

## 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

pdcwomenscollege@gmail.com

Contact Nos.

03561-230146

Name of the Head of the Institution:

Dr. Shanti Chhetry

Tel. No. with STD Code:

03561- 230146

Mobile:

9432434023

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:

EC/33/459 Dated 16/09/2004

(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.pdwomenscollege.org

Web-link of the AQAR:

www.pdwomenscollege.org/Portals/0/Documents/aqar2009-10.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	1 <sup>st</sup> Cycle	B+	76.85	2004	5 years
2	2 <sup>nd</sup> Cycle	N.A.	N.A.	N.A.	N.A.
3	3 <sup>rd</sup> Cycle	N.A.	N.A.	N.A.	N.A.
4	4 <sup>th</sup> 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)

2009-2010

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 \_\_\_\_\_ (DD/MM/YYYY)4  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 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)

Computer Science, Computer Applications, Tourism and Travel Management, Functional English, Physical Education

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	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="Nil"/>	UGC-CPE	<input type="text" value="Nil"/>
DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="Nil"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Nil"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other ( <i>Specify</i> )	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="2"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="2(Bursar&amp; Accountant)"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="1 (G.B. Member)"/>		
2.5 No. of Alumni	<input type="text" value="Nil"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="9"/>		
2.10 No. of IQAC meetings held	Nil		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="Nil"/>	Faculty	<input type="text"/>

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

2.14 Significant Activities and contributions made by IQAC: IQAC of P.D. Women's College was formed on 24.11.2012. The college authority and Teachers' Council took the following initiatives:

- The Teachers' Council emphasised its stand on maintenance of a learner-centric environment in the college, providing quality education to students, without compromising with the teaching standards.
- A large section of students of the college belong to SC, ST, minority communities and economically backward classes. As proposed by the Teachers' Council, the college resolved to continue the Remedial Coaching Course for students belonging to SC/ST/OBC/Minority Communities, for the entire XI Plan Period.
- Keeping in mind the long-standing demand from the Alumni Association, guardians and students, the Teachers' Council proposed introduction of Honours Courses in Botany and Education and General Course in Physical Education in the college. Adhering to the proposal, the College secured approval from University of North Bengal to introduce honours courses in Botany and Education and General Course in Physical education from the 2009-10 academic session.
- Intake capacity of all Honours departments would be increased up to 10% within the next five years.
- With increase of intake capacity of honours departments, improvement of infrastructure for maintenance of the standards of quality education of the college, like safe drinking water, adequate toilet facilities for students and staff is necessary. The Teachers' Council suggested improvement of these to the college, as well as, procurement of more computers, photocopying machines and internet facilities for students and staff to make the administrative and technical work more dynamic and well-informed. The College took the necessary steps.
- The Teachers' Council proposed organization of a State-Level NAAC Accreditation Workshop in the college during the current academic session.

2.15 Plan of Action by IQAC/Outcome: The plan of action chalked out by the college authority and Teachers' Council in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Honours courses in Botany and Education and General Course in Physical Education to commence from 2009-10 academic Session.	1. Honours courses in Botany and Education and General Course in Physical Education commence from the 2009-10 academic year.
2. Intake capacity of different Honours Departments to be increased at different phases to assure access to higher education to students.	2. Intake capacity of Honours Courses in different departments to be increased in the coming years, with enhancement of infrastructural facilities.
3. Remedial Coaching Courses for all the subjects to be continued in 2009-10 academic session also.	3. Remedial coaching Courses for SC/ST/OBC/ Students of Minority Communities continue during the 2009-10 academic year.
4. Digitized identity cards introduced in 2007-08 will be issued to students this year also. Digitized library cards will be issued shortly to students.	4. Digitized identity cards have been issued to students of all Honours (Major) and General courses separately. Digitized library cards issued to students.
5. Minor repair work in the Departments of Botany, Chemistry and the college hostel to be completed before the commencement of 2010-11 academic session. Construction of a new wing of toilets alongside the Union Room and Students' canteen also to be completed.	5. Repair works of the college building and college hostel are expected to be completed within 2011. New toilet wing for students opened. Staffroom added to Chemistry Department. Necessary fittings added to the new room of Botany Department.
6. Installation of Aqua Guards at different places of the Main Building of the college, the library and the hostel to assure uninterrupted supply of safe and clean drinking water for students and staff.	6. Installation of Aqua Guards complete.
7. A State-Level NAAC Accreditation Workshop will be organized in the College within March, 2010.	7.State Level Workshop on 'Accreditation and Re-Accreditation by NAAC' held in the college on 26.2.2010.
8. Purchase of furniture for the general classrooms, lecture halls. Laptops and projectors to be provided to lab based	8.Purchase of furniture for general classrooms and lecture halls complete. Laptop and projector provided to lab-based

