



The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

Part – A

AQAR for the year:

2017 - 18

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. Durga Ganguly

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://baruipurcollege.ac.in/index.php?option=com_content&view=article&id=115&Itemid=0

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	None	None	None	None
3	3 rd Cycle	None	None	None	None
4	4 th Cycle	None	None	None	None

1.7 Date of Establishment of IQAC :

29/09/2007

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

2017 - 18

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 ___ 2016 – 2017 Submitted to NAAC on 31.03.2018
- ii. AQAR ___ 2015 – 2016 Submitted to NAAC on 31.03.2018
- iii. AQAR ___ 2014 – 2015 Submitted to NAAC on 22.03.2016
- iv. AQAR ___ 2013 – 2014 Submitted to NAAC on 22.03.2016
- v. AQAR ___ 2012– 2013 Submitted to NAAC on 22.03.2016
- vi. 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

NIL

University with Potential for Excellence

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

NIL

DST-FIST

NIL

UGC-Innovative PG programmes

NIL

Any other (Specify)

NIL

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="08"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="07"/> Faculty <input type="text" value="06"/> Non-Teaching Staff <input type="text" value="06"/> Students <input type="text" value="06"/> Alumni <input type="text" value="02"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="0"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="0"/>
International	<input type="text" value="0"/>
National	<input type="text" value="0"/>
State	<input type="text" value="01"/>
Institution Level	<input type="text" value="0"/>
(ii) Themes	<input type="text" value="Empowerment of Women: Change and Challenges"/>
2.14 Significant Activities and contributions made by IQAC	
<input type="text" value="a) Suggested a Career Counseling Library for the benefit of the students
b) Organized a state-level seminar on Women Empowerment
c) Organized a workshop on CBCS for the students, faculty and office staff.
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 Honours course in Journalism.2. To organize a state level seminar of Women's Empowerment.3. To organize workshop on CBCS system that is to be introduced.4. Further digitalization of the college library.5. To encourage special lectures by external subject experts.6. To encourage student participation in mental health improvement programs.	<ol style="list-style-type: none">1. Journalism Honours course was introduced at the undergraduate level.2. A state level seminar of Women's Empowerment was organized at Baruiipur College.3. A workshop was organized CBCS system.4. E-library was installed at the college library.5. Special lecture was organised in the department of English and Bio-Science.6. Students participated in yoga session on World Yoga Day.

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 Baruiipur 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	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	14			
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	1 (Distance Education with Netaji Subhas Open University)			
Total	15			
Interdisciplinary	NIL			
Innovative	NIL			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester ✓	01
Trimester	0
Annual ✓	15

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

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

*Please provide an analysis of the feedback in the Annexure

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

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 one new Honours subjects – Journalism & Mass Communication

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	09	07	NIL	10

2.2 No. of permanent faculty with Ph.D.

6

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
0	06	N/A	N/A	N/A	N/A	04	03	04	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

17 (Guest)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	17
Presented papers	06	10	04
Resource Persons	0	0	0

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

- a) E-library is established at the college library.
- b) Use of smart classroom for interactive teaching and learning.
- c) Educational Visits, field trips are conducted to enhance learning process.

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

224

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	65	NA	0	56	12.3	98.45
EDCA	27	NA	0	77.78	22.22	100
ENGA	11	NA	0	45.45	36.37	90
GEOA	28	NA	10.71	75	14.28	100
HISA	32	NA	0	28.12	53.14	76.47
PHIA	05	NA	0	20	40	60
PLSA	08	NA	0	75	25	100
BA (G)	527	NA	0	1.24	39.6	40.84
BSC (G)	09	NA	11.11	88.9	0	100
B.COM (H)	20	NA	0	11	33	44
B.COM (G)	43	NA	0	2.32	18.6	20.92

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 University examinations 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	0
UGC – Faculty Improvement Programme	0
HRD programmes	01
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	03	03	NIL	02
Technical Staff	09	05	NIL	03

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has constituted a formal Research Cell, *Baruipur College Research Cell* on campus. The Research Cell has sanctioned the ethical guidelines for research and the faculty members are encouraged to engage in research activities. The cell would facilitate the college to provide all necessary infrastructural support for carrying out research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

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

NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	01	NIL	NIL
Sponsoring agencies			UGC		

