



ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2011-12



BAGNAN COLLEGE
KHALORE, BAGNAN
HOWRAH: 711303



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Part – A

I. Details of the Institution

1.1 Name of the Institution

BAGNAN COLLEGE

1.2 Address Line 1

KHALORE

Address Line 2

BAGNAN

City/Town

HOWRAH

State

WEST BENGAL

Pin Code

711303

Institution e-mail address

bagnan.college@gmail.com.

Contact Nos.

03214-272258/396

Name of the Head of the Institution:

SOMA MUKHOPADHYAY

Tel. No. with STD Code:

033-24070675

Mobile:

09874758815



Name of the IQAC Co-ordinator:

ANUP KUMAR BASU
&
PIYAS CHAKRABORTY

Mobile:

09830647662
&
09830413892

IQAC e-mail address:

bagnan.college@gmail.com.

1.3 NAAC Track ID : WB COGN 12410

1.4 NAAC EXECUTIVE COUNCIL NUMBER AND DATE: EC/36/058 May 20, 2005

1.5 Website address:

www.bagnancollege.org

Web-link of the AQAR:

<http://www.bagnancollege.org/AQAR2011-12.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2005	2005-2010
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

11-08-2006



1.7 AQAR for the year (for example 2010-11)

2011-2012

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

AQAR	SUBMITTED ON
2011-2012	24-12-2014

1.9 Institutional Status

University NA State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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



1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

CALCUTTA UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes



2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="x"/>		
2.4 No. of Management representatives	<input type="text" value="x"/>		
2.5 No. of Alumni	<input type="text" value="x"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="x"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="09"/>		
2.10 No. of IQAC meetings held	<input type="text" value="03"/>		
2.11 No. of meetings with various stakeholders	No. <input type="text" value="6"/>	Faculty <input type="text" value="3"/>	
	Non-Teaching Staff <input type="text" value="2"/>	Students <input type="text" value="2"/>	Alumni <input type="text" value="0"/>
		Others <input type="text" value="1"/>	
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="text" value="√"/>	
If yes, mention the amount	<input type="text" value="NA"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	<input type="text" value="02"/>	International <input type="text" value="0"/>	National <input type="text" value="0"/>
		State <input type="text" value="1"/>	Institution Level <input type="text" value="1"/>



(ii) Themes

- 1) One State Level 2 Days Seminar sponsored by the UGC was held in the on 23-24 September 2011 by the Commerce Department. The Topic of the Seminar was: “Human Resource Management”
- 2) Department of History organised one Seminar on “Readings of History”, taking fund from the College in the Month of August 2011

2.14 Significant Activities and contributions made by IQAC

1. To continue to provide quality education to all, irrespective of caste, creed and religion, economic status or physical health.
2. The programme of action for development of Bagnan College second campus (Science Building) has been started under supervision of UGC building committee. Proposal approved by G.B. and sent to MP of Uluberia constituency for MPLAD of Rs 10 lacs approved by the MP.
3. Proposal (approved by G.B.) made to State Government for Indoor stadium.
4. To upgrade technology and computerization of different section of our college, purchase Computer, Projector, Photocopier machine, Printer, Scanner etc. valued at Rs.09lacs (Approx) from U.G.C XIth plan Grant.
5. The College Budget provided a good fund for purchasing of new books and journals in the College Library
6. Organised a 2 days UGC sponsored state level seminar on 23-24th sept.2011.
7. To enhance students amenities and facilities and to encourage students to involve in NSS and other social activities.
8. Continued the activities of career Counselling cell to provide support to the students of our college. An extra effort was added there by joining it with UGC Sponsored Programme’
9. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
10. The feedback from the students & parents has actively been reviewed in the Academic committee and recommendations have been made to the Teacher-in-Charge.
11. This year NSS Unit 1&2 of our college organised Yoga therapy camp for school children & local people of Ramchandrapur village.



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
Construction of Second Campus.	Science Building construction (under XII plan Building Grant) process started to meet the space crunch of the present college.
Technology upgradation & Computerization.	Computerization of administration was initiated.
Proposal made as per student Union demand for renovation of Founder's statue & furniture purchase be made.	Both demand approved by G.B. and fulfilled.
Increase in amenities and facility	The process of renovation of the Library has been initiated, laboratory facility and computer facility of many departments improvised.
Action taken to encourage the students to take active part in NSS.	Students encouraged to take up NSS, Cadres took part in many events. Community benefit programme taken up.
Proposal made to TIC to arrange Guest Lecturers for coming session.	12 Guest Lecturers appointed.
Proposal made for enhancement of remuneration from college fund of PTTs & CWTTs.	Proposal accepted and enhancement made.



