

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

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

### Part – A

#### 1. Details of the Institution

##### 1.1 Name of the Institution

Prasannadeb Women's College

##### 1.2 Address Line 1

CLUB ROAD

##### Address Line 2

##### City/Town

JALPAIGURI

##### State

WEST BENGAL

##### Pin Code

735101

##### Institution e-mail address

pdwomenscollege@gmail.com

##### Contact Nos.

03561-230146

##### Name of the Head of the Institution:

Dr. Shanti Chhetry

##### Tel. No. with STD Code:

03561-230146

##### Mobile:

9434234023

Name of the IQAC Co-ordinator:

Sriparna Sarkar

Mobile:

9932387133

IQAC e-mail address:

ciqacpdwc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN11592

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/33/459 dated 16-9-2004

1.5 Website address:

www.pdwomenscollege.org

Web-link of the AQAR:

<http://www.pdwomenscollege.org/Portals/0/Documents/aqar2012-13.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	2004-2009
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)

2012-13

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

- i. AQAR 2009-10 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
- ii. AQAR20010-11 submitted to NAAC on 30-12-2015 (DD/MM/YYYY)
- iii. AQAR20011-12 submitted to NAAC on 30-12-2015 (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	<input type="text" value="Nil"/>		
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"/>
UGC-COP Programmes	<input type="text" value="Yes"/>		

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

<b>2.1 No. of Teachers</b>	<input type="text" value="6"/>
<b>2.2 No. of Administrative/Technical staff</b>	<input type="text" value="2+1"/>
<b>2.3 No. of students</b>	<input type="text" value="Nil"/>
<b>2.4 No. of Management representatives</b>	<input type="text" value="1"/>
<b>2.5 No. of Alumni</b>	<input type="text" value="Nil"/>
<b>2.6 No. of any other stakeholder and community representatives</b>	<input type="text" value="Nil"/>
<b>2.7 No. of Employers/ Industrialists</b>	<input type="text" value="Nil"/>
<b>2.8 No. of other External Experts</b>	<input type="text" value="1"/>
<b>2.9 Total No. of members</b>	<input type="text" value="9"/>
<b>2.10 No. of IQAC meetings held</b>	<input type="text" value="2"/>

**2.11 No. of meetings with various stakeholders:** No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?** Yes  No   
 If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC  
 Total Nos.  International  National  State  Institution Level

(ii) Themes

**2.14 Significant Activities and contributions made by IQAC**

- Introduction and modification of software used for preparation of merit list for 1<sup>st</sup> year admission.
- Informed students about various scholarships and stipends.
- Arranged psychological and personal counselling for students whenever necessary.
- Extended medical assistance to students, especially to inmates of the college hostel.
- Undertook anti ragging drive and gender sensitization programmes, including drive against sexual harassment.
- Suggested for CCTV surveillance.
- Arranged career counselling and informed students about job prospects in various fields.
- Promoted maintenance of green environment in college.
- Suggested and assisted to extend the availability of safe drinking water in college.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Computerized circulation system in library will be started.</li> <li>2. Laboratories of science subjects will be improved.</li> <li>3. Organize more seminar /symposia/ awareness programmes.</li> <li>4. Digital content will be stored and managed by an open sourced digital library software like Greenstone or Dspace.</li> <li>5. Document printing facility for the students will be started.</li> </ol>	<ol style="list-style-type: none"> <li>1. From 2012 to 2006 all the back year questions paper and syllabus which are available in hard form in the library have been digitised.</li> <li>2. All the digitized question paper and syllabus are now ready for digital library building and one digital library name P.D. Women's College Digital Library has been developed by Greenstone Digital Library Management Software.</li> <li>3. Computerised Circulation System started its functioning.</li> <li>4. Document printing facility for the students started with a very nominal price.</li> <li>5. Individual Password and User ID to distributed to the faculty member for the access of online journal and e-books through the N-LIST programme of INFLIBNET.</li> </ol>

\* Attach the Academic Calendar of the year as Annexure. (Attached: Academic calendar,

Annexure-i)

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

N.A.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	
PG				
UG	16	Nil		02
PG Diploma				
Advanced Diploma	02			
Diploma	02			
Certificate	02			
Others				
<b>Total</b>	22			02
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

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

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

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

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

18
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#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	10	00	00	00	00	00	00	00	10

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

16	Nil	Nil
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#### 2.5 Faculty participation in conferences and symposia:

