

Part I : Institutional Data

A) Profile of the College

1. Name and address of the College :

Name : **DR. B. R. AMBEDKAR COLLEGE**
 Address : **P.O.-BETAI, DIST.-NADIA, WEST BENGAL, PIN - 741163**
 City : **KRISHNAGAR** District : **NADIA** State : **WEST BENGAL**
 Pin code : **741163**
 Website : www.ambedkarcollege.org
 E-mail : ambedkarcollege@rediffmail.com

2. For communication:

Office

Name	Area/S TD code	Tel. No.	Fax No.	E-mail
Principal : Dr. Debendra Nath Sarkar	03471	254207	254716	
Vice Principal :	No such Post exists			
Steering Committee Coordinator : Prof. Pankaj Bhattacharyya and Prof. Pijush Kanti Dev (Joint Coodinator)		09732708384		Pijush 74@yahoo.com

Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal : Dr. Debendra Nath Sarkar	03472	254110	
Vice Principal :	No such Post exists		
Steering Committee Coordinator : Prof. Pankaj Bhattacharyya and Prof. Pijush Kanti Dev (Joint Coodinator)			09732708384

3. Type of Institution:

- a. By management
- i. Affiliated College *
- ii. Constituent College

* University of Kalyani does not have any Constituent College

- b. By funding
- i. Government
- ii. Grant-in-aid
- iii. Self-financ
- iv. Any other
- (Specify the type)

- c. By Gender
- i. For Men
- ii. For Women
- iii. Co-education

4. Is it a recognized minority institution?

Yes No

If yes specify the minority status (Religious/linguistic/ any other)

(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
19	11	1973

- b) University to which the college is affiliated (If it is an affiliated college) or which governs the college (If it is a constituent college)
- UNIVERSITY OF KALYANI** is college)

** The college is also affiliated to **Directorate of Distance and Open Learning, University of Kalyani (DDOL)** for non-formal open distant learning education system.

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	19-11-1973	The college is recognized only u/s 2 (f)
ii. 12 (B)	The College is not recognized u/s 12(B) of the UGC	

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes No

If yes, has the college applied for autonomy? Yes No

8. Campus area in acres/sq.mts:

7.67 acre

9. Location of the college: (based on Govt. of India census)

Urban

Semi-urban

Rural

Tribal

Hilly area

Any other (specify)

Near Indo-Bangladesh border

10. Details of programmes offered by the institution: (Give last year's data)

Under University of Kalyani

Sl. No.	Program me Level	Name of the Programme/ Course	Duration	Entry Qualificatio n	Medium of instructio n	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B.A. (Gen) B.A.(Hons) B.Com(Gen) B.Com(Hons)	3 years	Higher Secondary (Class XII)	Bengali/ English	B.A(H)- 368 B.A(G)-725 B.Com(H)-40 B.Com(G)-25	B.A(H)- 325 B.A(G)-560 B.Com(G)-0 B.Com(H)-03
ii)	* Post-graduate	M.A. (Bengali) M.A. (History) M.A (English)	2 years	B.A.(Hons/ Gen)	Bengali/ English		448 (In 2008-09 academic session)
iii)	M. Phil						
iv)	Ph. D.						
v)	Certificat e course						
vi)	UG Diploma						
vii)	PG Diploma						
vii i)	* Any Other (specify)	Bridge Course in Pol.Sc, History, Bengali & English	1 year	B.A Gen. (2 Year)	Bengali/ English		

* The college is also affiliated to the Directorate of Distance and Open Learning,

Kalyani University for imparting education in Post- graduate courses & Bridge Course

through non-formal open & distant learning education system introduced in the academic session 2008-09

11. List the departments:

Science: College does not offer any science subject	
Departments :	
Arts (Language and Social sciences included)	
Departments : Bengali, English, History, Pol.Sc, Geography & Economics, Philosophy & Physical Education	
Commerce	
Departments :	Commerce
Any Other (Specify)	
Departments :	Nil

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = **Rs. 3631.64***

(b) excluding the salary component = **Rs. 954.46***

* Expenditure from income & expenditure +salary+contingency salary

B) Criterion-wise Inputs

Criterion I : Curricular Aspects

1. Does the College have a stated Vision?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Mission?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Objectives?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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2. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

03

Fee charged for each programme (include Certificate, Diploma, Add-on courses etc.)

* per head of each student .

Sl. No.	Programme (B.A, B.Sc., B.Com. etc.)	Fee *charged in Rs.
1.	B.A.(Hons in Geography)	15,130
2.	B.A. (Gen. with Geography)	5,600
3.	B.A. Gen. with Physical Education	2,970

3. Number of Programmes offered under

a. annual system

b. semester system

c. trimester system

08 (UG) + 08 (PG)*
nil

* Introduced from academic session 2008-09 affiliated to the Directorate of Distance & Open Learning, Kalyani University .

4. Programmes with

a. choice based credit system

b. Inter/multidisciplinary approach

c. Any other, specify

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	8
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	
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6. Are there Programmes taught only by visiting faculty?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	02
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* Programmes under DDOL are taught by

visiting faculty only.

7. New programmes introduced during the last five years

UG	Yes	✓	No		Number	03
*PG	Yes	✓	No		Number	03
**Others (specify)	Yes		No	✓	Number	05

** Bridge course introduced from academic session 2008-09 affiliated to the Directorate of Distance & Open Learning, Kalyani University.

* Introduced from academic session 2008-09 affiliated to the Directorate of Distance & Open Learning, Kalyani University.

8. How long does it take for the institution to introduce a new programme within the existing system?

About one year

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
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10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Yes	✓	No		Number	02
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11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	✓	No		Number	1
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12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes	✓	No	
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b. Alumni?

Yes	✓	No	
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c. Students?

Yes	✓	No	
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d. Employers?

Yes		No	✓
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e. Any other?

Yes	✓	No	
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Criterion II : Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University / Government
- c) Through interview
- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (specify)

(If more than one method is followed, kindly specify the weightages)

66. . Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year (2007-08),

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.A. – Bengali (Hons)	71.6	57.2	57.0	50.6	-	-
Do - History (Hons)	62.4	52.8	52.7	49.8	-	-
Do – Philosophy (Hons)	53.0	46.0	45.5	43.0	-	-
Do – Pol. Sc (Hons)	55.4	46.0	49.0	47.0	-	-
Do – Geography (Hons)	67.0	51.0	58.0	54.0	-	-
B.Com (Hons)	61.8	48.2	-	-	-	-
B.A. General course	65.2	33.6	39.0	32.0	-	-
B.Com General Course	45.5	-	-	-	-	-
*M.A in Bengali						
*M.A in History						
*M.A in English						
* Bridge Course in Pol.Sc						
* Bridge Course in Bengali						
* Bridge Course in History						
* Bridge Course in English						

* Programmes are affiliated to the DDOL, Kalyani University introduced from the academic session 2008-09.

3.	Number of working days during the last academic year	236	
4.	Number of teaching days during the last academic year	195	
5.	Number of positions sanctioned and filled	<i>Sanctioned/ Filled</i>	
	<i>Teaching</i>	16	09+19*
	<i>Non-teaching</i>	18	14
	<i>Technical</i>		

* No. of Part-time teacher + Guest Lecturer + Full-time contractual Lecturer = 17 (equivalent to $17 \div 3$ full time teachers (3:1 ratio) +2 Full Time Contractual teacher = 19

6. a) *Number of regular and permanent teachers (gender-wise)*

Principal	M	00	F	00
Professors	M	00	F	00
Readers/SI.Grade Lecturer	M	06	F	00
Sr. Grade Lecturers	M	00	F	00
Lecturers	M	02	F	01
Total		08		01

b) *Number of temporary teachers (gender-wise)*

Lecturers – Full- time	M	00	F	00
Lecturers – Part- time	M	00	F	00
Lecturers (Management appointees) - Full time	M	02	F	00
Lecturers (Management appointees) - Part time	M	14	F	02
Any other (Guest teacher)	M	01	F	00
Total	M	17	F	02
GRAND TOTAL	M	25	F	03

c) *Number of teachers*

From the same state	All
From other States	Nil

7. a)	Number of qualified/ permanent teachers and their percentage to the total number of faculty	09	31.0
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- b) Teacher: student ratio

1 : 72

- c) Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength

01	10%
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Excluding Part-time teachers

01	3.5%
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Including Part-time teachers
- d) Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength

01	10%
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Excluding Part-time teachers

02	6.9%
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Including Part-time teachers
- e) Percentage of the teachers who have completed UGC – NET and SLET examinations.

22.2%

- f) Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years

Nil

- g) Number of faculty development programmes availed by teachers (last five years)
- | | 2003 | 2004 | 2005 | 2006 | 2007 |
|---------------------|------|------|------|------|------|
| UGC/ FIP programme | Nil | Nil | Nil | Nil | Nil |
| Refresher: | 02 | 01 | 0 | 0 | 0 |
| Orientation: | 0 | 0 | 0 | 0 | 0 |
| Any other (specify) | 0 | 0 | 0 | 0 | 0 |
- h) Number of faculty development programmes organized by the college during the last five Seminars/ workshops/symposia on curricular development, teaching-learning, assessment, etc.
- | | 2003 | 2004 | 2005 | 2006 | 2007 |
|---|------|------|------|------|------|
| Seminars/ workshops/symposia on curricular development, teaching-learning, assessment, etc. | - | - | - | - | - |
| Research management | - | - | - | - | - |
| Invited/endowment lectures | - | - | - | - | - |
| Any other (specify) | - | - | - | - | - |
8. *Number and percentage of the courses where predominantly the lecture method is practiced*

All subjects	
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9. Does the college have the tutor-ward system?
If yes, how many students are under the care of a teacher?

Yes	√	No	
25			
10. Are remedial programmes offered?

Yes	√	No		Number	
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11.	Are bridge courses offered?	Yes	√	No		Number	
12.	Are there Courses with ICT-enabled teaching-learning processes?	Yes	√	No		Number	
13.	Is there a mechanism for :	Yes	√	No			
	a) Self appraisal of faculty ?	Yes	√	No			
	b) Student assessment of faculty performance?	Yes	√	No			
	c) Expert /Peer assessment of faculty performance?	Yes	√	No			
14.	Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week	Yes	√	No			
		4-5 hours					

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc..)

Number	% of Total
00	

2. Research collaborations

- a) National

Yes No

If yes, how many?

- b) International

Yes No

If yes, how many?

3. Is the faculty involved in consultancy work? If yes, consultancy earnings/

Yes No

year (average of last two years may be given)

4. a. Do the teachers have ongoing/ completed research projects?

Yes No

If yes, how many? On going

00

Completed (during last 5 years)

- b Provide the following details about the ongoing research projects

Major projects	Yes	No	√	Number	Agency	Amt.

Minor projects	Yes		No	√	Number		Agency		Amt.	
College Projects	Yes		No	√	Number		Amount			
Industry sponsored	Yes		No	√	Number		Industry		Amt.	
Any other (specify)							Agency		Amt.	
No. of student research projects	Yes		No	√	Number					

5. Research Publications :

International journals	Yes		No	√	Number	
National journals – refereed papers	Yes		No	√	Number	
College journal	Yes		No	√	Number	
Books	Yes		No	√	Number	
Abstracts	Yes		No	√	Number	
Any other (specify): Short story, Poem, Drama, Novel, etc. by different faculties.	Yes		No	√	Number	

6. Has the faculty

a) Participated in Conferences? Yes No Number – All faculty

b) Presented research papers in Conferences? Yes No Number – Nil

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

0

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)
* NSS unit will be formed very soon

*NSS	NCC
00	00

9. Number of NCC Cadets/units

M	Nil	F	00	Units	
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10. Number of NSS Volunteers/units

M	Nil	F	00	Units	
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Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres

7.67 acres

- (b) Built up area in Sq. Meters

2,140 sq. mt

(*1 sq.ft. = 0.093 sq.mt)

2. Working hours of the Library

- (a) On working days

Mon-Fri : 10:00 – 17:00
Sat: 10:30– 14:00 hrs.

- (b) On holidays

Closed

- (c) On Examination days

10:00-17:00*

* 3 days in a week

3. Average number of faculty visiting the library/day (average for the last two years)

4 to 5

4. Average number of students visiting the library/day

200 to 250

(average for the last two years)

5. Number of journals subscribed to the institution

00

6. Does the library have the open access system?

Yes		No	✓
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7. Total collection (Number)

Titles	Volume
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- a. Books

9500	14500
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- b. Textbooks

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- c. Reference books

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- d. Magazines

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- e. Current journals

Indian journals

✓

Foreign journals

NIL

f. Peer- reviewed journals	NIL
g. Back volumes of journals	✓
h. E-resources	
CDs/ DVDs	NIL
Databases	NIL
Online journals	NIL
Audio- Visual resources	NIL

	Yes	No	Number
i. Special collections (numbers)			
Repository		✓	
(World Bank , OECD, UNESCO etc.)		✓	
Interlibrary borrowing facility		✓	
Materials acquired under special schemes (UGC, DST etc.)		✓	
Materials for Competitive examinations including Employment news, Yojana etc.		✓	
Book Bank		✓	
Braille materials		✓	
Manuscripts		✓	
Any other (specify)			

8 Number of books/journals / periodicals added during the last two years and their total cost

	The year before last (06-07)		Last Year(07-08)	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	1561	Rs.167041.00	2573	Rs.1,49,520
Reference Books				
Other books				
Journals/Periodicals	Nil	-		
Encyclopedia	Nil	-	Nil	-
Any other(specify)	-	-	-	-

9. Mention the

Total carpet area of the Central Library (in sq. ft)

1000

Number of departmental libraries

09

	Average carpet area of the departmental libraries	
	Seating capacity of the Central Library (Reading room)	25
10.	Status of Automation of the Library	
	not initiated	<input type="checkbox"/>
	fully automated	<input type="checkbox"/>
	partially automated	<input checked="" type="checkbox"/>
11.	Percentage of library budget in relation to the total budget	**
	• Excluding Salary	
	** College does not prepare any budget.	
12.	Services/facilities available in the library (If yes, tick in the box)	
	Circulation	<input checked="" type="checkbox"/>
	Clipping	<input type="checkbox"/>
	Bibliographic compilation	<input type="checkbox"/>
	Reference	<input checked="" type="checkbox"/>
	Reprography	<input type="checkbox"/>
	Computer and Printing	<input type="checkbox"/>
	Internet	<input type="checkbox"/>
	Inter-library loan	<input type="checkbox"/>
	Power back up	<input checked="" type="checkbox"/>
	Information display and notification	<input checked="" type="checkbox"/>
	User orientation /information literacy	<input type="checkbox"/>
	Any other (specify)	
13.	Average number of books issued/returned per day	100
14.	Ratio of library books to the number of students enrolled	1:7
15.	Computer Facilities	
	Number of computers in the college	32
	Number of Departments with computer facilities	02
	Central computer facility (Number of terminals)	20

Budget allocated for purchase of computers during the last academic year

Rs. 3,46,421

Amount spent on maintenance and upgrading of computer facilities during the last academic year

Rs. 10000.00

Internet Facility, Connectivity	Dialup	Broadband	Others (Specify)
		✓	
Number of nodes/ computers with Internet facility	02		

16. Is there a Workshop/Instrumentation Centre?

Yes		No	✓		
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17. Is there a Health Centre?

Yes		No	✓		
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18. Is there Residential accommodation for Faculty ?

Yes		No	✓
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Non-teaching staff ?

Yes		No	✓
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19. Are there student Hostels?

Yes		No	✓
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If yes, number of students residing in hostels

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Male

Yes		No		Number	
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Female

Yes		No		Number	
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20. Is there a provision for

a) Sports fields

Yes	✓	No	
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b) Gymnasium

Yes	✓	No	
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c) Womens' rest rooms

Yes	✓	No	
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d) Transport

Yes		No	✓
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e) Canteen/Cafeteria

Yes	✓	No	
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f) Students centre

Yes	✓	No	
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g) Vehicle parking facility

Yes	✓	No	
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Criterion V: Student Support and Progression

1. a Student strength

(Provide information in the following format, for the past two years)

For the year 2007 -08

Student Enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	1408	733	2141	0	0	0	0	0	0	0	0	0	0	0	0			
Number of students from other States	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of NRI students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of foreign students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

For the year 2006-07

Student Enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	1068	512	1580	0	0	0	0	0	0	0	0	0	0	0	0			
Number of students from other States	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of NRI students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of foreign students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

M – Men, F- Female, T-Total

Number of first classes															
*Number of distinctions	09	01	03	10	02										
Ranks (if any)															

(* 50% or above marks of total marks secured)

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
Nil		

7. Number of students who have passed the following examinations during the last five years

	2003	2004	2005	2006	2007
NET	00	00	00	00	00
SLET	00	00	00	00	00
CAT					
TOEFL		00	00	00	00
GRE	00				
GMAT		00	00	00	00
Civil services (IAS / IPS/IFS)	00				
Defence Entrance		00	00	00	00
Other services					
Any other (specify)		00	00	00	00

8. Is there a Student Counseling Centre?

Yes	√	No	
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9. Is there a Grievance Redressal Cell?

Yes	√	No	
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10. Does the college have an Alumni Association?

Yes	√	No		Formed in the year 2008	
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11. Does the college have a Parent-teachers Association?

Yes	√	No		Formed in the year 2008	
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Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent Principal?

Yes		No	√
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- If Yes, denote the qualifications

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- If No, for how long has the position been vacant?

5 years

2. Number of professional development programmes held for the Non-teaching staff (last two years)

2006	2007
nil	nil
3. Financial resources of the college (approximate amount) – Last year's data
- | | |
|--------------------------------------|---------------|
| Grant-in-aid | Rs. 49,42,273 |
| Fee from aided courses | Rs. 38,56,464 |
| Donation | Rs 2,68,000 |
| Fee from Self-funded courses | Rs. 4,98,130 |
| Any other (specify) | |
| (Ad-hoc Grant for part-time teacher) | Rs. 2,88,000 |
| UGC Grants for books and journals | Rs. 97,104 |
| UGC Grants for Women's Hostel | Rs. 21,70,941 |
| UGC Grants for Seminar | Rs. 31,500 |
4. Statement of Expenditure (for last two years)
- | Item | Before last
(06-07) | last year
(07-08) |
|---|------------------------|----------------------|
| % spent on the salaries of faculty
Excluding part-time and contractual teacher | 38.40 | 23.98 |
| Including part-time and contractual teacher | 50.00 | 31.06 |
| % spent on the salaries of non-teaching employees including contractual workers | 20.80 | 16.14 |
| % spent on books and journals | 1.9 | 1.23 |
| % spent on Building development | 10.54 | 3.22 |
| % spent on hostels, and other student amenities | 0 | 13.52 |
| % spent on maintenance - electricity, water, telephones, infrastructure | 3.7 | 3.00 |
| % spent on academic activities of departments - laboratories, green house, animal house, field trips etc. | 0.45 | 3.32 |
| %.% spent on research, seminars, etc. | 0 | 0.51 |
| % spent on miscellaneous expenditure | 12.61 | 28.06 |

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:	Last year (2007-08)	Year before last (2006-07)
Governing Body	12/09/07, 6/12/07, 25/01/08, 19/03/08, 19/04/08	22/07/06, 25/09/06, 29/12/06, 10/05/07, 22/05/07
Internal Admn. Bodies (mention only three most important bodies) Teachers' Council	23/08/07, 27/09/07, 13/12/07, 07/02/08, 04/03/08, 06/08/08, 12/09/08, 06/11/08, 11/12/08	14/09/06, 27/09/06, 20/12/06, 31/01/07, 05/04/07, ,
Any other (specify) Finance Committee	23/07/07, 12/03/08, 13/06/08	10/07/06,
Admission committee	03/06/08, 27/06/08	18/07/07, 09/08/07

6. Are there Welfare Schemes for the academic community?

Loans:	Yes	√	No	
Medical allowance	Yes		No	√
Any other (specify)	Yes		No	√

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office	Yes	√	No	
b) Finance Unit	Yes	√	No	
c) Student Admissions	Yes	√	No	

d) Placements

Yes		No	√
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e) Aptitude Testing

Yes		No	√
-----	--	----	---

f) Examinations

Yes		No	√
-----	--	----	---

g) Student Records

Yes	√	No	
-----	---	----	--

Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance Mechanisms ?

