



The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

Part – A

AQAR for the year:

2016 - 17

I. Details of the Institution

1.1 Name of the Institution

Baruipur College

1.2 Address Line 1

P.O. – Purandarpur Math,
P.S. - Baruipur

Address Line 2

Dist – South 24 Parganas,
West Bengal

City/Town

Baruipur

State

West Bengal

Pin Code

743610

Institution e-mail address

baruipurcollege@gmail.com

Contact Nos.

033-24339566

Name of the Head of the Institution

Dr. Chanchal Kumar Mondal

Tel. No. with STD Code:

033-24339566

Mobile:

9475549934

Name of the IQAC Co-ordinator:

Dr. Sushmita Sengupta

Mobile:

9830685334

IQAC e-mail address:

baruipurcollege@gmail.com

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

March 31, 2007 / 0076

1.5 Website address:

<http://www.baruipurcollege.ac.in>

Web-link of the AQAR:

<http://www.baruipurcollege.ac.in/AQARReport.php>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2007	2012
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

29/09/2007

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

2016 - 17

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

- i. AQAR ___2015 – 2016 Submitted to NAAC on 31.03.2018
- ii. AQAR ___2014 – 2015 Submitted to NAAC on 22.03.2016
- iii. AQAR ___2013 – 2014 Submitted to NAAC on 22.03.2016
- iv. AQAR ___2012– 2013 Submitted to NAAC on 22.03.2016
- v. AQAR ___2011 – 2012 Submitted to NAAC on 28.06.2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Study Centre for Distance Education –
Netaji Subhas Open University

1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta

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

Autonomy by State/Central Govt. / University N/A

University with Potential for Excellence

N/A

UGC-CPE

N/A

DST Star Scheme

N/A

UGC-CE

N/A

UGC-Special Assistance Programme

N/A

DST-FIST

N/A

UGC-Innovative PG programmes

N/A

Any other (Specify)

UGC-COP Programmes

N/A

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	0
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	N/A
2.8 No. of other External Experts	1
2.9 Total No. of members	12
2.10 No. of IQAC meetings held	3
2.11 No. of meetings with various stakeholders:	No. 8 Faculty 4
Non-Teaching Staff Students	4 Alumni Others
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	0
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	0 International 0 National 0 State 0 Institution Level 0
(ii) Themes	N/A

2.14 Significant Activities and contributions made by IQAC

- a) Organized a career counseling workshop for the students.
- b) Organized a ICT workshop for the office staff members.
- c) Motivated the staff and students to engage with ICT enabled teaching and learning.
- d) Suggested that more books, and lab equipment need to be purchased

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none">1. Process of introducing new general course is in progress.2. To renovate further the laboratories of Science departments, journalism and Geography department.3. Modernization of the college library4. To organize career counselling sessions for final year students.	<ol style="list-style-type: none">1. Two new general subjects (Economic & Sanskrit) was introduced at the undergraduate level.2. Laboratories of Science departments, journalism and Geography department has been enhanced through infrastructure enhancement and equipment purchase.3. Several book, book-racks, wooden display and storage devices have been purchased.4. Career counselling session for final year students was organized.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Governing Body ✓

Provide the details of the action taken

The Governing Body of Baruipur College approves the activities taken up by the IQAC.

Part – B Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	14			
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others	1 (Distance Education with Netaji Subhas Open University)			
Total	15			
Interdisciplinary	N/A			
Innovative	N/A			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual ✓	15

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure

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

College follows the Calcutta University curriculum. There is regular revision of the Calcutta University syllabus.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

College has been able to introduce 2 new subjects – Economic & Sanskrit at the General level of undergraduate studies.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	12	5	NIL	12

2.2 No. of permanent faculty with Ph.D.

7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	08	NIL	NIL	NIL	NIL	NIL	NIL	03	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

25 (Guest)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	01
Presented papers	06	02	03
Resource Persons	0	0	0

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

- Technology enabled teaching & learning is encouraged and all the departments are encouraged to use LCD projectors and PPTs for teaching.
- Educational Visits, field trips are conducted to enhance learning process.
- In regular interval students' debates and quizzes are organized in many departments.

