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, 2014 to June 30, 2015)*

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

P.O. - Jalpaiguri

City/Town

Jalpaiguri.

State

West Bengal.

Pin Code

PIN- 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 (Principal)

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 16-9-2004

1.5 Website address:

www.pdwomenscollege.org

Web-link of the AQAR:

http://www.pdwomenscollege.org/Portals/0/Documents/aqar2014-15.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+	N.A.	2004	5 years
2	2nd Cycle	N.A.	N.A.	N.A.	N.A.
3	3rd Cycle	N.A.	N.A.	N.A.	N.A.
4	4th Cycle	N.A.	N.A.	N.A.	N.A.

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

| 24.11.2012 |

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 2010-11submitted to NAAC on 12-10-2011)*-Not yet submitted

  i.   AQAR 2009-10 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
 ii.   AQAR2010-11 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
iii.   AQAR2011-12 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
 iv.   AQAR2012-13 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
  v.   AQAR2014-15 submitted to NAAC on 04-02-2016 (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) | 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.

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*) | Nil |

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

7

2.11 No. of meetings with various stakeholders: No. | 7 | Faculty | 5 |

Non-Teaching Staff Students | | Alumni | | Others | 2 |

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

- Admission of students in B.A./B.Sc., Part-I through an automated, well-administered, transparent process, complying with the norms of the affiliating University, totally on the basis of merit of the applicants.

- Introduction of learner centric teaching methods to facilitate effective learning of students coming from diverse backgrounds, including backward communities. Evaluation and monitoring students' progress through tutorials and annual assessment tests.

- Creation of provision of financial CCT Plan, different schemes of the state and central Govt. for empowerment and development of adolescent girl students and disbursement of stipends for SC/ST /Minority Community/ OBC students.

- Providing medical assistance facilities for students, especially to inmates of the college hostel.

- Encouragement extended to students to avail of books and journals in the College Library for enhancement of knowledge. Development of computer skills in students.

- Organizing anti- ragging drive and Gender sensitization programmes; proper utilization and maintenance of CCTV.

- Monitoring of clean and green environment. Provision of safe drinking water to students and staff.

- Processing of applications of teachers for CAS.

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. Continuous evaluation of students by conducting tutorials.	1. Evaluation through tutorials done by lab- based departments.
2. Providing copies of recently published research papers covering different topics of syllabi to students of different disciplines.	2. Copies of recently published research paper of teachers covering topics of the prescribed syllabi were provided to students.
3. Providing study materials to students.	3. Study materials were provided to students, by all departments; extra classes, personal and group discussions have been arranged.
4. Fully automated admission process.	4. Fully automated admission process was introduced with display and announcement of candidates' names according to merit in two separate lecture halls.

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

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
Ph.D.	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	16	Nil	Nil	02
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	02	Nil	Nil	Nil
Diploma	02	Nil	Nil	Nil
Certificate	02	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	22	Nil	Nil	02

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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*   Nil
(On all aspects)

Alumni ☐   Parents ☐   Employers ☐   Students ☐

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.

Syllabi have changed for English (H), Mathematics (H), Sanskrit (H) and Zoology (H) from 2014-15.

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
34	21	13	Nil	CWTT- 3 PTT- 12 GL- 17

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	09	00	00	00	00	00	00	02	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

17	Nil	Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	7	11
Presented papers	7	4	8
Resource Persons	Nil	1	2

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

By using power point presentations in lab-based subjects and conducting outdoor surveying in Geography Practical Classes.

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

177

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

Departments have been given liberty to conduct tutorials.

