

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

AQAR 2013-2014

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-2014

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:

MR. PIJUSH KANTI TRIPATHI

Tel. No. with STD Code:

03224-252278, 03224-647058, 03224-
252044

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

OR

1.4 NAAC Executive Committee No. And Date:

*(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:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	71.2(cr iterion Score)	2007	Till 30.03.2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2011-12 submitted to NAAC on 17.08.2016 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 17.08.2016 (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:

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

Faculty

04

Non-Teaching Staff

01

Students

01

Alumni

01

Others

01

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

No

If yes, mention the amount

Rs. 1 Lakh

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

03

International

National

State

02

Institution Level

01

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The quality of every academic activity of the college is assessed and maintenance of a good standard of the activity is ensured through it.
- Plans are devised for future academic growth and sustenance of quality after feedback analysis.
- As an advisory body, suggestions are offered for development of intellectual property, language-skill , the teaching-learning process, infrastructure and in many other fields related to the college
- A strict vigilance over attendance of students and teachers is maintained round the year
- Regular monitoring of college infrastructure is carried out.
- It is seen that the syllabus is meticulously covered and students' grasp over all its areas is ascertained through periodical assessments.
- 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.
- Individual Departments are persuaded to organize seminars, workshops etc. to upgrade the knowledge base of the students also.
- It is involved in regularizing the processing of career advancement scheme of the teachers.
- Departments are encouraged to regularly hold Remedial as well as Tutorial classes to address the specific needs of weaker sections of students.
- All teachers are encouraged to take part actively in research works. They are encouraged to send proposals for major and minor research projects

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Software based data entry for admission	Installation of wireless LAN and procurement of software for centralised data processing.
2. As is the practice of the college, all teachers were encouraged to take part in research activities. Proposals for Major and Minor Research Projects were invited from them.	One Minor Research completed and two project reports were submitted during this academic year.
3. 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 many of them (12) won medals.
4. Some thrust activities were	Many students participated at state level

<p>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>and National level camps. One of the students was selected to participate in National Republic Day camp in Delhi.</p> <p>NSS programme officer of UNIT I and one of the students won state award for their outstanding achievements.</p> <p>Special camp in the adopted slum areas on “Legal Awareness Generation”.</p> <p>Camps were also organised for generating awareness on HIV and Thalassemia detection.</p>
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** 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 Teacher's Council

Provide the details of the action taken

The AQAR 2013-14 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	3*			
Total	15		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	UG-13 ((1+1+1) system), PG-3(2 years)

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.

Not possible as the College is affiliated to Vidyasagar University and does not enjoy academic autonomy.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Officer-in-Charge / Principal
37	31	5	0	1

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
	17								17

2.4 No. of Guest and Visiting faculty and Temporary faculty

8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	40	08
Presented papers	9	20	04
Resource Persons	Nil	02	01

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, short answer type 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.

(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 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) Not applicable

2.9 No. of faculty members involved in ~~curriculum restructuring/revision~~/syllabus development as member of Board of Study/~~Faculty/Curriculum Development~~ workshop 2

2.10 Average percentage of attendance of students 76

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)	198		16.14	80.83	Nil	96.97
B.Sc (Hons)	84		19.51	78.11	Nil	97.62
B.A.(Gen)	64		Nil	95.31		95.31
B.Sc (Gen)	2		Nil	100		100

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

Since the IQAC is officially constituted on 21.07.2016, so from this year it contributes / monitors / evaluates 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.
- Five Internal Assessments per year are held for each batch as per directive of the University. Apart from these class-tests (in written and oral form) are also conducted by the departments.
- 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	6
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	8
Faculty exchange programme	10
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	15	7		
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

IQAC is officially constituted on July 21 during the current academic year. This time IQAC took a proactive effort in promoting research facilities in the Institute in consultation with the Head of the institution and the Teachers' Council.

IQAC took initiatives 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 UGC MRP's as enlisted under item 3.3 of this report.

