The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Prasannadeb Women's College

1.2 Address Line 1

> CLUB ROAD

Address Line 2

>

City/Town

> JALPAIGURI

State

> WEST BENGAL

Pin Code

> 735101

Institution e-mail address

> pdwomenscollege@gmail.com

Contact Nos.

> 03561-230146

Name of the Head of the Institution:

> Dr. Shanti Chhetry

Tel. No. with STD Code:

> 03561-230146

Mobile:

> 9434234023

Name of the IQAC Co-ordinator:

Sriparna Sarkar

Mobile:

9932387133

IQAC e-mail address:

ciqacpdwc@gmail.com

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

WBCOGN11592

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)

EC/33/459 Dated 16/09/2004

1.5 Website address:

Web-link of the AQAR: www.pdwomenscollege.org/Portals/0/Documents/aqar2011-12.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.85	2004	2004 – 2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   24/11/2012

1.8 AQAR for the year *(for example 2010-11)*   2012-13

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

i.	AQAR	2009 – 10	submitted to NAAC on	30-12-2015
ii.	AQAR	2010 – 11	submitted to NAAC on	30-12-2015

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) | .   Computer Application |

1.12 Name of the Affiliating University *(for the Colleges)* | University of North Bengal |

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

Nil

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | Nil | UGC-CPE | Nil |

DST Star Scheme | Nil | UGC-CE | Nil |

UGC-Special Assistance Programme | Nil | DST-FIST | Nil |

UGC-Innovative PG programmes | Nil | Any other (*Specify*) | |

UGC-COP Programmes | Yes |

2. IQAC Composition and Activities

2.1 No. of Teachers | 6 |

2.2 No. of Administrative/Technical staff | 2+1 |

2.3 No. of students | Nil |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | Nil |

2. 6 No. of any other stakeholder and Community representatives | Nil |

2.7 No. of Employers/ Industrialists | Nil |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 9 |

2.10 No. of IQAC meetings held | 2 |

2.11 No. of meetings with various stakeholders: No. | 00 | 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. | Nil | International | | National | |

State | | Institution Level | |

(ii) Themes | N.A.

2.14 Significant Activities and contributions made by IQAC

As IQAC was not formed during this session, the college authority and the Teachers' Council took up following steps:

- Proposed a plan for complete computerization of the admission process and the task began with the use of software for preparation of merit list.
- Arranged psychological and personal counselling for students whenever necessary.
- Kept students informed about different schemes, scholarships and stipends.
- Helped students for medical treatments.
- Undertook anti ragging drive and drive against sexual harassment.
- Organized career counselling and informed students about job prospects in various fields.
- Promoted maintenance of green environment in college.
- Suggested and assisted to extend the availability of safe drinking water in college.

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 *

As IQAC was not formed during this session, the plans and actions of the college authority and the Teachers' Council are given below:

Plan of Action	Achievements
1. Data entry work for all the books of the library to be completed before the end of the year 2012. 2. Previous year questions and syllabus to be digitized from the current year to back year and to be made it accessible throughout the campus over intranet. 3. Computerised circulation system to be started with barcode system. 4. Library card with barcode to be generated by computer for the Computerised Circulation System. 5. Book Searching through Online Public Access Catalogue (OPAC). 6. Organizing national seminars	1. Digitization Questions paper of the year 2011, 2009 and 2008 have been completed. 2. Data entry job near about 80% of the total holdings have been completed. 3. Book Searching Facility through OPAC. 4. Five national seminars were organized.

* Attach the Academic Calendar of the year as Annexure

2.16 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

N.A.

