

HALDIA GOVERNMENT COLLEGE  
P.O. DEBHOG, HALDIA  
DISTRICT- PURBA MEDINIPUR  
WEST BENGAL  
PIN- 721 657

**AQAR 2011-2012**

## The Annual Quality Assurance Report (AQAR) of the IQAC 2011-2012

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

HALDIA GOVERNMENT COLEGE

1.2 Address Line 1

P.O. – DEBHOG

Address Line 2

DIST. – PURBA MEDINIPUR

City/Town

HALDIA

State

WEST BENGAL

Pin Code

721657

Institution e-mail address

hgchaldia@gmail.com

Contact Nos.

03224-252278, 03224-647058,  
03224-252044

Name of the Head of the Institution:

DR. PIJUSH KANTI TRIPATHI

Tel. No. with STD Code:

03224-252278, 03224-647058, 03224-  
252044

Mobile:

+91 9474347710

Name of the IQAC Co-ordinator:

IQAC was officially constituted  
on 21st July, 2013.

Mobile:

NA

IQAC e-mail address:

hgciqac@gmail.com

1.3 **NAACTrack ID** (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. And Date:

EC/32/A&A/429 dated 31-3-2007

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

www.haldiagovtcollege.org.in

Web-link of the AQAR:

<http://www.haldiagovtcollege.org.in/AQAR2011-12.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.2(cr iterion Score)	March 31 <sup>st</sup> ,2007	Till 30.03.2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

21/07/2013

1.8 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 \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private   
Affiliated College Yes  No   
Constituent College Yes  No   
Autonomous college of UGC Yes  No   
Regulatory Agency approved Institution Yes  No   
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women   
Urban  Rural  Tribal   
Financial Status Grant-in-aid  UGC 2(f)  UGC12B   
Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)   
TEI (Edu)  Engineering  Health Science  Management   
Others (Specify)  . Tourism and Travel Management,  
Bachelor Vocational Major Course

1.11 Name of the Affiliating University (*for the Colleges*)

VIDYASAGAR UNIVERSITY

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

**NIL**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities:**

**NOT APPLICABLE (As IQAC was not officially constituted.)**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

## 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 \*

Since the IQAC was not officially constituted this plan of action for the general development of the College was chalked out by the Head of the institution in consultation with the Teachers' Council.

Plan of Action	Achievements
1. At the beginning of the academic year it was decided to put emphasis on the research activities in the institute. Young teachers were encouraged to apply for MINOR & MAJOR research projects funded by the UGC.	Proposals were sent by faculties from the Departments of Anthropology, English, Chemistry, and Geography.  5 Minor projects were sanctioned.
2. The College laid emphasis on the development of sports and cultural activities. Students were encouraged to take part in the inter college and inter University sports programmes. They were also encouraged to take part actively in the state government organised sports events.	Appreciable number of students (almost 80) participated in the State/ University level and 3 students participated at the National Level Sports Meets.
3. Some thrust activities	<ul style="list-style-type: none"><li>• Two slums were adopted by the</li></ul>

<p>were chalked out by the NSS units of the college like:</p> <p>a) General health and pollution awareness programmes within the College campus</p> <p>b) Making the inhabitants of the nearby slum areas aware about general health and hygiene.</p>	<p>two units of the NSS.</p> <ul style="list-style-type: none"> <li>• Special Camp was organised to extend activities for the benefit of the College as well as its neighbourhood.</li> <li>• Regular activities were organised to maintain cleanliness of the college.</li> </ul>
<p>4. College planned to initiate Post Graduate courses in Geography, Chemistry and Bengali through Distance Education.</p>	<p>Approval was granted by the Vidyasagar University and the Government of West Bengal but the courses started from the session 2012-2013.</p>

*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body      Teachers' Council

Provide the details of the action taken

The AQAR 2011-12 was placed in the Teachers' Council meeting and after a rigorous and thorough discussion it was approved with some modifications to be submitted to NAAC.



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				
PG				
UG	12		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	Applied for*			
<b>Total</b>	12		1	
Interdisciplinary				
Innovative				

\*Post Graduate Courses in Geography, Chemistry, and Bengali under Directorate of Distance education (DDE), Vidyasagar University.

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	13 ( (1+1+1) system)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

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

\*Please provide an analysis of the feedback in the Annexure

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

NO
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Officer-in-Charge / Principal
43	41	1	0	1

2.2 No. of permanent faculty with Ph.D.

5
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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
	11								11

2.4 No. of Guest and Visiting faculty and Temporary faculty

		8
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	54	6
Presented papers	1	28	1
Resource Persons	Nil	2	1

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

(1) Use of participatory and innovative teaching-learning methodologies:

- Preparing teaching modules on specific topics included in the University syllabus and providing handouts to students.
- Giving different types of written assignments such as MCQ and short answers as per the guidelines provided,
- Demonstration of experiments in the laboratories.

(2) Use of Audio-Visual methods:

- Using Microsoft PowerPoint to prepare study materials and to complement lectures in classrooms.
- Using teaching aids like OHP, LCD projector, maps, diagrams, charts etc. extensively.
- Downloading and showing animations on selected topics.
- Showing video lectures and films relevant to topics.

(3) Application of different educational software .

- Student friendly softwares like MS Office, C language related softwares, SPSS, Mini Tab, R, GIS etc. are liberally employed.
- Reference materials are made available to students in the form of PDF, Post Script files etc. on a regular basis.

(4) Catering to student specific teaching needs:

- Individualized teaching modules are devised and remedial classes are taken to cater to the needs of weaker sections of Honours and General students in the concerned subjects.
- Study materials from different foreign universities are distributed to the advanced learners.