The sincere efforts of the Chemistry department to begin and run a UGC Major Research Project were constantly monitored and supported.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	1	0
Outlay in Rs. Lakhs	0	0	24.3 Lakhs	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	0	2
Outlay in Rs. Lakhs	1.66 Lakhs	5.40 Lakhs	0	2.95 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	7	2
Non-Peer Review Journals	2	2	0
e-Journals	0	0	0
Conference proceedings	2	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	2013-14	DST	24.3 Lakh	24.3 Lakh
Minor Projects	2013-14	UGC	0.29 Lakh	0.29 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			2		1
Sponsoring agencies			State Govt.		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: Nil

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

National level University level State level
International level

3.22 No. of students participated in NCC events: NOT APPLICABLE

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: NOT APPLICABLE

National level University level State level
International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

The NSS units of the college has organised a special camp in the adopted slum areas on “Legal Awareness Generation” which covered the following aspects:

1. Social audit
 2. Para legal training
- And also some activities related to health has been organised
1. Thalassemia detection camp
 2. Blood donation camp
 3. HIV awareness camp

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 acres	Nil	NA	19.44 acres
Class rooms	62	4		66
Laboratories	7	Nil		7
Seminar Halls	1	Nil		1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	3	Nil		3
Value of the equipment purchased during the year (Rs. in Lakhs)		12.84 Lakh	DST and State Govt.	
Others		17.62 Lakh		

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	31767		1074		32841	
Reference Books	5228		82		5310	
e-Books						
Journals	9152		416		9568	
e-Journals						
Digital Database						
CD & Video	20		10		30	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	58	7	20	0	0	10	47	1
Added	8	0	0	0	0	2	6	0
Total	65	7	20	0	0	12	53	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

.5 Lakh

ii) Campus Infrastructure and facilities

19 Lakhs

iii) Equipments

.5 Lakhs

iv) Others

.3 Lakhs

Total :

20.3 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 one year 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.
- 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
1429	117*		

* Distance education

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
730	51.08

Women

No	%
699	49.92

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1091	330	33	40	20	1494	1081	282	30	36	13	1429

** This data is for UG Students

Demand ratio: 1:4

Dropout % : 21.41

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.

No. of students beneficiaries

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

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

5.6 Details of student counselling and career guidance

No such initiatives were taken

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
1	100	4	5

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	131	717000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Issues related to availability of drinking water at Girls' Hostel. The college authority has installed one water purifier cum cooler to redress the issue

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 mindset 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.

Students are encouraged to take part in special student-seminars held in the departments to boost their confidence.

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, Bengali 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.

Special tests outside the framework prescribed by Vidyasagar University are also conducted to intensify the evaluation process.

In some departments 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 (DST):

A Major Research Project of Rs 24.3 lakh is sanctioned in Department of Chemistry by DST.

During this academic year i.e. 2013-14

- 1 Minor Research Project sponsored by the UGC has been completed
- 3 Minor Research projects are being carried out by faculty members.
- Proposals for 2 Minor Research Projects submitted.
- About 14 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

All the Departments are provided with computers and necessary software, Wi-Fi broadband internet connectivity and LAN.

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.

6.3.7 Faculty and Staff recruitment

Not applicable, since the recruitment of both 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	The following schemes are available to teachers of the college: <ul style="list-style-type: none">- WB Health Scheme 2008- Savings scheme of 'Sutahata-Haldia State Govt. Employees' CCCC Society Ltd.'-
Non teaching	The following schemes are available to non-teaching staff of the college:

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

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 declare 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.

- 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.
- Suggestions for introducing software based data entry in admission process.

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

NOT APPLICABLE

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 details.

- Incorporating software based data entry in admission process.
- Anti-ragging cell has been formed.
- Special Camp was organised on “Legal Awareness Generation” by NSS.

