The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

1.2 Address Line 1

> 5/3, M.G. ROAD, HOWRAH-711101, WEST BENGAL

Address Line 2

> -----------

City/Town

> HOWRAH

State

> WEST BENGAL

Pin Code

> 711101

Institution e-mail address

> bkgc_howrah@yahoo.com

Contact Nos.

> +91 33-26414877/ 03326412341

Name of the Head of the Institution:

> DR. RUMA BHATTACHARYYA

Tel. No. with STD Code:

> +91-33-26412341

Mobile:

> +919830035831

Name of the IQAC Co-ordinator: | DR. SWETA GUHA

Mobile: | +919830014223

IQAC e-mail address: | iqacbkgc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | WBCOGN12472

1.4 **NAAC Executive Committee No. & Date:**
  *(For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)*

EC(SC)/15/A&A/18.2

1.5 Website address: | www.bkgc.in

Web-link of the AQAR: | https://bkgc.in/site/submission

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2005	
2	2nd Cycle	B	2.82	2016	
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 11/09/2005

1.8 AQAR for the year *(for example 2010-11)* | 2017-18

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

    i. AQAR __2015-16 on 21/09/2016_____ (DD/MM/YYYY)4

    ii. AQAR___2016-17 on 18/11/17_____ _____
     (DD/MM/YYYY)

    iii. AQAR_____ _____ (DD/MM/YYYY)

    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

  University   State [✓] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [✓] No [ ]

  Constituent College   Yes [ ] No [✓]

  Autonomous college of UGC   Yes [ ] No [✓]

  Regulatory Agency approved Institution   Yes [✓] No [ ]

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education [ ] Men [ ] Women [✓]

                 Urban [✓] Rural [ ] Tribal [ ]

  Financial Status   Grant-in-aid [✓] UGC 2(f) [✓] UGC 12B [✓]

                 Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

  Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

  TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

  Others (Specify) | P.G. in Geography, Philosophy, Sanskrit, Bengali & Commerce, B.Ed & Research Facilties available in Dept. of Mathematics & Dept of Commerce |

1.12 Name of the Affiliating University *(for the Colleges)* | University of Calcutta |

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE [✓]

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 08

2.2 No. of Administrative/Technical staff | 06

2.3 No. of students | 01

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and
    community representatives | 02

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 01

2.9 Total No. of members | 21

2.10 No. of IQAC meetings held | 15

2.11 No. of meetings with various stakeholders: No. | 02   Faculty | 15

Non-Teaching Staff Students [0] Alumni [01] Others [0]

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

If yes, mention the amount [ ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [12]   International [4]   National [2]   State [ ]   Institution Level [6]

(ii) Themes

- Reappraising the Partition of India
- Economic Theory and Development Economics
- Eternal India: Harmony and Peace
- Facets of Basic Sciences and Application
- Secularism: Current Trends
- Bangla Sahityo o Sanskriti Charchay Nari (Role of Women in Bengali Literature and Culture)
- World Philosophy Day
- World Accounting Day
- Workshop on CBCS(Psychology)
- Workshop on CBCS (General Rules & Modality)
- Workshop on IQAC
- UG-PG Interface

2.14 Significant Activities and contributions made by IQAC

- UG-PG Interface
- First Annual Academic Audit (AAA) conducted successfully
- Seminars/Conferences / Workshops are organized National 01 International 05 Workshop 03
- Health Awareness Programme
- Online student feedback system is introduced
- Induction Programme for Freshers
- Parent-Teachers' Meeting
- Annual Sports and Cultural Activities
- Encouraging students for paper presentation and poster presentation in National and International Conferences
- Workshop on CBCS33

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• To introduce new PG courses in four subjects, • To build a new building with RUSA Grant, • To improve Hostel facilities, • To complete automation of office.	• PG Courses are running successfully • Online feedback system is introduced • NSS re – sanctioned • AAA conducted successfully • Seminars/Conferences / Workshops are organized National 01 International 05 Workshop 03 • Tally introduced • Renovation of Office • RUSA Grant sanctioned and DPR for it submitted • Construction of three new rooms in M Building From MP LADS • Introduction of Solar Panel has reduced the electricity bill of our college

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The IQAC placed AQAR of 2017-18 before the G.B. and the latter approved it with some recommendations for future actions.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	03	02	05	0
UG	06	00	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	06	0	0	06
Others	01	0	0	0
Total	16	02	05	06

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

√ (For Commerce & PG only)

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

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	02

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [√]
    (On all aspects)

