

POST ACCREDITATION INITIATIVES

The first cycle of NAAC Accreditation in 2005 has served as a pointer towards the aspects of the college that could be expanded or improved upon. We were unable to comply with the schedule for the second cycle of NAAC Accreditation after four years. Notwithstanding our weakness, we re-formed the hitherto non-operational IQAC and decided to go for the second cycle in 2014. The Executive Summary of our Re-accreditation Report (RAR) provides a comparative discussion on the achievements with respect to different aspects in 2014 vis-à-vis 2005 (the first cycle of NAAC). We have also provided a detail narrative of the initiatives taken in response to the recommendations made by the NAAC peer team in the last cycle on page 9 of the RAR.

We have tried to continue the process of self-criticism so as to improvise and innovate new ideas leading to improvements in our commitments to our primary stakeholders, the students.

In the following sections, we highlight the criteria-wise post- accreditation initiatives undertaken for overall quality improvement of the institution.

1. Curricular Aspect

- i) Five new subjects have been introduced - Journalism and Mass Communication (Honours), Computer Science (Honours), Geography (General), Education (General) and Food & Nutrition (General). The ratio of subjects offered by the college out of the total subjects offered in the University Curriculum (UG level) is 2:5 which is one of the highest amongst all colleges affiliated under the university. This entails high flexibility in subject combinations.
- ii) Proposal for introduction of Hindi (General) and Botany (Honours) has already been ratified by the Governing Body.

- iii) Processing for upgradation of 'General' departments of Geography and Food & Nutrition to 'Honours' departments have already been started, with the inspection of the respective departments scheduled to be held shortly.
- iv) Proposal for opening of Post Graduate course in Chemistry has already been ratified in the Governing Body.
- v) Teachers prepare their online month-wise Teaching Plan, whereby the syllabus to be taught by each teacher during the academic session is specified, by using a teaching aid software, *e-shikshak*.
- vi) The college provides an online repository of instruction manuals for each of the topic in the curriculum for the benefit of the students. The repository consists of (a) University syllabus (b) Academic Plan (c) University questions of last five years and (d) questions of internal college (Mid-term and Test) examinations, and (e) instruction and guidelines on various topics in the curriculum.
- vii) The college conducts an online need assessment amongst the students with the help of *stakeholders' feedback software* to find out what curriculum they want beyond the jurisdiction of Calcutta University.
- viii) The college has entered into Memorandum of Understanding with Rabindra Bharati University to run the Distance Education Centre. It offers post-graduation in Political Science, Bengali, English, Sanskrit, Environment and History.
- ix) The college arranges for specific classes for imparting basic computer training to the freshers.
- x) Remedial classes are taken for the back learners. For advanced learners, web resources are suggested and book bank facilities are provided.

- xi) In order to integrate cross-cutting issues into the curriculum, the college has conducted Gender Audit and arranged for various programmes on gender sensitizing. Seminars and film shows on Human Rights have also been arranged.
- xii) Instructional materials provide to the students.
- xiii) The college obtains feedback from stakeholders (students, parent, alumni, employers) seeking suggestions of how to improve the performance and quality of the institutional provisions curriculum through the *stakeholders' feedback software*.

2. Teaching Learning Evaluating

- i) The admission process of the college has been automated, so as to facilitate on-line admission from the academic session 2015-16 to ensure transparency.
- ii) Publicity through prospectus, website, advertisement etc.
- iii) Through Online Profile Mapping System the college caters the educational needs of the Students from the rural and backward areas.
- iv) The college prepares Academic and Administrative calendars at the onset of the session with the objective of bringing an integration of the academic and administrative activities. The Academic calendar helps in making the students, parents and faculty members aware of the evaluation processes, seminars, excursions and other academic and co-curricular activities in the college.
- v) Teachers make use of ICT tools like PowerPoint presentations and smart board for teaching in a number of departments.
- iv) Inter-departmental exchange of faculty has been introduced in
 - (a) Physics and Electronics
 - (b) Computer Science and Mathematics
 - (c) Philosophy and Education.
- v) Inter-college faculty exchange programme has also been introduced.