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	
PG				
UG	16	Nil		02
PG Diploma				
Advanced Diploma	02			
Diploma	02			
Certificate	02			
Others				
Total	22			02

Interdisciplinary				
Innovative				

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

Pattern	**Number of programmes**
Semester	
Trimester	
Annual	B.A, B. Sc. (Honours & General courses)

1.3 Feedback from stakeholders * Alumni ☐ Parents ☐ Employers ☐ Students ☐
    (*On all aspects*)

        Mode of feedback   :   Online ☐ Manual ☐ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	20	13	Nil	CWTT- 4 PTT- 9

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
00	10	00	00	00	00	00	00	00	10

2.4 No. of Guest and Visiting faculty and Temporary faculty | 16 | 00 | 00 |

2.5 Faculty participation in conferences and symposia:

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

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

- Educational tours

- Tutorials, remedial coaching, class notes

- Use of LCD projectors animations

2.7 Total No. of actual teaching days during this academic year   179

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 | 03 | 00 | 01 |

2.10 Average percentage of attendance of students   54.23

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali (H)	57	--	--	98.25	--	98.24
Economics (H)	--	--	--	--	--	--
Education (H)	16	--	43.75	56.25	--	100
English (H)	46	--	--	91.30	--	91.30
Geography (H)	24	--	--	95.83	--	95.83
History (H)	67	--	--	65.67	--	65.67
Philosophy (H)	49	--	4.08	77.55	--	83.33
Pol. Sc. (H)	38	--	--	81.58	--	83.33
Sanskrit (H)	67	--	5.97	82.09	--	88.05
Total B.A. (H)	**364**	--	3.57	81.87	--	**85.44**
Botany(H)	03	--	--	100.00	0.00	100
Chemistry (H)	12	--	25.00	50.00	--	75
Mathematics (H)	15	--	6.67	53.33	--	60
Physics (H)	07	--	14.29	114.29	--	90.0
Zoology (H)	04	**--**	--	100.00	**--**	100
Total B.Sc. (H)	**41**	**--**	12.20	70.73	**--**	**82.93**
B.A. (Gen)	**439**	**--**	--	9.79	46.92	**56.72**
B.Sc. (Gen)	**02**	**--**	50.00	50.00	--	**100**

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

1. IQAC is in regular periodical touch with the senior-most teacher of each department to look into the progress of study and the syllabus coverage.

2. IQAC monitors the test exam schedule and publication of result of the same.

3. IQAC also place suggestions for arrangement and purchasing of various teaching aids/ supporting tools like LCD projector, laptop computer etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	8	4	00	00
Technical Staff	16	00	01	00

Criterion – III

3. Research, Consultancy and Extension

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

1. Regular meetings are held for assessment, rectification and forwarding of research proposals for further processing by the funding agencies.

2. Teachers are granted on duty leave for presenting papers in seminars/ conferences/ symposia as per suggestion of IQAC.

3. IQAC provides assistance to the teachers to receive fund from different agencies for presenting research papers in the seminars/ conferences/ symposia in India and abroad.

3.2 Details regarding major projects. N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	09	03	02
Outlay in Rs. Lakhs	0.97	9.86	3.75	5.53

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	03	01
Non-Peer Review Journals			
e-Journals			
Conference proceedings	05		

3.5 Details on Impact factor of publications:

Range [0-3]   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	2	UGC	375000	375000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [   ] Chapters in Edited Books [05]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ] CAS [   ] DST-FIST [   ]

DPE [   ] DBT Scheme/funds [   ]

3.9 For colleges Autonomy [   ] CPE [   ] DBT Star Scheme [   ]

INSPIRE [   ] CE [   ] Any Other (specify) [   ]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		05			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons [   ]

3.13 No. of collaborations International [   ] National [2] Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [Rs. 553000] From Management of University/College [   ]

Total [Rs. 553000]

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:** N.A.

Total	International	National	State	University	Dist	College

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

Nil

Nil

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

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

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events: Nil

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events: Nil

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: Nil

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [   ]   NSS [01]   Any other [   ]

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

- Blood donation camp was organized by NSS on March 12, 2012
- An awareness programme on women's right and legal awareness was organized by college on March 17, 2012.
- Medical camps were organized at Kadobari High school for the people residing in the adjacent area.

