HALDIA GOVERNMENT COLLEGE

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

AQAR 2015-2016

The Annual Quality Assurance Report (AQAR) of the IQAC
2015-2016

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

1. 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: +91 9474347710

Name of the IQAC Co-ordinator: Dr. Subhasundar Bandyopadhyay

Mobile: 09051069296

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/AQAR2015-16.doc

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	1st Cycle	B	71.2(criterion Score)	2007	Till 30.03.2012
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted 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 2013-14 submitted to NAAC on 17.08.2016 (DD/MM/YYYY)
iv. AQAR 2014-15 submitted to NAAC on 17.08.2016 (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 06

Non-Teaching Staff 02 Students 03 Alumni 02 Others 01

2.12 Has IQAC received any funding from UGC during the year? Yes No √

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

Total Nos. 05 International 01 National 0 State 0 Institution Level 04

(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. The college geared up for the creation of a more improved and student-friendly online admission interface.	For this purpose a new vendor of online admission software was selected officially. The new software proved promising and pointed towards a hassle-free and smooth admission process for 2016-2017.
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.	Two Minor Research projects were completed and two projects were ongoing during this academic year.
3. The College laid emphasis on the development of sports and cultural activities. Students were encouraged to take part in inter-college and inter-university sports programmes. They were also encouraged to take part actively in sports events organised by the state government.	A handsome number of students participated at the State/ University level, four of them won medals.

4.a) As is the practice every year the two NSS units of the college were highly active throughout the year. They were busy organizing outreach programmes among students. b) They planned seminars and rallies for both academic uplift and awareness generation.	This year the two NSS units have organized the following extension activities: 1. World AIDS day rally and awareness generation initiatives at nearby slum areas. 2. Anti-Drug (Substance abuse) rally in collaboration with Haldia Police Station. 3. Thalassemia detection camp (two in number) in collaboration with Thalassemia Society of Midnapur district. 4. Investment awareness generation programme in collaboration with Securities and Exchange Board of India. 5. Seminar on "International mother language day: History, tradition and legacy" organized by NSS along with cultural programmes by the students to celebrate International Mother Tongue Day. 6. Seminar on "Violences: Everydayness and Extraordinary" in an attempt to foster notions of gender equality 7. The NSS units have started a blog to disseminate information related to NSS activities of the college (url: http://nsshgc.blogspot.in/)

* ***See Annexure 1***

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 2015-16 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

1. 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	2			
UG	12		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	3*			
Total	17		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(2 years)

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

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

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

****See Annexure 2***

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
45	39	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
0	13	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty 0 | 0 | 8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	32	16
Presented papers	2	16	5
Resource Persons	0	0	2

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~~ | 1 | 0 | 0

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)	221	Not applicable	13.12	85.07	Nil	98.19
B.Sc (Hons)	95		14.74	80	Nil	94.74
B.A.(Gen)	74		Nil	86.49		86.49
B.Sc (Gen)	05		Nil	100		100

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

IQAC 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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	8
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	1
Faculty exchange programme	09
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	06
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	11	10	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

Generally IQAC takes 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.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	0	2
Outlay in Rs. Lakhs		7.78 Lakhs	0	6 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	3	4
Non-Peer Review Journals	0	2	0
e-Journals	0	0	0
Conference proceedings	2	4	0

3.5 Details on Impact factor of publications:

Range | Average 1.6 | 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				
Minor Projects	2015-16	UGC	0.52 lakh	0.52 lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 0 Chapters in Edited Books 0

ii) Without ISBN No. 7

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 0 CPE 0 DBT Star Scheme 0

INSPIRE 0 CE 0 Any Other (specify) 0

3.10 Revenue generated through consultancy 0

Level	International	National	State	University	College
Number		1			4

Sponsoring agencies		UGC			State Govt.

