

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

AQAR for the year

2013-2014

I. Details of the Institution

1.1 Name of the Institution

Acharya Prafulla Chandra College

1.2 Address Line 1

New Barrackpore

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700131

Institution e-mail address

apc1960@apccollege.ac.in

Contact Nos.

033-2537-3297/8797

Name of the Head of the Institution:

Dr. Saktibrata Bhowmik, Principal

Tel. No. with STD Code:

033-2537-3297/8797

Mobile:

09836997268

Name of the IQAC Co-ordinator:

Dr. Subhra Chaudhuri

Mobile:

09674018249

IQAC e-mail address:

apc1960@apccollege.ac.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN11409

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)

1.5 Website address:

www.apccollege.ac.in

Web-link of the AQAR:

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	1 st Cycle	B++	82.00	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04.03.2005

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

- i. AQAR _____ (DD/MM/YYYY)⁴
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes 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 Yes Men Women

Urban Yes Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Post Graduate course in 5 subjects

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

West Bengal State University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

03

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

03

2.9 Total No. of members

23

2.10 No. of IQAC meetings held : 04

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. More and more Guest and Part-time teachers were decided to be appointed for smooth teaching.
2. DST fund is to be allocated for purchase of valuable instrument for lab based subjects.
3. The IQAC decided to renovate the college buildings including painting with a new coat of colours.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
1. DST FIST money was planned to be spent on purchase of new instrument.	About 05 instruments above 1lakh of rupees have been purchased.
2. College is to have faced lifting.	The renovation works including painting work of the college building began. All buildings were given a new coat of paint.

<p>3. In order to put emphasis on research it was decided to start a research and consultancy cell.</p>	<p>In the teachers Council meeting a new committee was formed particularly for research and publication.</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>The Governing Body after due considerations of the suggestions and feedback given in the AQAR authorized the Principal to take necessary steps .</p>

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	04	01	Nil	Nil
PG	05	Nil	Nil	Nil
UG	27	Nil	01	03
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	01	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	36	01	01	03
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	Nil
Annual	27

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

In all the five PG subjects there is no change in regulation or syllabi.

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

Honours courses in two subjects, Food and Nutrition and Education have been introduced in the college.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	52 And 01 (Principal)	28	24	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

34

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
00	13	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

90

Nil

27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	22	04
Presented papers	6	11	01
Resource Persons	Nil	00	01

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

Like previous years ICT method is adopted in class room teaching. More and more LCD projectors are purchased to make teaching more understandable.

Title of the Programme	Total no. of students appeared	190 Division				
		Distinction %	I %	II %	III %	Pass %
UG. B.A (Hons)	225		11.11 %	74.22 %		85.33 %
UG. B.Sc (Hons)	144		29.16 %	59.02 %		88.18 %
B.A/B.Sc (Major)	46		36.95 %	28.26 %		65.21 %
P.G.(Science)	125		98%	2%		100 %

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

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Not applicable

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

23
23
23

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
- **Academics:** The standard of the academics in the college is continuously monitored by the academic subcommittee which gives its report to the IQAC. The results of the students are discussed in the IQAC meetings and subsequently decided to take short tests to make the chapters understandable to the students. It is also planned to organize students seminar relevant to the subjects.
 - Initiative is taken to increase the books in the library so that students can use them in their preparation of University examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>

Refresher courses	07
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	03
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	39	01	Nil	13
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The decision in IQAC to purchase new instruments of above 1 lakh of rupees has augmented the drive of research. More and more teachers are writing projects to get funds to work in their chosen fields. Even research scholars doing Ph.d under the guidance of teachers have increased in numbers.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	01	01
Outlay in Rs. Lakhs	-----	17.17 lakhs	18 lakhs	25 lakhs

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	01	00

Outlay in Rs. Lakhs	2.845Lakhs	1.53lakhs	3.00 lakhs	00
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3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	01	00
Non-Peer Review Journals	00	06	00
e-Journals	00	00	00
Conference proceedings	06	02	00

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	2014-17	DST	18lakhs	7lakhs
Minor Projects	2014-15	UGC	3lakhs	2.20lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	02	02	21 lakhs	9.20lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					02
Sponsoring agencies					APC College Women Cell and Equal opportunity centre

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Tota

3.16 No. of patents received this year

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

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	00					

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

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
National level International level

3.23 No. of Awards won in NSS: Nil

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Work in near by villages for health awareness programmes, nutrition for aged women, and ways of prevention of infectious diseases.
- Outreach programmes were held in villages like Saharpur and Panihara , close to the college. Little children were taught by the teachers and the students, cultural competitions were held and magic show was organised for small children. The response was enormous

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	8.29 Acres			8.29 Acres
Class rooms	42	04	Collage Development fund	46
Laboratories	26	03	College development fund	29
Seminar Halls	03	01	College fund	04
No. of important equipments purchased (\geq 1.0 lakh) during the current year.	01	07	UGC/DST- FIST	08
Value of the equipment purchased during the year (Rs. in Lakhs)	2.80lakhs	49,16,172		51,96,172