Yes	√	No	
-----	---	----	--
2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	√	No	
-----	---	----	--
3. What is the percentage of the following student categories in the institution?
- | | |
|------------------------|-------|
| a. SC | 35 % |
| b. ST | 2 % |
| c. OBC | 8.1 % |
| d. Women | 35 % |
| e. Differently-abled | 0 |
| f. Rural | 100 % |
| g. Tribal | 0 |
| h. Any other (specify) | 0 |

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	6	21	11	69
b	ST	0		0	
c	OBC	07	25	01	6
d	Women	03	11	01	6
e	Physically-challenged				
f	General Category	12	43	03	19
g	Any other (specify)				

5. What is the percentage incremental academic growth of the following category of student for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
a.	SC	282	192	91	139
b.	ST	01	01	01	0
c.	OBC	78	60	27	23
d.	Women	260	231	75	106
e.	Physically challenged	0	0	0	0
f.	General Category	514	383	118	174
g	Any other (specify)	0	0	0	0
	Total	1135	867	312	442

C : Profile of the Departments

Department of Bengali

		Responses	
1	Name of the Department	Bengali	
2	Year of Establishment	1973-74 Session	
3	Number of Teachers sanctioned and present position	02	06(2 full time and 3 part time)
4	Number of Administrative Staff	One	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	05	All students
7	Demand Ratio (No. of seats : No. of applications)	01:04	
8	Ratio of Teachers to Students	5: 258(G) 5: 64 (H)	
9	Number of research scholars who had their master's degree from other institutions	One , Ph.D, C.U	
10	The year when the curriculum was revised last	2003-2004 Session	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	85% - 95% (H) 40% - 60% (G)	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	05 (National & State-Level)	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	250	
24	Number of Journals/Periodicals	07	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of Commerce

		Responses	
1	Name of the Department	Commerce	
2	Year of Establishment	1973 -74 Session	
3	Number of Teachers sanctioned and present position	03	04(2 full time & 2 part time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	04	06 *
7	Demand Ratio (No. of seats : No. of applications)	Applicant is less than the available seat	
8	Ratio of Teachers to Students	1:1.5	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003-2004 Session	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	85% - 95% (H) 40% - 60% (G)	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	03 (National and State-Level)	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	27	
24	Number of Journals/Periodicals	04	
25	Number of Computers	01	
26	Annual Budget	Nil	

Profile of the Departments : Department of Political Science

		Responses	
1	Name of the Department	Political Science	
2	Year of Establishment	1973-74 Session	
3	Number of Teachers sanctioned and present position	02	04(1 full time & 2 part time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	04	42 – (H) 727 – (G)
7	Demand Ratio (No. of seats : No. of applications)	01 ; 01	
8	Ratio of Teachers to Students	01 : 81	
9	Number of research scholars who had their master's degree from other institutions	One, M.Phil, C.U	
10	The year when the curriculum was revised last	2003-2004 Session	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	85% - 95% (H) 40% - 60% (G)	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	01 (State-Level)	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	192	
24	Number of Journals/Periodicals	04	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of Economics

		Responses	
1	Name of the Department	Economics	
2	Year of Establishment	1973 - 74 Session	
3	Number of Teachers sanctioned and present position	02	01
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	01	34
7	Demand Ratio (No. of seats : No. of applications)	Applicant is less than the total number of seats	
8	Ratio of Teachers to Students	1:34	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003-2004 Session	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	95 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	07 (National) & 01 (International)	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	22	
24	Number of Journals/Periodicals	10	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of Philosophy

		Responses	
1	Name of the Department	Philosophy	
2	Year of Establishment	1973 – 74 Session	
3	Number of Teachers sanctioned and present position	02	03 (1 full time and 2 part time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	03	Gen-589 Hons-119
7	Demand Ratio (No. of Seats : No. of applications)	Applicant is less than seat	
8	Ratio of Teachers to Students	1:236	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003 – 2004	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	92 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	154	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of History

		Responses	
1	Name of the Department	History	
2	Year of Establishment	1973	
3	Number of Teachers sanctioned and present position	03	03(2 full time and 1 pat time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	03	Hons- 213 Gen-1680
7	Demand Ratio (No. of seats : No. of applications)	01 : 02	
8	Ratio of Teachers to Students	01 : 631	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003 – 2004	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	90 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	
17	Number of National and International seminars organized (Last five years)	02 (National)	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	218	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of Geography (Self Financed)

		Responses	
1	Name of the Department	Geography *	
2	Year of Establishment	2004	
3	Number of Teachers sanctioned and present position	0	2 (contractual)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	02	33
7	Demand Ratio (No. of seats : No. of applications)	01 : 06	
8	Ratio of Teachers to Students	01 : 16	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003 – 2004	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	95 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals	00	
25	Number of Computers	01	
26	Annual Budget	Nil	

**Profile of the Departments : Department of Physical Education
(Self Financed)**

		Responses	
1	Name of the Department	Physical Education *	
2	Year of Establishment	2000	
3	Number of Teachers sanctioned and present position	0	02(1 contractual & 1 part time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	02	535
7	Demand Ratio (No. of seats : No. of applications)	1:3	
8	Ratio of Teachers to Students	1:267	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003 – 2004	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	90 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals	00	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Profile of the Departments : Department of English

		Responses	
1	Name of the Department	English	
2	Year of Establishment	1973 - 74 Session	
3	Number of Teachers sanctioned and present position	02	02(part time)
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	01	92
7	Demand Ratio (No. of seats : No. of applications)	Applicant is less than the total number of seats	
8	Ratio of Teachers to Students	1:46	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003-2004 Session	
11	Number of students passed NET/SLET etc. (last two years)	Nil	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	90 %	
13	University Distinction/ Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	05	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals	0	
25	Number of Computers	Nil	
26	Annual Budget	Nil	

Part II: Evaluative Report

A. Executive Summary:

With a vision to build the future backbone of the nation, Dr.B.R. Ambedkar College was established in the year 1973, in a rural socio-economic set-up near the Indo-Bangladesh border. Every passing year has seen an increase in its Departments, more and more arenas and avenues of education have opened up. Also, with every passing year, the College has tried to open the gates of higher education to an increasing number of students. In recent years, the College has opened a Computer Centre in collaboration with WEBEL Informatics and also started a Study-Centre under the University of Kalyani.

Criterion-I : Curricular Aspects

In striving towards its vision of creating opportunities of higher education in Villages to cater to the needs of the poor rural masses ; maintaining advancement of higher education to build up an ideal Centre of Learning ; imparting quality based education with the objective of acquiring skills that can prepare students to meet the realities of life ; helping students acquire an awareness of and sensitivity to the total environment and its allied problems; and providing the infrastructure for physical education, sports and games in order to bring about an integrated development of the body and mind, the college has tried to update its curriculum on a regular basis.

Currently affiliated to the University of Kalyani, the College offers Undergraduate Courses in formal subjects (in both Honours and General Levels) ; and some Post-Graduate Courses under the Open and Distance Learning Scheme (in subjects like History, Bengali and English). This scheme has been established under

the University of Kalyani mainly with the intention of opening up a new horizon of education in the distant learning mode to a large section of students who cannot complete their education in the formal mode.

In order to develop computer skills, not only among the students, but also among the interested students of the entire locality, the College has also opened a Computer Center in collaboration with WEBEL Electronics. A proposal for opening a Coaching Centre to coach students sitting for various competitive examinations like SSC, NET, SLET is also in the pipeline.

Criterion-II : Teaching-Learning and Evaluation

Admission :

During admission time, the College ensures that students are selected strictly according to merit and there is 100 % transparency in the admission process. After a wide publicity campaign, for every subject, counseling is done separately. We also observe the Reservation Criteria for SC/ST and Other Backward Classes in a very strict manner.

Teaching :

The Teaching – Evaluation Process is planned well ahead with the help of an Academic Calendar. Classes are taken with the help of lectures, Power-Point Presentations, OHP, audio-visual aids, Computer along with the conventional chalk-duster-blackboard method of teaching. Field work and educational tours are also regularly conducted to help the students get a practical experience of various subjects.

Evaluation :

The evaluation process is all-year round, which strives to ensure that the students keep up their studying habits all year round. The progress of a student is also continuously monitored through methods such as evaluation of home assignments, regular class-Tests, Students Seminars and personal Counseling sessions. The slow and advanced learners are also identified and steps are taken so that they are guided in different manners.

Faculty:

The Full-Time Faculty is recruited through the West Bengal College Service Commission and is qualified according to UGC norms. Though some vacant posts are filled up by competent and qualified Part-Time and Contractual Lecturers, quite a few posts are still vacant. All the members of the Faculty keep enriching themselves through participation in Workshops, Seminars and other Inter-College Programmes.

Criterion-III : Research, Consultancy and Extension

Though the scope of research activity is very limited, the College being in an extremely rural setting, a few teachers are engaged in M.Phil and Ph.D. The College authority actively encourages all the Teachers to continuously upgrade themselves through research work.

Criterion-IV : Infrastructure and Learning Resources

The College is built on an area of 7.67 acres of land, amidst lush greeneries. It has a vast playground on one side and an auditorium on the other. Apart from a Canteen, Gym,

Playground, Common Room, the College also has a well-equipped library and a Reading Room that is updated with the latest books, journals, magazines and reference works. The College tries its best to provide every possibility for a smooth all-round development of its students. The infrastructure of the College is utilized by the Computer Study Centre as well as the Centre for Open and Distance Learning Centre. A Girls Hostel, sanctioned by UGC is already under construction and is on its way to completion. To host various Special Programmes and Seminars, the College also has an Auditorium, built on one end.

Criterion-V : Student Support and Progression

The students being the backbone of the College, they are nurtured in the best possible way so as to ensure their sound upbringing.

- Students who are socially and economically disadvantaged are provided financial support with various scholarships and freeships
- As the Girls Hostel is nearing completion, more and more female students will avail of this opportunity
- The Career Counseling Cell of the College also provides guidance to students about the scope and prospect of higher studies; encourages them to sit for various competitive examinations and assists them in filling up forms etc.
- The Annual Prospectus published by the College is a storehouse of information for the Students containing information like Historical Background, Affiliation details, Structure of the population and special features of the College; Mission and Vision of the College ; Facilities available in the College ; Teaching and Non-Teaching Staff of the College ; Rules and Regulations of the College ; Details of the Students' Union ; Admission Rules, Available Subject

Combinations and Papers ; Distribution of marks in Honours and General papers ; Course Structure, Examination Pattern and Fees Structure of the College.

- As far as the Safety and security of the students is concerned, the students have access to a Health Home and grievance Redressal Cell.
- The college has an elected Students' Union which actively participates in organization of various co-curricular and extra-curricular activities such as programmes of Blood Donation Camps, Traffic Awareness Campaigns, Mock Parliament, various cultural programmes, indoor and outdoor game competitions, annual sports meet etc. The Students' Union also has representation in the different academic and administrative bodies in order to facilitate smooth functioning of the college.

Criterion-VI : Governance and Leadership

The College is run under the able leadership of Dr. Debendranath Sarkar, as Teacher-In-Charge with the aid and advice of the Governing Body in various policy and administrative matters. However, all the decisions regarding academic matters are taken by the Teacher's Council together with the Teacher-In-Charge. As the various Sub-Committees of the College assist the Teacher-In-Charge in their own ways, so do the Students' Council provide valuable support and co-operation whenever needed. All of them are in constant touch with the Management through regular meetings. Just as the Teaching Staff, well-equipped and trained, carry out their duties in a smooth and efficient manner, so do the non-Teaching Staff (both Group-C and Group-D). Their responsibilities are defined and communicated to them through Circulars, and co-operate with the Management in all possible ways.

Criterion-VII : Innovative Practices

“True Courage is like a kite... A contrary wind raises it higher...”

..... A Proverbial saying

The College can be compared to a kite; the poor and rural socio-economic setting can be compared to the contrary wind. No doubt, these contrary winds have raised the College higher and higher ; though set up in a very rural background, sheer will, dedication to succeed, energy and determination to live up to its expectations has brought the College to where it is today.

In order to ensure the quality of its academic and administrative framework, the College authority has adopted various innovative practices.

- Teaching and Non-Teaching Staff, Students participate in various academic and administrative bodies
- Students who are financially weak are provided support in various forms like freeships and scholarships
- Regular feedback is obtained from the students and self-appraisal is done by the faculty themselves
- Though a tedious process, the College is trying to computerize its various systems as fast as possible.
- The Students’ Union is in close touch with the students and works for the upliftment of the College in all spheres.

Thus, just as a contrary wind raises a kite higher into the sky; so have the various adversities before the College pulled it up to the commanding height that it enjoys in its locality. However, for us, at Dr.B.R.Ambedkar College..... The sky is the limit....”

B. Criterion-wise Evaluative Report

Criterion I : Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders ?

VISION & MISSION :-

“Not gold, but only men can make
 A people great and strong
 Men who for truth and honor’s sake
 Stand fast and suffer long
 Brave men, who work while other’s sleep
 Who dare while other’s fly
 They build a nation’s pillars deep
 And lift them to the sky.”

----- R.W. EMERSON

In keeping with the above saying, we at Dr. B.R.Ambedkar College, believe in building a nation – and for that building the future backbone of the nation – our students. This is, in a nutshell, the vision and mission of the institution. Though established in a rural setting, every attempt is made to help students realize their full potential. We understand that

many of our students are first-generation learners. This situation is dealt with in an extremely careful manner and no stone is left unturned to raise the academic standards of the students, most of whom are from very poor households.

a) Following are the main objectives (vision and mission) of the college:-

- To create opportunities of higher education in Villages to cater to the needs of the poor rural masses
- To maintain advancement of higher education to build up this rural Degree college as an ideal Centre of Learning
- To make the College a source of inspiration for students so that the number of drop-outs are minimized
- To impart quality based education with the objective of acquiring skills that can prepare them to meet the realities of life. Skilled manpower and its systematic application are required in all fields – industry and agriculture.
- To help students acquire an awareness of and sensitivity to the total environment and its allied problems; to develop in the minds of the students a feeling of belonging to this ideal Institution of Higher Education
- To foster universal and eternal values, oriented towards the unity and integration of the community as a whole. Such education is directed to eliminate religious superstition, fanaticism, fundamentalism and violence from the society.
- To provide the infrastructure for physical education, sports and games in order to bring about an integrated development of the body and mind.
- To lay emphasis on modern educational technology to improve the academic standards, create awareness among the students and inculcate the spirit of dynamism in them.

- To motivate students to develop an analytical frame of mind so that they question and discover instead of accepting everything blindly
- To develop responsible citizens of the country who can strive for the betterment of humanity and to equip them with updated information so that they may face the challenges of the new millennium

b) The steps that are taken to translate the broad vision of the college into acts are as follows :-

- The college has an elected body of Students Union that takes great care to cater to the demands and needs of the students, whatever be their socio-economic background
- Seats are being increased in order to accommodate a vast number of students
- Together with the University of Kalyani, the College has a Department of Distance education in the subjects of English, History, Bengali and Philosophy
- In case of students with a poor socio-economic background, the college offers scholarships, full and half free studentship.
- Various co-curricular activities are carried out like Traffic control Programmes, Planting of Trees, Aids Awareness Campaigns etc.
- The College also organizes matches, competitions, sports and games for the physical development of its students
- Reservation is provided to the students of Other Backward Classes, Scheduled Castes and Scheduled Tribes

- More and more students are getting access to computers and they are encouraged to use them in their leisure time
- Efforts to instill values among the students are carried out by organizing programmes like Teacher's day, celebration of Dr.B.R.Ambedkar Jayanti etc.
- Pursuit of art and literature is encouraged and the Students Union publishes a yearly journal where students contribute whatever they can.

Thus, every attempt is made to ensure that the vision and mission of the college is carried out in a proper way. It is the feeling of unity and oneness in the college that transcends all groups or cultural differences and synthesizes all castes, linguistic and religious communities into a compact whole. However, there is always scope for improvement and the College is open to opinions on each of these matters.

1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

The institution is continuously trying to create an environment, which is effective enough for the students, teachers and staffs to deliver a good learning system based on the present socio-economic scenario of the locality where the institution is situated. A team of highly qualified and dedicated teachers is an asset of our college. After admission a student is made to feel at home by means of a healthy student-teacher relationship and a very helping class room atmosphere.

Our institution is equipped with geography laboratory with high end apparatus as per modern need, modern teaching aids like OHP and LCD projectors, computer and internet facility etc., to develop an inquisitive and scientific mind.

We have an active NSS unit with an adopted villages under *Tehatta Gram Panchayet, Nadia* to encourage students towards community based services.

We regularly organize various educational and cultural tours to develop young minds as true human beings. Cultural programmes like music , debate, youth parliament, games & sports etc. are regularly held, which promotes human values among students. We also organize other co-curricular activities like tree plantation, AIDS awareness campaign, traffic control, garbage cleaning drive etc. To broaden the vision and to build a panoramic view of the society among students seminars, conferences, on different subjects and topics, related to both academics and society, are regularly organized.

1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)

Our academic programmes are in line with the stated goals and objectives of the institution. Curriculum, developed by the affiliating university, is supportive to the aims and objectives. We are progressing towards the objectives through the under mentioned considerations:

Access to the Disadvantaged : The college ensures the access to the disadvantaged by making a provision (i) to accommodate the poor but meritorious students belonging to the economically weaker section by offering them with full and half freeships (monthly fee waiver), (ii) of hostel facility (under construction)

to the students who come from distant places, (iii) by making a provision of reservation of seats for students belonging to SC/ST community and who are physically challenged.

Equity : Equity is ensured by offerings of various stipends, scholarships, free-studentships and several endowment funds to the students from SC/ST/OBC, minority community, and poor but meritorious students.

Self development : Class room teaching and campus life are designed in such a way as ignites the inner power of the students for self development and personality building. Participation in students' seminars and co-curricular activities provide a platform to develop and express their hidden talents.