        Mode of feedback   :   Online [√] Manual [ ] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

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

Updation of syllabus of Commerce , Psychology & Political Science

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

Introduction of Honours in Journalism & Mass Communication

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	37	27	1(Principal)	GAPTT-25 CWTT-05

2.2 No. of permanent
faculty with Ph.D.

35

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	20	0	0	0	0	0	0	9	20

2.4 No. of Guest and Visiting faculty and Temporary faculty | CCTT:23 | VISITING:08 | NIL |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	80	54	39
Presented papers	46	37	18
Resource Persons	13	3	3

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

1) Learning through Quiz, Debate and Paper Presentation
2) Micro Teaching
3) Audio- Video Session
4) Field Work (Excursion)
5) Team Work (Wall Magazine)
6) E-Module Prepared

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

189

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

NA as affiliated

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

| 03 | 03 | 16 |

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Hons)	371	0	06	83	0	99.42
B.Sc (Hons)	155	0	32	53	0	98.63
B.Com (Hons)	112	0	6.25	59	0	100
M.A.	25	0	76	24	0	100

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

 * Online Student Feedback system

** Academic and Administrative Audit

*** Organised several

   a.   International and National Seminars

   b.   Workshop on CBCS

   c.   Workshop on Mental Health Awareness Programme.

**** Regular meeting with Academic Sub-Committee comprises of the Head of the Departments.

*****Evaluation of the results regularly in presence of the Academic Committee members.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	04
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	03
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	02
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Gr. C-06	Gr. C-00	00	Gr. C-02
Technical Staff	01	01	0	06

Criterion – III
3. Research, Consultancy and Extension

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

- The Institution provides support in terms of Academic and Human resource Development
- Timely administrative intervention helps the faculties to submit project proposals
- Provides sufficient space and equipment
- Encourages research publication and paper presentation
- Facilitates participation of faculties in seminars/ workshops within and outside college
- Promotes seminars, conferences and workshops organization

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01		
Outlay in Rs. Lakhs	13.72	49		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02			
Outlay in Rs. Lakhs	1.35		2.00	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	31	10	2
Non-Peer Review Journals		4	
e-Journals	5		
Conference proceedings	13	8	

3.5 Details on Impact factor of publications:

Range 05-6.5   Average 4.2   h-index 9   Nos. in SCOPUS 39

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	6 mths	Dept. of Environment, Govt of West Bengal	4 lacs	4 lacs
Total	01	01	4 lacs	4 lacs

3.7 No. of books published   i) With ISBN No. [19]   Chapters in Edited Books [31]

                    ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

                    UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

                    DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

                    INSPIRE [ ]   CE [ ]   Any Other (specify) [25 lacs-MP LAD]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	05	01			02
Sponsoring agencies	UGC-CPE	UGC-CPE			College

3.12 No. of faculty served as experts, chairpersons or resource persons [15]

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

3.14 No. of linkages created during this year [00]

3.15 Total budget for research for current year in lakhs :

    From Funding agency [00]   From Management of University/College [00]

    Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides [05]
and students registered under them [10]

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

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

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

3.21 No. of students Participated in NSS events:

University level [ ]   State level [100]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [02]

NCC [ ]   NSS [ ]   Any other [ ]

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

- Rally against child abuse.

- Mental health awareness programme.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 acres	0.21	College	1.71 acres
Class rooms	37	15	College	52
Laboratories	16	02	UGC-CPE	18
Seminar Halls	02	00	Govt	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				00
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Tally has been introduced in Office
- Online Admission and feedback system
- Koha has been implemented
- Computerised circulation of books has been started

4.3 Library services: According to Accession Register

(1.4.16-31.3.17)   (1.4.17-31.3.18)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32451		926 (Includes 12 Gift Copy)		33377	
Reference Books	15932		466 (Includes 7 Gift Copy)		16398	
e-Books	N-List Package					Rs.5000/- for one year
Journals	552	33208	18	10000/-	570	43208
e-Journals	10 (N-List Package)					
Digital Database						
CD & Video						
Others (specify)	5 Computer Terminal for Library User and					

	7 Computer Terminal for Library Staff including Librarian = **Total 12**						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	55	03	20	04	01	03	23	04
Added	05	00	00	01	00	02	00	01
Total	60	03	20	05	01	05	23	05

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

Almost all departments are now equipped with latest PC, LCD projector, internet facilities and smart board. Apart from that the general staff room is provided with computers with internet access. The office and library are completely computerized. Tally is introduced in office. Online admission and online feedback system are already operational.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

