

## 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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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

1.8 AQAR for the year (for example 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 (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)
- iv. AQAR20012-13 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)

**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

**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**

- Upgradation of software used for admission.
- Took initiatives to inform students about various scholarships and stipends.
- Extended medical assistance to students, especially to inmates of the college hostel.
- Took care of installation and proper utilization of CCTV.
- Rendered efforts in spreading environmental awareness.

**2.15 Plan of Action by IQAC/Outcome**

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

Plan of Action	Achievements
1. Enhancing library resource by purchasing new books. 2. Organizing at least one national level seminar. 3. Appointing guest teachers to make up the deficiency in the number of faculties. 4. Improving laboratory facilities.	1. Number of books increased from 30666 to 31209. 2. One UGC sponsored national seminar was organized. 3. Eighteen guest faculties were appointed. 4. More than four lacs rupees was spent for laboratory equipments.

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

**2.16 Whether the AQAR was placed in statutory body** Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Part – B

**Criterion – I**

**1. Curricular Aspects**

**1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	Nil	Nil	Nil	
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\***

*(On all aspects)*

Alumni  Parents  Employers  Students

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

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

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

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
32	19	13	Nil	CWTT- 4 PTT- 13

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

19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	11	00	00	00	00	00	00	01	11

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

18

Nil

Nil

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

No. of Faculty	International level	National level	State level
Attended	3	10	3
Presented papers	2	6	Nil
Resource Persons	Nil	1	1

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

The traditional lecture method is well supplemented by a number of innovative teaching practices including the increasing use of ICT. The need-based and tailor-made teaching methods are adopted by various departments:

a) Group Discussion, b) Assignments to the students, c) panel discussion, d) Film shows on the relevant topics, e) Study Tour and Field Survey, f) remedial coaching, g) One-to-one guidance for the students needing individual attention.

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

176

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

The answer scripts of the internal examinations are shown to the students who come to learn of their weakness and they are urged to improve. The final examinations are conducted as per the rules of the affiliating university. A student can inspect his/her answer script by applying to the university under the RTI Act.

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

03	01	02
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**2.10 Average percentage of attendance of students**

51%
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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)	72	--	--	93.06	--	93.06
Economics (H)	03	--	--	100.00	--	100
Education (H)	21	--	66.67	28.57	--	95.24
English (H)	77	--	--	76.62	--	76.62
Geography (H)	18	--	--	100.00	--	100
History (H)	67	--	--	82.09	--	82.09
Philosophy (H)	42	--	--	80.95	--	80.95
Pol. Sc. (H)	45	--	2.22	73.33	--	75.56
Sanskrit (H)	77	--	6.49	81.82	--	88.31
<b>Total B.A. (H)</b>	<b>422</b>	--	4.74	80.09	--	<b>84.83</b>
Botany(H)	11	--	9.09	81.82	--	90.90
Chemistry (H)	06	--	--	50.00	--	50
Mathematics (H)	22	--	45.45	50.00	--	95.45
Physics (H)	16	--	25.00	62.50	--	87.5
Zoology (H)	09	--		44.44	--	44.44
<b>Total B.Sc. (H)</b>	<b>64</b>	--	23.44	57.81	--	<b>81.25</b>
<b>B.A. (Gen)</b>	<b>396</b>	--	--	7.32	57.58	<b>64.90</b>
<b>B.Sc. (Gen)</b>	<b>16</b>	--	12.50	68.75	6.25	<b>87.5</b>

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

IQAC plays a contributory role in the enhancement and sustenance of quality and excellence in every field including Teaching & Learning process. IQAC encourages the faculties through the administration to adopt innovative methods in ensuring learner-centric, participatory, interactive teaching. IQAC devises plans in consultation with the college administration to motivate teachers adopt field-based activities to supplement classroom teaching. It further requests the authority to engage with other institutions of higher education in exchanging faculties to create quality culture in the matters of teaching and learning. IQAC endeavours constantly to evaluate the quality of teaching by requesting the authority to introduce the system of obtaining regular

feedback from the major stakeholders, particularly students. It encourages various departments to invite renowned resource persons from the university and other institutions to deliver talks on specified fields. The IQAC seeks to monitor the excellence and quality in the teaching & learning process by supervising the practicable compliance with the academic calendar devised at the beginning of each academic session.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
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.	
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

The IQAC seeks to create and promote research climate in the institution by encouraging the faculties to apply for various research projects to different funding agencies. It further encourages the faculties to undertake collaborative research with other institutions. It disseminates relevant information to the concerned departments for their perusal and necessary action. It impresses upon the management to allocate substantial funding in the purchase of research journals for the benefit of the faculties and the advanced students. The IQAC encourages the faculties to complete their research work leading to PhD degree and also to take up advanced research work, and thus plays a proactive role in ensuring study leave to teachers (through Teacher fellowship) pursuing PhD. The Cell also encourages the faculties to present research papers at various National and International fora and on-duty leave is granted for this research work. Moreover the IQAC is currently in active consultation with a number of humanities and social science departments to explore the possibility of launching a research journal to facilitate the promotion of research. The IQAC obtains feedback from the departments on half-yearly basis to review and keep record of the research output of each department.

