

## 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 Chetry
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:

EC/33/459 dated 16.9.2004

(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/aqar2010-11.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 :

24.11.2012

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

2010-11

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

i. AQAR 2009-10 submitted to NAAC on 30.12.2015

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Nil

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held Nil

2.11 No. of meetings with various stakeholders: nil 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 : Nil

Total Nos.  International  National  State  Institution Level

(ii)-Themes

2.14 Significant Activities and contributions made by IQAC : IQAC was formed in 2012. Prior to that, the college authority and the Teachers' Council took following steps:

- The Teachers' Council stressed the need for development of the physical infrastructure of the college. These include introduction of audio-visual equipments and quality seating arrangement for students in the classrooms. The Teachers' Council also pointed out the necessity for making adequate provision for capacity building in the laboratories of science departments, including, provision of adequate number of scientific equipments for students.
- Addressing system to be improved in larger lecture halls with seating capacities of more than one hundred students, used generally by Arts departments with large number of students, in General subject classes.
- Capacity building in the college library and Office through computerized circulation system and use of digital library software was also suggested, through computer training to library and office staff so that they become more familiar and adept with ICT. Other significant suggestions include:-
- Enhancing sports facilities of the college. Encouraging physical education and fitness programmes for students along with general studies to cope with sexual harassment and stress in real life.
- Proposal to hold UGC-sponsored national seminars in the college, to help students to interact with experts in different subjects and increase their knowledge claims in their respective subjects.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the college authority and the Teachers' Council of the college in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

<b>Plan of Action</b>	<b>Achievements</b>
1. Development and improvement of the physical infrastructure, through major repairs of the Main Building and boundary wall of the college. Repair of roofing of one of the hostel buildings and the drains.	1. Major repair work of Main Building and boundary wall completed. Roof of the Red Building of the Hostel repaired. Drains alongside the hostel building repaired. Hostel wall was also repaired. Major repair work of the existing sanitation system of the hostel was also accomplished.
2. Superior quality furniture (benches and desks) to be purchased to provide quality seating. Microphones to be provided in big lecture halls to address larger numbers of students.	2. Superior quality benches purchased for classrooms. Addressing system of two lecture halls improved, with purchase of cordless microphones and podium.
3. Digital content to be stored and managed by an open sourced digital library software like Greenstone or Dspace. Document Printing facility for the students to be started very soon.	3. Data entry job of about 80% of the total holdings have been completed. Book Searching Facility through OPAC.
4. Equipments to be purchased for Physical Education classes. Preparation of a badminton court; introduction of kho-kho, bratachari and kabadi.	4. Preparation of badminton court and introduction of games like kho-kho and kabadi. Introduction of bratachari classes. An increased number of SC/ST students take up physical education and NCC.
5. Proposals for holding national seminars in Geography, Philosophy, Bengali, Zoology and Women's Studies in the 2011-12 session, to be submitted to UGC.	5. Proposals for holding national seminars in the college in 2011-12 submitted to UGC. All proposals approved by UGC. Capacity Building Programmes by CWS in 2010-11 also secure approval from UGC.
6. Security system of the entire campus to be beefed up through installation of CCTV cameras at different parts of the Main College building. Proposal to be sent to UGC.	6. Proposal of installation of CCTV sent to UGC approved. Installation of CCTV to be completed within 2011-12.

*\* 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	Nil	Nil	04
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	02	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	15	Nil	Nil	04

Interdisciplinary	Nil	Nil	Nil
Innovative	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.

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



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
56	23	11	Nil	CWTT-04 PTT- 17 SL- 01

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

2.2 No. of permanent faculty with Ph.D.

15(+1PTT)
-----------

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
Nil	05	Nil	Nil	Nil	Nil	Nil	Nil	Nil	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	SL-01
-----	-----	-------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	Nil
Presented papers	01	04	Nil
Resource Persons	Nil	02	01

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Use of ICT and power point presentations in classroom teaching by the lab based departments.</li> <li>• By providing study materials to students.</li> <li>• Group discussions on different topics of the syllabi of Honours subjects, especially Arts subjects.</li> <li>• The Teachers' Council has regular interactions with the HOD-s 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.</li> </ul> |
|---|