Criterion – IV

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.43Acre	Nil	N.A.	5.43 Acre
Class rooms	18115 sq.ft.	Nil	N.A.	18115 sq.ft.
Laboratories	5097 sq.ft.	Nil	N.A.	5097 sq.ft.
Seminar Halls	Nil	Nil	N.A.	Nil
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	Nil	Nil	N.A.	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (area)	6535 sq.ft.	Nil	N.A.	6535 sq.ft.

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

4.2 Computerization of administration and library

- The process for introduction of the method of book searching through Online Public Access Catalogue (OPAC) was initiated.
- Preparation of merit list was done by software.
- Tabulation of marks and publication of test exam result was done with software.
- A portion of official paper documents was made computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29986		137		30523	
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	12	16	00	00	06	09	9
Added	02	12	00	00	00	00	01	2
Total	38	12	16	00	00	06	10	11

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

Nil

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1.6953

   ii) Campus Infrastructure and facilities   21.27128

   iii) Equipments   20.01790

   iv) Others   1.10000

                  Total :   44.08571

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC takes initiatives to make students aware of various scholarships /stipends/schemes available for their financial assistance.

- IQAC also assists students to get medical treatment and psychological counselling whenever required.

- Besides, economically backwards students are given exemption from giving tuition fees for the college.

5.2 Efforts made by the institution for tracking the progression

- Students' attendance is checked by each department.

- Subject and course-wise data on results of University examination is maintained.

- Parents/guardians are contacted, whenever needed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2780			

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%

Women

No	%
2780	100

Last Year						This Year					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
1419	948	83	113	00	2563	1322	1182	90	183	03	2780

Demand ratio= Applicant : Admission =   4.81:1   Dropout % =20.64

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

Nil

No. of students beneficiaries

N.A.

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

NET ☐ SET/SLET ☐ GATE ☐ CAT ☐

IAS/IPS etc ☐ State PSC ☐ UPSC ☐ Others ☐

5.6 Details of student counselling and career guidance

1. A talk was organized on higher education by a team from Ajim Premji, Bangalore in November, 2011.

2. One-day workshop was organized on 'Students' mental health and counselling' on 5th March, 2015. The programme encompassed various stress, relationship, sexual harassment related problems as well as career and job opportunity aspects.

No. of students benefitted   More than 100

5.7 Details of campus placement: Nil

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level 02 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 03 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	582	Rs.343410/-
Financial support from government	1900	
Financial support from other sources		
Number of students who received International/ National recognitions		

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 [Nil]

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision**- P.D. Women's College was established with the end in view to promoting quality higher education exclusively to women not only in a developmentally backward district of West Bengal, but also in the developmentally laggard region of North Bengal. To be precise, the vision was to integrate "*half of the population*" with the developmental process by mainstreaming them through quality education and skill upgradation so that they can also become an active agent of social change.
- **Mission**- The primary objective of the college is to provide a robust platform to women in pursuing their higher educational studies. Thus, it aims at catering to the needs of women for higher education, in particular, to those who belong to economically backward classes, scheduled castes, scheduled tribes and minority communities of the region. Taking into account the changing dynamics of the society and the state, the institution also intends to prepare the students to meet the challenges of today and tomorrow by introducing several tailor-made courses to enhance their employability and thus, in the process, intensifying the interface with the society at large.

6.2 Does the Institution has a management Information System

Yes. The College has its institutional website and e-mail.

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

6.3.1 Curriculum Development

Test examination was organized and departmental examination was encouraged.

6.3.2 Teaching and Learning

- Use of LCD projectors in classes

6.3.3 Examination and Evaluation

Assessment of students'' progress by test examination was done accordingly.