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

198

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

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

1		
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2.10 Average percentage of attendance of students

75
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Hons)	185		13.04	86.41	-	99.45
B.Sc (Hons)	61		19.29	74.15	-	93.44
B.A.(Gen)	45		Nil	97.77		97.77
B.Sc (Gen)	03		Nil	100		100

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

Since the IQAC was not officially constituted, the Head of the institution in consultation with the Teachers' Council contribute / monitor / evaluate the Teaching & Learning processes in the following ways:

- A strict vigilance over attendance of students and teachers is maintained round the year.
- The syllabus is meticulously covered and students' grasp over all its areas is ascertained through periodical assessments.
- Regular monitoring of college infrastructure is carried out.
- Constant attention is directed towards effective upgradation of knowledge base of all teaching staff by ascertaining participation in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc.
- Departments are encouraged to regularly hold Remedial as well as Tutorial classes to address the specific needs of weaker sections of students.
- Departments are instructed to organize Special lectures and Seminars to provide inspiration and enhance knowledge to students.
- Departments are also encouraged to hold student seminars.
- Purchase of books and equipment for all Departments as well as the Central Library is monitored on a regular basis.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	7*
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

\*Inter department and Inter colleges Faculty exchange programme

### 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	19	2	0	0
Technical Staff	0	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

Since the IQAC was not officially constituted during the current academic year, the Head of the institution in consultation with the Teachers' Council always took a proactive effort in promoting research facilities in the Institute.

A separate subcommittee was constituted to monitor and promote research activities of teachers. Young faculty members were encouraged to apply for research grants. The outcome of these efforts was manifested through sanction of quite a number of UGC MRP's as enlisted under item 3.3 of this report.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	5	Nil
Outlay in Rs. Lakhs	0.86 Lakh	Nil	10.3 Lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	11	0
Non-Peer Review Journals	0	3	0
e-Journals	0	0	0
Conference proceedings	0	0	10

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	0	0	0	0
Minor Projects	2011-12	UGC	10.3 lakhs	9.50 Lakhs
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total			10.3 Lakhs	9.50 Lakhs

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 **NOT APPLICABLE**

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	0	0	0	0	2
Sponsoring agencies	0	0	0	0	State Govt.

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  Management of University/College   
 Total

3.16 No. of patents received this year: NIL

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year:

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

NIL

NIL

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

NIL

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

National level  University level  State level   
International level

3.22 No. of students participated in NCC events: NA

National level  University level  State level   
International level

3.23 No. of Awards won in NSS:

National level  University level  State level   
International level

3.24 No. of Awards won in NCC: NA

National level  University level  State level   
International level



### 3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="NA"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="0"/>

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

NSS Unit of Haldia Government College adopted a slum, Sukantanagar, about 1 km from the College premises in 2011. The activities undertaken by the NSS Unit were:

- Community Health and hygiene awareness drive in collaboration with the doctors of Sub-Divisional Hospital, Haldia and Lions' Club , Durgachak.
- Creating pollution awareness amongst the slum dwellers.
- Promoting literacy campaigns with the help of the NSS volunteers.

Also, students have participated in the following events:

- Pre-Republic Day celebration zonal camp at Bhubaneswar which is a national level camp (2 boys and 1 girl).
- Pre-Republic Day celebration State level camp at Kolkata
- One girl has participated in a national level camp in Manali at Atal Behari Mountaineering Institute.

## 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	19.44 Acre	NIL	NA	19.44 Acre
Class rooms	49	9		58
Laboratories	6	1		7
Seminar Halls	1	NIL		1
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.		1	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 16,84,448		
Others				

#### 4.2 Computerization of administration and library

Computerization with respect to collection of students' fees, admission through designed software, recording of results and other official work are in place.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26168		1586		27754	
Reference Books	4395		395		4790	
e-Books						
Journals	8320		416		8736	
e-Journals						
Digital Database						
CD & Video	5		5		10	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	7	10	0	0	4	13	1
Added	17	0	5	0	0	3	14	0
Total	35	7	15	0	0	7	27	1

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

- High speed internet connection (broadband as well as dial-up) is in place.
- All Departments, the Principal's Office, the Library and the Students' Union are all connected through LAN.
- Computers (desktops, laptops, netbooks etc.) are used by all departments as well as the Principal's office.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

0.5 Lakhs

ii) Campus Infrastructure and facilities

2 lakhs

iii) Equipments

0.5 Lakhs

iv) Others

0.2 Lakhs

**Total :**

3.2 Lakhs

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As the IQAC was formally constituted two years later all efforts towards creating awareness about Student Support Services were initiated through the administrative Head and the different Committees of the Teachers' Council.

The institution publishes its updated brochure every year at the beginning of the academic session which provides an overview of the College. The College Website provides necessary details. Academic Calendar is also provided to the students to communicate the yearlong schedule of the institution.

Some of the salient features communicated to the students through these means are:

- Norms of admission/ courses offered at UG/PG level and Faculty list .
- Code of Conduct for the students.
- Hostel Accommodation: Its Rules& Guidelines.
- Scholarship/stipend/award and prizes for the students
- Assessment system through internal examinations
  - Seminars & Workshops that are organized by all departments regularly.
  - Career-Oriented Seminars
  - Remedial and Tutorial classes that are taken to support the students

Apart from these

- A fully functional Career Counselling Cell is operational in the college for providing valuable guidance to students regarding their career aspirations.
- The Gender Sensitization Cell of the college serves to disseminate knowledge relating to gender equality and discrimination among students as well as staff. Grievance Redressal is also handled by the cell.
- A fully operational Anti-ragging committee functions in the college.
- Participation of students in university, district and state level competitions ensured through the Physical Education Department.
- Maintenance of strict discipline, food-quality, hygiene and academic environment in boys' and girls' hostels of the college are maintained through the relevant Committees and the Hostel Superintendents.

