appraisal of teaching and non-teaching staff of the college. The college has a specific format to place the Performance Appraisal System for its teaching and non-teaching staff every year. For appraisal of the teaching staff, the college has placed one non-teaching staff in the teachers' room of both campuses. They maintain the attendance register of teachers. The attendance register contain separate columns indicating time of arrival and departure of teachers, number of classes allotted and number of classes taken (theory and practical) and other administrative duties. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is duly recorded at the end of each month. On the basis of this, an Annual Report is published at the end of each academic session and put up on the notice boards inside teachers' rooms. This is an open publication liable to be accessed by all stakeholders of the college including students. Performance Appraisal of the Non-teaching staff is monitored by the Head Clerk, assisted by an office staff assigned for the purpose. A record of their specified routine duties, along with additional duties assigned, is maintained in a specific format.

The Annual Performance Appraisal of Teaching and Non-teaching staff in our college is a unique practice rarely conducted in Affiliated State Aided colleges in West Bengal. It was introduced in order to judge and evaluate the performance of the Teaching and Non-teaching staff in regular academic and administrative activities of the institution. It enhances consciousness of the staff regarding regularity and punctuality which ultimately benefit the main stakeholders of the college i.e. the students. It helps to develop an attitude of introspection among the staff and makes them motivated towards better performance. It reduces loss of duty hours and thereby enable the staff to perform the duties assigned to them on time. It motivates and inspires them towards further improvement of their performance.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts various internal and external audits regularly.

External auditor as per Government norms are nominated by the Director of Public Instructions, Department of Higher Education, Govt of West Bengal. The external audit is complete for the period 2013 to 2017. However, it is pending for financial year 2017-18. The objections raised by the internal and independent auditors are placed before respective statutory committees prior to final ratification by the Governing Body.

E.g., *The case of objections raised regarding norms of payments to contractors for building and infrastructure development:* The issue was placed for rectification before the Building Sub-committee and

the observations of the auditor were noted and a new regulation was formulated to comply with the recommendations of the auditor. Then it was forwarded to the Governing Body for ratification. Finally, the Drawing & Disbursing Officer(DDO) issued an order in this regard.

The case of objections related to Financial management: In the fourth quarter of financial year 2016-17, internal auditors had raised objection regarding the delay in realization of advances given by college to individuals for different assignments related to PG examinations. They pointed out that neither bills nor statement of expenditure was submitted by the individuals for realisation of advances and they were carried forward to the next financial year which, they opined, was not a healthy practice for any institution. Acting on the advice of the internal auditor, the DDO issued a notification on 09.03.2018 (Notice No-2017-18/568 dt 09.03.2018) for immediate submission of unrealized bills. Henceforth, the College has minimized the practice of issuing advance, especially, issuance of advance in respect of expenses related to Practical Examinations of the Departments. As a result, the amount of unrealized advance is substantially reduced at present.

Various internal and external audits during the period 2013-2018.

Financial Year	Auditor	Period	
		From	To
2013-14	Subir Ghosh & Associates	01.07.2014	30.09.2014
	Subir Ghosh & Associates	01.10.2014	31.12.2014
	Subir Ghosh & Associates	01.01.2015	31.03.2015
2014-15	Subir Ghosh & Associates	01.04.2014	30.06.2014
	Subir Ghosh & Associates	01.07.2014	30.09.2014
	Subir Ghosh & Associates	01.10.2014	31.12.2014
	Subir Ghosh & Associates	01.01.2015	31.03.2015
2015-16	Subir Ghosh & Associates	01.04.2015	30.06.2015
	Subir Ghosh & Associates	01.07.2015	30.09.2015
	Subir Ghosh & Associates	01.10.2015	31.12.2015
	Subir Ghosh & Associates	01.01.2016	31.03.2016
2016-17	Subir Ghosh & Associates	01.04.2016	30.06.2016
	Subir Ghosh & Associates	01.07.2016	30.09.2016
	Subir Ghosh & Associates	01.10.2016	31.12.2016
	Subir Ghosh & Associates	01.01.2017	31.03.2017
2017-18	Subir Ghosh & Associates	01.04.2017	30.06.2017
	Subir Ghosh & Associates	01.07.2017	30.09.2017
	Subir Ghosh & Associates	01.10.2017	31.12.2017
	Subir Ghosh & Associates	01.01.2018	31.03.2018
2018-19	Subir Ghosh & Associates	01.04.2018	30.06.2018

Financial Year	Auditor
2013-14	Indranil Das & Associates
2014-15	Suchit Sen & Co.
2015-16	R.C.Das
2016-17	Rashmi Sharma & Co.
2017-18	Pending

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 5.45

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.35	1.91	1.07	1.12	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Institutional strategies for fund mobilization policy is based on

Income generation		Expenditure / Utilization	
Fees collected		Fund for Student Welfare	
Recurring		RUSA	Non-recurring
RUSA	Non-recurring		
		CPE	Non-recurring
CPE	Non-recurring		Recurring
	Recurring	Plan Block Grant	Non-recurring
Plan Block Grant	Non-recurring		Recurring
	Recurring	Compulsory Deductions	
BEUP (BidhyakElakaUnnayan Prakalpa) MLA Fund	Non Recurring	Restoration of Room No. 226 at 85 Middle Road C Auditorium.	