4.2 Computerization of administration and library

Office is totally computerized. Results of students are also computerized. Admission procedure is partly online. Library is computerized now. This helps in keeping a total account of the work at office and library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1812	516674	1682	516658	3494	1033332
Reference Books	39	-	-	-	39	-
e-Books	97000	10000	-	5000*	97000	15000*
Journals	267	22,800	16	7800	283	30600
e-Journals	6000+		-	-	6000+	
Digital Database			-	-		
CD & Video	11	-	13	-	24	
Others (specify)						

*including the cost of e-journal

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	09	20	02	01	03	14	-
Added	15	02	5	02	-	03	05	02
Total	87	11	25	04	01	06	19	02

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

- The college having given internet facilities to most of the departments, teachers can update themselves very easily.
- Some of the teachers having thorough knowledge of computer languages can make the courses interesting and lively.

4.6 Amount spent on maintenance in lakhs :

i) ICT	55707.00
ii) Campus Infrastructure and facilities	81681.00
iii) Equipments	126204.00
iv) Others	150095
Total :	413687

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are given all kinds of attention in the IQAC meeting. Not only academic advise but also psychological and physical well-being of the students are taken care of. The psychological counselling cell and the women cell counsel students in every possible way. Awareness programmes are organized to keep the students aware of different situations. The college as well as the teachers support the students financially whenever needed.

5.2 Efforts made by the institution for tracking the progression

- Performance of the students at All-India Level Competitive Examinations like GATE, NET, JAM etc. are analyzed and advised accordingly.
- Like every year the teachers always help the students in their academics. Weak and poor performers are always given extra attention through tutorial classes
- The students are also given text books and reference books by the teachers always.
- Those who are not able understand topics taught in the classes are separately instructed in special classes

5.3 (a) Total Number of students 1761

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	925	52.52%	Women	836	47.47%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
850	358	06	67	00	1281	1149	469	08	130	00	1761

Demand ratio 5:1 Dropout: 3%

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

The college has arranged for free coaching classes since May, 2010 for entry in services for SC/ST/OBC (non-creamy layer)/Minorities who have already passed in their three year degree course in order to prepare them for SSC and WBCS examinations under UGC XIth plan period.

No. of students beneficiaries

20%

5.5 No. of students qualified in these examinations

NET	07	SET/SLET	05	GATE	30	CAT	00
IAS/IPS etc	00	State PSC	07	UPSC	00	Others	20

5.6 Details of student counselling and career guidance

- Psychological counseling cell is run by Dr. Mahua Ghosh. The cell deals with different problems of the students from academic to personal. Apart from that teachers from every department are engaged in counseling students. There is a carrier guidance and placement cell in our college which helps the students in their future planning and placement.
- Counselling for exploring job opportunities in different fields are done by the members of the career guidance cell. A few companies showed interest but ultimately it did not click due to some unavoidable reasons. However, about 60 students from our UG and PG final year got off campus placements in reputed companies.

No. of students benefitted

60

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	About 60

5.8 Details of gender sensitization programmes

The Equal Opportunity Centre along with Woman Cell of Acharya Prafulla Chandra College organized a symposium in 2014 called 'Women Today : are they strangers?'. Dr. Bidisha Chatterjee of Sarada Mission College, Dr. Aditi Bhattacharya of Uluberia College and Dr. Aditi Dasgupta of West Bengal State University Barasat spoke on the different aspects of the central theme.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	280	144215.00
Financial support from government	844(Applied for)	Amount is directly credited to the banks of the recipients. 971550+203800= 11,75,350
• Post matric SC/ST/OBC		
• West Bengal Minority Development	190	
• Govt. of West Bengal Education Directorate	30	
• Kanyashree	251	62,75000.00
Financial support from other sources	111	21,400
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

5.13 Major grievances of students (if any) redressed: _No grievance as such came from the students this year._____

Criterion – VI_6

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Acharya Prafulla Chandra College as it is named, wanted ‘universal literacy, spoke of basic education and utility education’. He advocated the concept of empowerment of women; he wanted the development of envegenous industry by utilising the acumen of the educated youth. In the true spirit of Acharya Prafulla Chandra Roy, the college tried to propagate his ideas and motto illustrates ‘Service, Knowledge, Sacrifice’.

Higher education has witnessed a paradigm shift from elitist esotericism to common man’s right to knowledge. The college is trying to adapt itself to this new way of thinking. The semi-urban location of the college caters to the need of the students who come from the grassroot level; some of them are even first level of learners. The college is trying hard to set a pedagogy goal that is less hectoring an instructional and more learners facilitating.

6.2 Does the Institution has a management Information System

- The library has developed LAN which made accession of books easier.
- The INFLIBNET has enabled teachers to access e-journals.

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

6.3.1 Curriculum Development

- It is out of question to change syllabus of UG section very often, but the PG subjects have not undergone any change in their curriculum this year.
- The availability of more computers and laptops and internet have helped the teachers in their class lectures.