   1.0

   ii) Campus Infrastructure and facilities

   1.5

   iii) Equipments

   2.0

   iv) Others

   1.5

   Total :

   6.0

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Induction Programme for Freshers
- College Prospectus
- Adequate information on College Website and Display Board of College
- Regular meeting with students
- Financial assistance for needy students
- Regular Health-Check up
- Psychological Counselling
- Proper monitoring of the Examination system and timely publication of Results
- Remedial Classes / Tutorial Classes
- Two Canteens
- Homely Hostel
- Communicative English Class
- E-Commerce Class
- Publication of Annual College Magazine- *Atmadeepa*
- Increasing Internet Access facility for Students
- Facility for increasing use of Reading Room of Library and access of online journals & books
- Modernized gym facility
- Annual Sports Meet
- Annual Cultural Meet
- Wall Magazine by students
- Students' Intra-College Competition
- Paper presentation / poster presentation by students in seminar/Microteaching
- Students' participation in Debate
- Gender Sensitization Programmes
- Environment Awareness Programmes
- Anti-Ragging Cell

5.2 Efforts made by the institution for tracking the progression

- Class Tests, Mid Term Test (Formative Tests) and Final Tests (SummativeTests) are taken regularly
- Remedial Classes for weak students
- Tutorial classes for all students
- Parent-Teacher Meeting
- Monitoring of Student Attendance
- Awards to those who excel in Curricular, Co-Curricular, Cultural & Sporting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2972	99		682

(b) No. of students outside the state

01

(c) No. of international students

NIL

Men

No	%

Women

No	%
	100

		Last Year						This Year			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2772	792	109	46	03	3722	3845	946	119	150	05	5065

Demand ratio   Dropout %

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

NIL

No. of students beneficiaries   N.A.

5.5 No. of students qualified in these examinations NIL

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

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

5.6 Details of student counselling and career guidance   NIL

No. of students benefitted   N.A.

5.7 Details of campus placement : 02

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			02

5.8 Details of gender sensitization programmes

- Dr. Shibani Dutta, Prof, All India Institute of Hygiene and Public Health, delivered a lecture on "Gynaecological Health – Common Problems & Awareness", followed by an interactive session with students
- Installation of sanitary napkin vending machine

5.9 Students Activities

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

State/ University level | 02 | National level | 01 | International level | [ ]

No. of students participated in cultural events

State/ University level | 152 | National level | 05 | International level | [ ]

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

Sports : State/ University level | [ ] | National level | 01 | International level | [ ]

Cultural: State/ University level | [ ] | National level | [ ] | International level | [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	52	Half of the tuition fees
Financial support from government	332(applied)	Rs 25,000/
Financial support from other sources	150(applied)	
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives NIL

Fairs   : State/ University level | [ ] | National level | [ ] | International level | [ ]

Exhibition: State/ University level | [ ] | National level | [ ] | International level | [ ]

5.12   No. of social initiatives undertaken by the students | 01 |

5.13 Major grievances of students (if any) redressed: As of now there is no serious complaint registered. The students themselves and sometimes with the help of teachers sort out the matters amicably.

Criterion – VI

6. Governance, Leadership and Management

VISION:

In the context of the changing pattern of global scenario higher education system is undergoing sea-change opening up newer horizons every day. In this fluid context we have to pursue newer perspectives both at individual and collective level as a vanguard college in the domain of girls' education. In the era of globalized educational system the threat of obsolescence is continuously haunting us. We have to struggle very hard to make ourselves relevant in this period and nonstop enhancement of capabilities at individual and collective levels is the only solution. Side by side educational diversity, encouraging pluralistic approach is also another objective with inclusion of newer subjects. Side by side the college seeks to promote research, encourage new approaches to education, collaborate with industry in pragmatic partnerships, and above all provide to its primary stakeholders, the students a secure, peaceful, pollution-free and academically vibrant learning environment. The college aspires to act as the major facilitator of the inclusive growth and development of its students. The marginal section of girl students constitutes a major segment of our student population. We aim to make them financially empowered, socially responsible and politically conscious.