6.3.4 Research and Development

- Faculties are given on duty leaves for presenting papers in seminars/ conferences
- Research proposals received from teachers are forwarded by the college to the funding agencies within a very short duration.
- Workshops and seminars are organized throughout the year.
- Grants received from the funding agencies for the projects are released within a very short time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Initiatives were taken to introduce barcode system for books in library.
- Plan was taken to start online public access catalogue system introduction.
- New LCD projectors were planned to purchase.
- Number of computers and computers with internet facility increased.

6.3.6 Human Resource Management

- Provision of psychological counselling for students.

- Career counselling cell organizes occasional talks on various job prospects and opportunities.

- Annual cultural programme, sports and competitive events are organized to render students a space for exhibiting their talents.

6.3.7 Faculty and Staff recruitment

The college always render efforts to fill up the posts of permanent faculties; besides guest teachers are also recruited every year. For official works, library and laboratories temporary staffs are recruited as per requirement.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Fully Computerized merit list preparation.

6.4 Welfare schemes for

Teaching	Co-operative and GPF
Non teaching	Co-operative and GPF
Students	1. Exemption is given to the poor students from paying tuition fees. 2. Financial help is extended to the students for expensive treatments. 3. The college has a medical practitioner who takes care of sick students of hostel or in emergency situation in college.

	4. Career counselling cell help students for choosing future jobs. 5. Psychological counselling specially for distressed students is arranged regularly.

6.5 Total corpus fund generated   Rs. 72,336,22.31/-

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	No		Yes	College
Administrative				

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumnae are informed about various occasions of the college and requested to attend the programmes.

6.12 Activities and support from the Parent – Teacher Association

Parents are requested to meet the Principal and/ or the HoDs as per requirements. For educational tours, guardians are generally consulted and their consents are sought. They are also informed in case the students do not perform well in the internal examinations or do not attend adequate classes.

6.13 Development programmes for support staff

Nil.

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

- Plenty of trees have been planted inside the campus.
- Degradable debris is mostly buried under the soil instead of burning them in air.
- Chemicals are used to eradicate weeds, no burning is done.
- 'Bon-mohotsob' is celebrated every year.

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.

- The college took up a plan of getting the entire process of students admission computerized. In this session, all details of Application Form were entered in computer and merit list was generated by a software. It took very short time and remained free from manual error.

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

Plan of Action	Achievements
1. Consulting guardians for poor performances of students in the test examinations. 2. Data entry work for all the books of the library to be taken up. 3. Previous year questions and syllabus to be digitized from the current year to back year and to be made it accessible throughout the campus over intranet. 4. Computerised circulation system to be started with barcode system. 5. Book Searching through Online Public Access Catalogue (OPAC). 6. Organizing national seminars	1. Guardians of students scoring poor marks were called after test examinations. 2. Digitization Questions paper of the year 2011, 2009 and 2008 have been completed and data entry job near about 80% of the total holdings have been done. 3. Initiatives were taken to introduce book Searching Facility through OPAC. 4. The process for computerized circulation system initiated. 5. Five national seminars were organized.

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

1. Psychological counseling of students to improve their mental heath and to enable them to deal better with the problems they face in their lives (Annexure-iii)
2. Use of a improved software for the rapid publication of results of internal examinations (Annexure-iv)

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Degradable debris is mostly buried under the soil instead of burning them in air. To eradicate weeds, chemicals are used, no burning is done.

- 'Bon-mahotsob' is observed in the college every year and it is celebrated with the plantation of new saplings in the sprawling campus of the college.

7.5 Whether environmental audit was conducted? Yes ☐ No ☑

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

Strength	Weakness	Opportunities	Threats/ challenges
1. Good relation and understanding between students and teachers. 2. Determination and sincerity of faculties and other staff. 3. The location of the college in almost pollution-free environment in plenty of greenery.	1. A number of posts of assistant professors are vacant. 2. Insufficient number of office staff 3. Financial constraints.	1. A good environment for research is available in the college. 2. International seminars /symposia can be organized. 3.Students may get career and psychological counselling within the college campus.	1. Growing number of students and insufficient number of permanent faculties. 2. Motivating students to go for higher studies most of whom are first generation learners. 4. Insufficient space for extension of college buildings.