The budget of the institution is a key to its fund mobilization. A budget is prepared by the Accounts Section of the institution and placed before the Finance Subcommittee every year. It is ratified by the Governing Body. The college applies to Government and Non-Government funding agencies for acquiring additional funds. Once approval is received from the funding authority in form of a sanction letter or memo, the resource allocation under various financial heads is sanctioned by the Finance Subcommittee. The Principal and the specific Committee (viz. CPE committee, RUSA committee) formed for monitoring the fund disbursement meet and decide how the optimal utilization of funds can be achieved within the guidelines of the funding agency. The committee meets at regular intervals to assess optimal fund utilization and Heads of various Departments are intimated about their resource allocation. The Office and Accounts Section prepares the utilization certificate which is submitted to the funding agency within a stipulated time-period for release of subsequent funds. The college has received funds from government under four different schemes in the period 2013-18. These are namely RUSA, CPE, BEUP and Plan Block Grant.

A substantial portion of the fees collected from the applicants seeking admission is utilized for welfare of the students in terms of fee concession for needy and marginal students and sports promotion in the form of special funds. Students Aid Fund is also promoted by the Teacher's Council of the College to assist financially backward section of students vetted by the student representatives. Non-Teaching welfare fund assists the support staff of the college on festive occasions and medical emergencies.

Fund mobilisation may be broadly classified into two broad heads, income generation and utilization. Income generation from student fees is a recurring source. A part of the fund received has been used for enhancement and maintenance of Library and Information Services, procurement of new equipment for laboratories, maintenance of the existing instruments, expenditure on capital assets such as electrical installation, furniture, office equipment etc. Fund is allocated for purchase of Sports equipment as well. Funds are allocated for maintenance of operational expenses, for recurring expenditure of maintaining the assets procured, installation of internet through Wi-Fi in both campuses and upgradation of classroom etc. Separate fund has been created for maintenance of Boy's and Women's Hostel and other allied services. Financial support is extended to departments for organising Seminars, Conferences and Workshops. Research funds are sanctioned for individual as well as inter-departmental collaborative research.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC in consultation with the Principal proposed an upgradation and modernisation of our PG examination system, towards enhanced transparency and better confidentiality. The proposal was ratified

by the Governing Body. Consequently, the PG control section where scripts are moderated, evaluated and stored has been brought under CCTV surveillance. The process of collection of questions from paper setters has been made online through a dedicated email id and the Principal & Controller of Examination personally monitors the moderation. The printing of question papers is outsourced from external printing houses, the identity of which is confidentially maintained by the Principal & Controller of Examinations. The marksheet issued by the college has a hologram to prevent duplicity.

Secondly, the IQAC proposed massive upgradation of Institutional library, and for this it was decided to utilize the fund received from UGC-College with Potential for Excellence under the head *Library Automation*. The library, computerized and providing open access to its members since 2000 (utilising RUSA fund), was upgraded recently from tailor made software to web based open source software Koha with WebOPAC (Web based Online Public Access Catalogue) facility. As a result, the library resources and databases are available online through dedicated Linux based server round the clock. The WebOPAC of Koha provides detailed bibliographic data of library resources, multifaceted search and browsing facility, access to personal library account etc. remotely by using the World Wide Web. IQAC decided to upgrade this automated library to Smart Library with the help of RFID (Radio Frequency Identification), utilising the CPE fund. The RFID system, synchronized with library automation system Koha, ensure better services to the students and teachers, faster check in and checkout, prevention of pilferage, quicker identification of misplaced documents due to shelving errors, faster access for students to the intended content. Although the process of switching over is long and tedious as the College already boasts of a pre-existing huge collection of books, journals and e-resources yet RFID has been initiated with due success.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The review process is considered as a multi-level process with active participation of all the stake holders in the review under the auspices of the IQAC. It starts at the micro level with departmental meetings, student counselling and mentoring, outside classroom interactions, class-tests and other continuous evaluation of students. Regular parent teacher interaction in form of meetings is conducted to get a better insight about the factors affecting the performance of the students. At macro-level, Academic subcommittee meetings are chaired by the Principal to discuss about the outcomes of the review process, in addition to results of College and University examinations. IQAC analyses these data and the Principal proposes necessary remedial measures or policy framework on the basis of this analyzed data.

E.g., A shift from traditional to innovative Mid-Term Examinations of the college exemplifies institutional review and implementation of teaching learning reforms. IQAC cultivates departmental distinctiveness by refraining from formulating a set guideline for all departments to follow. Instead IQAC encourages

departments to set up their own academic plan, choose the mode of examination and conduct seminars and workshops specific to the subject so that teachers may flexibly design their teaching methodology which suits their students best, mostly remaining within the periphery of syllabus laid down by the University. IQAC feels that this gives departments a scope to innovate and education becomes student centric and need based. Teachers have the opportunity to improvise their pedagogy on basis of the student feedback. IQAC chairman and IQAC coordinator monitor the implementation and suggest improvements. Thus the departments itself become a learning hub where the teachers use a multiple intelligences method to customise information dissemination and to maximize learning experience of the students.

