The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year | 2011-2012 |

1. 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. MHCOGN 18879)*   WBCOGN11409

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: http://apccollege.ac.in/pages/display/235

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.00	2004	2009
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR   2011-2012 Submitted on 30/12/2015

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 [01]

2.5 No. of Alumni

Nil

2. 6 No. of any other stakeholder and

Nil

community representatives

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

13

2.10   No. of IQAC meetings held   :   03

2.11 No. of meetings with various stakeholders: No. [03]   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. [Nil] International [   ] National [   ] State [   ] Institution Level [   ]

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

> 1. The IQAC planned to apply for DST FIST and it was successful. 2. The NSS & Extension activity cell successfully organized social activities.

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. The college plans to apply for DST Fund.	The college is successful in getting DST-FIST Fund.
2.The college plans to do Health camps in adjacent villages.	2.The college successfully completed the work.

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

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

Part – B

Criterion – I
<u>1. Curricular Aspects</u>

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	03	02	Nil	Nil
PG	05	Nil	Nil	Nil
UG	26	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	35	02	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	26

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.

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
54 And 01 (Principal)	36	18	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

31

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
01	08	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty   103   Nil   03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	12	07
Presented papers	05	04	03
Resource Persons	Nil	02	03

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

Computer aided methods for teaching, interviews, web based teaching, preparation of learning modules, case studies, maintaining Biologists Diary

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

195

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 :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (B.A. Hons)	446		16%	36%		52%
UG (B.Sc. Hons)	171		33%	33.66%		66.66%
MAJOR (B.A., B.Sc.	49		12.24%	55.10%		67.34%
P.G.	120		98%	2%		100%

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

- **Review of the performance:** The results of the students in university examinations are reviewed by the IQAC. Teachers are given holistic support from the college to improve the performances of the students.
- **Teaching components**: The library and the departments as well are modernized in order to provide best support for academics within the college.
- **Academic resources:** IQAC is concerned about enhancing resources in the college such as purchasing of books, instruments, internet connections etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
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 Technical Staff	40	Nil	Nil	07

Criterion – III

3. Research, Consultancy and Extension

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

IQAC is conscious about expanding research in the college. Many teachers are actively involved in research. The college applied for DST-FIST grant and is successful in getting Rs. 75.9 Lac. The IQAC has taken up plans for opening research and development cell so that need based research may be carried on along with basic research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	02	Nil	Nil
Outlay in Rs. Lakhs	------	17.17 Lac	---	---

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	02	01	0
Outlay in Rs. Lakhs	9.253 Lac	3.749 Lac	0.915 Lac	----

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	2	
Non-Peer Review Journals			2
e-Journals			
Conference proceedings	1		2

3.5 Details on Impact factor of publications:

Range 0.751 – 2.337 Average 1.506 h-index 8 - 181 Nos. in SCOPUS 07

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	2012-2014	UGC	91,500/-	73,250/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)		DST-FIST	79.5 Lac	62 Lac
Total			80,91,500/-	62,73.250/-

3.7 No. of books published   i) With ISBN No. | 00 | Chapters in Edited Books | 00 |

ii) Without ISBN No. | 00 |

3.8 No. of University Departments receiving funds from

UGC-SAP | √ | CAS | | DST-FIST | 05 |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | √ | CE | | Any Other (specify) | DST-FIST |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			02		2
Sponsoring agencies			UGC		APC College Women Cell and Equal opportunity centre

3.12 No. of faculty served as experts, chairpersons or resource persons | 04 |

| 7 | | | | |

3.13 No. of collaborations   International   7   National   Any other

3.14 No. of linkages created during this year | 1 |

3.15 Total budget for research for current year in lakhs :

   From Funding agency | 62,73.250/ | From Management of University/College | Nil |

   Total | Nil |

 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						

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

   | 3 | | 4 |

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

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

   JRF [   ]   SRF [   ]   Project Fellows | 4 | Any other [   ]

3.21 No. of students Participated in NSS events: Nil

                              University level | 300 | 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 [03]

NCC [   ]   NSS [48]   Any other [4]

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

- Health camps in nearby slums of the college such as Saharpur, Leningarh.

- Social awareness camps in nearby villages.