Community and National Development : Through various community based services of NSS the student develops leadership qualities that are the current need of societal and national development. Donations are collected for National Leprosy Mission, for flood relief, for rehabilitation of Tsunami victims, and other social causes whenever required. Seminar on 'Minority Community' has been organized to make the students aware of the present government policies that have been undertaken for their benefits.

Ecology and environment : We encourage students to maintain the ecological balance through tree plantation. Students are also encouraged to keep the classrooms and the campus clean. In fact the UG curriculum contains a compulsory subject "Environmental Science" for all students.

Value orientation : Humanities subjects like literature, philosophy etc. have value oriented courses and we strive to ensure the quality of diversity in our institution to spread the values among students. Observation of Independence Day, Republic Day, Ambedkar Jayanti, Teachers' Day etc. in the campus inculcates a sense of national integration, patriotism, and communal harmony among the students.

Employment : We are equipped with Career Counseling Cell for guiding the students in making decisions about their future..

ICT introduction : ICT is being introduced gradually over the years in all spheres of administration, finance, students' information system, library management as well as teaching and learning process. Our aim is to ensure basic computer literacy to all the staffs and students within the next one year, for which we are well equipped with a computer lab. Ready access is given to Internet and computerized library facility to the students and teachers.

Mental & Physical development : Literary magazines, journals & periodicals are subscribed by the college. Annual athletic sports meet, different games and sports (such as football, volleyball, cricket, badminton, table tennis, carom etc.) tournaments, cultural competitions make the young minds and body fresh and healthy. The college has a playground, and one gymnasium in addition to indoor games facilities. All these facilities are utilized by the students to keep them physically and mentally fit.

1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

ICT is well integrated in our curriculum. The college has a Computer Laboratory with free access to the students, where regular classes are held for their basic computer knowledge.

1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

The curriculum is framed by the University of Kalyani, our affiliating body. A faculty member of this college is a member of the Board of Studies of the said university. He, with other teachers and students, assesses the needs and gathers information about curriculum development and participates in framing the curriculum. Views from all stakeholders are reflected through them. In this process our college plays an important role to ascertain the development process of the curriculum.

1.2 Academic Flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

Number of Programmes : 8 Under Graduate Degree Courses in formal mode under the University of Kalyani and 8 PG courses in distance mode of Directorate of Distance and Open Learning of University of Kalyani.

Subjects offered in B.A. (Honours & General) course and its flexibility :

SUBJECTS (Honours)	ELECTIVE*
Bengali	Philosophy/Geo, Enomics, English, Political Science, History
History	Philosophy/Geography, Economics Bengali, History
Philosophy	Philosophy /Economics Bengali/Mathematics, History
Political Science	Bengali/Mathematics, Eng, Political Sc., History
Geography	Bengali, English, Political Sc., Economics, History
B.A. (General)	Philosophy/Geography.

Subjects offered in B.Com(Honours & General) course and its flexibility :

SUBJECTS (Honours)	ELECTIVE*
B.Com Honours	Accountancy
B.Com General	Accounting Group

* In all the UG courses Environmental Science, and two language subjects Bengali and English are included as compulsory subjects.

Various courses under open distant learning mode of Directorate of Distance and Open Learning, University of Kalyani

1. Bridge Course in Bengali
2. Bridge Course in English
3. Bridge Course in History
4. Bridge Course in Philosophy
5. Bridge Course in Political Science
6. Master Degree in Bengali,
7. Master Degree in English
8. Master Degree in History

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

- a) Core options b) Elective options c) Add on courses
- d) Interdisciplinary courses
- e) Flexibility to the students to move from one discipline to another
- f) Flexibility to pursue the programme with reference to the time frame (flexible time for completion)

The college in its limited area of action continuously engaged to ensure academic flexibility, value addition, and course enrichment. The scope of academic flexibility rendered towards student community may be described through following provisions:

(a) & (b) Core option & elective option:

08 core options are available under the formal courses. 06 elective options for Humanities students and 02 elective options for Commerce students are available. *(Please Refer to Sec. 1.2.1)*

Free and Merit basis change of subjects and courses are allowed up to university stipulated time limit.

(c) Add-on Courses : There is a Computer Training Centre in the college premises organized in collaboration with WEBEL Informatics Ltd to enable the students to equip themselves with IT for employment in future.

(d) Interdisciplinary course : College has no interdisciplinary course .

e) Flexibility to the students to move from one discipline to another :

Available up to university stipulated time frame guidelines.

f) Flexibility to pursue the programme with reference to the time frame (flexible time for completion) :

An undergraduate student can clear each module (in 1+1+1 pattern) by maximum 3 attempts subject to a maximum of 6 years to complete graduation from the date of registration.

1.2.3 Give details of the programmes and other facilities available for international Students (if any)

All the academic programmes of this institution are open to every student irrespective of the state and nation. At present there is no international student.

1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

At present there are three self-financed course offered by the college – 1) Geography Honours & 2) B.A General with Geography as one of the elective subjects and 3) B.A General with Physical Education as one of the Elective subjects. It is only the enhanced admission fees which differs it from the other courses offered by the college. The admission norms and the curriculum are as per University of Kalyani norms under which the college is affiliated to. At presents there are two full-time contractual lecturers in the department of geography, selected as per UGC norms. Salary to the lecturers is paid and lab equipments are purchased from the admission fees collected from the students.

1.3 Feedback on Curriculum

1.3.1 How does the college obtain feedback on curriculum from

- a) **Students?**
- b) **Alumni?**
- c) **Parents?**
- d) **Employers / Industries?**
- e) **Academic peers?**
- f) **Community?**

(a) **Students** : To obtain the feedback from the students, sample questionnaires (as per NAAC guideline) are issued to the students. The filled up questionnaires are collected by the respective Head of the Department and preserved properly. The College Authority also collects feedback from outgoing students after their final examination. The Students' Union sometimes place demands related to curriculum. Finally all these feedbacks are thoroughly discussed in the Teachers' Council meeting. If any positive suggestion comes out it is forwarded to the University.

(b) **Alumni** : Alumni Association of the college was reconstituted in 2008. It has always been a source of inspiration towards the fulfillment of stated vision of the College. Various suggestions put forwarded by the Alumni of the College are discussed, reviewed in the Governing Body, Teachers' Council and other forums. Final decisions of different forums are executed properly by the Principal of the college to achieve the goals as guided by the vision and mission statement of the college.

(c) **Parents** : An open forum named "Parent Teachers Association" interacted at regular intervals where the parents/ guardians (i) discuss matters related to overall development of their ward, (ii) consider specific proposal regarding teaching learning process, (iii) overall development of the college. Resolutions adopted in the meeting are sent to the Head of the Institution for necessary action.

(d) **Employer/Industries** : The Career Counseling Cell of this college gathers their suggestions and advices the students accordingly.

(e) **Academic Peers** : Distinguished academicians and reputed Professors from the University of Kalyani and other Institutions visit the college on various occasions in connection with seminars. Their views and valuable suggestions are discussed in the appropriate bodies and actions are initiated accordingly.

(f) **Community** : The college, established in 1973, is a socio-academic part of our home District Nadia and adjacent District of Murshidabad.. We regularly organize community camps and primary health services through the unit of NSS. By the help of this interaction with the community, we obtain the required feed back from society.

1.3.2. How are the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The suggestions and grievances come to us as feedback are discussed and analyzed in the Teachers' Council meeting, if necessary. Any suggestion related to modification of syllabus is forwarded to the affiliating University and actively pursued by the members of UG Board of Studies from our College.

1.4 Curriculum update

1.4.1 What are the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

The basis for revision of syllabus is the growing demand from several sectors – the major being the recommendation made by the UGC, and feedback from different corners. Besides, the expansion of knowledge, the suggestions from the Academic Peers on the context of globalization, often creates a demand for revision of curriculum.

The syllabus revision is done by the affiliating University with the active participation of the appropriate bodies of the affiliated colleges as and when needed. Workshops and seminars are organized by the university with active participation of teachers from our college to evaluate the need of a revision and the frequencies of such revisions are normally 5 to 8 years.

Major revisions have been made 4 years ago, in the academic year 2003-04. In the year before last (2005-06) the university had changed the pattern for the under graduate studies. In 2005 the 2+1 pattern changed to 1+1+1 pattern to facilitate the thorough study and to tune with the global design of academics. From the year 2007 short answer type questions are introduced and 15 marks have been allotted in each paper for class tests, attendance, socio-cultural activities and class room behavior.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The institution, 35 years old, has all along put special efforts to impart education without losing sight of the task of nation building. Students passed from our college are engaged in all the parts of the nation and society to develop and improve the qualitative structure of human hood.

Various Arts subjects like Literature, Philosophy, Political Science etc. are taught to promote value education. The specified courses aimed at promoting value education like

civic sense, moral and ethical values, social responsibility, human rights, environmental awareness are :

- Environmental Science as a compulsory subject in the UG course under the University of Kalyani
- B.A. Honours course in humanities subjects like Bengali, English, Sanskrit., Philosophy, and Political Science.

The updated syllabus prescribed by the University includes recent national and international developments particularly in the fields of Economics and Political Science. Recent Social and political developments are also incorporated in the curriculum of Social Sciences.

Through our most sophisticated Computer Laboratory we are continuously trying to impart technology based higher education in Geography. Most sophisticated software like GIS etc. is planned to purchase shortly.

We regularly organize Health Camps, Seminars on Communal Harmony, Rural Development etc., Debate, and Mock Youth Parliament to ignite the values in our students and to make them good citizens.

All these measures stated above ensure that the curriculum bears a significant thrust on core values adopted by NAAC. In addition to that the Educational Tours organized by the Departments are also a part of the process.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

Being an affiliated college of the University of Kalyani, our curriculum is structured and revised by the respective Board of Studies of the University. The affiliating body uses the guidelines from all statutory bodies.

1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

In the era of Liberalization and Globalization, to meet the emerging National and International trends the faculty members interact in the Workshops/Seminars organized by the Board of Studies of the University regarding the modification of the existing courses. Their suggestions are often incorporated in the modified curriculum. In addition to that, the College authority feels the need of introducing new courses and accordingly the proposals are prepared and sent to the University after prior approval of Higher Education Department, Govt. of West Bengal.

1.5 Best Practices in Curricular Aspects

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

- ✚ Phase-wise introduction of ICT-enabled methodologies, and computer aided packages.
- ✚ More emphasis is given to Problem-oriented teaching as opposed to bookish learning.
- ✚ Use of charts, models, and demonstration experiments, over-head projectors (OHP), LCD projectors, and film show on relevant subjects.
- ✚ Introduction of modified and effective Academic Calendar.

- ✚ More exposure to real life experience through field survey, academic excursions.
- ✚ Regular unit tests to do-away with one time test examination is seriously implemented.
- ✚ Regular parent-teacher meetings to improve our goal oriented teaching.
- ✚ Introduction of an effective mechanism to monitor class-room behavior, socio-cultural activity and attendance of students.
- ✚ The new 1+1+1 system has been introduced to reduce the pressure of syllabus as well as to make the students more serious about their study from the very beginning of the academic session.

1.5.2 What best practices in ‘Curricular Aspects’ have been planned/implemented by the institution?

Best practices in curriculum aspects :

- ✓ Introduction of GIS software in the teaching of Geography is in proposal state
- ✓ Introduction of professional courses, as add-ons, are in proposal state.
- ✓ Provision of Internet facility to every student..
- ✓ Continuous feedback from students and Peers.
- ✓ Provision of Seminar Library in every department
- ✓ Setting up of a computer training centre in the college in collaboration withWEBEL Informatics Ltd .
- ✓ Introduction of well equipped Computer Lab for basic computer knowledge of all students

Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

- a. Prospectus**
- b. Institutional Website**
- c. Advertisement in Regional/ National Newspapers**
- d. Any other (specify)**

Prospectus: A prospectus is published every year before the admission process. The prospectus provides extensive information regarding the Courses offered, Structure of Fees, Faculty Profile, Scholarships and financial support to the economically weak students, Hostel (under construction) and other facilities, rules and regulations of our College and the affiliating University, etc. The prospectus is updated every year to provide latest information to the students seeking admission in our College.

Institutional Website: Detailed information, relevant circulars and notifications regarding admission and Admission Forms are available through our College website (www.ambedkarcollege.org). At present there is no provision for online submission of forms but from the next academic session we hope to introduce this facility for outstation candidates.

Advertisement in Regional/ National Newspapers : No. But sometimes important announcements are made through local cable TV channel.

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level.

- a) General**

b) Professional**c) Vocational**

At present there is no provision for Professional and Vocational courses in our college, though our college authority has some objectives to start those kinds of courses. Now only the General stream courses are offered in UG level. In the UG level the students are selected on the basis of marks obtained in the previous qualifying level, i.e. Higher Secondary or equivalent (Class-XII) examination.

Course	Subject	Cut-off aggregate marks	Cut-off marks in the respective subject
B.A. (Hons)	Bengali, History, Philosophy, Political Science, Geography	50 %	50 % for General category & 45% for SC/ST students
B.Com (Hons.)		50 %	Do
B.A. (Gen)		40 %	Pass marks
B.Com. (Gen)		45%	do

2.1.3 How does the Institution ensure transparency in the Admission process?

The Institution adopts the policy of 100 % transparency in the whole admission process. The step by step process strictly followed is in the following order - notification, issue of forms, receiving of filled up forms, preparation of merit list for each honours subjects and general courses, display of merit lists showing obtained marks in the previous qualifying examination against the short listed candidates in the college notice board, and finally admission through open counseling in presence of students, parents/ guardians, teachers and the members of the Students' Union. There is no scope of any manipulation in this 100% open and transparent admission process.

2.1.4 How do you promote access to ensure equity?**a) Students from disadvantaged community**

- b) **Women**
- c) **Differently-abled**
- d) **Economically-weaker sections**
- e) **Sports personnel**
- f) **Any other (specify)**

Students from disadvantaged community : There is provision for reservation of seats @ 22% for Scheduled Caste and 6% for Scheduled Tribe candidates as per government norms. There is also some relaxation in the cut-off marks for admission. After admission scholarships are provided to SC/ST students by the state government.

Women : There is no reservation of seats for girl students. However, the College Authority takes every step to make a healthy and congenial atmosphere in the campus which is encouraging for the girl students.

Differently-abled : There is provision of reservation of 3 % seats for the differently-abled students. The teachers of each department take extra care to the differently-abled students for their academic development and other needs. There is provision for separate scholarships for differently-abled students from the Mass Education department of the Govt.

Economically weaker sections : There is no provision for reservation of seats for students from economically weaker section. However, once a student from this section got admitted, the college authority extends various kind of financial support in the form of full freeship, half freeship and other scholarships to encourage them to complete the course.

Sports personnel : There is provision for reservation of seats for outstanding sports personnel (state or national level) as per University of Kalyani guidelines.

2.2 Catering to Diverse Needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.

Students are admitted on the basis of marks obtained by them in the previous qualifying examination with proper weightage to the subject (or related subject) mark they opt for. Sometimes before admission to a certain honours subject basic questions to judge previous knowledge related to the subject are asked. If a student is not found suitable for a particular course he/she is recommended for appropriate course in consultation with his parents/ guardians.

Immediately after the commencement of class basic knowledge and shortcomings of students are judged by the teachers through one to one interaction. The teachers usually spend a few classes for recapitulation of the previous subject matters to bridge the gap, if any. The major problem faced is the problem of language switchover from vernacular to English as a medium of learning in science subjects. Initially the teachers explain subject matters in vernacular language as well as in English in the class room whenever possible.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

The following ways help the teachers to identify slow and advanced learners :

- Asking frequent questions after each lecture.
- Evaluating home assignments.
- Evaluation of answer scripts of class tests regularly.
- Students are asked to deliver seminar lecture on specified topic.

Strategies adopted to facilitate slow learners:

- (i) Slow learners are identified and given remedial education according to convenience of the lecturer and the student. Taking into the strength and weakness, the slow learners are given additional support. The teachers take individual care to remove their difficulties in understanding the subject matters.
- (ii) The academic resilience of these students is increased by improving parent involvement (through counseling), more teacher-student interactions and increasing the slow learners' academic engagement.
- (iii) They are given meaningful and concrete activities rather than abstract ones.
- (iv) Additional tutorial classes are also arranged for them.

Strategies adopted to facilitate advanced learners:

- (i) Learners advanced in a subject are given tasks that involve more abstract materials, representations, ideas and applications.
- (ii) Learners advanced in a subject are assigned tasks that are more complex in resources, research issues and skills or goals.
- (iii) Advanced learners are given tasks that require greater inquisitiveness or manipulation of information, ideas of applying subject matter.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

Tutorial classes are provided to the students by every department normally after completion of the assigned syllabus. Every teacher usually takes 4 to 6 tutorial classes in each session in which he/she tries to solve specific difficulties of each student. A teacher also guides the students for their final University Examination.

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

Through the learning process and personal interaction a warm relationship between teachers and students are maintained, which enables the teacher to apprehend and discuss about curriculum, extra-curriculum, attitudes towards life and foot steps essential for the larger future life of the students.

2.2.5 How does the institution cater to the needs of differently-abled students?

The Institution ensures the provision of reservation of seats for differently-abled students. Adequate personal care is taken in general for these students. They are also provided with scholarships arranged by the Social and Mass Education Department, Govt. of W.B. in addition to any other scholarship they enjoy. During University examinations additional time of 30 minutes per paper is arranged for them and writer is provided for visually challenged students. The Controller of Examinations, K.U. allots their examination centre in nearby college on formal request from the Principal of this College.

2.3 Teaching -Learning Process

2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

The main skeleton of the Institutional **Academic Calendar** is prepared by the Academic Calendar Sub-Committee. Then each department prepares separate Academic Calendar on the basis of the main structure and circulates it among the students before every academic session. This calendar reveals,

(i) Detailed break-up of syllabus, (ii) Number of classes allotted for each module, (iii) Time schedule for tutorial classes, (iv) Probable dates of class tests, college examinations, and university examinations, (v) List of Holidays and vacations, etc.

Teaching plan – Each teacher prepare teaching plan before every academic session which is discussed in the Teachers’ Council meeting. After approval in the meeting each faculty member informs the concerned students about the teaching plan at the beginning of the academic session.

The **evaluation blue print** is structured by the University and sent to the college, which is followed by the college authority. The detailed breakup of marks, question pattern, probable date of examinations etc. is communicated to the students well in advance.

2.3.2 What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

Various teaching-learning methods used :

1. Lecture Method – Used by all the Departments
2. Interactive Method - do
3. Students’ Seminar - do
4. Audio visual show - English, Bengali, History
5. Field work/survey - Geography
6. Project based learning – Geography
7. Experimental learning - Geography
8. Educational tours/excursions – Geography
9. Computer assisted learning – Geography
10. Distant learning mode – All the courses under Directorate of Distance and

Open Learning, University of Kalyani .

2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

To make the learning student centric special stress is given to the methodologies where the students take active part in the learning process.

- All the students are encouraged to ask questions in the class.
- Students are encouraged to deliver seminar lectures in front of the departmental teachers and students
- Advanced learners are encouraged to consult advanced level text books and reference books.
- Stress is given to enhance the problem solving skill of the students .
- Students are encouraged to contribute to the wall magazines of the department and in college magazine.
- Students are encouraged to participate in elocution, extempore speech, debate, quiz competition and other extra curricular activities.

