The Annual Quality Assurance Report (AQAR) of the IQAC

Ranaghat College, Ranaghat, Nadia, West Bengal

2014 - 2015

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Ranaghat College

1.2 Address Line 1

> Old Behrampur Road

Address Line 2

> P.O. – Ranaghat, Dist - Nadia

City/**Town**

> Ranaghat,

State

> West Bengal

Pin Code

> 741201.

Institution e-mail address

> ranaghatcollege@gmail.com

Contact Nos.

> (03473) 215685

Name of the Head of the Institution:

> Dr. Arup Kumar Maiti

Tel. No. with STD Code: (03473) 215685

Mobile: +91 9433 8888 16

Name of the IQAC Co-ordinator: Dr. Narendra Nath Ghosh

Mobile: +91 9874192424

IQAC e-mail address: naacrc2015@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   WBCOXX13255

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)   EC/180/B⁺, dated 31. 03. 2007

1.5 Website address: www.ranaghatcollege.org.in

Web-link of the AQAR: www.ranaghatcollege.org.in/AQAR.html

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

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	N.A (Institutional score 76.00)	**2007**	**2007 - 2012**
2	2nd Cycle		N.A		
3	3rd Cycle		N.A		
4	4th Cycle		N.A		

1.7 Year of Establishment of IQAC: DD/MM/YYYY   21/09/2012

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

    i. AQAR --------------AQAR 2010-11 Submitted On 03/03/2017
    ii. AQAR-------------- AQAR 2011-12 Submitted On 03/03/2017
    iii. AQAR-------------- AQAR 2012-13 Submitted On 03/11/2017
    iv. AQAR-------------- AQAR 2013-14 Submitted On 03/11/2017

1.9 Institutional Status:

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

    Affiliated College   Yes [✓]   No [ ]

    Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

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

     Urban [√]   Rural [ ]   Tribal [ ]

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

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

1.10 Type of Faculty/Programme:

Arts [✓] Science [✓] Commerce [✓]   Law [ ] PEI (PhysEdu) [ ]

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

Others   (Specify)   [N.A]

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

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

Not Applicable

Autonomy by State/Central Govt. / University   [ ]

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

DST Star Scheme   [ ]

UGC-Special Assistance Programme   [ ]

UGC-Innovative PG programmes   [ ]   *(Specify)*   [ ]

UGC-COP Programmes   [ ]

2. IQAC Composition and Activities:

2.1 No. of Teachers: **06**

2.2 No. of Administrative/Technical staff: 00

2.3 No. of students: **01**

2.4 No. of Management representatives: **01**

2.5 No. of Alumni: **00**

2. 6 No. of any other stakeholder and community representatives: **01**

2.7 No. of Employers/ Industrialists: **00**

2.8 No. of other External Experts: **01**

2.9 Total No. of members: **10**

2.10 No. of IQAC meetings held: **5**

2.11 No. of meetings with various stakeholders: .Faculty **2**

Non-Teaching Staff **1** Students **1** Alumni **1** Others

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

If yes, mention the amount Nil

2.13 Seminars and Conferences (only quality related) : Not Applicable

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

Total No. International ☐ National ☐ State ☐ Institution ☐

(ii) Themes: Not Applicable

2.14 Significant Activities and contributions made by IQAC:

- Proposal for commencement of PG Program in the department of Bengali.

- Necessary steps are taken to convince the Office staff to use ICT for smooth, fast and easy work.

2.15 Plan of Action by IQAC/Outcome:

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Sl. No.	Plan of Action	Sl. No.	Achievements
1.	Implementing the computerization of the administrative and financial works with the customized administrative software.	1.	Implemented, installed and is in process.
2.	Preparing for re-accreditation Process by NAAC	2.	IQAC working with all in the institution for the re-accreditation Process by NAAC.
3.	Motivating students to use library and user orientation programmes	3.	Motivating students to use library and user orientation program is successful.
4.	Opening Gender sensitizing cell and organizing program	4.	Women Cell opened for Gender Sensitization and an interactive workshop organized.
5	The proposal to introduce P.G course in Bengali.		It is in process.