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

02	02	02

2.10 Average percentage of attendance of students

50.4%

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)	68	--	--	98.53	--	98.53
Economics (H)	00	--	--	--	--	--
Education (H)	19	--	78.95	21.05	--	100
English (H)	44	--	--	90.9	--	90.9
Geography (H)	21	--	9.52	85.71	--	95.21
History (H)	63	--	--	57.14	--	57.14
Philosophy (H)	23	--	4.35	69.56	--	73.91
Pol. Sc. (H)	15	--	--	73.33	--	73.33
Sanskrit (H)	62	--	3.23	87.1	--	90.33
Total B.A. (H)	**315**	--	**12**	**72.91**	**--**	**84.91**
Botany(H)	8	--	37.50	50	--	38
Chemistry (H)	7	--	--	57.14	--	57.14
Mathematics (H)	13	--	23.08	46.15	--	69.23
Physics (H)	8	--	25	62.5	--	87.5
Zoology (H)	16	**--**	6.25	75	**--**	81.25
Total B.Sc. (H)	**52**	**--**	**18.37**	**58.16**	**--**	**76.53**
B.A. (Gen)	**516**	**--**	**--**	**5.81**	**41.86**	**47.67**
B.Sc. (Gen)	**31**	**--**	**12.9**	**74.19**	**6.45**	**92.73**

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

(i) By encouraging the faculty to utilize modern techniques in regular class-room teaching and career guidance.

(ii) By conducting tutorials and annual test examinations for honours and general course students.

(iii) Through encouraging interactions with the departments and teachers' council to monitor the admission process, class-routine, tutorials, assessment tests, co-curricular activities, programmes like Youth Parliaments etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	8
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	2
Others	1 (Visit to IUCAA, Pune, under Visiting Research Associateship Programme).

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	22	07	00	Nil
Technical Staff	8	Nil	00	01

Criterion – III
3. Research, Consultancy and Extension

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

Teachers are encouraged to apply for MRP-s; the IQAC provides them assistance and advice in this regard. Teachers are granted on duty leave to attend seminars, symposia and workshops, both national and international.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	Nil
Outlay in Rs. Lakhs	N.A.	14.28	5.00	N.A

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	3	Nil
Outlay in Rs. Lakhs	2.74	12.525	8.69	N.A.

3.4   Details on research publications

	International	National	Others
Peer Review Journals	26	6	8
Non-Peer Review Journals	Nil	6	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	2	Nil	Nil

3.5   Details on Impact factor of publications:

Range 0-5.084   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 Rs.	Received Rs.
Major projects	3	DST	1428000	500000
Minor Projects	2	UGC	2121500	1982000
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	4	DST and UGC	3549500	Nil

3.7 No. of books published   i) With ISBN No $\boxed{7}$ Chapters in Edited Books $\boxed{8}$

ii) Without ISBN No. $\boxed{}$

3.8 No. of University Departments receiving funds from : Nil

UGC-SAP $\boxed{}$ CAS $\boxed{}$ DST-FIST $\boxed{}$

DPE $\boxed{}$ DBT Scheme/funds $\boxed{}$

3.9 For colleges   Autonomy $\boxed{}$ CPE $\boxed{}$ DBT Star Scheme $\boxed{}$

INSPIRE $\boxed{}$ CE $\boxed{}$ Any Other (specify) $\boxed{}$

3.10 Revenue generated through consultancy $\boxed{\text{Nil}}$

3.11 No. of conferences organized by the Institution: Nil

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons : 03

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 :

From Funding agency | 35.495 | From Management of University/College | Nil

Total | 35.495

3.16 No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year: Nil

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides 01
and students registered under them 01

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 [2]

NCC [ ]   NSS [2]   Any other [ ]

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

1. Students who have joined NSS units donated blood on the occasion of Annual Disability Day, on 3.organized by Jalpaiguri Welfare Organization, a well-known N.G.O. of the district.

2. NSS organized one day Medical Camp at a nearby village Kadobari for the locals.

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	5.43 acres	Nil	Nil	5.43 acres
Class rooms	29	1	College	30
Laboratories	10	1		11
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	2	UGC	2
Value of the equipment purchased during the year (Rs. in Lakhs)	44.40	9.515	UGC	53.915
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library:

- Development of ICT in the College has enabled a completely hassle-free online admission system in the college in the current year. Software used for online admission of students was designed and developed by one of the teachers.

- Maintenance of digitized student's database has been ensured through issuing of digitized students' identity cards and library cards.
- Altogether four computers and two printers, excluding two PC-s installed in the Principal's Chamber, have been installed in the College Office. All PC-s are connected to the internet; reprographic facility is also available.
- Calculation and maintenance of salary records and details through use of the COSA software by the Office.