- vi) The college has introduced the system of continuous internal assessment, whereby students are made to answer multiple type/short questions and/or questions in accordance with university pattern. The practice is purported towards development of in-depth knowledge of the subject instead of rote learning, as well as preparation of students for university examinations.
- vii) Teachers prepare online Question Bank for internal assessments, and keep a record of students attendance and students monthly test results using the teaching aid software, *e-shikshak*.
- viii) Differently abled teacher makes use of audio-aids and Braille items for imparting lessons with better learning experience.
- ix) The college obtains continuous feedback from students on teaching-learning evaluation through the *stakeholders' feedback software*.
- x) Presently, 72% of the teachers have Ph.D while 36% of the teachers have M.Phil.
- xi) The college has introduced 360⁰ performance appraisal for evaluating teacher quality, which is done in four steps:
 - Collection of students' feedback on teachers' performance
 - Collection Self-Appraisal by the teachers
 - Appraisal by external expert
 - Appraisal by the Head of the Institution
- xii) Results of Mid-Term and Test Examinations are discussed in the Teachers' Council. Students are handed out marksheets and parent-teacher meetings are held thereafter to appraise their wards' performance.
- xiii) Formal Mechanism to collect data on the academic performance of students and use them in curricular planning.
- xiv) Counseling provided to students to create awareness regarding jobs, entrepreneurship and innovations.
- xv) CCTVs have been installed in large classrooms for vigil on the examination system.

- xvi) The college has introduced the practice of mentoring students, whereby each teacher trains one student and one such student trains four students on various issues.

3. Research, Consultancy and Extension

- i) Since 2005, 13 teachers were awarded Ph.D and 3 teachers were awarded M.Phil.
- ii) Since 2005, 173 publications and 56 paper presentations in seminars have been made by teachers.
- iii) 3 Major Research Projects and 18 Minor Research Projects have been undertaken; 4 proposals for Minor project have been submitted.
- iv) Two teachers are presently guiding Ph.D scholars
- v) Free consultancy services are frequently offered.
- vi) Collaborative research is being done with two institutes - Sammilani College and IUC-DAE CSR, Kolkata Centre.
- vii) 2 National Level and 2 State Level seminars have been organized in the departments of Chemistry, Physics and History. 24 college level seminars have been organized in the last four years.
- viii) The college has published the first issue of its research journal, "Journal of Advanced Studies" with ISSN No. 2394-7241.
- ix) The college has entered a Memorandum of Understanding with Bankim Sardar College regarding sharing of question bank, repository and academic planning.
- x) The college has taken initiatives for conducting Green Audit for maintaining the ecosystem and improving upon environmental sustainability in the campus, and Gender Audit with the objective of gender sensitizing among students.
- xi) The NSS unit of the college organized environment awareness, health and hygiene awareness programme, visit to destitute home, sapling planting. Blood donation camps

have been organized annually. A camp was organized for total medical check-up, particularly Thalassemia.

- xii) Adult literacy programme is being conducted on the initiative of the NSS unit.
- xiii) The college has arranged for awareness and training programme against 'Child Sexual Abuse' in collaboration with RAHI Foundation, an NGO working on these issues.

4. Infrastructure and Resource Use

- i) A new building has been constructed, laboratories and ICT rooms have been upgraded from time to time.
- ii) Arrangements for four new classrooms have been made since new subjects have been introduced.
- iii) Classrooms have been updated with green boards and modern desk-cum-benches
- iv) College provides separate space for IQAC and NAAC committee, Bursar, Admini office and Journal Publication section.
- v) Audio systems have been installed in three of the large classrooms for delivering lectures.
- vi) Presently, the college has 51 desktops, 35 laptops, 8 Printers, 4 Scanners and 2 LCD projectors, 2 iPads, and CCTV facility.
- vii) Wi-fi connectivity is available in the library, teachers' room, office and computer laboratory.
- viii) College has indoor and outdoor sports facilities
- ix) The college uses COSA – an Accounts Management Software, e-shikshak – a Teaching Aid Software, Stakeholders' Feedback Software and JAWS – software for visually challenged.

