The Annual Quality Assurance Report (AQAR) of the IQAC

Ranaghat College, Ranaghat, Nadia, West Bengal

2015 - 2016

[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:

Smt. Dhritikana Biswas

Mobile:

+91 8017707605

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 2010-11   Submitted on   (03/03/2017)
  ii. AQAR 2011-12   Submitted on   (03/03/2017)
 iii. AQAR 2012-13   Submitted on   (03/11/2017)
  iv. AQAR 2013-2014   Submitted on   (03/01/2017)
   v. AQAR 2014-15   Submitted on   (07/11/2017)

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) | . 8DE – **Courses-- IGNOU** |

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: *(S pecify)*

UGC-COP Programmes:

2. IQAC Composition and Activities

2.1 No. of Teachers   **06**

2.2 No. of Administrative/Technical staff   0

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:

o   Proposal to improve infrastructure of the library and install the software SOUL.
o   Proposal to introduce DODL under Kalyani University.

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.	Renovation of Library and installing a new software to make function of Library digital.	1.	The software 'SOUL' has been installed. An anti-theft Library gate has been constructed.
2.	Filling up vacant post of Teachers and implementing their due promotion.	2.	Some Teachers joined college against vacant post recently. Papers for promotion have been processed
3.	Preparing for re-accreditation Process by NAAC	3.	IQAC working with all in the institution for the re-accreditation Process by NAAC.
4.	Opening DODL under Kalyani University	4.	DODL program has started.

5.	Strengthening Gender sensitizing cell and widening its scope.	5.	The issues of female students and staff have been addressed in time by the cell.
6.	Extension of building to manage the growing number of students.	6.	Extension work has been done.

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 2015-16	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	1	NIL	1	NA
UG	16	NA	2	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others (ODL)	8	NIL	NIL	NIL
Total	25	NIL	NA	NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

.

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

Pattern	Number of programmes
Semester	2
Trimester	NA
Annual	16

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.

Courses of IGNOU and PG in Bengali have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	24	14	N.A	3 (GLI)

2.2 No. of permanent faculty with Ph.D.   **24**

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**   47   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	13	2
Presented papers	3	11	2
Resource Persons	0	3	0

 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

189

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

02

as **member of Board of Study**/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students:

77%

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	916	----	---	120	13.10	662	72.27	----	---	782	85.37
2	UG General	1636	----	---	------	-----	----	-----	----	---	1479	90.40

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	**1**
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	**2**
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	**4**
Others	

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	7
Technical Staff	0	0	0	2

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	Nil
Outlay in Rs. Lakhs	Nil	17,44,000/-	Nil	Nil

3.3   Details regarding minor projects:

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

3.4   Details on research publications:

	International	National	State	Others
Peer Review Journals	2	0	0	0
Non-Peer Review Journals	0	0	4	0
e-Journals	0	0	0	0
Conference proceedings	1	1	0	0

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	--------	--------	--------	--------
Minor Projects	--------	--------	--------	--------
Interdisciplinary Projects	--------	--------	--------	--------
Industry sponsored	--------	--------	--------	--------
Projects sponsored by the University/ College	--------	--------	--------	--------
Students research projects *(other than compulsory by the University)*	--------	--------	--------	--------
Any other(Specify)	--------	--------	--------	--------
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No.   **0**   Chapters in Edited Books   **1**

ii) Without ISBN No.

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.)

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: **Not Applicable**

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 | 65 | State level | **01**

National level | **0** | International level | 0

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 | 06 | State level | 01

National level | 0 | International level | 0

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	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	32,24,371/-	0	0	32,24,371/-
Others		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 – 2.0 Software.

4.3 Library services:

Year 2015-2016	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27035	Rs. 9,45,940	156	Rs.2,27,557	27228	Rs.11,73,497
Reference Books	05					
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NLIST	5000	NLIST	RS.5725	NLIST	Rs.10725
Journals	12	Rs.5000	4	RS.5480	16	Rs.10480
Digital database	NIL		18136		18136	
CD & Video	3		9		12	
Others(gifted/specimen)	5		37		42	

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	77	5	12	1	Nil	Cash – 2 Estab – 2 Off. – 2 Princi – 2 Burs. – 1 Sc/ST cell -1 **Ignou-1**	14	GIS – 10
Added	10	1	5	1	Nil	Cash – 1 PG Off. – 1 DODL-1	01	Serv – 4 Adm. - 1
Total	87	6	17	2	Nil	14	15	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   0

ii) Campus Infrastructure and facilities   1,59,78,425/-

iii) Equipments   4,29,290/-

iv) Others   Nil

Total :   1,64,07,715/-

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(IGNOU)	Total
10491	28	00	101	10630

(b) No. of students outside the state:

00

(c) No. of international students:

00

Men

No	%
5134	48.29

Women

No	%
5496	51.70

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5893	2698	37	593	18	9241	7108	2331	82	1096	13	10630

Demand ratio - 1: 3   Dropout % - 18%

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: | 33 |

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: | 40 |

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	1338	3,50,505/-
Financial support from government to SC/ST/OBC/Minority	4776	Disbursed directly to students
Financial support from other sources	40	Disbursed directly to students

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 inculcate values in students and promote their athletic and cultural activities.
- To equip and empower students with relevant knowledge, technical 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	-------

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:

> ➢ Renovation of Library in its infrastructure and functioning.
> ➢ Renovation of canteen.
> ➢ 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 smart classroom

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

> ➢ Spread of higher education in the locality of College through the program of Open Distance Learning (Annexure -II)
> ➢ Participatory decision in all matters related to the development of College. (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. Special care for female students.
12. Presence of auditorium and smart classroom
13. Presence of permanent commissioned ANO

WEAKNESSES
   1. Shortage of Teaching and Non-Teaching staff due to retirement and delay in new recruitment
   2. Absence of permanent Librarian

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 all Subjects.