2.15 Whether the AQAR was placed in statutory body: Yes [✓]   No [   ]

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

Provide the details of the action taken:

AQAR has been placed and approved by the G.B of College.

Part – B

Criterion – I

1. Curricular Aspects:

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added in the year 2014-15	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	N.A	N.A	N.A	N.A
PG	NIL	NIL	NIL	NIL
UG	15	NIL	NIL	NIL
PG Diploma	N.A	N.A	N.A	N.A
Advanced Diploma	N.A	N.A	N.A	N.A
Diploma	N.A	N.A	N.A	N.A
Certificate	N.A	N.A	N.A	N.A
Others (ODL)	N.A	N.A	NIL	NIL
Total	15	N.A	NIL	NIL

Interdisciplinary	N.A	N.A	N.A	N.A
Innovative	N.A	N.A	N.A	N.A

.

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	15

1.3 Feedback from stakeholders*Alumni ☐ Parents ☐ Employer ☐ Students √
(On all aspects)

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

An analysis of the feedback provided in the Annexure – I

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation:

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	24	14	00	04

2.2 No. of permanent faculty with Ph.D.   **23**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	17	0	0	0	0	0	0	0	17

2.4 No. of Guest and Visiting faculty and **Temporary faculty**   **49**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	3
Presented papers	**1**	**10**	**2**
Resource Persons			

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

❖   **Use of ICT in Teaching-learning.**

❖   **Feedback Mechanism**: Students give feedback about the teachers at the end of each session. The feedback from students is obtained teacher-wise and course-wise. For the preparation of the feed – back form the model questionnaire supplied by the NAAC is followed. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Head of the Institution. These analyzed and evaluated reports are perused by the TIC. The outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.

❖   **Teacher-Student Interaction:** Informal interaction between the students and the concerned teachers is encouraged. The TIC and the Head of the department of each department also interact with students. Besides, the TIC also conducts routine visit to the departments and check the attendance registers of students. The TIC encourages the HOD's and teachers for improvement.

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

| 188 |

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

| **As per University norms** |

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

| **02** |

2.10 Average percentage of attendance of students:

| **75%** |

2.11 Course/Programme wise distribution of pass percentage:

Sl. No.	Title of the Programme	Total No. of Students appear in the Final Examination	Division									
			Distinction	%	1st Division	%	2nd Division	%	3rd Division	%	Pass	%
1	UG Hons	694	----	---	89	12.82	538	77.52	----	---	627	90.34
2	UG General	1175	----	---	------	-----	----	----	----	---	1075	91.48

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

• Proposes policies for better teaching learning process like adaptation of student -centric approach, use of ICT for teaching and learning and preparation of Academic Calendar

• Monitors and evaluate the Teaching & Learning processes by talking to the HODs of all departments and faculty members and students.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**6**
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	**4**
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	**5**
Others	0

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	36	0	0	2
Technical Staff	0	0	0	4

Criterion – III

3. Research, Consultancy and Extension:

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

- Monitors research activity of the College.
- Holds meetings in order to discuss various plans to promote research and motivate the faculty for an academic advancement.
- Keeps track of the schemes of UGC.
- Informs the Teachers regarding the various fellowships and facilitates them to apply for the same. Some of the teachers have completed their Ph.D., while others have been already enrolled for it.

3.2   Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	Yet to be submitted
Outlay in Rs. Lakhs	Nil	17,44,000/-	Nil	Nil

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	4	Nil	2	4
Outlay in Rs. Lakhs	6,04,320/-	Nil	6,15,000/-	6,04,320/-

3.4   Details on research publications:

	International	National	Others
Peer Review Journals	1	7	0
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   H-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3years	DST	Nil	Nil
Minor Projects	2years	UGC	6,15,000/-	6,15,000/-
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total			6,15,000/-	6,15,000/-

