

The Annual Quality Assurance Report (AQAR) of the IQAC**(2016-17)****Part – A****I. Details of the Institution**

1.1 Name of the Institution	Brahmananda Keshab Chandra College
1.2 Address Line 1	111/2, B.T. Road,
Address Line 2	Bonhooghly
City/Town	Kolkata
State	West Bengal
Pin Code	700108
Institution e-mail address	bkccollegebonhooghly@gmail.com
Contact Nos.	033 25772486
Name of the Head of the Institution:	Dr. Papia Chakraborti
Tel. No. with STD Code:	033 25772486
Mobile:	9830467390

Name of the IQAC Co-ordinator:

Dr. Aparajita Nag

Mobile:

9836557985

IQAC e-mail address:

iqac.bkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN 25825

1.4 NAAC Executive Committee No. & Date:

EC(SC)/19/A&A/30.1 dated 02-12-2016

*(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.bkccollege.org

Web-link of the AQAR:

<http://bkccollege.org/aqar/AQAR%202016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.28	2016	2016-2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07/05/2013

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 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): **Not Applicable**

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

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

West Bengal State University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input checked="" type="checkbox"/> (DBT-BOOST)
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held :-	11
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="7"/> Faculty <input type="text" value="1"/>

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

** Received Rs. 3,00,000/- (three lakhs only) as IQAC grant during the financial year 2015-16, from UGC for XII th Plan period (2012-2017).

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

See Annexure I

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) Preparation for the scheduled NAAC visit in November. 2) Renovation of the College boundary wall. 3) Raising the floor level on the ground floor in view of water logging in the College. 4) Installation of CCTVs in the College. 5) To celebrate the Diamond Jubilee of the College through a day long programme. 6) Introduction of postgraduate Courses in Mathematics and	1) NAAC Peer Team Visited the College in November 2016. College awarded grade B by NAAC 2) Renovation of the College boundary wall. 3) Work on elevating the floor level on the ground floor in view of water logging in the College undertaken and completed. 4) CCTVs installed in the College 5) Diamond Jubilee of the College celebrated in a day long programme. 6) Formalities completed for commencement of Postgraduate courses in Mathematics and Botany to commence

Botany. 7) Women's Hostel to be completed and made operational. 8) Analysis of feedback from stakeholders to be done.	from the academic session 2017-2018. 7) Civil Work on Women's Hostel completed, but electrical work yet to be completed. 8) Analyses of student feedback done by the IQAC and necessary action taken on it. 9) College campus WiFi enabled.
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* Attach the Academic Calendar of the year as Annexure. (See Annexure II)

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 approves the AQAR for the year 2016-17 in its meeting held on 05/10/2018 (Agenda no 2)

Criterion – I**1. 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				
PG		2		
UG	18		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1 (Computer literacy)
Others				
Total	18	2	1	1
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 PG programmes
Trimester	
Annual	18 UG programmes

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 (See Annexure III)

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

- Revision etc. of syllabi done by the affiliating university.
- A number of faculty members of the college contribute in the framing of the syllabi as members of the BoS of the affiliating university.
- New syllabi for Compulsory English for first year students.
- PG syllabi in Mathematics and Botany as per affiliating university with BoS in the respective departments have been implemented.

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

- No new departments were introduced in 2016-2017.
- Two Postgraduate courses in Botany and Mathematics will be started from the academic year 2017-2018.

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52+1(Librarian)+1(Principal)	30	22+1(Librarian)	1 (Principal)	

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
4	7								

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty: **3**

Visiting faculty: **1**

Temporary faculty : **1**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	9	10
Presented papers	5	16	-
Resource Persons	2	2	1

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

- Student seminars by different departments
- Student Projects
- Teaching with ICE, audio-visual aids and teaching modules
- Wall magazine by English and Chemistry departments
- Availability of e-journals in the Library
- Film shows based on texts by the humanities departments

2.7 Total No. of actual teaching days* during this academic year (2016-17)

194

* Teaching days means days on which classes were held and this excludes examination days.

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

MCQ based class tests taken

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

6 Board of Study (BOS) members

2.10 Average percentage of attendance of students

Honours	General
70%	60%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared*	Division				
		Distinction (%)	I (%)	II (%)	III (%)	Pass (%)
B.Sc Hons.	45		24.44	68.89	4.44	97.78
B.Sc Gen.	39		2.56	35.89	30.76	69.21
BA Hons.	19		0	89.47	10.53	100.0
BA Gen.	84		0	1.19	32.14	33.33
B.Sc (Major)	5		80.0	20.0		100.0

* Figure corresponds to final year.

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

- Organises seminars and workshops
- Organises Parent teacher meetings
- Conducts departmental visits
- Seeks feedback from stakeholders and based on feedback takes appropriate measures
- Helps the College administration in recruitment of guest/temporary faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	4
Others (Entrepreneurship Development Programme)	1

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	15	5	0	5
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC regularly informs and encourages the faculty members to apply for research grants/projects to UGC/DST/DBT etc.
- The college authorities provide all necessary infrastructural support including space for carrying out research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		33.9		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	3		
Outlay in Rs. Lakhs	14.7	10.22		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	1	
Non-Peer Review Journals		1	
e-Journals		1	
Conference proceedings		2	

3.5 Details on Impact factor of publications: Citation Index and impact factors at the faculty level is not maintained

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 (Lakhs)	Received (Lakhs)
Major projects	3 years	UGC	13.9	
Minor Projects	2 years	UGC	24.92	21.17
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) (DBT BOOST 1)	5 years	DBT	20.0	20.0
Total			58.82	41.17

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			1		15
Sponsoring agencies			R. C. Bose Centre for Cryptology and Security and Indian Statistical Institute, Kolkata		College

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

Total

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

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text"/>

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

Awareness programme :

- Kanyashree Prakalpa Campaign funded by UGC
- Debate Competition “ Swadhinatar 70 bachhorer prapti o oprapti” funded by College
- Career Councelling Cell organized a seminar by NSHM UDAAN SKILL FOUNDATION on 9,09.2016.
- Awareness and Screening Programme on Thalassaemia; by Thalassaemia Control Unit of Tropical Medicine organized by NSS unit
- “Yaad Karo Qurbani” Essay Competition and Painting Competition on “Partition and Independence”
- On job training for the students of 3rd year IFF by IFB Agro Industries (6th – 14th April 2017)
- On job training for the students of 3rd year IFF by RCC.CIFA.RAHATA, Kolkata, on 25.5.17.