Support to minority community, physically challenged, weaker students	Fellowships and special support provided. Introduced a UGC sponsored Career Counselling Cell.
To take feedback from the students	Feedback was taken from the students and actions were taken based on it.

ANNEXURE I: ACADEMIC CALENDER

2.15 Whether the AQAR was placed in statutory body
Management Syndicate any other body G.B

Provide the details of the action taken

The governing body of the college in its Resolution vide Item No- 1A dated 23-12-2014 approved the AQAR 2011-12 and recommended the same for sending to the NAAC office. The Governing Body further approved the Statement made by the TIC regarding the activities done during the period 2011-12 as stated in the report.



Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	14	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	01	0
Certificate	0	0	0	0
Others		03	0	03
Total	14	03	0	03

Interdisciplinary	Courses like ENVIS, BNGM, ENGC, COMMERCE, MATH and PHYSICS involves faculty members from different Departments of the College.
Innovative	Skill Development Programme.

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

Range of Core /Elective options offered by the University and those opted by the college-

- i) The College has Core options at the UG level in English and Environmental studies. Elective option offered by the college is Alternative English. Amongst the honours and General courses subjects offered are English, Bengali, Sanskrit, , History, Philosophy, Political Science, Physics, Chemistry, Botany, Zoology, Mathematics, Economics, Computer Science, and in Accountancy and Finance Group.



Choice Based Credit System and range of subject options -

- ii) The University of Calcutta does not allow choice-based credit system. Courses are offered in modular form
- iii) At the UG Level the University has introduced partial semester and has Restructured syllabi in subjects offered at this college in unit models.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	14

1.3 Feedback from stakeholders* Alumni NO Parents Employers NO Students

(On all aspects)

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

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

NO. The syllabus is prepared and revised by affiliating university from time to time. The last revision was carried out in 2010-2011 for B.A. B.Sc. and B.Com courses. Departmental teachers of commerce participated and gave suggestions in workshop organised by U.G board of study of Calcutta University.

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

UG PROGRAMMES	No
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst.Professors	Associate Prof.	Professor	GLI	CWTT	PTT
54	08	13	NA	02	02	29

2 No. of permanent faculty with Ph.D.

06

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

Asst.Prof.		Associate Prof.		Professors		GLI		CWTT		PTT	
R	V	R	V	R	V	R	V	R	V	R	V
0	0	0	1	NA	NA	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	04	06
Presented	01	03	03
Resource Persons	X	X	X



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

- 1) Admission is strictly on merit basis, all rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holder in college website, notice board in the college.
- 2) College give prospectus at the time of admission to the students, where students known the information about fees structure, student support, etc. department of commerce issue Academic calendar.
- 3) ICT is introduced by the college in teaching and learning.
- 4) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room. Certain departments are using different academic software's for advanced learning of their students.
- 5) To improve the Class Teaching method with Chalk and Board system, the Academic Committee suggested improving the tools of teaching within the Class Room. Thus the G.B. decided to refit Green Glass Board, White Glass Board and Cork Notice Board for the benefit of the Students and the process of learning by utilizing the Grant given by the UGC during XI Plan Period.
- 6) The Principal, pertaining to teaching quality encouraged the teacher for participating in refresher courses, seminar etc for improvement.
- 7) Regular educational excursions in Botany and Zoology Departments are held.
- 8) All departments hold two exams. (Midterm & Test), Result published within 15/20 days. Some department hold class test, the Evaluative papers are shown to students as per demands, and discuss the shortcoming of their answers scripts.



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

164

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

College generally maintains the traditional Examination System, mainly because, for any radical reformation in Examination System, the College is required to take prior permission from the University. The College is an affiliated College, and does not enjoy any decisional autonomy.

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

The chances of participating in curriculum activities of the Teachers mainly depend on the availability of scope of participating in Workshop etc. During 2011-12 academic Sessions the University held one Workshop on the issue of inclusion of Project Paper in Commerce (Hons) curriculum. There our Departmental Teachers were invited and they participated actively to decide upon the proposal of inclusion. Apart from this, all departmental teachers regularly participate in any workshop conducted by the University for change of syllabus.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on providing satisfactory reasons for their absence.