E.g., IQAC organizes workshops and seminars to instil research culture among teachers and students of the institution. Many seminars and workshops are organized by IQAC, often in collaboration with the departments. IQAC plays a distinctive role in ensuring the quality of the seminar/workshop and to instil a sense of inclusiveness among the members and students of various departments in organisation of the event. Multi departmental workshops are organized both for students as well as for faculty development. IQAC organizes faculty development programs for teaching and non teaching staff and also encourages the faculty members to attend OP, RC, STC or any such program to ensure updating of faculty with the current trends in their discipline. Departmental Seminars are organized on current trends in research or topics of interest helping the students to be better equipped for vertical progression. Career fair and job oriented seminars are organized to create awareness about future prospects of the subjects in the job market through detailed market research.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 13.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	14	21	14	03

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The college under the auspices of IQAC has proposed and successfully implemented the following incremental improvements in the academic domain:

- According to the proposal of IQAC student evaluation system has been transformed from traditional to innovative. IQAC has been promoting decentralized development model where the departments are given full autonomy in deciding on pedagogy and designing the curriculum and mode of evaluation within the syllabus set by the University.
- IQAC promotes departmental uniqueness and innovation for the benefit of the students. Student Seminars were organized by various departments to promote innovative thinking.
- Debate Club in conjunction with departments discuss on contemporary issues creating awareness as well as inculcating a habit of extempore speech among students.

- Educational excursions have been organized by various departments to generate hands on experience. Nature Camp has been organized by the Environmental Awareness Subcommittee to make the students aware of their environment.
- As a part of Social Responsibility, Distance Education has been introduced to cater to greater needs of society. Botany has been upgraded to Honours department. Sanskrit has been introduced in General course.
- Student feedback is taken and analyzed by IQAC from time to time to recalibrate its policy decisions.
- ICT assisted teaching learning and Entry in Services Portal has been promoted by IQAC.
- College has set up a fully equipped separate laboratory for Education, Political Science and Sociology.
- A Computer Laboratory has been setup for General Students.
- College has upgraded the Laboratory of Film Studies, Journalism & Mass Communication, Sociology, Education, Microbiology and Physics.
- IQAC has ensured better transparency and security of PG examination process by introducing question paper collection through e-mail id accessed exclusively by the Controller of Examination.
- IQAC has organized CBCS orientation programs for Teachers to ensure smooth transition to the new system.
- IQAC has been promoting participation of teachers in Orientation & Refresher Courses.

In accordance with the vision and mission of the College, IQAC has implemented the following administrative steps towards creation of student centric learning environment, advancement of academic acumen, enhancement of control and safety, promotion of quality culture and fostering human and civic values:

Initiatives towards student centric learning environment:

- Online admission process.
- Introduction of online fees collection system.
- Fee collection center at Campus II to collect Library fine.
- Online portal for form fill-up and enrolment fee collection for Casual Students.
- Construction of Boy's Hostel.
- Launching of BRSN Uthkarsh mobile app.
- Installation of Electronic notice display board in both campuses.
- Introduction of KOHA for Library management.
- Renovation of Accounts section for faster cash collection.
- Connection of Wi-Fi in both campuses.
- SMS portal for faster information dissemination.
- Cycle stand for students.

Initiatives to promote advancement of academic acumen:

- Appointment of Management appointed teachers to maintain healthy student-teacher ratio.
- Construction of class-room for Mathematics and Botany (Hons) .
- Recuritment of non-teaching staff on contract basis to reduce work-load.
- Renovation of Room 226, Room202 and Language Lab (Campus-I) and Room 216 (Campus-II) for conversion into virtual classrooms.
- Introduction of digital podium in large class-rooms.

Initiatives to enhance control and safety:

- Installation of CCTV and point to point connectivity between the campuses.
- Purchase of online UPS for power backup of CCTV, Student Database Server etc.
- Establishment of separate PG controller section with CCTV surveillance in PG control Room for better security.
- Installation of Lightning arrester in Science campus.
- Organisation of Safety awareness workshops.

Initiatives to promote quality culture:

- Organisation of Quality Enhancement seminars.
- Training of a number of staff members of this college to make them computer proficient.
- Providing consultancy services to Nadia Zilla Parishad.
- Motivating Teachers and Students to attend seminars, conference and workshops.
- Providing financial assistance to teachers for attending seminars and workshops outside the state.

Initiatives to foster human and civic values:

- Adoption of Barrackpore Municipality, Ward No 17 by NSS Unit-I and North Barrackpore Municipality Ward No 19 by NSS Unit –II.
- Organisation of regular blood donation camps.
- Observation of important days like World AIDS day, World Environment day, World Yoga day.
- Crowd controlling by NCC cadets to assist traffic police during Durga Puja.
- Participation of NCC cadets in Republic Day Parade at New Delhi.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 3

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. SAFETY & SECURITY:

The institution strives to create awareness among students, teaching and non teaching staff regarding sexual harassment and fosters its prevention through various programs such as Awareness Campaigns, Postering, maintenance of Complaint Box etc. The college has formed an Internal Complaints Committee (ICC) as per University Grants Commission Regulation, (Prevention, Prohibition and Redressal of Sexual Harrassment of Women Employees and Students in Higher Education Institutions), 2015. Apart from this, all students are mandatorily made to sign an “Anti Ragging Declaration Form” during admission to Graduate & Post Graduate Courses every year. Any complaint of Ragging is dealt with strictly.

