

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2015-June 2016



HOOGHLY WOMEN'S COLLEGE

GOVERNMENT SPONSORED

ESTD. 1ST AUGUST, 1949

www.hooghlywomenscollege.org

Vivekananda Road, Pipulpati,

P.O. and Dist. Hooghly,

PIN: 712103,

WEST BENGAL

ACCREDITED 'B++' BY NAAC 2007

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Part - A

1. Details of the Institution

1.1 Name of the Institution	Hooghly Women's College
1.2 Address Line 1	Vivekananda Road
Address Line 2	Pipulpati
City/Town	P.O. and Dist. Hooghly
State	West Bengal
Pin Code	712103
Institution e-mail address	hooghlywomenscollege@gmail.com
Contact Nos.	033-26802335, 033-26805033
Name of the Head of the Institution:	Dr. Sima Banerjee
Tel. No. with STD Code:	033-26804883
Mobile:	+919432357427
Name of the IQAC Co-ordinator:	Dr. Anindita Sengupta
Mobile:	+919874068764

IQAC e-mail address:

hooghlywomenscollege_iqac@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13227

1.4 NAAC Executive Committee No. & 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)

March, 2007/152

1.5 Website address:

www.hooghlywomenscollege.org

Web-link of the AQAR:

<http://www.hooghlywomenscollege.org/aqar.html/aqar2015-16.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2007	2012
2	2 nd Cycle	B	2.43	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

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

24/07/2007

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

2015-16

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

- i. AQAR 2010-11 (26.12.2015)
- ii. AQAR 2011-12 (26.12.2015)
- iii. AQAR 2012-13 (26.12.2015)
- iv. AQAR 2013-14 (26.12.2015)
- v. AQAR 2015-16 (26.12.2015)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="NIL"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="12"/> Faculty <input type="text" value="5"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="2"/>

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

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- ✘ Departmental Workshop of Geography department in collaboration with OPSIS System Pvt. Ltd on “Remote Sensing and G.I.S. : Its Application and Future Issues”, Speaker: Sri Balen Basu and Sri Sujan Thakur, on 08.09.2015
- ✘ Departmental Seminar on “Avian Diversity:Field Protocol And A Case Study”, Speaker:Dr. Utpal Singha Roy, Department of Zoology,Durgapur Government College on 21.09.2015.
- ✘ Departmental Seminar of Sanskrit department on “Science and Sanskrit with Special Reference to Kalidasa’s Literature”, Speaker: Dr. Biswanath Mukherjee, on 22.09.2015
- ✘ Departmental Seminar of English department on ‘Metaphysical Poetry’, on 07.10.2015
- ✘ Departmental Seminar of Philosophy department on “Psychology”, Speaker: Dr. Soumitra Basu, Associate Professor, Department of Philosophy, Jadavpur University, on 07.10.2015
- ✘ Departmental Seminar of Economics department on “Economic Growth, Degradation of Natural Resources and Environment: Role of Perverse Subsidy”, Speaker: Dr. Soumyendra Kishore Datta, Professor, Department of Economics, University of Burdwan, on 30.11.2015
- ✘ Departmental Workshop of Geography department in collaboration with OPSIS System Pvt. Ltd on “Remote Sensing and G.I.S. : Its Application and Future Issues”, Speaker: Sri Balen Basu and Sri Sujan Thakur, on 08.09.2015
- ✘ Departmental Seminar on “Avian Diversity:Field Protocol And A Case Study”, Speaker:Dr. Utpal Singha Roy, Department of Zoology,Durgapur Government College on 21.09.2015.
- ✘ Departmental Seminar of Sanskrit department on “Science and Sanskrit with Special Reference to Kalidasa’s Literature”, Speaker: Dr. Biswanath Mukherjee, on 22.09.2015
- ✘ Departmental Seminar of English department on ‘Metaphysical Poetry’, on 07.10.2015