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

247

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

As the College is affiliated to University of Calcutta, it follows the rules and regulations of the university for annual examination. However, photocopy of the answer-script is issued to students on demand under R.T.I Act through the College.

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

0

2.10 Average percentage of attendance of students

The average attendance rate of the College is around 75 – 85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BNGA	75	NIL	6.25	85.93	4.7	96.88
EDCA	11	NIL	0	81.81	9.09	90.91
ENGA	11	NIL	0	50	40	90
GEOA	17	NIL	0	84.62	0	84.62
HISA	47	NIL	0	80.64	12.90	93.55
PHIA	8	NIL	16.67	83.33	0	100
PLSA	7	NIL	0	100	0	100
BA (G)	673	NIL	0	3	41.54	44.55
BSC (G)	8	NIL	25	75	0	100
B.COM (H)	13	NIL	0	60	30.77	90.77
B.COM (G)	50	NIL	0	0	16.28	16.28

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

IQAC members interacted with the Head of the Departments individually after the publication of annual results of each departments and offered constructive feedback, suggestions, and comments.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	02
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0

Others	0
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2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	7	NIL	NIL
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

IQAC is in the process of constituting a formal research cell at the college. However, at present, the the faculty members are encouraged to engage in research activities. Several faculty members already have their Ph.D. degrees and several others are in the process of finishing their doctoral research. Faculty members also present papers at national and international conferences. IQAC holds meetings with the faculty members and encourages them to apply for different major and minor research projects to different sponsoring agencies. IQAC also assists the Principal to follow up with the concerned authorities for the funding required for the basic infrastructural requirements for research projects. The college authorities provide all necessary infrastructural

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	N/A	N/A	N/A	N/A
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1.49 Lakhs	1.40 Lakhs		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	0	0
Non-Peer Review Journals	0	02	0
e-Journals	01	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range	N/A	Average	N/A	h-index	N/A	Nos. in SCOPUS	N/A
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N/A	N/A	N/A	N/A
Minor Projects	N/A	N/A	N/A	N/A
Interdisciplinary Projects	N/A	N/A	N/A	N/A
Industry sponsored	N/A	N/A	N/A	N/A
Projects sponsored by the University/ College	N/A	N/A	N/A	N/A
Students research projects <i>(other than compulsory by the University)</i>	N/A	N/A	N/A	N/A
Any other(Specify)	N/A	N/A	N/A	N/A
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this

Type of Patent		Number	year
National	Applied	N/A	
	Granted	N/A	
International	Applied	N/A	
	Granted	N/A	
Commercialised	Applied	N/A	
	Granted	N/A	

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- To encourage the youth the birth anniversary of Swami Vivekananda was observed in the college campus.
- Rabindra Jayanti was celebrated at college to inspire the students in literary and creative field.
- The college also observes different important days, such as Independence Day, Republic day, Netaji's birthday, etc.
- Special camps and regular camps were organised under NSS Units.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.09 acres	NIL		2.09 acres
Class rooms	23	NIL	College fund Zilla Parishad	23
Laboratories	6	NIL	College Fund	6
Seminar Halls	1	NIL	College Fund	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

Full computerization of the college library and office administration is in the process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books	14359		49	14,914.00	14408	
Reference Books	110				110	
e-Books						
Journals	341		16	480.00	357	
e-Journals						
Digital Database	01					
CD & Video	44				44	
Others (specify) Library Software	1				1	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	29	12	08	0	0	08	03	06
Added	0	0	0	0	0	0	0	0
Total	29	12	08	0	0	08	03	06