- Unit II of the NSS adopted the village 'Panihara' where different kinds of social awareness campaign, literacy drive etc. were organized

.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	38	--		38
Laboratories	22	--		22
Seminar Halls	02	--		02
No. of important equipments purchased (≥ 1.0 lakh) during the current year.		02	UGC, College	02
Value of the equipment purchased during the year (Rs. in Lakhs)		1,02,000 + 1,96,382		2,98,382
Others	01	One photocopy machine,	College Fund	NA

4.2 Computerization of administration and library

> In order to have a smooth administration, the office is fully computerized particularly, accounts, admission and results. Other departments of the office will be computerized very soon. The college has a plan to computerize the library at the earliest. Teachers are to be given e-journal facility for the expansion of the research work.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	958	2,47,681	86	20,404	1044	2,68,085
Reference Books	31	-	08	-	39	-
e-Books	-	-	97,000+	5,000*	97,000+	5,000
Journals	101	7,200	91	7,800	192	15,000
e-Journals	-	-	6,000+	-	6,000+	-
Digital Database	-	-	-	-	-	--
CD & Video	09	-	-	-	09	-
Others (specify)						

*including the cost of e-journal

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	57	07	0	01	01	01	10	
Added	10	-	10	-	-	-	-	-
Total	67	07	10	1	1	1	10	

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

> The teachers, office staff and students are well conversant with computer, internet access etc. There is a computer center in the college premises where the students may take computer training through DOEACC course. The office staff also have computer knowledge for their purpose.

4.6 Amount spent on maintenance in lakh :

i) ICT

0.8064

ii) Campus Infrastructure and facilities

2.4948

iii) Equipments

1.0688

iv) Others

0.79886

Total :

5.16886

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The General Secretary of the Students' Union is one of the members of the IQAC. Naturally at the time of IQAC meetings he can place the demands of the students which are discussed in the meeting. Later the demands are placed before the meeting of the Governing Body for approval. Apart from that tuition fees are waived for needy students. The teachers pay a percentage of their salary every month for maintaining the Students' Benevolent fund for meritorious but poor students. Grievance Redressal Cell for addressing the problems faced by the students. There is placement cell for exploring job opportunity for the students.

5.2 Efforts made by the institution for tracking the progression

The Principal of the college meets the General Secretary of the Students' Union from time to time to track the progression in Academic and solve other problems in the college.
 1. Students' progression are tracked by analysing the class tests, University examinations results and performance in the theoretical and lab-based classes.
 2. The teachers always help the students in their academics. Weak and poor performers are always given attention to. Remedial and tutorial classes are held regularly for them.
 3. The students are also given text books and reference books by the teachers.
 4. Performance of the students at All-India Level Competitive Examinations like GATE, NET, JAM etc. are analysed and advised accordingly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1191	110	02	

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
607	50.9

Women

No	%
584	49.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
757	320	06	24	00	1017	818	325	10	37	01	1191

Demand ratio 4:1   Dropout : 1%

Revised Guidelines of IQAC and submission of AQAR   Page 15

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 the UGC 11th plan period.

No. of students beneficiaries   15%

5.5 No. of students qualified in these examinations

NET	14	SET/SLET	07	GATE	08	CAT	
IAS/IPS etc		State PSC	10	UPSC	02	Others	10

5.6 Details of student counselling and career guidance

There is a carrier guidance and placement cell in our college which helps the students in their future planning and placement.
1. Eminent Professors and Scientists from renowned institution like ISI, IICB, IICS and different Universities visit our college to tell the students on the scope of their subjects.
2. Seminars and workshops are organised in exploring job opportunity in different fields.
But unfortunately in this year campus interview could not be arranged. 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

On campus			Off Campus
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

Acharya Prafulla Chandra Roy after whom the college has its name always advocated the concept of empowerment of women. The women's cell of Acharya Prafulla Chandra college is very active in organizing gender sensitization programme. On 13.09.2011 an awareness programme on uterine cancer in collaboration with ICSSR was held in the college.