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons: 5

3.13 No. of collaborations : International 0 National 0 Any other 0

3.14 No. of linkages created during this year 0

3.15 Total budget for research for current year in lakhs:

From Funding agency 0.52 lakhs Management of University/College 0

Total 0.52 lakhs

3.16 No. of patents received this year: NA

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

3.18No. of faculty from the Institution who are Ph. D. Guides 0

and students registered under them 0

3.19 No. of Ph.D. awarded by faculty from the Institution 0

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

JRF 0 SRF 0 Project Fellows 1 Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0 College forum 0

NCC 0 NSS 5 Any other 0

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

The NSS units of the college could not organise any special camp this year, however the NSS has organised the following extension activities:

1. World AIDS day rally and awareness generation initiatives at nearby slum areas.
2. Anti-Drug (Substance abuse) rally in collaboration with Haldia Police Station.
3. Thalassemia detection camp (two in number) in collaboration with Thalassemia Society of Midnapur district.
4. Investment awareness generation programme in collaboration with Securities and Exchange Board of India.
5. Seminar on "International mother language day: History, tradition and legacy" organized by NSS along with cultural programmes by the students to celebrate International Mother Tongue Day.
6. Seminar on "Violences: Everydayness and Extraordinary" in an attempt to foster notions of gender equality.
7. The NSS units have started a blog to disseminate information related to NSS activities of the college (url: http://nsshgc.blogspot.in/).

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 (≥ 1-0 lakh) during the current year.	3	Nil		3
Value of the equipment purchased during the year (Rs. in Lakhs)				
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	33378		342		33720	
Reference Books	5368		82		5450	
e-Books						
Journals	9984		416		10400	
e-Journals						
Digital Database			1		1	
CD & Video	40		10		50	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	73	7	20	0	0	12	61	1
Added	0	0	0	0	0	0	0	0
Total	73	7	20	0	0	12	61	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	.75 Lakhs
ii) Campus Infrastructure and facilities	50 Lakhs
iii) Equipments	.40 Lakhs
iv) Others	.3 Lakhs
Total :	51.45 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC advises and monitors in the publication of the institutional 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 through IQAC 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

- Two 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
1754	123*+40		

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

(b) No. of students outside the state 0

(c) No. of international students 0

Men	No	%	Women	No	%
	925	52.74		829	47.26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1199	365	39	55	11	1658	1194	361	39	160	15	1754

Demand ratio: 1:4 Dropout % : 22.54

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 in parallel with curricular activities.

- The College provides coaching for the SC/ ST/ OBC/ PWD/ BPL/ Minority/ economically deprived students.

No. of students beneficiaries 100

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

NET 6 SET/SLET GATE CAT

IAS/IPS etc State PSC 1 UPSC Others 4

5.6 Details of student counselling and career guidance

1. An workshop on "Career development and importance of communications skills" conducted by Career counselling and placement cell.
2. An workshop on "Getting Ready for Industry" by WEBEL on October 2015.
3. A one week workshop has been conducted by CTS on October 2015.

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1(TCS)	100	19	7

5.8 Details of gender sensitization programmes

A seminar on "Gender, representation, culture" was conducted by Women's cell.

5.9 Students Activities

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

State/ University level 0 National level 0 International level 0

No. of students participated in cultural events

State/ University level 0 National level 0 International level 0

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

Sports: State/ University level 0 National level 0 International level 0

Cultural: State/ University level 0 National level 0 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount(Rupees)
Financial support from institution	NIL	NIL
Financial support from government	19	92100
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

0 0 0

Fairs	: State/ University level		National level		International level
Exhibition: State/ University level	0		National level	0	International level	0

5.12 No. of social initiatives undertaken by the students 05

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.

One Major Research Project is being carried out by the Department of Chemistry.

During this academic year i.e. 2015-16

- 2 Minor Research Project sponsored by the UGC has been completed
- 5 Minor Research projects are being carried out by faculty members.
- About 18 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: - 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: - WB Health Scheme 2008 - Savings scheme of 'Sutahata-Haldia State Govt. Employees' CCCC Society Ltd.'
Students	- Students hailing from the BPL category are not required to pay tuition fees. - **Students' Health Home** provides free medical treatment at Chaitanyapur (*Matrimangal*). - West Bengal government's Free studentships (Full and Half) - Fellowships/stipends funded by the following are handled by the College authority: - ➢ 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 ➢ Beriwala 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 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.

- 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 improvement in sports facilities were provided by them.

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

Nil

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.

- An improved and student friendly online admission process has been introduced this year.
- A newly designed student friendly website has been introduced.