- Library has independent VPN over Broadband connection provided by BSNL. Local Area Network (LAN) using ALMS software has been procured for the library.

- Internet band width has been increased from 2 MBps to 10 MBps. in the College Library.
- The Online Public Access Library (OPAC) has been available to the faculty and internet facility is available to all users. Individual password and user id have been distributed to faculty for the access of online journals and e-journals through N-List programme of INFLIBNET.

- Barcoding of all books and journals available in the library has been accomplished and barcoded students' library cards-cum-identity cards have been issued.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	1296	241713	415	101843	1711	343556
Reference Books	298	371273	113	17972	411	389245
e-Books	90000+ books via N-LIST Program				93809+ books via N-LIST Program	
Journals	58	32316	11	7584	69	39900
e-Journals	1000+ Via N-LIST Program		6067 via N-List program		7067+ Via N-LIST Program	
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	49	02	11	09		07	28	17
Added	9	Nil	Nil	Nil		01	02	01
Total	58	02	11	09		08	30	18

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

- There are 6 computers for public access. Internet access for students is available in the College Library from 10 am to 5 pm.

- The college aims to prepare and make use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware, and to orient the faculty suitably whenever is required.

4.6 Amount spent on maintenance in lakhs:

i) ICT | 1.16 |

ii) Campus Infrastructure and facilities | 1.58 |

iii) Equipments | 0.11 |

iv) Others | 1.53 |

Total : | 4.38 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of the College has constantly been trying to spread awareness regarding the support services provided by the institution through various steps/processes like:

- Its official website, notice boards, display boards and the Orientation Programmes for students studying in both the Honours and General Course of studies.

- Medical facilities and check up by registered doctors, whenever necessary, in collaboration with the District Welfare Society.

- Career counselling and psychological counselling.

- Each student has to sign an undertaking that she will not engage in ragging, nor will she encourage ragging by other students.

- Surprise visits by lady teacher-members of the Hostel Sub Committee as an anti-ragging and anti-harassment drive.

5.2 Efforts made by the institution for tracking the progression

- Each department regularly keeps a track of attendance, regularly interact with the students and attend to their grievances.

- Parents/guardians are contacted, whenever necessary.

- The Librarian and Staff of the College Library maintain records of rare books and records in original copies.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3521	Nil	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students Nil

	No	%			No	%
Men	0	0	Women		3521	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1349	1469	84	329	01	3242	1141	1847	102	424	07	3521

Demand ratio= Applicant: Admission = 2.02 : 1   Dropout % = 21.57

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

> Teachers of the Department of Mathematics have organized special classes 3rd year Hons. students willing to appear in JAM.

No. of students beneficiaries   2

5.5 No. of students qualified in these examinations

NET   02   SET/SLET   00   GATE   00   CAT   00

IAS/IPS etc   00   State PSC   00   UPSC   00   Others (JAM)   2

5.6 Details of student counselling and career guidance

> - Orientation of students of 1st, 2nd and 3rd year(H) and (G) courses on job opportunities (both govt and non govt. jobs).
>
> - Psychological counselling of students for stress management on 13th August, 2014.
>
> - One day workshop on cyber crimes and human trafficking by A. Javalgi, Superintendent of Police, Jalpaiguri on 26th February, 2015.

No. of students benefitted   550

5.7 Details of campus placement: None in the current session.

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

5.8 Details of gender sensitization programmes

- Separate one-day workshops on Reproductive Health and Nutrition of Women and Women Trafficking in the District.

- One day Workshop on Awareness of Breast Cancer by a noted gynaecologist and an oncologist of the Sadar Hospital, Jalpaiguri.

- Anti-ragging and anti-harassment programs against women and students of the college.

