

# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**RANAGHAT COLLEGE**

P.O. RANAGHAT, DIST-NADIA

741201

[www.ranaghatcollege.org.in](http://www.ranaghatcollege.org.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2018**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

### *Introduction:*

Ranaghat College is located in the Ranaghat subdivision in the district of Nadia in West Bengal. It is a co-education college accredited B+ by NAAC after the First Cycle of Assessment. Initially the college was affiliated to the University of Calcutta, but its affiliation was transferred to the University of Kalyani afterwards. Since the college is situated near NH34, it provides an easy conveyance to students coming from adjacent villages and various towns. It may boast of opening the gateway to higher education to about fourteen thousand students. The students passing out from different boards get admitted to our college and they belong to different income groups and sections of society. It has a large playground, an auditorium and three well-built separate buildings for Arts, Commerce and Science faculty. The college is privileged with the recognition of University Grants Commission under Section 2(f) and 12B and receives the grants of UGC from time to time for its development.

### **Vision**

#### *Vision:*

Ranaghat College is situated at Ranaghat, a small town in the district of Nadia, in West Bengal. The district borders on Bangladesh and provided shelter to a large number of refugees after the partition of the country. There was little scope for higher education for commoners and mediocre students in this region previously. Due to poverty and problem of conveyance it was not possible for women, the poor locals and people migrated from East Pakistan to send their wards to Kolkata and other large cities for receiving higher education. Keeping in view this problem, some academicians and benevolent persons came forward to set up a college at Ranaghat. The activities of Ranaghat College began in the premises of a premier school of Ranaghat namely Pal Chowdhury High School in 1950 and It was shifted afterwards in its own building near National Highway. Apart from the local students, the boys and girls of adjacent villages and towns can reach here easily due to facility of conveyance. At the outset, the college offered only the B.A. general course and after completion of its journey of sixty five years it may boast of offering undergraduate Honours courses of most of the subjects of Arts, Science and Commerce and even the Postgraduate course. The college has well-developed infrastructure and both curricular and extracurricular activities are given priority here. The Governing Body, efficient teaching staff and non-teaching staff and students are always eager to carry on the development of college.

### **Mission**

#### *Mission:*

Ranaghat College saw the light of day in 1950 in order to fulfill its mission to provide the people of the neighboring area situated far away from the city of Calcutta the opportunity for pursuing higher education. The

college has been going ahead since then with determined steps to fulfill its mission in spite of various kinds of barriers. The college is able to impart now the state of art education to a large section of the neighboring community and its advancement towards the fulfillment of mission is evident in its emphasis on the optimum use of ICT in the teaching-learning process. Along with academic advancement, priority is also given to the development of the student's quality of head and heart. The mission of college is to inculcate values in students besides imparting knowledge to them. Care has been taken too for the physical development and enhancement of cultural sensibility of students and for this purpose games and sports and cultural programs are encouraged by the college authority. On the whole, the college is committed to achieve the mission of building up students as educated, skilful, generous and dutiful citizens of modern India.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### *Institutional Strength :*

**Strength--** The strength of Ranaghat College is as follows:

1. Growing demand of students for admission
2. Democratic working atmosphere
3. Regular interaction between teachers and students
4. A considerable number of efficient teaching staff with Ph.D. degree
5. A large auditorium for organizing seminar, cultural program and other kinds of program
6. Adequate number of computers and a central computer laboratory
7. Upgraded laboratories with modern equipments and arrangement of animal and plant museum
8. Central playground for athletic activities and parade
9. A library with adequate number of text books and reference books
10. Women's cell for looking into the issues of female students and staff and extending all kinds of assistance
11. Facility of Postgraduate course and Distance learning
12. Provision of SMART classrooms
13. Provision of WIFI connection
14. Presence of well equipped electrical and electronic laboratory
15. Presence of permanent Principal from 2017
16. Provision of drinking water treatment plant
17. Presence of a well furnished guest room
18. Canteen facility in the college premises
19. A post office in the college campus
20. Due to its geographical location (as it is located just besides NH-34 and railway junction is very close to the college) the students can enjoy hassle free study.

### Institutional Weakness

#### *Institutional Weakness :*

**Weakness**--The weakness of college lies in

1. Inadequate number of non-teaching staff
2. Vacant post of Librarian
3. Limited financial resources

### **Institutional Opportunity**

*Institutional Opportunity :*

**Opportunities**—The College has the opportunity for

1. Enhancement of its potentiality with the help of efficient teaching staff
2. Promotion of the all round development of the male and female students of the region
3. Promotion of research activity in college and up-gradation of scientific laboratory

### **Institutional Challenge**

*Institutional Challenge :*

**Challenges**--There are following challenges before college:

1. Further improvement in the academic performance of students
2. Procurement of grants for the construction of SOLAR POWER PLANT and RAIN WATER HARVESTING
3. Recruitment of the non-teaching staff against the vacant post for the smooth functioning of college
4. Construction of hostels for boys and girls
5. Installation of an ATM machine
6. Creation of a Xerox facility centre

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The curriculum for Degree programme in college is prescribed by University of Kalyani. In consultation with the members of Board of Studies the university frames the syllabi of different subjects. of Arts stream, Science stream and Commerce stream. Ranaghat college offers the Degree programme of three years comprising Part-I, Part-II and Part-III. There is option for students to study either the Degree General Course or the Honours Course of various subjects in Arts stream, Science stream and Commerce stream. At present, there is provision

for students to opt for Honours Course of Bengali, English, Sanskrit, History, Geography, Political Science, and Philosophy in Arts stream. B.A. general program is also offered in these subjects, along with Economics and Computer Science. Students may opt for Honours Course in Physics, Chemistry, Botany, Zoology and Mathematics in Science stream. B.Sc. general program is offered too in these subjects, along with Physiology. For the General courses students are required to study three subjects and the Honours students are required to opt two subsidiary subjects. B.Com. Degree is offered as B.Com. General and Honours in Accountancy. All the undergraduate students have to study compulsory papers of 50 marks and Environmental Science of 100 marks. Following the recommendation of the NAAC Peer team during its earlier visit for widening the option for students, Physiology and Computer Science have been newly introduced in college as elective option for undergraduate students. Recently the Postgraduate program of Bengali started in college.

### **Teaching-learning and Evaluation**

The admission of students in college is carried on in a systematic way and the whole process of admission is always transparent. The norms of University of Kalyani are followed in course of admission of students in both the Degree Honours and General courses of different subjects. Special care is taken in case of newly admitted students to Part-I to help them accustom themselves to lectures on new subjects and the environment of college. There is always a cordial relationship between the senior and the newly admitted students and the Fresher's Day is organized regularly in college. Adequate number of lectures and practical classes are arranged in every session according to the prescribed curriculum of different subjects of University of Kalyani and the academic calendar is strictly followed. There are adequate number of spacious classrooms and well-equipped laboratories in college for accommodating students easily and imparting theoretical as well as practical lesson properly and usefully. There is a library with sufficient number of books, journals and the facility of INFLIBNET, along with a spacious Reading Room, in college for the benefit of students. All the examinations are duly conducted by University of Kalyani at the end of session. There are forty six permanent teachers, including Principal, Assistant Professors and Associate Professors, and forty six Guest lecturers in college. All the members of teaching staff and non-teaching staff are sincere and helpful to students.

### **Research, Innovations and Extension**

The members of teaching staff of college are encouraged to do their research works and attend seminars and conferences. Twenty five teachers of college, including Associate Professors and Assistant Professors, possess Ph.D. degree. A considerable number of teachers are engaged in doing individual research, attending seminars and conferences and publishing research papers in reputed journals. An Associate Professor of college worked as the External Examiner of the Ph.D. thesis of a university outside the state. In the matter of project and research the recommendation mentioned in the report of NAAC during its previous accreditation of Ranaghat College has been followed to a great extent. Seven research projects were completed by the promising faculty members of college within last five years and a few Assistant Professors are still engaged in the Minor Research Project of UGC. One teacher in the department of Chemistry is engaged in carrying on Major Research Project of UGC. More than thirty scholarly papers were presented in different seminars and conferences by the teachers of Science stream, Arts stream and Commerce stream. The volunteers of NSS organize a special camp in a village every year under the supervision of the Program Officer of college. They

engage themselves in many kinds of social service there i.e. cleaning the locality, making villagers aware of environmental pollution and different kinds of disease, organizing medical camps for villagers etc. The promising cadets of NCC took part in special camps within and outside the state.

### **Infrastructure and Learning Resources**

There are three separate buildings for Arts faculty, Science faculty and Commerce faculty with thirty two classrooms and fourteen departments. It has the campus area of 4.68 acres. The college has an administrative building where all the office works are done and a large auditorium where cultural programs, seminars and conferences are held. In its sincere effort to follow the recommendations of NAAC Peer team during the First Cycle of Assessment, the college authority has revealed a keen interest in upgrading laboratories, procuring computers with Internet connectivity and providing audio/video equipments to different departments. The laboratories of Science subjects and Geography are equipped with advanced instruments. The **GIS laboratory** in the department of Geography is the remarkable feature of Ranaghat College. The college has computer laboratories and procured eighty seven computers at present. Computers are installed in departments, laboratories, office and the library of college. The facility of Internet with broadband connection is also available.

There is spacious library with useful text books and reference books and a good number of journals. A reading room is attached to the library where students and teachers can consult books. There are separate common rooms for boys and girls. The college has a large playground where outdoor games like cricket and football are regularly played.

There is a large common room for teachers. There are three generators and sufficient number of water purifiers and coolers in college. There are also electrician and security guards in college.

### **Student Support and Progression**

The college authority is always vigilant about the progress of students in curricular and extracurricular activities. In the beginning of the session students are informed in detail about the academic programs, fee structure and other facilities available in college through prospectus. The percentage of successful students in the university examinations is satisfactory. Remedial classes were arranged regularly. Under the UGC scheme, the coaching classes for competitive examinations were held in college. Students often take part in annual sports and cultural program.