- ✘ Departmental Seminar of Philosophy department on “Psychology”, Speaker: Dr. Soumitra Basu, Associate Professor, Department of Philosophy, Jadavpur University, on 07.10.2015
- ✘ Departmental Seminar of Economics department on “Economic Growth, Degradation of Natural Resources and Environment: Role of Perverse Subsidy”, Speaker: Dr. Soumyendra Kishore Datta, Professor, Department of Economics, University of Burdwan, on 30.11.2015
- ✘ Departmental Seminar of Political Science department on i)Fascism ii)Bell & Fukuyama Debate iii)Indian Foreign Policy (Special Lecture), Speaker: Dr.Madhuparna Gupta Assistant Professor of Department of Political Science in Chandernagore College, on 18.12.2015
- ✘ Departmental Seminar of Education department on Metal Health & Mental Hygiene, Speaker: Dr.Abhijit Kumar Pal, on 08.12.2015
- ✘ Departmental Seminar of Physics department on “Raman and his effect”, Speaker: Dr. Abhijit Chakraborty, Assistant Professor, Department of Physics, The University of Burdwan, on 19.12.2015
- ✘ Departmental Seminar of Chemistry department on “FLUORIMETRIC TECHNIQUE: A PERSUASIVE ANALYTICAL TOOL”, Speaker: Dr. Pabitra Chattopadhyay, Professor, Department of Chemistry, University of Burdwan
- ✘ Departmental Seminar of Mathematics department on ‘ Discrete Mathematics : An Application of Congruence Relation’, Speaker : Prof Pranab Bhattacharyya, on 11.12.2015
- ✘ Departmental Seminar of Political Science department on i)Fascism ii)Bell & Fukuyama Debate iii)Indian Foreign Policy (Special Lecture), Speaker: Dr.Madhuparna Gupta Assistant Professor of Department of Political Science in Chandernagore College, on 18.12.2015
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- ✘ Departmental Seminar of Mathematics department on ‘ Discrete Mathematics : An Application of Congruence Relation’, Speaker : Prof Pranab Bhattacharyya, on 11.12.2015

- Departmental Seminar of Bengali department on 'Itihas o Bankim Chandra', Speaker: Arun Kanti Roy, Associate Professor and H.O.D., Hooghly Mohsin College, on 15.12.2015
- Departmental Seminar of Botany department in collaboration with Nutrition department on "Nutritional and Medicinal Aspects of Mushroom, Speaker: Dr. Malay Ghosh, on 21.12.2015.
- Departmental Seminar of Microbiology department on "Man and Microbes", Speaker: Prof. Sukumar Ghosh, on 23.12.2015
- Departmental Seminar on "Conservation Breeding-A New Hope For Wildlife Conservation", Speaker: Prof. Goutam Kumar Saha, Professor, Department of Zoology, Calcutta University, organised by the Department of Zoology, Hooghly Women's College on 12.03.2016.
- Departmental Seminar on "Shakespeare's Macbeth and Sonnets", Speaker: Prof. Nilanjan Chatterjee, Associate Professor, Serampore College, on 5.1.2016.
- Departmental Seminar of Bengali department on 'Itihas o Bankim Chandra', Speaker: Arun Kanti Roy, Associate Professor and H.O.D., Hooghly Mohsin College, on 15.12.2015
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- Departmental Seminar on "Shakespeare's Macbeth and Sonnets", Speaker: Prof. Nilanjan Chatterjee, Associate Professor, Serampore College, on 5.1.2016.