5.9 Students Activities

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

State/ University level $\boxed{6}$ National level $\boxed{}$ International level $\boxed{}$

No. of students participated in cultural events: Nil

State/ University level $\boxed{}$ National level $\boxed{}$ International level $\boxed{}$

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

Sports: State/ University level $\boxed{2}$ National level $\boxed{}$ International level $\boxed{}$

Cultural: State/ University level $\boxed{}$ National level $\boxed{}$ International level $\boxed{}$

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution	27	20000/-
Financial support from government	2335	Not available, as the grants sanctioned by govt. is credited to bank accounts of students.
Financial support from other sources	N.A.	N.A.
Number of students who received International/ National recognitions	Nil	Nil

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   [01]

5.13 Major grievances of students (if any) redressed: No major grievances from students were received.

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?

No.

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

6.3.1 Curriculum Development

Not applicable, as the College follows the syllabi provided by University of North Bengal for both regular and career-oriented courses.

6.3.2 Teaching and Learning

1. ICT as well as traditional methods are used.
2. Class notes and study materials are provided to students.
3. Tutorials and internal assessments are conducted on a regular basis.
4. Programmes like educational tours, film shows, Youth Parliaments, debates etc. are conducted on a regular basis.
5. Students are encouraged to participate in seminars and workshops held in the college and other colleges of the district.

6.3.3 Examination and Evaluation

Annual Test Exams for both Hons and General students are conducted at the end of each academic session.

6.3.4 Research and Development

- **MRP-s and Ongoing Projects**- 6 ongoing minor projects and 1 ongoing major project; 2 MRPs completed, 3 MRPs sanctioned.

- **Leave to attend Programs**- Teachers are allowed to attend PhD Course work Programs, seminars, symposia and workshops.

- **PhDs awarded**- 2 teachers obtained their PhD; one of them was a beneficiary under UGC-FDP for which he was granted duty leave.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digitization of records;

- Cataloguing and computerization;

- Barcoding;

- INFLIBNET.

- Maintenance of equipments.

6.3.6 Human Resource Management

- The Principal interacts with both teaching and non-teaching staff with regard to policy formulations and meets the elected office bearers of the Students' Union to know of the students' demands.

- Organizational change in running the institution- Rotational headship has been introduced in all departments.

- Consultation between Principal and IQAC, HOD-s., Secretary, Teachers' Council, etc. on matters related to teaching-learning and governance.

- Office bearers of Students' union are entrusted with the responsibility of conducting cultural programmes.

6.3.7 Faculty and Staff recruitment

- Vacant posts for teachers filled up according to WBCSC recommendations;

- Advertisement for vacant posts of administrative and technical staff;

- Recruitment done through statutory selection committee according to UGC norms;

- The reservation policy of State Govt. is strictly applied.

6.3.8 Industry Interaction / Collaboration   Nil

6.3.9 Admission of Students

- Admission forms are available from college website.

- Filled up forms to be submitted by hand/ online within the scheduled date.

- Computerized merit list prepared by the Admission Committee of the college according to the guidelines of University of North Bengal.

- Allocation of both Honours and General subjects through counselling.

- Well organized and transparent automated counselling system with display and announcement of candidates' names according to merit in two separate lecture halls.

6.4 **Welfare schemes for**

Teaching	Co-operative, G.P.F. and festival allowances.
Non-teaching	Co-operative, G.P.F, festival allowances and adv./ex-gratia, etc.
Students	Students' Aid fund and stipends for SC/ST and Minority Community students. Kannyasree Scheme Stipend of state govt. available for needy students.

6.5 Total corpus fund generated

Rs. 77, 27, 520/-

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	N.A.	No	N.A.
Administrative	No	N.A.	No	N.A.

6.8 Does the University/ Autonomous College declare 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?

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

The Alumni Association of the college plays an active role in observing Independence Day, Republic Day and the College Foundation Day. Alumnae of the institution have returned as members of teaching staff in different departments as well as members of the College Governing Body. In addition, many alumnae work as faculty of the college.

6.12 Activities and support from the Parent – Teacher Association

Parents extended supports and cooperated whenever asked, particularly in the context of students' poor attendance and scoring low marks in the internal examinations

6.13 Development programmes for support staff

Nil

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

- Annual Forestry Day or Van Mahotsav was observed on 2nd July, 2014, through planting of saplings in the campus.