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
1. Software based data entry for admission.	Installation of wireless LAN and procurement of software for centralised

	data processing.
<p>2. As is the practice of the college, all teachers were encouraged to take part in research activities.</p> <p>Proposals for Major and Minor Research Projects were invited from them.</p>	<p>One Minor Research completed and two project reports were submitted during this academic year.</p>
<p>3. The College laid emphasis on the development of sports and cultural activities.</p> <p>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>Appreciable number of students (almost 80) participated in the State/ University level and many of them (12) won medals.</p>
<p>4. 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 inhabitants of the nearby slum areas aware about general health and hygiene.</p>	<p>Many students participated at state level and National level camps. One of the students was selected to participate in National Republic Day camp in Delhi.</p> <p>NSS programme officer of UNIT I and one of the students won state award for their outstanding achievements.</p> <p>Special camp in the adopted slum areas on “Legal Awareness Generation”.</p> <p>Camps were also organised for generating awareness on HIV and Thalassemia detection.</p>

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

Merit is made the only criterion for admission.

2. Goal

Since Right to education is a fundamental right in the Constitution of India now, and since this college is a purely government owned college, we keep in mind the spirit of our Constitution while deciding the principles of admission. The goal is to open our gates democratically to all prospective students making merit the only criterion for selection. Of course, regulations relating to seat reservation as laid down by the Government of India have to be strictly observed.

3. The Context

Since this is a government college with a low fee structure the demand for admission is naturally high. The general public, often unaware of our principle of a fair, merit-based selection procedure tends to put pressure on the administration with demands for undue favour. These have to be countered without alienating the public.

4. The Practice

At the time of admission the marks obtained by students in their Higher Secondary or equivalent examinations are carefully scrutinized and the merit list is prepared strictly following the eligibility criteria for each subject. All out effort is made to rule out any deviation from this principle.

5. Evidence of Success

One obvious impact of this principle adopted by the college is that the number of students securing first class marks is increasing over the years. Departments like Chemistry, Anthropology, and Geography have students who have secured ranks within the top ten successful candidates of the university.

6. Problems Encountered and Resources Required

One of the major problems which the college has had to face is the acute shortage of teaching as well as non-teaching staff. Some departments like Education, English, and Bengali etc. are managing with only one or two teachers. A fully laboratory-based department like Anthropology is still struggling to give its best to the students without even one laboratory attendant. The space at the library is severely insufficient for proper storage of books. Moreover, the reading room is too small to accommodate even a fraction of the huge number of students of this college. Internet connectivity is erratic and almost impossible to depend upon for serious academic purposes. To further academic excellence online journal subscription is indispensable. This is non-existent.

Best Practice 2

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.

7.4 Contribution to environmental awareness / protection

- Environmental Studies is a subject in the 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

1. Career Counselling cell is planning for a state seminar on career opportunities in collaboration with Department of English.
2. Women's cell is also planning for a seminar.
3. NSS unit of the college is planning for a voluntary blood donation camp.
4. The college is planning for initiatives to be taken for opening of Regular Post Graduate Courses in Chemistry and Geography from the next academic session.
5. The college is planning for admission process through online.

Name DR. SUBHASUNDAR BANDYOPADHAYAY

Name DR. PIJUSH KANTI TRIPATHI

Sd/- Subhasundar Bandyopadhyay

Sd/- Pijush Kanti Tripathi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ABBREVIATIONS: NA – NOT APPLICABLE

Annexure 1

ACADEMIC CALENDER

HALDIA GOVERNMENT COLLEGE

(1988 – 2013)