## 5.2 Efforts made by the institution for tracking the progression

- Five Internal Assessments are held for each batch.
- Regular periodic class-tests are conducted to assess academic progression.
- The performance of students in student seminars is evaluated.
- Regular demonstration and evaluation of practical exercises in laboratory based subjects.
- Regular assessment of weaker section of students who attend Remedial and Tutorial classes.
- Continuous monitoring of hostel inmates.
- Informing parents about any kind of misconduct or negligence of studies on the part of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1383	NA	NA	

(b) No. of students outside the state

0
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(c) No. of international students

0
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Men

No	%
729	52.71

Women

No	%
654	47.29

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
975	265	25	33	14	1298	1048	272	29	34	16	1383

Demand ratio: 1:4 Dropout %:24.32

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

- Regular and effective guidance is provided to students for pursuing higher studies in reputed institutes as well as for success in various competitive examinations like WBCS, IES, ISS, SSC, TET, Staff Selection Commission, Bank entrance examinations etc. This is done parallel with curricular activities.
- The College provides coaching for the SC/ ST/ OBC/ PWD/ BPL/ Minority/ economically deprived students. Under this system there is a UGC-sponsored coaching arrangement to equip students for success in competitive examinations for entry in services.

No. of students beneficiaries

108

#### 5.5 No. of students qualified in these examinations (other data not maintained)

NET	1	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	2

#### 5.6 Details of student counselling and career guidance

Existence of a Career Counselling Cell and Placement Cell.

- Workshop on *Communication Skill* was conducted by *Ekokon* on 13 December 2011 with 100 students.
- Workshop on *Content Development and Journalism* conducted by *Outotech India* and *The Statesman* on 20 December 2011 with 100 students.
- Workshop on *enhancement of Communication Skill* conducted by *Ekok* on 10 January 2012 with 100 students.

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	3

### 5.8 Details of gender sensitization programmes

No such programme was organized in the current session.

### 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(Rupees)
Financial support from institution	NIL	NIL
Financial support from government	636	1009650
Financial support from other sources	5	18400
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:

\_\_\_\_\_ NONE \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- As the sole government-owned general degree college meant for the dissemination of higher education in the district of Purba Medinipur, this college has as its primary objective the strict observance of quality and standard relating to the study of different subjects.
- As an institute of higher education the college aims primarily at achieving the supreme goals of higher education and not just at developing an examination oriented competitive mind-set among the students. The principles of character-building and inculcation of higher values in young, receptive minds is the priority of our teaching-learning process.
- The government's commitment to equal opportunities for all prospective students cutting across social divisions of class, gender and income is fulfilled daily through the running of this college. Specially, the scope of pursuing quality higher education in exchange for low tuition fees is one of the chief hallmarks of this college. Affirmative action in the form of special attention to the needs of weaker sections of the students is in place.



## 6.2 Does the Institution have a management Information System?

No.

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

### 6.3.1 Curriculum Development

Many teachers of the college are actively involved in curriculum development as members of Boards of Studies and Syllabus Development workshops of different departments of the affiliating university. However, the college cannot undertake curriculum development activities independently being an affiliated institution.

### 6.3.2 Teaching and Learning

The teachers are committed to giving individual attention to students as far as possible. Practices like remedial coaching for students belonging to reserved categories are regularly carried out. Special Tutorial classes are held to encourage the advanced learners.

Apart from the usual 'chalk and talk' method other teaching aids like audio-visual methods are employed.

Advanced software is used whenever required.

Student performance in the internal tests and class tests are regularly monitored.

Students are guided in a one to one basis towards implementation of projects that are a part of the University syllabus.

Students are given individual guidance when they are taken out for field work/excursions in subjects like Geography and Anthropology.

All disciplines are geared towards providing not just book-based curricular expertise but also an all-round education with meaningful real life orientation.

Constant monitoring of students' learning is also done regularly through classroom interactions as well as personal meetings outside classrooms.

### 6.3.3 Examination and Evaluation

Students are evaluated on the basis of the internal tests that are held in conformation with the rules of Vidyasagar University.

Students are required to carry out a project in their Final Year of study as part of the University curriculum. They are evaluated internally by the College teachers and externally by University experts.

Students are also monitored on the basis of their performance in student seminars and general participation in classroom discussions.

### 6.3.4 Research and Development

Research is the second cardinal point of activity of this institution, the first being teaching. Therefore, research always features at the top of our list of priorities. Faculty as well as students are relentlessly encouraged by the college to carry out research in their respective fields.

#### **Major Research project (UGC):**

The Department of Chemistry has been working on its plan to submit a proposal to UGC for a Major Research Project.

During this academic year i.e. 2011-12

- 2 Minor Research Projects sponsored by the UGC have been completed
- 5 Minor Research Projects (amounting to a total outlay of Rs. 9.50 lakh (approx..)) have been sanctioned.
- About 20 young faculty members of the College are currently pursuing their Ph.D work.

Research facilities available in the College include:

- 24 hours internet facility
- Well equipped computer laboratories
- Enriched library with modern books and journals on various fields

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Spectrofluorometer worth Rs. 16, 84,448 was purchased in the Department of Chemistry for pursuing research work.
2. All the Departments are provided with computers and internet connection.
3. Science departments are of having well equipped laboratories and laboratory equipments are being purchased on regular basis as per funds sanctioned by the UGC and State Governments.
4. Library is equipped with good number of text and reference books, journals. Central library is partially digitalized. Besides that every department has seminar library where student can access books on regular basis.