- Cleanliness drive in the campus: The college lawn was cleaned and weeded by students on occasion of the Annual NSS Day on 24th September, 2014.

- General awareness programs organized to generate consciousness among students and members of college staff in order to minimize the misuse of electricity.

- The college has its own mechanism of waste management: the whole floor-area of the college building is swept clean before the commencement of class every working day; lab-waste, paper-waste, etc. are also disposed of regularly. Sufficient exhausters have been set in chemistry lab where odorous gases may form during experiments.

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.

- GB approves introduction of Headship in different departments w.e.f. 1.1.2015.

- Developing an effective system of waste management.

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	Status
1. Creating space and set up exclusively for the teachers in Library	1. Space and seating arrangements for readings were made for teachers in the college library.
2. Introducing online admission system	2. Admission process was made partially online.
3. Recruiting sufficient guest faculties to make up the deficiencies for vacant posts and increased student number.	3. Guest teachers were appointed in due time and as per requirements.
4. Enrichment of library	4. A number of new books were purchased for library.
5. Organizing workshops /seminars.	5. Workshop on 'Ornamental Fish Farming' was organized on March 28, 2015. Proposal for holding a National Seminar in English submitted to UGC for approval.

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

- Promotion of participative management in different departments, through introduction of rotational headship from 1.1.15 onwards. Each and every teacher will have a chance to manage his/her department for a period of 2 years *(Annexure-iii)*

- Waste management, energy conservation and maintenance of a clean and green environment, through orientation and awareness programmes conducted for students within the campus, including the college hostel. Efforts for making the campus a carbon-neutral zone *(Annexure-iv)*.

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

7.4 Contribution to environmental awareness / protection

- Like previous years, 'Van-Mahotsav'and Annual Forestry Week was celebrated in the college campus.

- Weeds were cleared using chemicals instead of burning.

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. Positive attitude of administration towards new technologies. 2. Adaptability of the college to the changing socio-economical demands. 3. High quality research works conducted by the faculties of the college.	1. Insufficient space. 2. Financial constraints. 3. Vacant teaching and non-teaching posts.	1. Job-oriented sessions for students can be arranged. 2. Extra laboratory techniques may be taught in the science departments to enable students to get jobs in local pathological labs or other factories. 3. Introduction of postgraduate courses/ certificate/ diploma courses in near future.	1. The rise in student number. 2. Expansion of college building. 3. Better result in UG exams.

8. Plans of institution for next year

- Introduction of Hons. And Gen. Courses in Sociology.

- Renovation of the college building and the college hostel, including construction work in the kitchen of the hostel.

- Creation of new teaching posts in science departments.

- Organizing a national seminar in English by December, 2015.

- Conducting the Green Audit of the College.

- Continuing the process of promotion of faculty through CAS.

Name   SRIPARNA   SARKAR

_____

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
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
GL	-	Guest Lecturer
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
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; 2014-15

JUNE, 2014

4.6.14- Admission Committee Meeting for admission in 1st Year Honors and General Courses in the 2014-15 Academic Session

9.6.14-14.6.14- Downloading of admission forms and form submission.

19.6.14- Publication of the Merit List for Hons.

23.6.-28.6.2014- Counseling and On-the-spot- admission.

JULY, 2014

7.7.14- 2nd Counseling for admission of candidates in Hons. courses

13.7.-17.7.14 -Counseling for admission in General Courses (B.A. & B.Sc.)

29.7.14- College closed on account of Id-ul- Fitr.

AUGUST, 2014

Classes of 1st year Hons and gen. start on and from 4.8.14

9.8.14- 2nd counseling for 1st year Honors

15.8.14- College closed on account of Independence Day

31.8.14- Classes suspended for the celebration of College Foundation Day

SEPTEMBER, 2014

23.9.14- College closed on account of Mahalaya.
28.9.14- Puja vacation commences.

OCTOBER, 2014

2.10.14-College closed on account of Gandhiji's Birthday.

College reopens after Puja Vacation on 25.10.14.

NOVEMBER, 2014

4.11.14- College closed on account of Muharram.

6.11.14- College closed on account of Guru Nanak's Birthday.