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. The college geared up for the creation of a more improved and student-friendly online admission interface.	For this purpose a new vendor of online admission software was selected officially. The new software proved promising and pointed towards a hassle-free and smooth admission process for 2016-2017.
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.	Two Minor Research projects were completed and two projects were ongoing during this academic year.
3. The College laid emphasis on the development of sports and cultural activities. Students were encouraged to take part in inter-college and inter-university sports programmes. They were also encouraged to take part actively in sports events organised by the state government.	A handsome number of students participated at the State/ University level four of them won medals.

4. a) As is the practice every year the two NSS units of the college were highly active throughout the year. They were busy organizing outreach programmes among students. b) They planned seminars and rallies for both academic uplift and awareness generation.	This year the two NSS units have organized the following extension activities: 1. World AIDS day rally and awareness generation initiatives at nearby slum areas. 2. Anti-Drug (Substance abuse) rally in collaboration with Haldia Police Station. 3. Thalassemia detection camp (two in number) in collaboration with Thalassemia Society of Midnapur district. 4. Investment awareness generation programme in collaboration with Securities and Exchange Board of India. 5. Seminar on "International mother language day: History, tradition and legacy" organized by NSS along with cultural programmes by the students to celebrate International Mother Tongue Day. 6. Seminar on "Violences: Everydayness and Extraordinary" in an attempt to foster notions of gender equality 7. The NSS units have started a blog to disseminate information related to NSS activities of the college (url: http://nsshgc.blogspot.in/)

5. All academic departments were encouraged to host seminars and symposia (UGC sponsored or otherwise).	The Departments of Education and Chemistry prepared and successfully submitted proposals for two-day UGC-sponsored national seminars to be held tentatively in 2016-2017. The Department of Chemistry has already received UGC's approval for the same along with a grant of Rs. 1,20,000 /-.

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. The Equal Opportunity Cell of the college is planning to hold a seminar in 2016 – 2017.
2. The GSCASH of the college is also chalking out a detailed plan of a two-day workshop on gender sensitivity and sexuality in late 2016. This will be in collaboration with other organizations working with marginalized groups.
3. Prompt uploading of AQARs of the last five years is in progress and the plan is to complete the process by the middle of 2016 – 2017.
4. The college is planning for an all-out preparations for the second cycle of NAAC assessment.

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 – 2015)

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

2015-2016

Month	Activity	Date	Day	#Days
July'15	➢ Distribution of syllabus & preparation of class routine	1st& 2nd week	Wed -- Sat	10+1
	➢ Commencement of classes (As per University as well as College notification)	13th	Mon	
	➢ Admission and Commencement of classes for 2nd& 3rd Year	3rd& 4th week		
	➢ Juma-al-Bida, Id-Ul-Fitre, Rath Jatra (Holiday)	17thto 18th	Fri -- Sat	2
August'15	➢ Seminar by Women's Cell	13th& 14th (Tentative)	Wed -- Thu	
	➢ Observation of 69th Independence Day	15th	Sat	1
	➢ RakhiBandhan (Holiday)	29th	Sat	1
	➢ Unit Test-I for Part-II & Part-III (Hons.) (As per University as well as College notification)	Last week (Tentative)		
	➢ Unit Test-I for Part-II & Part-III (Hons.); (As per University as well as College	First week		