2.11 Course/Programme wise distribution of pass percentage:

TITLE OF THE PROGRAMME	TOTAL STUDENTS APPEARED	CLASS/DIVISION				
		Qualified./Pass**	I%	II%	III%/P	PASS%
BSc (Hons.)						
PHYSICS	Nil	-	-	-	-	-
CHEMISTRY	10	10	09	01	x	100%
MATHEMATICS	03	03	x	03	x	100%
ECONOMICS	01	01	x	01	x	100%
B.Sc(Gen)	23	23	x	13	10	100%
B.A (Hons)						
BENGALI	147	146	05	121	20	99.25%
ENGLISH	19	18	x	13	05	94.74%
HISTORY	94	94	x	74	20	100%
PHILOSOPHY	11	11	x	10	1	100%
POLITICAL SCIENCE	22	22	x	16	06	100%
SANSKRIT	14	14	01	11	02	100%
B.A(Gen.)	540	411	x	36	375	76.11%
B.COM(Hons)	151	150	24	88	38	99.30%
B.COM(Gen)	68	60	x	01	59	88.20%

** Qualified/Pass students means rest of Unsuccessful students as per University result published.



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

IQAC suggested that the TIC and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes Student Feedback from outgoing students and gives a report to the TIC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0
Junior faculty members are regularly attending Refresher / Orientation courses organized by various universities.	

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	23	nil	nil	nil
Technical Staff	04	1	nil	nil



Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculty members to apply for Research Grants to UGC/DST/DBT etc.
2. The college authorities provide all necessary infrastructural support, including space, for carrying out research work.
3. As a part of the syllabus the students of the Commerce section are now required to submit a “Term Paper” on any matter related to Market, Finance, Commodity promotion, etc under the supervision of the Departmental Teachers. The initiative of Teachers as guide cum mentor is very essential in these cases for the benefit of preparing a paper under their direct supervision, on which marks have also been ascertained.
4. The Student at their Final year of Graduation, are also required to submit a paper on Environment, where Teachers of different departments supervise the work of the Students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0		
Outlay in Rs. Lakhs	NA	NA		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	1
Outlay in Rs. Lakhs	1.42 Lakhs	0	0	1.42 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	05	X
Non-Peer Review Journals	02	X	X
e-Journals	02	X	X
Conference proceedings	01	X	X



3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	1.42 Lakhs	1.42 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
OTHERS				
Total			1.42 Lakhs	1.42 Lakhs

3.7 No. of books published- Nil i) With ISBN No. Chapters in Edited Books

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)

NA

3.10 Revenue generated through consultancy

NONE

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies					

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

Nil

3.13 No. of collaborations International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency

1.42 lakhs

From Management of University/College

nil

Total

1.42 lakhs



3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	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
01	0	01	0	0	0	0

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

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) - NA

JRF SRF Project Fellows Any other



3.21 No. of students Participated in NSS events:

University level	<input type="text" value="30"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="5"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events: College has no NCC unit.

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

3.23 No. of Awards won in NSS:

University level	<input type="text" value="2"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC: : College has no NCC unit.

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="7"/>	Any other	<input type="text" value="0"/>



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

- 1) The NSS unit I & II of the College has arranged to provide minor treatment facilities to the Student making an arrangement with Dr. C.Banerjee, who attend the College regularly according to a particular time schedule.
- 2) NSS Unit I & II organised an awareness programme on Thalassemia among the Students. The major thrust was given on the detection of Thalassemia Carrier Detection. The Programme was done in collaboration with SERUM and Anneswa. The students of nearby Schools were also invited to join in the programme. The NSS Coordinator of University inaugurated the camp.
- 3) NSS Unit I & II organised an awareness programme among Truckers in NH-6 on AIDS.
- 4) NSS Unit I & II gave stall in the Kulgachia Gramin Mela, with the intention of extending the Awareness among the locality people.
- 5) College with the help of NSS unit regularly propagate against the use of Plastic.
- 6) As a process of developing the skill among the Students, College takes special initiative for holding Quiz, discussion group activities etc. A programme of poster painting has recently been held in the College in December 2011.
- 7) College has recently organised a special programme on Tagore's Birth Day in collaboration with M/S TCS, altogether 221 student attended the programme
- 8) One of our Student volunteer of NSS Unit has given "Best Programme Officer" award by the University. The University has also given the "Best College Award" to our TIC.