2.14 Significant Activities and contributions made by IQAC

1. SAAC Grant of Rs. 1000000 received two years back for Books and Journals and Equipment. Purchase of books and journals was completed in 2014-15 and purchase of equipment completed in 2015-16.
2. Grant of Rs. 300000 from UGC was received for IQAC Office Equipment, ICT Expenditure related to IQAC and contingencies of IQAC Activities. In this way, the grant has been almost totally utilised.
3. UGC XIIth Plan Grant of Rs. 1286190 was received for Books and Journals and Equipment and purchase was partially completed.
4. SAAC Grant of Rs. 300000 was received as Need-based Incentive Scheme. The Grant has been partially utilised.
5. Process of application for second cycle was completed and dates of Peer Team Visit have been fixed.
7. Periodical upgradation of college website done.
8. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
9. The feedback from the students & parents had actively been reviewed in IQAC and recommendations had been made to the Principal for action taken.
10. This year NSS Unit 1&2 of our college organised Plantation Programme, Independence Day celebration and Republic Day celebration.
11. This year NSS Unit 1 & 2 of our college organised a seminar on HIV AIDS on 07.10.2015
12. This year NSS Unit 1 & 2 of our college celebrated the AIDS Day on 01.12.2015
13. This year NSS Unit 1 & 2 of our college celebrated the birth day of Swami Vivekananda on 12.01.2016.
14. This year NSS Unit 1 & 2 of our college participated in the 'Vivek Samhati Utsab-2016' on 04.02.2016.
15. From 11.02.2016 to 16.02.2016, NSS organized a camp on 'First Aid in Emergency'.
13. This year Women's Cell of our college had organised a discussion on Human Trafficking, Eve Teasing, Child Marriage and Domestic Violence Act on 08.10.2015
14. This year Women's Cell of our college organised Open forum of teachers, students & non-teaching staff to share their views on position of women in society & need for empowerment on 08.03.2016 to celebrate the International Women's Day.
15. Equal Opportunity Centre has published a book edited by Prof. Subhendu Bikas Adhikary, named 'Nari O Anyanya Prantebasi', with ISBN No. 978-81-929475-9-4 on 01.08.2016
16. This year Women's Cell of our college organised a Student awareness programme on women's health organized in collaboration with the Sun Pharmaceutical, where in resource person was Dr. Sumitra Roychowdhury, a renowned gynaecologist on 19.08.2016.
17. Fitness Training Programme for Students organised by Students' Union in collaboration with IQAC, on 09.09.2016.
18. Training Programme of OPEC for Students in Central Library in collaboration with IQAC on 12.09.2016.

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. Complete purchasing Books and Journals and Equipment from the SAAC Grant of Rs. 1000000.	1. Purchase of books and journals completed and purchase of equipment from this grant partially completed.
2. Complete purchasing office equipment, ICT devices for the IQAC Room and conduct some workshops for qualitative improvement of staff with IQAC money.	2. The grant is almost totally utilised
3. Purchasing and installation of online admission software	3. Purchasing and installation are completed.
4. Upgradation of College Website	4. Upgradation has been up-to-date
5. Preparation of SSR for second cycle of NAAC Accreditation.	5. Preparation has been completed.
6. Taking initiative to fill up vacant posts of office staff.	6. Two posts have been filled up. But other posts remained vacant. Therefore, college used some casual staff in office to carry out regular office works smoothly.
7. To continue purchasing ENLIST for the Central Library.	7. ENLIST is purchased.
8. To install AC in Principal's Chamber and in the UGC-NRC Room.	8. AC s have been installed.
9. To purchase one LCD projector for the Arts departments.	9. The projector is purchased.
10. To renovate the toilets in the Science Block.	10. Toilets have been renovated.
11. To complete Audit as soon as possible.	11. Internal audit for 2010-11 is completed.

* The Academic Calendar of the year is attached in Annexure I.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management

Syndicate Any other body

Provide the details of the action taken

The AQAR prepared by IQAC is placed before the Governing Body. The Governing Body discusses the report in detail and recommended the suggestions which are later considered in the IQAC meeting and subsequently the report has been prepared.

- 1) To take initiative so that purchasing equipment from the SAAC Grant can be completed as early as possible.
- 2) To take initiative so that purchasing books and journals and equipment from the SAAC Grant can be done as early as possible.
- 3) To take initiative so that purchasing office equipment and ICT devices for the IQAC Room can be done as early as possible.
- 4) To take initiative so that the college can prepare itself for the forthcoming NAAC Peer Team Visit for second cycle of NAAC Accreditation in September.
- 5) Complete audit of the college as early as possible.

Academic Calendar 2015-16

Month	Events
JULY	1) Admission and commencement of classes 2) NSS Plantation Programme
AUGUST	1) College Foundation Day Celebration 2) Independence Day Celebration 3) First Parents Meeting
SEPTEMBER	1) Fresher's Welcome (organized by Students Union) 2) Teachers' day Celebration □ 3) Inter-college Cultural Competition and Cultural Programme for Foundation Day Celebration 4) Unit Test- I (First year)
OCTOBER	1) Puja Vacation (19.10.2015 -15.11.2015)
NOVEMBER	1) NSS Blood Donation Camp
DECEMBER	1) NSS Celebration of AIDS Day 2) Unit Test-II (First Year, Second Year and Third Year) 3) Second Parents Meetings 4) NSS Special Camp
JANUARY	1) Birthday Celebration of Swami Vivekananda by NSS 2) Republic day Celebration by NSS 3) Terminal test Examination for Part-III 4) Annual Sports
FEBRUARY	1) Terminal Test Examination for Part-II
MARCH	1) Terminal Test Examination for Part-I 2) International Women's Day Celebration by Women's Cell
APRIL	1) University Part-III Examination
MAY	1) Summer Recess Starts 2) University Part-I Examination
JUNE	1) University Part-II Examination 2) Beginning of Admission Process

