

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

July 2014-June 2015



## HOOGHLY WOMEN'S COLLEGE

GOVERNMENT SPONSORED

ESTD. 1<sup>ST</sup> AUGUST, 1949

[www.hooghlywomenscollege.org](http://www.hooghlywomenscollege.org)

Vivekananda Road, Pipulpati,

P.O. and Dist. Hooghly,

PIN: 712103,

WEST BENGAL

ACCREDITED 'B++' BY NAAC 2007

<b>C O N T E N T S</b>	<b>P A G E N O .</b>
<b>P a r t - A</b>	
1. Details of the Institution	3 - 6
2. IQAC Composition and Activities	6 - 10
ANNEXURE: - I ACADEMIC CALENDER 2010- 11	11
<b>P a r t - B</b>	
3. Criterion – I: Curricular Aspects	12 - 13
ANNEXURE: - II FEEDBACK ANALYSIS REPORT	13 - 14
4. Criterion – II: Teaching, Learning and Evaluation	14 - 17
5. Criterion – III: Research, Consultancy and Extension	17 - 21
6. Criterion – IV: Infrastructure and Learning Resources	21 - 23
7. Criterion – V: Student Support and Progression	23 - 26
8. Criterion – VI: Governance, Leadership and Management	27 - 32
9. Criterion – VII: Innovations and Best Practices	32 - 34

## 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. Barnali Chattopadhyay*
Tel. No. with STD Code:	033-23293709
Mobile:	+91 9830122391

\*Performed the duty of Teacher-in-charge from 01.03.2014 to 08.07.2015. Present Principal: Dr. Sima Banerjee, Contact No. 033-26804883, +919432357427

Name of the IQAC Co-ordinator: Kabita Dey\*\*

Mobile: +919474797573

IQAC e-mail address: hooghlywomenscollege\_iqac@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) NIL

1.4 NAAC Executive Committee No. & Date: March, 2007/152  
(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.hooghlywomenscollege.org

Web-link of the AQAR: <http://www.hooghlywomenscollege.org/aqar.html/aqar2014-15.pdf>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++		2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

\*\*Performed the duty of IQAC coordinator till February, 2015. Present Coordinator: Dr. Anindita Sengupta, Contact No. 033-25637810, +919874068764

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

24/07/2007

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

2014-15

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)

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*)

The University of Burdwan

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

NIL

UGC-COP Programmes

No

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

0

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Departmental Seminar on "Boolean Interpretation", Speaker: Dr. Toffazol Hossain,, Associate Professor, Department of Philosophy, Burdwan University, organised by the Department of Philosophy, Hooghly Women's College on 22.02.2015
2. Two Day IQAC sponsored Workshop on 'Basic Data Handling for Empirical Research in Humanities and Social Sciences: Use of SPSS and STATA Softwares', organised by department of Economics, Hooghly Women's College, Speakers: Dr. Arup Kumar Chattopadhyay, Professor, Department of Economics, University of Burdwan and Dr. Panchanan Das, Associate Professor, Department of Economics, University of Calcutta on 13.01.2015 and 14.01.2015
3. Two Day IQAC sponsored Workshop on 'Research Methodology in Language and Literature Studies: Probable Problems and Solutions and Creating a Space for Innovation', jointly organised by departments of Bengali, English and Sanskrit , Hooghly Women's College on 13.02.2015 and 14.02.2015.