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

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

- |   |
|---|
| <ul style="list-style-type: none"><li>• Use of LCD projectors</li><li>• Tutorials, remedial coaching, class notes</li><li>• Educational tours</li></ul> |
|---|

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

174
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**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

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

03	02	00
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**2.10 Average percentage of attendance of students**

53%
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### 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)	67	--	--	95.52	--	95.52
Economics (H)	--	--	--	--	--	--
Education (H)	17	--	29.41	70.59	--	100
English (H)	51	--	--	94.12	--	94.12
Geography (H)	17	--	5.88	94.12	--	100
History (H)	67	--	--	68.66	--	68.66
Philosophy (H)	22	--	--	100.00	--	100
Pol. Sc. (H)	32	--	--	65.63	--	65.63
Sanskrit (H)	52	--	5.77	78.85	--	84.62
<b>Total B.A. (H)</b>	<b>325</b>	--	2.77	84.31	--	<b>80.07</b>
Botany(H)	03	--	--	66.67	--	66.66
Chemistry (H)	10	--	10.00	80.00	--	90
Mathematics (H)	20	--	5.00	75.00	--	80
Physics (H)	13	--	38.46	46.15	--	84.62
Zoology (H)	14	--	7.14	78.57	--	85.71
<b>Total B.Sc. (H)</b>	<b>60</b>	--	13.33	70.00	--	<b>83.33</b>
<b>B.A. (Gen)</b>	<b>381</b>		--	9.97	60.10	<b>70.08</b>
<b>B.Sc. (Gen)</b>	<b>16</b>		12.50	75.00	6.25	<b>93.75</b>

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

1. IQAC also place suggestions for arrangement and purchasing of various teaching aids/ supporting tools like LCD projector, laptop computer etc.
2. IQAC is in regular periodical touch with the senior-most teacher of each department to look into the progress of study and the syllabus coverage.
3. IQAC monitors the test exam schedule and publication of result of the same.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	4	00	00
Technical Staff	16	00	01	01

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC encourage teachers to submit research proposals to various funding agencies and assist them with update news and formats.
- Various departments are encouraged by IQAC to organize seminars and workshops throughout the years and advice students to attend the lectures.
- IQAC also encourages and assists students to present papers works in the seminars organized by the college.
- IQAC encourages and extends help to students in participating various science exhibitions/ science fairs and present models or posters.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	06	02	05
Outlay in Rs. Lakhs	5.89	10.51	5.52	8.5

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	00	03
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	03	00

#### 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				
Minor Projects	2	UGC	Rs.552000	Rs.552000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

**3.7 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	03	Nil	Nil	Nil
Sponsoring agencies	N.A.	UGC	N.A.	N.A.	N.A.

**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**

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

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

Total	International	National	State	University	Dist	College
01	--	--	--	--	--	--

**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: 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	<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"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text" value="02"/>

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

- Three days workshop was organized for psychological counselling of students from 6<sup>th</sup> to 8<sup>th</sup> August, 2012.
- Medical Camps were organized at Bahadur Munna's Happy Home for the people of the adjacent area.

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

#### 4.2 Computerization of administration and library

1. Online public access catalogue (OPAC) system by computers was introduced in library
2. Computerized Circulation System became functional.
3. Preparation of merit list was done by software.
4. Tabulation of marks and publication of test exam result was done with software.
5. A large part of official paper works was made computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30523		143	Rs. 87058	30666	
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	12	16			06	12	11
Added	05	02	02			00	02	01
Total	43	14	18			06	14	12

#### 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	3.55039
ii) Campus Infrastructure and facilities	5.69663
iii) Equipments	15.16334
iv) Others	0.60000
<b>Total :</b>	<b>25.01036</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC takes initiatives to make students aware of various scholarships /stipends/schemes available for their financial assistance.
- Besides, economically backwards students are given exemption from giving tuition fees for the college.
- IQAC also assists students to get medical treatment and psychological counselling whenever required.

#### 5.2 Efforts made by the institution for tracking the progression

- Subject and course-wise data on results of University examination is maintained.
- Students' attendance is checked by each department.
- Parents/guardians are contacted, whenever needed.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2764	--	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
00	00

Women

No	%
100	100

Last Year						This Year					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
1322	1182	90	183	03	2780	1216	1258	84	206	02	2766

Demand ratio = Applicant : Admission = 4.81:1

Dropout % =20.04

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

None.