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

- Free Wi-fi facility in campus has been introduced. Students and teachers can use the internet facility on campus free of cost for academic purpose.
- Computer application workshop was organised on 30 March 2017 at college campus to help the office staff in enhancing their computer skills.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 132047/-

ii) Campus Infrastructure and facilities

Rs.473676 /-

iii) Equipments

Rs. 393172/-

iv) Others

Rs. 39859/-

Total:

Rs. 1038754/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- a) The college offers special guidance to backward students. Informal guidance to students are offered regularly by different departments.
- b) Since a large number of students come from first generation and disadvantaged sections of the neighboring villages hence the college attempts to motivate them in their pursuit of academic excellence.
- c) The college provides the opportunity of distance mode of learning for working students through the Study Centre of Netaji Subhas Open University (NSOU) maintained in the college premises.
- d) The students are motivated to use technology like PPT presentation, Study Projects and assignments using Internet, OHP, etc.
- e) IQAC offers suggestions and help to students who want to avail several financial aids and scholarships available at the college.

5.2 Efforts made by the institution for tracking the progression

- a) Regularly class tests and tutorials are conducted by different departments for monitoring students' progression.
- b) The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage approved in Academic Committee Meeting.
- c) To track students' progression a more formal arrangement is being made and an informal Alumni Association is also helping it in the process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3319	NA	NA	NIL

(b) No. of students outside the state

N/A

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1693	51		1626	49

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1379	1919	01	358	01	3658	1199	1826	02	290	02	3319

Demand ratio 3 : 1

Dropout % 9.5%

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

- a) The college organised a career counselling workshop on 30/03/2017 for final year students, who want to appear for competitive examination.
- b) Individual departments have offered personality development and soft skill development classes to final year students.

No. of students beneficiaries

51

5.5 No. of students qualified in these examinations

NET	N/A	SET/SLET	N/A	GATE	N/A	CAT	N/A
IAS/IPS etc	N/A	State PSC	N/A	UPSC	N/A	Others	N/A

5.6 Details of student counselling and career guidance

- a) The career counselling cell helps students in filling up off-line and online forms related to competitive examinations.
- b) Individual departments conduct career counselling and guidance for students from time to time.
- c) Various newspapers and weekly papers with news about employment (like the Employment News/ Karma Khetra) are subscribed.

No. of students benefitted

53

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
This system is not yet in place.			

5.8 Details of gender sensitization programmes

The college has planned a UGC sponsored State-level seminar on Women Empowerment (to be organized on September 2017) at college campus to sensitize the students and teachers regarding gender discrimination. The institution being located in a rural area, the literacy rate among the population especially women is very low in the neighborhood. Teachers constantly encourage the female students to continue with their education and not fall prey to the social pressure of early marriage & motherhood. Moreover, through cultural programs and NSS activities the local women-folk are made aware about proper sanitation and health care issues as a whole.

5.9 Students Activities

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

State/ University level

19

National level

0

International level

0

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	156	46800/-
Financial support from government	1258	6038400/- approx
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No such grievances are expressed by students during this academic session.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Our vision is to foster a genuine sense of individual and collective social responsibility in the thousands who through the portals of this three-decade old institution; to disseminate knowledge and skill, hearkening a social integration among young people of diverse social and occupational groups.

Mission

Education is a concerted and interactive process; a creative endeavour which demands united effort, fervour and devotion of every individual associated with an educational institution. It is facilitated by teachers and the knowledge and creativity they are imbued with are to be imbibed and emulated by the learners. We wish to offer a platform of 'voice', that nourishes diversity, – a clear articulation and open exchange of a people's educational aspirations, ideas, demands and complaints - in exploring how the purpose as well as the quality of education can be amalgamated to the idea of justice as the challenges of the 21st Century unfold.

6.2 Does the Institution has a management Information System

Biometric attendance system has been installed for managing attendance of teaching and non-teaching staff of the college.

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

6.3.1 Curriculum Development

The college follows the Calcutta University curriculum, so there is little scope of internal curriculum change.