Independence Day Celebration - Teranga March by NSS Unit**Outreach Programme :**

- Blood Group Tests for Students by Department of Molecular Biology
- 20th National Exhibition organised by Central Calcutta Science & culture organisation for youth at Dumdum funded by College
- Chemistry Student’s participation in Science Academie’s Lecture Workshop
- On job training of NSS students at TCS
- Students’ Training programme on “Water Tale (conservation issues on Santragachhi Jheel)” organized by Zoology Department
- Students volunteer Programme (as per schedule of WWF) organized by Zoology Department

Extension Activities:

- National Science Day Celebration

- Wall magazine on “Smart Glass” by Chemistry Department
- Wall magazine on “Shakespeare” by English department

Student Excursion:

- To RKM Narendrapur by Botany Department
- To B.S.I, Shibpur, Howrah by Botany Department
- To Sunderbans by Zoology Department
- To Eco Park by Zoology Department
- To Jhaghra Sisha Fish Farm- a waste water aqua-culture farm (Salt Lake) by IFF

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total (Rs.)
Campus area	6 acres	Nil		
Class rooms	18 classrooms 9 classroom-cum laboratory rooms	Nil		
Laboratories	17 laboratory rooms (9 of them also used as class room)	1	College Fund	24600/-
Seminar Halls	1 (also used as class room)	2 (also used as class room)	College Fund	1,31,400/-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		1. Thermal Cycler(Bio-RAD T100) 2. UV Transilluminator (ORANGE) 3. Spectrophotometer (UV 1800; Shimadzu) 4. AC	DBT BOOST-1, 2014	2,60,000/- 1,38,600/- 4,44,250/- 80,000/-
Value of the equipment purchased during the year (Rs. in Lakhs)			DBT BOOST-1, 2014	14,66,203/-
Others i) Committee Room ii) One virtual classroom iii) General infrastructure (Annexure-IV attached)			UGC State Govt. College	113920/- 2,98,068/- 527750/-

4.2 Computerization of administration and library

- Office computerised using SMART software
- Computerisation of house keeping operation in the Library using KOHA software is ongoing
- Salary system is changed to West Bengal Integrated Financial Management System (WBIFMS)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value	No.	Rs. Value
Text Books	25302*	1480327.43**	56	47,205/-	25358	1527532.43
Reference Books						
e-Books						
Journals	23	115,380/-			23	115,380/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

* Total number of books

** As per Asset Register

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	1	2 connections	Nil	Nil	1	18	
Added	2	-	-	1	-	-	-	(i) CCTV system (ii) EPABX (iii) Projector (iv) virtual class room
Total	48	1	2 connections	1	-	1	18	

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

- The Computer Science Department organises a Computer Literacy Programme for the students of all the three years and the College issues certificate to the successful candidates at the end of final year.
- Internet access to all

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.597
ii) Campus Infrastructure and facilities	5.35
iii) Equipment	0.33
iv) Others	1.575
Total:	7.852

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Entrepreneurship Camp was organized by IQAC and Enterprise Development Institute of India, Saltlake, from 16.02.17 to 18.02.17.
- Seminar on “Education Bridging Inequalities” was conducted by IQAC and Equal Opportunity Cell of the college, on 31.3.2017

5.2 Efforts made by the institution for tracking the progression

- Monitoring attendance & performance of students regularly
- Arranged guardians meeting of all first year students on December, 2016
- IQAC decided to acknowledge the excellence of our students in academics and extra-curricular activities. On the Diamond Jubilee Celebration day our students who were the rank holders of West Bengal State University from 2012 onwards were honoured with medals. Certificates were given to all first class holders. Monmit Chakraborty of Zoology honours was selected as the Student of the Year – 2016 for excellence in academics, social and cultural activities by the IQAC members.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
758			

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	404	53.2		354	46.8

Last Year 2015-2016						This Year 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
736	65	1	38	-	840	653	67	1	37		758

Demand ratio :

Subject	2016-17		
	No. of Applications	No. of students admitted	Demand Ratio
Physics	47	19	2.47:1
Chemistry	45	12	3.75:1
Mathematics	45	22	2.04:1
Botany	57	15	3.8:1
Zoology	141	65	2.17:1
Economics	6	2	3.0:1
IFF	21	10	2.1:1
B.Sc Gen	71	25	2.84:1
Political Science	7	0	0
Philosophy	13	7	1.85:1
English	92	46	2.0:1
Bengali	56	24	2.33:1
History	25	11	2.27:1
Sanskrit	0	0	
BA General	200	114	1.75:1

Dropout % : There is no official mechanism to ascertain the dropout percentage

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

-

No. of students beneficiaries: -

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Career Counselling Cell organized a seminar by NSHM UDAAN SKILL FOUNDATION on 9,09.2016.
- On job training by IFF Department: 6.04.17-14.04.17---Training on processing and preservation of fin fish and prawn organized by IFB Agro Industries ,Kolkata, W.B.
- On job training by IFF Department: On 25.05 .17. ----Training on seed production technology of Indian Major Carps. Organized by RCC. CIFA. RAHATA, Kolkata, W.B.
- An *Entrepreneurship awareness camp* was organized in association with the *Enterprise Development Institute*, IB-194, Sector-III, Saltlake, Kolkata-106. The camp was held successfully at our College from 16.2.17 to 18.2.17 with enthusiastic participation from students.

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

5.8 Details of gender sensitization programmes

- Kanyasree Prokolpo Campaign was organized on 22.09.2016.
- Kanyasree Prokolpo Camp organized on 06.12.2016 was attended by 14 students and 3 teachers.

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 (Rs.)
Financial support from institution	First year -28 Second year- 4 Third year -10	20340/- 4560/- 8460/-
Financial support from government		
• Kanyasree Prokolpo	18	
• Post Matric Scholarship for SC, ST, OBC students	31	
• Chief Ministers Relief Fund	6	
• Swami Vivekananda Merit cum Means Scholarship	2	
• Minority scholarship	20	
Financial support from other sources	-	
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

- The NSS Unit of the college organized awareness campaign on Thalassemia on 21.09.2016.
- Blood group test organized by the department of Molecular Biology on 08.09.2016 & 13.09.2016.

5.13 Major grievances of students (if any) redressed:

Student Union demanded improvement in indoor games facilities and their demand was addressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To reset the past glory of our college and in the process making it a centre of excellence.

Mission

To achieve the above vision we provide a value-based education to our students to strengthen their mental ability and self-confidence.

We try to motivate students to assess their capabilities in an objective manner so that they can equip themselves to pursue their goals in accordance with their capabilities.

We have also tried to prepare our students to adapt themselves to overcome their insecurities so that they can excel themselves in the present competitive atmosphere.

We have tried our best by keeping the college fees structure as low as possible so that no student would be deprived for any financial constraints.

6.2 Does the Institution has a management Information System

- We have developed a general management information system where all the relevant data concerning staff and students of the college has been stored (SMART system)
- Human Resource Management System introduced (HRMS)

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

6.3.1 Curriculum Development

- As our college is affiliated with West Bengal State University, Barasat we have no scope for curriculum development. However, a number of faculty members of the college contribute in the framing of the syllabi as members of the BoS of the affiliating university.
- The college will introduce PG courses on Botany and Mathematics in coming academic year 2017-18, and therefore we have a scope for curriculum development during the preparation of the syllabus for PG courses of the above mentioned subjects.

6.3.2 Teaching and Learning

- As several classrooms are equipped with fixed projectors and the existence of two smart classrooms, the lectures delivered by the teachers' of different subjects turned out to be very lucid, attractive, and well documented.
- Introduction of KOHA software in the library has helped a lot to both the students and teachers to procure their books of interest within a very short period.
- Regular Students' Seminars are organized to involve students in the teaching-learning process more effective.