DECEMBER, 2014

14.12.14- College Social.

25.12.14- College closed on account of Christmas.

26.12.-31.12.14- Winter Recess.

JANUARY, 2015

1.1.15- College closed on account of New Year Day.

12.1.15- College closed on account of Swami Vivekananda's Birthday.

23.1.15- College closed on account of Netaji's Birthday.

25.1.15- Sunday. Saraswati Puja.

26.1.15- College closed on account of Republic Day.

FEBRUARY, 2015

4.2.15- College closed on account of Saraswati Puja

17.2.-20.2.15- Filling up of University Exam forms by students of 1st ,2nd and 3rd year Hons. and Gen. Courses.

MARCH, 2015

5.3.15- College closed on account of Doljatra

6.3.15- College closed on account of Holi.

Slack Session starts from 17.3.15.

APRIL, 2015

6.4.15- B.A./B.Sc. Part-I, II and III commence.

14.4.15- College closed on account of Ambedkar's Birthday.

15.4.15 – College closed on account of Bengali New Years Day.

Summer Recess -16.4.15- 30.4.15

MAY, 2014

1.5.15 – College closed on account of May Day.

8.5.15 – College closed on account of Rabindra Jayanti

2.5.15- 20.5.15 –Summer Recess (contd.).

Best Practice-1(2014-15)

Title:

Promotion of participative management in different departments, through introduction of rotational headship

Aims and objectives: The major aims and objectives of the plan were:

- To promote infusion of younger blood in introduction of new techniques in teaching-learning processes, as well as management of each and every department;

- To increase cooperation between senior and junior members of the faculty in matters of decision-making;

- To encourage each and every member of the faculty to try their level best to improve teaching standards and decision making.

The Process:

The decision to introduce departmental headship, instead of senior-most teacher of all departments was passed by the Teacher's Council and was unanimously approved by the college Governing Body in 2014-15. It was decided by GB that each and every teacher of a department will be appointed HOD by the Principal for a term of two years, after which departmental headship will pass over to the teacher, next in seniority and so on. According to the decision taken by GB, the process officially started on and from 1.1.2015.

Problems:

Effects of a newly-introduced technique/method regarding teaching-learning or any other, pertaining to departmental management may not be assessed within the sanctioned period of two years. There are, thus, chances that a technique or decision implemented by one HOD may be rejected by his/her successor.

The result:

The system of rotational headship will be effective to promote democratic atmosphere in different departments, especially where decision-making is concerned.

Best Practice-2 (2014-15)

Title:

Waste management, energy conservation and maintenance of a clean and green environment:

Aims and Objectives: Major aims and objectives of the plan were:

- Maintenance of the lush green atmosphere of the campus;

- To reduce wastage of electricity by a section of students and staff;

- To create a carbon-neutral zone within the campus ;

- To create an effective system of managing e-wastes and hazardous wastes.

The Process:

- The Annual Forestry Week celebrated every year is observed through planting of saplings. This has increased the number of plants in the campus. The college ground is kept free of weeds. Chemicals are used for this purpose.

- General awareness programmes have been conducted by the college to minimize wastage of electricity. Old CRT monitors have been replaced by LED monitors and CFL lights have replaced old light bulbs in classrooms, corridors of the college building and the hostel. Awareness programmes have also been conducted to minimize wastage of water.

- The whole of the campus is a no-smoking zone. Automobiles are generally not allowed within the campus. Bio-degradable wastes are generally buried and not burned to keep the campus smoke-free.

- The whole floor area of the college is swept clean every day, of lab-waste and waste paper, before classes commence. Exhausters have been set in chemistry lab where odorous gases form during experiments. Computer-related wastes are deposited in specific containers for disposal.

Problems:

With the increasing number of students coming from different backgrounds, it is rather difficult for the authority to orient all students towards the necessity of minimizing wastage of electricity and water, or stop littering of materials like plastic/polythene bags, paper/plastic cups or chewing gum in the college grounds. The college is, however, trying its level best.

Results: Number of plants in the campus has increased. General awareness programmes to minimize wastage have evoked spontaneous response from students and staff.