8. **Plans of institution for next year**

1. Computerized circulation system in library will be started.
2. Laboratories of science subjects will be improved.
3. Organize more seminar /symposia/ awareness programmes.
4. Digital content will be stored and managed by open sourced digital library software like Greenstone or Dspace.
5. Document printing facility for the students will be started.
6. E-books and online journal to be subscribed through N-LIST programme of INFLIBNET.
7. Data entry work for all the books of the library and digitization of all the previous year questions paper to be completed before the end of this year.

Name   SRIPARNA   SARKAR

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Signature of the Coordinator, IQAC

Co-ordinator
IQAC
P. D. Women's College
Jalpaiguri-735101

Name   DR. SHANTI   CHHETRY

_____

Signature of the Chairperson, IQAC

Principal
P.D. Women's College
Jalpaiguri-735101

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
CWTT	-	Contractual Whole Time Teacher
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
PTT	-	Part Time Teacher
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ACADEMIC CALENDER FOR P.D. WOMEN'S COLLEGE, JALPAIGURI; 2011-12

JUNE, 2011

No Holiday

1st, 2nd and 3rd year B. A. (Honours, General), B. Sc. (Honours, General) Examination, 2011

JULY, 2011

No Holiday

1st, 2nd and 3rd year B. A. (Honours, General), B. Sc. (Honours, General) Examination, 2011

AUGUST, 2011

5.8.11 – Part-I (Honours) Orientation Programme.

6.8.11 – Part-I (General) Orientation Programme.

8.8.11 – Tagore's Death Anniversary.

9.8.11, 10.8.11- Cultural programme for Tagore's Death Anniversary

15.8.11- College closed on account of Independence Day

22.8.12- College closed on account of Janmastami

31.8.11- Id-ul-fitar (Holiday)and College Foundation Day

SEPTEMBER, 2011

2.9.11- Freshers' Welcome Programme

3.9.11-Cultural programme for College Foundation Day

5.9.11- Teachers' day celebration

OCTOBER, 2011

1.10.11- College closed on account of College Foundation Day

3.10.11-29.10.11- Puja Vacation.

NOVEMBER, 2011

7.11.11-Id-uj-zoha

10.11.11 - College closed on account of Guru Nanak's Birthday

23.11.11-Annual sports

DECEMBER, 2011

6.12.11- Muharam

26.12.11-31.12.11- Winter Recess.

JANUARY, 2012

1.1.12- College closed on account of New Year Day.

12.1.12-150th birthday celebration of Swami Vivekananda

23.1.12-Birthaday of Netaji (Holiday)

26.1.12 - College closed on account of Republic Day.

28.1.12- Saraswati Puja

FEBRUARY, 2012

4.2.12– Students' Union Election

7.2.12–20.2.12- Test Examinaion

24.2.12 – 25.2.12-National Seminar on 'Rabindranath O Visva Manav'

24.2.12 – 29.2.12- Filling up of University Exam forms by students of 1st,2nd, 3rd Year.

MARCH, 2012

8.3.12- College closed on account of Doljatra.

9.3.12- College closed on account of Holi

13.3.12-14.3.12-National Seminar (Zoology Department)

27.3.12-28.3.12- National Seminar (Centre for Women's Study, P. D. Women's College)

APRIL, 2012

6.4.12-Good-Friday

14.4.12 – College closed on account of Bengali New Years Day

16.4.12-B.A./B.Sc. Part I,II and III Hons. and Gen. Exams started.

MAY, 2012

1.5.12 – College closed on account of May Day.