6.2 Does the Institution has a management Information System

- Fully computerized Office Management and Library Management system is there
- In the academic front from admission to declaration of result all are managed through computerized system.
- The library is also equipped with KOHA-OPEC system enabling the teachers and students free and fare access

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

6.3.1 Curriculum Development

Ours is predominantly an UG college affiliated to the University of Calcutta. Hence we have little opportunity towards curriculum development. However,

- The faculty members associated with the Board of Studies often individually contribute to this process
- Side by side in the different Add-on Certificate and Diploma Courses the entire curriculum is developed by our own faculty
- In the PG courses we are now following the syllabus of the University
- In the current academic year with the introduction of the CBCS and semester system of the University of Calcutta our faculty members actively took part in the formation process through their participation in different workshops and by giving their valuable opinions

6.3.2   Teaching and Learning

- Classroom teaching includes traditional chalk and talk method along with modern ICT facility. Some departments also are equipped with smart board facility.
- Departments like Computer Science, Commerce, Electronics, Geography, Journalism & Mass Communication, Zoology, Physics, Micro-biology, Mathematics, Physics, Chemistry, Psychology, Statistics, Sociology etc. have their own computer laboratories.
- All the lab-based subjects, like Electronics, Geography, Zoology, Physics, Micro-biology, Mathematics, Physics, Chemistry, Psychology, Botany, Commerce etc. maintain separate laboratories as per requirements of the University curriculum.
- Internet connectivity is available in the entire college through free Wi-Fi.
- The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus
- Journalism and Mass Communication department have installed Adobe Photoshop CS, various audio-visual software, 2D and 3D software as a part of teaching-learning process of our students based on the requirements of the syllabus. They also have started publishing a lab-based newsletter involving the students.

6.3.3   Examination and Evaluation

- The college has its internal examination structure framed in the academic committee meetings every year.
- Centralized formative and summative examination structure is followed
- Result is declared after each stage and guardians are made aware through annual parent-teacher meeting.
- Class-tests are organized in different departments also.
- Tutorials are also arranged.
- The college acts as centre for different University Examinations and the teaching and non-teaching members together help in conducting those examinations.
- Several faculty members are involved in the University Examination process as paper-setters, moderators, examiners, head-examiners and coordinators. The college takes pride in acting as Zonal Centres for different subjects of the University Examinations. Checking and scrutinizing of university answer scripts are regular part of our teaching job here.

6.3.4   Research and Development

- Some faculty members also act as the research guides in different Universities.
- Different faculty members are engaged in doctoral and post-doctoral research activities.
- College provides facilitates the process and encourage the faculty members to participate and present papers in seminars/ conferences and workshops.
- The College also tries to motivate the faculty members to make research publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is equipped with Broadband connectivity and desktops with internet connection
- KOHA –OPAC system enables the teachers and students to remain update about the library facility 24X7
- With UGC-INFLIBNET N-LIST facility wide range of learning resources are make available to all
- Audiovisual facilities in some rooms/e-classrooms are also available. Installation and use of with LCD Projector in some class-rooms
- Broad Band connectivity and interactive smart board based tutorial system. The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus.
- Classroom of the Mathematics Department is equipped with interactive smart-board and internet connectivity.
- Journalism department is equipped with state-of-art teaching-learning facility
- All the departments of Science stream also use modernized instrumentation facilities

6.3.6 Human Resource Management

- Decentralized process for Human Resource Management is followed.
- Different committees and sub-committees formed at the Teachers' Council
- Those are ratified at the Governing Body
- Students are also streamlined under Students' Union with a Teaching member at its apex
- Grievance Cell is actively operating for redressal of any problem
- Office Staff members also have their association to voice their demands
- All the sectors try to work in association with each other to bring out the highest potential at every level
- The Principal on her own supervises and coordinates the different segments

6.3.7 Faculty and Staff recruitment

- The college does not enjoy much freedom in case of appointing full time teachers in substantive posts as it has to appoint the teachers as per the recommendation of West Bengal College Service commission.
- All part-time teachers are now Govt. Approved Permanent Part Time Teachers by an order of the government.
- College has recruited some CCTT in different subjects by a selection committee.

6.3.8 Industry Interaction / Collaboration

Due to the overall recession in the economy, no student campusing could be done..

6.3.9   Admission of Students

> - College follows the rules and regulations of University of Calcutta and the guidelines of the Education Department of West Bengal.
> - The admission procedure starts immediately after the publication of results of Higher Secondary Examination and its equivalent .
> - The admission criterion and other related information are put up in the website of college and in the college display board.
> - College has constituted an online admission committee to oversee the procedure and ensure transparency in admission.
> - Collection of fees and other financial transaction are done through the branch of Canara Bank in the campus.