6.3.2 Teaching and Learning

- a) Three Assistant Professors in substantive posts in different departments have been recruited during this academic session.
- b) The college has also filled up the post of Principal.
- c) Workshop for students appearing for competitive examination has been conducted.
- d) The construction of Smart Classroom is almost finished.
- e) Modernization of college library is in process.
- f) Results of examinations at different stages are analyzed and steps are taken

6.3.3 Examination and Evaluation

As per Calcutta University guidelines, students appear for Mid-Team and Test Examinations. Students also appear for regular tutorials and class test. Scope for review of University results is available.

6.3.4 Research and Development

The establishment of a more formal Research Cell, named Baruipur College Research Cell, on campus is being planned. Research and Publication Code of Ethics have been circulated among teachers and students and uploaded in the college website. The faculty members also engage in research activities and many of their articles are published. The students are also encouraged to

6.3.5 Library, ICT and physical infrastructure / instrumentation

A number of book shelves, racks, channel partition with glass have been purchased through Gyandhara Project initiated by P.C. Chandra Group, Kolkata. The library is partially digitalized and effort to digitise significant number of library books is in process. Koha software is being used for library management. Overall infrastructure of the library is also being enhanced.

6.3.6 Human Resource Management

- a) The college has filled up the post of Principal.
- b) Three Assistant Professors in substantive posts in different departments have been recruited during this academic session.
- c) Requisition for the post of five Assistant Professors for different departments has also been submitted to the West Bengal College Service Commission.

6.3.7 Faculty and Staff recruitment

- a) Full time faculties are appointed by the recommendation of West Bengal College Service Commission as per guidelines of UGC.
- b) Four non-teaching casual staffs have been recruited during this financial year.

6.3.8 Industry Interaction / Collaboration

The college could not conduct specific industry interaction/ collaboration; however, the college conducted a one-day workshop in collaboration with Future Institute of Engineering and Management.

6.3.9 Admission of Students

- a) The college follows the rules and regulations for admission as fixed by the affiliating University and the State Govt.
- b) The college has also planned to start online payment of admission fees from next academic session.
- c) The entire process of admission is done through on-line process.
- d) Admission of students to various courses is based on merit and is transparent.
- e) The college has also upgraded the college website for the convenience of students seeking admission to the college.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	Festival Advance
Students	Students' Aid Fund (college), Kanyashree (Govt), Minority Stipends (Govt.), SC-ST Stipends (Govt.)

6.5 Total corpus fund generated

0

6.6 Whether annual Financial Audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes / No	Authority
Academic	N/A	N/A	N/A	N/A
Administrative	N/A	N/A	N/A	N/A

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

For UG Programmes Yes N/A No N/A
For PG Programmes Yes N/A No N/A

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

Mid-Term test has been conducted by the college. Supplementary Examinations has been introduced by the Calcutta University. Choice Based Credit System is being planned for Commerce and Science stream from next academic session by the University of Calcutta.

6. 10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

The Alumni Registration Page on the college website has been upgraded. Efforts and are being made to contact the Alumni through both online and offline mode. Efforts are being made to officially register the Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

Regular parent-teacher meetings are held by the different departments of the college after the publication of the results. An online Feed Back form is also in place in the college website for the benefit of the parents.

6.13 Development programmes for support staff

- a) The college has also organized a computer-literacy enhancement workshop for the non-teaching staff
- b) The college has also planned to organize an Open Forum with the teaching and Non-teaching staffs and the Governing Body members in October-November 2017.
- c) The office staffs are encouraged to attend any training programme or workshops organized by the college or other institute for improving their performance

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

- a) The beautification of the college campus with gardening and plantation of trees are in process.
- b) Initiatives are being taken by college authority to make the college premises a plastic free zone.
- c) The road in front of the college has been repaired and tiles have been laid throughout the front of the building to offer the students a mud free road during the rainy season.
- d) Initiatives are being taken by college authority to properly manage garbage dumping and recycling by installing multiple Waste Baskets in every floor.