No. of Holidays for the session (excluding Sundays): 59

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	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	B.A./B.Sc. 17 (Honours)* and 1 (General)		NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	18	NIL	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

*Geography and Economics have two streams each: (B.A. (Hons) and B.Sc. (Hons.)

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	18

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (On all aspects)
 Mode of feedback : Online Manual Co-operating schools (for PEI)

*Analysis of the feedback is in the Annexure II

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

No revision or update in syllabi. Regulation is as per the University of Burdwan.

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

Geography department has applied for Post-Graduate course in the University.

Annexure -II

Feedback Analysis Report (Students)

In the month of November, before the beginning of the Terminal Test examination of Part-III, we have taken Third Year Students' Feedback of all faculties based on some questionnaire. A detailed analysis of feedback is worked out with figures for improvement in teaching. The complete record of feedback analysis is kept updated in the IQAC Room.

The analysis of Feedback shows the following issues:

- Students have issues with regularity of taking the classes by some teachers.
- Overall quality of classes taken by the teachers is reported to be good. However, students have reported that ways of expression of a few teachers are somewhat difficult to understand.

After analysing the feedback reports, a meeting was held with the Third Year Students on 24.11.2015. Students mentioned that they were not getting hygienic food in the canteen. The authority gave a patient hearing to the complaint of the. It was decided that canteen caterers will be instructed to provide hygienic food, like veg thali, fish thali, chicken thali etc. for the students.

Feedback Analysis Report (Parents)

A meeting was held with the parents on 24.11.2015 to have their feedback. The parents complained about snakes within the college premises and that students' safety is

threatened. The authority gave a patient hearing to their complaints. It was decided that the campus will be free from bushes and jungles and snakes will be killed as early as possible.

Feedback Analysis Report (Alumni)

A meeting with the Alumni was held on 22.12.2015 to have their feedback. The alumni members decided to register their association and sought help from college authority in this regard. College authority has decided and Dr. Anindita Sengupta and Dr. Uttaran Majumder will help the Alumni Association members in this process.

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (P.T.T. and Full-Time Contractual)
	46	18	15	0	13

2.2 No. of permanent faculty with Ph.D. 19

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
	18	9	15*	N.A.						

* All Base posts are Assistant Professor Post, upgraded by Career Advancement Scheme

2.4 No. of Guest and Visiting faculty and Temporary faculty 25 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	0	7	5
Presented papers	1	6	3
Resource Persons	0	0	0

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

1. Tutorial classes taken during the slack session.
2. Unit test taken at certain intervals.
3. Audio visual methods used in some classes.
4. Seminar presentation by students.
5. Seminar and interaction sessions.
6. Field works by Geography, Botany and Zoology department.

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

185

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

NIL

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

0	0	0
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Zoology (Gen)	7		3	2		71.4%
Sanskrit(Hons.)	34		4	20	2	76.5%
Political Science (Hons.)	22			17		77.3%
Physics (Hons.)	3			2		67%
Philosophy (Hons.)	37		1	18	5	64.8%
Education(Hons.)						
Nutrition (Hons.)	20		8	6		70%
Music (Hons.)	14		6	4		71.4%
History (Hons.)	34		2	30	1	97%
Geography (Hons.)	28		5	22		96.4%
English (Hons.)	43		4	31		81.4%
Economics (Hons.)	5		2	2		80%
Chemistry (Hons.)	7		1	3	3	100%
Botany (Gen)	8		3	2		62.5%
Bengali (Hons.)	43		5	34		90.7%
Mathematics (Hons.)	8		1	4		62.5%
Microbiology	23		8	8		69.6%

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

IQAC contributes by :-

1. Closely and continuously monitoring the performance of teachers
2. Obtaining feedback from students and parents
3. Encourage teaching staff to maintain daily diaries to enable self-assessment
4. Encourage teachers to organize and participate in seminars, workshops

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC - Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	2