#### 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	02	08	04	03
Outlay in Rs. Lakhs	3.02	15.26	7.15	8.55

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	28	2	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings		18	

#### 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	02	UGC	Rs.715000	Rs.715000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	02	UGC	Rs.715000	Rs.715000

**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**

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		01			
Sponsoring agencies		UGC			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year: Nil

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: Nil

University level  State level   
National level  International level

**3.22 No. of students participated in NCC events: Nil**

University level  State level   
National level  International level

**3.23 No. of Awards won in NSS: Nil**

University level  State level   
National level  International level

**3.24 No. of Awards won in NCC: Nil**

University level  State level   
National level  International level

**3.25 No. of Extension activities organized:**

University forum  College forum   
NCC  NSS  Any other

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

- i) A training programme on Arts and Crafts as a part of its community skill development initiative was organized.
- ii) Annual Camp of NSS was organized at Paharpur village for extending medical services.



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

#### 4.2 Computerization of administration and library

1. Online public access catalogue (OPAC) system remained functional in library.
2. Preparation of merit list was done by software like previous year. Further, direct scanning of forms was arranged and manual entry of data was not required.
3. Publication of test exam result was done with software.
4. Most of the official and administrative works were computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30666		553	Rs. 152470	31209	
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	43	14	18			06	12	12
Added	03	00	04			00	02	00
Total	46	14	22			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

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

i) ICT	0.63485
ii) Campus Infrastructure and facilities	4.06
iii) Equipments	4.88450
iv) Others	0.176
<b>Total:</b>	<b>9.75535</b>

## Criterion – V

### 5. Student Support and Progression

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

IQAC places utmost importance on the rights and roles of students in contributing significantly to the enhancement of quality in institutions of higher education. It appreciates the entitlements of the students and thus seeks to make all the support services available and accessible to students. The students are apprised of various support services available to them like grievance redressal cell, career and counselling cell, remedial courses etc. The management disseminates information regarding the availability of support services through the involvement of the Students' Union. Moreover the Departments are entrusted with the task of establishing close contact with the students regarding their use of the services. The IQAC ensures the circulations of the notification of various Government schemes for the students.

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

The institute endeavours to assess periodically the judicious use of various facilities and services available to students through the procurement and maintenance of relevant data, and new methods are adopted on the basis of the analysis of the data to reach to the students. The administration maintains social and academic data of the students by introducing a master database which stores relevant information of the admitted students. This is done at the very beginning of the session when new admission takes place. The library maintains a database which tracks the use of the library facility by the students and the departments are apprised of the number of students availing the library facility. The departments are encouraged to motivate students to make use of various facilities available to them.

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

UG	PG	Ph. D.	Others
3242			

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

No	%
0	0

Men

No	%
3242	100

Women

Last Year						This Year					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
1216	1258	84	206	02	2766	1349	1469	84	329	01	3242

Demand ratio= Applicant: Admission = 4.03:1

Dropout % =20.04

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

Nil

**No. of students beneficiaries** Nil

**5.5 No. of students qualified in these examinations: Nil**

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

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

- Internal talks and discussion were arranged for students on job opportunities.
- Students were asked to contact the counselling cell whenever necessary. A number of students sought help throughout the year.

**No. of students benefited** More than 100

**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**

Counselling cell and the Centre for Women's Studies took some informal steps for gender sensitization.

**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: Nil**

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	541	Rs.346860/-
Financial support from government	1777	
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 LCD projectors in theoretical classes.
2. Class notes and study materials are given to students.
3. Various departments conduct internal assessments.
4. Students are encouraged to participate in seminars, workshops, science fair/ exhibitions organized by the State and central Government and NGOs.

### **6.3.3 Examination and Evaluation**

Test examination before the students appear in the final examination is arranged.

### **6.3.4 Research and Development**

- Grants received from the funding agency for projects are released within a very short time.
- Duty leaves are granted to the faculties for presenting papers in national and international seminars/ symposia.
- Meetings are organized regularly to scrutinize and forward the research proposals submitted by the college faculties to the funding agencies in a very short duration.

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

- Online public access catalogue system was in use.
- Number of computers was increased.