## 2.14 Significant Activities and contributions made by IQAC

1. Grant of Rs. 527276 for Equipment from UGC was received two years back and purchase of Equipment for Departmental Laboratories completed.
2. SAAC Grant of Rs. 1000000 received two years back for Books and Journals and Equipment. Purchase of books and journals completed and purchase of equipment from this grant continued.
3. Grant of Rs. 300000 from UGC was received for IQAC Office Equipment, ICT Expenditure related to IQAC and contingencies of IQAC Activities. Two workshops have been organised with IQAC grant, a separate office has been created for IQAC and some of equipment and ICT devices have been purchased. In this way, the grant has been partially utilised.
4. UGC XIIth Plan Grant of Rs. 1286190 was received for Books and Journals and Equipment and purchase was partially completed.
5. SAAC Grant of Rs. 150000 was received for installation of COSA software and online admission. The Grant has been fully utilised.
6. IQAC stressed that preparation of SSR for second cycle NAAC Accreditation was not going on satisfactorily and proposed that the college must take this matter more seriously.
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 "Fundamental Rights (Right to Equality) and Women" on 06.01.2015.
12. This year NSS Unit 1 & 2 of our college celebrated the birth day of Swami Vivekananda on 12.01.2015.
13. This year Women's Cell of our college organised a group discussion as a part of Gender Sensitization Programme on 11<sup>th</sup> March to celebrate International Women's Day (8<sup>th</sup> March).
14. This year Women's Cell of our college had organised a Medical camp in collaboration with Sun Pharmaceuticals on 28. 08. 2014.
15. This year Women's Cell of our college conducted a work shop on 'Personality development' in collaboration with NGO 'Treasures of Innocence' in the college premises on 03. 12. 2014.
16. This year, the 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 counsellors on 04.12.2014.



## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Complete purchase of Equipment for Departmental Laboratories from UGC Grant of Rs. 527276.</li> <li>2. Complete purchasing Books and Journals and Equipment from the SAAC Grant of Rs. 1000000.</li> <li>3. Complete purchasing office equipment, ICT devices for the IQAC Room and conduct some workshops for qualitative improvement of staff with IQAC money.</li> <li>4. Complete purchasing COSA software and installing it.</li> <li>5. Purchasing and installation of online admission software</li> <li>6. Upgradation of College Website</li> <li>7. Preparation of SSR for second cycle of NAAC Accreditation.</li> <li>8. Taking initiative to fill up vacant posts of office staff.</li> <li>9. To continue purchasing ENLIST for the Central Library.</li> <li>10. Replace blackboards with vinyl boards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase has been completed</li> <li>2. Purchase of books and journals completed and purchase of equipment from this grant partially completed.</li> <li>3. Purchasing office equipment, ICT devices for the IQAC Room have been partially completed and two IQAC workshops have been organised.</li> <li>4. Purchasing and installation are completed.</li> <li>5. Purchasing and installation are completed.</li> <li>6. Upgradation has been up-to-date</li> <li>7. Preparation has been partially completed.</li> <li>8. Requisition of Full time office staff has already been placed to Government. One post has been filled in the previous year. But other posts remained vacant. Therefore, college used some casual staff in office to carry out regular office works smoothly.</li> <li>9. ENLIST is purchased.</li> <li>10. Blackboards have been replaced with vinyl boards in all the classrooms.</li> </ol>

\* 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 Construction work for New Hostel Building can be completed as early as possible.
- 2) To take initiative so that purchasing equipment from the SAAC Grant can be completed as early as possible.
- 3) To take initiative so that purchasing books and journals and equipment from the SAAC Grant can be done as early as possible.
- 4) To take initiative so that purchasing office equipment and ICT devices for the IQAC Room can be done as early as possible.
- 5) To take initiative so that Preparation of SSR for second cycle of NAAC Accreditation can be done as early as possible.
- 6) Complete audit of the college as early as possible.

**Academic Calendar 2014-15**

<b>Month</b>	<b>Events</b>
<b>JULY</b>	1)Admission and commencement of classes 2)NSS Plantation Programme
<b>AUGUST</b>	1)College Foundation Day Celebration 2)Independence Day Celebration 3)First Parents Meeting
<b>SEPTEMBER</b>	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)
<b>OCTOBER</b>	1) Puja Vacation (29.09.2014 -2 5.10.2014)
<b>NOVEMBER</b>	1)NSS Blood Donation Camp
<b>DECEMBER</b>	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
<b>JANUARY</b>	1) Birthday Celebration of Swami Vivekananda by NSS 2) Republic day Celebration by NSS 3) Terminal test Examination for Part-III 4) Annual Sports
<b>FEBRUARY</b>	1)Terminal Test Examination for Part-II
<b>MARCH</b>	1)Terminal Test Examination for Part-I 2) International Women's Day Celebration by Women's Cell
<b>APRIL</b>	1) University Part-III Examination
<b>MAY</b>	1) Summer Recess Starts 2)University Part-I Examination
<b>JUNE</b>	1)University Part-II Examination 2)Beginning of Admission Process

**No. of Holidays for the session (excluding Sundays): 57**

## 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 2 (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
<b>Total</b>	19	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	19

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.