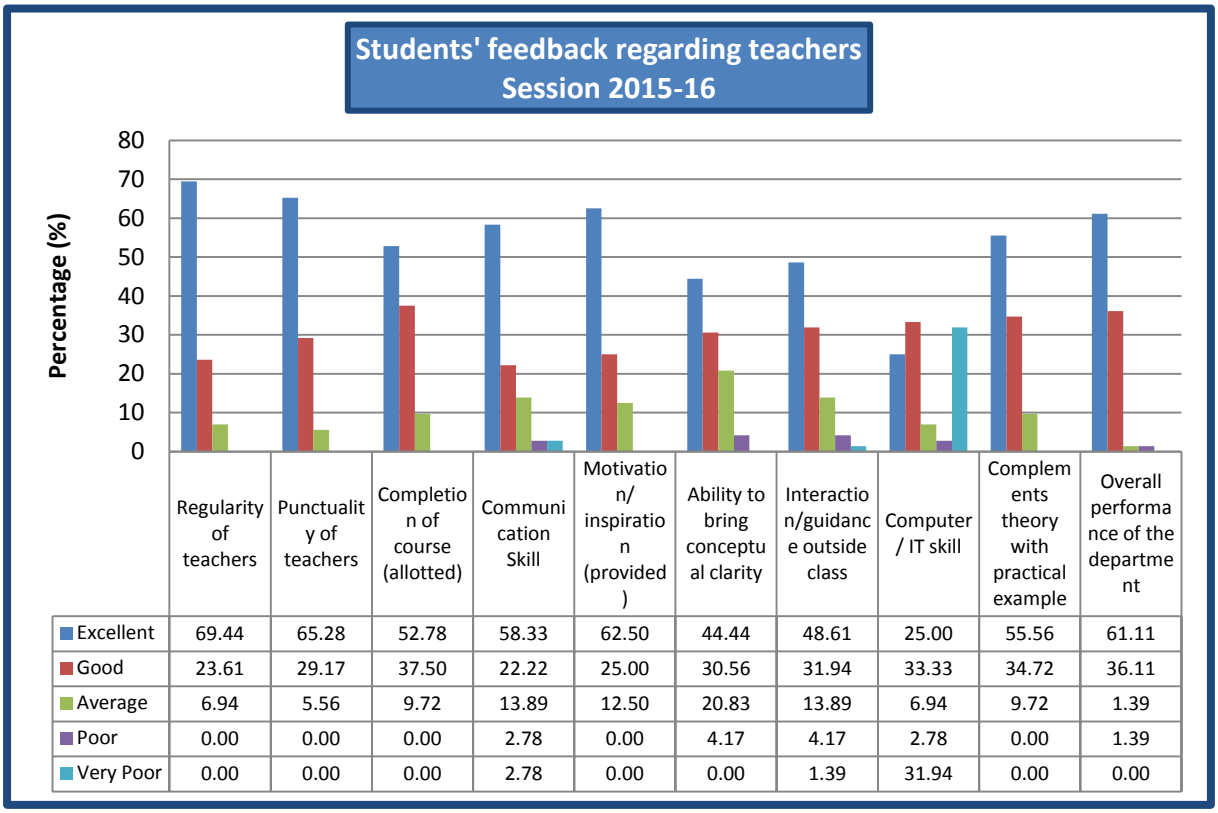
September'15 – October'15	notification)	(Tentative)		
	➢ UGC sponsored National Seminar by Dept of Physical Edn.	1st week		
	➢ Janmasthami (Holiday)	5th	Sat	1
	➢ Placement/ selection by "Wipro India Ltd."	4th week of Sep.		
	➢ Biswakarma Puja (Holiday)	18th to 19th	Fri -- Sat	2
	➢ Id-Ul-Azha	25th ,26th	Fri -- Sat	2
	➢ VU foundation day	29th	Tue	1
	➢ Vidyasagar's Birth day	30th	Wed	1
	➢ Gandhi birth day	2nd	Fri	1
	➢ Soft skill development Programme	1st week of October		
	➢ Submission of Internal Marks	4th week (Tentative)		
	➢ Puja Vacation	12th to 31.10.2015	Mon -- Sat	18+2
November'15	➢ Puja Vacation	1st -15th	Sun-Sun	12+3
	➢ Jagatdhatri Puja (Holiday)& College foundation day	20th& 21st	Fri-Sat	2
	➢ Birthday of Gurunanak (Holiday)	25th	Wed	1
	➢ Unit Test-II for Part-II & Part-III (Hons. & General) (As per University as well as College notification)	2nd& 3rd week (Tentative)		
	➢ Awareness program on "Overview on NSE and Capital Market" to be conducted by NSS	3rd week (Tentative)		
	➢ Educational Tour (Geography)	1st to 3rd week (Tentative)		
December'15	➢ Akheri-Char-Sumba (Holiday)	9th	Wed	1
	➢ Recruitment drive Programme by TCS	2nd week		
	➢ Annual Sports	1st& 2nd week		