2.14 Details of Administrative and Technical staff (final)

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	18	2	18
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

IQAC convinces teachers to carry out major and Minor Research Projects in the institute. It also encourages the teachers to publish papers in national and international peer-reviewed journals and present papers in several national and international level Seminars and Conferences. IQAC also assures the provision of proper infrastructural facilities in the college suitable for carrying out research.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	4	2
Outlay in Rs. Lakhs	486500/-	203500/-	990000/-	786500/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals		15	
Non-Peer Review Journals		3	
e-Journals			
Conference proceedings		2	

3.5 Details on Impact factor of publications: Information not available

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				
Minor Projects	2014-16	UGC	480000	300000
	2014-16	UGC	230000	215500
	2014-16	UGC	280000	271000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	3	UGC	604000	115500

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/Seminar organized by the Institution

Level	International	National	State	University	College
Number					32
Sponsoring agencies					College,

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

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 : N.A.

From Funding agency From Management of University/College

Total

Type of Patent		Number
National	Applied	NIL
	Granted	NIL

3.16 No. of patents received this year

International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
NIL						

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: N.A.

University level State level
National level International level

3.23 No. of Awards won in NSS: NIL

University level State level
National level International level

3.24 No. of Awards won in NCC: N.A.

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Plantation Programme was arranged by NSS Units at the college campus.
- A seminar on HIV AIDS was organised by NSS Units at the college campus.
- Swami Vivekananda's Birthday was celebrated by NSS Units at the college campus.
- NSS participated in 'Vivek Samhati Utsab-2016'
- NSS organized a camp on 'First Aid in Emergency'.
- Women's Cell organised a discussion on Human Trafficking, Eve Teasing, Child Marriage and Domestic Violence Act
- Women's Cell organised Open forum of teachers, students & non-teaching staff to share their views on position of women in society & need for empowerment
- Women's Cell published a book edited by Prof. Subhendu Bikas Adhikary, named 'Nari O Anyanya Prantebasi', with ISBN No. 978-81-929475-9-4
- Geography department organised survey work on 'Livelihood Pattern and Practice: The Environmental Scenario in the Bairadihi Village of Birbhum District, West Bengal.

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	15009.79 Sq. Meters	0	-	15009.79 Sq. Meters
Class rooms	35	0	-	35
Library	335 Sq. Meters			335 Sq. Meters

	(New Building)			
New MPLAD Building	1	0	MPLAD	1
Laboratories	8	0		8
Seminar Halls	3	0		3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	5	5	SAAC Grant	7
Value of the equipment purchased during the year (Rs. in Lakhs)	1080000	136000	UGC	1216000
Others	-	-		-

4.2 Computerization of administration and library

Office administration and central library are partially computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24119	2484694	194	42379	24313	2527073
Reference Books	859	88494	2	2500	861	90994
e-Books						
Journals	17	14667	8	6902	25	21569
e-Journals	Free journals/books through NLIST					
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	10	16	0	10	9	12	11
Added	5		3			1	1	0
Total	54	10	19	0	10	10	13	11

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

For technology up-gradation, internet facilities and various softwares are available to staff and students

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.60

ii) Campus Infrastructure and facilities

2.0

iii) Equipments

1.5

iv) Others

0.5

Total :

4.6

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Teachers of each department are assigned to solve the problems of the students of their departments.
- Students are encouraged to face interview in private and public sectors.
- Each teacher encourages group discussion among the students so that they

5.2 Efforts made by the institution for tracking the progression

- Tutorial Classes are taken in slack session each year.
- Study materials are given to the students, especially backward students.
- Unit tests are taken regularly.
- Many cultural and academic programmes are organized to trace talent and creative potentiality hidden in students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2388	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%

Men

No	%
2388	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1476	292	42	124	0	1934	1707	313	148	220	0	2388

Demand ratio: 3:1

Dropout: 15 %

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

NIL

No. of students beneficiaries NIL

5.5 No. of students qualified in these examinations : Information not available

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

5.6 Details of student counselling and career guidance

NIL

No. of students benefitted NIL

5.7 Details of campus placement: No provision for 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

5.8 Details of gender sensitization programmes

- Women’s Cell organised a discussion on Human Trafficking, Eve Teasing, Child Marriage and Domestic Violence Act
- Women’s Cell organised Open forum of teachers, students & non-teaching staff to share their views on position of women in society & need for empowerment

5.9 Students Activities

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

State/ **University level** 2 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	51	20700
Financial support from government	Information not available	Information not available
Financial support from other sources	Information not available	Information not available
Number of students who received International/ National recognitions	Information not available	Information not available

5.11 Student organised / initiatives : NIL

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: _____

1. To provide hygienic food in canteen.
2. To increase intake capacity.
3. To allow students with less than 75 % attendance to appear in Terminal Test Examination
4. To make repairing of the college hostels.