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

02

3.13 No. of collaborations

International 0

National 0

Any other 2

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs :

0

From Funding agency

NIL

From Management of University/College

NIL

Total

0

3.16 No. of patents received this

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

year

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

0

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

01

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

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="100"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input checked="" type="checkbox"/>
NCC	<input type="text"/>	NSS	<input checked="" type="checkbox"/>
		Any other	<input type="text"/>

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

- World Environment Day was celebrated on college campus by plating saplings.
- 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	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.	34	26	College Fund	Rs. 52000/-
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

The up-gradation of Baruipur College library continues with newly established E-Library section within the library premises. E-Library is now a registered member of National Library and Information Services Infrastructure for Scholarly Content (N-LIST), which is jointly executed by INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi. The E-library at Baruipur College provides support for all academic levels including students, teachers, researchers of all disciplines. The E-Library provides computer access, through which a large number of library and information resources will be available to the students and teachers. E-Library would also help the students to prepare for entrance and competitive examination.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books	14408		275	2698.00*	14683	*5 books purchased from college fund and rest of the books are gifted
Reference Books	110		1	8916.00	111	
e-Books			130000+	5900.00#	5900	# access through N-List
Journals			6000+			
e-Journals	357		44	810.00	401	
Digital Database	01					
CD & Video	44					
Others (specify) Library Software	01					

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	04	02	02	0	0	0	0	02 (E-library)
Total	33	14	10	0	0	08	03	08

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

None

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 299396/-
ii) Campus Infrastructure and facilities	Rs.2402365/-
iii) Equipments	Rs. 49467/-
iv) Others	Rs. 347966/-
Total:	Rs. 3099194/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- a) As a significant number of students are first generation learners and belong to underprivileged sections of the neighbouring villages hence the college attempts to encourage them in their pursuit of academic brilliance.
- b) The college offers special guidance to backward students. Informal counselling to students are offered on regular basis by different departments.
- c) The students are motivated to use technology like power point presentation, Study Projects and assignments using computer, Internet, OHP, etc.
- d) The college also offers distance mode of learning for working students through the Study Centre of Netaji Subhas Open University (NSOU) within in the college campus.
- e) IQAC suggests suitable financial aids and scholarships available at the college to help the students in need of assistance.

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
3001	NA	NA	NIL

(b) No. of students outside the state

N/A

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1372	45.71%		1629	54.28%

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1199	1826	02	290	02	3319	1087	1391	07	514	02	3001

Demand ratio 3 : 1 Dropout % 9.58%

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

a) The career counselling cell has established a separate section in the library which will give access to career oriented magazines and resources related to competitive examinations. Moreover, the E-Library provides computer access, through which a large number of library and information resources will be available to the students which can help the students to prepare for entrance and competitive examination.

No. of students beneficiaries

37

5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>NIL</td></tr></table>	NIL	SET/SLET	<table border="1"><tr><td>NIL</td></tr></table>	NIL	GATE	<table border="1"><tr><td>NIL</td></tr></table>	NIL	CAT	<table border="1"><tr><td>NIL</td></tr></table>	NIL
NIL											
NIL											
NIL											
NIL											
IAS/IPS etc	<table border="1"><tr><td>NIL</td></tr></table>	NIL	State PSC	<table border="1"><tr><td>NIL</td></tr></table>	NIL	UPSC	<table border="1"><tr><td>NIL</td></tr></table>	NIL	Others	<table border="1"><tr><td>NIL</td></tr></table>	NIL
NIL											
NIL											
NIL											
NIL											

5.6 Details of student counselling and career guidance

- a) The career counselling cell established a separate section which will offer access to career oriented magazines and resources for the final year students.
- b) The career counselling cell helps students in filling up off-line and online forms related to competitive examinations.
- c) Individual departments conduct career counselling and guidance for students from time to time.

No. of students benefitted

32

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 organized UGC sponsored State-level seminar on Women Empowerment on 1st 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, like previous years, 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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	191	57300/-
Financial support from government	1337	6417600/- 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

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 throng 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. Office and student management software will be introduced from next academic session. Moreover, online payment system will also be introduced from the next session.

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) The teacher s are encouraged to conduct classes at the newly introduced Smart Classroom.
- b) Further digitalization of college library is in process.
- c) Results of examinations at different stages are analyzed and steps are taken for further improvement.