❖ Construction of smart class- rooms.

❖ Construction of gymnasium.

❖ Introduction of Honours Course like –Economics, Physiology, Statistics, Computer Application, Education, etc.

❖ Purchase of Laboratory equipments to upgrade the science laboratories.

❖ Organize more community development work.

❖ Organize national seminars.

Name DHRITIKANA BISWAS

Signature of the Coordinator, IQAC

CO-ORDINATOR IQAC
RANAGHAT COLLEGE

Name Dr. ARUP KUMAR MAITI

Signature of the Chairperson, IQAC

Teacher-in-charge
RANAGHAT COLLEGE

***

<u>Annexure I</u>

Feedback Report from students for the year 2015-2016.

Detailed analysis of the student feedback for the session **2015 – 2016** 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	82%	18%	Nil	Nil	Nil
2. Availability of class-room	54.3%	37%	6.7%	2%	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	60.7%	33%	4.3%	2%	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	60.5%	32%	4.25%	2.25%	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	80.7%	14%	5.3%	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	55%	25.5%	17.5%	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	62.5%	22.5%	10%	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	60.3%	28.7%	4%	5%	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	75%	22%	2%	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

Title: Spread of higher education in the locality of College through the program of Open Distance Learning.

Aim: The aim of introducing Open Distance Learning program under the aegis of IGNOU is to spread higher education in the locality of college and provide facility to people who cannot attend college and University regularly.

Context: There are various people who cannot pursue their education for different reasons. Many of them have to join service for economical reasons and they cannot enroll themselves in college and university for want of time. Keeping in view the demand of such candidates the college introduced Distance Learning program for imparting education in both UG and PG courses. At present there are 8 programs in all in arts subjects. One assistant professor of college works as the coordinator of this program and there is also an office assistant to assist candidates in admission to Distance Learning and other official works.

Practice: A large number of students get admitted to the UG and PG courses under IGNOU. Teachers of this college engage classes on Sundays regularly in the campus of college. Sometimes teachers from other colleges are invited to conduct classes. Students attend the classes with a keen interest. All students are informed properly in advance regarding the classes and topics. Every student is provided the study materials supplied by the University. They take examination under both Semester and Annual program as per their choice every year.

Evidence of success: The response of people in the locality to the Distance Learning program under IGNOU is quite satisfactory. In the very first year a large number of candidates of different age groups got admitted to both UG and PG courses. They attended in classes in considerable number even on holidays. The number of successful candidates in examination conducted by IGNOU is very encouraging. The demand for admission to Distance Learning courses is increasing every year.

Problems encountered: Sometimes inadequate supply of Study materials created problem for conducting the program. Problem of arranging classes on holidays also surfaced at times.
.

Annexure–III

Best Practice – 2

Title of the Practice: Participatory decision in all matters related to the development of College.

Aims: The College authority aims at the all- round development of College with the help of Teaching staff, non-teaching staff and all other beneficiaries. For this reason all the stake holders have their representation in the Governing Body of College. The G.B is the sole authority in framing the policy for the smooth functioning of College.

Context: The Governing of College consists of the Principal, representatives of teaching and non-teaching staff, students and the nominees of Government and the University. The President is at the helm of the Governing Body and the Principal acts as the Secretary of the G.B. The election of the students' representatives is held every year and the General Secretary of the union acts as the member of the Governing Body. In the matters of academic concern and the issues related to the infrastructure of the College the policy is approved in the meeting of Governing Body. In this way a democratic process is followed in running college with the participation of all the beneficiaries.

Practice: There are Teachers' Council, Academic Council and the G.B in College which hold meeting regularly to discuss various issues concerning the institute. All members of teaching staff are the members of Teachers' Council and in the meeting of Council various matters come up for discussion. Teachers raise different issues and also suggest ways for the development of college. The head of every department is the member of Academic Council which often makes recommendations for academic improvement. The recommendations of Teachers' Council and Academic Council are considered by the members of the Governing Body which resolves matters finally.

Evidence of Success: Since there were representatives of staff, students and all other beneficiaries in the Governing Body, all of them found opportunity to express their views in the affairs of college and were benefited as such. All stakeholders including students took keen interest in suggesting ways for the improvement of college. The participation of all in resolving various issues benefited college to a great extent.

Problems Encountered and Resources Required: Since there were large number of students and staff, along with various departments, a number of problems arose at times. The meeting of different councils and Governing Body could not be held regularly for various reasons. However, the college authority tried to overcome the problems and consider the recommendations made by different committees and associations in time.