Adequate civic amenities like toilets for girls and boys and drinking water facilities are available to students, so that they can stay in college conveniently. Students avail themselves of the opportunity of studying in the reading room attached to the central library stocked with textbooks, reference books, journals, books for competitive examinations for many hours. The poor students and the students belonging to SC and ST category get the financial assistance under the schemes of the State government and the Central government in the form of stipend and Kanyasree, special assistance to the wards of Bidi workers etc. The college also provides books and financial assistance to the economically backward students sometimes.

In the past the reputed IT firm WIPRO recruited a number of students of Ranaghat College. The personnel of Ananda Bazar Patrika also conducted counseling. Special care is taken of the female students of college.

## **Governance, Leadership and Management**

The management of the college is run by the Governing Body, which is constituted in accordance with the Statute of the University of Kalyani and the guidelines of Government of West Bengal. The Principal is the administrative head of college. There are Academic Council, Teachers' Council and different committees which assist the Principal in running the administration of college and look after its academic, cultural and extra-curricular activities. There is a bursar who looks into the financial matters of college. The Head Clerk of college manages the attendance and activities of the non-teaching staff. The General Secretary of the Students' Union is a member of the Governing Body which frames the policy of college. The A.N.O and the Program Officer are at the helm of affairs of the NCC unit and the NSS unit respectively.

The application of ICT resources in educational matters is highly encouraged. The online process has been adopted for admission of students in college. The library has the Internet facility, the computer terminal and the photocopier. The plantation is encouraged in college. The recruitment of the permanent teaching staff and non-teaching staff is done by the government of West Bengal. There is the provision of medical leave, the group insurance scheme and the staff co-operative for the welfare of the teaching and non-teaching staff of college. The audit is conducted by the State Govt. appointed chartered accountant.

## **Institutional Values and Best Practices**

The innovations with regard to teaching and learning and infrastructural development have created a positive impact on the functioning of college. The use of ICT by the teachers and students of various departments of college has been encouraged. The departments of Physics, Chemistry, Botany, Zoology and Commerce have been equipped with LCD projectors and most of the departments of college have the Internet facility. The Teacher-in-Charge of college makes sincere effort to ensure the regular attendance of students and interact with them very often to know their grievance regarding academic activity and redress it in time. The feedback from students is obtained and the college authority, along with teachers, takes necessary steps to meet the requirements of students. Students also develop their environmental consciousness through undertaking projects of ENVIS. The Women's Cell has been formed in college to take into account the issues related to the female students.

The participatory decision-making process has been continuing in college in framing its academic and administrative policies since its inception. The management of the college is run by the Governing Body headed by the president. There are the Academic Council comprising the H.O.D. of each department, the Teachers' Council and the Students' Union which has its representation in the Governing Body. In the recent past the college authority organized Thalassaemia Detection Test in college and the NSS unit of college organized a seminar on Red Ribbon to create an awareness regarding AIDS.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	RANAGHAT COLLEGE
Address	P.O. Ranaghat, Dist-Nadia
City	Ranaghat
State	West Bengal
Pin	741201
Website	<a href="http://www.ranaghatcollege.org.in">www.ranaghatcollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Arup Kumar Maiti	03473-210111	9477478327	03473-215685	naarc2015@gmail.com
Associate Professor	Arunoday Mukherjee	-	7098104878	-	arunoday12@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-05-1950



**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
West Bengal	University of Kalyani	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	03-03-1956	<a href="#">View Document</a>
12B of UGC	03-03-1956	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O. Ranaghat, Dist-Nadia	Urban	4.68	4380

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	Higher Secondary	English	45	43
UG	BSc,Chemistry	36	Higher Secondary	English	53	47
UG	BSc,Mathematics	36	Higher Secondary	English	76	76
UG	BSc,Zoology	36	Higher Secondary	English	55	55
UG	BSc,Botany	36	Higher Secondary	English	55	55
UG	BA,Bengali	36	Higher Secondary	Bengali	327	312
UG	BA,English	36	Higher Secondary	English	100	100
UG	BA,Sanskrit	36	Higher Secondary	Bengali	216	170
UG	BA,History	36	Higher Secondary	Bengali	269	257
UG	BA,Geography	36	Higher Secondary	English	80	75
UG	BA,Philosophy	36	Higher Secondary	Bengali	30	17
UG	BA,Political Science	36	Higher Secondary	Bengali	156	109
UG	BCom,Accountancy	36	Higher Secondary	English	131	27
UG	BSc,Arts Science And Commerce	36	Higher Secondary	English	276	274
UG	BA,Arts	36	Higher	Bengali	4343	4312

	Science And Commerce		Secondary			
UG	BCom,Arts Science And Commerce	36	Higher Secondary	Bengali	120	28
PG	MA,Bengali	24	B.A Honours	Bengali	70	43

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				39			
Recruited	0	0	0	0	8	4	0	12	20	14	0	34
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				20
Recruited	17	3	0	20
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	7	3	0	9	8	0	27
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	1	1	0	9	4	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		27	24	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	3178	0	0	0	3178
	Female	2801	0	0	0	2801
	Others	0	0	0	0	0
PG	Male	7	0	0	0	7
	Female	36	0	0	0	36
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	1737	1325	1190	2157
	Female	1396	1373	1141	1637
	Others	0	0	0	0
ST	Male	51	21	46	72
	Female	26	16	36	41
	Others	0	0	0	0
OBC	Male	477	278	591	716
	Female	397	310	505	617
	Others	0	0	0	0
General	Male	3011	2814	3582	3286
	Female	2593	3104	3539	2760
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>9688</b>	<b>9241</b>	<b>10630</b>	<b>11286</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 17

Number of self-financed Programs offered by college

Response : 1

Number of new programmes introduced in the college during the last five years

Response : 2

#### 3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11286	10630	9241	9688	7739

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2864	2864	2834	2802	2802

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2221	2295	1740	1702	1269

Total number of outgoing / final year students

Response : 9227

#### 3.3 Teachers



**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
46	38	42	42	43

**Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
46	38	42	42	43

**Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
51	51	51	51	51

**Total experience of full-time teachers****Response : 560****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 50****3.4 Institution****Total number of classrooms and seminar halls****Response : 64****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
763.75	692.97	1007.09	545.4	53.55

**Number of computers**

**Response : 87**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : .04999**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : .01298**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

Since the time of establishment in 1950, **Ranaghat College** has been unwaveringly faithful to its prime mission of offering quality education at an affordable expense. The college has consistently been updating itself in accordance with the needs and demands of students by way of introducing new courses and modes of learning along with corresponding technological up gradations. The commitment of the college in establishing itself as a one-stop source of education for students is manifested in the myriad courses it has included in its list of programs from time to time. Six new subjects in UG general course have been introduced in the 2015-16 academic year. Apart from these, Post-graduate course in Bengali has also been initiated from 2015-16 academic year. In response to the heavy demand of the local students the Post Graduate courses in other subjects will be introduced in near future. In view of the growing popularity of distance education, the college also starts offering the Distance Learning education under Indira Gandhi Open University.

###### Initiatives for Effective Curriculum Delivery:

The institution constantly keeps in touch with the university, *i.e.*, University of Kalyani, Nadia, West Bengal. Many new things are acquired and also communicated by our Faculty members during the meetings of Boards of Studies in the University. Moreover, most of our faculty members participate in workshops, seminars and conferences at State, National and International levels, thereby inculcating the ability for curriculum development and its effective implementation. The departments of the College organize programs related to various disciplines with different agencies.

The Academic Calendar has the detailed program of the lesson plans for every subject, including distribution of the syllabi among the teachers, enabling the teachers to prepare themselves for the lectures and examinations. The progress is regularly monitored by the Head of the Department to facilitate effective curriculum delivery and transaction of the Curriculum provided by the affiliating University. Computer and Internet access is also provided to all departments so that faculty members can keep themselves updated in their respective subject. Courses in all the subjects offered by the College have been updated and made relevant in consonance with the University curriculum which ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, case studies, surveys and excursions including hands-on experience, and project works ensure skill development in relevant subject-areas of study.

NAAC

Supplementary facilities such as career counseling, remedial classes and tutorials are arranged for the slow learners. Advanced students are mentored properly so that they can utilize the opportunities ahead of them.

Logistical support for teaching-learning and research facilities are provided by the institution. E-classrooms have been set up to enable lectures through power-point. Computer courses are imparted to the UG students so that the digital divide can be breached.

The main mission of the institution is to impart higher education to all sections of the society of the surrounding area irrespective of caste, creed and gender. The College provides ample opportunities particularly to the weaker and economically backward class.

**1.1.2 Number of certificate/diploma program introduced during the last five years****Response: 0**

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 59.24**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	5	5

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 11.76**1.2.1.1 How many new courses are introduced within the last five years**

Response: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The curricula are designed/framed by the Under Graduates Boards of Studies of the University of Kalyani. There is not much scope for the College for course enrichment as such. The College facilitates innovative teaching-learning process through seminars/workshops based on the curriculum, audio-visual mode of teaching, study tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories. The college is established with the **Vision** to bring the rural people including poor and backward classes in the arena of higher education. Our college is committed to reach this goal. Since the curricula for different courses are framed by the Boards of Studies with the approval of the Academic Council of the University of Kalyani, this affiliated college has to abide by and adopt these curricula. However, the academic programs are in line

with the institution's goals and objectives. The College aims to impart such knowledge as may be necessary for the all-round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets. The curricula adopted, and developed address the needs of the society and have relevance to the regional / national and global trends and developmental needs in the following ways:

- All the UG courses in Humanities have the components related to gender studies, gender sensitization and participation. Thrust has also been given to the national expectations, development studies, unity and integrity of nation, value-based education and so on.
- Provisions for NSS unit, Women's Cell, as forums for community development and extension activities.
- Curriculum-Based field-work for the departments of Botany, Physiology and Zoology for enrichment of the curriculum and experiential teaching. Project based work offered by the departments of Commerce.
- Computer Laboratories in the departments of Mathematics, Physics and Commerce as the curricula of these subjects are integrated with Information and Communication Technology which equips the students to compete in the global employment markets.

The college takes several measures to implement the curriculum prescribed by the University. It is supplemented by value-based education, communication skill program, computer literacy program etc. Some of such efforts taken by the college are as follows.