No. of students beneficiaries

N.A.

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

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

#### 5.6 Details of student counselling and career guidance

1. A three days workshop on 'Students' mental health and psychological counselling was organized from 6<sup>th</sup> to 8<sup>th</sup> December, 2012.
2. A talk on job opportunity by Frankfin was arranged on September, 13, 2012.

No. of students benefitted

More than 200.

#### 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
Nil	Nil	Nil	Nil

#### 5.8 Details of gender sensitization programmes

Nil

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	447	Rs.318420/-
Financial support from government	1390	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives : Nil

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

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

#### **6.2 Does the Institution has a management Information System**

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

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

##### **6.3.1 Curriculum Development**

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. Use of powerpoint presentation.
2. Providing notes and study materials to students.
3. Tutorials and internal assessments are conducted regularly.
4. Programmes like educational tours, film shows, Youth Parliaments, debates etc. are conducted.
5. Students are encouraged to participate in seminars, workshops, science fair/ exhibitions held in the college and other colleges of the district.

### **6.3.3 Examination and Evaluation**

Test examination was arranged; departments are encouraged to take further exams separately.

### **6.3.4 Research and Development**

- Research proposals from teachers are forwarded by the college to the funding agencies in a very short duration.
- Workshops and seminars are organized throughout the year.
- Grants allotted by the funding agency for projects are released within a very short time.

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

- Barcode system for books in library.
- Online public access catalogue system introduction.
- Increasing the number of LCD projectors.

### **6.3.6 Human Resource Management**

- Psychological counselling is arranged for students.
- Career counselling cell informs students about various job prospects and opportunities.
- Annual cultural programme, sports and competitive events are organized.

### **6.3.7 Faculty and Staff recruitment**

Existing vacancies and further requirements are sent to the authority in due time. Temporary staff and guest lecturers are recruited by the college as per requirement.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

Advertisement for admission was given in the college website.  
Preparation of merit list was done using software.

### 6.4 Welfare schemes for

Teaching	Co-operative and GPF
Non teaching	Co-operative and GPF
Students	<ol style="list-style-type: none"><li>1. Exemption is given to the poor students from paying tuition fees.</li><li>2. Financial help is extended to the students for expensive treatments.</li><li>3. The college has a medical practitioner who takes care of sick students of hostel or in emergency situation in college.</li><li>4. Career counselling cell help students for choosing future jobs.</li><li>5. Psychological counselling specially for distressed students is arranged regularly.</li></ol>

### 6.5 Total corpus fund generated

Rs. 80,47,950.31/-

### 6.6 Whether annual financial audit has been done

Yes

No

**6.7 Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	College
Administrative	--	--	--	--

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

N.A.

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

N.A.

**6.11 Activities and support from the Alumni Association**

Alumnae are invited in various occasions like foundation day celebration etc. Senior teachers are in regular contact with a number of alumni and discuss different aspects of college's academic environment, students' problems etc.

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

Parents are called whenever necessary, particularly in the case of low attendance and poor performance in the internal exams. The college in general receive good cooperation from guardian's end.



### **6.13 Development programmes for support staff**

Nil

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

- Teachers always aim at making students conscious of the importance of their environment.
- Entire campus has been declared smoking free zone and smoke emitting vehicles are generally not allowed to enter the campus.
- Plantation is done regularly. 'Bonmahotsob' is celebrated in the campus in every year.

## Criterion – VII

### 7. Innovations and Best Practices

#### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Sound systems were installed in the rooms where a large number of students could sit together. Poor audibility of the voice of the speaker or the teacher earlier created problems in those rooms during classes, but use of microphone and sound-systems changed the scenario.
2. The college was brought under CCTV surveillance that assisted the college authority to maintain disciplines in different parts of the college more effectively.