### 6.3.6 Human Resource Management

- Computerization of Office Management including salary disbursement through bank with the help of COSA software.
- Partial digitization of library catalogues.
- Self-appraisal statements of teaching staff and attendance record of non-teaching staff are maintained in the Principal's Office.
- Regular notification of different activities.
- Regular meetings of various committees under Teachers' Council for academic and administrative purposes.
- Regular Parent- Teacher Meets in different academic departments.
- Maintenance of college website through which college related notifications are circulated.
  - Need based training programmes are arranged for teaching and non-teaching staff for improvement of their skills

### 6.3.7 Faculty and Staff recruitment

Not applicable, since the recruitment of both the teaching and non-teaching staff is made by the Government of West Bengal through the recommendation of Public Service Commission, West Bengal and Staff selection commission, West Bengal.

#### 6.3.8 Industry Interaction / Collaboration

No such interaction or collaboration took place.

#### 6.3.9 Admission of Students

The admission committee of the college conducts admission once every year based on a strict merit based system.

#### 6.4 Welfare schemes for

Teaching	<p>The following schemes are available to teachers of the college:</p> <ul style="list-style-type: none"> <li>- WB Health Scheme 2008</li> <li>- Savings scheme of ‘Sutahata-Haldia State Govt. Employees’ CCCC Society Ltd.’</li> <li>-</li> </ul>
Non teaching	<p>The following schemes are available to non-teaching staff of the college:</p> <ul style="list-style-type: none"> <li>- WB Health Scheme 2008</li> <li>- Savings scheme of ‘Sutahata-Haldia State Govt. Employees’ CCCC Society Ltd.’</li> </ul>
Students	<ul style="list-style-type: none"> <li>- Students hailing from the BPL category are not required to pay tuition fees.</li> <li>- <b>Students’ Health Home</b> provides free medical treatment at Chaitanyapur (<i>Matrimonia</i>).</li> <li>- West Bengal government’s Free studentships (Full and Half)</li> <li>- Fellowships/stipends funded by the following are handled by the College authority: -             <ul style="list-style-type: none"> <li>➤ UGC (Stipend for students)</li> <li>➤ National Handicapped Finance Corporation</li> <li>➤ Labour Welfare Organisation</li> <li>➤ District Mass Education</li> <li>➤ Merit cum Means(Scholarships given by State Government)</li> <li>➤ West Bengal Minorities Development and Finance Corporation</li> <li>➤ Beriwalla Seva Trust</li> <li>➤ Sitaram Jindal etc.</li> </ul> </li> </ul>

#### 6.5 Total corpus fund generated

Being a govt. college, the tuition fees collected from students have to be credited to the government

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done? **NOT APPLICABLE**

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

6.8 Does the University/ Autonomous College declares results within 30 days? **NOT APPLICABLE**

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

**NOT APPLICABLE**

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

**NOT APPLICABLE**

6.11 Activities and support from the Alumni Association

The alumni association of the college is very sincere in its concern for the college's uplift and deeply involved in the developmental activities that are carried out.

- The suggestion for installation of power back-up (inverter) in laboratory based Departments was given by the Alumni Association due to the prevalence of frequent power fluctuations.
- Valuable suggestions regarding on-campus job recruitments were provided by the Alumni Association.
- Strong encouragement for organizing National and State level seminars was also offered by the Alumni Association.
- Different Departments are in constant touch with their ex-students and their valuable feedbacks are invited.

#### 6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent Teacher Association, however regular Parent teacher meetings are held in the Departments where academic performance of the students are discussed and suggestions from the parents are welcome.

#### 6.13 Development programmes for support staff

Computer software training for office staff for managing students collection, fund and salary disbursement.

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

1. Initiatives were taken to make the College premises a no smoking zone.
2. The College campus has been converted into a plastic free zone.
3. Trees are planted on a regular basis.

## **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 in details.

- Post-graduation study in distance mode (DDE) affiliated to Vidyasagar University in three subjects (Bengali, Chemistry and Geography) was approved by Vidyasagar University and the Government in this academic year.
- Centralized power back-up system (inverter) was introduced in all laboratory based Departments.

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

Plan of Action	Achievements
<p>1. At the beginning of the academic year it was decided to put emphasis on the research activities in the institute. Young teachers were encouraged to apply for MINOR &amp; MAJOR research projects funded by the UGC.</p>	<p>Proposals were sent by faculties from the Departments of Anthropology, English, Chemistry, and Geography.</p> <p>5 Minor projects were sanctioned.</p>
<p>2. The College laid emphasis on the development of sports and cultural activities. Students were encouraged to take part in the inter college and inter University sports programmes. They were also encouraged to take part actively in the state government organised sports events.</p>	<p>About 80 students participated in Sports events at the State /University level and 3 participated at the National level.</p>
<p>3. Some thrust activities were chalked out by the NSS units of the college like:</p> <p>c) General health and pollution awareness programmes within the College campus</p> <p>d) Making the</p>	<ul style="list-style-type: none"> <li>• Two slums were adopted by the two units of the NSS.</li> <li>• Special Camp was organised to extend activities for the benefit of the College as well as its neighbourhood.</li> <li>• Regular activities were organised to maintain cleanliness of the college.</li> </ul>



inhabitants of the nearby slum areas aware about general health and hygiene.	
4. College planned to initiate Post Graduate courses in Geography, Chemistry and Bengali through Distance Education.	Approval was granted by the Vidyasagar University and the Government of West Bengal.