3.7 No. of books published: i) With ISBN No.   **2**   Chapters in Edited Books   **4**

ii) Without ISBN No.   0

3.8 No. of University Departments receiving funds from: **Not Applicable**

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

DPE [ ]   DBT Scheme/funds [ ]

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

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy: **NIL**

3.11 No. of conferences organized by the Institution: **Nil**

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: | 1 | (Expert for Ph.D. Thesis)

3.13 No. of collaborations: International | NA | National | NA | Any other | NA |

3.14 No. of linkages created during this year: | NA |

3.15 Total budget for research for current year in lakhs: **Not Applicable**

From Funding Agency [   ]   from Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year: **Nil**

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them: | 1 |

3.19 No. of Ph.D. awarded by faculty from the Institution: | **Not Applicable** |

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

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

3.21 No. of students Participated in NSS events:

University level | 6 | State level [   ]

National level   International level [   ]   [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level | 03 |

National level | 02 | International level [   ]

3.23 No. of awards won in NSS:

University level | 02 | State level | |

National level | | International level | |

3.24 No. of awards won in NCC:

University level | | State level | 02 |

National level | 01 | International level | |

3.25 No. of Extension activities organized:

University forum | | College forum | |

NCC | | NSS | 1 | Any other | |

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

- Social Responsibility: The College boasts of excellent record of accomplishment with respect to extension activities in the different categories like Community development, Social work, Health and Hygiene Awareness, Health Camp, Adult Education and Literacy, Blood Donation Camp, Environment Awareness, Gender Sensitization, etc. through National Service Scheme Unit of the College.

Criterion – IV
4. Infrastructure and Learning Resources:

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.68 acre	0	0	0
Class rooms	49	0	0	0
Laboratories	6	0	0	0
Seminar Halls	2	0	0	0
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	0	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	26,39,371	5,85,000	UGC	32,24,371
Others	0	0	0	0

4.2 Computerization of administration and library:

- One Computer with internet facility is available in the Library
- Under ICT programme the library applied for SOUL – 20 Software.

4.3 Library services:

Year 2014-2015	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26106	Rs. 5,33,440	924	Rs.4,12,500	27035	Rs.9,45,940
Reference Books			05			
e-Books	NIL		NLIST	Rs.5000		
e-Journals	NIL		NLIST	RS.5000		
Journals	12	Rs.5000	12	RS.5000		
Digital database	NIL		NIL			
CD & Video			3			
Others(gifted/specimen)			05			

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	62	3	11	1	Nil	Cash – 2 Estab – 2 Day Off. –1 Morn Off – 1 Princi – 2	14	GIS –10
Added	15	2	01	Nil	Nil	Burs. – 1 Day Off. –0 Sc/ST cell -1 **Ignou-1**	0	Serv – 4 Adm. - 1
Total	77	5	12	1	Nil	11	14	15

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

> Non-teaching staff were given training to learn how to use software for administrative work.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1,12,500/-

  ii) Campus Infrastructure and facilities   85,93,464/-

 iii) Equipments   5,85,000/-

iv) Others   Nil

        Total :   92,90,964/-

Criterion – V
5. Student Support and Progression:

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Upgrading Infrastructural facilities-like drinking water, toilet etc.
- Collecting Student feedback about difficulties.
- Organizing Gender sensitization workshop.

5.2 Efforts made by the institution for tracking the progression:

Monitoring of the progress of the Students is done by:

- The institution monitors the progress and performance of students throughout the duration of the course/program through classroom lectures and internal assessment method(Class tests, Unit tests, Half-yearly, Annual and Test examinations)

 Strict vigilance on attendance is kept and, attendance registers are checked regularly, and students who are falling short in attendance are contacted personally, and if necessary, their parents are also informed.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
9241	00	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men
No	%
4438	48.02

Women
No	%
4803	51.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5434	3158	78	997	21	9688	5893	2698	37	593	18	9241

Demand ratio - 1: 3.5   Dropout % - 20%

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

> In the central library of the college there is a huge collection of different types of guide books in relation to the competitive examination. Students may utilize these books according to their needs.