Deputation of the faculty members to orientation/refresher courses, workshops on curriculum development, examination reforms, quality initiatives, and management issues.

Environmental Studies is a compulsory subject of 100 marks for inculcating Environmental awareness, Climate Change etc. Besides, the NSS Units offer platforms for awareness regarding Climate Change and Environmental Education.

Seats are reserved for SC, ST, & OBC candidates according to norms laid down by the Government of West Bengal, serving the cause of social justice, ensuring equality, and increasing access to higher education.

For serving the community and the nation, the NSS volunteers of college participate in various social-welfare activities. Extension lectures are also organized for community orientation.

The value-orientated curricula of the humanities give the students opportunities of self-development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work.

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response: 0**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above**



**D. Any 1 of the above**

**Response:** E. None of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** D. Feedback collected

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 83.19

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5983	5408	4499	5021	4542

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6340	6273	6202	6202	5548

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 59.95

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2677	2097	1271	1900	571

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

### 2.2 Catering to Student Diversity

**2.2.1 Assessment of the learning levels of the students and programs for the advancement of learners**

Students are selected for admission to first year degree general and honours courses on basis of marks obtained in the higher secondary examination. The transparency in the admission procedure is maintained and all the rules of university and government are followed in this matter. The updated prospectus of college is given to students to get complete information about admission process. It provides information regarding courses offered, structure of fees and faculty profile. 22% Seats are reserved for candidates belonging to the Scheduled Castes and 6% seats are reserved for candidates belonging to the Scheduled Tribes. In case Scheduled Tribe candidates are not available, those seats are offered to Scheduled Caste candidates and vice versa. SC and ST candidates admitted with the general candidates in order of merit, however, does not get the benefit of reservation. 10% seats are reserved for OBC-A and 7% seats are reserved for OBC-B candidates. Presently there are no reservation criteria for the women candidates. 3% of the total number of seats in each subject is reserved for physically disabled candidates. Though economically backward candidates do not get any reservation facility during admission, they may avail the scheme of partial/full exemption of tuition fees. Presently there are no reservation criteria for the Minority community candidates.

Students normally come from the various schools of the town and adjacent localities with different levels of knowledge and understanding. In a few days after the commencement of the classes teachers come to know about the learning level of students. Teachers adapt the mode of teaching accordingly to cater to the needs of different students. They spend additional time for interaction with students to assess their knowledge obtained from concerning lecture. A close teacher-student relationship is maintained and teachers try to solve the difficulties of students including their financial problems.

Teachers interact with slow learners separately and discuss elaborately to bring home to them the concerning lesson properly. The institution has introduced Remedial Classes from the academic session 2012-13. Remedial classes for English (Hons.), Bengali (Hons.), History (Hons.), Pol.Sc. (Hons.), Geography (Hons.), Sanskrit (Hons), Physics (Hons), Mathametics (Hons), Botany (Hons), Accountancy (Hons), Chemistry (Hons.) & Zoology (Hons.) help the slow learners to complete their curriculum and learn adequately the concerning lessons. An effort is sincerely made by the college to develop the basic computer literacy and social awareness among all categories of students.

Advanced learners are identified by the teachers of the respective departments through class room teaching, day-to-day interaction etc. They are encouraged with additional study materials which may be print or web-based. They are also encouraged to take part in inter-college seminars, and are advised on their academic career opportunities. Teachers also provide them special guidance to get through the competitive examinations and become settled properly in future. Students undergoing PG course in college are given proper counseling to crack NET/SET and other such examinations

### 2.2.2 Student - Full time teacher ratio

**Response:** 245.35

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

### 2.3 Teaching Learning Process

#### 2.3.1 Student centric methods for enhancing learning experiences

In the beginning of session, Academic Calendar has been prepared based on the university schedule. It contains detailed break-up of syllabus, number of classes allotted for each paper, probable dates of class tests, college examinations, and university examinations. The departmental teachers prepare their lesson

plans to proceed systematically in the class towards the completion of syllabus in time. Since comprehension on the part of the students is the key intention of the teaching process, the faculty is encouraged to balance erudition with effective communication with the students. In an institution like ours where the class room strength is always oversized, interactive, collaborative and independent learning are emphasized. Yet, in order to make learning more student-centric teachers are prone to encourage students' responses in their class room teaching and other academic activities.

Besides the traditional chalk and talk method, the teachers also adopt new methods of imparting information through web-based material and Projectors for better demonstration. These methods help to make the courses more interactive, collaborative and research- oriented. Students are encouraged to participate in group discussions, debates and quiz competitions throughout the year. Student's seminars in different departments are also organized to develop their creative mind and form an idea to present academic papers. It enhances their confidence and knowledge of concerning subjects. Various departments encourage students to prepare wall magazines where they get an opportunity to expose their creative talent. The cultural program is often organized by various departments as well as the Students' Union of college. The collaborative learning encouraged through participation of students in interclass competitions, cultural functions, wall-magazines, games and sports etc. help in their academic development and building up personality. Besides, Field trips and college excursions, which are mandatory for science students, also support the collaborative learning. The students of Geography department are immensely benefitted by the GIS lab and they are encouraged to make a regular survey of adjacent areas to study the soil and environment which help them in their academic development.

College teachers motivate students to make a regular use of library for independent learning. Students are often asked to write answers and discuss the same with their teachers during classes. Installation of internet facilities in the campus is a big support towards independent learning.

### **2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 47.83

#### 2.3.2.1 Number of teachers using ICT

Response: 22

<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### **2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 245.35

#### 2.3.3.1 Number of mentors

Response: 46

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

#### 2.3.4 Innovation and creativity in teaching-learning

Students are motivated constantly to indulge themselves in innovative and creative works. Teachers allow a little time to students after delivering lecture in the classroom for an open discussion on the topics discussed. They ask questions and raise issues relating to the delivered lecture. Some of them attempt to answer those questions applying their individual knowledge and intelligence. Teachers, of course, assist them to find the relevant answers to questions raised in the class. This practice helps students to develop their critical thinking and problem solving ability in their own way. In keeping pace with modern advancement teachers employ the technology in teaching learning process. In this way students become aware of the use of technology in the matter of academic progress. They become also equipped in accordance with global standard. In recent past, the institution provides the following facilities to students to meet their requirements:

1. Organization of departmental seminars, special talks by invited speakers and students seminars.
2. Use of ICT in classroom teaching and LCD projector for better communication
3. Use of GIS software for practical purpose and increase further knowledge in geographical topics
4. Facilities of computers and internet in different departments
5. Use of films as supportive material
6. Programs of debates and quizzes
7. Preparation of wall magazines through active participation of students
8. Up gradation of library with student oriented books and modernization of laboratory.

In addition to the facilities mentioned above, the Department of Mathematics has procured a telescope and the Department of Physics set up the electronic lab. There is also a computer lab for the benefit of students. Educational tour is conducted regularly by the departments of Zoology, Botany and Geography for the enrichment of knowledge of students and development of their awareness regarding the use of knowledge for practical purpose.

The post graduate course in Bengali started from 2015 in college. The students prepare and present the term paper which enhances their creative ability. They also participate in departmental seminars and attend the special lecture organized by the department from time to time. Occasionally, the department also organizes cultural program including drama and debates for their academic development and personality.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 82.75

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 56.54

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
26	24	23	23	23

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 12.17

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 2.37

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

#### 2.5.1 Reforms in continuous internal evaluation (CIE) system

The evaluation and assessment of students is done through the university examination at the end of the year in undergraduate courses. The basic pattern of examination and evaluation in colleges is uniform as it is set by the University of Kalyani. Every student has to take three annual examination of University in order to complete the undergraduate course. However, the institute has the provision for making assessment of student from time to time apart from the university examination. Notifications regarding evaluation processes are put up on the college notice board to make the students aware of the evaluation processes. On the institutional level 'formative' assessment is done through class tests in every department. College also conducts pre-test and test examination before the annual examination conducted by the Kalyani University. In practical based subjects students are assessed through their practical works in classes continuously. Teachers take a special care of the development of students' performance in practical works.



In postgraduate course evaluation is done through semester examination. Students have to take four semester examination to complete their post graduate course. Teachers monitor their performance through oral and class test for their better performance in the University examination.

The overall assessment of the students is done through formative assessment of college and summative assessment by the University. The continuous internal evaluation process yields fruitful results. Despite the fact that most of our students are first generation learners the pass percentage of B.Sc. Honours has increased roughly from 65% to 85% in the recent past. In spite of the overwhelming student strength of B.A. General and Honours courses the average pass percentage are 80% and 90% respectively.

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

**Response:**

#### **2.5.2 Transparency in Internal Assessment of College and its frequency.**

Although the annual examination of students studying under graduate courses is conducted by the university, the college also conducts internal assessment of its students of First Year, Second Year and Third Year regularly for the benefit of the students and the improvement of their performance in the university examinations. It is done through the Class Test, Pre-test and Test examinations.

Students are informed of class test in the class well ahead of time of the test. This class test is based on the portion of the curriculum taught in the class. The class test is held regularly as per the academic calendar by departments separately. Teachers of the concerning department ensure that all students take the class test seriously and sincerely. The College has in place a very thorough invigilation mechanism and sound evaluation system. The UG and PG scripts are assessed by teachers of the concerning department. The test examination of UG students is held once at the end of session and is conducted in general by college before the University examination. Students who get poor marks in internal assessment and are irregular in their attendance are personally counseled by the concerning head of the department and guided properly in their interest.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

**Response:**

### **2.5.3 Mechanism to deal with examination related grievances**

Grievances regarding examinations and evaluation at the College level are addressed by the teachers of the concerning departments. Students can see their answer scripts after evaluation. The weak points of examinees are pointed out by the concerning teachers so that they can improve their performance in future. In case, a student fails to appear at any internal tests the concerning head of the department conducts his test separately. Besides these, all internal examinations related issues are addressed by either the Head of the Department or the Principal.

In case of University examinations most of the issues are addressed by the Controller of Examination of University of Kalyani. If there is anomaly in question the students' grievance is forwarded to the Controller by the Principal. After the publication of the result of University examination, students can apply for the review of their answer scripts. Their application forms for review are duly forwarded by the Principal and sent to the Controller of Examination for further process. There is also a provision of RTI under which students can see their scripts themselves in the office of the Controller of Examination.