6.3.3 Examination and Evaluation

Students' evaluations have been performed on the basis of test examination for each Year's students as per University guidelines. However all Departments have regularly arranged class tests for better performance of the students.

6.3.4 Research and Development

- Many departmental laboratories are equipped with instruments capable of doing basic research work.
- There are two ongoing major research projects and seven minor research projects (4 completed in academic year 2016-17, and 3 are ongoing).
- BOOST –I Project funded by DBT is ongoing

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The College Library has about 25,000 books.
- Seminar library has been established in all departments
- Library is computerized and has 23 journals and an IFLIBNET subscription.
- The College has two smart classrooms and several fixed projectors.

6.3.6 Human Resource Management

- All faculty members and non-teaching Staff are engaged in different developmental activities of the college according to their proficiency in the respective domain
- A number of teachers have attended Orientation/Refresher/ Workshops
- Non-teaching staff members attend training programmes periodically

6.3.7 Faculty and Staff recruitment

- Teaching faculty are recruited as per UGC norms and state government guidelines on the basis of the recommendation of West Bengal College Service Commission. 4 Permanent teachers were recruited during 2016-17
- Guest faculty are appointed by the Governing Body following the government rules. During 2016-17, 5 Guest/Visiting/Temporary/ Faculty were recruited.
- Non-teaching staff are recruited as per state government rules and nomenclature, and some casual non-teaching staff has been recruited by the Governing Body on purely temporary basis. 4 people were appointed on a casual basis as non- teaching staff during 2016-17

6.3.8 Industry Interaction / Collaboration

- As per our University (WBSU) syllabus the IFF students regularly participate in On Job training programmes at different research institutes and Fish Farms organized jointly by the concerned institute/Farm and our College.
- IQAC has organized entrepreneurship development programme with Entrepreneurship Development Institute, Kolkata in the College.

6.3.9 Admission of Students

- Admission information is advertised in college website every year.
- Admission of students is made strictly on the basis of merit and the entire admission process is online.
- Reservation policy is maintained as per rules.

6.4 Welfare schemes for

Teaching	B.K.C College Staff Co-operative Credit Society Ltd
Non teaching	B.K.C College Staff Co-operative Credit Society Ltd
Students	<ul style="list-style-type: none"> • The College has a Students' Aid-Fund to support financially needy students. During 2016-17, 31 students received full freeship and 11 students received half freeship • Students also avail the following government schemes (2016-17)- <ul style="list-style-type: none"> ➤ Kanyashree Prakalpa – 18 students ➤ Swami Vivekananda Merit cum Means Scholarship – 2 students ➤ Post-Matric scholarship for SC,ST, OBC students – 31 students ➤ West Bengal Chief Minister Relief Fund Scholarship – 6 students ➤ Post Matric Scholarship scheme for Minorities 20 students

6.5 Total corpus fund generated

Rs. 464566.42*

* Figure corresponds to income over expenditure for the financial year 2016-17

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 and Administrative	Yes	NAAC	Yes	Governing Body and IQAC
Academic and Administrative	Yes (For Post Graduate Courses)	West Bengal Higher Education Council and West Bengal State University	Yes	Governing Body and IQAC

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni Association has actively participated in the Diamond Jubilee celebration of the college.
- Alumni Association has given prizes to bright students of different subjects to encourage their moral boost
- They also hold Annual General Meeting every year

6.12 Activities and support from the Parent – Teacher Association

- Though we have no formal parent-teacher association, yet we conduct meeting with the guardian for their valuable suggestions
- Feedback from guardians are collected and analyzed

6.13 Development programmes for support staff

Office staff are motivated to go to different training camps organized by Government./different institutes

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

- NSS unit of the college has taken active role in the plantation of trees for making the campus green.
- The Eco-Club of the College aims at encouraging the students to develop scientific aptitude, social empathy and cultural fervour. The Club's goal is to prepare the students to take responsibility for community development and biodiversity conservation
- Creation and maintenance of Janaki Ammal Sacred Grove
- Awareness programme on e-waste management has been organized in this academic session.

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 College has kept up its agenda of working towards creating awareness on environment and biodiversity through teaching, seminars, extra-curricular activities.
- Salaries of Teaching and non-teaching is done using Human Resource Management System (HRMS)

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

- 1) Formalities completed for commencement of postgraduate courses in Mathematics and Botany from the academic session 2017-2018
- 2) Diamond Jubilee of the College celebrated in a day long programme.
- 3) Substantial work on the overall infrastructural improvement of the college undertaken
- 4) College campus WiFi enabled.
- 5) NAAC Peer Team Visited the College in November 2016 and got the accreditation effective from December 2016.

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

Best Practice 1: Students' Seminar and projects (**See Annexure V**)

Best Practice 2: Sir Jagadish Chandra Bose Eco-club (**See Annexure VI**)

7.4 Contribution to environmental awareness / protection

- Regular tree plantation activities to achieve a cleaner and greener environment in the years to come.
- Seminars organized to create awareness among students regarding environment and biodiversity.

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:

- (i) Extremely dedicated and highly qualified teachers and efficient administrative staff
- (ii) Computerisation with LAN
- (iii) Library automation
- (iv) Eco-friendly sprawling green campus

Weakness:

- (i) Lack of space for classrooms and laboratories
- (ii) Insufficient and delay in disbursing of funds from Government agencies.

Opportunities:

- (i) The vast campus can be efficiently utilized to create new facilities
- (ii) Scope for further research activities by young and dedicated faculty members
- (iii) To inculcate awareness among students to conserve biodiversity

Threats:

- (i) Reduction in funding from central funding agencies
- (ii) Lack of interests among students towards basic subjects of science and humanity
- (iii) Decline in trend of book reading habits among students

8. Plans of institution for next year

Keeping in mind the overall quality enhancement of the college the newly formed IQAC chalked out the following plan of action:

- 1) Construction of new classrooms and laboratories in the Annexe building .
- 2) Introduction of postgraduate courses in Physics and History
- 3) Women's Hostel to be completed and made operational.

Name : Dr. Aparajita Nag

Aparajita Nag
12/10/18

Signature of the Coordinator, IQAC

Co ordinator
IQAC Cell
Brahmananda Keshab Chandra College
Kolkata- 700 108

Name: Dr. Papia Chakraborti

Papia Chakraborti
12/10/18

Signature of the Chairperson, IQAC

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108

Annexure –I

Activities of the IQAC (2016-17)

Academic Activities

- With the help of the Equal Opportunity Cell of the college IQAC organized a workshop on “**Education Bridging Inequalities**” on 31st of March, 2017. The highlight of the event was participation of students of secondary and higher secondary sections of some schools in the locality.
- An *Entrepreneurship awareness camp* was organized by IQAC in association with the *Enterprise Development Institute*, IB-194, Sector-III, Saltlake, Kolkata-106. The programme was sponsored by the Department of Science and Technology, Government of India. The camp was held successfully at our College from 16.2.17 to 18.2.17 with enthusiastic participation from students.
- Had taken the initiative to celebrate the *Diamond Jubilee* of our college on 31.7.16.
- Helped the administration to introduce new subjects - Education and Journalism and Mass Communication at undergraduate level and post graduate courses in Botany and Mathematics.