No. of students beneficiaries: | 30 |

5.5 No. of students qualified in these examinations:

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	20

5.6 Details of student counselling and career guidance:

> Teachers counsel students personally and suggest career option suitable to them.

No. of students benefitted: | 30 |

5.7 Details of campus placement:

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes:

> The Governing Body of the college constituted the **Women Cell** which started its journey from 2013 for addressing issues related to women staff & students & Gender Sensitization. It has been composed following the Supreme Court judgment of 1999 i.e. "The Vishaka Guideline". The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of women students and other women of society. This cell takes initiatives for guidance and counseling of the female students.

5.9 Students Activities:

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

State/ University level | 5 | National level | | International level | |

No. of students participated in cultural events: Nil

State/ University level | | National level | | International level | |

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

Sports: State/ University level | | National level | | International level | |

Cultural: State/ University level | 1 | National level | | International level | |

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	466	259045/-
Financial support from government to SC/ST/OBC/Minority	3500	Disbursed directly to students
Financial support from other sources	Nil	

5.11   Student organised / initiatives: Nil

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

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

5.12   No. of social initiatives undertaken by the students: | **1** |

5.13 Major grievances of students (if any) redressed: The grievance regarding toilets has been redressed.

Criterion – VI

6. Governance, Leadership and Management:

6.1 State the Vision and Mission of the institution

Vision:
The vision of the institution is to achieve excellence in Higher Education and empower itself through promotion of knowledge, inclusive growth for Socio-Economic Change and Sustainable Development.

Mission:
- To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovations in teaching-learning, research and extension activities in order to realize national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To promote participation of all the stakeholders in the development of the College.

6.2 Does the Institution have a management Information System:

Not Yet

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

6.3.1 Curriculum Development:

The institution constantly keeps in touch with its affiliating university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast of the latest trends in different fields of study. Many new things are acquired and also communicated by our faculty members during the meeting of Board of Studies in the University.

6.3.2 Teaching and Learning:

Mechanism to adopt Learner-centric education approach and frame academic planning was improved. The use of modern teaching-learning aids and the application of ICT resources to make the curriculum interesting and effective for the students were encouraged.

6.3.3 Examination and Evaluation:

Formative evaluation approaches
- Special tests for advancement of slow learners are arranged.
- Class Tests, Mid-term and Test Examinations are conducted.

6.3.4 Research and Development:

> - Mechanism to promote research culture, research publication, & professional development of faculty members for quality enhancement is adopted.
> - The research Committee encourages the research activities of the college and monitors the research activities, infrastructure required by the faculty members to carry out research activities.
> - Full autonomy is given to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.
> - The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.
> - Internet, journal and e-journal are made available to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.
> - Conferences and Seminars are organized by the Departments to attract researchers of eminence to visit the campus and interact with teachers and students.
> - Leave for Paper presentations by faculty in different International and National Conferences is granted.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

Central Library: The College Library utilizes a space of **3000Sq. Feet** with a Reading Room and provides free access to students, and teachers. Besides this, an effort has been made to develop a Rare Book Section. The library roof has been rebuilt and the area has been expanded to accommodate more books and journals. Significant initiatives have been taken by the committee to render the library, student/user friendly. The college Library, a **"Knowledge Centre"**, keeps developing on modern lines as a prominent **'Learning Resource Centre'**. Complete Accession Numbering System &Cataloguing of all books and journals and user friendly Multi-Digit Alpha Numeric Decimal based numbering system according to the latest 22nd edition of Dewy System are being developed. Work has been initiated to develop Local Area Network (LAN) using LIBSYS software and it will be procured in near future for automating in-house activities and services of the library. There is also a future plan to install 3 computers for Online Public Access Catalogue (OPAC) and it will be made available to the users to identify the status of availability of documents in the library. In Library, the Internet facility, with one computer terminal and one photocopier, is available.