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

#### 2.5.4 Description of Academic Calendar of the Institution

Every department of college prepares academic calendar for undergraduate courses on the basis of curriculum prescribed by the syllabus and the schedule of university examinations of University of Kalyani. Teachers of concerning departments try their level best to adhere to academic calendar and complete the curriculum in time. The academic calendar enables students to learn their concerning lessons gradually and prepare themselves properly before examination. The session of students of First Year, Second Year and Third Year starts in July generally. In the first two months after the commencement of classes, one fourth of the prescribed curriculum of every subject is completed and thereafter the concerning department conducts the Test for the students of all classes. The Test is held either in the written mode or orally. After the Puja Vacation, teachers try to complete half of the syllabus by the month of December and thereafter the Class Test is held once again to judge the progress of students. Finally, one more Class Test is conducted by all departments after the completion of the curriculum. The college organizes the Test Examination in general for the students of First Year, Second Year and Third Year prior to university examinations of University of Kalyani. Students of both Degree Honours and General courses have to qualify themselves in the Test Examination conducted by college for appearing at the university examinations. In Post Graduate courses academic calendar is prepared as per the schedule of examinations in semester mode conducted by the University and concerning teachers complete the prescribed curriculum following the academic calendar.

## **2.6 Student Performance and Learning Outcomes**

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:****2.6.1. Communication of program outcomes to teachers and Students**

The “outcome” of learning would refer to the performance oriented outcome of a student in the university examinations, and that is the ultimate test of a student’s academic “learning”. Regarding the minimum qualifying marks to be scored by the examinee to different grades of excellence are clearly stated in the examination guidelines of the affiliating University and the same are clearly communicated to the stake holders through notifications posted on the college notice boards and the institution’s website.

The institution conducts tests periodically in all the courses offered. The results are analyzed and the areas of improvement are cited and communicated to the students individually. The students are allowed to take the corrected script home, so that he/she may realize his/her mistakes and work upon the areas of improvement without delay. This practice is followed all through the academic year and the following table would chart the students’ achievement program wise in the last five academic years.

Year	Program Name	Number of students appeared in the final year examination	Number of students who passed in the final year examination	Percentage of students who passed in the final year examination
2013	<b>UG HONS</b>			
	PHYSICS	11	9	
	MATHEMATICS	24	16	
	ZOOLOGY	22	13	
	BOTANY	17	13	
	CHEMISTRY	17	9	
	BENGALI	190	169	
	ENGLISH	25	21	
	HISTORY	124	113	
	POLITICAL SCIENCE	70	48	
	GEOGRAPHY	28	27	
	SANSKRIT	127	108	
	ACCOUNTANCY	13	11	
	<b>UG GENERAL</b>			
	B.SC (GEN)	48	45	
	B.COM (GEN)	5	5	
	B.A (GEN)	743	662	
2014	<b>UG HONS</b>			

	PHYSICS	12	12	
	MATHEMATICS	29	25	
	ZOOLOGY	22	21	
	BOTANY	19	16	
	CHEMISTRY	28	21	
	BENGALI	191	176	
	ENGLISH	29	25	
	HISTORY	126	118	
	POLITICAL SCIENCE	68	64	
	GEOGRAPHY	25	22	
	SANSKRIT	137	122	
	ACCOUNTANCY	8	5	
	<b>UG GENERAL</b>			
	B.SC (GEN)	37	34	
	B.COM (GEN)	17	17	
	B.A (GEN)	1121	1024	
2015	<b>UG HONS</b>			
	PHYSICS	21	17	
	MATHEMATICS	45	42	
	ZOOLOGY	35	34	
	BOTANY	40	36	
	CHEMISTRY	22	22	
	BENGALI	218	211	
	ENGLISH	34	24	
	HISTORY	142	136	
	POLITICAL SCIENCE	67	43	
	GEOGRAPHY	38	38	
	SANSKRIT	163	159	
	ACCOUNTANCY	28	28	
	<b>UG GENERAL</b>			
	B.SC (GEN)	67	65	
	B.COM (GEN)	10	10	
	B.A (GEN)	1019	875	

2016	<b>UG HONS</b>		
	PHYSICS	33	25
	MATHEMATICS	20	15
	ZOOLOGY	58	46
	BOTANY	32	28
	CHEMISTRY	36	26
	BENGALI	251	235
	ENGLISH	88	70
	HISTORY	129	111
	POLITICAL SCIENCE	58	33
	GEOGRAPHY	47	45
	SANSKRIT	160	141
	ACCOUNTANCY	6	5
	<b>UG GENERAL</b>		
	B.SC (GEN)	90	79
	B.COM (GEN)	12	11
	B.A (GEN)	1540	1425
2017	<b>UG HONS</b>		
	PHYSICS	33	18
	MATHEMATICS	66	52
	ZOOLOGY	50	40
	BOTANY	47	39
	CHEMISTRY	49	30
	BENGALI	264	240
	ENGLISH	68	56
	HISTORY	138	125
	POLITICAL SCIENCE	55	41
	GEOGRAPHY	45	40
	SANSKRIT	119	108
	ACCOUNTANCY	13	11
	<b>UG GENERAL</b>		
	B.SC (GEN)	156	138

	B.COM (GEN)	8	7
	B.A (GEN)	1325	1249

The above mentioned table shows that despite the fact that the institution is disseminating Higher Education to mostly first generation learners its accomplishments are consistent and modest. The course outcome of the newly introduced PG course in Bengali is promising.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

#### 2.6.2. Evaluation of the Program outcomes by the Institution

The student's feedback form has a section where the student states his/her opinion regarding the availability of a teacher beyond normal class hours. The annual analyses of such feedbacks have revealed that teachers of the institution, more often than not, have taken extra care for his/her students to help him/her perform well in examinations. Data based on the students' performance in the University Examinations are systematically analyzed by the Academic Sub-committee under the supervision of IQAC. Drawbacks are identified and necessary strategic modifications are planned and finalized for implementation in the next academic session. The teachers use the assessment outcomes as indicators for evaluating student performance and achievement of the learning objectives and planning. For instance, the Class Tests are considered to be the best indicators of the student's level of comprehension of the topics that have already been taught in class. If a student fails to perform in such a test, it is a pointer to the concerned teacher that the student needs extra care on that given topic. In such an eventuality the teacher would find a suitable time to sit with the student, discuss with him/her the areas of difficulty and endeavour to instill confidence in the student. This practice is mostly undertaken by the teacher beyond the scheduled class hours. After final University examinations the outcome of different programs has been discussed in Departmental Meetings. The performance of the students is discussed analytically. The unsuccessful students are identified and tutorial/remedial classes are arranged for them. Teachers also encourage the successful learners for their better performance in their further studies and counsel them to follow the right track in their career.

### 2.6.3 Average pass percentage of Students

**Response:** 90.17

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 2221	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 2463	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.55	
<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 0**

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 2.17**

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.5**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 5



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

College has no recognized research centre of the affiliating university. Many teachers of both Post Graduate and Under Graduate departments are involved in active research work. There are considerable number of major and minor research projects sponsored by UGC and other funding agencies. The Research Sub-Committee of the College facilitates and monitors research activities of the College. The committee holds meetings in order to discuss various plans to promote research and motivate the faculty for an academic advancement. The committee, along with the UGC in-charge appointed by the institution, keeps track of the schemes of UGC & other bodies like DST. The committee updates the teachers about the various fellowships and help to apply for the same. Some of the teachers have completed their Ph.D. while others have been already enrolled for it. Some of the faculty members have undertaken Minor & Major Research Projects from UGC, DST, etc. The college authority has provided space to carry out research activities. Authority has sanctioned space for laboratories for major projects and provided computer and internet facilities for all departments. The authority has also purchased books and journals according to the needs of the faculty.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Response: 0

#### 3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

#### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0

##### 3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.95

##### 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	7	15	8	4

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.36

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	2	5	2	0

#### File Description

#### Document

List books and chapters in edited volumes / books published

[View Document](#)

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

3.4.1 Extension Activities in the Neighborhood Community and Sensitizing Students to Social Issues

The major extension activity organized by the college for the students includes the NCC and NSS activities. Every year students from college are admitted as volunteers and NCC cadets. Apart from their regular activity in college, camps are organized in the neighboring localities. During their activities in the localities, students develop an idea about the social service and become inspired to help their neighbors in hours of need. The focus of the camp is mainly based on the survey of the social, economical and environmental conditions of the concerning locality.

*The broad objectives are to enable the students to:*

1. Understand the community in which they work and understand themselves in relation to their community.
2. Identify the needs and problems of the community and involve them in problem solving process
3. Develop among themselves a sense of social and civic responsibility
4. Utilize their knowledge in finding practical solution to individual and community problems
5. Develop competence required for group living and sharing of responsibilities
6. Gain skills in mobilizing community participation acquire leadership qualities and democratic attitude
7. Develop capacity to meet emergencies and natural disasters and develop a sense of national integration and social harmony.

People in the local community are made aware of Arsenic pollution and encouraged to use the arsenic free water provided by the Nadia Jilla Parishad. NSS volunteers from our college advise the local community to maintain the sanitary conditions of toilets. Community is also encouraged to take part in seminars on social issues like Consumer awareness, Thalassaemia consciousness, gender sensitization etc.