Activities for Quality Enhancement

- IQAC decided to acknowledge the excellence of our students in academics and extra-curricular activities.
 - From 2012 onwards all the first class students are being given certificates and the University rank holders are given medals.
 - From 2016 onwards IQAC started a special prize named “*Student of the Year*” for overall excellence considering academic achievements, social and cultural activities of the student. In 2016 *Mr Monomit Chakraborty* and in 2017 *Smt Aishika Roy* both from Zoology Honours were selected for the prestigious prize.
- IQAC gives utmost importance to Feedback from various stakeholders.
 - Each year all the 3rd year students fill up a questionnaire to evaluate individual teacher. The data is analysed and action is taken based on the report.
 - The second year students give feedback regarding infrastructural facilities, library and other amenities provided by the college.
 - Feedback analysis of Guardians and Alumni is also done.
- Each year before the Test Examination IQAC meet the guardians of the General students of the first year.

Administrative Activities

- Prepared the prospectus and the website with the help of teachers of the college.
- Helped the administration in various works as and when needed.
- Scrutinized the promotional papers of teachers.
- Was involved in the selection process of Guest lecturers.
- Work along with Career Counseling and Placement Cell

Annexure –II

Academic Calendar (2016-17)

- **July**
 - Academic session of the College begins with First year classes.
 - College foundation day is observed on 27th July.
 - Celebration of Forest week in the last week of July.
- **August**
 - Third year classes resume.[#]
 - Independence Day celebration on 15th August.
 - Anecdotal Report of 1st year students.
- **September**
 - 1st Quarter Green Audit by Eco-Club.
 - Second year classes resume.
 - Teachers' Day Celebration by the Students Union.
 - Health check up camp for students.
 - Class test for Part I, Part II, and Part III students.
- **October**
 - Declaration of Attendance percentage of all students.
 - Fresher's Welcome and Annual Social program organized by the Student's Union
- **November**
 - Celebration of Birth Anniversary of Keshab Chandra Senon 19th November
 - Educational Excursions of Botany, Zoology, Industrial Fish and Fishery.
- **December**
 - **College Sports** in the 3rd week of the month.
 - **Cultural Competitions** for the students.
 - Class test for Part I, Part II, and Part III students.
- **January**
 - Students' Seminar on selected topics in every Department.
 - Feedback from the IIIrd year students.
 - Test Exam for Part III students in the last week of January.
 - Computer Literacy Aptitude Test for Part III students
 - Republic Day and Birth anniversary of Netaji Subhas Chandra Bose celebrations.
 - Alumni Association Reunion and prize distribution ceremony.
 -
- **February**
 - Feedback from the IInd year students.
 - Test Examinations for the Part II students.
 - Computer Literacy Aptitude Test for Part II students
 - Special classes for Part III students.
 - 2nd quarter Green Audit by Eco club.
 - Saraswati Puja organized by the Students' Union

➤ **March**

- Feedback from the Ist year students.
- Test Examinations for the Part I students.
- Special classes for Part II students.

➤ **April**

- Part III Examination of West Bengal State University.#
- Special classes for Part I students.

➤ **May**

- Part II Examination of West Bengal State University.
- .Computer Literacy Aptitude Test for Part II students.
- Celebration of **Rabindra Jayanti** through various cultural programmes.

➤ **June**

- Part I Examination of West Bengal State University.
- World Environment Day on 5th June.
- On-line Admission process for 1st year commences after the declaration of the Class XII results of all Boards.

Annexure -III

III.A: Teachers' Evaluation by Students

Analysis of the data on Teachers' Evaluation by students of 3rd year 2016-17

- The forms of the Honours students and the general students have not been separated.
- Total Data : Science 461, Arts 440
- No of teachers whose evaluation was done is 51
- No data on Munmun Biswas was obtained as no 3rd year student had Statistics
- The maximum score was 4.
 - No of teachers who got score between 3-4 : 25 (science)+12 (arts) = 37 (72.6%)
 - No of teachers who got score between 2-3 : 7 (science) +6 (arts) = 13 (25.5%)
 - No of teachers who got score between 1-2 : 1 (science) = 1 (1.9%)
- Many of the students did not give any comments in the heads-“one thing that the teacher does well” and “ suggestion for improvement

- **Some of the favourable comments made by the students are:**
 - No suggestion for improvement
 - Explains well
 - Teaches well
 - Helps in the practical
 - Responsible and helpful
 - Discusses questions and answers
 - Polite and friendly behaviour
 - Encourages students
 - Guides well for the future
 - Cares for the student

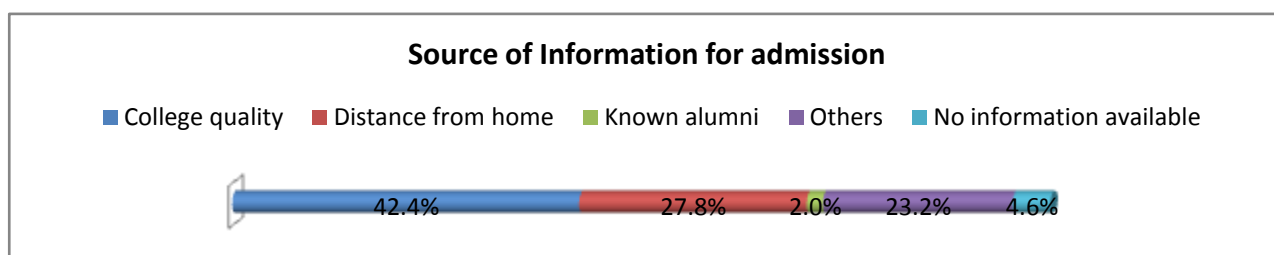
- **Scope for improvements:**
 - The teacher should come in time
 - Should be more patient
 - If possible provide notes
 - Teach in a more lucid way
 - Speak more politely with the students
 - Talks much beyond the syllabus
 - Question & answer discussion is required
 - Decrease the speed of teaching

III.B: Students' feedback on general amenities and overall academic atmosphere of the college

This analysis is based on feedback taken from 151 second year students. 40 % of them chose to remain anonymous, while the rest 60 % mentioned their name in the feedback form.

Academic

Reason behind getting admitted in this college



Classes held regularly?

91.7 percent students opined that classed held regularly.

- **When asked whether they attend their classes regularly, 65.8 %** responded with a positive answer. Those who don't attend their classes regularly (34.2%) cited reasons like other commitments (part time job), lack of enthusiasm in teaching as possible reasons for their non attendance.

Teachers' help in study

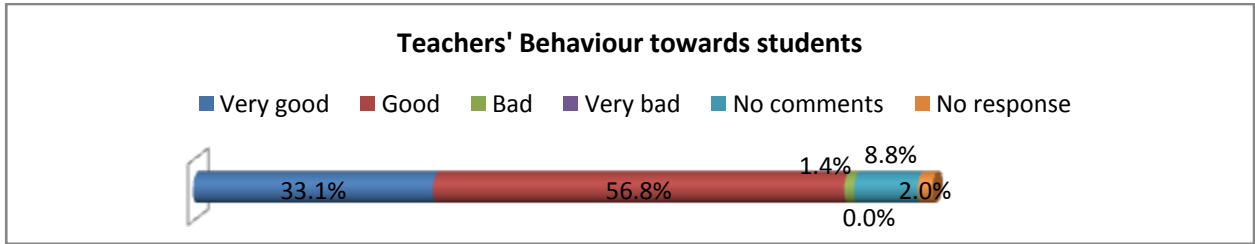
89.4 % reported that teachers help them in their study.

