

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2012-June 2013



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

| C O N T E N T S | P A G E N O . |
|--|----------------------|
| P a r t - A | |
| 1. Details of the Institution | 3 - 6 |
| 2. IQAC Composition and Activities | 6 - 9 |
| ANNEXURE: - I ACADEMIC CALENDER 2010- 11 | 1 0 |
| P a r t - B | |
| 3. Criterion – I: Curricular Aspects | 1 1 - 1 2 |
| ANNEXURE: - II FEEDBACK ANALYSIS REPORT | 1 2 - 1 3 |
| 4. Criterion – II: Teaching, Learning and Evaluation | 1 3 - 1 6 |
| 5. Criterion – III: Research, Consultancy and Extension | 1 6 - 2 0 |
| 6. Criterion – IV: Infrastructure and Learning Resources | 2 0 - 2 2 |
| 7. Criterion – V: Student Support and Progression | 2 2 - 2 5 |
| 8. Criterion – VI: Governance, Leadership and Management | 2 6 - 3 1 |
| 9. Criterion – VII: Innovations and Best Practices | 3 1 - 3 2 |

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. Sumita Bajpai*

Tel. No. with STD Code:

Mobile:

+91 9831731517

*Retired on 28.02.2014. 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/aqar2012-13.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 | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

****Performed the duty to 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

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

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 _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: 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 "Recent Trend in Sanskrit Studies and Researches in India and Abroad", Speaker: Dr. Partha Pratim Das, Professor, Department of Sanskrit, Burdwan University on 2.12.2013.

2.14 Significant Activities and contributions made by IQAC

1. Grant of Rs. 527276 for Equipment from UGC was received in the previous year and purchase of Equipment for Departmental Laboratories continued.
2. New Hostel Building grant of Rs. 6053400 from UGC received earlier and construction work continued.
3. SAAC Grant of Rs. 1000000 received for Books and Journals and Equipment and purchase of books and journals and equipment from this grant started.
4. IQAC concluded that preparation of SSR for second cycle NAAC Accreditation was not going on satisfactorily and proposed that the college take this matter more seriously.
5. Periodical upgradation of college website done.
6. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
8. The feedback from the students & parents had actively been reviewed in IQAC and recommendations had been made to the Principal for action taken.
9. This year NSS Unit 1&2 of our college organised Plantation Programme, Independence Day celebration and Republic Day celebration.
10. This year Women's Cell of our college organised a group discussion as a part of Gender Sensitization Programme on 8th March to celebrate International Women's Day.
11. This year Women's Cell of our college organised a three day long First Aid Training Camp from 01.10.2012 to 03.10.2012 at the college in collaboration with Arambag Health Guide, Hooghly and Indian Red Cross Society.
12. Application placed in the University of Burdwan for starting the new Honours courses in Education and Nutrition.

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 Construction work for New Hostel Building out of Hostel Grant. | 1. Construction work has been partially completed |
| 2. Complete purchasing equipment from the UGC Grant. | 2. Purchasing has been partially completed. |
| 3. Complete purchasing Books and Journals and Equipment from SAAC Grant | 3. Purchasing has been partially 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 partially completed. |
| 6. Taking initiative to fill up vacant posts of office staff. | 6. Requisition of Full time office staff has already been placed to Government. But there has been no action from Government's end. Therefore, college used some casual staff in office to carry out regular office works smoothly. |
| 7. To computerise and digitise the library fully with suitable reading room | 7. Construction work has been completed |
| 8. To continue purchasing ENLIST for the Central Library. | 8. ENLIST is purchased. |

* 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 UGC 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 Preparation of SSR for second cycle of NAAC Accreditation can be done as early as possible.

Academic Calendar 2012-13

| 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) First Aid Training Camp organised by Women's Cell 2) Puja Vacation (19.10.2012 - 17.11.2012) |
| NOVEMBER | 1) Celebration of Jagadish Chandra Bose Janma Jayanti by Science Cell |
| DECEMBER | 1) NSS Celebration of AIDS Day 2) Unit Test-II (First Year, Second Year and Third Year) 3) Second Parents Meetings 4) College Social 5) NSS Special Camp |
| JANUARY | 1) Republic day Celebration by NSS 2) Terminal test Examination for Part-III 3) 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): 58

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. 15 (Honours) and 2 (General)* | NIL | 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 | 17 | 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 | 17 |

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 22.12.2012. 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 attendance 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.

Feedback Analysis Report (Parents)

A meeting was held with the parents on 11.12.2012 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 08.01.2013 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.

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) |
| | 43 | 18 | 9 | 0 | 16 |

2.2 No. of permanent faculty with Ph.D. 16

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 |
| 19 | 14 | 9* | N.A. | | | | | | |

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|----|---|---|
| 15 | 0 | 0 |
|----|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|--------------------|---------------------|----------------|-------------|
| Attended Seminars/ | 0 | 5 | 3 |
| Presented papers | 0 | 6 | 4 |
| 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 and Zoology department.