NIL

## Annexure -II

### Feedback Analysis Report (Students)

In the month of December, 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 23.12.2014. Students were asked to report the issue of irregularity of taking the classes by the teachers. Students mentioned that in some classes, some teachers do not come to the classes and give percentage to the students. Teachers, on the other hand, complained that it is not useful to take classes when only two or three students are present. The authority gave a patient hearing to the complaint of the students and also the reason shown by the teachers. It was decided that there should be a strict rule so that the teachers are compelled to go to the classes even if the number of students is very small. Similarly, it was also decided that authority would take proper steps so

that maximum number of students attend all classes. It was decided that 75 per cent attendance should be made strictly required for students to appear in the University Examination.

### Feedback Analysis Report (Parents)

A meeting was held with the parents on 16.12.2014 to have their feedback on certain academic matters. The parents were enquired if they knew that some of their daughters were becoming very irregular in the classes. Furthermore, they were also requested to submit their proposal for improving the attendance of the students and the academic culture, as a whole in the college. Some parents mentioned that their daughters were ill or busy with some household works etc. The authority gave a patient hearing to their arguments and advised the parents to be more careful regarding the studies of their daughters and told them that at this age, study is more important for their daughters than household works.

### Feedback Analysis Report (Alumni)

A meeting with the Alumni was held on 13.01.2015 to have their feedback. The alumni members expressed their happiness for the bright performance of the students in Women's Cell activities and NSS activities. The Alumni members expressed their satisfaction over the new construction of the new Central Library Building and new Building from MPLAD grant.

## 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)
	50	24	10	0	16

2.2 No. of permanent faculty with Ph.D. 

21
----

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
	24	8	10*	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	23	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	0	7	5
Presented papers	0	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

187

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)	26					95%
Sanskrit(Hons.)	39		18	82	0	99%
Political Science (Hons.)	15		33	67	0	88.23%
Physics (Hons.)	13		17	40	43	83.3%
Philosophy (Hons.)	47		1	98	1	85%
Education(Hons.)	N.A	N.A	N.A	N.A	N.A	N.A
Nutrition (Hons.)	N.A	N.A	N.A	N.A	N.A	N.A
Music (Hons.)	17		45	55	0	100%
History (Hons.)	32		1	89	10	93%
Geography (Hons.)	27		10	18	2	99%
English (Hons.)	40		1	95	4	90%
Economics (Hons.)	7		60	35	5	85%
Chemistry (Hons.)	15		40	50	10	85%
Botany (Gen)	28		1	99		97%
Bengali (Hons.)	42		1	98	1	94%
Mathematics (Hons.)	22		10	80	10	75%
Microbiology	23		20	80	0	90%

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	3
UGC - Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
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	1

### 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	0	14
Technical Staff	1	0	1	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	2	2	4	2
Outlay in Rs. Lakhs	180500	94000	667000	180500

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		18	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings		3	

### 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	356000	36000
	2014-16	UGC	130500	58000
	2013-15	UGC	117500	23000
	2013-15	UGC	63000	21500
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	667000	138500

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			2		1
Sponsoring agencies			IQAC		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

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
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

0

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 0 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: N.A.