6.3.2 Teaching and Learning

- The IQAC encourages ICT teaching at PG level. Few UG classes also depend on Web based teaching, Power point presentation.
- Instruments purchased from the fund of DST FIST, UGC, State Govt. and the college of its own have improved the facilities in the laboratories.
- The Smart Room that has come up, enables seminars and talks to be organised systematically.

6.3.3 Examination and Evaluation

- The Test examination before the University examination and the college unit tests are steadfastly maintained.
- The marks obtained by the students are discussed in result consideration meetings.
- Students with low scores are brought to the attention of the departments
- Parents are called for meetings after the college test examination

6.3.4 Research and Development

- The formation of research and publication committee in the Teachers Council as a result of growing importance of research in the college is a great step forward.
- A decision was taken to publish a research journal with ISBN no.
- Major Research projects were granted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

With the UGC fund more text and reference books have been purchased. The work of computerization of the library is 60% complete. Many more Departments have ICT enabled classrooms. The setting up of smart room is completed.

6.3.6 Human Resource Management

The students of the college are polite, disciplined and selfless. They take part in extension activities and NSS whenever they are called. Character building and good behaviour are always emphasized by the teachers of the institution. Quite often the NSS units hold seminars and workshops on life and personalities of eminent people of our country, so that the students are inspired by their ideals.

6.3.7 Faculty and Staff recruitment

There is no faculty recruitment this year. Twelve non-teaching temporary staff on purely temporary and adhoc basis have been engaged.

6.3.8 Industry Interaction / Collaboration

Computer Science, Electronic Science students are often recruited in industry which forms a bridge between the college and the industry. The college is trying to develop industry interaction by sending Advertising & Sales Promotion and Industrial Fish & Fisheries students through job training in different industries.

6.3.9 Admission of Students

Admission of students was done partially through online process. After screening the application forms the departments concerned published the merit lists in respective subjects. The selected students are called for counseling and were admitted accordingly.

6.4 Welfare schemes for:

Teaching	College Co-operative
Non teaching	College Co-operative
Students	Students Benevolent Fund, Students Aid Fund, Students union Fund, Financial aids from Govt. like post Matric SC/ST/ OBC, Minority development funds from the state Government , Grants from education directorate, Govt. of WB and Kanyasree Prakalpa, Govt. of W.B.

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC/Academic subcommittee
Administrative	Yes	DPI approved auditor audits college accounts		--

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The UG section of the college has to follow the guideline of the University. The PG departments are allowed to hold Board of Studies meetings, framed syllabus, conduct semester examination and publish results within stipulated time. They have also the autonomy to maintain their admission rules.

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

The U.G section is guided by the University norms, therefore no autonomy is enjoyed. The P.G section of the college enjoys autonomy by forming Board of Studies, who frames the syllabus, set questions and publish results.

6.11 Activities and support from the Alumni Association

The Alumni holds meeting once in a year and discusses their role in the development of the college. Many Alumni are members of the NSS and Extension Activities. They always take part in special camps and regular activities of the NSS and extension activity programmes. Records are preserved in the college about Alumni participation.

6.12 Activities and support from the Parent – Teacher Association

Though there is no Parent-teacher forum, yet parents attend all the meetings called by the departments. Physically challenged wards are allowed to attend classes while their parents sit outside the class. The relation between the college and parents is very cordial.

6.13 Development programmes for support staff

Except for the co-operative society in the college, there is no development programmes for the staff. However, at the time of crises the college authority, teachers and official staff come forward to help in any situations.

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

Like previous years the NSS volunteers, members extension activities and Botany and Zoology departments took part in making the college eco-friendly. Trees were planted, shrubs were cleared and college was made more green. The Management also chalked out a plan to make the college greener and more eco-friendly. Garden developers are put to work for the purpose.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The smart room is complete. Seminars are being held in comfortable arrangement. There is an electro board and proper arrangement for slide shows. Students can understand the talks more clearly.
- The purchase of reference books with UGC fund has reduced the scarcity of books.
- The purchase of value instruments with UGC and DST-FIST funds have increased the pace of research. Teachers are submitting more and more projects for Major Research

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

- Smart room was planned to be completed by mid 2013 and it was done by holding seminars.
- College is ready for the online admission of fresh students.
- Purchase of expensive instruments have harnessed the research works of teachers.
- The plan of the college to make it eco-friendly started with the work of garden

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

- College staff showed camaraderie at the time of crises of one of the teaching staff. Generous help was extended by the staff, which remains an example of unity and fellow feeling.
- The women cell and equal opportunity centre had rendered commendable services for generating social awareness through various programmes.

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

The NSS and the extension activity committee organized several awareness programme for the environmental protection.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- College staff showed unity at the time of crisis of a teacher. Generous fund was raised to save his life.
- Students also joined hands with the teachers at the time of crisis.
- College research has sped up with the purchase of new instruments.

Weakness:

- Recruitment of a permanent librarian is the immediate necessity.
- Recruitment of more nonteaching staff is needed.

Opportunities:

8

. Plans of institution for next year

- A research journal with ISBN no. is planned to be published.
- Teachers room, College Office and a few rooms of second floor of the main building are to be renovated.
- E-learning is planned in the near future.

Name _____

Name _____



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence

GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