Criterion – VII

7. Innovations and Best Practices

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

- a) Biometric attendance system has been installed to digitally monitor and manage the attendance of teaching and non-teaching staff of college.
- b) Projectors with computers and internet connections are used by teachers to utilize digitally enhanced teaching and learning practices.

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

- a) Two new general subjects (Economic & Sanskrit) was introduced at the undergraduate level. Honours course in Journalism is planned to start from the next academic session.
- b) Enhancement of Laboratories of Science departments, Journalism and Geography department through infrastructure enhancement and equipment purchase.
- c) For up gradation of library several book, book-racks, wooden display and storage devices have been purchased.
- d) Measures are being taken to augment the teacher strength by the appointment of guest teachers and full-time teachers on substantive post for the different departments of the college.
- e) Efforts are being made to increase the infrastructure of the College. The construction of Smart Class room is almost finished. Seating arrangements for parents, students and visitors has been made in the front garden amidst greeneries.
- f) Career counselling session with special focus on competitive examination for final year students was organized.

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

- a) Installation of CCTV on campus for enhanced safety and security of the college.
- b) Solar powered renewable energy use in college campus.

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

7.4 **Contribution to environmental awareness / protection:**

- a) Solar panels have been installed on the college roof for using renewable energy on campus.
- b) Environmental science has been made a part of the curriculum to spread awareness among the students.
- c) NSS Special Camp spreads environmental awareness among the neighborhood population.

7.5 **Whether environmental audit was conducted?** Yes No

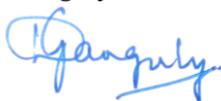
7.6 **Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

Strength: The college holds a good financial position.
Weakness: First generation learners from poor families constitute the majority of students.
Opportunities: Courses from three streams (Arts, Science and Commerce) are simultaneously conducted in the college, which offers the local students a wide options of courses to choose from.
Threats: The college is located in remote and rural area hence the communication poses a problem for students travelling from faraway places.

8. **Plans of institution for next year**

- a) To organize a State Level Seminar on Women Empowerment
- b) To introduce Honours course in Journalism
- c) To start the process of constructing Cycle Stand at college campus.
- d) Further modernization and digitalization of the college library
- e) To enhance and modify the infrastructure of the college office and accounts section.
- f) To renovate the infrastructural facility of NSOU study centre at college campus.
- g) To organize an awareness campaign on common born dieses in South 24 Parganas.
- h) To encourage special lectures on campus by eminent academicians and industry persons
- i) To conduct a student's awareness campaign on health issues
- j) To fill up vacant non-teaching and guest teachers posts in the college.
- k) Overall beautification of the college and garden.

Name : **Dr.Durga Ganguly**



Signature of the Coordinator, IQAC

Name : **Dr. Chanchal Kumar Mandal**



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

(1) Best Practices of the Institution (2016-17)

Title of the Practice: Installation of CCTV on campus for enhanced safety and security of the college

Goal: To enhance safety and security of the college through the installation of CCTV on campus.

The Context: Since the college is located in a remote, rural area the security and safety within college campus is always a pressing concern. The back section of the college was difficult to monitor on a regular basis and security of the college at night was also a serious concern.

The Practice: The entire campus was covered under CCTV surveillance. 16 CCTV cameras of various capacities were installed at strategic locations to increase safety, security and transparency within college campus. The recording machine continuously records the video feeds from different cameras and are archived for future reference. The security of the college during late at night is also assured through CCTV surveillance.

Evidence of Success: Presently, the campus can be monitored centrally through the LCD screen at the Principal's chamber. CCTV footage has so far helped at various cases including unlawful pasting of posters on college wall and littering at college premises.