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS: NIL

University level 0 State level 0

National level 0 International level 0

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 “Fundamental Rights(Right to Equality) and Women” was organised by NSS Units at the college campus.
- Swami Vivekananda’s Birthday was celebrated by NSS Units at the college campus.
- A group discussion as a part of Gender Sensitization Programme was organised by Women’s Cell of our college on 11<sup>th</sup> March to celebrate International Women’s Day.
- Women’s Cell of our college had organised a Medical camp in collaboration with Sun Pharmaceuticals.
- 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

## 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	31	4	-	35
Library	335 Sq. Meters (New)			335 Sq. Meters

	Building)			
New MPLAD Building	0	1	MPLAD	1
Laboratories	7	1		8
Seminar Halls	3	0		3
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	3	2	SAAC Grant	5
Value of the equipment purchased during the year (Rs. in Lakhs)	1070000	100000	UGC	1170000
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	23628	2434112	491	50582	24119	2484694
Reference Books	848	87361	11	1133	859	88494
e-Books						
Journals	58	1086	17	318	75	1404
e-Journals	Free journals/books through NLIST					5000
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	47	9	6	0	10	7	10	11
Added	3	1	10	0	0	2	2	0
Total	50	10	16	0	10	9	12	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

0.3

ii) Campus Infrastructure and facilities

1.2

iii) Equipments

0.5

iv) Others

0.5

**Total :**

2.5

### 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 can get rid of their shyness and other limitations.
- There is a Career Guidance Cell in the college, which acts on the advice of IQAC to help students to face interview in private and public sectors.

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
1934	0	0	0

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%
1934	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1374	264	47	109	0	1794	1476	292	42	124	0	1934

Demand ratio: 4:1      Dropout: 17 %

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

NIL

No. of students beneficiaries

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

### 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

- A group discussion as a part of Gender Sensitization Programme was organised by Women's Cell on 11<sup>th</sup> March to celebrate International Women's Day.
- Women's Cell organised a Medical camp in collaboration with Sun Pharmaceuticals.
- Women's Cell conducted a work shop on 'Personality development' in collaboration with NGO 'Treasures of Innocence' in the college premises.

### 5.9 Students Activities

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

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

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	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: \_\_\_\_\_

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. To increase the number of books in library.</li> <li>2. To increase intake capacity</li> <li>3. To check the entry of the outsiders.</li> <li>4. To allow students with less than 75 % attendance to appear in Terminal Test Examination</li> <li>5. To make repairing of the college hostels.</li> </ol> |
|---|

## 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 academic institution in women education and progression. It is committed to pursuing excellence alongwith integrity, creativity, co-operation and enthusiasm. The unique strength of the college lies in its ability to integrate learning and development in all its endeavours and activities. Being the first women's college and the sixth academic institution in the district, it has awakened the women of the district and beyond from the very early stage of its commencement and to this day it has continued to play a decisive role to awake and enlighten the women folk of the society, and inculcate A strong and faithful bond of relationship through the dissemination of education.

#### 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.

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 same. Encouraging the teachers to publish papers in national and international peer-reviewed journals.
- Encouraging faculty members to avail FDP Leave to complete Ph.D.

#### 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 25000 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 Financial Assistance of Rs. 400 to poor but meritorious 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.
- All the blackboards have been replaced with vinyl boards.
- One computer Lab has been introduced in the department of Economics.
- Ten 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

- Plantation Programme was arranged by NSS Units at the college campus.
- A seminar on “Fundamental Rights (Right to Equality) and Women” was organised by NSS Units.
- Swami Vivekananda’s Birthday was celebrated by NSS Units at the college campus.
- A group discussion as a part of Gender Sensitization Programme was organised by Women’s Cell on 11<sup>th</sup> March to celebrate International Women’s Day.
- Women’s Cell had organised a Medical camp in collaboration with Sun Pharmaceuticals.

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

- BEST PRACTICE: 1. Ten computers were connected with internet facilities. Now almost all the departments have separate internet connections. 2. All the blackboards have been replaced with vinyl boards.



#### 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 due to absence of Accountant in Office, the post which is vacant since 2007.

#### **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 opening of Honours Programmes in Zoology

#### **Identified challenges / threats**

- To fill up vacant teaching and non-teaching posts
- To complete the audit of the college.
- Introduction of PG courses in some subjects.

## 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

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*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**

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