### **6.3.6 Human Resource Management**

- Psychological counselling is arranged for students.
- Career counselling cell organize internal programmes for students to inform them about various job opportunities.
- Cultural programme, sports and competitive events are organized.

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

The college tried to fill up existing vacancies. Guest lecturers were recruited by the college as per requirement.

### **6.3.8 Industry Interaction / Collaboration**

Nil

### 6.3.9 Admission of Students

In addition to preparing merit list using software scanning of application forms was arranged that replaced the manual data entry process.

### 6.4 Welfare schemes for

Teaching	Co-operative and GPF
Non teaching	Co-operative and GPF
Students	1. Poor students are exempted from paying tuition fees. 2. Financial help is extended to the students for expensive treatments. 3. Psychological counselling specially for distressed students is arranged regularly.

### 6.5 Total corpus fund generated

Rs. 76, 86, 021.31/-

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	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 participate in various programmes of the college like foundation day celebration etc.

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

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

**6.13 Development programmes for support staff**

Nil

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

- A number of trees were planted.
- Entire campus was maintained as a smoking free zone.

## 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.**

- More areas were brought under CCTV surveillance.
- Modification of existing software for rapid publication of the result of the test examination.

**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. Planting more trees in the campus.</li><li>2. To prepare a list of plants available in college campus.</li><li>3. Enriching the college library resource by purchasing new books.</li><li>4. Organizing national level seminars.</li><li>5. Appointing guest teachers to make up the deficiency in the number of faculties.</li><li>6. Improving laboratory facilities.</li></ol>	<ol style="list-style-type: none"><li>1. A number of trees have been planted.</li><li>2. The work of preparing the list has begun.</li><li>3. A number of new books have been purchased.</li><li>4. One UGC sponsored national seminar was organized.</li><li>5. Eighteen guest faculties were appointed.</li><li>6. New equipments were brought for laboratories.</li></ol>

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

1. Introduction of improved computerized admission system with automatic marks entry and counselling facilities (Annexure-iii)
2. Conducting a survey on the diversities of trees and plants available in the college campus and preparing a list of them (Annexure-iv)

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

**7.4 Contribution to environmental awareness / protection**

- ‘Bon-mohotsob’ is celebrated every year. Students, teachers and non-teaching staff of the college actively participate in the celebration.
- Teachers in general discuss various environmental issues with students during interactions with them.

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. Location of the college in a green environment. 2. Good relation between students and teachers.	1. Insufficient number of permanent faculties 2. Financial constraints.	1. Various services like soil analysis, DNA copying etc could be provided by the college. 2. International seminars with eminent scholars can be organized.	1. Growth of students every year and insufficient space. 2. Increasing expenditure in running science practicals.

8. Plans of institution for next year

- Making the entire admission process computerized.
- Online filling-up and submission of application forms for admission
- Increasing library resources
- Filling-up existing vacancies

Name SRIPARNA SARKAR



Signature of the Coordinator, IQAC

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

Name DR. SHANTI CHHETRY



Signature of the Chairperson, IQAC

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

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**Abbreviations:**

**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; 2013-14**

**JUNE, 2013**

6.6.13-13.6.13- Issuing and submission of forms for admission in 1<sup>st</sup> Year Honors and General Courses.

17.6.13- Publication of the Provisional Merit List for Hons.

19.6.13- Publication of the Final Merit List for Hons.

21.6.-29.6.2013- Counseling and On-the-spot- admission.

**JULY, 2013**

8.2.13- 2<sup>nd</sup> Counseling for admission of candidates in Hons. courses

17.7.-20.7.13 & 29.7.13-Counseling for admission in General Courses (B.A. & B.Sc.)

College closed on 24.7.13 (Wednesday) and 25.7.13 (Thursday) due to Panchayet Elections.

***30.7.13- 1<sup>st</sup> Year (H+G) classes begin***

**AUGUST, 2013**

12.8.13- 3<sup>rd</sup> counseling for 1<sup>st</sup> year Honors

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

15.8.13- College closed on account of Independence Day

28.8.13- College closed on account of Janmashtami.

31.8.13- Classes suspended for the celebration of College Foundation Day

**SEPTEMBER, 2013**

U.G. C. sponsored national Seminar in History (27.9. and 28.9.13).

**OCTOBER, 2013**

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

4.10.13- College closed on account of Mahalaya.

9.10.2013-31.10.2013- Puja Vacation

## **NOVEMBER, 2013**

1.11-6.11.13- Puja vacation

15.11.13- College closed on account of Muharram

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

## **DECEMBER, 2013**

25.12.13- College closed on account of Christmas.

26.12.-31.12.13- Winter Recess.