6.3.6 Human Resource Management:

- The strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills are adopted.
- Part-time/ad hoc faculty is engaged as per requirement.
- The institution uses the evaluation method to improve teaching/ research of the faculty and service of other staff.
- Mechanism for performance assessment of faculty and staff is developed.
- Welfare measures for the staff and faculty are taken.

6.3.7   Faculty and Staff recruitment:

> The regular faculty is employed strictly as per UGC norms, West Bengal Government and University rules and conditions. The same eligibility conditions apply to Part-Time and Guest faculty. The appointment of permanent teachers and the Principals of affiliated colleges is made in accordance with the provisions of the West Bengal College Service Commission Act.1978 (West Bengal Act LXII of 1978). However, if in any subject, where faculty strength falls due to retirement of a teacher and delay in the recruitment of new teacher, the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the University of Kalyani and Department of Higher Education, Government of West Bengal.

6.3.8   Industry Interaction / Collaboration: Not Applicable.

6.3.9   Admission of Students:

> • Strategy has been adopted by the institution is to satisfy the needs of the students from diverse backgrounds, including socioeconomic backward community, complying with all the norms of the Government.
> • To ensure transparency in the admission process for all the courses, applications are invited in advance. The complete list of applicants according to merit is hosted in the website. The selected candidates' list is displayed on the notice board as well as hosted on the website of the College, indicating the norm, total marks and reservation category. Thus, transparency is ensured from the stage of notification until the completion of admission process, ensuring access, equity and social justice and adherence to rules.
> • Admission to every course is conducted under the supervision of the Admission Committee.

6.4 Welfare schemes for:

Teaching	Staff Co-operative, Group Insurance Scheme
Non teaching	Staff Co-operative, Group Insurance Scheme
Students	Financial assistance to the poor students

6.5 Total corpus fund generated: | Nil |

6.6 Whether annual financial audit has been done: Yes | ✓ | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Govt.	Yes	G.B
Administrative	Yes	State Govt.	No	No

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association:

The Department of Bengali organizes reunion with the alumni of the department every year.

- Many Alumni work as Faculty or administrative staff of the college.
- The alumni also give their valuable inputs regarding improvement in the infrastructure and administration.
- Alumni are even involved in the extension activities of the institution.

6.12 Activities and support from the Parent – Teacher Association

Parents often meet teachers to discuss issues related to their wards.

6.13 Development programmes for support staff:

Faculty Development Programmes

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

- Plantation of different medicinal plants and other plants in the premises of the college is a regular phenomenon.
- There is a plan to prepare a deep well to deposit the e – waste, created by the computer laboratories and from other computers of the Institution.
- The arrangement of proper deposition of the bio-waste of Zoology and newly formed physiology department is being planned.

Criterion – VII

7. Innovations and Best Practices:

7.1 Innovations introduced during this academic year have created a positive impact on the function of the institution. Details are mentioned below:

Use of ICT in Teaching-learning: the departments of Physics, Chemistry, Zoology, Botany and Commerce have been equipped with LCD projectors. Besides, the faculties can also avail the net facility in their respective departments.

Infrastructural Innovations: Four separate staff enclosures cum classrooms are made for Science and Arts departments. This change in the sitting arrangement of the faculties has provided the faculties an opportunity to utilize their time in the best possible way.

Website: To meet the requirement of the time, the institution too has launched its website www.ranaghatcollege.org.in. in the year 2013 and an up-gradation of the website has been done this year. All the relevant information of the institution is made available on it.

Feedback Mechanism: Students give the feedback about the teachers at the end of each session. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal. These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the teachers individually for their understanding of their strength and weaknesses.

Teacher-Student Interaction: Informal interaction between the students and the concerned teachers are encouraged. The Principal and the Head of the department of all the departments also interact with students. Besides, the principal also conducts routine check of the departments and the attendance registers of the students. The Principal encourages the HODs and teachers for improvement in teaching quality. All efforts are made to provide latest teaching skills.