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	4679.49Sq.m.	X	UGC/ MPLAD/Coll. Fund,	4679.49Sq.m.
Class rooms	19Nos./1098.13Sq.m.	X		19Nos./1098.13Sq.m.
Laboratories	6Nos./731.31Sq.m.	X		6Nos./731.31Sq.m.
Audio Visual Room	1Nos./111.6Sq.m.	X		1Nos./111.6Sq.m.
No. of important equipments purchased (≥ 10 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		2.78 Lakhs.	UGC	2.78 Lakhs.
Others [On line UPS(1), Photo Copier(1), Projector(2) Sports infrastructure]	nil	4.02 Lakhs.	UGC	4.02 Lakhs.

4.2 Computerization of administration and library

The process of computerization which was initiated in the last year is now on the verge of completion. The target is to manage the affairs through Student Management and College Accounts with the help of “Tailored Made” Software packages, installed in College Office and in the Cash and Accounts Departments. But the College is facing some operational problem in it, thus it is thinking to re-program the same. To control and maintain the Official work and correspondence, the College has installed necessary number of printers, scanners, on line-UPS, one advance photo copier machine at convenient places in the Office. Even the Admission process has also been computerised.

At present our College Library is partially computerised with CDS/ISIS (free soft-ware developed by UNESCO). The decision of giving initial emphasis on “Catalogue”, Issue of Books and Returns of Books, have been taken. Gradually we plan to install “e-library” and partial automation of Library for the benefit of our Students. The initiation of work has already been made. Even in this software the Library is facing problem in handing and managing data with proper and expected specificity, so we are thinking to change this one with any new more user friendly software in the near future.



4.3 Library services:**

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	24837	Rs.16,93,913	32	Rs. 3,30,254	24,869	Rs. 16,99,533
Reference Books	1990	Rs. 2,13,307	4	Rs. 1,41,537	1994	Rs. 2,14,407
e-Books	nil	X	nil	X	Nil	X
Journals	2	Gift.	2	Gift.	4	Gift.
e-Journals	x	x	x	x	x	x
Digital Database	x	x	x	x	x	x
CD & Video	x	x	x	x	x	x
Others (Map)	10	x	x	x	x	x

** The college library had started functioning from the time of establishment of College in the year 1958. Thus it has accumulated many rare old books whose valuation is not available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs		Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Library & TC)
		Comp.sc Dept.	Commerce.						
Existing	35	12	11	Broadband	16	-	04	04	04
Added	19	09	X	Do	19	X	03	04	03
Total	54	21	11	Do	35	X	07	08	07



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

Till now the College has not been able to arrange for any training programmes, but still it is trying to provide these facilities to the Staff, especially for benefit of the Office management. But the college has provided internet facility to all existing Departments. Teachers and students have also benefitted from that. The college has its own software for admission and maintenance of database. The college has its own website.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.72 LAKHS
ii) Campus Infrastructure and facilities	5.42 LAKHS
iii) Equipments	0.45 LAKHS
iv) Others (Generator)	0.50 LAKHS
Total:	7.09 LAKHS



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As suggested by IQAC the college is still maintaining the Disciplinary committee, Anti-Ragging Committee and a Committee against Sexual harassment of Women headed by one Teacher of the College. The College has also arranged for providing “Remedial Coaching” in different subjects/Papers judging the requirements of the financially backward Students, and SC/ST/OBC students at the suggestion of IQAC. The IQAC has also suggested that the College introduces the system of notifying the students of all their academic and College affairs through notices circulated in the Class Room.

5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4076	NA	NA	nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2034	50		2042	50

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3491	371	10	116	3	3991	3554	381	15	124	2	4076

Demand ratio-10:1(Hons.), 5:1(Gen.)

Dropout %- 6% Hons.: 10%Gen.



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

The college has one unit of “Coaching Classes for Entry in Service”, the grant of which has been provided by the UGC during its XI Plan Period. In the said unit Student are being trained for appearing in the Competitive Examination like Banking Service , SSC.PSC, Railway Recruitment Examination and other Competitive Examination of the same type. Recently the Academic Committee has decided to introduce at least one MCQ Type of Question in the Class test, so that the students are acquainted with the ‘type of question’, for the benefit of their preparation for Competitive Examination.