5.9 Students Activities

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

State/ University level | 02 | 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 | 02 | National level | | International level | |

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

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution	338	180209.00
Financial support from government:		
• Post matric SC/ST/OBC	480	Amount is directly credited to the bank of the recipients 1,09,100+22.800= 1,31,900
• West Bengal minority development	31	
• Govt. of west Bengal education directorate	08	84,600
Financial support from other sources	90	24,700
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   [48]

5.13 Major grievances of students (if any) redressed: No specific grievance from the students._____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Acharya Prafulla Chandra College after whom 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 indigenous 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

> Details data of the students, fees, admission, examination etc. are maintained thoroughly in the office with the help of computer. The data related to Accounts, Salary and day to day expenditure are maintained thoroughly by the office. The Library catalogue is also getting computerized so that accession can be done thoroughly and books traced.

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

6.3.1 Curriculum Development

> Since the UG section is under the West Bengal State University, Barasat the curriculum of the subjects cannot be framed by the teachers. However, faculty members who are members of the Board of Studies, actively work for syllabus development.
> The PG section has eminent Professors and scientist along with the college teachers in the Board of Studies. Therefore, curriculum of every subject is framed according to the choice of the members.

6.3.2 Teaching and Learning

The students are provided with computer facility in a limited way. Laboratories are being renovated with modern facilities. ICT is used in the PG classes. Regular tutorials in Honours classes are emphasised. The Research and Consultancy wing is being planned to encourage research in the college. The DST FIST fund is being allocated to the PG departments for better teaching and research work in PG classes. A smart room for presentation of papers is planned.

6.3.3 Examination and Evaluation

The college remains vigilant about the academic progression of the students. The academic sub-committee and examination committee always try to co-ordinate teaching and examination in the best possible way. It is decided that students must sit for unit test for their Honours subjects. Apart from that PG students are required to make dissertation on relevant topics. This keeps them abreast with the recent developments which facilitate research.

The final examination and evaluation process for the UG level is executed under the guidelines of West Bengal State University. Many of the Faculty members are involved in this Examination and Evaluation process.

6.3.4 Research and Development

The college is keen on developing a research ambience. After the introduction of Post Graduate departments research has become indispensible. About thirty one permanent faculty of the college are Ph.D. holders. There is a plan to expand research with the money received from DST FIST. New instruments are going to be purchased to facilitate research. It is also planned to start a research and consultancy cell with teachers experienced in research work. The money obtained from the sell of the books 'Research Papers of Acharya PC Roy – A Complete Collection' and "Acharya Prafulla Chandra Roy Rachana Sankalan" has been decided to be spend on the development of research in this college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

With the fund from UGC and college, new books are purchased which adapt to the resource of the Library. In order to enable smooth functioning of the library there is a plan to computerize the library totally.

Some of the Departments have ICT enabled classrooms.

A smart room is being planned.

6.3.6 Human Resource Management

The college developed as an educational institution for the relocated people of East Pakistan, now Bangladesh.. Naturally there were students with a humble background , since then college has undergone a complete transformation. Struggle is still there – it is a struggle to attain excellence. From a very few departments the college boasts of having 27 UG departments and 5 PG departments. It tries to uphold the visions of the founder Sri Haripada Biswas. The college has NSS, extension activity, women cell and equal opportunity center to imbibe social responsibilities among students. Quite often the NSS units hold seminars and workshops on life and personalities of eminent people of our country. They also take part in social activity like plantation of tree with college premises and nearby areas, anti communal week observation, week long programme on 'we are all one, anti smoking campaign in nearby railway station, health awareness camp in nearby villages, visiting Anganwari centers. 'This definitely develops a selfless mind to become a good citizen of the country.

6.3.7 Faculty and Staff recruitment

This year the college could recruit 01 faculty position in the department of Anthropology through the College Service Commission, West Bengal.
Seven non-teaching temporary staff positions have also been filled up.

6.3.8 Industry Interaction / Collaboration

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

The students apply for UG courses by downloading the application forms from the College website as well as from college office and submit the filled up forms in the college. After screening by the departments, a merit list is published. The selected students are called for counseling.

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.

6.5 Total corpus fund generated

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	T. Chakraborty		

6.8 Does the University/ Autonomous College declares 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, frame syllabus, conduct semester examination and publish results within the stipulated time. They have also the autonomy toframe their admission rules.

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

No notable effort has been observed to promote autonomy in affiliated/constituent colleges.

6.11 Activities and support from the Alumni Association

The Alumni Association is ever supportive to any cause of Acharya Prafulla Chandra College. They act as a link between the present generation and the old generation students. In times of raising fund for natural calamity, organizing health camps and doing extension activities the alumni of the college joins whole heartedly.