6.3.3 Examination and Evaluation

As per Calcutta University guidelines, students appear for Mid-Term 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

Baruipur College Research Cell has been constituted on campus. Research and Publication Code of Ethics have been sanctioned and has been circulated among teachers and students and uploaded in the college website. The faculty members, as well as the students also engage in research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

(i) Two computers have been purchased through Gyandhara Project initiated by P.C. Chandra Group, Kolkata. The process of digitising the library books is also completed. Koha software is being used for library management. N-List subscription has also been introduced.

(ii) Baruipur College has constructed a cycle-stand for the benefit of the college students. The cycle-stand sprawling over one thousand square feet of area can accommodate hundreds of cycles safely and securely. The cycle-stand would be clearly visible through close circuit camera surveillance, offer added security.

(iii) The college has also completed the construction of toilets for students. There are ten fully furnished toilets for both boys and girls. The toilets have been designed to keep personal hygiene in view. There is scope for proper ventilation, natural light and easy cleaning provision.

6.3.6 Human Resource Management

a) Requisition for the post of five Assistant Professors for different departments has been submitted to The West Bengal College Service Commission.

b) College appointed Whole Time Teachers and Guest teachers have been recruited in several departments.

6.3.7 Faculty and Staff recruitment

a) Full time faculties are appointed by the recommendation of The West Bengal College Service Commission as per guidelines of UGC.

6.3.8 Industry Interaction / Collaboration

NIL

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.

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	Yes	Governing Body
Administrative	N/A	N/A	Yes	Governing Body

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 going to be introduced for BA 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 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 workshop for the teaching and non-teaching staff to prepare for the CBCS system that is to be introduced from next session.
- b) 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) Initiatives are being taken by college authority to make the college premises a plastic free zone.
- b) A garden of medicinal plants has also been cultivated in the college campus.
- c) The decoration of the college campus in line with environment friendly initiative is in process.
- d) College authority has installed 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) The college has subscribed to National Library and Information Services Infrastructure for Scholarly Content (N-LIST) for the benefit of the students.

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

- a) Honours course in Journalism and Mass Communication was introduced in this academic session.
- b) Construction of the cycle stand was completed during this session.
- c) Infrastructural up-gradation of college office and accounts section was carried out.
- d) Infrastructural up-gradation of NSOU study centre was accomplished.
- e) Construction of students' toilet was completed
- f) An awareness campaign regarding health issues among students was organised.
- g) Special lecture sessions with invited resource persons were organized by the department of English and Bio-Science.

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

- (a) Student essay competition on the health and behavioural risks associated with tobacco use.
- (b) On campus tree plantation organized by students on World Environment Day.

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

7.4 Contribution to environmental awareness / protection:

- a) In addition to continuing the mission towards plastic-free campus, saplings were planted at college campus to improve the natural greenery.
- b) Environmental awareness was spread among the neighborhood population by NSS Special Camp.

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 and have excellent teachers.
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 form.
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

1. To begin the construction of a separate college building for providing enhanced infrastructural facilities.
2. To modernize and enhance the existing laboratories of different lab based subjects.
3. To improve the infrastructure and quality of college cheap- canteen
4. To enhance the cheap-store on campus for the benefit of the rural and needy students
5. To improve the yoga and physical fitness of the students by providing modern amenities at the college multi-gym
6. To include psychological counselling in a more holistic manner for the improvement of students' mental health.
7. To organize more frequent campusing / job-fair for the final year students with collaboration from different organizations.
8. To encourage special lectures and workshops in different departments by eminent academicians and industry persons
9. To sign MoU with different academic institutions for academic exchanges.
10. To apply for *Unnat Bharat Abhiyan*, a programme of Ministry of Human Resource Development, Govt. of India and to involve the NSS volunteers in the development projects under the scheme.

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 (2017-18)

Title of the Practice: Student essay competition on the health and behavioural risks associated with tobacco use.

Goal: To make students aware about the health and behavioural risks associated with tobacco use.

The Context: The college students are prone to many health risks and tobacco use is one of them. They are often influenced by their peer group in this regard. Hence, it is necessary to make them aware about the health and behavioural risks associated with tobacco use.

The Practice: An essay competition was organised for the students of the college. The topic of the essay was “Tobacco free district”. This essay competition not only offered a platform for the students to practice their writing skills but it also made them aware about the ill effects of smoking. Most of the students, while preparing for the competition, researched and discussed the issues related to smoking and other forms of tobacco use among young generations.