Women are key drivers of economic and social growth in any community. Our college authority values womanhood and respects the right of every girl student to survive and develop and take decisions that affect her life. Our college promotes all round development of a girl student and offers every possible opportunity towards her development.

- The college has installed Sanitary Napkins Vending Machine in both campuses as well as the girls' hostel to provide sanitary Napkins at affordable rates to girl students . During periods,maintaining cleanliness and hygiene is very crucial to prevent certain diseases like Urinary Tract Infections or yeast infections. It is required to change sanitary pads frequently during a menstrual cycle. The machine helps a girl students to maintain proper health and hygiene.
- The college has taken an initiative to include girl students in NCC. Currently about 30% of the total NCC cadets enrolled are female. Just after admission to 1st year/semester, the NSS programme officers motivate girl students to join NSS.
- Girls Hostel is equipped with a CCTV camera for monitoring girls' security.
- Girls are allowed to move out of the hostel only on specific hours in the evening as follows :

	On college Days	On Holidays
U.G students	To get back to the Hostel Within 6:30pm	5:00pm- 6:30pm
P.G students	To get back to the hostel within 7:30pm	5:00pm -7:30pm

2. COUNSELING:

Counseling on gender sensitivity is provided to students through seminars and class lectures. A seminar on Adolescent Health was organized by the Health Sub Committee on 12.02.18. Dr. Sujay Ghosh and Dr Sunil Kumar Gope were present as resource persons and the seminar was attended by 140 Students and 9 teachers. Apart from such routine activities, teachers provide regular counseling regarding gender sensitivity on various occasions throughout the year.

3. COMMON ROOM: There are separate common rooms for male & female students in both campuses with indoor games facilities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 13.15

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7.672

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 58.323

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

SOLID WASTE MANAGEMENT:

Solid-waste management refers to the collecting, treating, and disposing of solid material that is discarded because it has served its purpose or is no longer useful. Improper disposal of municipal solid waste can create unsanitary conditions, and these conditions in turn can lead to pollution of the environment and outbreak of vector-borne disease—that is, diseases spread by rodents and insects.

A proper waste management system is an essential part of keeping the campus clean and free from pollution. In order to ensure this the institution has a total waste management system developed scientifically, keeping in mind the nature of waste- materials inside the campus.

We have installed waste-bins of diverse colours for disposal of solid and e- waste which are further classified into biodegradable and non- biodegradable. The waste bins are tagged into three categories as “Plastic and Glass waste”, “Food Waste” and “Metal and e-Waste”. The waste bins have been properly labeled and installed in convenient places both inside and outside the building in both campuses. The students, teachers and non teaching members are encouraged to use the bins when needed. This is a crucial

step towards a greener and cleaner campus.

LIQUID WASTE MANAGEMENT :

Liquid wastes mainly consist of waste water from residential, commercial and industrial areas in towns and cities. This waste water contains many soluble unwanted and rejected substances. In cities and towns, waste water is transported through sewerage system having a network of underground pipes called sewers.

Liquid waste from the campus is disposed off through a well developed drainage system and pipelines into the high drains.

Liquid chemical waste from Department of Chemistry is disposed off into a separate soak-pit to avoid direct contamination. To avoid arsenic, lead and Cadmium pollution, the Department of Chemistry has restricted the use of any such chemicals.

e-WASTE MANAGEMENT:

Electronic waste or **e-waste** describes discarded or used electrical or electronic devices, gadgets and components those are beyond any repairment and reuse. The e-waste creates toxics like lead, mercury, and cadmium which leach into the soil, water and air. The electronic waste problem is huge. More than 20 million tons of e-waste is produced every year around the world. Recycling of e-waste is a major issue all over the world.

There are Separate Compartments in the Waste Bins for collecting e-waste in the college campus. These are also safely disposed off from time to time. The Department of Electronic Science of the college uses innovative recycling method to turn any non-hazardous e-waste into art models. The department has also organized an exhibition of e-waste handicrafts. Any hazardous e-waste from the department is stored in a safe place and disposed off regularly.

Departmental Contribution:

Department of Electronic Science of Barrackpore Rastraguru Surendranath College has taken a project on Conversion of Electronic Waste Materials into decorative and usable art and craft using non-hazardous materials of electronic waste. Departmental students applied their creativity to convert those wastes to usable art and craft work. The students of this department participated in exhibitions with these e-waste recycled arts and crafts along with related posters in a national level seminar, "UGC funded national Seminar on Institutional Accreditation: An Endeavour Towards Excellence", organized by IQAC of the college in 2017 and in Career Fair, 2018.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A proper structure for Rainwater Harvesting exists at, 6, Riverside Road Campus of the college. The college has also submitted a plan for installation of water tank for up gradation of existing rain water harvesting structure at 6, Riverside Road campus under “Jal dharo and Jal Bharo” program of Govt. of West Bengal. Permission from the Cantonment Board, Barrackpore is awaited for its up gradation. The collected rainwater is used in the college toilets and for gardening.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

a) Bicycles: Students and some of the staff members of the college residing at a close distance from the college mostly use bicycles for commutation and both campuses have bicycle parking stands.

b) Public Transport: Most of the students and staff of the college use public transport facilities like buses, trains, auto-rickshaws, e-rickshaws etc. Several bus routes pass by the college which connect the college campuses to Barrackpore Railway station, B.T Road and Kolkata.

c) Pedestrian Friendly Roads: The 6 Riverside road campus of the college also has a pedestrian friendly road with ample number of large trees providing natural shades.