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

172
-----

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 06      06      01

2.10 Average percentage of attendance of students 58

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)	66	--	--	100.00	--	100
Economics (H)	--	--	--	--	--	--
English (H)	51	--	--	76.47	--	76.43
Geography (H)	22	--	--	100.00	--	95.83
History (H)	38	--	--	86.84	--	86.84
Philosophy (H)	27	--	--	74.07	--	74.11
Pol. Sc. (H)	40	--	--	90.00	--	90.0
Sanskrit (H)	59	--	5.08	89.83	--	94.92
<b>Total B.A. (H)</b>	<b>302</b>	--	0.99	89.07	--	<b>90.01</b>
Chemistry (H)	05	--	20.00	80.00	--	100
Mathematics (H)	07	--	14.29	85.71	--	100
Physics (H)	10	--	10.00	80.00	--	90.0
Zoology (H)	07	--	--	85.71	--	85.7
<b>Total B.Sc. (H)</b>	<b>29</b>	--	10.34	82.76	--	<b>93.1</b>
<b>B.A. (Gen)</b>	<b>349</b>	--	--	19.48	73.93	<b>93.41</b>
<b>B.Sc. (Gen)</b>	<b>02</b>	--	--	50.00	--	<b>50%</b>

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

- The 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	03
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	Nil

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	08	04	01	00
Technical Staff	15	01	02	01

## 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	Nil	Nil
Outlay in Rs. Lakhs	1.70	7.89	Nil	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	6	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	1	3

#### 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	899000/-	899000/-
Interdisciplinary Projects	N.A	N.A	N.A	N.A
Industry sponsored	N.A	N.A	N.A	N.A
Projects sponsored by the University/ College	N.A	N.A	N.A	N.A
Students research projects <i>(other than compulsory by the University)</i>	N.A	N.A	N.A	N.A
Any other(Specify)	N.A	N.A	N.A	N.A
Total	08	U.G.C	899000/-	899000/-

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 : Not applicable.

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: Nil

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations: Nil 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

Total	International	National	State	University	Dist	College
				PhD- 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 : Nil

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

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: 40

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 checked="" type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="07"/>	Any other	<input type="text"/>

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

- A two day medical camp was organized for residents of Sukantanagar, the adopted village by the NSS units in collaboration with Jalpaiguri Welfare Organization and Jalpaiguri Sadar Hospital. Free medical check-ups of the residents were done by registered doctors and medicines were provided at subsidized rates.
- World Environment Day celebrated in the campus through cleaning the campus by students.
- Van MAhotsav celebrated through planting of saplings on 14<sup>th</sup> July.
- Republic Day and Independence Day celebrated by the four units of NSS.
- A one day blood donation camp was organized in the college campus by NSS units, in collaboration with Jalpaiguri Welfare Organization and Students' Health Home. Both students and teachers of the college donated blood.
- A one-day free health check-up and 'Know Your Blood Group' Programme was organized for students of the college by NSS at the college.
- Awareness Programs on AIDS and Trafficking of Women in the District organized by NSS.
- Students of 3<sup>rd</sup> year participated in Youth Parliament and parliamentary quiz contest organized by University of North Bengal.
- The Centre for Women's Studies conducted micro-documentation of women, successful in their endeavours, despite several hindrances.
- Two-day workshop on handicrafts on 22.2. and 23.2.11, conducted by Centre for Women's Studies for students of General stream; eighty five students participated in the workshop. The workshop was conducted by a local NGO. The whole programme was covered by electronic media. Each participant received a certificate at the end of the programme.
- Women's Day observed on 8.3.2011 at the college. On this occasion, the college invited Ms. Chhaya Roy, the Government nominee in the Child Welfare Department of Jalpaiguri District, and is actively engaged in 'Child and mother care' activities. She delivered a lecture on child adaptation affairs.

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.43 acres.	Nil	-	5.43 acres.
Class rooms	27	Nil	-	27
Laboratories	12	Nil	-	12
Seminar Halls	01	Nil	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	-	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	4,49,192.50	0.52 (MS Windows Equipments in science departments (Rs. 33 lakhs)	UGC Additional grant, Merged Scheme grant) BADP grant	33.52 lakhs
Others				

#### 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	29746	115360	295	75031	30041	190391-
Reference Books	NA	NA	70	30735	NA	NA
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	14	NA	25	9541	NA	NA
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	34	12	16	-	-	05	09	08
Added	02	00	00	-	-	01	00	01
Total	36	12	16	-	-	06	09	09