No. of students beneficiaries

67

5.5 No. of students qualified in these examinations – No record available.

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

5.6 Details of student counselling and career guidance

The college has one unit of “Career Counselling Cell” the grant of which has been provided by the UGC during its XI Plan Period (Merged scheme). One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities from the institute.

No. of students benefitted

21

5.7 Details of campus placement-**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	141	No records.	No records.

** College has no such placement cell & placement records, but some time various organisation & companies visited our College for their promotional campaign & recruitment. College properly arranges the said programs.



5.8 Details of gender sensitization programmes

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5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Approx. Amount
Financial support from institution	338	Rs. 1,30,077
Financial support from government	492	Rs. 8,84,400
Financial support from other sources(UGC)	15	90000
Number of students who received International/ National recognitions	0	0



5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

- 1) The Students under the leadership of Student Union placed a demand for thorough renovation of the Statute of the College Founder. Seeing the gravity of the situation the G.B. referred the issue to the Building Sub Committee, with the instruction to take immediate action. The Building Committee thoroughly renovated the Statute and alcove.
- 2) In view of the unanimous demand of the students and Students' Union, the College installed the Cash Counter for Morning Section and also implemented a separate and permanent time schedule of Cash deposition for the Students of the Morning Section. The work was done under the supervision of the Building Sub Committee.
- 3) To satisfy the demand of Students and Teachers, the College has purchased 36 nos. of ceiling Fans, to provide infrastructural support for maintain a proper academic atmosphere.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Bagnan College was established in 1958. The dream of 1958 has already crossed 54 long years and stands tall like an unquestionable reality. The college now has a rich past, a glorious present and a bright future. Bagnan College is marching ahead with its sole objective of providing quality education to all, irrespective of caste, creed and religion, economic status or physical health. To fulfil the objective, many developmental programmes have been initiated keeping in tune with the changing requirements of education.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is little scope of internal curricular designing. However every department has its own academic calendar to run and complete the syllabus.



6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session.
2. The departments organize students' seminars, quiz contests, poetry/drama workshops.
3. Field study, Symposium, Project work and dissertation work is carried out by most departments of the College.
4. Diversity of Learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The basic hinterland of this College mainly consists of "First-Learner Group" families. Teachers employ interactive and participatory approach to make the syllabus interesting for them.
- 5) The College has prepared its infrastructural mechanism for successful implementation of ICT.

6.3.3 Examination and Evaluation

1. Regular class tests for some departments.
2. Mid Term Test and Selection Test held, students need to qualify to appear in University exams.
3. The answer scripts of such tests are shown to the students and within one month result is declared. If reports are not satisfactory the college call their guardians and discuss.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support is provided for research work.
- 3) Special care has been taken to provide infrastructural facilities for research work to the Teachers.



6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, ICT and infrastructure, the College has adopted the following strategies:

- i) The physical infrastructure has been remarkably improved/ developed. At present the college has taken initiative for construction of a New Science Building.
- ii) College introduce ICT, for which college utilised Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.
- iii) Latest books and journals are purchased and subscribed to every year.
- iv) Total automation of the library service has been initiated.
- v) Internet service has been made available to the library users.
- vi) Some Honours departments maintain and run a library of its own.
- vii) Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.
- viii) This year the College has utilized approximately Rs. 09 Lakhs from UGC Addn. Grant for the development of ICT.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a Students' Union whose elections are held annually as per University Statutes. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for the Student counselling. Above all, there is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes a University expert and a subject expert.



6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

- 1) Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website and in the notice board of the college.
- 2) College give prospectus at the time of admission to the students, where students know the information about fees structure, student support, etc. Department of Commerce issues Academic Calendar.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance.
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

NONE

6.6 Whether annual financial audit has been done

Yes No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		YES	Academic Council & Governing Body.
Administrative	NO		YES	Governing Body

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

For UG Programmes Yes No

For PG Programmes Yes No

Calcutta University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The college takes care to publish results of exams for courses run by the college.

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

The University has recently changed the format of the Examination at the Undergraduate Level. 2+1 System of Examination has changed to 1+1+1 System of examination, also the system of “Supplementary Examination” has also been introduced along with the policy of “no detention” in Examination.