All these activities contribute to the development of knowledge and skill among the students. The students gain long term benefit from this approach.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL, Internet and other information /materials)

Apart from conventional chalk-duster-blackboard and lecture method some other modern techniques are used to ignite interest in the subject among the students. They are : use of computer – powerpoint presentation, use of OHP, LCD projectors, display of

models and charts, audio-visual show, use of internet etc. To make the learning experience down to earth extensive field survey and sample collection are done by the students of Geography departments. The Geography department gives due stress on practical classes (about 40% of total class).

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

The faculty members develop themselves by participating in the Refresher Courses, Orientation Programmes, Seminars, symposiums, conferences, and workshops. Apart from this they regularly gather current information from the internet. A large number of teachers are actively engaged in research which also helps to keep them updated about the recent developments in the subject. They also refresh their knowledge base from the college library which is regularly updated with current titles and volumes of reference books and journals. The teachers also visit other libraries like National Library, and libraries of different research institutes and universities to refresh their knowledge base and to keep pace with the recent developments in the subject.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

There is a large Central Library containing more than 14,000 books and each department also has Departmental Library. Every student can issue 2 to 3 books at a time from the departmental library in addition to the books issued from the central library.

Number of books in the departmental libraries :

Name of the Deptt.	No. of Books
Bengali	250
English	50
Political Science	192

History	218
Philosophy	154
Economics	22
Geography	50
Physical Education	50
Commerce	27

2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

Yes, the college has initiated the process of evaluation of teachers by students. The current students and the passed out students of each department are provided with separate sample questionnaires and the feedback from the students are analyzed by the Principal and the concerned Head of the Department. The Principal and the Head of the Department is authorized to implement the outcome from the feedback for improvement of teaching and learning process.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

The full time faculty members are appointed by the Governing Body of the College by the recommendation of The West Bengal College Service Commission through interview of duly qualified candidates of different subjects as per UGC guideline and existing Govt. norms. At present 09 out of 16 posts of full time teachers are filled. The college has no required number of qualified, competent full time teachers to run the

major courses. Infact, in all subjects the number of full time teachers are less than the number of sanctioned posts. In some subjects like English, Geography etc. there is no full time lecturer. The deficit is met up with qualified Part time teachers (as per UGC norms) and full time contractual teachers on the basis of full time:part time = 1:3 ratio rule of the Higher Education Department until full time teachers are appointed by the Higher Education Department.

The selection process of part-time teachers is done by a selection committee formed by the Principal, Head of the Department of the college and Head of Department of the University of Kalyani.

2.4.2 How does the college appoint additional faculty to teach new programmes / modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?

The college does not offer any new programmes / modern areas of study (Biotechnology, IT, Bioinformatics etc.).

2.4.3 What efforts are made by the management for professional development of the faculty? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculty have availed these facilities during the last three years?

For Professional development of the faculty the college authority make sincere efforts. The faculty members are granted leave for attending Refresher Course, Orientation Programme, seminar/ symposium/ conference/ workshops etc. The Institution also organizes different National and State level Conferences and Seminars. A preparatory day per week is allowed to them to carry out library work out side the college campus.

The teachers are encouraged to submit research projects to UGC and other financing authorities and are encouraged to carry out research work without affecting their normal duties. Study leave for carrying out research requires prior approval from the Higher Education Department. Teachers may avail themselves of these leaves. Most of the faculty members have participated in different national and state level seminars/ symposia/ conferences during the last three years. The detailed department wise list is given in the respective Evaluative report of the Department.

2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

There is no any faculty who have awarded or received recognition during the last five years.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

- a) **Computers**
- b) **Internet**
- c) **Audio Visual Aids**
- d) **Computer-Aided Packages**
- e) **Material development for CAL, multi-media etc.**

a) & b) The Institution does not usually organize specific training programmes for the faculty in the use of computer and internet. However, most of the faculty members have basic knowledge of computers and they use internet facility whenever required.

c) Most of the departments use audio-visual aids like OHP and LCD projectors.

d) Nil

e) Nil

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

The evaluation method is always communicated to the students and other institutional members through proper notification in due time. Introduction of new method is always thoroughly discussed in the Teachers' Council meeting. Our affiliating University (University of Kalyani) has changed the evaluation procedure of UG students from the academic session (2007-08). Under the new pattern, 15 marks in each paper is allocated for internal assessment. For this purpose 3 class tests are to be taken at regular intervals and also some marks are kept aside for attendance and class room behaviour. This new and very recent method of evaluation has been duly communicated to the students.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The departments monitor the progress of a student regularly throughout the year. The progress of a student is assessed by the teachers through response in the class, and evaluation of answer scripts of class tests.

Parents-teachers meetings are called on at regular interval in each department. A student's overall progress, his/her areas of difficulties and suggestive remedial measures for improvement are thoroughly discussed with the parents in these meetings.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

In case of class tests and internal examinations of the college the students are allowed to see the examined script after evaluation. Any mistake/error in evaluation or under

marking pointed out by the student is at once corrected by the concerned teacher. If a student is still not satisfied he/she may appeal to the Head of the Department or the Principal.

In case of University examinations there is provision for scrutiny/review as per rules. There is no scope for redressal of grievances by the college authority regarding evaluation in the University examinations.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?

The affiliating university of our college, the University of Kalyani recently implemented a major restructuring in the evaluation method. Previously there were two University examinations in Under Graduate Course. But, now the course is split into (1+1+1) system. Under the new pattern, 15 marks in each paper is allocated for internal assessment. For this purpose 3 class tests are to be taken at regular intervals and also some marks are kept aside for attendance and class room behaviour of a student. Another major reform implemented by the University from the last academic session is allowing a student to see the xerox copy of evaluated answer scripts on submission of a prescribed fee. Any discrepancy is sorted out in the spot by the Head examiner.

The circulars issued by the University regarding reformation and restructuring of the evaluation method is discussed at length in the Teachers' Council Meeting. The Teachers' Council sorts out plan of action for implementation of these new reforms from the institution's part.

2.6 Best Practices in Teaching -Learning Process

2.6.1 Detail any significant innovations in teaching/ learning/ evaluation introduced by the institution?

- Use of Internet facility
- Arrangement of Students' seminars
- Audio-visual presentation to make the learning process more attractive.
- Preparation of question bank in different subjects is in progress.
- Arrangement of class tests in regular interval.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

No.

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)

The College Authority always encourages the faculty members to actively participate in research work through submission of research projects to UGC, DST and other funding agencies. The college also provides library, laboratory, computer and internet, and other infrastructural facilities to pursue active research. Teachers are allowed to carry out their research work during the

summer, winter and Puja vacations. One day per week is allocated for Library/Preparatory/Research work. There is provision for study leave with prior approval from the Higher Education Department for completing research work. The teachers may avail this facility if required. Care is always taken so that normal classroom teaching is not affected for the research work.

3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.

The institutional budget as such does not have any separate provision for funding research work.

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

No.

3.1.5 What are the major research facilities developed on the campus?

No.

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/ Scientific organisations / Industries / NGOs)

No initiatives have been taken so far for this purpose.

3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M.Phil., fellowship/ scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.)

Nil. Since, the college offers only UG courses, there is no provision for registration for Ph.D. and M.Phil .

3.2.2 Give details of the following:

a) Departments recognized as research centres

Nil.

b) Faculty recognized as research guides

Nil.

c) Priority areas for research

Nil.

d) Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

Nil.

e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).

Nil.

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)

Nil.

3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

No.

3.2.5 Give list of publications of the faculty.

- a. Books**
- b. Articles**
- c. Conference/Seminar Proceedings**
- d. Course materials (for Distance Education)**
- e. Software packages or other learning materials**
- f. Any other (specify)**

(a) Books – Nil

(b) Articles – Nil

(c) Conference/Seminar Proceedings – Nil

(d) Course materials (for Distance Education) – Nil

(e) Software packages or other learning materials - Nil

(f) Any other (specify) - Nil

3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Broad areas of consultancy provided by the faculty of this institution during last 5 years are:

- i. Subject expert of Selection Board, by several teachers
- ii. Governing Body members of this Institution.
- iii. Faculty members act as paper setter, moderator, observers and head examiners of various public examinations.

3.3.2 How does the institution publicize the expertise available for consultancy services?

As the expertise of the faculty members are widely known, various organization / institutes avail of their services regularly on honorary basis.

3.3.3 How does the institution reward the staff for the consultation provided by them?

There is no scope for obtaining financial revenue for the institute as it is a full fledged Government-aided Institute under the Director of Public Instruction, Govt. of West Bengal. However, keeping the social commitment in mind, the institute always promotes the different consultancy services by the teachers free of cost to different agencies when approached.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

There is no question of utilizing the revenue generated since as a Govt. Employee no faculty member can earn revenue form consultancy service.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

A NSS unit has been formed recently. The institution will promote the participation of the faculty and the students in extension activities through the following channels.

NSS:

The authority will encourage students (both boys and girls) to participate in various extension activities through the NSS wing of the college. A large batch of

100 students divided in two units participates regularly in NSS activities under the leadership of Programme officer, Mr. Pijush Kanti Dev, Lecturer, Department of Economics. The proposed activities of the NSS units are as follows:

1. Forest Week Observation
3. Plantation of tree
4. Maintenance of College garden
6. Primary data collection and Health Awareness drive in the adopted village
7. Proposed – (i) College cleaning – 2008
(ii) Health Awareness camp in the adopted village – April 2008

Other activities - Blood donation camp was organized by the Students' Union of this College in 2008. About 250 students, male and female volunteered for blood donation in the camp.

NCC:

The college has no NCC unit .

Participation of teachers in extension activities :

- Pijush Kanti Dev, Lecturer in Economics acted as Programme Officers of NSS units of this College.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

Field work, educational tours, sample collection, data collection etc. are regularly undertaken by the Department of Geography. Department of Geography organized

excursion organized by the department of Geography at Joygaon, Bhutan. The students of this department achieve practical experience on various aspects of their curriculum.

3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?

1. Traffic Control: A Traffic Control Programme was organized by the College, at “Palashi More”. Students eagerly participated in the traffic control programme and managed to clear the bottle-neck that is created on the day of the “Weekly Haat” (Weekly Market). It was a big help to the villagers, the vendors, the vegetable-sellers and other commuters; hopefully more of these programmes will be organized by the college in the near future.

2. AIDS Awareness Campaigns: To create awareness among the villagers of the locality, an AIDS-Awareness Programme was organized by the College. “Prevention is better than cure” this was the message carried out by the young generation. The youth of today need to be highly involved in such campaigns as these are sensitive issues that each and every one should know about.

3. Garbage-Clearing: - The Students of the College took part in a drive to clear the College of garbage in a programme that served as a reminder to all concerned that the college premises are to be kept neat and clean. Armed with dusters, aprons and broomsticks, it was a lively and joyful effort, meant to motivate everyone to maintain good habits.

4. Tree-Plantation: The Students of the College, headed by the Department of Geography went on a drive to plant saplings and create awareness among all present as to the importance of trees in today’s world of global warming and deforestation. “*It takes*

a minute to cut, but years to destroy” ; *“Nature has enough for everyone’s need, not for everyone’s greed”* these were some of the messages that were communicated to the people on that day.

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

No initiatives have been taken so far.

3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

- **Traffic Control:** A Traffic Control Programme was organized by the College, at “Palashi More”. Students eagerly participated in the traffic control programme and managed to clear the bottle-neck that is created on the day of the “Weekly Haat” (Weekly Market). It was a big help to the villagers, the vendors, the vegetable-sellers and other commuters; hopefully more of these programmes will be organized by the college in the near future.
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- **Garbage-Clearing :** The Students of the College took part in a drive to clear the College of garbage in a programme that served as a reminder to

all concerned that the college premises are to be kept neat and clean. Armed with dusters, aprons and broomsticks, it was a lively and joyful effort, meant to motivate everyone to maintain good habits.

- Tree-Plantation : The Students of the College, headed by the Department of Geography went on a drive to plant saplings and create awareness among all present as to the importance of trees in today's world of global warming and deforestation. *"It takes a minute to cut, but years to destroy"*; *"Nature has enough for everyone's need, not for everyone's greed"* these were some of the messages that were communicated to the people on that day.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

Involvement of the local community in institutional development occurs mainly through the Alumni Association of this college. Apart from normal functioning, the Association also provides the Principal with valuable suggestions for the overall development of the college. The local community also participated significantly in this process through the "Parents-Teachers Association" and through the "Beneficiary Committee" of ongoing project (Women's Hostel) under UGC scheme. The college has very good liaison with the other schools and colleges of the locality.

3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?

Other than the benefit and satisfaction of the people we served, no award or recognition for the extension activities has been received till date.

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

- **local bodies/ community:** Nil
- **State:** Nil
- **National :** Nil
- **International :** Nil
- **Industry:** Nil
- **Service sector:** Nil
- **Agriculture sector:** Nil
- **Administrative agencies:** Nil
- **Any other (specify):** Nil

3.5.2 How has the institution benefited from the collaboration?

- (a) **Curriculum development** – Curriculum development at the UG level is a collective process under the leadership of the University. A teacher of this college expresses his opinions during the introduction of new curriculum or amendment/ change of the existing curriculum. Our teacher who is member of Board of Studies, actively take part in the development of the curriculum.
- (b) **Internship** – Nil
- (c) **On-the-job training** – Nil
- (d) **Faculty exchange and development** – Nil.
- (e) **Research** – Nil
- (f) **Consultancy** – Nil

(g) **Extension** – Regular extension activities in form of Blood Donation Camp, Cleaning Programmes, Traffic Control, AIDS awareness campaign etc are being conducted by the College students.

(h) **Publication** – Nil.

(i) **Student Placement** - Nil

3.5.3 Does the institution have any MoU/ MoC/ mutually beneficial agreements signed with

- **Other academic institutions**
- **Industry**
- **Other agencies**

No

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

Nil

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

- (a) Academic activities?**
- (b) Co-Curricular activities?**
- (c) Extra-curricular activities and sports?**

(a) Academic activities - The College built on an area of about 7.67 acres of land has no adequate infrastructural facilities to pursue its academic activities effectively at present. There is no adequate class room to pursue its academic activities effectively. But all the

class rooms are well ventilated and fitted with fan and proper lighting arrangement. Power back up facility (generator) is available in the college.

The laboratory for the department of Geography (self- financed) is almost equipped with all the necessary instruments to meet the requirements of curriculum of the University of Kalyani. A large Auditorium fitted with public address system is used as a classroom as well as for holding seminars and meetings.

However, to keep pace with increasing academic activities the college authority has several future expansion plans of its physical infrastructure.

(b) Co-curricular activities?

- Separate common rooms for boys and girls for indoor games like carom, table tennis etc.
- The auditorium (seating capacity - nearly 600) constructed on a plot of land of the college is used as and when required for various cultural programmes free of charge.

(c) Extra –curricular activities and sports?

Dr. B.R.Ambedkar College has a very rich heritage in sports and games. The Physical Education Department specifically the physical instructor supervises the activities. The facilities available are :

- There is playgrounds with provision for football, hockey, cricket, volley ball, and badminton.
- The Physical Education department supplies Cricket kits, Table tennis bats & balls, Volley ball, Football, Badminton racket and shuttle cock., Carom Board etc. to the students and staffs.

- The college provides a gymnasium with modern multi gym in the college campus for students and staffs.

All these physical infrastructural facilities are optimally used to pursue the academic and other activities of the college.

The present infrastructural facilities available for various academic, co-curricular and extra-curricular activities are :

<i>Infrastructure</i>		<i>Location</i>	<i>No. of rooms</i>	<i>Remarks</i>
Class Rooms		Administrative Building		
		Bengali Department	02 (Room no. 7 & 8)	
		Philosophy Dept.	02 (Room no. 1 & 2)	
		History Dept.	02 (31 & 25)	
		Pol.Sc Dept.	02 (29 & 30)	
		Geography Dept.	02 (12 & 23)	
		Economics Dept	01	
		Commerce Dept.	01	
		English	01	
Central Computer Centre		Administrative Building	01	Equipped with internet connectivity
Administrative Section	Principal's Chamber		02	For office there is no separate room for different section. But every section has a separate cabinet. Photocopying facilities are available in Principal's Chamber & Principal's office
	Office	Section Officer	01	
		Cashier	01	
		Students' section	01	
		Accountant	01	
Teachers' common room		Administrative Building	01	
Laboratory			30	
Library			08	Photocopying

			facility
Career Counseling cell		01	
Seminar libraries	Administrative Building	01	
Gymnasium	MPLAD Building	01	
Students' Union room	Administrative Building	02	
Boys' common room	Administrative Building	01	
Girls' common room	Administrative Building	01	
Pump house	Administrative Building	01	
Generator room	Annex Building	01	
Toilets	Administrative Building	04	
	Others	03	
Directorate of Distance and Open Learning	MPLAD building	02	
Dept of Ph. Ed.		01	
Women's Hostels	Campus		Details given in Sec.4.5.1
Guest House	Administrative Building	01	
Auditorium	Separate Building	01	(600 seating capacity)

4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

Please see the enclosed Master Plan in Annexure - IX

Future plan of extension :

- A sixty (60) seated Ladies Hostel with financial assistance from UGC has already been sanctioned and is under construction .
- 10,00,000.00 (Rs. Ten Lakhs) has been sanctioned from MPLAD fund of Sri Mukul Roy, MP Rajya Sava in 2008 for construction of Library reading room.
- A new administrative building – Planning stage

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

There has been a phenomenon of augmentation of the infrastructure of the college in last 5 years, more specifically in last 2 years.

- Renovation and restructuring of the existing buildings to optimize the space available. In the process
 - ★ All class rooms of the college were thoroughly revamped.
 - ★ 6 new class rooms have been made available
 - ★ Seminar/Departmental Library has been made available for the students
 - ★ A central computer facility to promote basic computer knowledge among all students has been developed
 - ★ Boundary wall of the college campus has been constructed from its own fund.
 - ★ Fully equipped one single room for Career Counseling Cell.
 - ★ The entire Administrative Building has been renovated.
 - ★ A large cycle stand has constructed
 - ★ A auditorium (seating capacity- nearly 600) has constructed

A new two stored building having 6 class rooms was constructed in 2005 with financial assistance from MPLAD fund (Rs. Ten Lakh) of Sri Satyabrata Mukhapadhya, MP Lok Sava and from college fund (Senenty Thousand).

Amount Spent for repair, renovation & maintenance in last 2 years :

PURPOSE	EXPENDITURE (Rs.)	
	2006-07	2007-08
1. Construction (Building)	Rs. 9,10,544.00	Rs. 3,91,122.00
2. Addition, alteration,	Rs. 15,661.00	Rs. 2,177.00

renovation & special repair		
3. Protective work (Drinking water purifier)	Rs. 7,916.00	Rs. 84,412.00
4. Annual maintenance (civil)	Rs. 1,04,973.00	NIL
5. Electrical maintenance and repair	Rs. 76,094.00	Rs. 1,05,892.00
6. Other (Generator maintenance)	Rs. 58,813.00	Rs. 60,297.00

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

The institution provides facilities like common rooms/ rest rooms and wash rooms to all.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

The College Authority always thrusts upon optimization of available infrastructure to the best possible way.