departments for daily classroom teaching	departments for classroom teaching.
9. Generator obtained from the M. P. fund in December, 2008, to be used from this year.	9. Generator set donated from the M.P. fund used successfully from the B.A. /B.Sc. exams onwards.
10. Library to be fully computerized with barcoded library cards, computerized circulation system and Online Public Access Catalogue (OPAC) for searching books.	10. Library cards with barcode system have been generated by the computerized system.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 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
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	13	03	Nil	04
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	02	Nil	Nil	02
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	15	03	Nil	06
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	Nil
Trimester	Nil
Annual	Yes

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.

Botany (Honours), Education (Honours) and Physical Education (General)



## Criterion – II

### 2. Teaching, Learning and Evaluation

Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	56	24	12	Nil	PTT- 17 CTT- 02 SL-01

CWTT=Contractual Whole Time Teacher, PTT= Part Time Teacher, SL-Substitute Lecturer

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
	4	9	Nil	Nil	N.A	N.A	N.A	N.A	4	9

2.4 No. of Guest and Visiting faculty and Temporary faculty 5 Nil Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	02	04
Presented papers	02	02	02
Resource Persons	Nil	02	02

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

- Use of ICT resources in Science and lab based departments. Teachers of science departments and the Department of Geography have been provided with laptops and LCD projectors. The Department of Geography has started using GIS software (MapInfo, 2008).
- Automation and extensive use of computer-aided cataloguing of library holdings.
- Computer-orientation of office and library staff; orientation to COSA software for the office staff.
- Educational tours by Department of History.
- The Teachers' Council has regular interactions with the Departments and the Teacher's Council to monitor the admission process, class routine, tutorials, assessment tests, co-curricular activities, programs like Youth Parliaments, inter-collegiate Parliamentary quiz and debates.

2.7 Total No. of actual teaching days during this academic year 174

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 07      07      02

2.10 Average percentage of attendance of students 55

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)	62	--	--	95.16	--	95.16
Economics (H)	01	--	--	100.00	--	100
English (H)	50	--	--	90.00	--	90.00
Geography (H)	24	--	--	95.83	--	95.83
History (H)	47	--	--	91.49	--	91.48
Philosophy (H)	24	--	--	95.83	--	95.58
Pol. Sc. (H)	41	--	--	95.12	--	95.12
Sanskrit (H)	67	--	22.39	71.64	--	94.3
<b>Total B.A. (H)</b>	<b>316</b>	--	4.75	88.92	--	<b>93.67</b>
Chemistry (H)	05	--	20.00	60.00	--	80.0
Mathematics (H)	01	--	--	100.00	--	100
Physics (H)	04	--	--	75.00	--	75.0
Zoology (H)	04	--	25.00	75.00	--	100
<b>Total B.Sc. (H)</b>	<b>14</b>	--	14.29	71.43	--	<b>85.71</b>
<b>B.A. (Gen)</b>	<b>281</b>	--	--	29.18	62.28	<b>91.4</b>
<b>B.Sc. (Gen)</b>	<b>01</b>	--	--	100.00	--	<b>100</b>

**2.12 How does Teachers' Council Contribute/Monitor/Evaluate the Teaching & Learning processes:**

- Teachers' Council encourages the faculty to utilize modern techniques in daily classroom teaching and Career Guidance.
- By conducting tutorials and Annual Test Examination for Honors and General Course Students.
- Through interactions with the Departments and the Teacher's Council to monitor the admission process, class routine, tutorials, assessment tests, co-curricular activities, programs like Youth Parliaments.

**2.13 Initiatives undertaken towards faculty development**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	04
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others*	05

\* ICT Workshop of WEBEL in the campus and Kolkata

**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	07	05	00	01
Technical Staff	13	03	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the Teachers' Council in Sensitizing/Promoting Research Climate in the institution

- The teachers are encouraged to apply for Minor and Major Research Projects sanctioned by U.G.C.
- Teachers are also encouraged to apply for FIP and FDP Schemes sanctioned by UGC. If they secure approval to complete research under FIP/FDP Schemes, they are sanctioned paid leave to complete research work.