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

Nil
-----

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	20225
ii) Campus Infrastructure and facilities	12.69
iii) Equipments	Nil
iv) Others	Nil
<b>Total :</b>	12.89

## Criterion – V

### 5. Student Support and Progression

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

- The Teachers' Council 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.
- Remedial Coaching Courses for students of SC/ST/ OBC/ students of Minority Communities are held by each department.
- The updated prospectus and academic calendar published in the beginning of each academic session contains information regarding, the complete profile of the college, including its foundation, goals, its mission and goals, admission procedure, courses offered, subject combinations, facilities available in the college, fees structure, scholarships, rules and list of teaching and non-teaching staff.
- 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, through an automated system.
- 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.
- 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 to ensure ragging and harassment-free atmosphere in the college hostel.

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

- Test Exam conducted annually prior to university exams. Departmental tutorial tests are also conducted.
- 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	UG	PG	Ph. D.	Others
	2563	Nil	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	Nil	00		2563	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1089	908	67	98	Nil	2162	1419	948	83	113	Nil	2563

Demand ratio= Applicants: Admisson = 2.4: 1 Dropout %=-20.1%

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

No. of students beneficiaries N.A

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. This year campus interview and recruitment was organized for pass-out students who studied Tourism and travel Management as one of their subjects.

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
Department of Tourism, Govt. of West Bengal	05	02	N.A

### 5.8 Details of gender sensitization programmes

- The Centre for Women’s Studies conducted micro-documentation of women, successful in their endeavours, despite several hindrances, including Mrs. Vandana Yadav, District Magistrate, Jalpaiguri, and the visually impaired Ms. Nilanjana Sen, who has been a very talented student of this college and a successful college teacher later. Micro-documentation was done also for Ms. Parul Rani Roy, an ex-teacher of the college.
- Two-day workshop on handicrafts on 22.2. and 23.2.11, conducted by Centre for Women’s Studies for students of General stream; eighty five students participated in the workshop. The workshop was conducted by a NGO. The whole programme was covered by electronic media. Each participant received a certificate at the end of the programme. The aim of the programme was to provide training to students which might help them to find some vocation and earn a little if they cannot find other suitable occupation in future.
- Women’s Day observed on 8.3.2011 at the college. On this occasion, the college invited Ms. Chhaya Roy, the Government nominee in the Child Welfare Department of Jalpaiguri District, and is actively engaged in ‘Child and mother care’ activities. She delivered a lecture on child adaptation affairs.

### 5.9 Students Activities

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	582	Rs. 391431
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

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: \_\_\_\_\_

- College Canteen- Quality control of the cooked food supplied from the college canteen was demanded by students. This matter was looked into by the College Canteen Committee and standard of foodstuff improved.
- Harassment of students by anti-social elements on the streets and lanes alongside the campus- Students reported presence of anti-social elements on the streets alongside the college and of the repeated harassments. A general diary was made at the nearest police station and police personnel were posted near the college during college hours.
- Relaxation of seat rent - Relaxation of seat rent was requested by two needy student-inmates of the college hostel, who are in their final year. The matter was looked into and the two inmates were permitted to stay at a subsidized seat rent for the remaining part of the session.

## 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

##### 6.3.2 Teaching and Learning

- ICT as well as traditional methods (chalk and blackboards) 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

**Annual assessment tests** for both Honours and General students are conducted at the end of each academic session; tutorial tests are arranged by some departments. Lab-based departments hold tests on topics covered in the practical syllabi for honours students regularly.

### 6.3.4 Research and Development

- **MRP-s and Ongoing Projects-** 10 ongoing minor projects. 8 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; data entry of 80% of holdings completed.
- Syllabi of subjects taught in the college and last three years' university exam question papers have been digitized. They will be made available to students at nominal charges.
- Barcoding of all books completed;
- Computerised Circulation System starts functioning;
- Books may be searched 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'. And the annual wall magazine of the Department of Bengali. The Debating Society of the college has organized intra-collegiate debates, which have helped students to develop skills in public speaking. Awareness programmes and workshops organized by Centre for Women's Studies and NSS helps students to learn skills which might help them to earn a little and contribute to their family income.
- **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

Department of Tourism of Govt. of West Bengal conducted an interview and recruited two of our students as trainees.