- All the rooms in the main building are made available to all other departments as their class rooms whenever required.
- The Central Computer Centre of the college is shared effectively by all the departments. Faculty members and students use the internet facility in this centre effectively.
- While large scale functions like Freshers' Welcome etc are arranged in the adjacent Auditorium and room no 20 are used for Departmental programmes, effectively without affecting the routine classes.
- Counseling and classes for the courses under DODL are held in the MPLAD building on Saturday afternoon and Sunday without affecting normal classes.
- The university examinations under KU are held in these rooms normally from 3rd week of April to 1st week of July where about 2000 students from other

colleges under KU appear. These examinations are held mostly during summer vacation without affecting normal classes.

- The Annual Social function of the College is organized by the Students' Union every year on the Open Air Stage on the College play ground.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

At present there are no special infrastructure facilities particularly meant for differently-abled students. However, the college authority has future plan to construct special ramps in all the buildings for differently-abled students. A proposal for constructions of ramp for differently abled students has been sent to UGC for financial assistance.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

- Land?**
- Building?**
- Furniture?**
- Equipment?**
- Computers?**
- Vehicles?**

College has not prepared any budget so far.

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

A beneficiary committee is formed to ensure optimal utilization of allocated funds.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

Being a Government aided institution, no person can be appointed on a permanent basis by the college authority (principal) without proper sanction from the Director of Public Instruction , Govt. of West Bengal, for any job of maintenance. However, maintenance of infrastructure facilities like building, water supply and electrical installations is done by casual labour hired by the college. Equipments are maintained from the college fund.

4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

There is a library sub-committee comprising of all head of the departments, some other faculty members including librarian which acts as the Advisory Committee. The members meet time to time and discuss about the matters related to the enforcement of library rules, maintenance of the library books and other facilities, solution of academic problems concerning the library books etc.

4.3.2 How does the library ensure access, use and security of materials?

The students with valid identity cards are only allowed to lend definite number of books from definite counters at scheduled days and they have no direct access to the racks in store. Rules are strictly enforced regarding return of books within scheduled period and condition of the books at the time of return. The availability of a particular book can be readily checked from the computerized cataloguing and access system. Faculty members and staffs have open access and they can issue only the books marked for lending after filling up of lending voucher authenticated by the signature of the borrower and the Librarian.

Restricted books are exclusively confined within the reading room of the library for consultation. However, such books may be issued to the teachers.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

- Fully computerized cataloguing of library books have been completed recently. Computerized lending and issue system will be introduced from the academic session 2009-10.
- The College authority is trying to provide the students with an internet facility in the library. At present two computers with internet connections in the Central Computer Centre are available for the students and teachers as and when necessary.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

After allocation of the stipulated fund to the different departments, head of the departments in consultation with the other faculty members of the department and also keeping in mind the requirement of the students make a list of the books to be purchased. After purchase, the books are supplied to the library. Then the librarian after proper verification sends them for cataloguing. A list of new books purchased is displayed in the library notice board time to time.

Expenditure for the new books for the last five years :

Year	Development Grant	UGC Grant
2004-05	Rs. 4004.00	Rs. 1,45,814.00
2005-06	Rs. 2,015.00	NIL

2006-07	Rs. 1,67,041.00	NIL
2007-08	Rs. 52,416.00	Rs. 97,104
2008-09	Rs. 1,75,000.00 (Apprx)	Not yet received

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc.,).

Computerized searching and availability of books in the library will be available soon to the students and staff. Internet service is available in the Central Computer Centre which has access to the students and staff during the working hours of the college (10.00 a.m. to 5.00 p.m.)

4.3.6 Are the library services computerized? If yes, to what extent?

Using a software developed on the basis of the requirement of the college the library has been automated. Cataloguing of library books have been completed recently. Computerized lending and issue system will be introduced from the academic session 2009-010.

4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

No.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

The library displays list of new acquisition in the notice board time to time. Often the library staffs inform the students and staffs about the new acquisitions

on specified subjects. They also suggest alternative books if a particular book on demand is not available in the library.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility

No.

4.3.10 What are the special facilities offered by the library to the visually- and physically challenged persons?

Librarians and the associated library staff members lend an active helping hand towards the physically challenged and visually-impaired persons. Their requisitions are served on a priority basis.

4.3.11 List the infrastructural development of the library over the last two years

Infrastructural development in the library over the last five years are :

- The seating arrangement in the reading room is rearranged.
- Several new racks and almirahs were purchased for storing of books.
- Electrical wiring, fittings, installation replaced
- Photocopying machine was installed
- Two computers and printer were installed
- Computerized cataloguing and accession system has been introduced recently.
- Regular dedusting and pest control measures are taken.

4.3.12 What other information services are provided by the library to its users?

- Computerized searching of text and reference books
- Photocopying
- Display of new arrivals

4.4 ICT as Learning Resources

4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

Yes. There are all together 34 (+10 to purchased this year) computers used at different places in the college. Almost all the computers are equipped with Core2 duo with at least 80 GB hard disks and 512 MB RAM along with CD/DVD writers and ports for other peripherals like laser printers/line printers, scanner etc. Some of the software used in these computers are WINDOWS XP, NORTON antivirus, Computer-student ratio is about 1:63. LAN facility is made extensively in the computer centre, library and college office. An IBM server will be installed in the college office with LAN connection to four terminals for student management and office management software.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

Yes. The Central Computer Centre located in the Administrative Building and remain open during the college hours (10.00 a.m. to 5.00 p.m.) on week days to the faculty for academic purposes and to the students for promotion of their basic computer knowledge. They can also use the internet facility of this centre for academic and research activities. In addition the Geography departments have their

own computer where access to the teachers and the departmental students is free. There is also a computer centre in collaboration with WEBEL Infomatics Ltd which is extensively used for training purpose of students and staffs.

4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

Teachers make power point presentation of their lectures through the computer along with the scanner, projector, laptop etc. available in the college. The computer facility in the college is also extensively used for different academic activities like data analysis, graph plot etc.

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

A new website of the college has been launched recently and the address is www.ambedkarcollege.org. The current website offers updated information about history and location of the college, available courses, infrastructural facilities, fee structure, faculty profile and other details about the college.

4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

The computer systems are upgraded every year mostly in the form of new purchase of computers with latest configuration. The old computers are also upgraded whenever necessary. There is no separate provision for update and maintenance of computers from the grants that the college receives from the

Higher Education Department or UGC. Repairing and up gradation of computers are done from the college fund as and when necessary.

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

There is no separate provision for update and maintenance of computers and their accessories from the grants that the college receives from the Higher Education Department or UGC. The computers and their accessories are maintained from the college fund as and when necessary.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

a) Capacity of the hostels (to be given separately for boys and Girls)

The College has no Boys' Hostel.

A Women's Hostel (60 bed) is under construction from the UGC Scheme.

Capacity : Women's Hostel = 60

b) Occupancy : Women's Hostel = 0

c) Rooms in the hostel (to be given separately for boys and Girls)

	Women's Hostel
No. of Rooms	20
Kitchen	1
Dining Room	1
Toilets	2
Super's Quarter	1
Hostel Library	0

d) Recreational facilities

Students will be provided with Television, Magazines, News papers etc. in the hostel. There is a no provision for library in the Hostel.

e) Sports and Games (Indoor and Outdoor) facilities

Details of Games and Sports facilities are already given in Sec. 4.1.1. All the facilities can be used by the occupants of the hostel. In addition to that there is small grounds in front of both the hostel where students can engage in different outdoor sporting activities like volleyball, badminton etc. The provisions for indoor games like carom, chess etc. in the hostel has been planned.

f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

- All the students are registered to the Students' Health Home, Kolkata during their admission. Students of this college may get medical treatment at Students' Health Home at a nominal cost whenever necessary.
- The college has no Health Care centre, Ambulance, Nurse, Qualified Doctor (full time or part time) of its own.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

The Physical Education department of the college keeps track of the different sports events organized by the different bodies mainly University, and DPI, West Bengal and other state level competitions. The department informs the girl students accordingly and arrange for their participation, journey, accommodation and other requirements. The Physical Instructor himself and another lady teacher always accompany them throughout.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health

centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

- There is a staff rooms/rest rooms for the faculty members in the college
- Separate common rooms/rest rooms available for male and female students
- There is a cycle stand in the college campus
- There is a canteen for students.
- External telephone line is available in the Principal's office and also in Principal's chamber. All the departments, library and the college office are connected through internal EPBAX line.
- Internet connections are available in the Principal's chamber and in the Central Computer Centre .
- All the departments, canteen, the main building of the college and the hostels are equipped with water purifier for drinking water.
- Generator is available for power back up in the college as a whole.

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

- Use of latest pedagogical teaching technology such as computers, projectors and other audio visual aids in teaching.
- All students are given access to the internet facility in the computer centre.
- Establishment of a Computer Training Centre in collaboration with WEBEL Informatics Ltd for students and staff.
- Provision of better service to the stakeholders by installation of Office Management Software.

- Regular maintenance of college buildings, toilets and other infrastructure by the college authority.
- Involvement of more and more teachers in research activities.
- Improvement of library facilities – computerization and enrichment with more and more books.
- Establishment of separate seminar library for each department.
- Different organizations are permitted to use the grounds of the college for specific purpose at a very reasonable cost. The amount so gathered is utilized for maintenance of the ground and garden of the college.
- College Auditorium is used by the locality and different govt. agency for academic and cultural programme free of cost.

Criterion V: Student Support and Progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

Dr.B.R.Ambedkar College was established in 1973 at Village Betai under P.S (now Sub-Division) Tehatta in the District of Nadia in West Bengal. Situated very close to the Indo-Bangladesh border, the College welcomes students from diverse socio-economic backgrounds.

The Socio-Economic Profile of the last two batches are as follows ;-

Around 90% of the students of the College belong to Scheduled Castes, Scheduled Tribes, Other Backward Classes and other minority communities.

Again about 75% of these students are from economically backward communities and are first generation learners.

5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

Keeping in mind, the rural set-up of the College, enormous efforts have to be made to minimize the drop out rate and facilitate the students to complete the course. Among them are :-

- The College provides financial support to students who are financially poor in the form of free studentship.
- Scholarships are provided to SC/ST students, wards of *beedi* workers and minority students from the Government of West Bengal.
- Special tutorial classes are also arranged by the College regularly to help students who are unable to cope with the pressure of the Curriculum
- Even after this, if drop-out rates are high, the college counsels the students and send them to study under schemes of Open Education or modes of Distant Learning

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D. and /or to employment)

Quite a few students progress on to further studies for employment. A significant number of students go on to study post-graduation from Kalyani University. On an average, the percentage is 20-25 %. The rest of them study under the Open University Scheme.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

To facilitate the placement of its outgoing students, the College provides guidance and counseling about the various fields. Information about various job opportunities and schedules of different competitive examinations are provided to the Students on a regular basis. Many of our students are also motivated to give the School Service Commission Examination (on an average 80% students in a year)

5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc.)

Though the College has not got any Coaching Centre for coaching students appearing in competitive examinations, the students are free to consult the Teachers in this matter.

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc. (Last five years' data)

Being a College situated in an extremely rural area, every effort is made to spread the awareness and need for higher education among the poor village

people. However, with the limited resources, the Institution has a higher percentage of success compared to the university average as shown below:

Year	Examination	College Pass Percentage	University Pass Percentage
2004	B.A. (Gen)	96.47	84.17
	B.A.(Hons.)	90.90	88.22
2005	B.A. (Gen)	84.08	89.19
	B.A.(Hons.)	85.60	86.00
	B.Com (Gen)	100.00	Data not available
	B.Com (Hon)	60.00	Data not available
2006	B.A. (Gen)	95.97	54.04
	B.A.(Hons.)	91.33	89.77
2007	B.A. (Gen)	90.25	47.44
	B.A.(Hons.)	86.61	90.50
2008	B.A. (Gen)	77.64	47.44
	B.A.(Hons.)	86.61	90.50

5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to the students through these publications?

Yes, the College does publish a Prospectus annually. It has the entire Student information required, such as,

- Historical Background, Affiliation details, structure of the population and special features of the College.
- Mission and Vision of the College
- Facilities available in the College
- Teaching and Non-Teaching Staff of the College
- Rules and Regulations of the College

- Details of the Students' Union
- Admission Rules, Available Subject Combinations and Papers
- Distribution of marks in Honours and General papers
- Course Structure, Examination Pattern
- Fees Structure of the College

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

The College has provisions for providing financial help to the students. They are as follows :-

Number of freeships – Freeship is provided to 10% of the students

Number of Scholarships – Scholarship is sanctioned by the Government according to merit

Number of Stipends – All the students belonging to the SC/ST category is eligible to enjoy SC/ST stipend sanctioned by the Government.

5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)

Apart from providing a healthy ambience, the College has the following schemes for student welfare :-

- Career Counseling Cell – The College has a Career Counseling Cell that helps the students to take decisions, opt for different types of careers and sit for various competitive examinations.

- Computer Training Centre – The Computer Training Centre conducted by Webel Informatics Limited provides certificates and diplomas that are widely accepted by the Directorate of Employment Exchange, Government of West Bengal.
- College students are member of Health Home where they get health services free of cost

5.2.4 What type of support services are available to overseas students?

The college has no any overseas students.

5.2.5 Give details of the placement and counseling services for the students?

The college has a Counseling Cell that provides guidance to the students regarding admission to various Regular and Open University Programmes ; Competitive Examinations like SSC, NET, SLET etc.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

The College has formed a Career Counseling Cell. It has the following functions as far as the development of entrepreneurial skills is concerned:-

- Providing necessary information and news of prospects in different fields
- Plans are on to build an Awareness Camp where noted professionals from various fields will be invited to counsel the students.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

Students are admitted at the beginning of the year through a process of Counseling, i.e. guiding them to choose proper subject / course out of various available options. Once the process of admission is over, the students continue to be guided by the same process.

Apart from this, the teachers of the different Departments also counsel the students whenever required. Usually, the things that are discussed are :-

- Suggestion of proper text books and reference books
- Difficulties faced by the students regarding the syllabus
- The academic strengths and weaknesses of the students
- Guidance regarding scopes and opportunities for future
- Possible employment opportunities

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre.

Women students are counseled along with the rest of the students. There is as such no separate centre for counseling of female students.

5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

Yes, as a part of the Grievance Redressal Cell, there is a separate Department that inquires into the problems faced by female staff and students. However, gender discrimination is absent in the college. Sexual abuse and harassment has not been encountered so far.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

The College does have a Grievance- Redressal Cell. It functions in the following manner :-

- i) Students, Teachers, Employees and others are encouraged to drop their grievances/complaints/suggestions in the Drop-Box provided
- ii) The written complaints are read and attempts to resolve them are undertaken.
- iii) Firstly, the matter is referred to the Department/ Section where from it arose
- iv) If the nature of the problem is of a serious one, the case is taken over to the Principal

The functions of the Cell include securing respect for Human Rights; making stake-holders aware of their powers, duties and responsibilities ; promoting transparency and accountability ; focusing on social justice and eliminating all sorts of discrimination against women.

5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

Yes, there is a provision for the students to acquire Computer-Knowledge. From time to time, the students while away their time in the Computer lab, which is open on all working days. At present there are 10 Computers. Another 10 Computers are being added by the College.

The students are taught basic packages like :-

- Fundamentals of Computer
- Disk Operating System (DOS)
- Windows Operating System (XP)
- Microsoft Office 2003 (MS Word, MS Excel, MS Powerpoint)

- Operations of the Internet.

The College also has a Computer Training Centre conducted by Webel Informatics Limited. Diplomas and certificates issued by Webel Informatics Limited are widely accepted by the Directorate of Employment Exchange, Government of West Bengal. The Course curriculum includes :-

PC Application -

- Computer Fundamental and Operating System, MS DOS
- Windows, MS Word, MS Excel, MS Power Point, MS Access, Internet and E-Mailing
- Flow Charting and Programming Algorithm in “C”

Certificate in Financial Accounting –

- Accounting Principle
- FACT or TALLY

5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

Though no such value-added courses are introduced so far, there are programmes that try to instill good values among the students. They are :-

- Mock Parliament
- Blood Donation Camps
- Aids-Awareness Campaigns
- College Cleaning Programme
- Traffic Control Programme
- Tree Plantation Drive

5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

As the College is located near the Indo-Bangladesh border, extra measures are taken to ensure its safety.

- Situated over a big area, boundary walls protect it from all sides
- All the Departments within the campus are safe and secure
- The local police station is always ready to help whenever required
- The College has 01 *Durwan* and 01 *Night-Guard* who ensure the safety and security of the College.

5.3 Student Activities

5.3.1 Does the institution have an Alumni Association? If yes,

- i. List its current Office bearers**
- ii. List its activities during the last two years.**
- iii. Give details of the top ten alumni occupying prominent positions.**
- iv. Give details of the contribution of alumni to the growth and development of the institution.**

Yes, the college has an Alumni Association.

i. List of Current Office bearers of the Alumni Association :

- 1) Patron – Dr. Debendra Nath Sarkar
- 2) President – Tapash Saha
- 3) Vice-President – Sulagna Bhattacharyya
- 4) Joint Secretary – Dilip Biswas, Asis Biswas
- 5) Treasurer – Paritosh Biswas
- 6) Asst. Treasurer – Nikhil Ch. Biswas

7) Members – Dilip Poddar, Joydev Sharkhel, Dasrath Mandal

ii. The Alumni Association was reconstituted in 2008. The activities of the Association during the short span is as follows :

- organized some meetings to select the current office bearers
- framed its constitution and steps taken for registration of the Association
- took initiative to bring more and more ex-students under its umbrella
- future plan for helping poor but meritorious students of the college

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)

The College offers lots of opportunities to the students to participate in Sports and Games. Different Competitions, Sports and Games Meets are organized every year.

Following is a list of the achievements of the students in the last two years :-

2007 :-

Kalyani University Annual Athletic Meet, 2006-2007

Venue :- University Grounds

Date :- 8th and 9th February, 2007

Event	Position	Name
800m run	1 st	Milan Mondal
4x100m relay	2 nd	Milan Mondal
Long Jump	2 nd	Indrajit Mondal
Triple Jump	3 rd	Md. Bakaria Shaikh

4x100m relay	2 nd	Indrajit Mondal
4x100m relay	2 nd	Md. Bakaria Shaikh
400mt. run	1 st	Milan Mondal

2008 :-

Inter Non-Government College State Athletic Meet, 2008

Venue :- Yuba Bharati Krirangan, Salt Lake, Kolkata

Date :- 24th and 25th March, 2008

Event	Position	Name
100m run	3 rd	Amit Mohanta
800mts. run	2 nd	Milan Mondal

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

The Students' Union plays a vital role in the smooth functioning and development of the college. They publish periodical Wall Magazines and an Annual Magazine which display the dormant talent of the students. The students are encouraged to compose poems, short stories, essays, travelogues, jokes etc.

The College Magazine is published annually under the guidance of responsible teachers, mainly from the Department of Bengali.