#### 3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	08	10	02
Outlay in Rs. Lakhs	0.95	9.77	10.7	0.95

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	5	Nil
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

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	N.A.	N.A.	N.A.	N.A.
Minor Projects	2009-11	U.G.C.	2 Lakhs	0.90 lakhs
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				

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 : N.A

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	Nil	Nil	01	Nil	Nil
Sponsoring agencies			Own fund		

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

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  From Management of University/College   
 Total

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  
 and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="4"/>	<input type="text" value="Youth Parliament and Parliamentary Quiz"/>
NCC	<input type="text"/>	NSS	<input type="text" value="4"/>	

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

- The four NSS units of the college, with the aim of building up a clean and developed model village, have adopted a small village at the outskirts of the town. The scheme is based on the concept of rural development of Mahatma Gandhi.
- Distribution of bleaching powder among residents of the adopted village and orientation on its use during the rainy season by students.
- Two-day medical camp in the adopted village by the NSS. Free medical check up and medicines at subsidized rates provided to villagers.
- A one day blood donation camp was organized in the college campus by NSS units. Both students and teachers donated blood. Free medical check up for students provided at one-day medical camp at college.
- Students of Third Year encouraged participating in Inter-collegiate Parliamentary Quiz and Youth Parliament organized by Department of Parliamentary Affairs, Govt. of West Bengal and held in this college. Students of this college emerge as champions in the Inter Collegiate Youth Parliament.
- The Centre for Women's Studies organized a five-day workshop on "Computer Awareness for Home Managers" from 8.3. - 12.3.10 at the Department of Computer Science in the College, as a vital part of the Women's Day Celebration of 2010. A Women Writers' Meet was also organized on 22.2.2010 by the Centre for Women's Studies in the College.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing (in Rs.)	Newly created(Rs.)	Source of Fund	Total
Campus area	5.43acres	Nil	N.A	5.43acres
Class rooms	25	02	N.A	27
Laboratories	11	01	U.G.C. XI Plan	12
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)		4,49,192.50/-	UGC	
Others (new toilet /washrooms for students, aqua guards, ICT)		5,57,529/-	Education Dept. Govt. Of West Bengal	

#### 4.2 Computerization of administration and library

- Students' database created through effective computerization. Digitized identity cards for students issued from the Principal's Office.
- Computerization for preparation of monthly salary bills of the Teaching and Non-Teaching staff has been introduced a few years back. College office has also procured ICT tools like pc-s photocopier, scanner and printers for maintenance of records and database.
- The College Library provides students' access to previous years question papers and reading materials by using photocopier, printer and scanner. Books may be searched through the Online Public Access Catalogue (OPAC) software.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28995		466		29461	
Reference Books	525		Nil		525	
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals						
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
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	Departments	Others
Existing	32	10	16	4		05	09	Principal Room-01; Staff Common Rooms - 03 Library-04
Added	02	02	00	-	-	00	00	00
Total	34	12	16	-	-	05	09	08

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

Nil
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4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.30207/-
ii) Campus Infrastructure and facilities	Rs. 5.27
iii) Equipments	Rs. 0.30
iv) Others	Nil
<b>Total :</b>	Rs. 5.87

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- The Teachers' Council of the College unit has constantly been trying to spread awareness regarding the support services provided by the institution through its official website, notice boards, display boards and the Orientation Programs for students studying in both the Honours and General Course of studies.
- As proposed by Teachers' Council, Remedial Coaching Courses for students of SC/ST/ OBC/ students of Minority Communities are held by each department. During this year, Rita Toto, a student of this college, who belongs to the endangered Toto tribe, became the first woman graduate of her tribe.
- The updated prospectus and academic calendar, which is passed by Teachers' Council, is published in the beginning of each academic session contains information regarding, historical profile of the college, its mission and goals, admission procedures and criteria, courses offered, subject combinations and brief outline of syllabi, facilities available in the college, fees structure, scholarships, awards and stipends, list of teaching and non-teaching staff, the College Governing Body, the hostel rules and the NSS and NCC Units of the college.
- The college admits students on the basis of marks obtained in Higher Secondary Examination conducted by Boards recognized by University of North Bengal and on the basis of reservation policy.
- Apart from scholarships and stipends from the Central Govt. and the State Govt., the college provides full and half-free studentships from the Students' Aid Fund to needy students, as suggested by IQAC.
- Medical facilities and check up by registered doctors are available whenever necessary, in collaboration with the Jalpaiguri Welfare Organization and Students' Health Home.
- Each student has to sign an undertaking that she will not engage in ragging, nor will she encourage ragging done by other students.
- There are surprise visits to the college hostel by lady teacher-members of the Hostel Sub Committee and Teachers' Council to ensure ragging and harassment-free atmosphere in the college hostel.