Government of West Bengal
P.O.-Debhog, Dist.- Purba Medinipur
Pin – 721657

2013-14

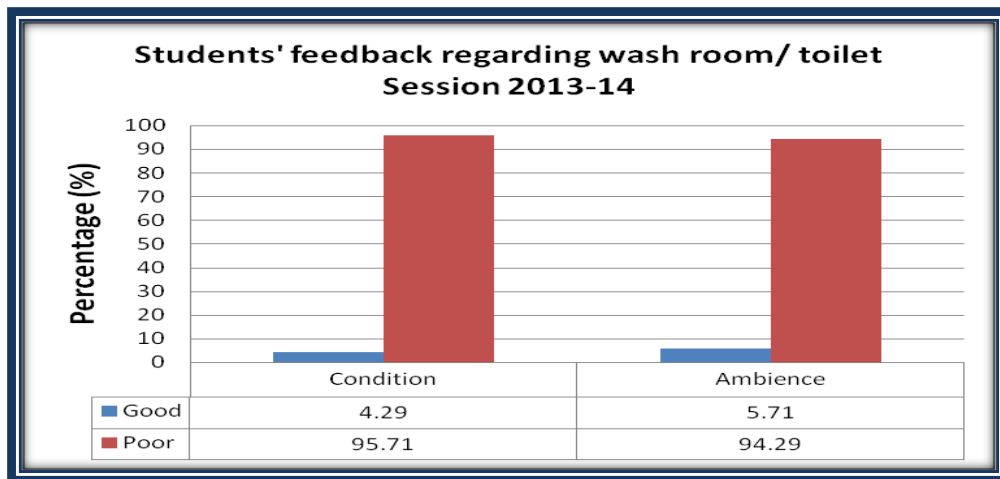
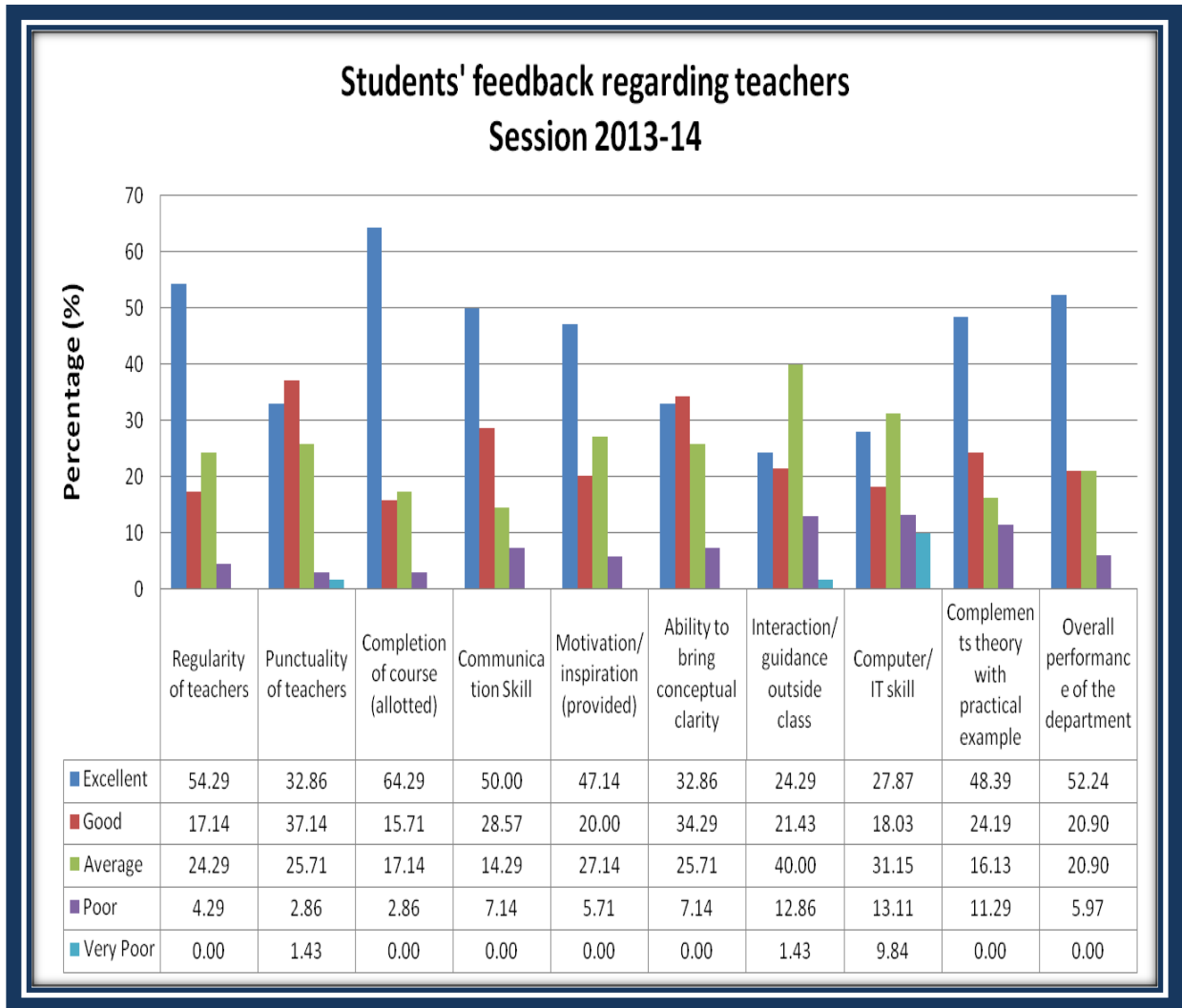
Month	Activity	Date	Day	#Days
July'13	➤ Commencement of classes of 1 st year Hons classes in 1 st week			
	➤ Commencement of first year Hons classes in 2nd week			
August'13	➤ B.A./ B.Sc./B.Com-Part-I Hons & Gen Examination-2013 College centre (As per University notification)	5 th to 20 th	Mon - --Tue	16
	➤ Id-UI-Fittre (Holiday)	9 th	Fri	1
	➤ Observation of 67 th Independence Day	15 th	Thu	
	➤ Rakhi Bandhan Utsab (Holiday)	21 st	Wed	1
	➤ Janmasthanmi (Holiday)	28 th	Wed	1
	➤ Unit Test-I for Part-I, II & Part-III (Hons.); (As per University as well as College notification)	Last week of Sep. (Tentative)		