5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

Yes, the College has got a highly active Student's Union. The Students' Union of the College is an authorized body of Class Representatives (CRs) duly elected annually as per constitution of the Students' Union. The Principal / Teacher-In-Charge is the Ex-Officio President of the Union. The Vice-President (VP), General Secretary (GS) and Assistant General Secretary (AGS) are elected by the CRs through secret ballots.

The students elect the members of the Student's Union every year. The tenure of the Student's Union is one year. The General Secretary of the Students Union is also the member of the Governing Body.

The Students Union is involved in the following activities :-

- Fostering the general welfare of all the students
- Co-operation with the College Authorities to maintain the general atmosphere of the college
- Extending co-operation during the process of admission and during examinations.
- Organising various co-curricular activities, blood donation camps, sports and games meets
- Organising cultural programmes like Freshers Welcome, Dr. B.R.Ambedkar Jayanti etc.

Funds :-

- Sometimes, the Students Union raises funds to conduct Cultural and Co-Curricular Activities
- Often, the College Authority helps them by providing some funds
- During the time of admission, the Students Union also gets a part of its funds from the new students in the form of "Establishment Fees".

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

Students are duly represented in various Bodies. They are as follows :-

Governing Body :-

- It is the highest Administrative Body of the College responsible for policy making
- All major decisions regarding the development plans, institutional plans are taken here
- The Student Representative takes part and establishes the link between the students and the administration

Students Union :-

- It is the mouthpiece of the Students, elected by them on an annual basis
- It conducts various cultural and co-curricular activities in the college
- However, its primary task is to convey the needs and demands of the Students to the College Authority and the various Departments.

Election Sub-Committee :-

- Responsible for smooth conducting of elections, this body is comprised of Students Representatives who assist the Teachers.

Admission Sub-Committee :-

- Responsible for the smooth conduct of elections, this Committee also has a Student representative
- It ensures that the students do not face any problems during the time of admission and admission is purely on the basis of merit

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Sometimes, the College does get data and feedback from its graduates in improving its growth and development.

5.4 Best Practices in Student Support and Progression

5.4.1 Give details of institutional best practices towards Student Support and Progression?

Among the institutional best practices towards Students Support and Progression are :-

- The College has big and airy classrooms, computer facility with internet connection, well maintained library and reading room.
- As far as safety and hygiene of the students is concerned, the college provides safe drinking water facilities and toilet facilities with a good amount of cleanliness
- A gymnasium where students can keep themselves physically fit.
- A Students' Health Home where students can get treatment when required.
- A College Computer Centre wherefrom they can acquire Certificates and Diplomas that will make them competent with hands on skill development in today's fast growing world.

Criterion VI: Governance and Leadership

6.1 Institutional vision and Leadership

6.1.1. State the Vision and Mission statement of the Institution and give details on how the institution

- a) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the nation?
- b) Translates its vision statement into its activities?

VISION & MISSION :-

“Not gold, but only men can make
 A people great and strong
 Men who for truth and honor’s sake
 Stand fast and suffer long
 Brave men, who work while other’s sleep
 Who dare while other’s fly
 They build a nation’s pillars deep
 And lift them to the sky.”

----- R.W. EMERSON

In keeping with the above saying, we at Dr. B.R.Ambedkar College, believe in building a nation – and for that building the future backbone of the nation – our students. This is, in a nutshell, the vision and mission of the institution. Though established in a rural setting, every attempt is made to help students realize their full potential. We understand that many of our students are first-generation learners. This situation is dealt with in an extremely careful manner and no stone is left unturned to raise the academic standards of the students, most of whom are from very poor households.

- a) Following are the main objectives (vision and mission) of the college:-

- To create opportunities of higher education in Villages to cater to the needs of the poor rural masses
- To maintain advancement of higher education to build up this rural Degree college as an ideal Centre of Learning
- To make the College a source of inspiration for students so that the number of drop-outs are minimized
- To impart quality based education with the objective of acquiring skills that can prepare them to meet the realities of life. Skilled manpower and its systematic application are required in all fields – industry and agriculture.
- To help students acquire an awareness of and sensitivity to the total environment and its allied problems; to develop in the minds of the students a feeling of belonging to this ideal Institution of Higher Education
- To foster universal and eternal values, oriented towards the unity and integration of the community as a whole. Such education is directed to eliminate religious superstition, fanaticism, fundamentalism and violence from the society.
- To provide the infrastructure for physical education, sports and games in order to bring about an integrated development of the body and mind.
- To lay emphasis on modern educational technology to improve the academic standards, create awareness among the students and inculcate the spirit of dynamism in them.
- To motivate students to develop an analytical frame of mind so that they question and discover instead of accepting everything blindly
- To develop responsible citizens of the country who can strive for the betterment of humanity and to equip them with updated information so that they may face the challenges of the new millennium

b) The steps that are taken to translate the broad vision of the college into acts are as follows :-

- The college has an elected body of Students Union that takes great care to cater to the demands and needs of the students, whatever be their socio-economic background
- Seats are being increased in order to accommodate a vast number of students
- Together with the University of Kalyani, the College has a Department of Distance education in the subjects of English, History, Bengali and Philosophy
- In case of students with a poor socio-economic background, the college offers scholarships, full and half free studentship.
- Various co-curricular activities are carried out like Traffic control Programmes, Planting of Trees, Aids Awareness Campaigns etc.
- The College also organizes matches, competitions, sports and games for the physical development of its students
- Reservation is provided to the students of Other Backward Classes, Scheduled Castes and Scheduled Tribes
- More and more students are getting access to computers and they are encouraged to use them in their leisure time
- Efforts to instill values among the students are carried out by organizing programmes like Teacher's day, celebration of Dr.B.R.Ambedkar Jayanti etc.

- Pursuit of art and literature is encouraged and the Students Union publishes a yearly journal where students contribute whatever they can.

Thus, every attempt is made to ensure that the vision and mission of the college is carried out in a proper way. It is the feeling of unity and oneness in the college that transcends all groups or cultural differences and synthesizes all castes, linguistic and religious communities into a compact whole. However, there is always scope for improvement and the College is open to opinions on each of these matters.

6.1.2. Enumerate the Management’s commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

“An institution is not a mere brick and mortar structure housing a miscellany of pupils and teachers; an institution is not a marketplace where knowledge is doled out to unwilling consumers of varying capacities; an institution is not a railway platform where a heterogeneous crowd gathers with diverse objects; an institution is a spiritual organism with a distinctive personality of its own.”

Thus, the teaching-learning process in an institution is a lifelong process, from infancy to old age or from “womb to grave”

A vital role is played in this teaching-learning process by the Management. The Management of the College is ever committed, active and receptive to praise and criticism.

The role of the management in the teaching-learning process may be divided into three parts :-

a) Commitment

- The Management is committed to enable students to live in a democratic society by gearing them up to take on new responsibilities

- Conservation of culture and heritage is a crucial aspect and the Management sees to it that the students are trained accordingly
- The Management is committed to light the lamp of Computer-aided education in the minds of the young learners
- The Management is also committed to enable the students to make proper use of Interpersonal skills, Information systems, Effective communications and Use of Technologies.

b) Leadership-role

- As the management occupies the steering role in the college, it inculcates interdependence among the Various departments of the College
- It sees that the Teachers are well acquainted with the subject-matter, are able to motivate students and have good communication and presentation skills
- It takes care of two vital things – namely college discipline and evaluation of the students and gives great attention to both
- With a student-centred approach, the management sees to it that opportunities are given to each and every student to develop the mind, body and spirit. Formation of the Student's Union is a vital step in this regard.

c) Involvement

- The Management is involved in connecting the life within the Institution to the real life of the community so that students are trained to grapple with the problems which they will meet in later life

- The Management ensures that the faculty is motivated to participate in Orientation Programmes, Refresher Course, Seminar, Symposium, Conference, Workshop etc
- India is a land of many castes, creeds, religions and dogmas. Under the circumstances, the Management is involved in kindling in the minds and hearts of the students a passion for social justice based on the sensitiveness to the social evils and exploitation, especially in a rural set-up in which the college is located.
- The Management is involved in designing effective community service programmes which help to improve the quality of living in the community.

In this way, by providing the teachers and the learners with the above-mentioned assistance, the Management sees that the Teaching-Learning Process is functioning in a smooth and effective manner. A Women's Hostel is also under construction so that female students who commute from very far can benefit in diverse ways.

6.1.3. How does the Management and the Head of the Institution ensure that responsibilities are defined and communicated to the staff of the institution?

There are various ways in which the Management and Head of the Institution ensure that responsibilities are defined and communicated to the staff.

- Teaching Staff :- The Teaching Staff, well-equipped and trained, carry out their duties in a smooth and efficient manner. Anything that needs to be communicated is done through meetings with the Heads of the Departments and Teacher's Council meetings.
- Non-Teaching Staff :- The non-Teaching Staff (both Group-C and Group-D) also do their respective duties. Their responsibilities are defined and

communicated to them through Circulars, and later taken up at Governing Body Meetings.

The Teacher-In-Charge and the Management looks after the interests and needs of both the Teaching and Non-Teaching Staff ; it is the combined effort of each and every staff

(both teaching and non-teaching) that ensures the smooth resolution of disputes and efficient handling of al kinds of situations.

6.1.4. How does the Management/Head of the Institution ensure that adequate information from feedback and personal contacts etc. is available for the management, to review the activities of the institution?

There are different ways in which the Management / Head of the Institution ensures that adequate information from feedback and personal contacts is available to the Management. They are :-

- The various Sub-Committees, headed by the Teacher-In-Charge, are in constant touch with the Management through regular meetings.
- The Management also discusses the Grievances received by the Grievance Redressal Cell and the Student's Union and takes necessary steps.
- The feedback reports obtained from the students, peer appraisal reports and reports of Parent-Teacher's Association are also scrutinized by the Management and in this way, the activities of the Institution are reviewed.

6.1.5. How does the Management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

In order to improve the effectiveness and efficiency of the institutional process, involvement of the staff is encouraged in the following ways :-

- Suggestions, advice and opinion of the Staff are taken, discussed and valued at every stage of the running of the institution
- The Staff are provided with all kinds of support they may require for overall development of the students
- Whenever any Department makes any outstanding achievement in any field, the Management and the Head of the Institution are involved in jointly facilitating them.
- Of course, it is the Non-Teaching Staff who are more actively involved in rendering services to the students during their admission, examination etc. The Non-Teaching Staff are also highly motivated to get involved in taking care of the interest of the students.

6.1.6. Describe the leadership role of the Head of the institution, in governance and management of the institution.

“Asato ma sad gamaya,

Tamaso ma jyotir gamaya,

Mrytor ma amartam gamaya.”

“Lead me from the unreal to the real’

Lead me from darkness to light,

Lead me from death to immortality.”

----- Brihadaranyak Upanishad

This is verily, the true role of the Head of our Institution i.e. leading students from unreal to the real, darkness to light, death to immortality. The head of the Institution / Teacher-In-Charge is not just an instructor or a task-master, he is a helper and a guide.

The Teacher-in-Charge has the following key roles to play in Governance and management.

GOVERNANCE & MANAGEMENT :-

The Teacher-in-Charge is the key element in developing organization structure, strategy development, fiscal, human resource management and also for the best practices of the institution.

The following are a list of the bodies with which the Principal keeps close touch and takes support and information:-

- The Higher Education Directorate, Govt. of West Bengal
- The University of Kalyani
- The Governing Body of the College
- The University Grants Commission
- The Teachers' Council of the College
- The Conveners and members of different sub-committees
- The Head of the Departments of this College
- The Students' Union
- The members of the Non-Teaching Staff
- District administration, local bodies
- Employers

To carry out an effective process of Governance and management, the Teacher-in-Charge carries out the following functions :-

- 1) Character-Development of each and every individual in the college, be it students or teachers

- 2) Effective implementation of the teaching – learning process
- 3) Students Management (in the class-room and outside)
- 4) Evaluation of students and teachers
- 5) Developing a harmonious atmosphere in the college
- 6) Assisting in the setting of standards of the college environment and classroom behavior
- 7) Endeavouring to assure that material taught is applied in such a manner so as to develop a pattern of understanding for future use in other areas

In conclusion, the Teacher-in-Charge is aware of his roles as :-

- Group-Leader :- In the wake of demands for more specialized education, new competition in higher education, enrollment challenges, his role is supreme
- Initiator :- In initiating major technological advancement in education methodology, initiating more use of computers, his role is unchallenged
- Facilitator of learning: - Not only in the regular teaching-learning process, he plays a crucial role in the field of fostering value-education, professional education and promotion of distance-education.
- Role Model :- For new students and old, he is the role model, the inspirer
- Rationalist :- He is conscious of the need to build up increasing partnership with business and industry, resource mobilizations and restructuring of higher education organizations
- Upholder of the norms and values: - Last but not the least, the teacher-in-Charge is the upholder of the norms and values of the college.

6.2 Organizational Arrangements

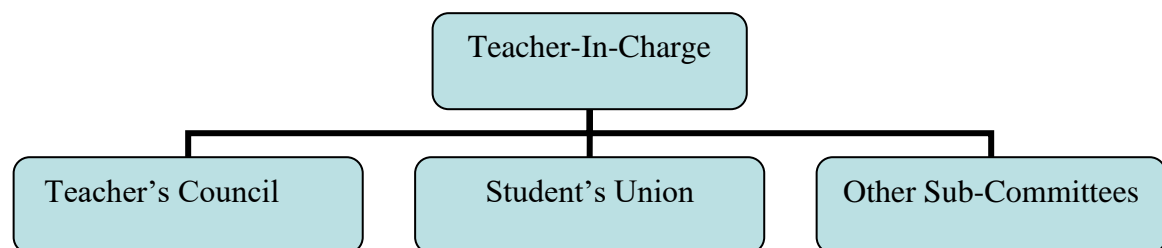
6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

ORGANISATIONAL STRUCTURE

Government of West Bengal (Higher Education Department)



Governing Body of the College



Administration :-

- Student's Section (Clerk, Cashier)
- Accounts Section (Clerk, Typist, Cash)
- Administrative Assistants (Head Clerk, Group-D Staff)

Maintenance :-

- Guards, Pump man, Electrician, Mali, Store-Keeper, Night-Guard etc.)

Library :-

- Librarian, Library Assistants)

Academic :-

- Heads of the Departments
- Teaching-Staff

ACADEMIC BODIESTeacher's Council :-

<u>Date of meeting</u>	<u>Important Resolutions</u>
14 / 09 / 06	1. It is resolved that Prof. P. Bhattacharya is unanimously elected as the Secretary of the Teacher's Council for the Academic Session 2006-2007
27 / 09 / 06	1. It is resolved that a new Time-Table would be provided as early as possible. 2. Due to the shortage of teachers, it is requested that the Teacher-In-Charge take an initiative for recruitment of teachers in approved vacant posts of the College ; and in subjects having no approved vacancy, the appointment of some Part-Time Teachers and Guest Lecturers was considered.
20 / 12 / 06	1. It is resolved that the list will be prepared for purchase of library books for different departments and the books would be purchased on 5 th February, 2007.
31 / 01 / 07	1. It is resolved that B.A / B. Com 3-Year Degree 3 rd Year Test Examination would be held on and from 15 th February, 2007 ; B.A / B. Com (New Pattern) 2 nd Year Test Examination would be held on and from 08 / 03 / 07 and B.A / B. Com (New Pattern) 1 st Year Test Examination would start from 20 / 03 /

	07.
05 / 04 / 07	1. Discussions were held regarding the smooth conduct of the Examinations and teachers were requested to co-operate as far as possible and earnestly follow the invigilation chart .
23 / 08 / 07	1. It is resolved that a WEBCUTA (Nadia District) sponsored Seminar on the topic “New Examination Systems, Evaluation and Study” will be held on 28 th September, 2007 at the College Campus to make the teachers and the students well conversant with the New Pattern of the Examination (1+1+1) system as being introduced this year under Kalyani university.
27 / 09 / 07	1. It is resolved that Prof. P.K. Dev is unanimously elected as the Secretary of the Teacher’s Council for the Academic Session 2007-2008 2. It is resolved that first- Phase Class Test of the First Year Students under New Pattern (1+1+1 system) will be held on October 4 and 5, 2007. Marks Pattern i.e. Distribution of Marks to the questions was also discussed in this meeting. 3. It is also resolved that the marks secured by the students in three Phases of the Examination will be considered in their internal assessment.
13 / 12 / 07	1. After discussion regarding the performances of the students in their first- Phase Exam, it is resolved that the Second-Phase Examination of First Year Students will be held on December 19 th and 20 th , 2007. 2. It is also resolved that the Test Examination of Second Year and Third Year students (New Syllabus , Old Pattern) will be held on and from February 1, 2008.
07 / 02 / 08	1. It is resolved that the Department of History will conduct a Seminar on the “Role of the Peasantry in the Revolt of 1857” on February 20 th , 2008.

	Necessary arrangements will have to be made accordingly.
04 / 03 / 08	<p>1. It is resolved that Test Examination (1+1+1 pattern) of First Year Students will be started on and from 10th March, 2008.</p> <p>2. It is resolved that a UGC Sponsored National Level Seminar on the topic, “National Education Policy and Development of Backward Classes and Minority Communities” at the College Auditorium will be held on 24th March, 2008.</p>
06 / 08 / 08	1. It is resolved that Prof. P.K.Dev has been unanimously elected as the Secretary of the Teachers’ Council for the Academic Session 2008-2009.
12 / 09 / 08	<p>1. After discussion of the necessity of the purchase of books for different Departments, the Teacher-In-Charge requested the Heads of the Departments to prepare the List of the books to be purchased. He assured that a sum of Rs. 1,75,000 may be granted for the purpose.</p> <p>2. It is resolved that the Teacher-In-Charge will call a Staff Meeting at his earliest possible to form NAAC Sub-Committees.</p> <p>3. It is resolved that Phase-I Examination of First Year and Second Year Students will be held from September 25 to September 27, 2008</p>
06 / 11 / 08	1. It is resolved that an “Youth Parliament” will be held during the middle of December, 2008, to be mainly conducted by the Department of Political Science.
11 / 12 / 08	1. After discussion of the performances of the students at their First-Phase Examination, it is resolved that the Phase-Two Examination of first Year and Second Year Students will be held on December 20 th to December 24 th , 2008.