- **8 %** of them feel that teachers help them taking remedial and extra classes and some of them cited helps in the form of use of audio visual techniques, regular class tests and supply of reference books. **6 %** of them reported that teachers help them with notes and suggestions. **Nearly 81 % of them however remained silent.**

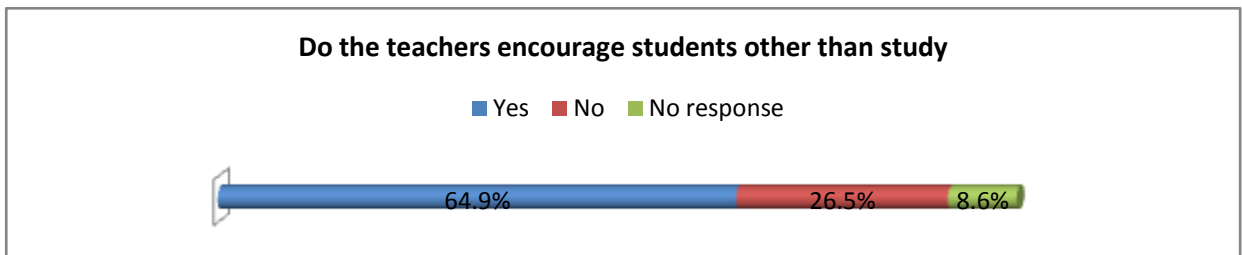
Whether teachers are helpful beyond classroom

82.6 % students reported that teachers do help them beyond the class room.

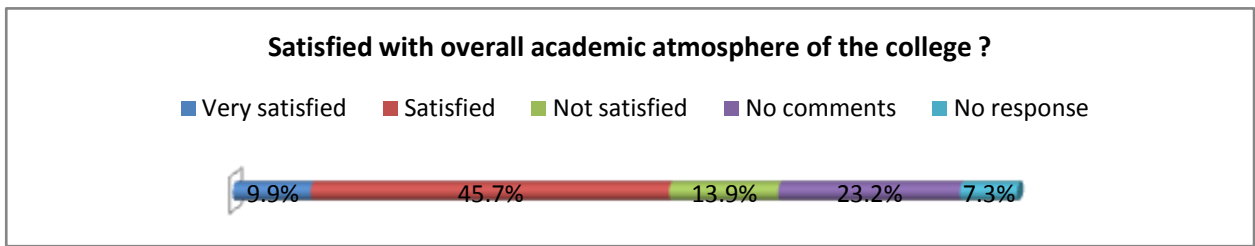
Behaviour of teachers towards students



Do the teachers encourage students other than study?



Satisfied with overall academic atmosphere of the college?

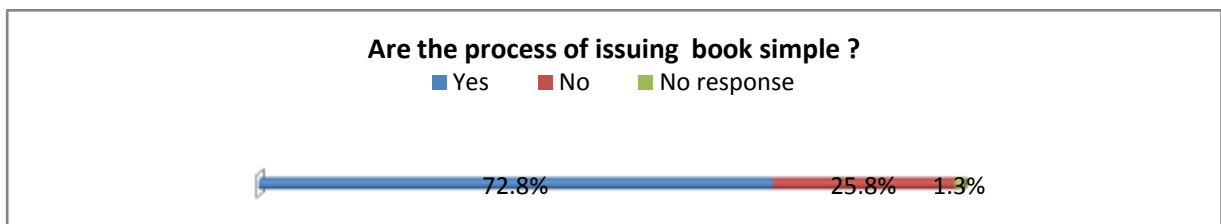


Library

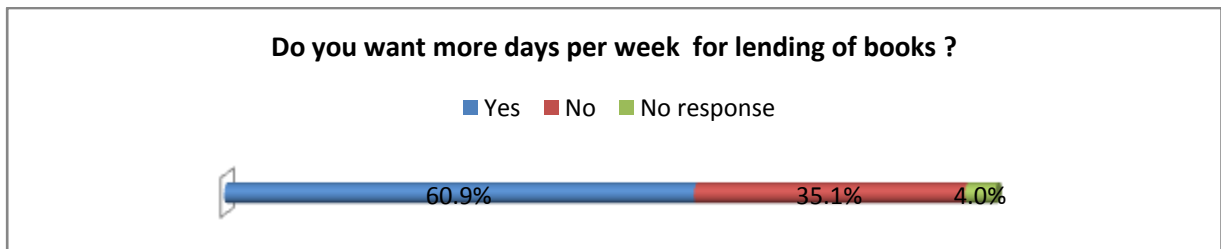
Do the students get books regularly from the library?

Only 45.7 % said 'Yes'

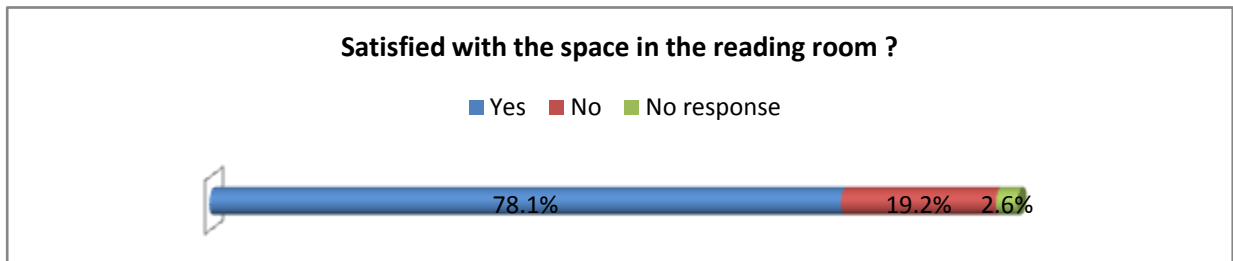
Are the rules to take books simple?



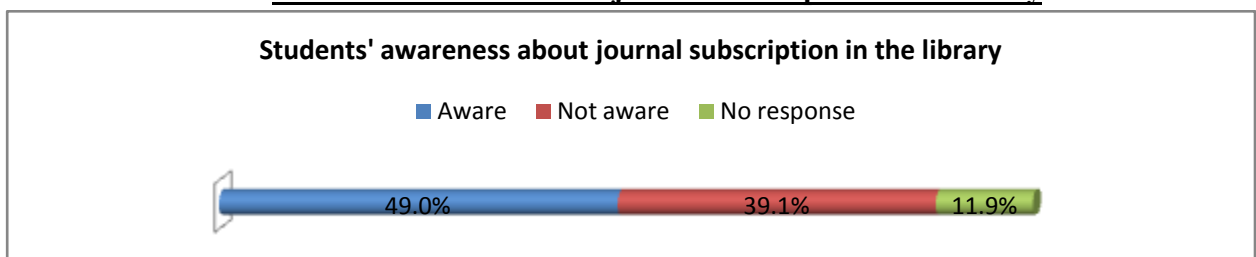
Do you want more days per week lending of books ?