6.12 Activities and support from the Parent – Teacher Association

Acharya Prafulla Chandra College does not have any parent – teacher association specifically. Whenever necessary the parent can meet teachers and seek assistance. In the end of every academic session Parent – Teacher meetings are held and records are preserved.

6.13 Development programmes for support staff

> The support staffs are always given priority in the college. They maintain a healthy relationship with the faculty members and college authorities. They are free to participate in every event of the college. Some of our support staffs are also members of the committee of the college. They are free to place their opinion in many important decisions of the college. There is a Cooperative Society for financial aid of the support staff.

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

> The college is blessed with natural ecological surroundings. There are lush green fields. However, to make it more eco-friendly the NSS volunteers and members of the extension activity and individual departments like Botany, Zoology and Geography have tried to make the college eco-friendly. The NSS volunteers keep the college campus clean by removing shrubs and jungle. Botany department initiated planting of trees. Zoology department maintains nature club, holds seminar on flora and fauna. Excursions are organized in adjacent locality to observe the local birds.

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 5 PG departments of the college have developed separate library adjacent to the departments which cater to the needs of the Post Graduate students. The laboratories have been modernized. The fund received from DST – FIST has been decided to be spent on purchasing new equipment for research, which is expanding fast in the college. Availability of e-journals to the teachers is another landmark.

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

> 1.The college planned to apply for DST FIST fund in the beginning of the academic session and ultimately it was successful in getting the grant of Rs. 79.5 lakhs .
>
> 2. On line application procedure started side by side with manual application.
>
> 3. Teachers of the college contributed a part of their salaries to the Students' Benevolent Fund.

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

1. The Unit II of NSS II adopted Panihara village for social services like cleaning the village roads, teaching little children and plantation of trees.
2. Endowment funds have been raised with the money of serving and retired teachers. Meritorious students for scoring highest marks are given prizes in several Honours subjects.

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

7.4 Contribution to environmental awareness / protection

The college is indeed conscious about the environment. The NSS volunteers, the members of the extension activity and individual departments try to make the eco-friendly by cleaning the campus, taking care of trees and plants, organizing nature club etc. Several varieties of birds have been traced after plantation of trees.

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:
1. The teachers of the college sincerely try to uplift the academic standard of the students who are mostly first generation learners of semi urban areas and villages.

2. Excellent performances of students in international and national examination like GRE, NET, SET, JAM, GATE,

3. Social services are encouraged for character building and develop value system.
Weakness:
　　1.　Need for more space for comfortable UG & PG teaching in the college.
　　2.　Need for recruitment of more permanent staff in many subjects.
Opportunities:
　　1. Teachers are sympathetic to the students who are given all kind of help-academic, personal and psychological.
　　2. The ambience in the college encourages higher education.

8. **P**
　　3. Use of e-journals is available under INFLIBNET programme

Threats:

　　Since most of the students are from constrained economic background the college keeps the fees reasonable. This limits the funds available for infrastructure growth

Name : Dr. Subhra Chaudhuri　　　　　　　　*Name : Dr. Saktibrata Bhowmik*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Academic Calendar 2011-2012

DATE OF	Part-I	15.07.2011
COMMENCEMENT OF	Part-II	Within 7 days from the completion of Part-I Exam

CLASSES	Part-III	Within 7 days from the completion of Part-II Exam

Publication of the Master Routine : 15 days before the Commencement of Classes

Publication of the Departmental Routine : On the Starting Day of Classes

DATE OF MID-TERM TESTS	Part-III	Within 1st Week of November 2011
	Part-II	Within 2nd Week of November 2011
	Part-I	Within 3rd Week of November 2011

Result Publications: around 3 weeks after the completion of the Tests

Guardians' Meetings: within 15 days of publications of results of each year.

DATE OF TEST EXAMINATION	Part-III	1st Week of February
	Part-II	3rd Week of March
	Part-I	1st Week of April

DATE OF RESULT PUBLICATION OF TEST EXAMINATION	Part-III	1st Week of March or 1 week before the first date of filling up of forms whichever is earlier
	Part-II	3rd week of March
	Part-I	1st week of April

Guardians' meetings : within 15 days of publications of results of each year

**All dates are tentative/subject to change/subject to change.