Governing body :-

<u>Date of meeting</u>	<u>Important Resolutions</u>
6 / 10 / 2005	<p>1. On retirement of the Principal, it was decided to request the West Bengal College Service commission to take necessary steps to select a suitable candidate for appointment to the vacant post of Principal of the College</p> <p>2. It is resolved that the Reservation Policy of the Government as provided in the 100 point Roster System will be strictly followed in respect of any appointment given by the College Authority.</p> <p>3. It is resolved that the post held by Sri. P. Bhattacharya (Dept. Of Commerce) be upgraded to the post of Lecturer (Selection Grade) and the post held by Sri. P.Majhi (Dept. Of Commerce) of the Dept. of Commerce be upgraded to the post of Lecturer (Senior Scale).</p>
15 / 02 / 2006	<p>1. It is resolved that the Resignation Letter of Prof. Samaresh Mondal, Reader in Economics be accepted and the post be declared as vacant</p> <p>2. It is resolved that the Teacher-In-Charge be requested to take necessary steps regarding submission of claims of Part-Time Lecturers to the Director of Public Instruction, West Bengal, for the remuneration at the rate of Rs. 4000/- per month as per Government Order G.O. 577 Edn. (C.S) dated 24 / 08 / 05</p>

	<p>3. It is resolved that the proposals for the Renovation and the Painting of the College Buildings, Boundary Walls and a Waiting Shed in the Bus Stop be approved.</p> <p>4. It is resolved that the resolution by circulation regarding the appointment of Sri. Jayanta Malakar as an Accountant w.e.f 2 / 10 / 06 be confirmed and approved.</p>
22 / 07 / 06	<p>1. Expenditure incurred under the following heads were approved :-</p> <p>Whitewash and Painting – Rs. 72,739/-</p> <p>Grill – Rs. 30,055/-</p> <p>Waiting Shed – Rs. 19,061/-</p> <p>2. It is resolved that Sri. A.K.Poddar Secy. Of the College be directed to complete the audit of the society up-to-date within 15th August, 2006 and also resolved that the dues, if any, as per audit, to be paid by Sri. Poddar as early as possible.</p> <p>3. It is resolved that the Teacher-In-Charge be requested to take steps so that the vacancy of Lect. In Physical Education & in Geography be filled up by taking Contractual Lectureres for the posts immediately as per procedure.</p>
25 / 09 / 06	<p>1. The Appointments of the following were approved as per the Selection Committee:-</p> <p>Md. Samsar Ali, Cont. Lect, Physical Education</p> <p>P.D.Sarkar, Cont. Lect, Geography</p> <p>Gayatri Sarkar, Part-Time Lect, Geography</p>
29 / 12 / 06	<p>1. It is resolved that as per the recommendation letter, the</p>

	Teacher-In-Charge reported that Sri. Pijush Kanti Dev has been appointed as a Lecturer in Economics w.e.f 07 / 12 / 06
10 / 05 / 07	<p>1. It is resolved that a name of a candidate would be proposed for the post of President of the reconstituted Governing Body of the college</p> <p>2. After procedure, it had been declared that Prof. Md. Abdul Kader has been elected President of the reconstituted Governing Body of the College.</p>
22 / 05 / 07	<p>1. It is resolved that in consideration of the rush for admission in the last year, in certain subjects taught in the college, it is unanimously resolved to enhance the intake capacity (with the authority of Kalyani University) w.e.f the Session 2007-2008 to meet the needs of the students. For eg :-</p> <p>Bengali – From 130 seats to 150 seats in Honours</p> <p>History – From 75 seats to 100 seats in Honours</p> <p>Philosophy – From 50 seats to 60 seats in Honours</p> <p>Physical Education – From 175 seats to 200 seats in Honours</p>
12 / 09 / 07	<p>1. Since there is no possibility to get full-time Lecturers through the West Bengal College Service Commission at present, it is resolved that two Guest Lecturers & Part-Time Lecturers be recruited in different subjects as per procedure in different subjects.</p> <p>2. Considering the need for more number of Computers & Books for the interest of the students, it is resolved to sanction Rs. 1,75,000 for purchase of 10 computers.</p>

	<p>3. It is resolved to recruit two instructors for Computer Training to the students through advertisement.</p>
19 / 03 / 08	<p>1. It is resolved to rationalize the expenditure regarding various items and a Travel Allowance (T.A) Register must be maintained ; also utilization of Government grants and College funds should be properly maintained</p> <p>2. It is resolved that the expenditure of Rs. 8000/- for the Seminar dated 20 / 02 / 08 organized by the Department of History be approved.</p> <p>3. Dr. D.N.Sarkar, Reader in Bengali has been appointed as the Teacher-In-Charge and approved accordingly.</p>
19 / 04 / 08	<p>1. Financial allegation and irregularities prima facie proved against Sri. Ajit Kr. Poddar, Secy of the ECCS of the College</p>
18 / 07 / 08	<p>1. Audit Report for the Financial Year 2006-2007 is placed before the Governing Body meeting and duly accepted</p> <p>2. It is resolve that the Appointment Letter issued by the Teacher-In-Charge as per recommendations of the College Service commission to Smt. Sushmita Gonsalves, Lect. In Political Science and Sri. Pankaj Chakraborty, Lect. In Bengali be approved</p> <p>3. The Governing Body approved the action taken by the Teacher-In-Charge for opening a Study Centre of Open and Distance Learning in the College w.e.f the Academic Session 2008-2009 affiliated to Kalyani University and organized by the Directorate of Open and Distance Learning, Kalyani,</p>

	<p>Nadia.</p> <p>4. It is resolved that Sri. Pankaj Kumar Maji will act as Bursar of the College w.e.f 1st July, 2008</p> <p>5. The Governing Body has approved the proposal of creating the following posts for smooth functioning of the College and Academic interest of the students and the Institution.</p> <p>3rd and 4th post in Bengali</p> <p>4th post in History</p> <p>3rd post in Political Science</p> <p>3rd post in Philosophy</p> <p>1st and 2nd post in Geography</p> <p>1st and 2nd post in Physical Education</p> <hr/> <p>A total of 9 new posts</p>
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Finance Sub-Committee :-

Date of Meeting	Important Resolutions
10 / 07 / 06	1. The expenditure regarding Whitewash and painting of the College Boundary Walls is considered and recommended for approval of the Governing Body at Rs. 1,25,705/-
23 / 07 / 07	1. It is resolved that Rs. 60,000/- would be allocated for provision of safe drinking waters fro the staff and students
12 / 03 / 08	1. Expenditure of the Women's Hostel is considered and Purchase Committee was requested to give the contract to TATA TMT for Iron Rod, Sand, Cement and Stone Chips by Spot Quotation.

24 / 07 / 08	1. The proposed budget for the Financial Year 2008-2009 was placed, considered and recommended for the approval of the Governing Body, the total amount being Rs. 34,63,700/-
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Performance-Evaluation of Teaching and non-Teaching Staff :

Towards the end of the year, both teaching and Non-Teaching Staff are evaluated by themselves, their peers and the Students. This is a very useful tool for ensuring accountability and transparency in any institution.

Research and Extension Activities :

Some of the Teaching Staff are engaged in Research. They are deeply motivated by the Management and Head of the Institution in this respect.

Examinations Held :

Apart from the Examinations conducted by the University, the College conducts three internal class-tests each year. This is done primarily to assess the performance of the students on a day-to day basis. Evaluation done in this way goes a long way in training the students for their University Exams.

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

Decentralization in education, generates new responsibilities for teachers. In the sphere of education, it means a relocation of decision-making power to local authorities, schools, Teacher-In Charges and other teachers for classroom management.

In keeping this in mind, the administration is decentralized in the following way :-

- i) Collective leadership is stressed on, and the various Sub-Committees handle issues specific to them.
- ii) The Teacher-In-Charge meets the Head-Clerk and in connection with administrative matters and matters concerning the Non-Teaching Staff
- iii) The Teacher-In-Charge also meets the Representatives of the Teacher's Council and sees that all matters related to the teaching staff are effectively resolved
- iv) Regarding matters dealing with the students, the Students Union is also duly consulted and their opinion is valued at every step.

Thus decentralization is the fruit, the valuable by-product of co-operative work willingly undertaken and efficiently completed. In the college, it results in the training of conscience, cultivation of goodwill and the development of moral insight.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

A college is like a miniature society – a sum of its parts. Without the internal co-ordination and monitoring mechanisms, it is likely to face obstacles in the way of its smooth progress. Therefore, utmost efforts to obtain internal co-ordination and monitoring are undertaken.

Internal Co-ordination :-

- There is co-ordination among the various departments and joint programmes are organized. Programmes organized by one department are actively participated in by other departments. The Heads of the Departments in consultation with their departmental colleagues, decide on matters like organizing seminars, workshops, buying books, class tests, preparation of academic calendar and departmental routine etc.

- During cultural and co-curricular activities, the Student's Union co-ordinates with the Teaching and Non-Teaching Staff so that these programmes are a success. The elected members of the Student's Union act as a bridge between the students and the Administration.

Monitoring :-

- The various Sub-Committees monitor the day-to-day functioning and looks after the academic, cultural, administrative and disciplinary activities.
- The Teacher's Council with the guidance of the Teacher-In-Charge takes decisions in all academic matters. In case of any dispute, the matter is taken over by the Governing Body of the College.
- Finally, the Governing Body is the ultimate monitoring authority. Periodically, it monitors the activities and progress of the College and discusses them at the meetings. With powers to take decisions, its say is final in all matters.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

The College does have a Grievance- Redressal Cell. It functions in the following manner :-

- j) Students, Teachers, Employees and others are encouraged to drop their grievances/complaints/suggestions in the Drop-Box provided
- ii) The written complaints are read and attempts to resolve them are undertaken.
- iii) Firstly, the matter is referred to the Department/ Section where from it arose
- iv) If the nature of the problem is of a serious one, the case is taken over to the Principal

The functions of the Cell include securing respect for Human Rights; making stakeholders aware of their powers, duties and responsibilities ; promoting transparency and accountability ; focusing on social justice and eliminating all sorts of discrimination against women.

The major issues that have been addressed by the Cell are :-

SL.NO	GRIEVANCE	COMPLAINT MADE BY	REDRESSAL
1.	Demand for enhanced seats in Geography Honours	Student's Union	Matter resolved by increasing intake capacity after intervention by the University
2.	Demand for enhanced seats in the General Course	Student's Union	Matter resolved and steps taken after intervention by the University

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

Governing Body :- The Governing Body meetings take place on a regular basis and a minimum of 3 meetings are held in a year. Here, the Management meets the staff to discuss different issues.

Teacher's Council :- Here also, the Management meets the Teaching Staff . These meetings are attended by the Departmental Heads along with their colleagues.

The major issues discussed during the last meeting of the Teacher's Council and the Governing Body were as follows :

Governing Body :-

i) Fixing of deadline of submission of NAAC

ii) Academic Matters

- iii) College Development
- iv) Disciplinary matters

Teacher's Council :

- i) Mock Session of the Vidhaan Sabha organized by the Department of Political Science
- ii) Holding of the Second Round of the Class Tests
- iii) Discussion of final stage of preparation of SSR for NAAC

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

Yes, as a part of the Grievance Redressal Cell, there is a separate Department that inquires into the problems faced by female staff and students. However, gender discrimination is absent in the college. Sexual abuse and harassment has not been encountered so far.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

Development of a perspective institutional plan is a multi-stage process. It commences with the formulation of instructional objectives and it proceeds beyond the announcement of results.

The following is the manner in which the plan is developed :-

- i) The Departmental Heads and other members discuss the plan with the Teacher-in –Charge at a session of the Teacher's Council Meeting
- ii) If necessary, a Sub-Committee is constituted to implement it effectively

- iii) The Student Representatives of the Student's Union are also involved and their opinions taken
- iv) Finally, matters are placed before the Governing Body and the ultimate decision regarding the plan is taken.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The levels that are involved in institutional development are ;_

- a) Students -
- b) Teaching Staff
- c) Non-Teaching Staff
- d) Governing Body

- All the departments are intimated about any major decision through their representatives, as for example, for students, the Students Union ; for teaching and non-teaching staff, the Teacher's Council ; for the entire college, the Governing Body and so on.
- Whenever any objective plan needs to be implemented in detail, all the segments meet with the Teacher-In-Charge and elaborately discuss the kind of steps to be taken.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

Details of the Teacher's Council and the Governing body are already given in Section

6.2.1

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

The College has not got an MIS in place, to select, collect, align and integrate data and information on its academic and administrative aspects.

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Data and information obtained from the feedback is used for decision-making and performance improvement. This is done in a number of ways :-

- The concerned Department is consulted, informed about the feedback and if any gaps are found, steps are taken to correct them
- After a period of time, re-assessment is conducted to verify whether the problem has been resolved

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

The Faculty is encouraged to go for Refresher and Orientation programmes. To promote co-operation, departments combine together to host co-curricular activities. However, sharing of knowledge and skill across Departments is not present.

6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/research of the faculty and service of the faculty by other staff? If yes, how?

Among the mechanisms for performance assessment, the following are of significance:-

- The Teacher-In-Charge conducts the assessment of the Teachers and the Non-Teaching Staff
- The performance of the faculty is assessed by students with the help of Teacher Assessment Questionnaire. The Students Union also plays a vital role in this regard.
- The Faculty also conducts an evaluation of themselves and their peers with the help of Peer Assessment Questionnaires
- Continuous feedback is available to the Teacher-In-Charge and this in turn is communicated to the faculty, which indirectly helps them to grow. Identification of the lacunae's on the part of the Teaching or non-Teaching Staff also helps them to take proper steps to correct themselves.

These are all geared to strengthen the basis, purpose and outcome of teaching-learning, assessment and evaluation.

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

Among the Welfare Measures that are available to the Staff and Faculty is a Credit Co-Operative Society. It provides facilities for taking loans to meet with crises or emergency situations.

The College also takes initiative to boost the morale of the Teachers and motivate them, whenever required, and is beside the Staff and Faculty during crises periods.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

The strategies and implementation plans of the Institution, to recruit and retain faculty are as follows :-

- Whole-Time Faculty are to be recruited only through the recommendations of the West Bengal College Service Commission, by the Governing body of the College.
- Retaining faculty however depends on the Governing body of the College, and it has sole powers in that matter
- Regarding Contractual Lecturers and Part-Time Lecturers, the final selection is done by a Selection Committee duly constituted, with members of the Governing Body, the Teacher-In-Charge and Subject Experts.
- In case of Group-D staff the methodologies are different. Whenever a vacancy occurs in the Upper Division Clerk (UDC) the matter is reported to the Director of Public Instruction for filling up the post. Usually the post is filled up by way of transfer from other Government offices under the control of the Director of Public Instruction.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (eg. Salary structure, workload, specializations).

Part-time teachers are employed whenever there is a vacancy in the sanctioned posts. Generally the College is entitled to recruit teachers against each vacant post. The eligibility/terms and conditions are as per UGC norms. However, when a part-time teacher with requisite qualifications (NET/ SLET/ M.Phil. /Ph.D.) is not available even after advertisement in daily newspapers, candidate with more than 55% marks in his/her post-graduate examination is recruited subject to the approval of the Governing Body of the College.

Similar procedure is maintained for the recruitment of Full time contractual Lecturer.

In case of Full-time lecturer, whenever there is a vacancy in the sanctioned post 100 point roster is follow to determine the category (SC/ST/OBC/PH/GEN) of the post. Then requisition is sent to the West Bengal College Service Commission for recommendation. Then by the recommendation of the West Bengal College Service Commission and approval of the GB of the college, principal/TIC appoints the concern candidate.

The criteria for employing part-time , contractual and Full time faculty are as follows :-

	PART-TIME	CONTRACTUAL	REGULAR
1.Recruitment condition	By the recommendation of the selection committee and approval of the Governing Body of the College the Principal/TIC appoints the candidate.	By the recommendation of the selection committee and approval of the Governing Body of the College the Principal/TIC appoints the candidate.	. In case of Full-time lecturer, whenever there is a vacancy in the sanctioned post 100 point roster is follow to determine the category (SC/ST/OBC/PH/GEN) of the post. Then requisition is sent to the West Bengal College Service Commission for recommendation. Then by the recommendation of the West Bengal College Service Commission and approval of the GB of the college,

			principal/TIC appoints the concern candidate.
2. Salary Structure	Rs. 4000 /- per month. (Rs. 2000 is borne by the College Authority and Rs. 2000 by the Government)	Rs. 8000 /- per month	UGC pay-scale
3. Workload	9 Classes in a week (hons & Gen.)	At least 5 hrs. per day, 5 days per week	At least 5 hrs. per day, 5 days per week

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

To ensure the Professional development of the Faculty, the College:-

- Encourages the faculty to attend Seminars (Both regional and national)
- Arranges for the faculty to go for Refresher Courses and Orientation Programmes
- Sends the faculty to attend workshops on Curriculum and Syllabus Reform organized by the University

Participation in Orientation programmes and Refresher Courses is mandatory for career advancement of the Faculty. These are organized by the Academic Staff

Colleges and participation in these enhances the professional development of the faculty.

The College also encourages its faculty to be active members of National Library, Council of Social Science Research, Kolkata etc.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

The College has not conducted any Staff Development Programmes for skill up-gradation and training of the Staff. However, plans are on to start a Computer-Literacy Programme for the Faculty.

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

Apart from a cheerful and congenial atmosphere, the Faculty are benefited by the following facilities :-

- i) Comfortable and healthy ambience for teaching and research
- ii) Aid and assistance from the Office Staff
- iii) Up-To-Date and Well-Equipped Library
- iv) Opportunity to be involved with social welfare activities like NSS etc.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

In the years 2005-2006 and 2006-2007, no grants were received by the U.G.C

2007 – 2008

Date :- 27/11/07

UGC Grant for books, journals and Equipment under XIth Plan

D.D.No. 359211 dated. 07/10/07 Rs. 97104/-

Sanction No:- FWK4- 005 / 07-08 dated. 18/09/07

Date :- 28/11/07

UGC Spl. Scheme for Women's Hostel

D.D.No. 352088 dated. 28/10/07 Rs. 900,000/-

D.D.No. 352089 dated. 28/10/07 Rs. 900,000/-

D.D.No. 352090 dated. 28/10/07 Rs. 3,70,941/-

Rs. 21,70,941/-(total)

Date:- 27/02/08

UGC grant for Conference Rs. 31,500/-

2008-2009

Salary Received :-	Full Time	Part-Time
2005-2006	Rs. 45,27,192/-	Rs. 3,60,000/-
2006-2007	Rs. 52,70,577/-	Rs. 4,80,000/-
2007-2008	Rs. 49,42,273/-	Rs. 2,88,000/-

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

Generally, Donations are not accepted by the College.

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

Generally, apart from the grants that the College receives, sometimes, the College has to spend on its own. The details of the various UGC grants are mentioned in Sec. 6.5.1

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))

2006-2007:-

The Grand Total of the Income and Expenditure Account for the Year ended 31st March 2007 is Rs. 33,67,663.18. The Balance being Excess of Income over Expenditure transferred to General Fund of the Balance Sheet is Rs. 4,74,412.37

2007-2008:-

The Income and Expenditure Report is in the process of completion.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Yes, the Accounts are audited on a regular basis on the instruction of the Director of Public Instruction, Government of West Bengal, according to the State Government Rules.

2006-2007 :-

- The proper books and accounts have been kept by the College
- In the case of Income and Expenditure account of the excess of income over Expenditure for the year ended 31st March 2007, which has been transferred to the capital fund of the College
- In the case of Receipt & Payment Accounts, all the balance appears from the year ending general ledger balance which has been recorded from the daily cash book of the College.

2007-2008:- The Audit Report is in the process of completion.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

The College has not computerized its Finance Management Systems completely.

However, the process is underway.

6.6 Best Practices in Governance and Leadership

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

Governance should be conducted in a manner that unlimited possibilities are open for responses that are constructive, creative and challenging. Commitment, competence and creativity in governance can put an institution on the path to success. Among some of the significant practices in Governance are :-

- i) Decentralisation of the administration
- ii) Collective responsibility is brought about by team-work
- iii) Utmost efforts to provide the best possible infrastructure is made in all spheres
- iv) Sub-Committees look after the minute details of every matter in an attempt to improve the Governance.
- v) Grievance Redressal Cell is taken very seriously.