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

#### **Best Practice 1**

##### 1. Title of the Practice

**Teachers are always involved in active research as well as national and international level publications**

##### 2. Goal

One of the major aims of the college is to encourage teachers to engage in active research. The goal of such encouragement is also to make students acquainted with the recent trends of the subject which is expected to have a considerable impact on their learning experience.

##### 3. The Context

Since, the college has a number of young faculties who are already pursuing their doctoral degrees, pursuing them for research has been considerably easier. The college authority owes a lot to the University Grants Commission for awarding many of the teachers with Minor Research Project grants. In consequence, the college over the years have become a hub of research activities. The college authority has allowed the faculties to stay back even after working hours.

##### 4. The Practice

In practice, teachers are working both in the laboratory and outside in the field. Those who are working in the laboratory are often accompanied by the interested students. In consequence students are getting a hand on to the cutting edge academic practices. Those who are doing fieldwork are sharing methodologies and findings along with the recent theoretical applications

with the students. Teachers make Power point presentations about their field experiences which are enhancing students to know more about the subject.

### 5. Evidence of Success

While it is difficult to assess in numeric terms the possible positive outcome of such endeavours, there is a general inclination among the students to know more about the recent trends of the respective subjects. Moreover, the ongoing Minor Research Projects awarded to the teachers are encouraging them to learn more, try and getting article published. Such endeavour is directly encouraging them to be updated about their subjects.

### 6. Problems Encountered and Resources Required

One of the major problems of such an endeavour is the lack of academic infrastructure including library and laboratory. However, teachers are trying to do a lot from the Minor Research Project Grant to address such shortcomings.

Sharing teachers' experiences with students has largely been informal; it would have been more effective if institutionalisation was possible in the form of a common research forum. To do so it is important to have a mandate from higher authorities as well as concurrence of teaching staff and students. For infrastructure issues it would be of great help if the college is aided with smart classroom facilities, better internet connection with online subscription of journals and space for better library and laboratory.

## **Best Practice 2**

### 1. Title of the Practice

#### **Students are motivated to think beyond curriculum**

### 2. Goal

It is quite often seen that students in educational institutions fall victims to the tyranny of pure theoretical learning and fail to connect their knowledge with the world outside their classrooms. They become storehouses of knowledge without any idea of how to put that knowledge into practice. We consider this to be nothing short of a failure of the education system and try our best to eliminate this problem. In this college our focus is on helping students to relate theoretical learning with their everyday experiences.

### 3. The Context

Such an endeavour necessarily entails a conflict with conventional approaches to teaching. The age-old lecture method augmented by the chalk-and-talk technique needed to be modified to incorporate more innovative as well as interactive ones. Therefore, the teachers had to encounter quizzical looks from students and take it in their stride when some eyebrows were raised among those expecting traditional teaching.

#### 4. The Practice

Alongside the conventional lecture method of instruction the teachers of this college also use interactive methods like discussions in the form of focus groups. The focus is always on the possibilities of building a strong connection between the world of the syllabus and the world the students inhabit. The big bad world lying outside the classroom is repeatedly dragged inside and the boundaries between text and context intentionally blurred. Students here are also regularly instructed to get involved in apparently extra-curricular activities that can actually enhance their grasp on the curriculum. Film-shows, group discussions, debates, workshops, cultural presentations etc. are some of these activities. The students are also guided through the intense maze of the internet and initiated into the fascinating world of blogs, digital archives etc.

Anything extra comes with its price. In this case the price is the added workload that teachers and other staff have to shoulder. Of course, our teachers do it willingly and with gusto. There is one problem though which poses a serious threat to this practice and remains its grave limitation. It is the overall system of undergraduate level higher education under the affiliation of Vidyasagar University. Teaching is on one end of the spectrum, the other end being examinations. And examinations along with their evaluations are conducted by the university. There being no possibility of any coordination between the approaches adopted by our best practice and the university's examination system it becomes an unimaginably uphill task for the teachers to implement the practice. Had the college been an autonomous institution all its novel and advanced teaching strategies would have paid off. Nevertheless, even without being complemented by the university our college continues to believe in its practice and carries on with it.

#### 5. Evidence of Success

Students are slowly becoming aware of the different issues which surround the everydayness. They follow different events, academic blogs and voluntarily discuss with teachers in after class hours. Several departments are encouraging students to make presentations, an endeavour which is running successfully.

Success should not always be measured by examination performances alone. Our teachers believe that whatever the success rate in examinations, our students mature into socially responsible individuals as a result of our innovative approaches to teaching. Not just bookish knowledge geeks, our students prove themselves in the outer world as truly educated human beings.

## 6. Problems Encountered and Resources Required

Sometimes, students take time to adjust with these innovations which is different from the conventional mode of teaching. However, at a more serious plane, the college needs better library facilities along with high speed internet connection and smart class rooms to make such endeavours successful.

### 7.4 Contribution to environmental awareness / protection

- Environmental Studies is a subject in the B.A./B.Sc Part 3 curriculum and regular classes are held in the college.
- The college is strictly a 'No Smoking Zone' as well as a 'Plastic Free Zone'.
- Regular planting of trees in and around the college premises is carried out.
- The twin NSS units of the college carry out frequent activities relating to environmental awareness / protection etc. Cleanliness is also maintained regularly through different activities of the NSS units.