	➢ Fateha-Duaz-Duham(Holiday)	24th	Thu	1
	➢ Unit Test-III for Part-III (Hons.) (As per University as well as College notification)	3rd week (Tentative)		
	➢ Christmas Day (Holiday)	25th to 31st	Fri -- Thu	6+1
January'16	➢ New Year's Day (Holiday)	1st	Fri	1
	➢ Unit Test-III for Part-II (Hons. & General) (As per University as well as College notification)	2nd& 3rd week (Tentative)		
	➢ Birth Day of Swami Vivekananda(Holiday)	12th	Tue	1
	➢ Makar Sankranti and Pous Parban (Holiday)	15th	Fri	1
	➢ MaghUtsab (Holiday)	16th	Sat	1
	➢ Unit Test-IV for Part-III (Hons. & Gen.) (As per University as well as College notification)	3rd week (Tentative)		
	➢ Seminar to be conducted by Women's Cell	3rd week (Tentative)		
	➢ State sponsored Seminar on "Career Opportunities" to be conducted by the Dept. of English	4th week (Tentative)		
	➢ Birth Day of Netaji (Holiday)	23rd	Sat	1
	➢ Observation of 67th Republic Day	26th	Tue	1
February'16	➢ Fateh-yaj-Daham(Holiday)	1st	Mon	1
	➢ Saraswati puja (Holiday)	13th& 14th	Sat-Sun	1+1
	➢ B.A./ B.Sc. (Gen.) Unit Test Examination for Part-I/II/III (As per University as well as College notification)	1st to 3rd week (Tentative)		
	➢ Unit Test-IV for Part-II (Hons. & Gen.) (As per University as well as College notification)	2nd week (Tentative)		
	➢ Unit Test-V for Part-III (Hons.) (As per University as well as College notification)	3rd week (Tentative)		
	➢ Maha Shiva Ratri (Holiday)	17th&18th	Tue --	2

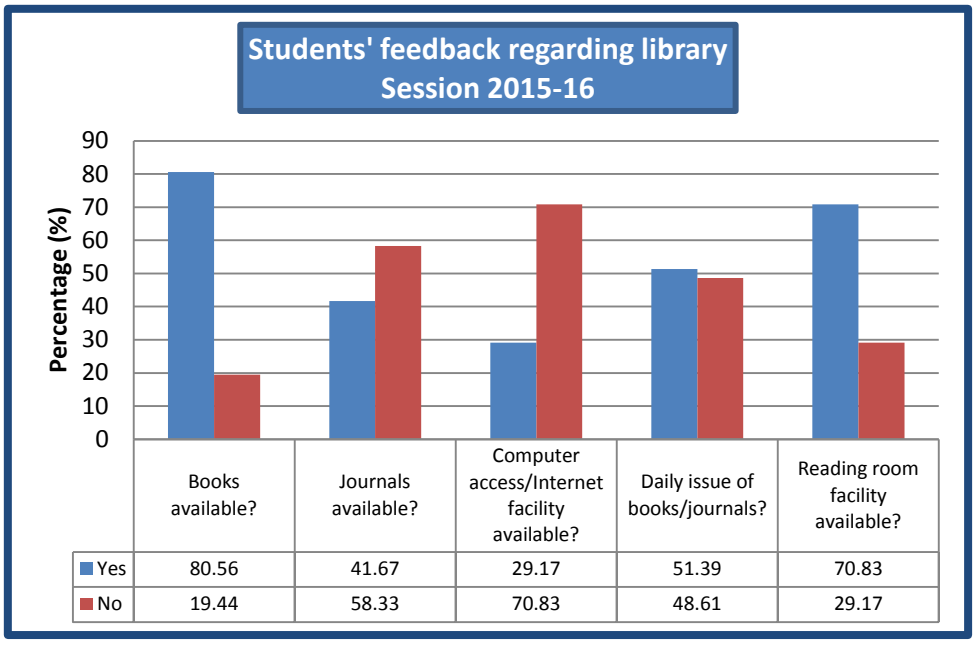
			Wed	
	➢ Educational Tour (TTM)	2nd to 4th week (Tentative)		
	➢ Maha Shiva Ratri (Holiday)	7th&8th	Mon--Tue	2
	➢ DolYatra &HoliUtsab (Holiday)	23rd& 24th	Wed --Thu	2
	➢ Good Friday (Holiday)	25th	Fri	1
	➢ Easter Saturday (Holiday)	26th	Sat	1
	➢ Unit Test-V for Part-II (Hons.) (As per University as well as College notification)	2nd week (Tentative)		
	➢ Part-III University Practical Examination	1st to 3rd week (Tentative)		
	➢ Ram Nabami	28th	Sat	1
	➢ Part-III University Theoretical Examination	4th week (Tentative)		
April'16	➢ Part-III University Theoretical Examination	1st& 2nd week (Tentative)		
	➢ Basanti Puja (Holiday)	13th	Wed	1
	➢ Ambedkar's Birth day &Bengali New Years Day (Holiday)	14th	Thu	1
	➢ Ram Nabami (Holiday)	15th	Fri	1
May'16	➢ May Day (Holiday)	1st	Sun	+1
	➢ Birth day Rabindranath Tagore (Holiday)	8th	Sun	+1
	➢ Summer Vacation	2nd week of May to 3rd week of June (Tentative)		
	➢ Part-II University Theoretical Examination	3rd week of May to 1st week of June (Tentative)		