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Complying with the motto of the college,
 We Enlighten
 We Enrich
 We Empower

It can certainly be acclaimed that Hooghly Women's College is the pioneering

6.2 Does the Institution has a management Information System

By following the Govt. guidelines, the Management of the College under the leadership of Principal frames the quality policy and plans of the institution. All the teaching and non-teaching staff play the vital role for its implementation. The Governing Body of the College constitutes different sub-committees under the convenership of a teaching staff for conducting purchase, admission, examination, extension activities, cultural activities, infrastructural development etc. for offering healthy campus. Teaching and non-teaching staff are always involved in monitoring the day-to-day activities of the College. To uphold the highest ideals and spirit of the Institution, the IQAC body assists the Principal in formulating its various programmes:

- a) Strategies to be adopted for overall Quality Improvement
- b) Enhancing the overall academic and administrative ambience.
- c) Sponsoring Seminars, Workshops and Conferences
- d) Facilitating Research Projects and Research Activities, use of Audio-Visual Aids by the teachers, Computer Literacy and Accessibility.
- e) Simultaneous running of Infrastructural Developments, Campus Activities, Technological Upgradation and Academic Progression – all housed and controlled by a chain of expert management system.

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

6.3.1 Curriculum Development

The college is affiliated to The University of Burdwan. The affiliating university has the power to improve curriculum for the undergraduate studies. There is little scope of internal curricular designing. However, every department has the power to frame its own academic calendar to run and complete the syllabus.

6.3.2 Teaching and Learning

Teaching Aid used:

1. Black Board, Chalk and Duster
2. Vinyl Board and Pen
3. Ancient Indian Map used by History department
4. Geographical Maps, Globes and Maps used by the Geography department
5. Overhead Projector, LCD Projector, used the Science departments and Geography department
6. Digital Laboratory, GPS , Remote Sensing, Digital Image Processing, Power Point Presentation in Geography and all the Science departments
7. Audio-visual aids e.g. DVDs and CDs.

Tutorial Classes: Tutorial Classes are arranged in a regular basis in the Slack Session

Seminar: Both Science and Arts departments organize funded by U.G.C. or by the college itself.

6.3.3 Examination and Evaluation

1. Unit Tests
2. Terminal Tests

6.3.4 Research and Development

- Encouragement and assistance to the faculty members to carry out research activities. Provide infrastructure facilities to carry out Minor & Major Research Project (MRP) as well as required permission for bringing out various research projects from various organizations, provide required permission and leave to attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges of the various Universities.
- Encouraging paper presentations by the faculty members in different International and National conferences and arranging leave for the

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The physical infrastructure has been extraordinarily improved/ developed.
- The Central Library of the College is spacious (almost of 335 sq mts.), equipped and well lighted with well-furnished reading room facilities. It has a stock of almost books and various important journals.
- New books have been purchased every year.
- Latest books and journals are purchased and subscribed to every year.
- Internet service has been made available to the library users.
- Honours Departments have well-stocked individual seminar libraries for the use of their student

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource. A Career Counselling Cell acts as a facilitating body for students passing out from the College to find employment in various sectors.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/ rules. Faculty members are recruited by the West Bengal College Service Commission. Part-time teachers, contractual teachers and Guest Lecturers are recruited by an expert committee which includes a University expert and a subject expert following advertisement in daily newspaper.

6.3.8 Industry Interaction / Collaboration

The college does not have such collaboration.

6.3.9 Admission of Students

Admission of students is done completely on the basis of merit. Submission of application forms, publication of Merit list, admission in the respective subjects were all done according to the university norms. Reservation for OBC, SC and ST candidates were done according to the State Government norms.