7.5 Whether environmental audit was conducted? Yes  No

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

#### Strengths:

- The College located in the port city of Haldia is well connected by the National Highway 41 to the nearest populated localities of Brajalalchak, Nimtouri, Nandakumar and a host of adjoining areas from where students can easily commute through public transport.
- There is a considerable number of good feeder schools in the adjoining locality.
- All the teachers of the college are recruited through the state Public Service Commission which maintains strict criteria for selection of teachers for the government colleges.
- There is an appreciable number of girl students and students from the backward communities in the College.
- The fees structure of the College is bare minimal compared to the facilities it provides.
- Various kinds of scholarships/stipends are available for meritorious but economically challenged students.
- Regular tutorial classes and remedial classes for the students from the reserved category are held.
- Good hostel facility is available for students from far-off places.
- The College offers very good infrastructure through funding from the UGC and the Government of West Bengal. This includes well stocked Central and Seminar Libraries, well equipped laboratories, internet facilities and sports facilities.

- Regular excursions and field trips under the direct supervision of the teachers is held.
- There are two units of the NSS that work to create social awareness among students and inculcate in them the spirit of moral and civic responsibility that goes out to define a responsible citizen of our country. Their works among the slum dwellers give them a unique exposure to the less privileged people of our society.
- The Career Counselling Cell helps to guide the students in their future endeavour.

#### Weaknesses:

- Government college teachers are regularly transferred from one college to another as part of their service condition. Routine transfers of teachers at times create a shortage of faculty and there is no immediate solution to this. The College has no authority to fill its vacancies.
- There is a severe dearth of non-teaching staff as well. The College is not authorised to recruit its own support staff.
- The College has to depend on the State Public Works Department for maintenance of its civil and electrical affairs. This leads to inordinate delay and at times dissatisfactory output as well.
- There is a dearth of classrooms that hinders the expansion plans.

#### Opportunities:

- A young band of zealous well qualified teachers who can enthuse the students in every aspect of their academic pursuit.
- Young teachers actively engaged in research activities can motivate students and take them to Kolkata for Laboratory visits.
- Considering the locational advantage of the College in terms of the number of well-known industries surrounding it, Institute-Industry collaboration can be sought for collaborative research or training of students leading to their placements.
- Socially or economically backward students can benefit tremendously if Post Graduate courses in the subjects of demand can be initiated. The course fee as usual would be nominal compared to that charged in Private Institutes.

#### Challenges:

- Inadequate accommodation available in the Hostels.
- Scarcity of water supply.
- It has become increasingly difficult to maintain the Teachers' Hostel due to paucity of funds.
- Constraint of remaining confined within the framework of the University stipulations and syllabus.

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

Detailed plans for a gala celebration of the upcoming Silver Jubilee of the college were being chalked out. A proposal was sent to the Department of Higher Education, Government of West Bengal for sanction of funds.

1. The college was gearing up for holding a host of seminars on the following areas:-
  - Seminar cum Workshop by Cell Against Sexual Harassment.
  - UGC sponsored two-day National Seminar by Departments of Geography & Sociology.
  - National Seminar by Department of Physical Education.
2. Preparations were on for the Silver Jubilee celebrations of the college to be held in the academic year 2012 -2013. This will include formal meetings, academic seminars, cultural programmes and a Reunion of college alumni.

*Name DR. SUBHASUNDAR BANDYOPADHYAY*

*Name DR. PIJUSH KANTI TRIPATHI*

*Sd/- Subhasundar Bandyopadhyay*

*Sd/- Pijush Kanti Tripathi*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**Abbreviations: NA – NOT APPLICABLE**

# Annexure 1

## ACADEMIC CALENDER HALDIA GOVERNMENT COLLEGE

(1988 – 2011)