“Plastic Drive” movement is considered in the neighboring locality to get rid of all plastic materials which are less than 40 microns thick and to convey the harmful effects of reusing thin plastic sheets and bottles. The NSS unit of Ranaghat College jointly with Red Ribbon club has organized a workshop on “Safe Blood” based on the Thalassaemia Awareness.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 5**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 0.51

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
44	49	50	58	42

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

4.1 Physical Facilities

4.1.1 Facilities for Teaching and Learning

The college has four buildings named administrative building, Main building (science building), Jubilee building (arts building) and Commerce building. For creation of the infrastructure facilities in the college and enhancement of infrastructure that facilitate effective teaching and learning, resolutions are taken in the meeting attended by the Principal, Academic committee and the members of Governing body. For new construction and for other curricular, co-curricular and extra-curricular infrastructures that facilitate effective teaching and learning, resolutions are taken in the similar manner. The academic committee and the routine committee work together and plan the allocation of classes for ensuring that it is in line with its academic growth and optimal utilization of the available infrastructure. The classes of Distant Education Program of IGNOU are held at the study center on Saturday and Sunday in college and the classes of DODL of Kalyani University are held at the study center in our college on Saturday and Sunday. The students of Geography are benefited by the RSGS lab availed by them in the matter of acquisition of knowledge and learning practical activities. The college has provided sufficient number of classrooms for accommodating students of all program and provide them convenience in academic activities. A spacious reading room is available in college availed by students for studies. The requirements of the physically disabled students are specially attended by their fellow students, NSS volunteers and faculty members. Our administrative sections, exam cell, drinking water point, toilets, students' union council etc. are on the ground floor. There are Grievance Redressal Cell and Women's Cell to deal with the issues of all categories of students. The faculty members of the college provide academic counseling to students regarding choice of subjects during admission. The IQAC monitors regularly the academic activities of college, programs regarding their personality development and convenience of students. The college also provides the constant supply of safe drinking water. There are separate common rooms for the female students and male students with indoor playing facilities, staff common room, health center and canteen for the convenience of the students and staff.

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

**Response:**

4.1.2. Adequate facilities for sports, games and cultural activities:

Students avail themselves of the opportunities for the extra-curricular activities provided by college enthusiastically. There are adequate facilities in college for organizing tournaments of games and sports. Both outdoor and indoor games are organized regularly in college for the benefit of the development of personalities of the students. There is a large auditorium measuring 6240 sq. feet for the cultural activities too. So far as the indoor games are concerned, students are provided the facilities for playing table tennis, carom and badminton. The interclass competitions are often organized in these games and students participate in them actively. Football and cricket matches are played regularly in the large college ground measuring 77035 sq. feet and the tournaments in these outdoor games are held from time to time every year. The authority of college is quite enthusiastic in bringing about the development in the capacity of students for achieving success in various matches of cricket and football inside and outside college and students are provided all the requirements for their necessary practice. The Student's Union of college remains actively involved in encouraging students to take part in both indoor and outdoor games. The annual sports are organized in college regularly and there is a committee including the teachers and students to look after the annual sports and other tournaments held in college. The sports items namely Shot-put, Javelin, Discus are adequately available in the college.

In order to promote the cultural activities of students, various cultural programs are organized in college and different departments also hold their cultural programs separately. Various programs like Teacher's day, *Bhasa Sahid Dibasa*, Rabindra Jayanti, Republic Day Celebration, Independence Day Celebration are regularly held in college. Besides them, the Student's Union of college organizes Fresher's Day for newly admitted students and Annual Social Program regularly in college. The college has possessed sound system and various musical instruments like harmonium and Tabla to facilitate the cultural programs. Apart from these regular programs, college has organized District Mock Parliament Competition and Quiz Contest for three years. Wall Magazines are also published by the different departments to promote the creative faculty of students of college regularly. There are also NSS and NCC Units in college and these units provide students opportunities for taking part in extra-curricular activities. The volunteers of NSS and cadets of NCC also take part in different cultural programs inside and outside college.

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 21.88

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>



#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 100

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
763.75	692.97	1007.09	545.4	53.55

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

4.2.1 Description of Library and Integrated Library Management System:

The college has a spacious library measuring 2500 sq. fit with adequate number of books to cater to needs of students. There is also a reading room adjacent to it with the seating capacity of 40 persons at a time. Library access is open for the students and staff of college on every normal working day barring holidays for 10 hours i.e from 7:15 am to 5.15 pm.

It provides 30 seated reading space for students and 10- seated reading space for teachers. There are computers and Broadband internet for students and teachers. It is provided with internet bandwidth and speed of 10 mbps. The Library works are done mostly through computers using SOUL (2.0) software. Cataloging of books is done regularly by the library staff. Library books are purchased every year either from book fair or publishers' house or local suppliers in consultation with the librarian and departmental faculty members. The library provides the 'open-access' system to the staff. Books are arranged according to subjects on racks and in almirahs. Library cards are issued to the students and staff. . Library clearance is checked out by the college administration before issuing admit card of final examination to the students. Similar thing is done in case of teaching and non- teaching staff before giving release orders by the college. The library provides materials for university question papers in bound volumes and clippings regarding information for higher studies. Library automation has been completed .There are three computers with on-line backup in the library used by students and staff. Reprographic facility for the rarest copies is available. Meghbela Broadband & Reliance jio 4G wi-fi internet connection is available both for students and teachers during college hours. The library has advisory committee. The library Advisory committee is composed of one Convener, one Jt. Convener and two senior faculty members. Library is user

friendly according to verbal feedback regularly taken from the users. The advisory committee takes into account the feedbacks and strategies are also suggested by it to improve the functioning of the library.

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

#### 4.2.2 Description of library books and information about knowledge resource enrichment.

The college library is rich enough to provide books as per the requirement of students of college. The register containing the information about books and other items is updated regularly. The ratio of library books to the students admitted in college is approximately 10:1. Books are purchased regularly keeping in view the curriculum and other purposes of students and staff. The total number of books in the library is 27,272 worth rupees 1182700. The average number of books added during last 5 years is 375. So far as journal is concerned, 16 journals related to different subjects have been procured by college. For the purpose of modernization of library, the facility of INFLIBNET has been made available to students. There is the facility of e-journal namely NLIST too in the library to facilitate students and teachers. For the convenience of students digital database of all books has been prepared. The average number of books issued in library is 100 every day and about 200 users avail themselves of the facility of the library. For preserving the rarest copies of books and other items the facility of reprography is available in the library.

##### List of Rare Books

Book	Publisher	Author	No. of copies
Rasagangadhara	Chowkhama Vidyabhavan , Varanasi	Jha Madanmohana	1
Women in Sanskrit Dramas	Bharat Bharati Press, Delhi	Dikshit Ratnamayidevi	1
Siddhanta Kaumudi	Motilal Banarsidass, Varanasi	Diksita Bhattoji	1
History of Dharmasastra	Bhandarkar Oriental Research Institute, Pune	Kane P.V.	1
Languages and Literatures of Modern India	Prakash Bhavan, Calcutta	Chatterji Sunit Kumar	1
Shabdakalpadrum	Chowkhamba Sanskrit Series Office, Varanasi	Deva Radha Kanta	1
Bangiya Shabdakosha	Sahitya Academi, Delhi	Bandopadhyay Haricharan	1
Chandogyopanisad	Deva Sahitya Kuthir, Kolkata	Durgacharan Sankhya Vedantatirtha	1
Pingalachandasutra	Vachaspati Press, Calcutta	Pingala	1
Sanskrit Poetics	Asia Publishing House, Bombay	Krishna Chaitanya	1
A History of Indian	University of Calcutta	Winternitz Maurice	1

Literature. Vol. II			
Manu-smrti	Royal Asiatic Society of Bengal, Calcutta	Jha G.N.	1
Sadukti -Karnamrta	Firma K.L.Mukhopadhyay, Calcutta	Sridharadasa	1
Mahabhasya	Motilal Banarsidass, Delhi	Patanjali	1
Plays Ascribed to Bhasa	Motilal Banarsidass, Delhi	Devadhar C.R.	1
Kalidasa	Sri Aurobindo Ashram, Pondicherry	Sri Aurobindo	1
Bhakti – rasamrta - sindhu vol. I	Institute of Oriental Philosophy, Vrindaban	Rupa Gosvami	1
Tantravarttika	Asiatic Society of Bengal, Calcutta	Kumarila Bhatta	1
Nirukta	University of Calcutta	Amareswara Thakur	1

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.43

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.14927	2.38772	4.27500	.24200	.09

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.3

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 487

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1 Description of IT facilities in college

Nowadays students are required to be well aware of the application of the advantage of IT facilities for study and other purposes. The college has provided central computing facility with broad band and 4GWi-Fi internet connected computers for pursuing their higher education. The college authority is always eager to provide students and in the library. There is a central computer laboratory in college. All the departments are equipped with the internet connection facility. Faculty members can access internet in their departments and computer laboratory. Students can make use of Internet in the library, departments

and computer laboratory. There are 87 Computers with Processor- intel (R) core i3 , Intel (R) , Dual core and Intel (R) Pentium 4 CPU , Installed memory (RAM) 2GB to 4GB , System Type – 64 bit Operating System available. Of these 35 computers are connected with LAN in college and all software are licensed. So far the availability of computers is concerned, adequate number of them is available for the use of students. There are plans to extend computer facilities and LAN to all departments.