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

Construction of new rooms on the second floor of the western side of the old building has been completed for the Departments of Botany and Zoology.
- Renovation of the old college building has been completed.
- Renovation of all toilets has been completed.
- The NSS and NCC unit of the college perform their function as per the action plan.
- Minor Research Projects are going on according to the schedule.
- Renovation and interior decoration of Principal's Room, Bursar's Office has been completed and that of college office is in progress.
- Construction of electronic and electrical laboratory.

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

> ➢ **Venture of college for making campus the plastic free zone** (Annexure - II)
> ➢ **Community health movement for better way of living through Thalassemia Detection Camp** (Annexure - III).

7.4 Contribution to environmental awareness / protection:

No such memorable work has been conducted by the college. But the NSS unit of the college undertake several environmental awareness programmes throughout the seasons specially during the time of organizing the NSS Camp.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

STRENGTHS
1. Democratic working atmosphere
2. Learner centric teaching approach and ICT usage for teaching
3. Efficient and dedicated teaching staff
4. 59% permanent faculty has the Ph.D. Degree.
5. Positive College result and above 96% pass percentage.
6. Excellent Research initiatives and output by the faculty
7. Rich well organized Library.
8. State-of- art Central Computing Laboratory
9. Up-graded laboratories with modern equipments and animal and plant museum.
10. Presence of central playground,
11. Presence of auditorium in college campus.

WEAKNESSES
1. Lack of enough space.
2. Shortage of Teaching and Non-Teaching staff due to retirement and delay in new recruitment

OPPORTUNITIES
1. Humanistic approach of dedicated staff.
2. Efficient teaching staff.
3. Opportunities to carryout research projects and any other research initiatives
4. Co-operative/Supportive Management.
5. Open door policy-Decentralization of duties.
6. Safe campus for girls.
7. UGC offering number of grants.

CHALLENGES

1. To create more space is one of the major challenges that the college has to deal with a sense of urgency.
2. As the West Bengal College Service Commission has already started the process of recruiting new teachers, the college has to play a proactive role to fill up the teaching vacancies. This is a daunting task as the reservation policy and the absence of suitable candidates belonging to the reserved categories are sure to put many obstacles in the process. The other challenge involves getting permission from the Government to fill up the vacant posts of the administrative support staff.

8. Plans of institution for next year:

❖ There are immediate plans for qualitative enhancement of the college's potential in the following direction:
❖ Open PG Courses in Sanskrit, Bengali, etc.
❖ Introduction of UG Course like – Physiology, Statistics, Computer Application, Education, etc.
❖ Extension of the Campus.
❖ Purchase of Laboratory equipments to upgrade the science laboratories.
❖ Organize more community development work.
❖ Organize national seminars.

Name Dr. NARENDRA NATH GHOSH   Name Dr. ARUP KUMAR MAITI

Signature of the Coordinator, IQAC

CO-ORDINATOR IQAC
RANAGHAT COLLEGE

Signature of the Chairperson, IQAC

Teacher-in-charge
RANAGHAT COLLEGE

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Annexure-I

Feedback Report from students for the year 2014 – 2015.

Detailed analysis of the student feedback for the session **2014 – 2015** has been done and remedial measures have been taken in consultation with the teachers. The internal report remains with the Principal who has selected areas of concern to be addressed on priority basis. An abridged report circulated among the teachers is given below:-

a. FEEDBACK REGARDING TEACHING AND EVALUATION:

(1). COMMERCE:
The teachers are extremely cordial and friendly and they are always ready to help. Classes are taken regularly. Assignments are completed in time. The teachers are responsive to the queries of students. There is need for basic facilities like more computers, books and periodicals.

(2). BIOLOGICAL SCIENCES:

- ❖ **Botany:** Overall assessment of the departmental teachers is very good with a few exceptions. There is acute shortage of teaching staff, as well as the Laboratory Staffs.
- ❖ **Zoology:** Overall assessment of the departmental teachers is very good with a few exceptions. There is acute shortage of teaching staff as well as the Laboratory Staff.