- x) The college has mobilized UGC grant to provide all faculty members with individual laptops.
- xi) On campus ATM facility is available.
- xii) Teachers holding responsible portfolios in the college have been provided with 'Call Under Group' (CUG) mobile connection package for facilitating quick and costless communication.
- xiii) A Generator (62.5 KVA) has been installed.
- xiv) The college library has been upgraded –
 - The number of books in the library has been increased from 18707 to 23737.
 - The library has been digitized using Library Management Software – KOHA.
 - Reprographic facilities are also available.
 - The college provides access to INFLIBNET for the teachers for online access to books and journals.
 - The ICT enabled college library provides facilities to download and print web resources.
 - Recently, the college has introduced the OPAC facility whereby students and teachers can check the availability of books in the college library online.
 - Library Day is observed by organizing seminar and library awareness programmes.
 - Awards are given to the best library user to promote library usage among students.
 - Inter library loan service has been introduced.
 - Continuous feedback is obtained from students on library services through the *stakeholders' feedback software*.

5. Students' Support and Progression

- i) The college provides 50% fees concessions to students, who are regular in classes, have good results, but are economically challenged and do not receive any other stipend or benefits from the government.
- ii) College provides a dynamic website.
- iii) Mentoring of students for providing them wide knowledge through prospectus, website which is published annually along with details information about the curriculum.
- iv) College encourages students' participation in sports.
- v) Success rate of the students varies from 80% -100% depending on the courses.
- vi) 50 % of the students enrolled themselves to PG courses.
- vii) The college helps in mobilizing Kanyasree Prakalpa –a state Government venture in which unmarried female students below 18 years are given a stipend of Rupees 25,000, to the bonafide students who are interested and eligible.
- viii) The college has introduced UGC Sanctioned free Coaching in different competitive examinations for reserved and economically backward students.
- ix) Two skill oriented programmes have been introduced – soft skill training in collaboration with George Telegraph Training Institute; and training in Communicative English by British Institute.
- x) The college has introduced compulsory basic computer classes for 1st year students.
- xi) The college provides free access to internet for students in the National Resource Centre (NRC).
- xii) Book Bank facility is provided to economically weak meritorious students.
- xiii) The college has arranged for organization of career counseling sessions by professional institutions for grooming the students and making them aware of jobs and opportunities.
- xiv) A Career counseling and Placement cell has been recently formed.
- xv) A Sexual harassment cell has been formed.

- xvi) Students, teachers and non-teaching staff submit their grievances electronically through the *stakeholders' feedback software*, which are discussed in the Grievance Redressal Cell.
- xvii) The college has made endeavours to open zero balance bank account facility for every student.
- xviii) The college has recently started maintaining students' database.
- xix) The college recently hosted the West Bengal Inter College State Games and Sports Championship where 41 colleges participated.

6. Governance and Leadership

- i) Reformation of the hitherto defunct IQAC cell.
- ii) Appointment of external quality experts as members of IQAC.
- iii) The IQAC has recently arranged for an academic survey of its academic provisions by representatives of the affiliating university.
- iv) ICT training programme arranged by college in collaboration with Right Brains Technology for faculty empowerment.
- v) A Computer Training programme and classes for Communicative English has been arranged for non-teaching staff.
- vi) The provident fund and ESI facility for casual staff have been introduced.
- vii) The college has started a system of regular internal audit.

7. Innovations and Best Practices

- i) The IQAC has set up a “Centre for Studies in Environment and Sustainable Development” in the campus.
- ii) Solar Cell has been installed in the library.
- iii) Green Audit has been conducted.
- iv) Green policy has been adopted for creating awareness among the students.
- v) A Green zone has been created in the college whereby unused spare land is being utilized as vegetable garden.
- vi) Eco-friendly embankment has been made around the pond within the college campus and pisciculture has been introduced.
- vii) A Bird Watchers’ Club has been formed as an innovative initiative for making the students connected with nature.
- viii) The college has been observing ‘vriksharopan’ and ‘prakriti-diwasa’ as annual programmes.
- ix) Innovative Practices
 - In order to make teachers more e-proficient, ICT based teaching facilities, access to infolibnet, teaching Aid Software and individual laptops have been provided.
 - In order to make the students participate in quality assurance and empower them through “collective practice”, mentoring practices have been introduced, wherein each teacher trains one student and one such student trains four students each.
- x) Best practices
 - Continuous Internal Assessment
 - Wide and continuous contact with students, teachers and all stakeholders through SMS Gateway.