September'13– October'13	➤ Biswakarma Puja (Holiday)	17 th & 18 th	Tue & Wed	2
	➤ VU foundation Day (Holiday)	26 th	Thu	1
	➤ Gandhi Birth Day (Holiday)	2 nd	Wed	1
	➤ Puja Vacation	4 th to 31.10.2013	Fri -- Thu	24
November'13	➤ Puja Vacation	1 st to 6 th	Fri-- Wed	5
	➤ Jagatdhatri Puja (Holiday)	11 th & 12 th	Mon-- Tue	2
	➤ Muharram (Holiday)	14 th	Thu	1
	➤ College Foundation Day (Celebration)	20 th	Thu	1
	➤ Unit Test-II for Part-I, II & Part-III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
	➤ Unit Test-I for Part-I, II & Part-III (Gen.) (As per University as well as College notification)	Last week (Tentative)		
	➤ Christmas Day (Holiday)	23 th to 31 st	Mon - -Tue	8
January'14	➤ New Year's Day	1 st	Wed	1
	➤ Unit Test-III for Part-I, II & III (Hons.) (As per University as well as College notification)	3 rd & 4 th week (Tentative)		
	➤ Birth Day of Swami Vivekananda(Holiday)	12 th	Sun	
	➤ Makar Sankranti and Pous Parban & Fateh-yaj-Daham (Holiday)	14 th	Tue	1
	➤ MaghUtsab (Holiday)	15 th	Wed	1
	➤ Birth Day of Netaji (Holiday)	23 rd	Thu	1
	➤ Educational tour & Field Work			
	➤ Observation of 65 th Republic Day	26 th	Sun	
➤ Students' Union Election related activities	2 nd , 3 rd & 4 th week			
February'14	➤ Saraswati Puja	4 th -5 th	Tue- Wed -	2