(3). PURE SCIENCE:
- ❖ Physics: Overall assessment of the departmental teachers is very good with a few exceptions. Separate room for seminar library with more books and journals is required and there is need for more laboratory staff.
- ❖ **Chemistry:** Overall assessment of the departmental teachers is very good with a few exceptions. Need for a separate physical chemistry practical laboratory and more laboratory staff is stressed.
- ❖ **Mathematics:** Overall assessment of the departmental teachers is very good with a few exceptions. Need for more computers, more books in the seminar library and adequate number of teaching staff is stressed.

(4). ARTS:

- ❖ **Bengali:** Overall assessment of the departmental teachers is very good with a few exceptions. Need for more classes and more books in the seminar library is stressed
- ❖ **English:** Overall assessment of the departmental teachers is very good with a few exceptions. There is need of more teaching staff.
- ❖ **History:** Overall assessment of the departmental teachers is very good with a few exceptions. Need for more books in the seminar library is stressed.
- ❖ **Political Science:** Overall assessment of the departmental teachers is very good with a few exceptions. Shortage of teaching staff and need for more books in the seminar library have been pointed out.
- ❖ **Philosophy:** Overall assessment of the departmental teachers is very good with a few exceptions. Need of more teaching staff, more board work and more books in the seminar library is pointed out.

❖ **Economics:** Overall assessment of the departmental teachers is very good with a few exceptions. Shortage of teaching staff and need for more books in the seminar library is stressed.

❖ **Sanskrit:** Overall assessment of the departmental teachers is very good with a few exceptions. There is need of more teaching staff and more classes are necessary to complete the syllabus. Need for more books in the seminar library is stressed.

Feed-back from students in tabular form:

A. College

	A	B	C	D	E
1. Approach to College	90%	10%	Nil	Nil	Nil
2. Availability of class-room	54.3%	36%	6.7%	3%	Nil
3. Lavatory facility	30%	29%	31%	4%	6%
4. Cleanliness	35%	43.5%	15%	6.5%	Nil
5. Rules of Admission	53%	35%	8%	1%	3%

B. Curriculum

	A	B	C	D	E
1. Assistance towards vertical rise	57.4%	31.6%	8%	3%	Nil
2 N.S.S	61.7%	33%	4.3%	1%	Nil
3 Applicability of Syllabus to seek job	34%	57%	7%	1%	1%
4 Depth of Subject	66%	23.5%	9.5%	Nil	1%

C. Environment of the Class.

		A	B	C	D	E
1.	Regularity of attendance	58.5%	32%	4.25%	4.25%	1%
2.	Mode of Teaching	70.5%	25.5%	3%	1%	NIL
3.	Teacher's Regularity in the Class	71%	25%	4%	NIL	NIL
4.	Honours Teaching Quality	79.7%	14%	6.3%	NIL	NIL
5.	Completion of Syllabus	57.5%	28.5%	4%	8%	2%
6.	Educational Tour	43.5%	30.5%	19%	2%	5%
7.	Laboratory Facility	50%	34%	15%	NIL	1%
8.	Help Outside the Class Regarding Comprehension of the Subject	49.7%	24.5%	16%	4.5%	5.3%
9.	Instrumental Facility in the Laboratory	51%	25.5%	21.5%	1%	1%
10.	Co-operation of non-teaching Staff in the Laboratory	54%	24%	19%	NIL	3%

D. Examinations

		A	B	C	D	E
1.	Type of Examination	47%	42.5%	8.5%	2%	NIL
2.	Whether satisfied with Evaluation	49%	35%	10%	2%	4%

E. Library

	A	B	C	D	E
1. Library facilities	59.5%	22.5%	13%	3%	2%
2. Co-operation of library staff	53%	34%	8.5%	1%	3%
3. Comment about library	55.5%	30%	9.5%	4%	1%

F. Office

	A	B	C	D	E
1. Co-operation from non-teaching staff during admission	56.3%	28.7%	4%	9%	2%
2. Assistance from cash counter	44.7%	35%	10.3%	7%	3%
3. Communication from the office	47%	34%	8%	7%	4%
4. Distribution of mark-sheet	64%	23.5%	6.5%	2%	4%