5.2 Efforts made by the institution for tracking the progression

- Unit tests twice a year and Departmental tutorial tests;
- Each department regularly keeps a track of attendance, regularly interact with the students and attend to their grievances.
- Monitoring of individual student's performance in practical classes in lab based departments;
- Remedial coaching courses by all departments to help students coming from backward groups and minority communities;
- Parents/guardians are contacted, whenever necessary.

5.3 (a) Total Number of students: 2162

(b) No. of students outside the state 

Nil
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(c) No. of international students 

Nil
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Men	<table border="1" style="border-collapse: collapse; width: 40px;"> <tr><td>No</td><td>%</td></tr> <tr><td>Nil</td><td>00</td></tr> </table>	No	%	Nil	00	Women	<table border="1" style="border-collapse: collapse; width: 40px;"> <tr><td>No</td><td>%</td></tr> <tr><td>2162</td><td>100</td></tr> </table>	No	%	2162	100
No	%										
Nil	00										
No	%										
2162	100										

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1015	886	59	87	Nil	2047	1089	908	67	98	Nil	2162

Demand ratio Applicant: Admission = 1.96:1      Dropout %= 24.76

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

Nil
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No. of students beneficiaries

5.5 No. of students qualified in these examinations N.A.

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

5.6 Details of student counselling and career guidance

The college has an Employment Cell with the objective of disseminating relevant employment news to the students and also to create awareness about various self-employment schemes. The college library provides students access to recognized employment newspapers.

No. of students benefitted

5.7 Details of 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
2 (WIPRO)	85	Nil	N.A

5.8 Details of gender sensitization programmes

The Centre for Women's Studies of this college has taken an active role to raise the level of consciousness about women's issues, rights and empowerment, since its initiation in 2007. The Gender Sensitization Programs of 2009-10 are as follows:

- A workshop on '**Reproductive Health**' was held in the college on 10.09.2009 for students of Third year. The workshop was organized in collaboration with a Kolkata-based N.G. O., SANHITA. About 70% of the Third Year students attended the workshop.
- A Women Writers' Meet was organized by the CWS for sharing of views of women writers of Jalpaiguri district. The Meet proved intriguing and informative for all participants.
- Observation of the International Women's Day on 8<sup>th</sup> March by CWS. A five day Workshop on **Computer Awareness for Home Managers** from 8<sup>th</sup> March to 12<sup>th</sup> March. Eighteen local women, mostly, housewives were given hands on training in the computer lab of the college.

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

State/ University level  National level  International level

No. of students participated in cultural events: Nil

State/ University level  National level  International level

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

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	Data not available	Data not available
Financial support from government	Data not available	Data not available
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

5.13 Major grievances of students (if any) redressed:

- Disinfection and cleaning of students' washrooms regularly;
- Subscription of employment newspapers published in Bengali by the library;
- Repair work of water pipes of the college hostel and collection of solid waste from the three buildings of the hostel on a regular basis; servicing of the Aqua-guards of the hostel and the main building;
- Employing security staff at the main gate of the college building.
- At least two cash counters, at the time of admission or filling up of university exam forms.

## 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

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

- ICT as well as traditional methods are used
- Class notes and study materials are provided to students.
- Tutorials and internal assessments are conducted on a regular basis.
- Programmes like educational tours, film shows; Youth Parliaments, debates etc. are conducted on a regular basis.
- Students are encouraged to participate in seminars, workshops and/or quiz contests on their respective subjects (e.g. parliamentary quiz) held in the college and other colleges of the district.

### 6.3.3 Examination and Evaluation

**Unit Tests** for both Honours and General students are conducted at the end of each academic session; tutorial tests are arranged by some departments.

### 6.3.4 Research and Development

- **MRP-s and Ongoing Projects**- 10 ongoing minor projects. 2 projects submitted.
- **Leave to attend Programs**- Teachers are allowed to attend PhD Course work Programs, seminars, symposia and workshops.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digitization of records;
- Cataloguing and computerization;
- Barcoding of all books;
- Taking steps for initiating works for book searching through the Online Public Access Catalogue (**OPAC**) software.

### 6.3.6 Human Resource Management

- **Students**- Attempts are made to develop writing skills through the college magazine 'Surya Kana'. The efforts of the annual wall magazine of the Department of Bengali in this respect are also worth-mentioning. The Debating Society of the college has organized intra-collegiate debates, which have helped students to develop skills in public speaking.
- **Teachers**- Field work and educational tours conducted by some departments help the teachers to communicate better with students and to develop teacher-student liaison. Such tours have also proved helpful for teachers and students to emerge as crisis managers. Appointment of teachers as hostel superintendant specially helps the appointee to manage available funds and resources as well as difficult situations.