- Plastic-free campus

In order to make the campus plastic free, the use of single-use plastic material such as plastic cups, bags etc is discouraged. Both of our campuses are plastic free zones where students, teachers and non-teaching members strictly follow no plastic policy. We make sure that no one uses one time use plastic materials such as plastics bags, cups and plates inside the campuses. Signboards showing “SAY NO TO PLASTIC” have been put up at different places inside both campuses.

- Paperless office

As an initial step towards paperless office, the college Governing Body has confirmed minimum paper

waste policy for its activities such as sending meeting notifications through e-mail and restricting the use of print copies for the members.

The college also issues web notifications for different activities in the college website. A SMS portal “HP-BRSCOL” is used for sending vital information to teachers and office staff.

The college has also installed LCD Display boards at different places in both campuses for providing information to stakeholders

The college has a library accession system through software.

- Green landscaping with trees and plants

Our 6, Riverside road campus boasts of a huge playground in the front and a beautiful landscape garden overlooking the river Ganges in the backyard. Gardeners look after plantation of perennial and seasonal plants in order to keep the campus green.

EFFORTS TOWARDS GREEN PRACTICES

Pollution is one of the gravest challenges faced by our country in the 21st century. Our institution has always striven towards making the environment cleaner and greener. Both of our campuses are plastic free zones where students, teachers and non-teaching members strictly follow no plastic policy initiated by the Environment Sub-committee of the college. We make sure that no one uses one time use plastic materials such as plastics bags cups and plates inside the campuses. All members of the institution keep strict vigil against any wastage of drinking water and electricity. The NSS unit of the college has put up Vinyl Boards creating awareness against any such wastage.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.31

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.82	0.39	0.45	0.09	2.41

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	2	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	1	1

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: No

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 14

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	1	1	1

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

An academic institution is an important unit of the society .It plays a significant role in promoting awareness about national identity, integrity and respect towards great personalities. The institution, therefore, regularly observes days of national importance like the **Independence Day, Republic day**. The college celebrates Independence Day making sure of the participation of a good number of students, teaching and non –teaching members as well as some eminent members of the local community. The Republic Day is also observed with equal zeal and fervor. On both occasions the tri-colour is hoisted amidst national anthem and patriotic songs. The NCC unit of the college organizes a smart parade after the hoisting of the tri- colour. The Cultural Sub Committee of the college strives relentlessly towards regular organization of these events. Further, the cultural subcommittee of the college puts up an aesthetic program, **“Agomoni Utsav”(A prelude to Durga Puja)**, which heralds the celebration of Durga Puja. The Program includes songs, dance, recitation, Drama etc performed by both students and teachers of the institution. The college has also initiated **“Basanta Utsab” Or the Spring Festival**—the festival of colours. Apart from these, the institution also observes Birth and Death Anniversaries of great personalities like **Rabindranath Tagore, Rastraguru Surendranath Banerjee and Dr. Sarvapalli Radhakrishnan**.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains complete transparency in its financial, academic, administrative and auxiliary functions.

FINANCIAL TRANSPARENCY:

The financial practices of the college are **completely transparent**.

Small value purchases and emergency purchases are carried out as per pre-approved norms after approval of the **Appropriate Authority**. Routine purchases and high value purchases are carried out after decisions of the **Purchase Sub-committee**. These decisions are approved by the **Finance Sub-committee** and finally by the **Governing Body**. Before placing an order, **tenders and e-tenders** are called and the best tender considering, Price quoted , credibility of the supplier/seller etc is selected. Finally, after receiving the delivery, payment is made with approval from **Accountant, Bursar & Principal**. The college has a system of **Continuous Internal Audit**. Moreover, **Statutory Audit is also conducted by the Director of Public Instruction (DPI) Govt. of West Bengal**. **The funds from funding agencies are received and managed through PFMS portal**

ACADEMIC TRANSPARENCY

Academic affairs of the Institution are also completely transparent. The **Academic Sub Committee** takes the academic decisions. The Academic Sub Committee consists of **Teacher Members, Students' Representatives and the Principal who functions as the Chairman**. Apart From the Academic Sub Committee, decisions relating to Post Graduate Courses run by the college are taken up by the teacher members of the **Post Graduate Academic Council and the Post Graduate Board of Studies** of the different Departments. Further, the **Internal Quality Assurance Cell (IQAC)** also supervises the academic proceedings of the institution and suggests ways for betterment and quality enhancement.