8.5.12-Rabindra Jayanti

Best Practice-1(2011-12)

1.   Title of the Practice

'Regular psychological counseling of students to improve their mental health and to enable them to deal better with the problems they face in their lives'

2. Goal

The major aims of the psychological counseling were to improve the mental health of students, to provide support to the students who were mentally shattered, to regain their normal lives. Besides, academic improvement was also expected to be associated mental development and considered as an objective of the plan adopted. Mental health resembles physical health in various aspects. Mind has its own ups and downs in relation to several internal and external factors including nutrition, environment, socio-economic conditions etc. The process counseling also aimed at to give students a space to open up and get free from their mental loads.

3. The Context /Challenges

The physical entities of mind are brain and nerves and the mental state is the manifestation or the combined function of complex bio-chemical activities happening in the cells. Most people however fail to understand the fact; they take a mental issue otherwise and often remain reluctant to trace the route of the distress. Students who are at the growth phase of their lives, upon which their future lives largely depend, often feel helpless for the above-said reason. The major challenge of the plan was to convince them, to make them feel easy to open up. Besides, the cell formed for the work had to build up faith among students. They assured the students that their privacy will be maintained and it finally worked. After commencement, when the process got a massive response from students, there appeared another problem to provide the service to a large number of students. Planned yearly schedule was therefore prepared to meet the growing demand as much as possible.

4. The Practice

A career and counseling cell was set up in the college to look after the matters regarding career building and mental health. Need of psychological counseling of students was felt very soon and the committee laid much emphasis on it.

The counseling process was planned to conduct in different ways. Personal one to one counseling was left open throughout the year. In this process a student having sudden or persistent problem could contact the cell any time of the year and receive supportive advice or suggestion mostly by college faculties. A few cases however, were handed over to expert psychologists or psychiatrists depending upon the condition of the students.

Another way was periodically organizing programmes on psychological counseling or maintenance of mental health. A general notice was issued to inform students about the sessions and they were asked to enlist their name for participation. In general, leaving a few exceptions, students enter a college at an age when they are either at the finishing phase of their major physical and mental growth period or adolescences or just have completed that stage. At this time when they are gaining maturity, myriads of new thoughts, ideas, expectations and apprehension infest their minds; they face such new problems they never had faced earlier. Society however, in most cases misinterprets the

facts and the students have to go on suppressing their troubles others and suffer the ill-effects of bearing the mental load alone. Such condition may lead to disaster in their lives. The primary phase of the process therefore was planned to provide a free ambience where the student in trouble may confess or say everything about her problem.

Before this stage however a few talks over general awareness about mental health were arranged. This arrangement was for basic orientation of students and to make them conscious that, there is a happy and normal life for everyone and what they were facing was just a deviation, it is conveniently reversible.

The lectures organized for the purpose were given by invited expert psychologists, philosophers and psychiatrists which portrayed various types of social and psychological problems of human beings to make the students feel that their problems neither were unique or unknown ones, nor they were unsolvable. These lectures were open for everyone of the college. A few students were sorted out depending upon the severity of their problems who could participate in the counseling sessions with the expert psychologists. The counseling process is not kept confined within college schedule. Repeated counseling sessions are arranged as per necessity and the process may continue for months even beyond the programme schedule if required.

5. Evidence of Success

In the initial years, numbers of participants in the programme were low, but, as the awareness grew among the students during the successive years the frequency of visiting the cell by students went up significantly. As utmost secrecy is maintained for the sensitive cases, all the observations cannot be made public. There are however a number of cases where the student experienced a complete mental break down and after a few sessions of counseling they had gradually come back to their normal lives. A number of students reported a loss of concentration in studies. After one to one interviews varieties of root causes were discovered and they were duly advised. The considerable increase of number of participants within 2-3 years clearly indicates the success of the plan. Students who were benefited by this process shared their experience with others and encouraged them to approach the cell for their problems.

The over-all observation indicates that there has become a large number of students are suffering from mental disturbances which they either are suppressing from their family members or remaining unnoticed by reluctant parents or relatives. Many of the students suffer silently; they even shrink to identify the problem and hesitate to go ahead for the recovery process. If they are approached properly, get assured about privacy, almost every one of them can overcome the bad phase they are experiencing.