### 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

N.A

### 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.

### 6.4 Welfare schemes for

Teaching	Employees' Cooperative Association and GPF
Non teaching	Employees' Cooperative Association and GPF
Students	Stipends for SC/ST/OBC/Minority Community and Students' Aid Fund for needy students of General Category.

### 6.5 Total corpus fund generated

Rs.39,53,339.31/

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	Yes	Vasudeo & Associates	No	Nil
Administrative	Yes	Vasudeo & Associates	No	Nil

6.8 Does the University/ Autonomous College declare 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?

Not applicable, as the college is not autonomous. Examination rules and regulations of the mother university are strictly followed.

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

No significant efforts have been made till date.

6.11 Activities and support from the Alumni Association

- The Alumni Association of the college requested the college to introduce Honours courses in Botany, Education and Sociology and general course in Physical Education. Complying with this request, approval was obtained from the mother university to start teaching of these subjects from this academic session.
- The Alumni Association of the college has provided encouragement and support for continuation of awareness camps and medical camps in adjoining rural areas conducted by the four NSS units of the college.
- The Alumni Association of the College actively participates in organizing cultural programmes on the Foundation Day of the college.

#### 6.12 Activities and support from the Parent – Teacher Association

- The Parent-Teacher Association has been very active in maintaining the ambience conducive for pursuing education of students, especially those coming from underprivileged sections. Parents/guardians approach teachers in case of any difficulty of their wards. The teachers contact guardians in case of difficulties of students in attending classes or other problems related to studies and attendance. Counselling is provided to students in case of difficulties.

#### 6.13 Development programmes for support staff

- The library staff was given training of bar coding of the books and digitization of question papers and syllabi.
- The office staffs were given an orientation for handling the Computerized Salary Accounts (COSA) software for accuracy and efficient handling of salary accounts of all members of the teaching and non-teaching staff.

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

- Planting saplings during Forestry Week in the playground;
- Clearing accumulated garbage of the college playground by students;
- Clearing of the hostel grounds by the inmates

## 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.

- Automated admission system introduced last year was improved this year to make admission system more accessible and transparent.
- Digitized library cards for students and initiation of the barcode system gives more mobility in tracking books and person/s to whom they have been issued;
- Digital database of students developed through issuing of digitized students' identity cards for keeping track of students and finding cases of drop out;
- The newly-acquired generating set has assured uninterrupted power supply within the campus, especially the labs;
- Maintenance of records by the office has been more efficient by increased use of ICT, like scanner and photocopier. Rare books and past records have also been scanned for better preservation.

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

- Intake capacity of different Honours subjects has been increased from this year on the basis of requests from the guardians. Intake capacity of each Honours department will be increased up to 10% within 2015.
- Repair works of the college hostel and Department of Chemistry have started. Extension of the new wing of the hostel building, with another dining hall.
- Installation of aqua guard under the staircase of the main building and in the second floor.
- Generator set installed in 2008-09 to provide power supply to three hostel wings from dusk to dawn, after college hours.

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

**Best Practice: # 1**

Remedial Coaching Course for students belonging to SC/ ST/OBC/Minority Communities. Students were given special coaching prior to university exams. Ms. Rita Toto, student of the endangered Toto tribe becomes the first woman graduate of her tribe.

**Best Practice # 2**

Awareness programs for students conducted by Centre for Women's Studies, regarding reproductive health and hygiene of women and woman empowerment. A considerable percentage of students coming from rural sector get married within 20 years of age. For them such awareness programmes are absolutely necessary; here they can discuss their private problems with specialists. Programmes on women empowerment encourage them to learn certain handicrafts and contribute to the income of their families.

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

7.4 Contribution to environmental awareness / protection

- Clearing the college field of garbage, especially plastic packets by students. Orientation programs on importance of water conservation and checking littering in the college grounds.
- Planting of saplings in the college field on National Forestry Day.

7.5 Whether environmental audit was conducted? Yes  No

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

*\*See Annexure*

## 8. Plans of institution for next year

- Computerised circulation system will start in the college library within a short time. Digital content to be stored and managed by an open sourced digital library.
- Phased increase of the intake capacity of both arts and science departments. Purchase of scientific equipments by lab based departments for the additional number of students. Purchase of furniture for better seating capacities in the larger lecture halls.
- Purchase of sports goods and equipments for Department of Physical Education.
- Purchase of computers, printers, scanners for the office and library. Orientation programs for office and library staff to make them more familiar with ICT.
- Organization of national seminars by different departments by 2012. Proposals to be sent to UGC.
- New training and sensitization programmes to be organized by Centre for Women's Studies.