6.4 Welfare schemes

Teaching	- Staff Credit - Cooperative Scheme - Health Check up
Non teaching	- Staff Credit Cooperative - Scheme, Health Check up - Group Insurance Scheme
Students	- Free studentship (based on family income) - Half-free studentship(based on Family Income) - Govt. Sponsored Kanyasri - Govt. Sponsored Sports Aid - Medical Camps - Donation by the faculty members for providing University Examination fees for the needy students - College funding for students participating in District & State Level Sports Meet

6.5 Total corpus fund generated   N.A.

6.6 Whether annual financial audit has been done?   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal & Coordinator, IQAC
Administrative			Yes	Principal & Coordinator, IQAC

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [✓]   No [ ]

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

- A health awareness programme was organised on International Women's Day by Alumni Association .Dr. Shibani Dutta, Prof, All India Institute of Hygiene and Public Health delivered a lecture on gynaecological issues, followed by an interactive session with students.
- Ms Subhra Chakraborty, an alumna and winner of Dronacharya award, and headmistress of a neighbouring school delivered an inspiring lecture to students.

6.12 Activities and support from the Parent – Teacher Association

- Formal parent-teacher association is not there
- Every department arranges annual meeting to inform parents about the students' progress

6.13 Development programmes for support staff

- Employees' Cooperative Society for Financial Assistance
- Compulsory attendance in College Sports
- Facilitating their participation in different Cultural Programmes

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

- Sabuj Sakhi, the College Eco-club
- Annual distribution of sapling
- Annual Vanmahotsav
- Existing water body and greeneries are under strict supervision
- Annual green audit program is conducted by the college
- Rain-water harvesting is going to be operative
- Solar power station has been installed
- Tobacco-free Campus
- Aiming at Plastic Free Campus

Criterion – VII

7. Innovations and Best Practices

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

- Tally introduced

- Renovation of Office

- Solar Panel has reduced the electricity bill of our college

- Online feedback system is introduced

- Biometric attendance for teaching and nonteaching staff

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

- Introduction of new PG Courses
- Extension of building
- Seminars/ Workshops are organised
- Publication of Lab Journal by Journalism Department

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

- Encouraging students to paper and poster presentation in National and International Seminars

- Submission of monthly Academic record by all teachers.

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

7.4 Contribution to environmental awareness / protection

- *Van Mahotsav,* celebrated every year to create awareness among masses for forest conservation and planting trees
- Green Audit, conducted by Department of Botany, analyses environmental practices within college campus.
- Plastic free campus
- Anti Tobacco Programme was conducted by NSS Unit

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

STRENGTH

- Location – convenient for commuting as the college is close to Howrah Station .
- Qualified & dedicated teaching faculty.
- Teacher-Student & Teacher Parent interpersonal and transparent relation
- Scope for higher studies
- Rich Central and Departmental Library
- Use of ICT in classroom & Wi Fi enabled Campus
- High success rate
- Good Feedback from all stakeholders
- UGC funded Add-On Courses
- Hostel Accommodation
- NSS Unit
- Safe & secured Campus under CCTV surveillance

WEAKNESS
- Early marriage of the girls
- Lack of awareness and vision among parents
- Weak communication skill emanating from inadequate command over English
- Lack of professional approach

OPPORTUNITY
- Job Opportunity both in Govt. & Pvt. Sector
- Entrepreneurship
- Higher Studies

THREAT
- Increased inclination towards Job-Oriented Courses
- Inadequate placement opportunity for students of general stream
- Increasing cost for higher education

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

- Introduction of PG course in Mathematics
- MOU to be signed with Howrah Improvement Trust and Howrah Municipal Corporation for using their sports complex
- Another Solar Panel proposed by HIT
- Alumni Association to be registered
- Online Attendance System to be introduced
- Women Study Centre to be formed
- To utilise RUSA grant
- Planning of Second Campus

Name _Dr SWETA GUHA_____   *Name __Dr. RUMA BHATTACHARYYA___*

_____   _____

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

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ANNEXURE II- ACEADEMIC CALENDER 2017-2018

BIJOY KRISHNA GIRLS' COLLEGE
NCTE Approved and NAAC B Accredited College with CPE Status
Academic Calendar 2017-2018