6. Problems Encountered and Resources Required

The first problem encountered to implement the plan was the lack of awareness among people about the mental health. An initial difficulty was experienced for the general wrong concepts prevailing in the society about the mental illness that made students think twice before approaching for psychological counseling.

Gaining confidence of the students was another hurdle. Many of the students want to hide their problems from others and they would not open up unless they get assured with complete secrecy. The cell however, could win the confidence of students maintaining extreme honesty throughout the process.

Financial constraints were there that prevented the college to organize more sessions in a year an hire more experts from outside for the process.

Besides, in an academic year in graduation level, there is shortage of time. Not many programmes can be organized within a year. Availability of specialists on time is also a problem. That is why the growing demand of the students is not being possible to meet completely.

Best Practice-2(2011-12)

1.   Title of the Practice

 'Use of a improved software for the rapid publication of results of internal examinations'

2.   Goal

        The aim of introduction of improved software was to reduce time span and manpower required for the publication of result of test examination.

        The time available for publication of result after test examination is generally short as a number of other programmes/ activities like sports, annual cultural programme, students' union election etc. are to be held within a short period of time. The dates for filling up forms for final B.A./ B. Sc. examinations which are fixed by the University in general, fall very soon, just after the completion of test examination. The plan of using a software therefore was meant for dealing with such situation.

3.   The Context/ challenging issues

- Purchasing costly software was difficult for the college as there was a financial constraint.
- Preparing a few computers and keep them aside only for a particular purpose was also to some extent difficult as the number of computers needed to be increased and again it would enhance expenditure.
- Another initial problem was to make the faculties and the non-teaching staff gets accustomed to the process. It took time to introduce the software to the teaching and non-teaching staff, particularly to the members of the examination committee who were thought to take up the basic load, and get them trained for the use of software.

4.   The Practice

        Purchasing a software for the plan taken up, as earlier has been mentioned, would need a huge amount of money. A software which was earlier developed by Mr. Sudipta Dey, a faculty member of the college, was accepted for the purpose a few month back of the test examination. The developer himself took up the task of improving the software and modifies it as per the specific requirements of the college.

During the preparation/ modification of the software it was regularly brought before the staff and interactions were encouraged. It made the programme more user-friendly.

        After the software was fully prepared for the use it was initially installed in a computer and a full-fledged demonstration was given by the developer. Next the software was installed in other four computers and the staff was asked for using it by hand and extends suggestions if any.

        The software had many facilities. It had subject and paper-wise divisions and roll numbers would change automatically. The total marks of an individual student would be calculated automatically and any wrong /confusing entry would be warned. The possibility of data-duplication was virtually nil. In the entire process the manual work was only to enter marks as per subjects/ papers. Entire mark-list of all the students would be automatically prepared by the machine.

When the test examination was over, teachers were requested to submit the subject/ paper-wise marks of the students to examination committee in a specific format provided by the college.

Next the committee-members took up the task of entering marks in the programme. A few computers with updated antivirus were kept separately for the purpose. All these computers were interconnected with LAN lines. Everyday back-up of the data input was maintained for safety and for avoiding any loss of data by any accident or malfunction of the machines. The process of data entry finished well before the stipulated time and finally the result was published in the form of print-outs of mark-lists of students.

5.   Evidence of Success

The result was prepared well ahead of the target date. There were no instances of error in calculation or loss of information.

The outcome clearly indicates that, with the proper use of technologies it is quite possible to take up loads with limited manpower and financial constraints.

 6.   Problems Encountered and Resources Required

Purchasing suitable software and new computers for the purpose costs quite high. Besides, though the role of manpower appears limited in the process but, greater number of working hands would no-doubt would cut the time period required even shorter.

Further, initially it takes time for a new user to get accustomed to the software and speed up. Like the other committees in the college, the members of examination committee are also generally changed every year. So, fresh members have to take up the process every year and get accustomed to the software newly.