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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## **ANNEXURE-I**

### **ACADEMIC CALENDER FOR P.D. WOMEN'S COLLEGE, JALPAIGURI; 2009-10(June, 2009-May, 2010)**

#### **JUNE, 2009**

4.6.09-11.6.09 - Issuing and submission of College Prospectus and forms.

15.6.09 - Provisional Merit List published.

19.6.09- Final Merit List published.

24.6.-26.6.2009 - First Counselling and on-the-spot- admission.

29.6.09, 30.6.09 - Second Counselling and on-the spot admission.

*University exams re-scheduled due to Parliamentary Elections in May*

#### **JULY, 2009**

13.7. & 14.7.09- Orientation Program for the newly admitted 1st year Honors and General Course students.

\* 2009-10 Academic session and classes for 1<sup>st</sup> year commence on and from 15.7.09.

#### **AUGUST-2009**

13.8.09- 3<sup>rd</sup> and final counselling for 1<sup>st</sup> year Honours.

13.8.09 – College closed on account of Janmashtami

15.8.09 – College closed on account of Independence Day.

31.8.09- Classes suspended on account of College Foundation Day

#### **SEPTEMBER, 2009**

5.9.09- Teachers' day celebrated.

18.9.09 – College closed on account of Mahalaya

20.9.09- College closed on account of Id-ul-Fitr

*Puja Vacation commences from 24.09.2009.*

#### **OCTOBER, 2009**

1.10.- 20.10.09- Puja Vacation (contd.)

2.10.09- Mahatma Gandhi's birthday.

College re-opens on 21.10.09 after Puja Vacation.

## **NOVEMBER, 2009**

13.11.09 – College closed on account of Guru Nanak's birthday.

28.11.09 – College closed on account of Id-uz- Zoha

26.11.09- Classes suspended due to Annual Sports Event.

## **DECEMBER, 2009**

18.12.09- College closed on account of Muharram.

18.12.09 & 19.12.09- Classes suspended due to College Social

25.12.09- College closed on account of Christmas.

26.12.-31.12.09- Winter Recess.

## **JANUARY, 2010**

1.1.10- College closed on account of New Year Day.

2.1.10- College re-opens after Winter Recess.

20.1.10- College closed on account of Saraswati Puja

22.1.10- 31.1.10- Test Examination for B.A./B.Sc. Part I, II and III Hons and Gen students.

23.1.10- College closed on account of Netaji's Birthday

26.1.10- College closed on account of Republic Day.

## **FEBRUARY, 2010**

1.2.10- 6.2.10- Test Examination for B.A./B.Sc. Part I, II and III Hons and Gen students.

4.2.14- College closed on account of Saraswati Puja

12.2.10 (afternoon) - Publication of first list of students allowed to appear in B.A. / B. Sc. Final Examination.

15.2.10- Publication of the second and final list of students allowed to appear in B.A. / B. Sc Final Examination.

17.2.10-26.2.10- Filling up of University Exam forms.

27.2.15- College closed on account of Fateha- Doaz- Daham.

28.2.10- College closed on account of Doljatra.

## **MARCH, 2014**

01.03.10- College closed on account of Holi.

*Slack session from 15.3.2010- 31.3.10*

**APRIL, 2010**

*B.A/ B. Sc. Part I, II and III exams commence on and from 1.4.10*

2.4.10 – College closed on account of Good Friday

15.4.14 – College closed on account of Bengali New Years Day

*Summer Recess -17.4.14- 30.4.14*

**MAY, 2010**

1.5.10– College closed on account of May Day.

2.5.10-31.5.10- B.A/ B. Sc. Part I, II and III exams continue.

8.5.10- College closed on account of Rabindra Jayanti.

27.5.10- College closed on account of Buddha Purnima.

2.5.10- 16.5.10 Summer Recess (contd.)



## ***ANNEXURE-II***

### **FEEDBACK ANALYSIS**

- The College students are to come out with any personal problems standing in the way of their development and parents/guardians are notified in a discreet manner about their wards' progresses.
- Inmates of the College Hostel are free to inform the Superintendent-in-Charge of their specific complaints and grievances, if any. The Principal and members of the Hostel Sub-Committee sit for meetings on a regular basis to find solutions to complaints pressed by students, so that there is always good coordination between the inmates and authority.
- Round the clock attendance is provided by the Superintendent-in-Charge, the Matron and sub-staff of the College Hostel. The lady teacher-members of the College Governing Body pay surprise visits to the hostel.
- Steps are taken to maintain a stress free learning system within the college and the hostel, where the student is never allowed to feel isolated, nor posed with any threat that she cannot cope with the University determined syllabus.