#### 4.3.2 Student - Computer ratio

**Response:** 129.72

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

**Response:** 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
763.75	692.97	1007.09	545.4	53.55

##### File Description

##### Document

Details about assigned budget and expenditure on physical facilities and academic facilities

[View Document](#)

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

##### 4.4.2 Maintenance of Campus Infrastructure

The college has a sound policy and proper mechanism for maintaining campus and equipments. Maintenance of the computers and their accessories and their procurement, up-gradation and deployment in different sections of college during the last four years were being done from the UGC grants received by the college as well as from the funds available in the college. Laboratories have been upgraded in accordance with the requirements of students and they are properly looked after. All the classrooms have been furnished with furniture adequately and they are kept in order for the convenience of students. College has sweepers too for keeping the classrooms, toilets and campus clean. The budget allocation is done by the principal in consultation with HODs, Finance committee, UGC committee and Governing Body of the college. The institute has external audit system of college accounts which helps to ensure optimal utilization of budget allocation. The amount of expenditure incurred by the college for maintenance and upkeep of campus facilities during last four years (2013-14 to 2016-17) is as follows:

Sl.	Item	Budget allocation (in Rs.)			
		2013-14	2014-15	2015-16	2016-17
a.	Building Furniture , Generator & others				

		1,14,29,599	91,78,464	26,50,706	23,40,13
b.	Computers	2,48,310	1,12,500	3,51,328	5,27,392
c.	Equipments	1,43,206	Nil	1,43,596	X

There is a committee in college headed by the Principal to look after the infrastructure of college and its proper maintenance. A temporary electrician has been appointed by college for maintaining uninterrupted supply of electricity and electrical equipments. There are security guards in college to keep constant watch on different equipments and valuable objects of college. Following facilities are available in college at present:

- Generators have been procured to keep the electric supply intact even at the time of load-shedding.
- There is facility of fire extinguisher to meet any kind of mishap.
- There are CCTVs in college to enhance vigilance in the premises.
- The aqua-guard and the water-cooler have been installed in the college to provide drinking water facility to students as well as staff of college.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 45.58

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5241	4775	3500	5329	3379

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 8.52

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1728	1378	466	481	334

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>



**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 0.83

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
110	73	60	70	87

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 5.54

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
130	44	111	106	93

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 5.04

5.2.2.1 Number of outgoing students progressing to higher education

Response: 112

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2463	2560	1949	1869	1464

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

<p><b>5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</b></p> <p><b>Response: 0</b></p>				
<p>5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p>				
2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0
File Description	Document			
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>			

<p><b>5.3.2 Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution</b></p> <p><b>Response:</b></p>				
<p>5.3.2 Presence of student council and representation of students on academic committees of the institution.</p> <p>The college has bona fide and active student union council. The Council is elected through election for an academic session. The Principal of the College is the President of the Council by virtue of post. The office bearers of the Council are elected by the voting of general candidates. The class representatives are elected by the voting of student of different classes. The Council consists of members and Office bearers namely– Vice president, General Secretary &amp; Assistant General Secretary, Secretary &amp; Assistant Secretary of Social Entertainment, Secretary &amp; Assistant Secretary of Games and Sports, Secretary &amp; Assistant Secretary of Common Room (for Men), Secretary &amp; Assistant Secretary of Common Room (for Women), Secretary &amp; Assistant Secretary of Literary Activities-Debates, Editor &amp; Sub-Editor (Men &amp; Women) of College Magazine.</p> <p>The Students' Union Council consists of both male and female students from all streams of the college to</p>				

represent the whole students' body. The members as class representatives act for running the day-to-day affairs of the college. The union has various specific academic activities. The secretary of Students' Union is one of the members of the Governing Body of the college. Members take active part with teachers in specific academic committees which are: Magazine Committee, Cultural Committee, and Games & Sports Committee. In different meetings of these committees SUC members are called for suggestions. They jointly prepare the activity plan. They also make efforts to involve maximum students in the above mentioned activities organized in/ participated by the college.

Apart from this, the union assists in a variety of ways during the admission process especially in the First Year class. The union also arranges a voluntary blood donation camp sometimes in the college and organizes social awareness campaign and environment consciousness rally.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 9

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	9	9	9

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

5.4.1 Contribution of the alumni association to the development of institution.

The college has alumni association which takes keen interest in the affairs of college. The alumni association consists of the students passing out of college recently and also those who are well settled in their professional lives. Some of the members of alumni association are also engaged as the members of teaching and non teaching staff of college. This association forms a bridge between the current students and the former ones and it provides a useful platform for interaction in academic and non academic matters among students. The association also helps the teachers of college to get the feedback from them and apply

various methods to provide counseling for the advancement of students in their career. The college is benefitted much from the experience and opinion of the alumni and the association also assists college in becoming aware of their progression after their passing out from college.

The college keeps regular contact with the alumni through the activities of the alumni association and invites them on some occasions. The alumni association of college organizes meeting from time to time and participate in various activities of college. They also provide valuable suggestions for the improvement of the institution. It participates in admission process and looks after the maintenance of transparency in the process. They take part actively in conducting annual sports held every year in college. Their active participation is also seen during the celebration of Saraswati puja and various cultural programs in college including the Fresher's day. They remain present during the oath taking ceremony of the student's representatives of college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 1

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

6.1.1: The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution.

##### Vision

In 1950, Ranaghat College was established to pave the way of higher education for the students of the locality aspiring for higher education. Education as a tool can transform the lives of the mass, particularly the less privileged. We aim at serving society and the nation by producing people with heart, compassion, talent and skill.

##### Mission

1. Facilitate value-based holistic learning by integrating traditional and innovative learning practices to match the highest standards.
2. To empower learners through knowledge and information.
3. To create in every possible way a learner- friendly educational environment within the college premises.
4. To reduce the gap between the ideal state of academic affairs and the attainable level of the same in the present situation of unavoidable barriers and deficiencies.
5. Motivate the students to use their creative potential and develop the spirit of critical thinking.
6. Provide inclusive education by making it accessible to all sections of society.
7. Sensitize and engage students in issues of gender equality, human rights and ecology in order to make them socially responsible citizens.

##### Nature of Governance

The college is governed by the Governing Body (GB). Governing Body has representatives from every type of stakeholders; i.e., Director of Public Instruction (DPI) Government of West Bengal, University of Kalyani, representatives from the Teachers' Council and Non-teaching Staff Council and General Secretary of the Students' Union along with the Principal and is committed to provide effective governance through participative leadership. The management provides the roadmap and general guidelines for qualitative improvement in order to create a learning conducive environment and preserve the ethos of academic excellence of college. The GB guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes.

IQAC provides facilitative and participative voluntary guidance for the sustenance and enhancement of quality measures. The Principal is the ex-officio chairman of IQAC and plays a significant role in ensuring proper communication and networking with the stakeholders. At the beginning of each academic year, IQAC prepares the plan for all the



educational activities.

The faculty is actively involved in decision making process through the “Departmental Committees”. Departmental Committees (DC) are given responsibility to take all the necessary steps for successful implementation of the academic/activity plan.

The leadership (top management and Principal) in collaboration with IQAC and Departmental Committees (DC) makes sure that the policy statement and the action plans are aligned with the stated mission of the institute. The leadership is also involved in communicating and reviewing the action plans from time to time through meetings with various stakeholders periodically. The faculty meetings are held usually at the beginning and the end of every term.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

Decentralized governance system is a key aspect of democratic governance for the development and utilization of human potential. In order to make the policy of development and governance to be fully responsive and representational, the top management has given freedom to the Principal and the faculties to develop the academic ambience. The faculty is given a free hand to work as conveners, coordinators, secretary or members of the organizing committees of various academic events organized by the college. Teachers can also work through various academic bodies in the university or government/non-government organizations. Academic planning and assignment of workload to teachers and non-teaching staff are done at the departmental level by Heads of the department. Each department plans and organizes the academic activities related to their subject. Department is given freedom to frame time table for the practical classes, identifying and inviting visiting faculty or Guest speakers, assigning projects, deciding the theme for workshops and seminars. There are “Departmental Committees” to take all the necessary steps for successful implementation of the academic plan and provide the feedback in the Forum of HODs of Arts, Science and Commerce. The faculty members are allowed to participate in and contribute to the deliberations. Departmental Heads have freedom to plan and implement various infrastructural facilities to cater to the need of the students which are funded by the college. Utilization of the allocated budget as per the requirements is also looked after by the Heads of the Departments. The college authority has formed various committees to facilitate smooth functioning of all activities in the college. The roles and responsibilities of the committee members are well defined. Each Committee has a “Coordinator”/ “Convener” who co-ordinates the meetings/ proceedings of the work of the committee and assigns responsibility to every member of the Committee. The “Coordinators”/ “Conveners” of various Committees provide a brief review of the activities of their committees to the Principal. In addition, the distribution of office administrative work and monitoring is handled by the Principal of the college along with the college authority. This is an important step in aligning the activities of the college with the Institutional Vision and Mission. Principal and IQAC coordinator are responsible for academic and administrative leadership of the college.

The college is committed to a culture of participative management. The Principal meets Heads of departments regularly to discuss academic or administrative issues. The IQAC meets periodically to discuss the points related to the quality policy and plans. The apex decision making body at College level is the Governing Body (GB). The GB has representatives from teaching as well as non teaching staff. All

the issues regarding academics, administration, enhancement of infrastructure and sanctioning of sabbatical/ study leave etc., are decided by the GB. The IQAC also includes faculty members along with members from the society, for the policy formulation and its implementation.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

6.2.1 Perspective/Strategic plan and deployment documents are available in the institution:

Perspective/Strategic plan:

College authority is continuously trying to develop infrastructural facilities for providing superior academic ambience to students. Some of these perspective/strategic plans include:

- Extension of main building (science faculty) and Jubilee building (arts faculty) to fulfill need of more class rooms for newly introduced subjects and extension of the administrative building up to two more floors for having more office space and a well-decorated conference room.
- To make virtual class rooms for access to all the departments and make at least one class room of each department a smart class room.
- Completion of the digitalization of the central library.
- To set up a solar power plant in the college campus to reduce carbon foot print.
- To change all the traditional lights (tube light and filament bulbs) with LED lamps to reduce energy consumption.'
- Enrichment of departmental libraries and laboratories of the science departments keeping in mind the introduction of CBCS from the 2018-19 academic sessions.
- To establish a well-developed gymnasium in the college for use of students, faculties and non-teaching staff.
- To make rain water harvesting system in college in order to use rain water for gardening purpose and reduce the use of underground water.
- Continuation of plantation of trees and medicinal plants to make the college campus a "Green Campus".

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

**Response:**

Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

**1. ORGANOGRAM OF THE INSTITUTION**

The following Organization Chart of the institution depicts the administrative hierarchy of the institution

**Department of Higher Education, Govt. of West Bengal**

?

**Governing Body**

?

**Teachers' Council**

?

**Academic Council**

?

**Finance Committee**

?

**Internal Quality Assurance Cell (IQAC)**

?

**Committees of Various Activities**

?

- 1) Admission Committee: (Handles all admission related aspects)
- 2) Examinations Committee: (Monitors all examination related issues)
- 3) Library Committee: (Monitoring library related issues).
- 4) Routine Committee: (This committee formulates the routine of science, arts and commerce faculties).
- 5) Sports Committee: (Various sports activities are planned and executed by this committee).