### 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.
- Admission process completed within one month of publication of HS results

### 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. 78,08,391.31/-

### 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	Vasudev and associates	No	No
Administrative	Yes	Vasudev and associates	-	-

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?

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 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 to cope with the syllabus.

### 6.13 Development programmes for support staff

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

- Van Mahotsav celebrated in the college on 14<sup>th</sup> July, through planting of saplings and lectures delivered by officials from jalpaiguri DFO's office.
- Cleaning of the campus by students. Students and teachers removed plastic bags, cups, paper lying about the college playground.

## 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.

- Students' library cards with barcode have been generated for the computerized circulation system. This has been proved helpful for keeping track of books issued to students and locates defaulters and missing books.
- Syllabi and last three years' question papers of different subjects of final exams conducted by the Mother University have been scanned by the library. These are ready for circulation among students at nominal rates.
- Book searching facility through OPAC software is available at the college library
- Laptops and overhead projectors have been provided to lab-based departments for using power point presentations to make everyday classroom teaching more interesting and to reduce use of blackboards.
- Internet facility in the Zoology Department to make the students aware of recent discoveries in this branch of science.

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

- Introduction of a common automated admission system has made it both user-friendly and more transparent.
- Proposals for UGC-sponsored national seminars on different subjects have been sent to UGC for approval. Details are given in annexure. Proposal for installation of CCTV to cover the entire campus has also been approved.
- Introduction of the OPAC software in the library has given students and teachers to study most recent articles in online journals and e-books. Data entry job of all the holdings of the college library has been almost completed.
- Major repair work of the boundary wall of the college hostel and college building completed. Roof of the oldest block of the college hostel was also repaired. Repair work of the existing sanitation system of the hostel was also accomplished.
- Preparation of badminton court and introduction of games like kho-kho and kabadi. Introduction of bratachari classes. An increased number of SC/ST students take up physical education and NCC.

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

**Best Practice: # I**

Digitization of the total holdings of the library has been nearly completed and previous three years' university exam question papers and syllabi of different subjects have been digitized; hard copies of the same are being provided to students at nominal rates. Students have been issued barcoded library cards. This will prove helpful to track missing books and defaulters. Book Searching through Online Public Access Catalogue (OPAC) has started.

**Best Practice # 2**

Introduction of Physical Education as a general course subject has attracted many students hailing from rural areas and belonging to SC/ST category; they are blessed with robust health and are more proficient in athletics and outdoor games, than regular courses of study. Many of them have taken up NCC and NSS, which will teach them regimentation, as well as, the value of social work. Good performance in these fields is expected to fetch them jobs in the police force, Indian Railways (GRP) and as security personnel hired by business groups. Some of these students are also expected to get jobs of physical instructors in educational institutions.

*\*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, as a part of Van Mahotsav.

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

- UGC-sponsored National Seminars in Geography, Philosophy, Bengali, Zoology and Women's Studies will be held in the college, from November, 2011 to March, 2012.
- Centre for Women's Studies will organize Awareness Programs and programs on Empowerment of Women.
- Establishment of a mini-weather station, for recording features of everyday weather by Department of Geography.
- Encouraging more students of SC/ST categories to take up Physical Education and participate in university level and state level events.

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

\*\*\*

## **Annexure I**

### **ACADEMIC CALENDER FOR P.D. WOMEN'S COLLEGE, JALPAIGURI; 2010 -11(June, 20010-May, 2011)**

#### **JUNE, 2010**

1.6.-14.6.2010- University Exams.

16.6.10- Admission Committee Meeting.

18.6.-22.6.10- Distribution of admission forms.

23.6.10- Publication of provisional merit list

25.6.10- Admission Committee meeting.

28.6.-30.6.10- 1<sup>st</sup> Counselling for admission in Hons. Courses and on-the-spot admission.

#### **JULY, 2009**

1.7.2010 and 2.7.10- 1<sup>st</sup> Counselling for admission in Hons. Courses and on-the-spot admission.

9.7.10- Counselling for admission in General Courses held.

12.7.10 and 13.7.10- Orientation of new 1<sup>st</sup> year Hons. and General Course students.

14.7.10- Commencement of the 2010-11 academic session.

22.7.10- 3<sup>rd</sup> and final counselling of students for admission in Hons. Courses.

#### **AUGUST-2009**

15.8.2010- Sunday. Independence Day.

31.8.10- Foundation Day of the College.