**ANNEXURE-III****UNIVERSITY EXAM RESULTS (Department-wise)**

	<b>Total appeared</b>	<b>1<sup>st</sup> Class</b>	<b>2<sup>nd</sup> Class</b>	<b>P Div.</b>	<b>Total Passed</b>	<b>% of pass</b>	<b>Highest Score</b>
Bengali (H)	65	--	63	N.A.	63	96.92	58.38%
Economics (H)	02	01	01	„	00	100	61.25%
English (H)	64	--	61	„	61	95.31	53.12%
Geography (H)	22	--	22	„	22	100	58.12%
History (H)	59	--	46	„	46	77.97	52.13%
Philosophy (H)	20	--	20	„	20	100	58.25%
Pol. Sc. (H)	34	--	33	„	33	97.06	56.88%
Sanskrit (H)	72	05	65	„	70	97.22	63.63%
<b>Total B.A. (H)</b>	<b>344</b>	<b>06</b>	<b>317</b>	„	<b>323</b>	<b>93.90</b>	<b>--</b>
Chemistry (H)	06	--	06	„	06	100	57.36%
Physics (H)	04	01	03	„	04	100	60.12%
Zoology (H)	04	00	04	„	04	100	51.25%
<b>Total B.Sc. (H)</b>	<b>14</b>	<b>01</b>	<b>13</b>	„	<b>14</b>	<b>100</b>	<b>--</b>
<b>B.A. (Gen)</b>	<b>233</b>	<b>--</b>	<b>95</b>	<b>130</b>	<b>225</b>	<b>96.57</b>	<b>55.56%</b>
<b>B.Sc. (Gen)</b>	<b>05</b>	<b>01</b>	<b>02</b>	<b>02</b>	<b>05</b>	<b>100</b>	<b>60.89%</b>

**ANNEXURE-IV**

**ANNUAL REPORT OF NSS UNIT**

**NSS ACTIVITIES FROM 1.6.2009- 31.5.2010**

Programme Officer- Smt. Koyela Ganguly; Members: Smt. Pampa Roychowdhury, Shri R. Sarkar

<b>Date</b>	<b>Activity</b>
5.6.2009	World Environment Day celebrated by the four NSS units in the Student's Common Room.
26.6.2009	Distribution of bleaching powder among villagers living in Tista char area. Orientation on how to use bleaching powder effectively.
15.8.2009	Members of 4 NSS units participate in the Independence Day Programme of organized by DM, Jalpaiguri.
20.8.2009	Free health check-up for students (BP, know your blood-group, etc). Blood donation camp was organized in the college.
8.9.2010	International Literacy Day and Teacher's Day celebrated at the Student's Common Room.
24.9.2010	NSS Day celebrated in the Student's Common Room
1.10.2009	Blood Donation Camp organized in the college on occasion of National Blood Donation Day.
1.12.2009	Red Ribbon distributed to students, faculty and staff of the College on occasion of World Aids Day by members of NSS Units.
3.12.2009	Members of 4 NSS units participate in the Annual Day Programme of Jalpaiguri Welfare Organization.
26.1.2010	Members of 4 NSS units participate in the Republic Day Programme of organized by DM, Jalpaiguri.
6.3-7.3.2010	Two-day medical camp organized by the 4 NSS Units at Sukantanagar, the NSS-adopted village.

## **ANNEXURE-V**

### **Swot Analysis of the College for 2009-10**

#### **Strengths :**

- The college has highly qualified and dedicated teachers.
- Involvement of students in welfare activities with socially and economically backward section of the society helps to grow among them social, moral and civic responsibilities, leading to their holistic development as responsible future citizens.
- Introduction of new subjects and career oriented schemes, keeping in mind students' needs and demands.
- The Centre for Women's Studies carries out different programs on woman empowerment successfully.
- The college has a well-stocked computerized library with a spacious reading room for students.
- The college offers hostel facilities to outstation students and staff quarters for accommodation of out-station teaching staff adjacent to the college campus.
- The college is surrounded by lush green pollution free campus with a well-maintained garden with a plot reserved for medicinal plants.