Leadership has a challenging role of educating, teaching, guiding and evaluating . Not only should the leadership be receptive to change, but should also promote citizenship, training and active integration into society. The best practices by the leadership are as follows :-

- i) The different Departments are required to share resources and co-operate whenever required

- ii) Computer Technology helps in speedy, quick and efficient output in all disciplines
- iii) The faculty is motivated to participate in Research work
- iv) The Faculty is encouraged to go for Refresher Courses and Orientation Programmes

Criterion VII : Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

In order to ensure quality assurance the College has taken the following steps:-

- Proper and regular monitoring of the students performance through techniques like Class –Tests, Tutorials etc.
- Feedback from the students and other stakeholders
- Up-dating the library regularly with current books and journals
- Introduction of modern teaching aids and ICT in the Teaching-Learning Process
- Active participation of teachers in various academic and administrative bodies
- Promoting research and extension activities
- Regular up-gradation of laboratories and instrumental facilities
- Computerization of the College Office for efficient and faster performance with regard to financial tasks and service rendered to the students.

- Proper surveillance for maintenance of the existing infrastructure and facilities

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

In bringing about the quality enhancement of the Institution, the following functions are vital :-

- The Teachers ensure that all Class Tests are properly assessed and marks recorded
- Feedback from the students is meticulously read, documented and steps taken to bring about a positive feedback
- The College Library is equipped with the latest journals, books and publications on all subjects
- In order to generate and sustain the interest of the students, all the teachers ensure that they use ICT based techniques and teaching aids.

Generally, the Principal takes an active role in the implementation and monitoring of all of the above functions.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

Students play a crucial role in assuring the quality of education imparted by the institution. As a vital part of the College, it is the students who impart life-breath to its very organs. In order to assure quality of education imparted by the institution, the following steps are taken by the teachers:-

- Through various co-curricular activities, debates, seminars and workshops, the students try to uplift the quality of education.
- The students also take part in the Teachers Assessment and evaluation through the system of “Feedback”
- The Students Union of the College also organizes various cultural programmes like Freshers’ Welcome, celebration of “.Ambedkar Jayanti” etc. in addition to the “Annual Social” functions.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

To promote best practices in the Institution, the following are considered vital by the College.

- Accepting responsibility for student discipline throughout the College and in the interest of the College as such
- Co-operating with all the Departments and exchanging ideas in order to improve and provide a variety of approach on the teaching situation.
- Executing all required Student-related assignments on time
- Accepting one’s full share of student activity participation ; such as attending contests, workshops and camps
- Contributing constructively to Committees, faculty meetings and other College System Groups
- Taking positive steps in developing and maintaining faculty and student morale

In order to accomplish the above objectives, the College sees to it that :-

- Students meet with the teachers regularly to discuss better ways of preparing themselves
- Examination reforms are implemented
- Curriculum is redesigned every now and then
- To get feedback from parents/guardian, teacher-guardian meetings held regularly and a Parent-Teachers' Association has been formed.

7.1.5 In which way has the institution added value to the quality enhancement of students?

According to John Dewey, to value means to prize, to esteem, to appraise to estimate. It means the act of cherishing something, holding it dear and also the act of passing judgement upon the nature and amount of values as compared with something else.

In order to enhance the quality of the students, the institution has added value in the following ways :-

- It encourages students to understand the rights and duties of citizenship as envisaged in the Indian Constitution
- To realize the importance of morality which is essential for the stability and progress of society. It includes the norms of conduct such as ; a) respect and obedience b) affection and consideration for others c) discipline and civic sense d) honesty in work and dealing with others e) co-operation and observation of proper manners.
- To practice values such as courage, truth, universal love, dignity of manual labour, service, cleanliness, purity, courtesy, peace and joy.

Moreover, The College ensures that whatever needs to be done is done efficiently and effectively, with devotion and commitment, maintaining high standards.

7.2 Inclusive practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

- a) Socially-backward**
- b) Economically-weaker and**
- c) Differently-abled**

One of the important social objectives of education is to equalize opportunity, enabling the backward or under-privileged classes and individuals to use education as a lever for the improvement of their conditions. Every society that values social justice and is anxious to improve the lot of the common man and cultivate all available talent must ensure progressive equality of opportunity to all sections of the population. This is the only guarantee for the building up of an egalitarian and humane society in which the exploitation of the weak is minimized.

The majority of students in the College belong to the SC/ST/OBC category. Therefore, special steps have to be taken to ensure their smooth development.

- They are provided with all sorts of facilities and opportunities that are essential for their smooth progress
- They are given Stipends and scholarship from the State Government and Freeships from the college that go a long way in supporting them
- Special seminars are organized for the Minority Communities to aware them about the govt. welfare schemes that have been undertaken recently for the Minority Communities and plans are made to work for their welfare

Plans are on to open a coaching centre in the College where such students can benefit. However, our efforts to reach the Socially-backward, Economically-weaker and Differently-abled students are not adequate, rather limited.

7.2.2 What efforts have been made by the institution to recruit staff from the disadvantaged communities? Specify?

a) teaching

b) non-teaching

- Regarding full-time lecturers (substantive posts), the College maintains 100 point roster (when vacancy arises) to determine the category (SC/ST/OBC/PH/GEN) of the said post and send the requisition to the West Bengal College Service Commission against the vacancy for recommendation. By the recommendation of the West Bengal College Service Commission and approval of the GB, TIC/Principal appoints the person concerned.
- As far as Guest lecturers, Part-Time Lecturers and Contractual lecturers are concerned, they are appointed by the Selection Committee as per UGC norms and existing Government Orders.
- Regarding Non-Teaching Staff (substantive posts), however, the institution can recruit non-teaching staff (Group – C and D) locally on its own discretion with the prior approval of the Director of Public Instruction, West Bengal observing the 100-point roster.

7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

During admission, which is done only on merit, there is no scope for any particular gender. As far as the recruitment of Staff is concerned as mentioned before, all recruitment is done through either the West Bengal College Service Commission or through a Selection Committee and according to UGC Norms.

However, the percentage of female staff is low in the college at present. But the College sees to it that the female staff does not suffer from any discrimination on account of their minority status.

7.2.4 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.

Though the College has not done a gender audit or any gender-sensitizing courses, a detailed record of male and female students and staff is kept every year.

7.2.5 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

An overwhelming majority of students are from rural background and are belong to SC category. But the tribal population is not so huge. To promote their overall development, the following steps are taken :-

- Lectures are delivered in Bengali considering the preliminary problems of the students in attending lectures and instructions delivered in English
- Debates on burning issues, Youth Parliament, tutorials in which these students are encouraged to participate
- Field excursions and educational trips are also conducted and these students are asked to participated
- Special counseling sessions are also conducted to help these students

Meanwhile, special counseling and parents-teachers' meetings are also being conducted by the college to inculcate a healthy interaction between students & teachers and communicate that theme to the parents.

7.2.6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

Yes, the College does maintain a record of academic achievement of the students admitted from disadvantaged sections.

7.2.7 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

In order to promote social justice and good citizenship among its students and staff, the College has taken the following initiatives :-

- Successfully organised blood donation camps
- Taken up Aids Awareness Campaigns to promote
- Conducted tree plantation programmes
- Initiated 'Garbage Cleaning' programmes
- Helped in traffic control and awareness
- Successfully organised Youth Parliament (By the Department of Political Science) to boost up the virtue of good citizenship and future leader amongst students in association with the Department of Parliamentary Affairs, Government of West Bengal.
- Department of Political Science makes the students aware of their rights and responsibilities as good citizens of the country.

Humanities subjects like literature, philosophy etc. have value oriented courses and we strive to ensure the quality of diversity in our institution to spread the values among students. Observation of Independence Day, Republic Day, Ambedkar Jayanti, Teachers' Day etc. in the campus inculcates a sense of national integration, patriotism, and communal harmony among the students and staff..

As students of all strata and diverse communities participate in these programmes, their effects will slowly but steadily percolate down to the community.

7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

The College does take a lot of effort in involving all its stakeholders in planning, implementation and evaluation.

- During any change or modification of the curriculum, the stakeholders are asked to give their opinions
- As far as planning and implementation of the academic programmes are needed, here too, the stakeholders meet and discuss every issue.
- The Teachers' Council and the Students' Union play an active role in this respect
- The Alumni Association also provides valuable suggestions.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

Keeping in mind the need for the development of new programmes conducive to learning, the College plans on introducing new programmes every now and then.

In order to help female students who come from afar off, the College is on its way to the completion of the Women's Hostel. The Open System of Education in association with the University of Kalyani is also a positive step towards creating an overall climate conducive to learning. The College is also making more and more students computer savvy keeping in mind the demand for ICT ; with this objective the College has a Computer Centre in collaboration with WEBEL Informatics Ltd for intensive training to the students and teachers.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

The key factors that attract students and stakeholders to the institution are its emphasis on the four pillars of education, which are as follows :-

- Learning to know: - The College stresses on innovative practices and a one-to-one teacher student interaction. Stress is also laid on combining a sufficiently broad general knowledge with the opportunity to work in depth on a small number of subjects.
- Learning to do: - A wide variety of curriculum options with the commitment to learn as much as possible. Also, the institution focuses on the competence to deal with many situations and work in teams.
- Learning to live together: - Being a college in an extremely rural socio-economic set-up, the uniqueness of the institution lies in its ability to enable students to learn to live together and develop an understanding of each other.

- Learning to be: - The institution, above all, teaches all its students to develop one's personality in a much better way and to be able to act with ever greater autonomy, judgment and personal responsibility.

Other key factors are:

- Innovative practices, conducive atmosphere for learning and above all the one to one teacher-student interaction
- Institution's commitment to maintain an atmosphere which leaves every member as free as possible to learn, to search for knowledge, to express his/her own individual belief and opinion, strive for excellence
- Professional attitude in teaching
- A well maintained library with a rich collection of books and journals
- Almost equipped laboratories in the Geography departments

The concept of learning throughout life is the key motive of the institution that attracts one to it.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?

There are many ways in which the institution elicits co-operation from all its stakeholders.

- In some cases, the stakeholders do sponsor some of the Community-Oriented Programmes
- The students take part in Workshops, Seminars and other Sports Meets, sponsored and conducted by the UGC, The University of Kalyani etc.

- Sometimes, programmes are also organized by the District Authorities and other Social Service Organisations ; here too, the students actively participate.
- The students of this College participate every year in the Annual Sports Meets, Inter Govt. College Athletic Meet and Football championships organized by the Education Directorate, West Bengal and also by the Kalyani University

These kinds of programmes instill a sense of self-confidence in the students and they learn to co-operate with each other and a sense of oneness also develops.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

Keeping the question of public concerns in mind, the college has :-

- Raised the number of seats after discussions with the University
- Introduced a Computer Learning Centre
- Introduced the Open and Distance Learning Programme

As the college is located in a rural area, there are great expectations from the local people, and the College does its best to keep up to them.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

As mentioned earlier, the College tries to build up the future pillars of the nation through its dynamic, active, young and energetic students. Promotion of social responsibilities and citizenship roles are a must if the students are to be future builders of the nation. This is done by:-

- Encouraging students to participate in “Youth Parliament” programmes organized by the Department of Political Science in association with the Department of Parliamentary Affairs, Government of West Bengal. This programme imparts lesson on good citizenship and makes the students aware of their rights and responsibilities as citizens of the country.
- Motivating students to spread the message of Aids Awareness
- Celebration of Ambedkar Jayanti, Independence Day, Republic Day, Teachers’ Day etc. in the campus inculcates a sense of national integration, patriotism, and communal harmony among the students and staff..

Even though there is no exclusive programme for the same, the College motivates the students through these and other diverse forms of activities.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

In order to bring about community orientation in its activities, the College has actively encouraged :-

- Blood Donation Camps
- Involving students in Traffic Control Campaigns
- Encouraging students to take part in “Tree Plantation Programmes”
- Organizing a “Garbage Clearing Campaign” to spread the message of Cleanliness and Hygiene

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

As most of the students are first-generation learners, belonging to very poor families and the local community too is extremely rural, the College has a vital role to play in bringing about the upliftment of the entire area. Realizing the needs of the Community, the College has a Computer-Training Centre in collaboration with WEBEL Informatics Ltd and an Open and Distance Learning Centre under the University of Kalyani. Various awareness camps, Blood Donation Campaigns, Traffic Control Programmes are also organized keeping in mind the need of the community.

7.3.9 How do the faculty and students contribute in these activities?

The faculty and the students pool in their effort during each and every such campaigns. Basically, all these are based on team work and co-operation between the Teachers and the Students. Even the Non-Teaching Staff actively come forward and render their bit of help. While the teachers assess the need of such programmes, they take up these issues at discussions with the Students' Union. Later on, the Governing Body members are also invited to join in the programmes, and they are only too eager to do so. After plans are formulated, they are converted into long term and short term programmes, which are then executed. Introduction of a Coaching Centre is very much in demand and the College is planning it in the near future. The Career Counseling Cell also takes a good lead when it comes to guiding students for their future.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The most ardent index of students' satisfaction can be seen from the results of the final University Examination. It is ensured that each and every student gets the full care and attention of the teachers throughout the year. With this intention, special tutorial classes are also organized for the students. Apart from this, to assess the students on a yearly basis, Class Tests are held on a regular basis. Students are personally counseled by the Teachers if they fall short of expectations in these tests. Once the students pass out, they are also guided to take future decisions regarding their careers by the teachers. Job-oriented courses are also a necessity along with the knowledge of ICT. In all these, the students are aptly guided by the teachers. In special cases, the teachers also help students to get themselves enrolled in the Open and Distance Education Scheme under the University of Kalyani.

7.3.11 How do you build relationships?

- **to attract and retain students**
- **to enhance students performance and**
- **to meet their expectations of learning**

- a) To attract and retain students :- The College encourages students to contribute towards wall magazines and magazines, students are also asked to write answers and get them corrected by the Teachers.
- b) To enhance students performance :- The College conducts regular Class Tests and Tutorials, encourages them to do increased Reference Work and consult the latest journals and periodicals.
- c) To meet their expectations of learning: - The College tries to create interest in the subject by conducting field tours and excursions. The College also tries to use models, charts and power point presentations to motivate students.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

There are many ways in which the institution manages its complaints.

- Any complaint relating to Disciplinary matters or other matters relating to academics is solved by the Teacher-In-Charge in consultation with the respective Departments
- Any complaint arising from the Students' Union is referred to the Teacher in charge or the Governing Body (in serious cases)
- Grievances from the "Grievance Redressal Cell" are redressed through arbitration, mediation and by common discussions. The complaints are resolved as and when necessary mostly through arbitration process.

In all cases of complaints, the College ensures that such complaints are avoided in future.

C. Evaluative Reports of the Departments

Evaluative Reports of the Departments

As the various Departments are not housed separately, sometimes classrooms too are shared by some of the Departments. Therefore, we present a general overview of the various Departments.

Following are their names:-

1. The Department of Bengali under Dr. Debendranath Sarkar (Reader and TIC) and assisted by P. Chakraborty (Lecturer), D. Biswas (Part time), A. Mondal (Part time) and S. Ghosh (Part time)
2. The Department of Philosophy under A.K.Bain (Selection Gr. Lecturer) and assisted by A.Kader (Guest) and L. Saha (Part time).
3. The Department of Political Science under S. Gonsalves (Lecturer) and assisted by M. Das (Part time), S. Tikadar (Part time). and P. Ghosh (Part time).
4. The Department of History under A. Hussain (Selection Gr. Lecturer) and assisted by A.B. Mondal (Selection Gr. Lecturer) and M. Ghosh (Part time).
5. The Department of Geography under P.D. Sarkar (Contractual Lecturer) and assisted by B. Majumdar (Contractual Lecturer).
6. The Department of Physical Education under S.A. Mondal (Contractual Lecturer) and assisted by M. Pramanick (Part time)
7. The Department of Commerce under P. Bhattacharya (Selection Gr. Lecturer) and assisted by P. Maji (Selection Gr. Lecturer) , U. Biswas (Part time) and S. Mukherjee (Part time)
8. The Department of Economics under P.K.Dev (Lecturer)

9. The department of English is under P.Adhikary (Part time) and is assisted by P.Ghosh (Part time)

Student Profile :-

The Student Profile does not vary among the different Departments, though the Economics and Commerce Department has fewer female students. Most of the students belong to the Scheduled Caste and Other Backward Class and other Minority Communities.

Changes in the Course and Programmes:-

- As far as changes in the Course and Programmes are concerned, the last major Curriculum Revision took place in the year 2003 and examination system has been changed twice once in 2003 with the New Syllabus and the other in 2005 making threefold division viz. part – I, Part – II and Part - III.
- As per the rules of the University of Kalyani, to which the College is affiliated, there is a Board of Studies which decides the Course or Programme.
- In the year 2007, the latest amendment regarding examination had been made, which is being applicable from the session 2007-08. According to it, 15 marks has been allotted for Internal Assessment.
- The University sends Circulars in a regular manner regarding break up of Marks and Topics to be covered for different Class tests (Three class tests are to be taken).

Trends in the Success and Drop-Out Rates:-

- On an average, in case of almost all the Departments, the success rate is 80 – 90 % (approx).
- The rate of drop out is very low.
- On occasions, we do experience drop out when the initial number of admitted students recedes as some of them leaves the College on admission to a College nearer their home, or becomes eligible for admission to a subject of their choice.

This year, there are plenty of students who secured a First-Class in their Part – I Examinations, especially in the Department of Geography.

Learning resources of the departments - library, computers, laboratories and other resources:

Each Department has a Departmental Library that has a collection of old and new books, magazines and journals. Each year new books are added to the Collection. There is no definite computer for a particular Department except, Geography and Commerce. However, there is a computer in the Computer Room, that can be used by all the Departments, whenever required.

Modern teaching methods practiced and use of ICT in teaching - learning

Though there are no separate computers for most of the individual departments, at times, some of the Departments do use ICT Techniques in Classroom Lectures, for example,

use of PowerPoint presentation etc. Apart from this, sometimes the students are asked to prepare on a topic and deliver a Lecture. Again, at times, the Classroom Lecture is substituted by a debate on a burning topic.

Participation of teachers in academic and personal counseling of students

Teachers of all the Departments encourage and guide students with regard to performance on the University Examination, future career prospects etc. In the first year, admission of the students is done through Counseling.

Details of faculty development programmes and teachers who have been benefited during the past two years:

In general, Teachers are encouraged to take part in National, Regional and State Level Seminars, that are organized from time to time.

Participation / contribution of teachers to the academic activities including teaching , consultancy and research

The teachers do participate in various activities like Admission, holding of Examinations, Students' Union election, Library activities, etc. Regular class tests, apart from test examinations are also taken as and when deemed necessary.

D. Declaration by the Head of the Institution

I certify that the data included in the Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in the SSR during the peer team visit.

Signature of the Head of the Institution

With seal :

Place: Betai
Dates:29.12.08