6.4 Welfare schemes for

Teaching	Group insurance, Employees Credit Co-Operative Society, Provident Fund and Festival Advance.
Non teaching	Same as above
Students	Alumni Association Financial Assistance to Poor but Meritorious Students,, Government Scholarships, State Govt. Minority Scholarships, Awards and Prizes given by the college.

6.5 Total corpus fund generated

Rs. 1157111

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Teachers'

				Council and Governing Body
Administrative			Yes	Governing Body

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NO such initiative has been taken.

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

NO such initiative has been taken.

6.11 Activities and support from the Alumni Association

- Meeting of the Alumni Association held at time to time.
- Frequent interaction with the faculty members and the students
- Gives Feed Back and offers crucial suggestions
- Gives career counselling to outgoing students.

6.12 Activities and support from the Parent - Teacher Association

- Regular feedback is taken from Parents.
- Parents' assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

Time to time training on the financial software like COSA is provided to the concerned employees.

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

NSS regularly organizes cleanliness drive in the college premises and its neighbourhood.

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.

- Plantation programme, health awareness programme, First-Aid Camp and gender sensitization programme were organized.
- Three computers were connected with internet.

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

- NSS Unit 1&2 of our college organised Plantation Programme, Independence Day celebration and Republic Day celebration.
- NSS Unit 1 & 2 of our college organised a seminar on HIV AIDS on 07.10.2015
- NSS Unit 1 & 2 of our college celebrated the AIDS Day on 01.12.2015
- NSS Unit 1 & 2 of our college celebrated the birth day of Swami Vivekananda on 12.01.2016.
- NSS Unit 1 & 2 of our college participated in the 'Vivek Samhati Utsab-2016' on 04.02.2016.
- From 11.02.2016 to 16.02.2016, NSS organized a camp on 'First Aid in Emergency'.
- Women's Cell of our college had organised a discussion on Human Trafficking, Eve Teasing, Child Marriage and Domestic Violence Act on 08.10.2015
- Women's Cell of our college organised Open forum of teachers, students & non-teaching staff to share their views on position of women in society & need for empowerment on 08.03.2016 to celebrate the International Women's Day.
- Equal Opportunity Centre has published a book edited by Prof. Subhendu Bikas Adhikary, named 'Nari O Anyanya Prantebasi', with ISBN No. 978-81-929475-9-4 on 01.08.2016
- This year Women's Cell of our college organised a Student awareness programme on women's health organized in collaboration with the Sun Pharmaceutical, where in resource person was Dr. Sumitra Roychowdhury, a renowned gynaecologist on 19.08.2016.
- Fitness Training Programme for Students organised by Students' Union in collaboration with IQAC, on 09.09.2016.
- Training Programme of OPEC for Students in Central Library in collaboration with IQAC on 12.09.2016. Women's Cell of our college conducted a work shop on 'Personality development' in collaboration with NGO 'Treasures of Innocence' in the college premises.
- Equal Opportunity Cell of our college had organised a Psychological Counselling Programme where lectures were delivered by psychological Counsellors and students were counselled by the counsellor

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

- BEST PRACTICE: Geography department organised survey work on 'Livelihood Pattern and Practice: The Environmental Scenario in the Bairadihi Village of Birbhum District, West Bengal.

7.4 Contribution to environmental awareness / protection

- Energy conservation
- e-waste management
- Medicinal Plant Garden
- Green Audit

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT analysis was performed internally

Strength

- Devoted and competent faculty and staff
- Team spirit
- Forward looking attitude of management

Weakness

- Lack of effective employment system for students
- Lack of adequate fulltime faculties in some departments
- Audit could not be completed .

Opportunities identified

- Solar system can be introduced in the college to reduce the charges of the electricity bills.
- Number of LCD Projectors can be increased so that teachers can get more opportunity to take classes with ICT facility.
- Scope of some career oriented courses.
- PG course can be started in Geography

Identified challenges / threats

- To fill up vacant teaching and non-teaching posts
- To complete the audit of the college.

8. Plans of institution for next year

- Admission process to be made online completely.
- Audit to be completed.
- Introduce solar system in the college.
- To purchase more LCD Projectors.
- Honours course in Zoology to be opened

Name : **Anindita Sengupta**

Anindita Sengupta

Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Hooghly, Women's College

Name: **Sima Banerjee**

Sima Banerjee

Signature of the Chairperson, IQAC

Principal
Hooghly Women's College