Evidence of Success: The essay competition was a great success and a large number of students participated. Among them three students’ essays were chosen as the top three essays by judges. Those three essays were published in the annual college magazine. The winners also received prizes for their commendable effort.

Problems Encountered and Resources Required: The college is located in rural area and a significant number of students belong to socio-economically backward communities. Therefore, the students require guidance, counselling and more awareness regarding the consequences of smoking and other forms of tobacco use. The essay competition stimulated discussion and made them aware about the harmfulness of smoking.

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

Website: baruipurcollege.ac.in

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Annexure III
(2) Best Practices of the Institution (2017-18)

Title of the Practice: On campus tree plantation organized by students on World Environment Day.

Goal: To make students conscious about the environmental concern on World Environment Day.

The Context: World Environment Day is the UN's most important day for encouraging worldwide awareness and action for the protection of our environment. Every World Environment Day has a different global host country, where the official celebrations take place. The focus on the host country helps highlight the environmental challenges it faces, and supports the effort to address them. In 2018, the host country was India. As part of the World Environment Day, the students with support from the NSS Unit organized a tree plantation drive on the college campus.

The Practice: On this day, the students and teachers were encouraged to come together and explore sustainable alternatives and the need to urgently reduce the production and excessive use of single-use plastic polluting our environment and threatening human health. A large number of students contributed in buying saplings from local nursery and actively participated in the plantation of the saplings in the college ground.

Evidence of Success: The activity reminded the students that Indian philosophy and lifestyle has long been rooted in the concept of co-existence with nature and Baruiipur College is committed to Green Social Responsibility and for making a cleaner and greener campus.

Problems Encountered and Resources Required: The college has already taken the initiative towards a plastic-free campus. This activity by students helped them to consider how they can make changes in their everyday lives to reduce the heavy burden of plastic pollution and to expand the greenery of the campus.

Notes: None

Contact Details:

Name of the Principal: Dr. Chanchal Kumar Mondal

Name of the Institution: Baruiipur College

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Annexure IV



UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of

Last date of admission to the 1st year Degree Courses : 21.7.2017
Last date of change of subject(s)/ stream : 25.8.2017

Studies (under 1+1+1 System of Examinations) for the Academic Session 2017-2018

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 University Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
							Theoretical	practical	
Part-I	3 rd week of July'17	05.9.2017 (without late fine) (Application forms for Registration be submitted by the students to the college within 28.8.17) 15.09.17 with late fine. 07.9.17 (by the Student to the College)	Oct.'17	1 st week of March, 2018	Last week of March, 2018	1 st week of April, 2018	B.Com. (H&G) (For the students of previous academic sessions)*** 06.7.18--19.7.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 24.7.18--27.7.18 B.A./B.Sc. (G) 01.8.18--10.8.18	B.A./B.Sc. (H & Major) & B.Com. (Major) 14.8.18--06.9.18	Within 90 days from the last date of Exam.
Part-II	within 7 days from the completion of Part-I Exam.	Oct.'17	Last week of January, 2018	2 nd week of February, 2018	Last week of February, 2018	B.Com. (G+H) 03.5.18--25.5.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 31.5.18--05.6.18 B.A./B.Sc. (G) 08.6.18--03.7.18	B.Com. (G+H) 29.3.18--24.4.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 02.5.18--22.5.18 Genl. 05.7.18--24.7.18	-Do-
Part-III	within 7 days from the completion of Part-II Exam.	Oct.'17	2 nd week Of December, 2017	1 st week of January 2017	Last week of January, 2018	BA/B.Sc./B.Com. (Hons. & Major) 04.04.18--13.4.18 (General) 16.4.18--23.4.18	(Honours & Major) 08.3.18--28.3.18 Genl. 29.3.18--13.4.18	Within June, 2018
Part-I	Compulsory Language, 2018						20.2.18--27.2.18		
Part-I & II	Supplementary Examination, 2017						08.2.18--18.2.18		
Filling up of check list: 3 rd week of December, 2017									
20.02.18--05.3.18									

***Schedule for the B.Com. (H&G) fresh candidates (Academic Session 2017-18) will be published later on.

(NISHAT ALAM)
Secretary