#### **SEPTEMBER, 2010**

01.09.2010- Janmashtami. College closed.

05.09.10- Teacher's Day celebrated.

11.9.10- Id-ul-Fitr. College closed.

#### **OCTOBER, 2010**

2.10.10- College closed on account of Mahatma Gandhi's Birthday.

7.10.10- College closed on account of Mahalaya.

13.10.10- Puja Vacation commences.

#### **NOVEMBER, 2010**

10.11.10 – College reopens after Puja Vacation.

17.11.10- Collge closed on account of Id-uz-Zoha.

30.11.10- Annual Sports. Classes suspended.

### **DECEMBER, 2010**

17.12.10- College closed on account of Muharram.

21.12.10 and 22.12.10- Classes suspended on account of Annual Social Programme.

26.12.- 31.12.10- Winter Recess.

### **JANUARY, 2011**

1.1.11- College closed on account of New Year Day.

.23.1.11- College closed on account of Birthday of Netaji Subhas Chandra Bose.

24.1.11. - Test Examination for B.A./B.Sc. Part I, II and III Hons and Gen students commence. Regular classes suspended.

26.1.11- Republic Day. Classes suspended.

### **FEBRUARY, 2011**

1.2.-7.2.11- Test examination continoues. Classes suspended.

8.2.11- Classes suspended on account of Saraswati Puja.\

12.2.11- Publication of first list of students allowed to appear in B.A. / B. Sc. Final Examination.

17.2.- 26.2.11- Filling up of Examination forms of N.B.U. by students.

### **MARCH, 2011**

\*Regular classes held up to 14.3.2011.

15.3.11- Beginning of *Slack Session*.

19.3.11- Holi.

**\* 25.3.-26.3.11- College requisitioned for election-related work by Govt. Of West Bengal.**

### **APRIL, 2011**

1.4.10- Commencement of B.A/B.Sc. Part I,II and III Exams. All regular classes suspended.

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

22.4.11 – College closed on account of Good Friday.

**\* *Summer Recess -17.4.11- 30.4.11***

### **MAY, 2011**

1.5.10 – College closed on account of May Day.

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)	62	--	59	N.A.	03	95.16	55.75%
Economics (H)	01	--	01	„	00	100	51.13%
English (H)	50	--	45	„	05	90.00	55.13%
Geography (H)	24	--	23	„	01	95.83	55.13%
History (H)	47	--	43	„	04	91.48	52.13%
Philosophy (H)	24	--	23	„	01	95.58	55.88%
Pol. Sc. (H)	41	--	39	„	02	95.12	55.75%
Sanskrit (H)	67	15	48	„	04	94.3	62.88%
<b>Total B.A. (H)</b>	<b>316</b>	<b>15</b>	<b>281</b>	„	<b>20</b>	<b>93.67</b>	<b>--</b>
Chemistry (H)	05	01	03	„	01	80.0	64.63%
Mathematics (H)	01	--	01	„	--	100	59.5%
Physics (H)	04	--	03	„	01	75.0	54.0%
Zoology (H)	04	01	03	„	--	100	64.0%
<b>Total B.Sc. (H)</b>	<b>14</b>	<b>02</b>	<b>10</b>	„	<b>02</b>	<b>85.71</b>	<b>--</b>
<b>B.A. (Gen)</b>	<b>281</b>	<b>--</b>	<b>82</b>	<b>175</b>	<b>24</b>	<b>91.4</b>	<b>56.88%</b>
<b>B.Sc. (G)</b>	<b>01</b>	<b>--</b>	<b>01</b>	<b>--</b>	<b>02</b>	<b>100</b>	<b>50.30%</b>

**ANNEXURE-IV**

**ANNUAL REPORT OF NSS UNIT**

**NSS ACTIVITIES FROM 1.6.2009- 31.5.2010**

Programme Officer- Smt. Koyela Ganguly;

<b>Date</b>	<b>Activity</b>
5.6.2010	World Environment Day celebrated by the four NSS units in the Student's Common Room and cleaning of the campus by students.
15.8.2010	The 4 NSS Units participate in Independence Day Programmes within the college and in the programme organized by the DM, Jalpaiguri.
20.8.2010	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.
01.10.2010	Blood Donation Camp organized in the college on occasion of National Blood Donation Day.
1.12.2011	Red Ribbon distributed to students, faculty and staff of the College on occasion of World Aids Day by members of NSS Units. Awareness programme on Trafficking of Women held in Student's Common Room.
3.12.2011	Members of 4 NSS units participate in the Annual Day Programme of Jalpaiguri Welfare Organization.
26.1.2011	The 4 NSS Units participate in Republic Day Programmes within the college and in the programme organized by the DM, Jalpaiguri
7.3.and 8.3.2011	Free health check-up of residents of the adopted NSS Village by 4 NSS Units of the College.