	➢ Preparation for Admission for next Academic Session (2015-2016)	Full Month		
June'16	➢ Commencement of Admission procedure for next academic Session (2015-2016)	1st week (Tentative)		
	➢ Part-II University Practical Examination	3rd & 4th Week (Tentative)		
	➢ Part-I University Theoretical Examination	3rd & 4th Week (Tentative)		

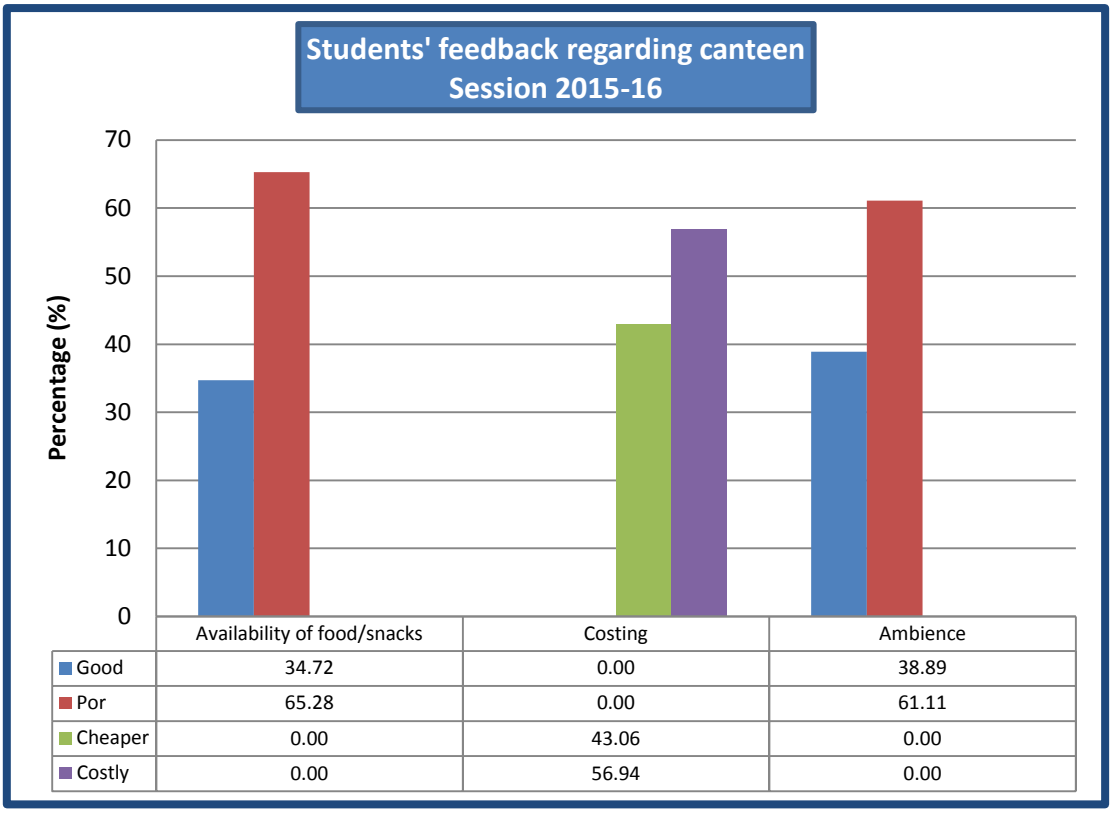
Annexure 2



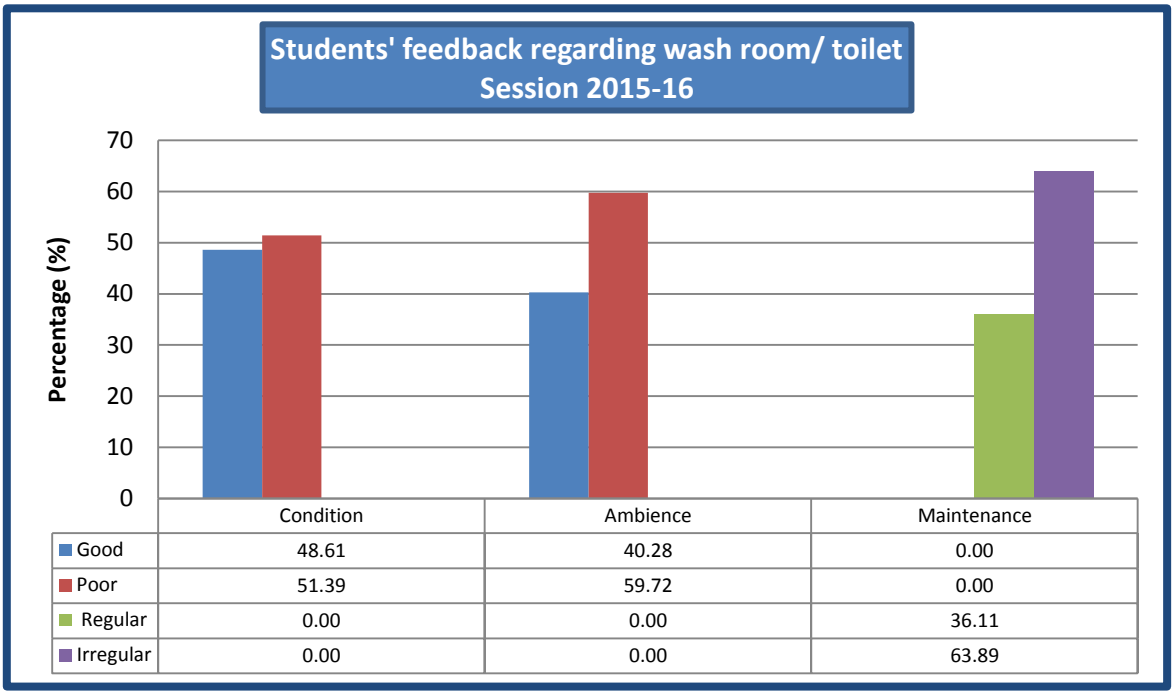
	Regularity of teachers	Punctuality of teachers	Completion of course (allotted)	Communication Skill	Motivation/ inspiration (provided)	Ability to bring conceptual clarity	Interaction/guidance outside class	Computer / IT skill	Complements theory with practical example	Overall performance of the department
Excellent	69.44	65.28	52.78	58.33	62.50	44.44	48.61	25.00	55.56	61.11
Good	23.61	29.17	37.50	22.22	25.00	30.56	31.94	33.33	34.72	36.11
Average	6.94	5.56	9.72	13.89	12.50	20.83	13.89	6.94	9.72	1.39
Poor	0.00	0.00	0.00	2.78	0.00	4.17	4.17	2.78	0.00	1.39
Very Poor	0.00	0.00	0.00	2.78	0.00	0.00	1.39	31.94	0.00	0.00



	Books available?	Journals available?	Computer access/Internet facility available?	Daily issue of books/journals?	Reading room facility available?
Yes	80.56	41.67	29.17	51.39	70.83
No	19.44	58.33	70.83	48.61	29.17



	Availability of food/snacks	Costing	Ambience
Good	34.72	0.00	38.89
Por	65.28	0.00	61.11
Cheaper	0.00	43.06	0.00
Costly	0.00	56.94	0.00



	Condition	Ambience	Maintenance
Good	48.61	40.28	0.00
Poor	51.39	59.72	0.00
Regular	0.00	0.00	36.11
Irregular	0.00	0.00	63.89