#### 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
<ol style="list-style-type: none"><li>1. To enhance greenery of the campus</li><li>2. Computerized circulation system in library will be started.</li><li>3. Laboratories of science subjects will be improved.</li><li>4. Organizing more seminar /symposia/ awareness programmes.</li><li>5. Digital content will be stored and managed by an open sourced digital library software like Greenstone or Dspace.</li><li>6. Document printing facility for the students will be started.</li></ol>	<ol style="list-style-type: none"><li>1. Plenty of saplings were plant.</li><li>2. From 2012 to 2006 all the back year questions paper and syllabus which are available in hard form in the library have been digitised.</li><li>3. All the digitized question paper and syllabus are now ready for digital library building and one digital library name P.D. Women's College Digital Library has been developed by Greenstone Digital Library Management Software.</li><li>4. Computerised Circulation System started its functioning.</li><li>5. One workshop and one national level seminar were organized.</li><li>6. Document printing facility for the students started with a very nominal price.</li><li>7. Individual Password and User ID were distributed to the faculties for the access of online journal and e-books through the N-LIST programme of INFLIBNET.</li></ol>

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

1. Access to the library resource through computer and introduction of fully computerized book issue and maintenance system. (Annexure-iii)
2. Meeting with guardians of the students with poor performance in test examination. (Annexure-iv)

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

7.4 Contribution to environmental awareness / protection

- The old CRT monitors have been replaced by the LCD ones because of the latter's relatively lower consumption of electricity. Likewise, CFL lights have been installed in class rooms and college corridor in place of old electric bulbs.
- The whole campus of the college is a no-smoking zone; smoke-emitting vehicles are not generally allowed to enter the campus. Plenty of trees have also been planted inside the campus.
- Students, teachers and the non-teaching staff of the college actively participate in the yearly programme of 'Bon-mohotsob'.

**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 innovation and introduction of new systems. 2. Determination and sincerity of teachers and non-teaching staff. 3. A good location of the college campus.	1. Number of office or non-teaching staff is few. 2. Vacant posts of assistant professors. 3. Financial constraints.	1. Teachers are free to take up research projects. 2. A number of seminars and workshops are organized. 3. Career and psychological counselling for students are arranged within the college campus.	1. Increasing number of students and insufficient number of academic and office staff. 2. Increasing expenditure in running science practical and no hike in laboratory fees. 3. Insufficient space for extension of college buildings.

## 8. Plans of institution for next year

1. To organize a few seminar and awareness programmes.
2. Computer generated barcode library card will be given to all the staff.
3. Manual book issue return register to be replaced by new barcode library card.
4. Laboratory improvement.

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**

**Abbreviations:**

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

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**ACADEMIC CALENDER FOR P.D. WOMEN'S COLLEGE, JALPAIGURI; 2012-13**

**JUNE, 2012**

2.6.12-Meeting of Admission Committee.

9.6.12-13.6.12- Forms for admission in 1<sup>st</sup> Year Honors and General Courses issued by the college and submitted by applicants.

19.6.12- Provisional Merit List (Hons) published by the College.

20.6.12- Publication of Final Merit List (Hons. Courses)

21.6.-30.6.2012 - Counseling and On-the-spot- admission for candidates seeking admission in B.A. and B. Sc. Hons. Courses.

\*U.G.C. Team visits College to inspect construction of extension of Hostel Building under XI Plan Sanctions.

**JULY, 2012**

3.7.12- 2<sup>nd</sup> Counseling for admission in B.A. and B.Sc. Hons. courses.

5.7.12- Publication of Merit List for General Courses.

6.7. – 9.7.12 & 12.7.12-Counseling for admission in General Courses.

23.7.12- Final Counseling for admission in General Courses (B.A. & B.Sc.)

17.7.12- Orientation Program for 1<sup>st</sup> year Hons. students.

18.7.12 - Orientation Program for 1<sup>st</sup> year Gen. students.

***19.7.12- 1<sup>st</sup> Year (H+G) classes begin***

**AUGUST, 2012**

6.8.-7.8.12 – Career and Counseling Workshop for students of 1<sup>st</sup> Year.

8.8.12 – Workshop on Stress Management for Teaching Staff conducted.

9.8.12- College closed on account of Janmashtami

15.8.12- College closed on account of Independence Day.

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

24.8.12- Special Lecture on Value Education by Swami Ishatmanandaji Maharaj of Ramakrishna Mission.

31.8.12- Classes suspended for the celebration of College Foundation Day.

**SEPTEMBER, 2012**

1.9.12- College closed (day after Foundation Day)

3.9.12- Classes suspended for Fresher's Welcome Program.

### **OCTOBER, 2012**

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

15.10.12- College closed on account of Mahalaya

19.10.12-31.10.12- Puja Vacation.

### **NOVEMBER, 2012**

1.11-16.11.12- Puja Vacation (contd).

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

### **DECEMBER, 2012**

4.12.- 5.12.12- National Seminar in Botany.