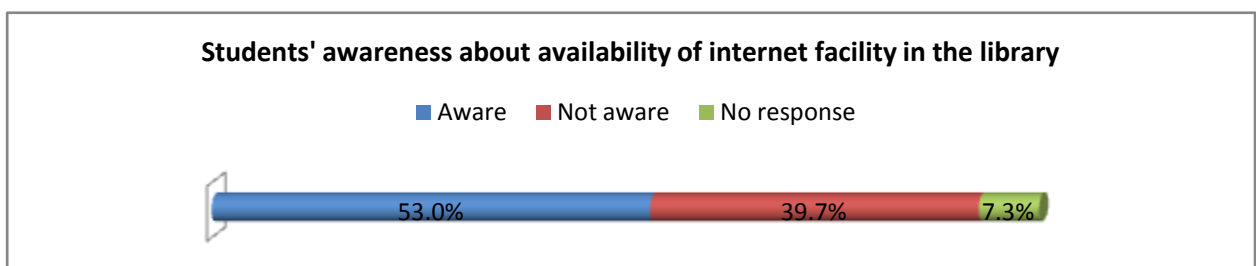
Satisfied with the space in the reading room ?



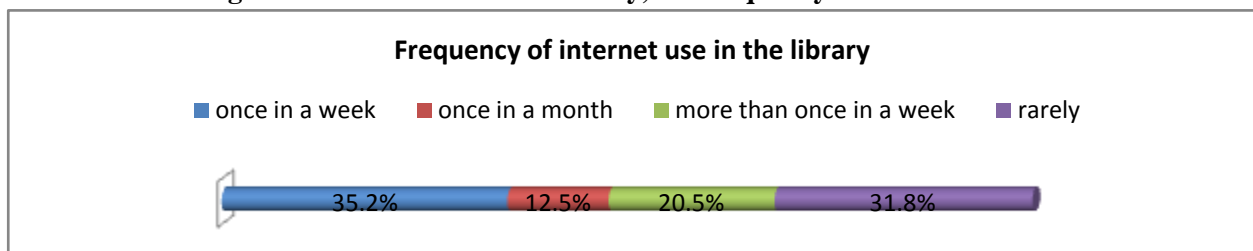
Students' awareness about journal subscription in the library



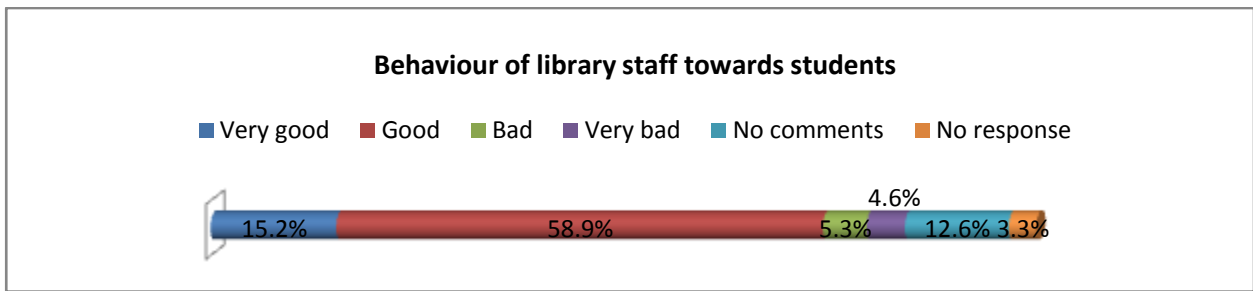
Students' awareness about availability of internet facility in the library



➤ **Among the internet users in the library, the frequency of use is as follows**

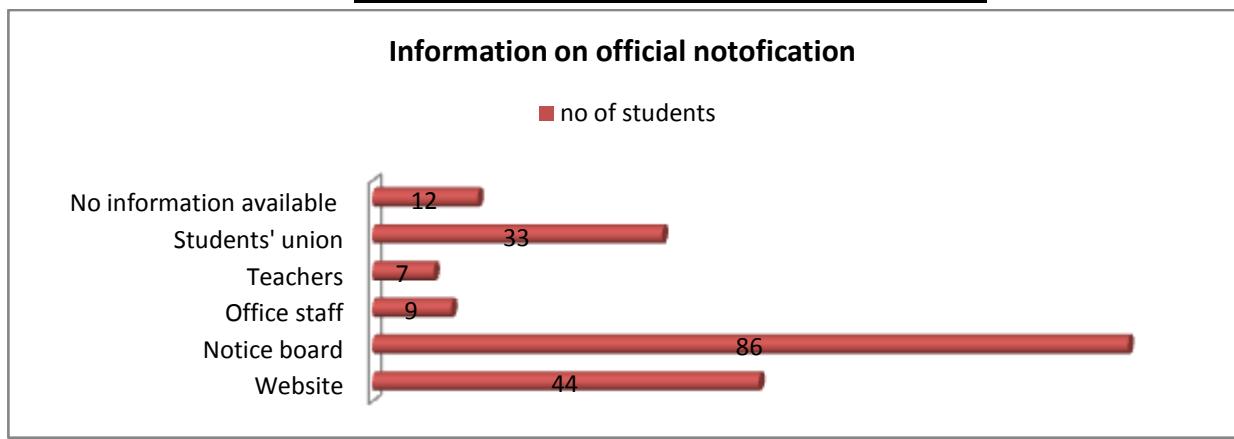


Behaviour of library staff towards students



College Office

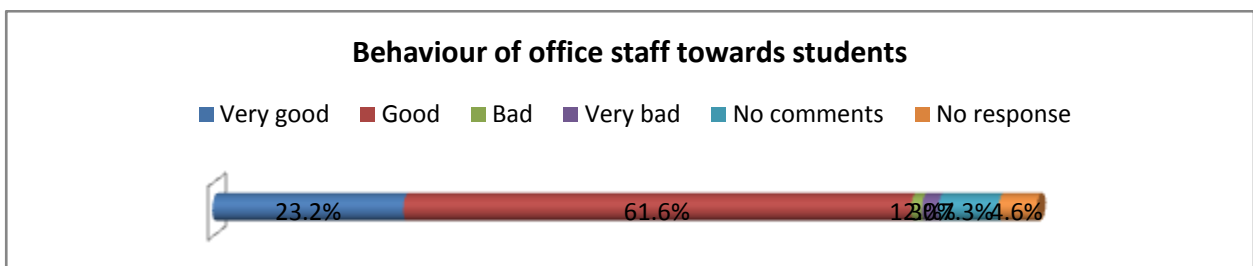
How are you informed about official notifications?