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

| |
|-----|
| 190 |
|-----|

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 |
|---|---|---|

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 | | 0 | 100 | 0 | 99.2% |
| Political Science (Hons.) | 15 | | 30 | 70 | 0 | 88.23% |
| Physics (Hons.) | 13 | | 17 | 50 | 33 | 63.3% |
| Philosophy (Hons.) | 55 | | 1 | 98 | 1 | 80% |
| Music (Hons.) | 17 | | 52 | 48 | 0 | 100% |
| History (Hons.) | 40 | | 1 | 89 | 10 | 92% |
| Geography (Hons.) | 27 | | 37 | 60 | 3 | 99% |
| English (Hons.) | 40 | | 1 | 95 | 4 | 95% |
| Economics (Hons.) | 5 | | 60 | 35 | 5 | 85% |
| Chemistry (Hons.) | 15 | | 40 | 50 | 10 | 87% |
| Botany (Gen) | 25 | | 1 | 99 | | 95% |
| Bengali (Hons.) | 42 | | 1 | 98 | 1 | 90% |
| Mathematics (Hons.) | 22 | | 10 | 90 | 0 | 75% |
| Microbiology (Hons) | 22 | | 20 | 80 | 0 | 80% |

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 | 2 |
| 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

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 15 | 13 | 0 | 15 |
| 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 | 1 | 3 | 1 |
| Outlay in Rs. Lakhs | 265500 | 66000 | 347500 | 331500 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | 17 | |
| Non-Peer Review Journals | | 2 | |
| e-Journals | | | |
| Conference proceedings | | 4 | |

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 | 2010-13 | UGC | 194000 | 194000 |
| | 2009-2012 | UGC | 71500 | 71500 |
| | 2012-14 | UGC | 82000 | 66000 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | 3 | UGC | 347500 | 331500 |

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 | | | | | 1 |
| 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

3.16 No. of patents received this

| Type of Patent | | Number | year |
|----------------|---------|--------|------|
| 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

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

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.
- The Women's Cell organized Group Discussion to celebrate International Women's Day
- The Women's Cell organized a Two-Day First Aid Camp.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|------------------------------|-------------------------------|----------------|---------------------|
| Campus area | 15009.79 Sq. Meters | 0 | - | 15009.79 Sq. Meters |
| Class rooms | 31 | 0 | - | 31 |
| Library | 0 (Within the Main Building) | 335 Sq. Meters (New Building) | | 335 Sq. Meters |
| Laboratories | 6 | 1 | | 7 |
| Seminar Halls | 3 | 0 | | 3 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 2 | 1 | UGC | 3 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 720000 | 350000(Approx) | UGC | 970000(Approx) |
| 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 | 22126 | 2279378 | 66 | 6800 | 22192 | 2286178 |
| Reference Books | 818 | 84269 | 8 | 825 | 826 | 85094 |
| e-Books | | | | | | |
| Journals | 24 | 476 | 18 | 310 | 42 | 786 |
| 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 | Depart-ments | Other s |
|----------|-----------------|---------------|----------|------------------|------------------|--------|--------------|---------|
| Existing | 41 | 9 | 4 | 0 | 10 | 5 | 9 | 8 |
| Added | 3 | 0 | 0 | 0 | 0 | 2 | 1 | 0 |
| Total | 44 | 9 | 4 | 0 | 10 | 7 | 10 | 8 |

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 | 0.55 |
| ii) Campus Infrastructure and facilities | 0.75 |
| iii) Equipments | 0.25 |
| iv) Others | 0.10 |
| Total : | 1.65 |

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 |
|------|----|--------|--------|
| 1827 | 0 | 0 | 0 |

(b) No. of students outside the state

0

(c) No. of international students

0

| No | % |
|----|---|
| | |

Men

| No | % |
|------|-----|
| 1827 | 100 |

Women

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1350 | 206 | 38 | 59 | 0 | 1653 | 1419 | 262 | 45 | 101 | 0 | 1827 |

Demand ratio: 5.5:1

Dropout: 16 %

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

Group Discussion on Gender Issues to celebrate International Women's Day on 08.03.2012

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: _____

1. Issues related to the regularity of the teaching in taking classes (The issue is taken seriously by the authority)
2. Absence of a Common Room for the students. (A Common Room has been allotted for the students)

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 23000 books and various important journals.
- New books have been purchased every year.
- New computers have been added to the library.
- 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 an 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. 1597327

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.

- Two computers were provided for Office.
- Two new Xerox machines were purchased, one for Central Library and another for UGC-NRC Room.
- Plantation programme, blood donation camp, AID Day health awareness programme, First-Aid Camp and gender sensitization programme were organized.

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

- Awareness Programme on AIDS was carried out by the NSS Units.
- First-Aid Camp was carried out by Women's Cell
- Gender Sensitization Programme was carried out by Women's Cell.

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

- BEST PRACTICE: Two new Xerox machines were purchased, one for Central Library and another for UGC-NRC Room.

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

- Scope of opening of Honours. Programmes in Nutrition and Zoology and application placed in the University of Burdwan

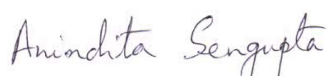
Identified challenges / threats

- To fill up vacant teaching and non-teaching posts
- Introduction of new courses in new areas

8. Plans of institution for next year

- COSA (Computerization of salary Accounts) is to be introduced in the college
- Audit to be completed
- Honours course in Nutrition and Education to be opened.

Name : *Anindita Sengupta*



Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Hooghly, Women's College

Name: *Sima Banerjee*



Signature of the Chairperson, IQAC

Principal
Hooghly Women's College