Problems Encountered and Resources Required: The security and safety within college campus is of utmost importance. However, to monitor the entire campus is impossible without CCTV surveillance. Particularly, the back side of the college was relatively outside of the visible zone and was in need of regular monitoring. Hence, the college authority decided to install 16 CCTV cameras at different locations on campus and the purchase sub-committee decided to install Hikvision cameras and digital recorder which would increase the safety and security on campus.

Notes: None

Contact Details:

Name of the Principal: Dr. Chanchal Kumar Mondal

Name of the Institution: Baruipur College

City: Baruipur

Pin: 743610

Accredited Status: NAAC (2007)

Work Phone: (033)24230447

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(2) Best Practices of the Institution (2016-17)

Title of the Practice: Solar powered renewable energy use in college campus.

Goal: To set up eco-friendly solar power grid in the college and to utilize renewable energy for environment friendly energy consumption on campus.

The Context: The electricity consumption in college campus is an increasing financial concern as well as an environmental issue. The solar powered renewable energy may provide an efficient alternative to environmentally hazardous fossil-fuel energy and would also cut down the rising electricity expenditures on campus.

The Practice: The college has installed solar panel as an eco-friendly source of power. The project comprises of roof top grid connected to solar PV system and is funded by Government of West Bengal and Ministry of New and Renewable Energy, Government of India. The capacity of the solar panel is 10 KWP. Approximately, 30% of the total electricity consumption of the college will be provided by the system.

Evidence of Success: Presently, the entire solar grid has been installed on the roof of the college campus and the system is also connected with the PV system. Once fully functional the system will provide about 30% of the total electricity as renewable energy on campus.

Problems Encountered and Resources Required: The college has to pay a hefty amount as electricity bill every month. Hence, alternative source of electricity is necessary to reduce monthly electric consumption and also to endorse eco-friendly renewable energy on campus. With the help of the Government of West Bengal the 10 KWP solar panel will provide significant amount of renewable energy on campus.

Notes: None

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Annexure III



Baruipur College - Academic Calendar for B.A., B.Sc., B.Com for the Session 2016-17

Course of Studies	Date of Commencement of Classes	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for Univ. Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
							Theoretical	practical	
Part-I	Third week of July 16	08.9.2016 (without late fine) (Application forms for Registration be submitted by the students to the college within 13.9.16). 22.9.2016 (with late fine)	Oct. 16	2 nd week of February 2017	1 st week of March 2017	2 nd week of March, 2017	B.Com.(H+G) 12.6.17-23.6.17 B.A./B.Sc. (H & Major) & B.Com. (Major) 04.7.17-07.7.17 B.A./B.Sc.(Genl.) 11.7.17-21.7.17	B.A./B.Sc.(H & Major) & B.Com. (Major) 25.7.17-16.8.17	Within 90 days from the last date of Exam.
Part-II	within 7 days from the completion of Part-I Exam.		Oct. 16	2 nd week of January 2017	1 st week of February 2017	2 nd week of February 2017	B.Com.(G+H) 18.4.17-05.5.17 B.A./B.Sc. (H & Major) & B.Com. (Major) 12.5.17-17.5.17 B.A./B.Sc.(Genl.) 19.5.17-07.6.17	B.Com.(G+H) 28.3.17-13.4.17 B.A./B.Sc. (H & Major) & B.Com. (Major) 10.4.17-03.5.17 Genl. 09.6.17-30.6.17	-Do-
Part-III	within 7 days from the completion of Part-II Exam.		Oct. 16	2 nd week of December 2016	last week of Dec' 2016	2 nd week of January 2017	BA/B.Sc./B.Com. (Hons. & Major) 28.3.17-06.4.17 (Genl.) 07.4.17-13.4.17	H & Major) 28.2.17- 18.3.17 Genl. 20.3.17-04.4.17	Within June, 2017
Part-I	Compulsory Language, 2017						20.2.17-02.3.17		
Part-I & II	Supplementary Examination, 2016						09.02.17-17.02.17	20.02.17-04.3.17	

Sd/-