7.12.12- Classes suspended due to Annual Sports

21.12.- 22.12.12- Annual Social and Cultural Program.

25.12.12 –College closed on account of Christmas.

26.12.-31.12.12- Winter Recess.

### **JANUARY, 2013**

1.1.13- College closed on account of New Year Day.

Test Examination for B.A./B.Sc. Part I, II and III Hons and Gen students on 4.1.-5.1.13; 7.1.-11.1.13; 14.1.-19.1.13.

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

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

25.1.13 - College closed on account of Fateha-Doaz –Dahm.

26.1.13 - College closed on account of Republic Day.

28.1.13- Results of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year Hons. and Gen. declared.

### **FEBRUARY, 2013**

10.2.-14.2.13- Filling up of University Exam forms by students of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year.

15.2.13- College closed on account of Saraswati Puja.

### **MARCH, 2013**

6.3.13- Classes suspended on occasion of refreshments of Saraswati Puja.

27.3.13- College closed on account of Doljatra.

28.3.12- College closed on account of Holi

29.3.13- College closed on account of Good Friday

***Slack Session from 16.3.13***

**APRIL, 2013**

5.4.13-30.4.13- B.A./B.Sc. Part I,II and III Hons. and Gen. Exams held.

14.4.13 – College closed on account of Ambedkar’s Birthday.

15.4.13- College closed on account of Bengali New Years Day.

***Summer Recess -18.4.13- 30.4.13***

**MAY, 2013**

1.5.13 – College closed on account of May Day.

2.5.13- 31.5.13- Summer Recess.

9.5.13 – College closed on account of Rabindra Jayanti.

**Annexure-iii**



## **Best Practice-1 (2012-13)**

### **1. Title of the Practice**

‘Access to the library resource through computer and introduction of fully computerized book issue and maintenance system’

### **2. Goal**

Main objective of the introduction of the software based system of computerized use and maintenance of the library was to deal with the challenge of increased students, library resources and paucity in the number of staff.

Besides, simplification of the entire system of book search and issue considerably reducing time wastage was expected to make the process more attractive for students and encourage them to use the library resources more than they earlier did.

Further, the problem of manual error was also expected to be minimized considerably.

### **3. The Context /challenges**

- The college library possessed a huge storage of more than 30000 books and journals which were increasing in number every year when the introduction of the computerized system was conceptualized. It was a big challenge for the college to fix barcode and put all the information like name, author’s name, subject /topics for every book with limited number of library staff. Out side service for the work could be hired but monetary constraint was also there.
- Even the initiation of the work was not easy. Thousands of books which were issued to the students were out of the reach of the library for that time. Besides, hundreds of books were in possession of the teachers which were issued to them for their regular and research –related studies, all these books were needed to be returned temporarily for the implementation of the project. It was really a huge task.

### **4. The Practice**

#### **The practice and its implementation:**

The first step for the implementation of the plan was to select a suitable software that could be purchased with limited fund. But no software was available that time which could meet all the expectations of the functional plan. A software was then developed by Mr. Sudipta Dey, a faculty member of the college, which could successfully perform all the functions wanted according to the plan. It was readily accepted and the work began.

Getting back all the books in possession was the next hurdle as earlier has been mentioned that thousands of books had already been issued to the teachers and students. The formidable task was accomplished with time-wise and planned notifications and due cooperation from library users.

Next task was the entry of data of books and fixing barcodes on them. It was done with the help of all the library staff, teacher Sri Sudipta Dey and workers hired from external service providers. The entire work continued for around two years.

A few new computers were placed inside the library. They were made interconnected with LAN. The systematic arrangement of books was also done.

The next step was the testing of the function of the system. A number of teachers were asked to search their necessary books using the system. A few corrections were made after receiving feedbacks from the users.

Finally the book searching by online public access catalogue (OPAC) and computerized circulation and maintenance system were made open for the students and the teachers.

By online public access catalogue (OPAC), any user can look for a particular book, a list of books on a subject, may search by author's name and collect specific information about the book. The staff of the library, using the information given by the user or searching themselves in computer can find out the book from its particular place. The availability status of a book is also given in the OPAC. After getting the book, the library staff uses the barcode of the book for keeping necessary information and issues the book. From the year 2012, library cards with barcodes were distributed among students that further facilitated the entire process.