*some students opted for multiple options

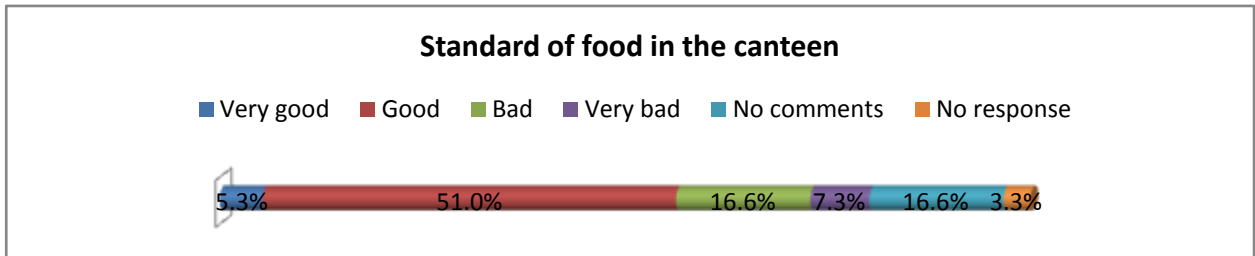
- On the question on what type of help the students get from the office, only about **11 %** responded. Most of them revealed that they get help during form fill up and registration. A sizable portion of them also indicated that they get help in the form of help in result publication, NSS activities etc.

Behaviour of office staff towards students

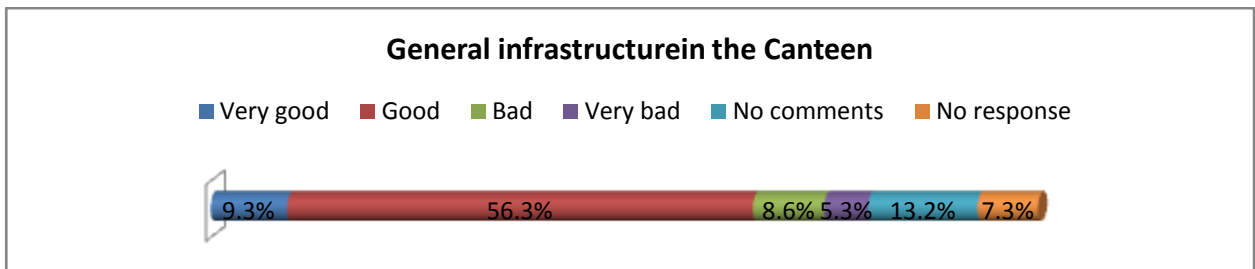


Student Amenities

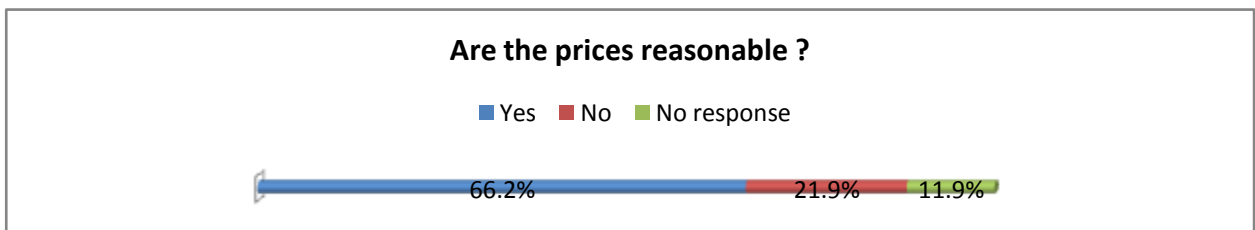
Standard of food in the canteen



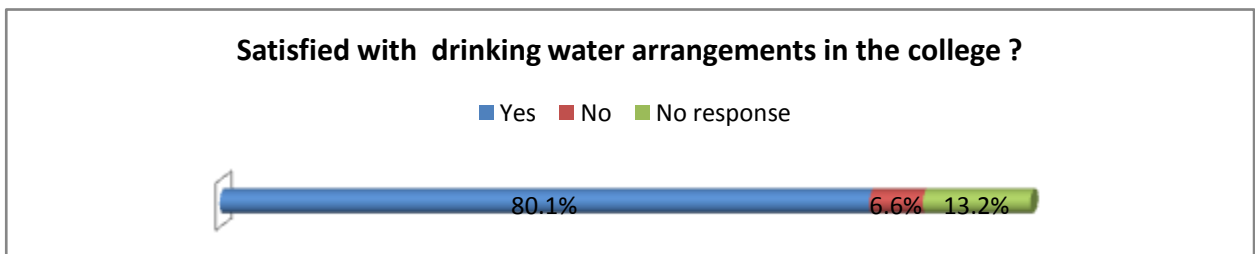
General infrastructure in the Canteen



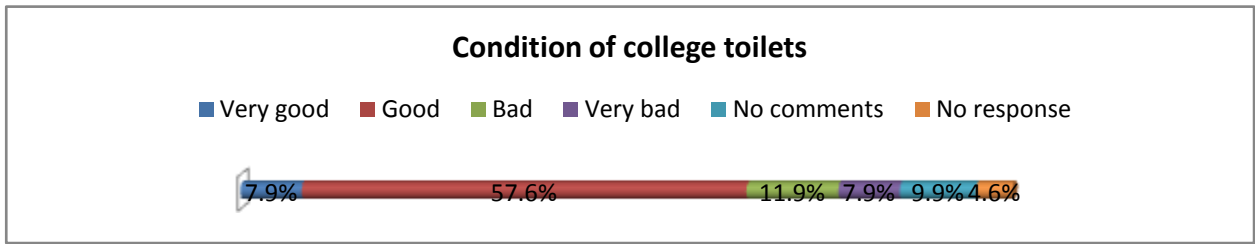
Are the prices reasonable in the canteen?



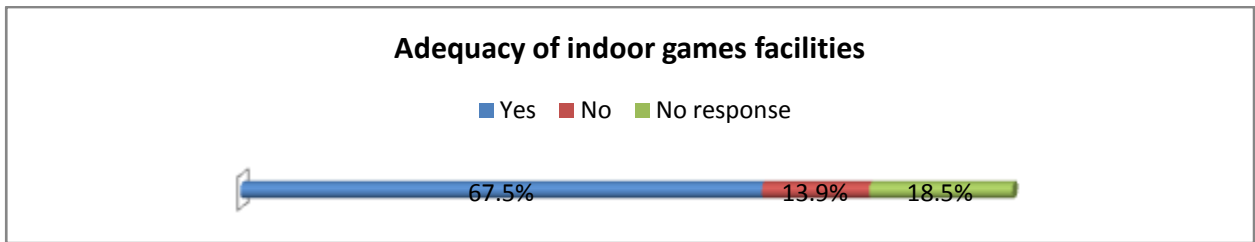
Satisfied with drinking water arrangements in the college?