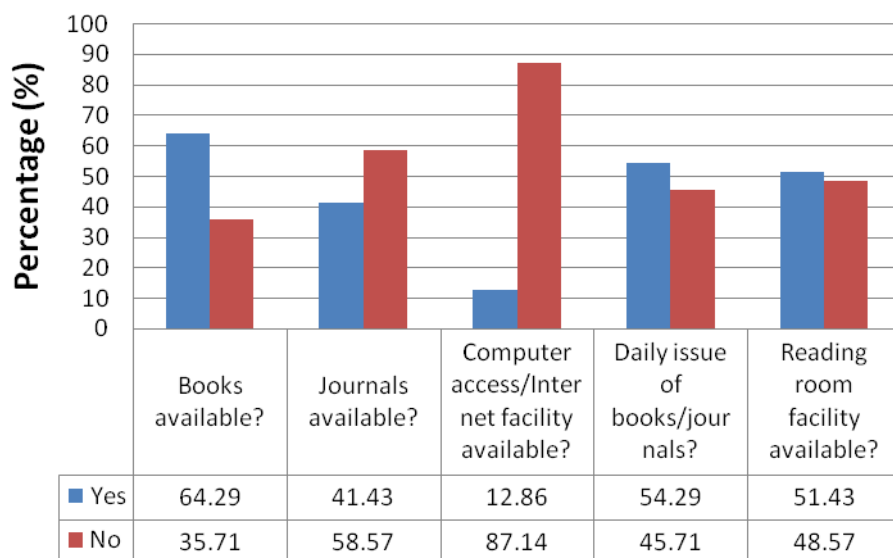
	➤ NSS winter Special Camp.	6 th – 12 th (Tentative)		
	➤ Unit Test-II for Part-I, II& III (Gen.) (As per University as well as College notification)	Last week (Tentative)		
	➤ Workshop on Legal aids services by District Legal Aids Services Cell.	2 nd week (Tentative)		
	➤ Maha Shiva Ratri (Holiday)	27 th -28 th	Thu-- Fri	2
March'14	➤ Silver Jubilee Celebration	4 th – 6 th	Tue-- Thu	3
	➤ DolYatra &HoliUtsab (Holiday)	17 th & 18 th	Mon-- Tue	2
	➤ Unit Test-IV for Part-I, II & III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
	➤ Part-III University Practical Examination	Last week (Tentative)		
April'14	➤ Part-III University Theoretical Examination	1 st & 2nd week (Tentative)		
	➤ Basanti Puja (Holiday)	7 th	Mon	1
	➤ Ram Nabami(Holiday)	8 th	Tue	1
	➤ Chaitra Sankranti & Ambedkar's Birth day (Holiday)	14 th	Mon	1
	➤ Bengali New Years Day (Holiday)	15 th	Tue	1
	➤ Good Friday (Holiday)	18 th	Fri	1
	➤ Easter Saturday (Holiday)	19 th	Sat	1
	➤ Unit Test-V for Part-I, II & III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
May'14	➤ May Day (Holiday)	1 st	Thu	1
	➤ Birth day Rabindranath Tagore (Holiday)	9 th	Fri	1
	➤ Summer Vacation	2 nd week of May to 4 th week of		

		June (Tentative)		
	➤ Part-II University Theoretical Examination	3 rd week of May to 1 st week of June (Tentative)		
	➤ Preparation for Admission for next Academic Session (2014-2015)	Full Month		
June'14	➤ Commencement of Admission procedure for next academic Session (2014-2015)	1 st week (Tentative)		
	➤ Part-II University Practical Examination	3 rd & 4 th Week (Tentative)		
	➤ Part-I University Theoretical Examination	3 rd & 4 th Week (Tentative)		

Annexure 2



Students' feedback regarding library Session 2013-14



Students' feedback regarding canteen Session 2013-14