- 6) Discipline and Anti-ragging Cell: (This committee monitors over the year whether there are issues of violation of discipline and ragging and takes prompt actions to resolve those issues ).
- 7) Women Cell: (The College has established a Women Cell in the college campus for the women faculty, staff and girl students to enhance understanding of issues related to women and to make the college campus a safe place for them.)
- 8) Grievance Cell: (Objective of this Cell is to support those students who have been deprived of the services offered by the College for which he/she is entitled.)
- 9) Cultural Cell: (This cell regularly plans and organizes various cultural activities of the college).
- 10) Alumni Association: (This cell regularly monitors various activities of college)
- 11) Service Book Committee: (This cell helps the college office in updating service book of teaching and non-teaching staff of colleges).
- 12) Student's Welfare Committee: This committee plans and implements various activities directly related to student's welfare.
- 13) Canteen Committee: This committee monitors quality of food items regularly.
- 14) Magazine Committee: This committee tries to publish college magazine with the help of various stake holders of college.
- 15) Research Cell: This cell reviews quality aspects of various project proposals, seminar symposia proposals and approves before submission to various funding agencies.
- 16) IQAC Committee: This committee looks after various aspects relating to qualitative improvements of administrative and academic aspects of college.
- 17) Anti-Sex harassment Cell. This cell takes appropriate steps in case any sexual harassment in college.

**2. Recruitment procedure:** Recruitment of the teachers is done by the West Bengal College Service Commission, Govt. of West Bengal, an autonomous body following the guidelines of the University Grants Commission. Non-teaching staff is recruited by the Governing Body of the college subject to approval of the Department of Higher Education, Govt. of West Bengal.

**3. Promotion:** Promotion of teachers is implemented by the Department of Higher Education, Govt. of West Bengal following the procedures adopted by the state complying UGC regulations.

**4. Grievance redressal mechanism:** Grievances of students are looked after by the Grievance Cell and the grievances of the teaching and non-teaching staff members are resolved by the Governing Body.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

#### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions.

IQAC meeting was held on 25.01.2016 in the principal's chamber. In that meeting all the members unanimously resolved that a garden with medicinal plants would be set up. It was also discussed that the college needed a well decorated seminar hall or virtual class room for promoting ICT based teaching learning and conducting of seminar/symposia in college.

IQAC meeting was held 11.07.2016 in the Principal's chamber regarding academic audit.

In this meeting Principal and IQAC team discussed academic audit with all faculty heads. Academic audit at all level, degree and PG, were completed. Examinations (pre test and test) were conducted and their answer books were valued and result was announced. Cleanliness audit of the college was also conducted.

IQAC meeting was held on 12.09.2016 in the principal's chamber regarding digital literacy. The members present in the meeting resolved that for security purpose, college should have CCTV surveillance. In that meeting it was also resolved that to increase connectivity among all the departments and between the departments and the administrative office intercom facilities should be installed. Decision was also taken to make proper arrangement to keep the college clean by appointing some persons on regular basis and for regular maintenance of aquaguard, so that students would get pure water for drinking.

IQAC meeting was held on 16.01.2017 in the principal's chamber, regarding academic audit, setting up of smart class rooms, solar power plant, rain water harvesting plant, promotion of teachers under CAS (Career Advancement Scheme).

In this meeting, the principal instructed all faculty heads for academic audit. This audit was divided into two phases from 1st July to 30th September and from 1st October to 1st February, 2017. This audit was related to completion of syllabus, proper use of period and percentage of attendance of students. The principal discussed about pre-test and test examinations and suggested all faculty heads to make students aware of their merits and short-comings so that they could improve their performance in annual examinations. In this meeting the members unanimously resolved to set up at least one smart class room for each department to promote ICT based learning, solar power plant to reduce carbon foot print in the college campus, a rain water harvesting plant to store rain water to reduce the use of under ground water in the campus and to create awareness among students. They also resolved to process the promotion of teachers.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

The institution has effective welfare measures for teaching and non-teaching staff.

Welfare measures for staff- Following welfare measures are available for staff- i. There is a GIS scheme (Group Insurance Scheme) available for teaching staff. ii. Teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of family needs like marriage purpose, education of their wards, construction of house, for medical need of family members. iii. Recently Govt. of West Bengal has introduced West Bengal Health Scheme (WBHS) for teaching staff of all the colleges of West Bengal, including this college, by which any reimbursement of medical bill of any amount is possible. The state government has also introduced “Swastha Sathi” scheme for non-teaching staff by which any non teaching staff can claim up to Rs. 5 lakhs due to any critical illness. IV. There is an interest free festival advance scheme for both teaching and non-teaching staff. Short term and long term loans are available to teaching and non-teaching staff members on easy terms.

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 13.76

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	5	11	7

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

#### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Performance Appraisal of Teaching staff – There is a performance based appraisal system (PBAS) for the teaching staff of college framed out by the Department of Higher Education, Govt. of West Bengal complying the last amended regulation of the University Grants Commission (UGC). Every regular teaching staff has to fill up and submit his/her PBAS every year to the IQAC of the college. The coordinator of the IQAC, in consultation with the Principal, checks every PBAS of the teaching staff, marks his opinion and sends them to the Director of Public Instruction, Department of Higher Education, Govt. of West Bengal when promotion falls due, for further actions. Teachers also fill API formats which are forwarded to the Director of Public Instruction, Department of Higher Education (DHE), Govt. of West Bengal. There is no system of performance appraisal system for non-teaching staff.



## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

### 6.4 Financial Management and Resource Mobilization

**6.4.1** Institution conducts internal and external financial audits regularly. The accounts of the institution are maintained regularly. Details of visits of the departmental audit teams and their audit reports are provided as follows:-

1. Departmental audit dated **19.12.2013**, period from April 2012-March 2013.
2. Departmental audit dated **12.08.2014**, period from April 2013-March 2014.
3. Departmental audit dated **07.01.2016**, period from April 2014-March 2015.
4. Departmental audit dated **09.02.2017**, period from April 2015-March 2016.
5. Departmental audit dated **20.09.2017**, period from April 2016-March 2017.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The principal sources of funds for the college are allotment from the state government, development grants received from U.G.C., development fees collected from the students and fees collected from the students enrolled in the courses run under self financing scheme. The funds received from the U.G.C. are utilized for purposes for which they are granted. The allotments received from the state government are also spent for the purposes for which they are meant. The institution has at its disposal the funds collected from the students and from the students of the self financing courses. These funds are used for the various needs that come up from time to time. The college has not received any fund from UGC or state agencies for maintenance of college or any infrastructure development in the last few years. In spite of such lack of fund, college had undertaken various developmental strategies based on its own fund collected from students. The chief deficiency of the college is the non-fulfillment of the various non teaching posts. Sanctioned non-teaching posts also are insufficient. These posts are filled with the funds raised from students.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Response:**

The IQAC cell of the institution is active and it has taken initiatives to institutionalize the quality assurance and developed strategies for the advancement of the institution. IQAC has taken initiatives to evolve best practices in the college.

#### **i. Best Practice in Library and Information Services:**

Library is a place where many people visit to read, consult and borrow reading materials. The atmosphere in the Library must be inviting and cleanliness should be maintained inside and outside the library. Maintenance of calm and neat atmosphere in the reading and stack areas is a must for concentrated reading and searching of materials. College Library has concentrated to achieve this and provide the users clean and green environment, including dust free environment in the stack and reading areas.

Green lawns in front and also in the courtyard within the library are a place of attraction for many users. Outsourcing of the cleaning and mopping activities including maintenance of toilets, dusting and shelving of reading materials promptly is done on regular basis, and maintenance of reading tables and chairs is ensured.

#### **ii. Best Practice in ICT as Teaching-learning Process:**

Upgradation of knowledge capital by enhancing faculty competencies with the use of ICT for effective teaching and learning has been made. IQAC is eager

a) To establish digital and ICT enabled global teaching – learning process with our faculty as resource persons.

b) To take the teaching and learning process out of the classroom and make it available anywhere and anytime at learners' speed and convenience.

The use of ICT in the teaching - learning process has been envisaged as an attempt at upgrading the teaching pedagogy in our college. This would not only make learning experience through our institution more exciting and permanent, but also enhance the teaching capabilities of the teachers as facilitators of learning. It would also promote self – learning and help the students to gain knowledge at their own learning pace.

The teachers and administrators of the college have always looked for the innovations in teaching and learning all along the years. In a quest for "any time anywhere" teaching - learning experience, the college has requested the teachers to adopt the use of audio visual aids to impart 30% of the total teaching. To achieve this end the teachers have been teaching with the help of slides, transparency sheets and power point presentations.

In an effort towards self-learning, the students are also encouraged to prepare slides, transparency sheets and power points as a part of their assignments. This makes the teaching-learning process a two way process, involving both the teachers and the learners.

In an attempt to adopt more sophisticated ICT tools, the college proposed multimedia material development for teachers and video conferencing facilities for wider sharing of these materials. As a part of this endeavor, college has set up a “virtual class room” with the financial support of the State Govt.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

##### **Response:**

On the initiative of IQAC, the institution reviews and implements teaching learning reforms. The IQAC regularly interacts with faculty members of different departments and discusses on scopes of improvements of teaching-learning processes. Teachers are not directly connected with curriculum development. But a few senior teachers, who are members of Board of Studies (UG) of the university, take part in regular revision of syllabi of different subjects and also in discussion on Choice Based Credit System (CBCS) to be introduced from the coming academic year (2018-19). Various departments regularly arrange educational tours for the benefits of students. Various seminars and workshops are organized regularly where students take part with great interest. Senior academicians are invited for departmental seminars.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 1**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	1	0

**File Description****Document**

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above**File Description****Document**

Details of Quality assurance initiatives of the institution

[View Document](#)

Annual reports of institution

[View Document](#)**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**

**Response:**

Incremental improvement in academic area during last five years:

1. Result has improved gradually during last five years from 2012-2013 to 2016-2017. 2. Some students of college at UG levels have come in the merit list of university examinations. 3. Bengali has been included at PG level in the college programme.