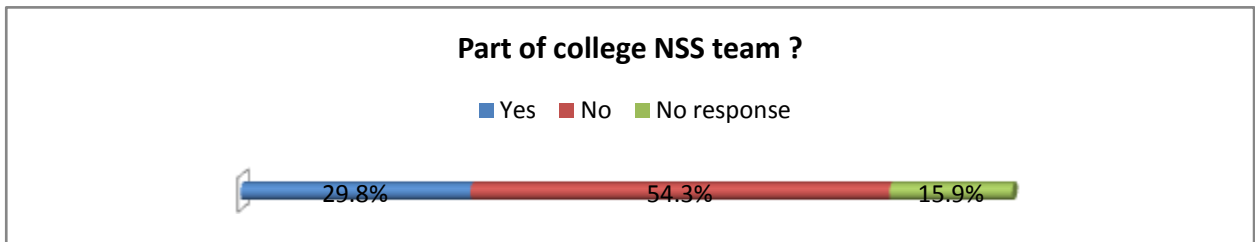
Condition of college toilets



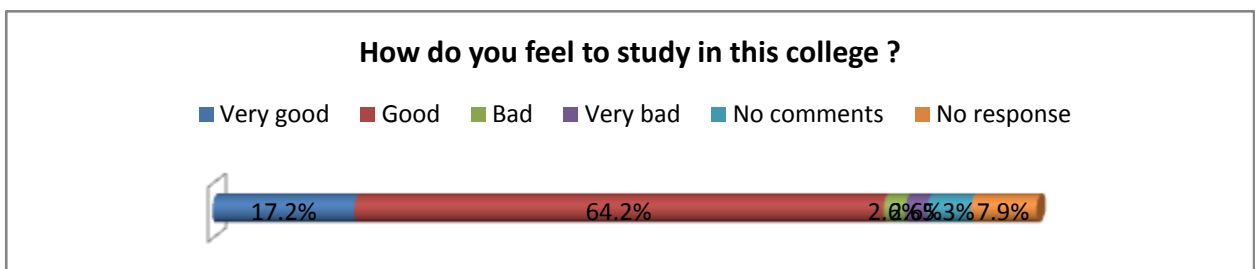
Adequacy of indoor games facilities

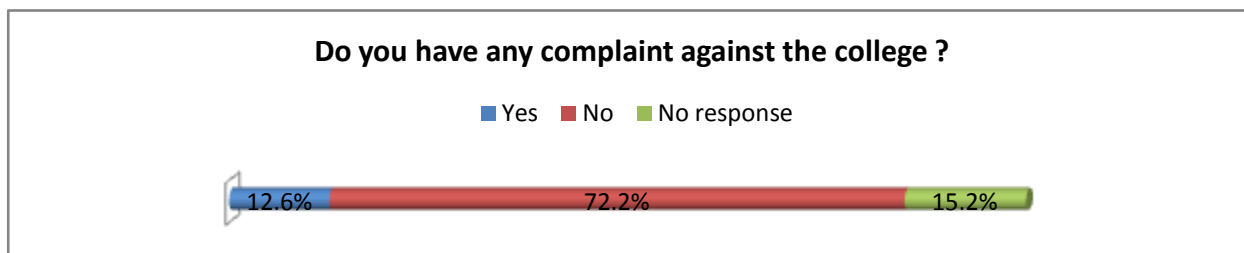


Part of college NSS team ?



How do you feel to study in this college?



Do you have any complaint against the college?

- Those who said yes, raised issues related to poor infrastructure, lack of cleanliness and lack of proper maintenance of the college toilet, and play ground and lack of discipline in the college.

Suggestions for improvement

- Betterment of college ground
- Better behaviour from college staff
- Wifi facility for students
- Introduction of PG course
- Regular attendance of students
- Better lab facility with more excursions and more class rooms
- Improvement of general infrastructure, toilets in particular
- Indoor games for girls
- More invited lectures and seminars
- Cheap book store
- Plantation of trees and cleanliness of the campus

Annexure –IV**Details of spending on general infrastructure (Section 4.1)**

Name	Amount(Rs)
EPABX	39720
CCTV	267037
TV	35900
AC	59000
Audio System	52200
Fire Extinguisher	49785
Sports equipment	24108
Total	527750

Annexure V

BEST PRACTICE –I

▪ STUDENTS' SEMINAR AND PROJECTS

1. Objectives:

- Students' Seminars, Classroom Seminar and student Projects are a continuous effort by all the Departments to upgrade and prepare the intellectual faculty of the students.
- Such seminars and projects aim at providing an in-depth knowledge of various complex writings of noted academicians, understanding of scientific phenomena and assessing the current global, social and economic scenario.

2. Practice:

- Students engaged in seminars/projects from syllabus oriented topics are guided on the content and mode of presentation.
- They are provided with internet and seminar library facility of the Departments for preparing their seminars.
- They are further trained to work on *Microsoft Office* for the projects and presentations.
- Students preparing posters for presentations in National and State level seminars are further trained to use *Publisher* to prepare and design their own posters.
- The students carrying out original research work are taught data collection, questionnaire preparation and market survey in related areas of research.

3. Outcomes:

- Departments have organized departmental students' seminars where students presented papers on diverse topics.
- Classroom seminars have also been organized. Students' project based on topics from the syllabus has been introduced by the department of Botany for UG honours.
- Final year Botany general students have also worked on projects that are beyond their syllabus. In these projects a percentage of the practical internal assessment score is credited for project submission. These projects not only depend on literature survey but also collect first hand field/market/peoples' data.
- Students are trained to develop questionnaires, rapport building, data collection, data analysis and data presentation using the various computer skills.

List of Student Seminars Conducted by the Departments of the College, 2016-2017

Department	Topic of Students Seminar
English	Reading Shakespeare on 20.12.2016
Economics	“Human Development Index” on 29.09.2016
Physics	Varied topics included in UG Syllabus on 12.05.2016

Botany	“Advances in Life Science – Series I” on 18.10.2016
Mathematics	“Mathematics and Its Applications on 20.12.2016
Chemistry	Birthday Celebration of Acharya Prafulla Chandra Ray – “Journey from History to Present Day Chemistry”, 2.8.2016

Students Projects

Zoology	Water tale (conservation issues on Santragachi Jheel), Jan2017-March2017
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Annexure VI

BEST PRACTICE –II

SIR JAGADISH CHANDRA BOSE ECO-CLUB:

1. Objectives:

- The Eco-Club of the College aspires for the all-round development of the students.
- It aims at encouraging the students to develop scientific aptitude, social empathy and cultural fervour.
- The Club's ultimate goal is to prepare the students to take responsibility for community development and biodiversity conservation.

2. Practice:

The following activities are carried out by the Eco-Club members.

- Celebration of World Environment Day with plantation and seminar
- Plantation drive
- Eco-Wall magazine
- Social and Cultural activities
- Maintain the Departmental Medicinal Plant collection
- Cleaning drive
- Conservation of Bon-Hooghly Lake

The Eco-Club students with exceptional talents are given *Certificate of Excellence* and all Eco-Club members are given *Certificate of Membership* at the end of their Final Year.

3. Outcomes:

- Students are regularly encouraged to write on various topics from the syllabus as well as beyond the syllabus for the Eco-Wall Journal that would improve their writing and learning faculty.
- The Club-members also participate in College seminars as volunteers for organising, maintaining decorum, filling up attendance sheets and providing potted plants from their collection for beautification.
- The members carried out a donation drive for collecting old clothes, book, pencils, notebooks, ball-point pens as a means of recycling these goods and putting them to good use by underprivileged children of the locality.
- The members organized a plant documentation drive.
- Creation and maintenance of Janaki Ammal Sacred Grove.
- Two members of the Club were awarded Certificate of Excellence for their all-round performance in the UG programme at the Diamond Jubilee Celebrations of the College.