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

No such initiative.



6.11 Activities and support from the Alumni Association

During peer team visit of NAAC the Alumni Association of the college took momentum and was very much active. The Department of Chemistry also created a separate such Association, both of which are however no longer in regular contact with the college. Steps are initiated to make them fully functional.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

The Computer Science Department of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Regular testing of drinking water and quality of canteen food done by the College Authority.



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.

1. The college administration proposed that the Waiting List of Candidates for each department, along with the Merit List, will be put up to further the transparency of the Admission Process.
2. Digitalisation of library has been initiated for smooth functioning of Library.
3. Providing of internet facility to office, library, departments has helped in teaching learning and computerisation of library and administration.

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

1. The Waiting List of Candidates for each department, along with the Merit List, was put up to further the transparency of the Admission Process.
2. At present our College Library is partially computerised with CDS/ISIS (free soft-ware developed by UNESCO).
3. Central internet facility made available to all staff.
4. Career Counselling Cell Opened.
5. To overcome shortage of teachers, Guest Lecturers hired by the college.

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

1. Construction of Science Building started with UGC Funding & MPLAD.
2. Student Empowerment



7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute has introduced a course on environmental science.
2. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
3. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.
4. The college conducted National Environmental Awareness Campaign in collaboration with Uluberia Botanical Institute during 2011-12 on 'Forests for Sustainable Livelihood'. The program was sponsored by the Ministry of Environment and Forest, GOI.

7.5 Whether environmental audit was conducted?

Yes

No

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

NA



8. Plans of institution for next year

1. To advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;
2. To renovate the existing Computer Science Department for effective implementation of teaching-learning process.
3. To speed up progress of work on construction of new annex Building is in progress.
4. Utilization of ICT for computerization of office.
5. To appoint additional faculty from college fund for shortfall of regular teachers due to

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NAME: PIYAS CHAKRABORTY

Signature of the Chairperson, IQAC

Signature of the Joint Co-ordinators, IQAC



ANNEXURE I: ACADEMIC CALENDER

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission Process completed.
SEPTEMBER	C.U. Registration along with continuation of classes.
OCTOBER	Vacation/Local or Long Field Excursion
NOVEMBER	Mid-term exams
DECEMBER	a) Guardian Teacher / T.I.C. Meeting (Concern with each Department). b) Publication of Mid-term result.
JANUARY	a) 3 rd Year Test Exam. b) Filling up of Part-III C.U. Forms.
FEBRUARY	a) Part-II Test Exam. b) Publication of result of Part-III Test Exam.
MARCH	a) Part-I Test Exam. b) Publication of result of Part-II Test Exam. c) Filling up of Part-II C.U. Forms.
APRIL	a) Final Exams (Part III) b) Publication of result of Part-I Test Exam. c) Filling up of Part-I C.U. Forms.
MAY	C.U. Exam + Summer Recess
JUNE	Final Exams (Part I and part II)



Annexure II

Best Practice

Practice #1

Title – Construction of New Science Building started with UGC funding and MPLAD.

Objective – The College has initiated the construction of a New Science Building to meet the acute space crunch created by the increased number of students.

Context – The increasing number of students necessitated the construction of a New Building. The College approached the MP and was able to get a Grant of 10 lakhs for the purpose. An amount of 25 lakhs was also allotted by the UGC as per the proposal submitted by the college. This combined amount initiated the building of the New Science Block.

Practice – The Government process for starting the new construction was closely followed.

- Three college officials were asked by the Building Committee to supervise the construction process.
- The work is in progress in full swing.

Evidence of Success –

The New Building is coming up and, once completed, will effectively reduce the space shortage in the college..

Resources Required –Further financial resources have to be generated to complete the project.

Problems encountered – The water logging of the site disrupted our working schedule but we have now largely solved the problem.

Practice #2

Title – Student Empowerment

Objective – Empower Students for a step towards building an effective learning organization.

Context – We believe that student empowerment is a step towards building an effective learning organization.

Practice – The College has taken a number of steps to empower students such as

- Provide upgraded infrastructure such as computers with internet access
- Train students to use advanced ICT technologies
- Train students by implementing additional career oriented courses

Evidence of Success –

- 1) The quality of education has gone up with the introduction of student empowerment program.

Resources Required – 1) Financial resources required.

Problems encountered: None