**Incremental improvement in administrative area during last five years**

1. The institution is working more effectively in co-ordination with teaching, non-teaching staff and students.
2. The staff council is more active and it meets two times in a year.
3. The IQAC has started functioning in co-ordination with staff members and students.
4. Grievances of staff and students are resolved properly and timely.
5. Infrastructural capacity of the institution is improving.
6. Botanical and herbal gardens have been established.
7. Rain water harvesting, solar power plant, and different programmes on cleanliness have been launched.
8. Plantations, initiatives of saving energy have been taken.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response: 1**

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

Since it is coeducation college, there are large number of female students pursuing higher studies here. College has taken special care of its female students in the matter of their convenience and security. It is ensured that no such students face harrasement in the campus during their academic activity. There are many toilets specially for the female students with proper sanitation in all the departments of the college. The college authority takes account of their grievances if recorded any time and solves their problems as early as possible. Gender awareness programs are also organized in college to make female students conscious of the social development and convey different schemes for their advancement undertaken by the government. There are separate common rooms for female students in arts, science and commerce buildings with all items for their convenience.

#### 7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy

**sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 70000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 8.42

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 800

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 9500

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

Generally the quantity of hazardous waste generated in the campus is kept at minimum level yet sufficient number of dustbin is kept at each floor and in the ladies' and gents' toilets. All are collected together and regularly disposed through municipality. The hazardous waste is primarily generated in the laboratories of the department of Chemistry and bio-logical sciences. The concerning departments take proper care to keep the waste products at the minimum level and dispose them off properly. Besides these, the college takes the responsibility to identify all un-useable, discarded electrical and electronic products as e-waste products, which are kept separately to prevent any kind of accident. The college does not permit any one to burn the rubber and plastic products in the campus to prevent pollution.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Keeping in view the scarcity of water, the rain water harvesting is encouraged throughout the country. The college has also taken the initiatives in this regard. The authority of the college in consultation Dr. Amlan Kumar Mitra, Head of the Department of Zoology, has chalked out a plan to start the rain water harvesting in College. For this purpose the college has made contact with the Executive Engineer of Hydrological Survey Division of Nadia District for the implementation of the project. The initial discussion with the concerning personnel has been already made and the plan is expected to be materialized soon.

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

The college authority is eager to keep the environment of the campus free from all sorts of pollution. Students and staff of the college are encouraged sufficiently in this matter. The plantation program in the campus is undertaken regularly to keep the environment clean. Most of the local students of college use bicycles to attend their classes and those who come from outside prefer to undertake journey through public transport. There are flower gardens and garden of medicinal plant in college. The use of papers is minimized as most of the official and academic works are done through computers. Plastic is not environment-friendly as it cannot be disposed easily. The plastic packets thrown here and there pose a serious threat to environment. It is not biodegradable and so the plastic packets created all sorts of problems for people. Students and NSS volunteers have chalked out plans to make the college campus plastic free. Teachers also assist students in this venture. The NCC volunteers also come forward to implement the plan. Various baskets have been placed in college in different places. Students and others are advised to throw the plastic materials in those baskets.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years



**Response: 0**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.078	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response: D. At least 2 of the above**

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the**

**last five years****Response: 1**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response: Yes**

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

Response: No

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

#### 7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

#### 7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

#### 7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 1

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

#### **Response:**

#### **7.1.18 Celebration of national festivals and anniversaries:**

The prominent national festivals and birth and death anniversaries of great personages are celebrated every year in college and this tradition has been maintained since the inception of college. The two gala days in the history of India namely Independence Day and Republic Day are observed with flag-hoisting, presentation of national anthem and various colourful programs. The NCC cadets hold spectacular parades on these days. All students and members of teaching and non-teaching staff participate actively in these programs to make them a great success. This type of celebration makes students aware of the importance of independence and they are inspired to do their duty to the society and nation as ideal citizens of India. Apart from the observance of these days, the birth and death anniversaries of great national leaders, litterateurs and scientists are also celebrated with gaiety and enthusiasm in college. The birth anniversary of Dr. Radhakrishnan is celebrated as Teacher's Day by the students of every department enthusiastically every year. Students become aware of the achievements of the great Indian personalities by participating in the celebration of anniversaries and are inspired to follow them in the service of the nation.

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

#### **7.1.19 Transparency in financial, academic and administrative function:**

Transparency in every sphere of activity in college is given emphasis by the college authority. There is a finance committee to consider the financial issues and ensure the proper maintenance of the accounts of college. The account of income and expenditure of college is properly maintained and there is the provision of regular external and internal audit of accounts to ensure transparency. There is the Teacher's Council comprising all the teachers of college which takes into account the academic issues in its meeting and gives useful suggestion to college authority for the improvement in academic matters. Apart from this, the Principal holds meeting with the Academic Council comprising the Head of every department from time to time to discuss the important academic issues and frame policy for the advancement of performance of students. Transparency is also maintained in the process of admission of students on the basis of their performance in Higher Secondary examination. The democratic process is strictly maintained in the administrative matters. The Governing Body comprising the government nominee, the university nominee, the Principal, the representatives of the teaching and non-teaching staff of college and the

representative of Students' Union takes the final decision regarding the administrative policy of college.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### Best Practice I

##### Financial assistance to students of college:

- Aim:** The college has created the fund namely "Poor and Merit Fund" in order to assist the poorest students of college who often find it difficult to carry on their higher studies in college due to financial problem.
- Objectives of the Practice:** The College has encouraged the poor families to send their wards to college for higher education and extended all kinds of assistance including financial help to them.
- Context:** Some Students suffer from financial problems to meet the demand of books and fees for carrying on higher studies. They often drop out from college for their inability to carry on their study and prepare properly for University examinations for want of materials. The college authority has built up a separate fund for assisting those students.
- Practice:** A large number of students studying in college have been benefitted through this fund namely "Poor and Merit Fund". Students also find the fund useful for them to procure the necessary study materials.
- Evidence of Success:** The data collected in terms of the number of students benefitted from the "Poor and Merit Fund" shows that the venture of college in helping its students proves successful. The response from students and their feedback regarding the help from the fund is quite satisfactory.
- Problems Encountered:** There are a large number of students belonging to poor families in college and the fund is quite inadequate to provide assistance to each of them. It is always in the mind of the college authority to assist maximum number of students from this fund but, it is not always possible to do so due to limited means.

#### Best Practice – 2

##### Community health movement

- Aims:** To make students aware of the health hazards including Thalassemia posing threat to social hygiene
- Objectives of the Practice:** To develop in students a spirit of social service and encourage them to participate in Community health movement

**3. Context:** The college authority is also aware of the fatal consequence of the menacing genetic disease like Thalassemia. A team of medical experts organized a seminar in college and conducted Thalassemia test.

**4. Practice:** An effort is made at times to contribute a little to the community health development. Blood donation camps were organized in college in the past. The NSS unit of college regularly invites the medical team every year during special camps. Thalassemia detection camp is another such effort to fight the fatal disease.

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

**6. Problems Encountered and Resources Required:** Students hesitated to give blood for the detection of Thalassemia. The health centre needs to be setup in college and adequate fund is required to conduct this kind of awareness program.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

**7.3.1 Vision, performance and priority of the institution:** The College started just after Independence with a noble mission to educate the students belonging to the underprivileged families and refugees who settled in this remote locality after partition of the country. Although it began its journey with a few students and limited resources, it has come a long way in the matter of academic and infrastructural progress with the help of the hard effort and strong determination of college authority and all its stakeholders. Its vision of spreading education in the locality has been successfully translated into performance as it can boast of imparting higher education to more than fourteen thousand students at present. A large section of these students belong to surrounding villages and poor families. Since the college is connected well with surrounding villages and towns by roads and railways, students have not to face the problem of transport. So far as its performance is concerned, it provides now the opportunity to students to study Degree Honours courses of almost all subjects of Arts, Commerce and Science. Students of this college earn distinction at times in university examinations, as teachers and college authority give priority to academic progress. Students are also encouraged to develop themselves in extracurricular activities through annual sports and cricket and football tournaments, and cultural programs organized in the institution every year. The college has also fixed priority to the development of its infrastructure and as a result of it, the college has now separate buildings for Arts, Science and Commerce faculties, along with an administrative building, and a large auditorium for the convenience of students and members of teaching and non-teaching staff. The progress of college is also revealed in its optimum use of ICT in

academic and administrative matters. Although it is a Degree college, it offers the Post Graduate program in Bengali at present and the authority is eager to start Post Graduate programs in all subjects in future. The main thrust of this college is directed towards making it a centre of excellence through its all-round progress.

NAAC

## 5. CONCLUSION

---

### **Additional Information :**

#### *Additional Information :*

Following details regarding the recommendations made by the NAAC Peer team during the first cycle of assessment and the earnest effort of college to follow them are being discussed:

I)The Department of Botany imparted mushroom culture training to students and others.

II) The college has fulfilled the recommendation for the provision of audio/video equipments by procuring such equipments and projectors for some departments.

III) Science laboratories have been upgraded.

IV) There are computer laboratories in college for students and teachers. Most of the official works are done with the help of computer.

V) The library has been extended and the software installed.

VI) A number of vacant positions of teachers have been filled in last five years.

VII)The recommendation for the procurement of computers with Internet connectivity has been fulfilled. .

VIII) The college has a spacious lecture halls and departments furnished properly with furniture. Construction of a few new classrooms and ICT enabled SMART classroom has been completed.

IX) Although there is no research fund at present as recommended by NAAC Peer Team, the college authority has kept in mind the recommendation.

X) As recommended in the report, a committee has been formed in college to take into account various schemes of UGC and chalk out the plan to avail the schemes and fund after discussion with teachers and the Governing Body of college.

XI) Following the recommendation of NAAC Peer Team, Grievance Redress Cell and Women's Cell have been formed.

### **Concluding Remarks :**

#### *Concluding Remarks:*

It gives me immense delight to state that the hard and sincere effort of the members of the teaching staff and the non-teaching staff has given birth to the Self Study Report of Ranaghat College for the consideration of National Assessment and Accreditation Council.



The report includes the overall aspects of college namely curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovation and best practices and departmental exercise of Ranaghat College. It throws light on the various initiatives and activities of college during the past years for the development of college and improvement in the scenario of higher education in the region where the college is situated. The report is the reflection of the strength and weakness of college and it is also an indicator of the opportunities and challenges before the institution.

NAAC