#### **Weaknesses :**

- Process of filling up vacancies of teaching and non-teaching vacancies is slow. Therefore, the teacher- student ratio is affected. At present there are 9 teaching posts lying vacant. The workload of full-time teachers is heavy. The college has to hire part-time teachers and guest teachers for completion of syllabi. Shortage of teachers has hampered training/ coaching students for competitive exams (UPSC, CAT, JAM, NET, SET, etc).
- Insufficient classrooms for holding extra classes and tutorial/remedial classes. Unavailability of funds at the moment of need deters necessary repairs and construction work. Dependence on PWD (according to prevalent regulations) for civil work within the campus makes maintenance and monitoring difficult.
- Shortage of staff in the college office slows down several important functions.
- Early marriage and tendency to quit studies subsequently, especially after childbirth lead to a steady rate of dropout, especially among students coming from rural areas.

#### **Opportunities:**

- Participation in academic programs like seminars, workshops, debates, youth parliaments and quiz contests motivates students to pursue higher education.
- The college provides financial grants from its Students' Aid Fund for needy and meritorious students not receiving financial assistance from other sources.

- Social work, health awareness and other awareness programs conducted by NSS inculcates sense of responsibility in students.
- Counselling programs on personal health and hygiene conducted by the CWS unit helps students to discuss certain matters with experts. This helps them to manage mental stress.
- Increasing teacher-memberships at syllabus committees and board of studies at the UG level to ensure participation in syllabus framing and academic designing.
- Enhancing number of research proposals by teachers.
- Thorough involvement of teaching and non-teaching staff in the different college committees under Teachers' Council/Principal to ensure continued and efficient running of college activities.

#### **Challenges:**

- Little scope for introducing innovative teaching, learning techniques due to constraints in syllabi, an annual academic schedule designed by the affiliating university.
- Number of teaching days limited due to constraints in syllabi and academic schedule.
- The pace of upgradation of infrastructure is disproportionate with the annual increase of student intake as directed by the mother university.
- Lack of space and infrastructural facilities along with excessive class loads. For example, lack of space has been a deterrent for construction of an auditorium for the college.
- A large section of students are first generation learners, who cannot keep pace with the progress in the classes. Motivation and counselling of such learners is a major challenge to the teachers

## ANNEXURE – VI

### BEST PRACTICES OF P.D. WOMEN'S COLLEGE FOR 2009-10 ACADEMIC YEAR

**#1Introduction** -The College is located in an economically and so long, educationally backward area, dominated by people belonging to scheduled castes and scheduled tribes. Till the recent times people belonging to such castes and tribes had their identities as farmers and tea garden labourers only; young girls stayed indoors as housewives. In most cases, their other capacities remained unknown. People of Minority communities like Muslims and Christians living here also, have been so far, suffered from economic and educational backwardness. These young girls have great potentialities of becoming worthy citizens of the country later on. Unfortunately, such students are often forced to leave studies due to failure in exams, early marriage or childbirth. As the oldest women's institution of North Bengal, the College has a moral responsibility of providing assistance to such students belonging to non-creamy layer, to overcome such constraints and continue their studies and become economically self-sufficient after their studies are complete.

**Best Practice #1. Remedial Coaching Course-** The IQAC stressed the need of holding Remedial Coaching classes for SC/ST and Minority community student, as per the directives of U.G.C. Remedial coaching classes were, thus, arranged outside the regular timetable. Apart from SC/ST and minority students, students belonging to General Category and Other Backward Classes were also allowed the benefit of such classes. Special lectures were delivered in these classes, special practical classes for lab-based subjects were arranged and study materials distributed to students. The pass percentage in university examination increased. Ms. Rita Toto, a student belonging to the endangered Toto community cleared her final university exam in 2009 and became the first woman graduate of her community.

**Best Practice # 2Awareness programs for students-** Awareness programmes for students were conducted by Centre for Women's Studies, regarding reproductive health and hygiene of women. A considerable percentage of students coming from rural sector get married within 20 years of age. For them such awareness programmes are absolutely necessary; here they can discuss their private problems with specialists. Students of outgoing third year were asked to join the camp to discuss their very private problems freely with specialists. The students in their feedbacks expressed their thanks to the College and CWS for arranging such an informative and helpful programme. Other programmes on woman empowerment, organized by CWS include:

- i) A Women Writers' Meet was organized by the CWS for sharing of views of women writers of Jalpaiguri district. The Meet proved intriguing and informative for all participants
- ii) A five day Workshop on **Computer Awareness for Home Managers** from 8<sup>th</sup> March to 12<sup>th</sup> March. Eighteen local women, mostly, housewives were given hands on training in the computer lab of the college.