Sl. No.	Event	Date
1	Bijoy Krishna Memorial Lecture	08.05.2017
2	College opening after summer recess and Commencement of Provisional Admission to B.A. B.Com, B.Sc 3rd year	16.05.2017 to 30.06.2017
3	Calcutta University B.A., B.Sc Part-II and I Examination	Part-II 30.05.2017 (Hons) 08.06.2017 (General) Part-I 25.07.2017 (Hons) 02.08.2017 (General)
4	Commencement of B.Com 3rd Year Classes	03.07.2017
5	Rath Yatra	25.06.2017
6	Eid	26.06.2017
7	Commencement of B.A. ,B.Sc and B.Com 1st Year and and B.Com 2nd Year Classes	12.07.2017 and 13.07.2017
8	College Foundation Day	01.08.2017
9	Independence Day Celebration	15.08.2017
10	Janmasthami	14.08.2017

11	Commencement of B.A. and B.Sc 3rd Year Classes	16.08.2017 or 2nd week of August
12	Commencement of B.A. and B.Sc 2nd Year Classes	04.08.2017
13	Teachers Day Celebration	05.09.2017
14	Id-Ud-Joha	02.09.2017
15	Bishwakarma Puja	17.09.2017
16	Death Anniversary of Founder Principal Bijoy Krishna Bhattacharyya	18.09.2017
17	Mahalaya	17.09.2017
18	Puja Vacation	25.09.2017 to 22.10.2017
19	Maharam	12.10.2017
20	Gandhi Birthday	02.10.2017
21	College opening after Puja Vacation	02.11.2017
22	Jagadhhatri Puja	09.11.2017
23	Guru Nanak Birthday	14.11.2017
24	Mid Terminal Test of B.A, B.Sc, B.Com (Hons.)	20.11.2017 to 25.11.2017
25	Declaration of Mid Term Test Results	13.12.2017
26	College Annual Sports	20.12.2017 and 21.12.2017
27	Winter Recess	25.12.2017 to 01.01.2018
28	College opening after Winter Recess	02.01.2018
29	Birthday Celebration of Swami Vivekananda	12.01.2018
30	B.A., B.Sc, B.Com 3rd Year Hons and General Final Test Examination	03.01.2018 to 11.01.2018
31	Birthday Celebration of Netaji Subhas Chandra Bose	23.01.2018
32	Calcutta University Foundation Day	24.01.2018
33	Saraswati Puja and Maghutsav	22.01.2018
34	Republic Day Celebration	26.01.2018
35	B.A., B.Sc, B.Com 2nd Year Hons and General Final Test Examination	05.02.2018 to 11.02.2018
36	B.A., B.Sc, B.Com 3rd Year Hons and General Class Dissolve	12.01.2018
37	Calcutta University Compulsory English, Bengali/Hindi Examination for B.Com 1st Year	15.01.2018
38	Calcutta University Compulsory English, Bengali/Hindi Examination for B.A/B.Sc 1st Year	06.03.2018 and 07.03.2018
39	Dol Yatra	02.03.2018
40	Holi	03.03.2018
41	B.A., B.Sc, B.Com 1st Year Hons and General Final Test Examination	19.03.2018 to 23.03.2018
42	Calcutta University Practical Examination for B.Com and B.Sc Hons 3rd Year	08.03.2018 to 28.03.2018
43	College Annual Cultural Programme	23.02.2018 and 24.02.2018

44	Good Friday	30.03.2018
45	Easter Saturday	31.03.2018
46	Calcutta University B.A., B.Sc and B.Com (Hons.) Part-III Examination	09.04.2018 to 13.04.2018
47	Chaitra Sankranti	14.04.2018
48	Bengali New Year's Day	15.04.2018
49	Calcutta University B.Com (Hons and General) Part-II Examination	03.05.2018 and 16.05.2018 (Hons and General Theoretical examination) 10.04.2018 to 30.04.2018 (Practical)
50	Summer Recess	16.05.2018 to 30.06.2018
51	Calcutta University B.A., B.Sc (Hons. and General) Part-II Examination	30.05.2018 (Honours Theoretical) and 08.06.2018 (General theoretical) 10.05.2018 to 26.05.2018 Honours Practical), 05.07.2018 to 24.07.2018 (General Theoretical)
52	Calcutta University B.Com Part-I Examination	13.07.2018 (Theoretical for Honours and General)
53	Calcutta University B.A. and B.Sc (Hons and General) Part-I Examination	25.07.2018 (Honours theoretical) 01.08.2018 (General Theoretical) 16.08.2018 to 10.09.2018 (Honours Practical)

Sd/-
Principal
Bijoy Krishna Girls' College

Annexure-III :Online Feedback Form through Google Form

Link is

https://docs.google.com/forms/d/e/1FAIpQLSfxW9u48KkjIXZh5AriI_POcRqhPjYt5zEO_F4L3F8bfRxIcQ/viewform