The Undergraduate and Post Graduate Admission procedure is taken care of by the **Admission Sub-Committee** in which decisions are taken by teacher members & representatives of the Students' Union.. **The Admission process is conducted completely online**. All informations are uploaded to the college website and any sort of illegal entries are completely discouraged. Merit lists for admission are also published online and payment is made by the applicant either through online gateway or by generation of Bank Challan. For Post Graduate Admission, an Admission Test is carried out where the Question Setting, Question printing, Examination and Evaluation are confidentially planned out by the Controller of Examination.

The classes and examinations are carried out strictly as per the **Undergraduate regulations** of the affiliating University and the post graduate classes and examinations are carried out as per the **Approved Post Graduate Regulations** of the College.

ADMINISTRATIVE TRANSPARENCY:

The highest administrative body of the college is the **Governing Body**. Apart from Teaching, Non Teaching and student representatives, the Governing Body also includes external members. All vital matters of the institution are put up before the Governing Body in the Governing Body meetings organized at least six times in a year. The issues are discussed in every detail and **decisions are taken in compliance with the opinion of the majority of the members**.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE 1:

NAME OF THE PRACTICE:

INTERNAL AUDIT MECHANISM : A Voluntary practice towards complete Financial Transparency

The management of the institution has felt for the necessity of having an internal audit mechanism within the institution to keep a constant eye on its financial proceedings. This is quite different from Statutory Audit which is mandatory for all State Government-aided Colleges.

OBJECTIVES:

- To verify the correctness, accuracy and authenticity of the financial proceedings of the Institution.
- To facilitate the early detection and prevention of errors and provide suggestions to improve accounting practices.
- To protect the assets of the institution.
- To ensure that the standard accounting practices are followed by the institution.
- To undertake special investigation on recommendation of the management.
- To certify the Utilization Certificates of funds received.

Our College is a State Government Aided College in West Bengal, where the chief sources of the funds constitute grant in aid from the State Government, grants from UGC and fees from the students. In order to ensure that the funds are utilized in the proper manner and the best accounting practices are followed, the Governing Body has promulgated a practice to ensure and follow the system of Internal Audit apart from the mandatory Statutory Audit. In fact, a continuous Internal Audit helps identify and prevent Errors of Principal, Omission, Commission, Misposting etc that may have occurred in the accounts.

PRACTICE :

For Internal Audit, a Chartered Accountant is appointed through the Governing Body. The audit team performs a rigorous inspection of the accounts with the help of supporting vouchers and documents. Any discrepancy found is reported to the management through quarterly Audit Report. After taking necessary remedial measures all Audit Reports are preserved. The Audit fees paid during the last 5 years are:

YEAR	Audit Firm	Fees paid (Rs)
2013-14	Subir Ghosh & Associates	15000
2014-15	Subir Ghosh & Associates	20000
2015-16	Subir Ghosh & Associates	30000
2016-17	Subir Ghosh & Associates	30000
2017-18	Subir Ghosh & Associates	30000

EVIDENCE OF SUCCESS:

The Internal Audit Mechanism has proved to be a beneficial practice for our institution. Generally, at the time of maintaining the accounts of a huge institution like ours, errors may occur unintentionally. Many a times Errors have been identified by the internal auditor and reported to the accounts section for rectification.

For example, the distinction between Capital and Revenue expenditure and its accounting, Deduction of Tax at Source, Cash control, proper order and bill processing, preparation of Tenders and Quotations for all relevant purchases, etc are certain matters that have been corrected through Internal Audit Mechanism.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:

Initiation and pursuance of the practice has been smooth over the years. However, this tedious job requires proper maintenance of vouchers and documents and calls for a lot of hard work and long hours of stay for the staff of the Accounts Section during the audit. Apart from the staff of the Accounts Section, the human resource involved includes staff hired from a reputed audit firm. Financial resources utilized include the fees paid to the chartered firm for the audit.

BEST PRACTICE 2:

NAME: ANNUAL PERFORMANCE APPRAISAL OF TEACHERS --- A UNIQUE PRACTICE TOWARDS A SOUND PEDAGOGY

OBJECTIVE

The Annual Performance Appraisal of Teachers in our college is a unique practice rarely conducted in Affiliated State Aided colleges in West Bengal. It was introduced in order to judge and evaluate the effectiveness of teachers' regular participation in classroom teaching as well as in administrative duties assigned to them. The main objectives of the practice are:

- **To enhance consciousness of the teachers regarding regularity and punctuality which ultimately benefit the main stakeholders of the college i.e. the students.**
- **To develop an attitude of introspection among teachers and to enhance their consciousness about the role of a teacher in augmenting the acclaim of the institution.**
- **To avert loss of class hours and thereby enable teachers to complete the syllabus within the stipulated time frame and help the students prepare timely for examinations.**
- **To motivate and inspire teachers towards further improvement of their performance.**

THE CONTEXT

Apart from regular classroom teaching, examination duties, evaluation etc, teachers are often required to perform administrative duties. Sometimes a teacher has to remain absent from college due to personal inconvenience. This creates disadvantage during examinations when teachers are assigned invigilation duties in specific examination rooms and therefore any absence leads to an extra burden on the remaining invigilators. The Teacher Appraisal report records the number classes and invigilation duties allotted and actually performed by the teachers throughout the academic year. This has enhanced teachers' sincerity towards examination duties and classes.