G. Extra- curricular activities

	A	B	C	D	E
1. N.C.C facilities	72%	22%	5%	NIL	1%
2. Cultural activities	75%	18%	7%	NIL	NIL
3. Games and sports	57%	32%	5%	2%	4%
4. Magazine publications	49%	24.2%	23.8%	2%	1%
5. Blood donation camp	49%	32%	7.5%	4%	7.5%
6. Seminars organized	45.8%	29.2%	18%	3%	4%
7. Common room facilities	56.5%	22.5%	8.5%	4%	8.5%
8. Health care project	18%	56.5%	15%	3%	7.5%
9. Gardening facilities	32%	39.5%	16%	7.5%	5%

Annexure – II

Best Practice - 1

1. Title: Venture of college for making campus the plastic free zone.

Aim: The aim of the venture is to develop awareness of students regarding the adverse effect of using plastic frequently. It also helps in keeping the environment of college campus fare and wholesome.

Context: Plastic is not environment-friendly as it cannot be disposed easily. The plastic packets thrown here and there pose a serious threat to environment. It is not biodegradable and so the plastic packets created all sorts of problems for people. The things made of plastic often block drains. The burning of plastic garbage often produce harmful chemicals which affects our health. It is often found that cattle often swallow plastic packets and suffer badly. For this reason the students and teachers of college have decided to take the initiative for making the college campus plastic free zone.

Practice: Seminars have been organized in college for students and others in order to develop their knowledge about the harmful effect of plastic. Students show keen interest in this matter. They have chalked out plans to make the college campus plastic free. Teachers also assist students in this venture. The N.S.S volunteers also come forward to implement the plan. Various baskets have been placed in college in different places. Students and others are advised to throw the plastic materials in those baskets.

Evidence of success: Everybody in the college makes effort to keep the college campus clean and plastic free. Nobody throws the plastic packets and materials on the ground and elsewhere. Students usually throw the plastic packets inside the baskets. The instruction regarding this venture is followed strictly. The response to this venture of making the college campus free zone is highly inspiring.

Problems encountered: In the beginning some problems crop up in course of implementing the plan of making the college campus plastic free. Everybody has to be convinced regarding the venture before they participate in it. The financial burden has also been incurred by the college to make this venture a success.

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Annexure–III

Best Practice – 2

1. Title of the Practice: Community health movement for better way of living through Thalassemia Detection Camp.

Aims:

1. To make students aware of the health hazards including Thalassemia posing threat to social hygiene

2. To develop in students a spirit of social service and encourage them to participate in Community health movement

3. **Context:** Like other organizations, the college authority is also aware of the fatal consequence of the menacing genetic disease like Thalassemia. The enthusiastic Teacher-in Charge and other teachers of college reveal keen interest to make effort on behalf of the institution to cope with this fatal disease. For this reason, the Thalassemia Detection Camp was organized in college to make students know about Thalassemia in detail and share their knowledge with others in society. A team of medical experts organized a seminar in college and conducted Thalassemia test.

4. **Practice:** Although there is no health centre in college, an effort is made at times to contribute a little to the community health development and creates awareness about general hygiene. Blood donation camps were organized in college in the past. The NSS unit of college regularly invites the medical team every year during special camps. Thalassemia detection camp is another such effort to fight the fatal disease. The college authority bore the expenses in organizing the seminar and camp.

5. **Evidence of Success:** The camp and seminar on Thalassemia is a great success. A large number of students and the members of teaching staff and non-teaching staff attend the camp. Students assist the medical team and come forward for Thalassemia detection test.

6. **Problems Encountered and Resources Required:** Students hesitated to give blood for the detection of Thalassemia. However, they realized its importance, when the medical team encouraged them and then they came forward for detection. The college has no health centre to conduct health awareness program regularly it has to manage this kind of program within its limited resources.

The health centre needs to be setup in college and adequate fund is required to conduct this kind of awareness program about Thalassemia, AIDS and other hygienic problems.