Government of West Bengal

P.O.-Debhog, Dist.-PurbaMedinipur

Pin – 721657

### 2011-12

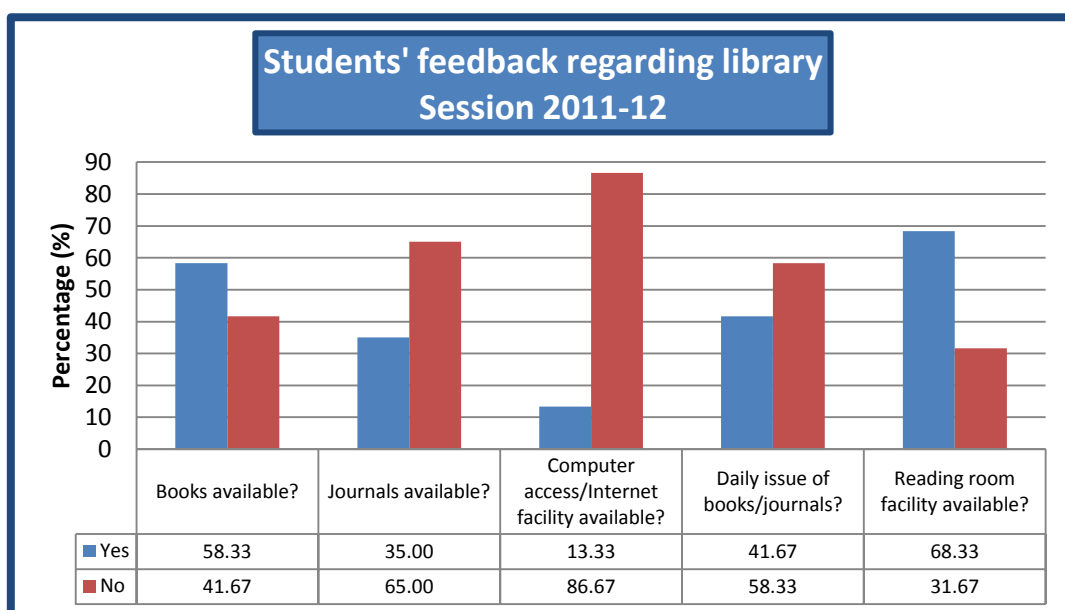
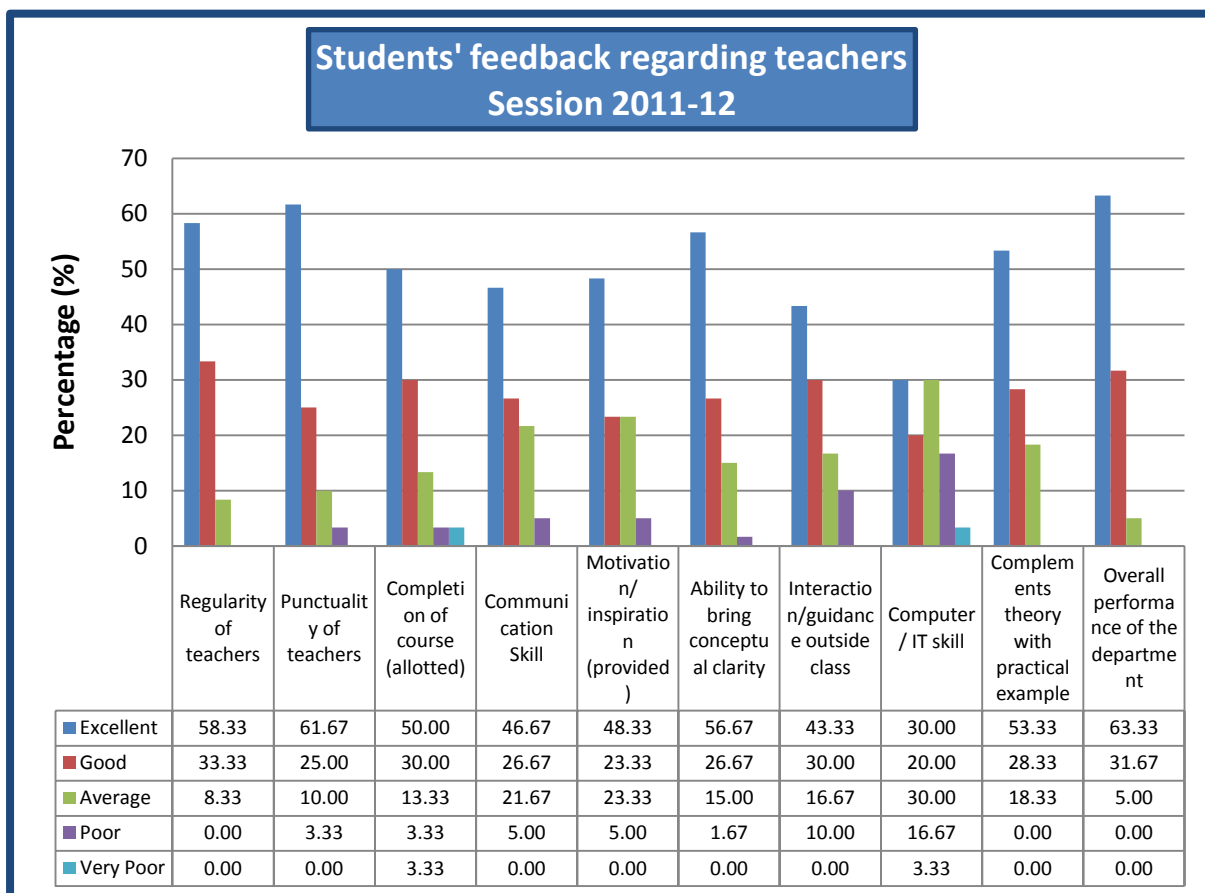
Month	Activity	Date	Day	#Days
July'11	➤ Distribution of syllabus & preparation of class routine	1 <sup>st</sup> & 2 <sup>nd</sup> Week		
	➤ Ratha Yatra (Holiday)	4 <sup>th</sup>	Mon	1
	➤ Commencement of classes (As per University as well as College notification)	3 <sup>rd</sup> Week		
August'11	➤ Rakhi Bandhan (Holiday)	13 <sup>th</sup>	Sat	1
	➤ Observation of 65 <sup>th</sup> Independence Day	15 <sup>th</sup>	Mon	
	➤ Janmashami (Holiday)	22 <sup>nd</sup>	Mon	1
	➤ Unit Test-I for Part-I, II & Part-III (Hons.); (As per University as well as College notification)	4 <sup>th</sup> Week (Tentative)		
	➤ Id-Ul-Fitre (Holiday)	31 <sup>st</sup>	Wed	1
September'11– October'11	➤ Students' Union Election Procedure (As per University Notification)	2 <sup>nd</sup> to 4 <sup>th</sup> Week (Tentative))		
	➤ Unit Test-II for Part-I, II & Part-III (Hons.) and Unit Test-I for Part-I, II & Part-III (Gen.); (As per University as well as College notification)	3 <sup>rd</sup> Week (Tentative)		
	➤ Biswakarma Puja (Holiday)	19 <sup>th</sup>	Mon	1
	➤ Puja Vacation	26 <sup>th</sup> to	Mon -	35