## **ANNEXURE-V**

### **Swot Analysis of the College for 2010-11**

#### **Strengths:**

- Introduction of Education as an Honours subject and Physical Education as a General subject has drawn enthusiasm from all quarters. Introduction of Physical Education is expected to be beneficial for students coming from rural areas, in finding jobs as games instructors or in the police force.
- Four new teachers have joined college as permanent faculty members, which will benefit students.
- Free health check-up programmes are beneficial for poor students. Organization of blood donation camps is helpful for reminding students about their social responsibility.
- Women empowerment programmes conducted by Centre of Women's Studies help the students to learn of women who have overcome difficulties and achieved success. Workshops conducted by CWS will definitely help students to earn a little in future.
- The installed generator provides uninterrupted power supply to the college and the hostel.

#### **Weaknesses:**

- Many posts, (both teaching and non-teaching) are still lying vacant. Therefore, the existing teachers have to share the extra workload.
- 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.
- A considerable number of students leave studies to opt for more job-oriented courses like nursing.

#### **Opportunities:**

- Remedial coaching course has benefitted students of the non-creamy layer. The rate of drop out is expected to come down shortly.
- Extension of internet facilities to the science departments will help teachers to download study materials from internet for the benefit of students.
- Recruitment of two students as trainees by Department of Tourism, Govt. Of West Bengal will provide encouragement to students.
- Increasing number of teachers are publishing their research papers in peer-reviewed journals and attending seminars.

**Challenges:**

- Post-dated syllabi in different subjects which lay more stress on bookish and exam-centric learning, than project-based learning.
- 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.
- 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 2010-11 ACADEMIC YEAR

#### Best Practice: # I

##### Use of ICT in the Library

- **Introduction:** The Library of the College has a good collection of books and journals, including some rare collections. With the progress of time, collection of the library is enriched even more. Students can enhance their knowledge by consulting these books, while teachers can consult the reference books for purpose of their research.  
Tracking the book/journal required by a researcher or student from such a vast collection is, thus, cumbersome and requires a considerable time. The task of cataloguing and classifying the collections of the College Library was previously done manually. Records of holdings were maintained in separate register books.
- **Need for Change: the Present:** The system of maintaining records of books and journals through registers has not been effective in recent times, especially when, there is a steady rate of addition to existing stocks every year, or with increasing rate of loaning books and journals from the side of both teachers and students. Therefore, a modern computer-based system is required to maintain the records of the Library. An effective online book searching system is also necessary for its modernization.
- **Effective Management of Library records:**  
ICT has been used for effective maintenance of records and as a source of learning through:
  - a) Computerized catalogue- Data of all the library holdings has started and is expected to be complete by 2012. All details will be entered by barcoding.
  - b) Students have been issued barcoded library cards. This will help to track missing books and defaulters.
  - c) Book Searching through Online Public Access Catalogue (OPAC).
- **Reprographic facilities in the library for students and faculty.**

#### Best Practice # 2

##### Introduction of Physical Education as a general course subject:

- **Introduction-** Keeping in mind the demand from students and guardians to start general course on Physical Education, the College Authority has started teaching Physical Education as one of the General Course subjects in the College. The College has many students hailing from rural areas belonging to SC/ST category; they are blessed with robust health and are more proficient in athletics and outdoor games, than regular courses of study. It was felt by guardians and students themselves, that pursuing regular courses of study would not be helpful for them to find jobs later.
- Physical Education was, thus, introduced as a Gen. Course subject in 2010, to suit the need of students mentioned above. Students taking up Physical Education were also encouraged to join NSS and NCC. It was felt that NCC training will teach them regimentation, and social work done by NSS will teach such students the value of social work. Good performance in these fields is

expected to fetch them jobs in the police force, Indian Railways (GRP) and as security personnel hired by business groups. Some of these students are also expected to get jobs of physical instructors in educational institutions.