THE PRACTICE

The Governing Body of the college has introduced appraisal of teachers' performance in the college. For this, the college has placed one non-teaching staff in the teachers' room of both campuses. They maintain

the attendance register of teachers. The attendance register contain separate columns indicating time of arrival and departure of teachers, number of classes allotted and number of classes taken (theory and practical) and other administrative duties. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is duly recorded at the end of each month. On the basis of this an Annual Report is published at the end of each academic session and put up on the notice boards inside teachers' rooms. This is an open publication liable to be accessed by all stakeholders of the college including students.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

As it has been a unique concept not practised elsewhere in affiliated state aided colleges it was natural for the teachers to be unwilling to subject themselves to any such performance scrutiny. However judging upon the positivity of its after effect the teachers were able to overcome their reservations. The practice required minimum resources—a few non teaching staff with good communication skills, sincere and efficient enough to maintain Teachers attendance registers.

EVIDENCE OF SUCCESS

The Annual performance Appraisal of Teachers has been extremely instrumental in developing consciousness among teachers about their own performance. This has helped them become more sincere and motivated to perform better. Students have been benefitted from the practice and the system has been running smoothly and successfully.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Centre for Career Development & Placement Cell : A Humble Endeavour

The Vision of our College is to make itself a centre of excellence and an institution of national acclaim. The college prioritises grooming of students for job market and emphasises upon development of their employability skills. In tune with this, the Centre for Career Development & Placement Cell aims at equipping the students with latest requirements to face the critical job market through:

- Helping students through career counseling sessions.
- Developing their employability skills for meaningful career and service to society
- Seeking employment opportunities by developing valued relationships with premier employers.
- Matching the growing need of the job market and catering professional, friendly and enthusiastic support to the students along with the conventional course of studies.

Keeping the above in mind, the Centre for Career Development and Placement Cell of the college aims at providing inputs to the primary stakeholders of our institution so that they may acquire **awareness** regarding the avenues related to career. **Relevant training sessions** are conducted at tandem with the conventional undergraduate curriculum, and certain **channels of employability** provided by arranging Hiring Drives on Off Campus and On Campus modes for the interested students. The Centre for Career Development & Placement Cell of our college operates under support and guidance of the Governing Body, the IQAC and the Student Support & Progression Committee.

It has a unique Mission and Vision of its own:

Mission

- To help students from the very beginning of their academic studies by conducting career counseling sessions and, to develop their employability skills leading to employment, meaningful career, and service to society.
- To seek employment opportunities by developing valued relationships with premier employers.

Vision

- The Centre for Career Development and Placement Cell will rank among the finest in Skill-education, offering products and services that delight and exceed the expectations of students, graduates, alumni and employers.
- Our growth will match the growing needs of the Job-Market and our Primary Stakeholders. We will be known for not only providing consistent, superior, skilled, and quality services, but also for creating an atmosphere of professional, friendly, persistent, and enthusiastic support along with the conventional course of studies.

The Centre for Career Development & Placement Cell organises Counselling Sessions during the Career Fair – an annual event of the college organised by “IQAC” and “Centre for Career Development & Placement Cell”. Synopsis of the Career Fairs organised during last five years is given hereunder :

YEAR	NAME OF THE SCHEME	NUMBER OF BENEFITTED STUDENTS
2013-2014	7th Career Fair, 2013-2014	1002
2014-2015	8th career fair, 2014-2015	1122
2015-2016	9th career fair, 2015-2016	2480
2016-2017	10th career fair, 2016-2017	1362
2017-2018	UGC CPE Funded Career Fair for Career Counselling (11th Career Fair)	375

The Centre for Career Development & Placement Cell also arranges for Relevant Training Sessions that are conducted in tandem with the Conventional Undergraduate Curriculum. These trainings include:

1. The Certificate Course in Communication Skills & Aptitude Development is offered to the interested students who willingly register themselves in the Centre for Career Development & Placement Cell to participate in the above training sessions. Certificate Course in Communication Skills & Aptitude Development include :

Sl. No	Attribute/Course
01	Objectives of Communicative English Course/ Sessions
02	Logical Reasoning (GI)
03	Numerical Aptitude

2. Collaborative Programme for honing Employability Skills of the students :

Since 2011, Tata Consultancy Services (TCS) had been conducting the “80-Hours of Training, Certification and Hiring Programme – Affirmative Action Programme” for the students of the college . After Training an Exit Test was conducted, the trainees were certified by TCS. The trainees qualifying in the Exit Test were directly routed for Final Interview round. The selected candidates were offered placement in TCS BPS.

However, in the Academic Session 2015-16, Tata Consultancy Services (TCS) BPS came up with an “Academic Interface Programme” under which a course called “Campus to Corporate (C2C)” was devised for grooming the Third / Final Year students for employability. The modus operandi for the “Campus to Corporate (C2C)” programme included :

1. **Training of Trainers** – nominated Members of Faculty from the college went for the Faculty Development Programme (FDP) conducted at TCS premises in Kolkata
2. Imparting the **Campus to Corporate (C2C)** curriculum - devised by TCS – to the final year students of the college by the trained members of faculty (through the FDP)
3. Certification of the enrolled participants of the C2C, and recruitment drive for the students.