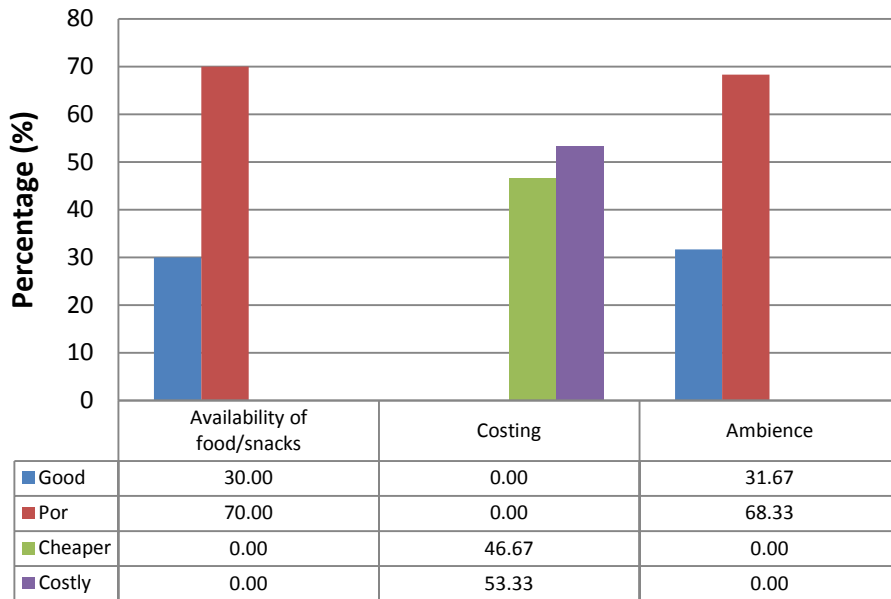
		31.10.2011	-Mon	
	➤ Educational Tour & Field Work (Geography)	2 <sup>nd</sup> to 3 <sup>rd</sup> week (Tentative)		
November'11	➤ Puja Vacation	1 <sup>st</sup> to 5 <sup>th</sup>	Tue-- Sat	5
	➤ Id-Ud-Zoha (Holiday)	7 <sup>th</sup>	Mon	1
	➤ Gurunanak's Birth day (Holiday)	10 <sup>th</sup>	Thu	1
	➤ Educational Tour & Field Work (Bengali)	2 <sup>nd</sup> to 3 <sup>rd</sup> week (Tentative)		
December'11	➤ Muharram (Holiday)	6 <sup>th</sup>	Tue	1
	➤ Workshop on Enhancement of Communication Skill	1 <sup>st</sup> & 2 <sup>nd</sup> Week (Tentative)		
	➤ Unit Test-III for Part-I, II & III (Hons.) (As per University as well as College notification)	2 <sup>nd</sup> Week (Tentative)		
	➤ Christmas Day (Holiday)	24 <sup>th</sup> to 31 <sup>st</sup>	Sat -- Sat	8
January'12	➤ New Year's Day (Holiday)	1 <sup>st</sup>	Sun	1
	➤ Birth Day of Swami Vivekananda(Holiday)	12 <sup>th</sup>	Thu	1
	➤ Makar Sankranti (Holiday)	16 <sup>th</sup>	Mon	1
	➤ Birth Day of Netaji (Holiday)	23 <sup>rd</sup>	Mon	1
	➤ Observation of 63 <sup>rd</sup> Republic Day	26 <sup>th</sup>	Thu	
	➤ Unit Test-IV for Part-I, II & III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
	➤ Educational Tour & Field Work (Anthropology & TTM)	1 <sup>st</sup> to 3 <sup>rd</sup> week (Tentative)		
February'12	➤			
	➤ Fateh-Duaz-Daham (Holiday)	6 <sup>th</sup>	Mon	1
	➤ Unit Test-II for Part-I, II& III (Gen.) (As per University as well as College notification)	Last week (Tentative)		

	➤ Unit Test-V for Part-I, II & III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
March'12	➤ Fateh-Yaj-Daham (Holiday)	5 <sup>th</sup>	Mon	1
	➤			
	➤ DolYatra &HoliUtsab (Holiday)	8 <sup>th</sup> & 9 <sup>th</sup>	Thu-- Fri	2
	➤ Basanti Puja (Holiday)	31 <sup>st</sup>	Sat	1
	➤			
April'12	➤ Part-III University Theoretical Examination (As per University notification)	1 <sup>st</sup> to 3 <sup>rd</sup> week (Tentative)		
	➤ Mahabir Jayanti (Holiday)	4 <sup>th</sup>	Wed	1
	➤ Good Friday (Holiday)	6 <sup>th</sup>	Fri	1
	➤ Easter Saturday (Holiday)	7 <sup>th</sup>	Sat	1
	➤ Chaitra Sankranti (Holiday)	13 <sup>th</sup>	Fri	
	➤ Bengali New Years Day (Holiday)	14 <sup>th</sup>	Sat	1
May'12	➤ May Day (Holiday)	1 <sup>st</sup>	Tue	1
	➤ Birth day Rabindranath Tagore (Holiday)	8 <sup>th</sup>	Tue	1
	➤ Summer Vacation	2 <sup>nd</sup> week of May to 4 <sup>th</sup> week of June (Tentative)		
	➤ Part-II University Theoretical Examination (As per University notification)	3 <sup>rd</sup> week of May to 1 <sup>st</sup> week of June (Tentative)		
	➤ Preparation for Admissionfor next Academic Session (2012-13)	3 <sup>rd</sup> &4 <sup>th</sup> week (Tentative)		
June'12	➤ Commencement of Admission procedure for next academic Session (2012-13)	1 <sup>st</sup> & 2 <sup>nd</sup> week (Tentative)		

## Annexure 2



### Students' feedback regarding canteen Session 2011-12



### Students' feedback regarding wash room/ toilet Session 2011-12