#### Constraints or limitations:

In spite of the impressive success of the system there are some limitations:

- i. New books are being purchased every year in hundreds or thousands but due the number of library staff is not enough to keep the entire system updated with new entries.
- ii. Due to constraints in fund, the number of computers in the library could not be increased as per need.

#### 5. Evidence of Success

Earlier, before the introduction of the system, it was comparatively difficult and time-taking task for students to get the exact book they wanted. The number of student-user and their frequency of visiting library were therefore low. After the implementation of the plan of introducing a computerized system in the library the number of user and the frequency of attending the library have considerably increased.

Book issue was quite a time-taking process earlier. Lack of sufficient number of library staff lengthened the process more. The staff had to manually search for the book specified by the user. Manual entry process was also time-consuming. Efficiency of the library deteriorated due to all these factors which hardly could become a match for the growing student number year by year. Limited number of book issue in a day was a problem for the library to meet the ever-increasing demand. The new system enhanced the efficiency of the library significantly. Number of books issued per day increased rapidly.

The result clearly indicates that the system has really become successful both for the library staff and the users. Further it shows that the simplifying a process of gaining access to the knowledge resource or making the process more attractive always receives positive response both from learners and their mentors.

#### **6. Problems Encountered and Resources Required**

There were a few hurdles some of which were overcome and some remained as persistent problem to deal with:

- i. Financial constraints were a major problem for implementation of the plan. Most of the softwares available in the market with high efficiency cost high. Besides, all the needs of as per the plan of the college could not be fulfilled with one software.
- ii. A huge man power initially was necessary for rapid implementation of the plan because, the preparatory phase would no doubt hamper with the normal functioning of the library. External service was hired but high cost of the service did not permit the college to engage more workers for a quick completion of the process.
- iii. Another initial problem was to make the users accustomed to the new system. It took a few months for smooth running of the system with appropriate response from the students.
- iv. Lack of staff in library has still remained a problem and the updating of the system with newly purchased books every year has become hampered.

**Annexure-ii**

**Best Practice-2 (2012-13)**

## **1. Title of the Practice**

‘Meeting with guardians of the students with poor performance in test examination’

## **2. Goal**

The major objective of meeting the guardians of the students who had scored very low in the test examination was to improve overall result of the college. Besides, it was felt that the college should inform the guardians of those students who might have suppressed their poor performance in test exams and continued their insincere approach towards studies. Further, the college also intended to know what actually the causes were behind their poor results.

## **3. The Context /challenges**

The first challenge was to convince students that the arrangement of meeting their guardians was meant for their benefit only, they should cooperate for their own good.

Fixing dates as per subjects and years was another problem as there was a small gap between the day publication of the result and the dates for filling-up forms for the final B. A./ B. Sc. Examinations.

## **4. The Practice**

Notice was circulated just after the publication of the result of the test examination asking students who had scored very poor marks to bring their guardians, particularly either father or mother and meet the Principal. Year-wise (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years) separate dates were fixed for the students of B. A./ B. Sc., Honours/ General courses. The students were also warned in case they fail to report with their guardians, they will not be allowed to fill up forms for final exams.

On particular dates students appeared before the Principal and the members of the examination sub-committee. They were asked questions on their basic problems. The principal and the teachers took up their problems sympathetically but necessary strictness was also maintained.

A variety of problems/ reasons/ explanations were given by the students appeared for their poor result. Some students told about their family problems, some about financial crisis. A few students said that they were continuing some job-oriented course along-with their undergraduate studies. All the students were advised accordingly. Some students were found in trying to avoid bringing or informing their guardians. They were cautioned strictly.

After a thorough screening process, a number of students who appeared very weak in preparation or inattentive in their studies were asked not to go for final examination for the year and prepare for the next year. The committee had to face various arguments from the students and their guardians who were not allowed to fill-up forms for the final examination, but they were dealt with duly.

## **5. Evidence of Success**

Over-all result improved considerably in comparison to the result observed in test examination. Students took test examinations more seriously. The college also could comprehend the diversity of the problems of students, particularly coming from remote rural areas. Besides, the guardians could feel the concerns of the college for the students.

## **6. Problems Encountered and Resources Required**

The major problem was time constraint as there is a very short gap between the test examination and the dates for filling up forms. A considerable part of college hours was spent everyday for the tight schedule made for the meeting purpose.

Informing all the students in a short period of time was another difficulty. It was also important to convince them not to skip the arrangement; they should feel free to speak about their problems. Hiding their poor performance from their parents would not be a solution.