Trainers / Mentors for the “TCS - Campus to Corporate (C2C) Programme include:

Sl.No	Trainer / Mentor – nominated Member of Faculty from the College	Session of FDP & Certification
01	Sri Kallol Saha (Asst. Prof, Dept. of Commerce, BRSNC)	Session : 2015 - 2016
02	Ms. Ankita Ghosh (Faculty, Dept. of Commerce, BRSNC)	
03	Sri. Saikat Nandi (Placement Officer, BRSNC)	
04	Sri. Mayukh Thakur (Faculty, Dept. of Commerce,	Session : 2016 - 2017

	BRSNC)	
05	Dr. Akur Sengupta (Faculty, Communicative English Dept.)	
06	Dr. Tanusree Moitra (Asst. Prof, Dept. of Psychology, BRSNC)	Session : 2017 - 2018

Though the Placement Cell in strict sense of the term doesn't comply with the conventional Undergraduate & Postgraduate set up in Govt. Aided institutions, yet the college provides certain **channels of employability** by arranging hiring drives on Off Campus & On Campus modes for the students. The Placement Cell doesn't guarantee jobs, however it arranges for On-Campus and off-Campus Hiring Activities for the students.

The list of the recruiters includes:

1. Tata Consultancy Services
2. CONCENTRIX
3. GENPACT Ltd.
4. Cognizant Technology Solutions Ltd.
5. WIPRO TECHNOLOGIES
6. Capital Infotech

Placement Data

Year / Span	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
Number of Students Placed	105	88	84	62	54	393

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Catering to the needs of the society and demand for upward progress in education in the state, the college has started Post Graduate courses under Distance Education affiliated to Vidyasagar University from the academic session 2015-16 in various subjects including Bengali, English, History, Botany, Zoology, Environmental Science and Commerce with Farm Management.

Concluding Remarks :

Barrackpore Rastraguru Surendranath College is one of the most prestigious institutions in West Bengal. The college offers education in diverse subjects in both UG and PG Programmes. ICT enabled teaching is one of the major features of the Teaching Learning methods of the college. The college promotes research culture and also sanctions research grants to the teachers. Organization of regular workshops and seminars enriches the students and teachers. Academic feedback is collected from the students to make the curriculum delivery more effective. The college accommodates a substantial number of students from the backward classes, minority and economically weaker section of the society. Special attention is given to the slow learners towards their development. There are a large number of faculties with PhD. As a part of social responsibility, extension activities are undertaken to make the students aware of the emerging social issues. An effective Placement Cell of the college trains the students for job market and also arranges in-campus interview where corporate houses offer job to our students. Grievance Redressal Cell, Anti-ragging Committee and Internal Complaints Committee work regularly to promote the interests of the stakeholders of the college and to create a safe and healthy academic environment. The Governing Body and IQAC strive relentlessly to enhance the overall development of the institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>21</td> <td>53</td> <td>51</td> <td>57</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>40</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	23	21	53	51	57	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	1	40
2017-18	2016-17	2015-16	2014-15	2013-14																	
23	21	53	51	57																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	1	1	40																	
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1294</td> <td>820</td> <td>770</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Considered Metric 1.1.2, there were no programs in the years 2013-14 and 2014-15. Therefore revised as per the consolidated top sheet in the annexure and as per clarification provided by HEI.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	1294	820	770	0	0
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0	0	0	0	0																	
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1294	820	770	0	0																	
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 411</p> <p>Answer after DVV Verification: 351</p> <p>Remark : While clarification provided by HEI for the excursion related to field project is accepted, the supporting certificate provided are not from the host organisation and is within the college</p>																				

department. Therefore are not acceptable.

2.1.2 Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2496	2808	2748	2371	2019

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2496	2808	2748	2381	2019

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3591	3536	3347	3000	1692

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3548	3551	3362	3015	1692

Remark : Revised as per clarification and suggestion b HEI

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
812	792	748	565	386

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
812	792	748	565	426

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	14	8	11	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	0	1	1

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
13.87	0	2.10	1.35	2.85

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification : 25

Answer after DVV Verification: 18

3.1.3.2. Number of full time teachers worked in the institution during the last 5 years

Answer before DVV Verification : 103

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Answer before DVV Verification : Yes

Answer After DVV Verification: No

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
44	27	16	29	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
41	25	17	25	3

Remark : Revised as per supporting excel list

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : ≥ 50 MBPS

Answer After DVV Verification: 5-20 MBPS

Remark : Revised as per supporting document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : B. Any 6 of the above

Answer After DVV Verification: D. Any 4 of the above

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

1	1	1	0	1
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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	1

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
.82	.39	.45	.093	1.29

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.82	0.39	0.45	0.09	2.41

Remark : Revised as per supporting audited extract of the income and expenditure

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer before DVV Verification : Yes

Answer After DVV Verification: No

2.Extended Profile Deviations

ID	Extended Questions										
1.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)										
	Answer before DVV Verification:										
	<table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>370.26</td> <td>388.06</td> <td>328.26</td> <td>248.37</td> <td>307.21</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	370.26	388.06	328.26	248.37	307.21
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