## **JANUARY, 2014**

1.1.14- College closed on account of New Year Day.

9.1.14- Classes suspended for Condolence Meeting of Prof. R. K. Ray.

10.1.14- College closed on the day after Condolence Meeting of Prof. R. K. Ray.

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

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

17.1.14- Classes suspended on account of Students' Union Election.

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

26.1.14- College closed on account of Republic Day.

Test Examination for B.A./B.Sc. Part I, II and III Hons and Gen students on 21.1.14, 22.1.14, 24.1.14, 25.1.14, 27.1.14, 28.1.14 – 31.1.14.

## **FEBRUARY, 2014**

Test Exams (contd.) 1.2.14, 3.2.14, 5.2.-8.2.14; 10.2.14.

4.2.14- College closed on account of Saraswati Puja

17.2.-20.2.14- Filling up of University Exam forms by students of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Hons. and Gen. Courses.

## **MARCH, 2014**

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

16.3.14- College closed on account of Doljatra

15.3.14- College closed on account of Holi.

22.3.14 – College requisitioned for Training of personnel for Lok Sabha Elections.

*Slack Session starts from 17.3.14.*

**APRIL, 2014**

10.4.14 & 11.4.14 – College requisitioned for training of personnel for Lok Sabha Elections.

14.4.14 – College closed on account of Ambedkar’s Birthday

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

*Summer Recess -16.4.14- 30.4.14*

**MAY, 2014**

1.5.14 – College closed on account of May Day.

8.5.14 – College closed on account of Rabindra Jayanti

*2.5.14- 20.5.14 –Summer Recess (contd.).*

**Best Practice-1(2013-14)**

**Title:**

Introduction of improved computerized admission system with automatic marks entry counselling facilities. (Annexure-iii)

**Aims and objectives:**

The aims and objectives of the modification and improving the pre-existing software based admission system were as follow:

- To simplify the entire process.
- To reduce time consumed for manual data entry
- To avoid /minimized manual error
- To speed up the counselling process

**The process:**

The students seeking admission were given specific forms which could be scanned and the entire data would be automatically saved in the computer in the names of the specified students. Students had to fill up the form in computer and then the print out was to be taken for submission in the college. In the college admission counter, the forms were scanned and data were saved in the software. After receiving and the verification of the form, the college distributed computer generated slips which were automatically being formed and printed with just a mouse click.

The counselling process which would earlier take quite a long time, became simple and less time-consuming when the automatic counselling process was introduced. Here the entire data of the selected students were stored in the software and names were displayed by an LCD projector on the screen with automatic announcements. Entire process was kept under manual control for precaution.

**The problems:**

A number of computers of the college had to be kept engaged in the process. Besides, sudden load-shadings created temporary troubles in the system. Further, the teaching and non-teaching staff working in the system took time to get accustomed to the software.

**The result:**

The introduction of the system reduced considerably the time required for merit list preparation. Work-load of the admission sub-committee significantly decreased as there was no requirement of manual entry of students' details.

The counselling process run smoothly and quite fast with the new automatic announcement and display system with minimum manual interference.



## **Best Practice-1(2013-14)**

### **Title:**

‘Conducting a survey on the diversities of trees and plants available in the college campus and preparing a list of them’

### **Aims and objectives:**

The major aims and objectives of the plan were:

- To prepare an exhaustive list of plants present in the college premises.
- To specify economically important and rare (if any) plants growing in the college campus.
- To ensure protection of the important and the rare plants of the campus area.
- To get a comprehensive view on the plant diversity in the college campus.

### **The process:**

The Head of the Department of Botany, Dr. Rama Kar (Rtd.) led the entire process along with Dr. Shriparna Mukherjee, Dr. Ruma Basu, Sri Subhankar Dey and Sri Tirthankar Roy – four faculty members from the department of Botany. Students of the Botany department also actively participated in the plant (parts) collection and identification process. They collected specific parts of plants, particularly parts with flower, leaves etc. and matched them with preserved herbarium and/ or with photographs/ written descriptions and finally identified the samples they collected. Collecting all the plants or parts of trees however, was not necessary as the teachers had expertise in plant taxonomy and could identify them on the spot. Professor A. P. Das, Head (Rtd.) Department of Botany, University of North Bengal, also extended his kind help and guidance in the entire process.

### **The problems:**

The major problem was time. Taxonomic identification for uncommon samples/ specimens is quite difficult and time-consuming. Paucity of literature was another difficulty.

### **The result:**

A database on available plants of the college campus species was prepared. Name-plates were made on the basis of the list and they were fixed on the specific trees. It helped students to identify various trees with ease and also inspired them to know more about trees and plants, their use, distribution etc.