

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2016-2017

ASUTOSH COLLEGE
92 S.P. MUKHERJEE ROAD
KOLKATA: 700026

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Part – A

I. Details of the Institution

1.1 Name of the Institution

ASUTOSH COLLEGE

1.2 Address Line 1

92 S P MUKHERJEE ROAD

Address Line 2

KOLKATA

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700026

Institution e-mail address

mail@asutoshcollege.in

Contact Nos.

(033)2455-4504/ 2486-3006

Name of the Head of the Institution:

DR. DIPAK KUMAR KAR

Tel. No. with STD Code:

(033)2455-4504/ 2486-3912

Mobile:

9433913839

Name of the IQAC Co-ordinator:

DR. TATHAGATA RAY CHAUDHURI

Mobile:

9831162419

IQAC e-mail address:

tgbrc@yahoo.com

1.3 NAAC Track ID : WBCOGN 10189

1.4 NAAC EXECUTIVE COUNCIL NUMBER AND DATE: EC 21 23/01/2017

1.5 Website address: www.asutoshcollege.in

Web-link of the AQAR: www.asutoshcollege.in/IQAC.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2002	2003-2008
2	2 nd Cycle	A	3.22	2017	2017-2022
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY 01.10.2009

1.8 AQAR for the year (for example 2010-11) 2016-2017

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))

AQAR	SUBMITTED ON
N.A. (1 ST AQAR AFTER NAAC 2 ND CYCLE IN 2017)	

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*)

CALCUTTA UNIVERSITY

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

Autonomy by State/Central Govt. / University NO

University with Potential for Excellence NO UGC-CPE NO

DST Star Scheme NO UGC-CE NO

UGC-Special Assistance Programme YES DST-FIST APPLIED

UGC-Innovative PG programmes NO Any other(*Specify*) BOOST (DBT,WB), Community College

UGC-COP Programmes NO

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="6"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	<input type="text" value="24"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="15"/>
Non-Teaching Staff	<input type="text" value="3"/>
Students	<input type="text" value="3"/>
Alumni	<input type="text" value="2"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

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

1. NAAC AWARENESS PROGRAMME
2. WORKSHOP ON NAAC AWARENESS
3. NAAC AWARENESS PROGRAMME FOR STUDENTS

- ❖ Visit of NAAC Peer Team to Asutosh College from 15th to 17th December 2016. The Team consisted of Chairperson : Dr S Jayaram Reddy, Memebr Coordinator: Dr Naresh Kumar Member: Dr P. Bhat. The Team visited all the 5 campuses of the college, interacted with all the different stakeholders and checked all the relevant documents. All teaching, nonteaching, students, alumnus, and other stakeholders enthusiastically and actively took part in this process with members of IQAC taking the main lead.
- ❖ The college was accredited with A grade CGPA of 3.22 and is currently among the top 4 affiliated colleges of West Bengal.
- ❖ The Peer Team members placed their valuable comments and suggestion in the Peer team report which are being gratefully acknowledged and being followed by the IQAC.
- ❖ As per recommendation of the Peer team:
 - Research and collaboration cell, Entrepreneurship Cell, Consultancy Cell have been structured and have prepared their action plan for the next 1 year.
 - The college has applied for opening PG courses in Chemistry and Botany and the University and Higher education Council teams have already visited the college for the same.
 - The consultancy cell has been reconstructed.
 - Placement cell has been requested to plan Placement fair for students once a year at least.
 - College is in the process for applying for CPE status as recommended by Peer team.
- ❖ The College has set up solar panel in the main campus which generates nearly half the total electric consumption of the college.
- ❖ Prior to and keeping in mind the NAAC peer team visit to the college the IQAC organised a number of orientation, sensitization and awareness programmes for the stakeholders including a mock visit by an external team.
- ❖ Academic Audit and Green audit has been done .

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	Events / Achievements
NAAC Peer Team Visit	Visit of NAAC Peer Team to Asutosh College from 15 th to 17 th December 2016. The Team consisted of Chairperson : Dr S Jayaram Reddy, Memembr Coordinator: Dr Naresh Kumar Member: Dr P. Bhat. The Team visited all the 5 campuses of the college, interacted with all the different stakeholders and checked all the relevant documents. All teaching, nonteaching, students, alumnus, and other stakeholders enthusiastically and actively took part in this process with members of IQAC taking the main lead. The college was accredited with A grade CGPA of 3.22 and is currently among the top 4 affiliated colleges of West Bengal
Technology upgradation & Computerization.	Computerization of administration is under process. All financial and academic data are maintained in a digital database.
Automation of the Central and Departmental seminar libraries	Automation of the Library has been completed.
Submission of Research Projects	Proposals for a number of MINOR and MAJOR research projects were submitted. Seven projects have been approved by UGC and other sponsoring agencies.
BOOST programme & DST-FIST programme	Grant of Rs 47 lakhs have been sanctioned for the BOOST programme of DBT, West Bengal, and a modern laboratory has been set up. The College has applied for DST-FIST programme.
Increase in amenities and facilities	The Central Library has been renovated, a new reading room in the Annexe building set up, laboratory facilities and computer facilities of many departments improvised. INFLIB-NET is used for searching journals.

Support to students from Minority communities, and physically challenged, weaker students	Fellowships and special support like remedial coaching, training for Higher Services, coaching for NET/SET are provided.
To take feedback from the students/ guardians	Feedback is taken from the students/ guardians and actions taken based on the same.
To perform academic audit, green audit and gender audit	Academic audit, green audit and gender audit are being completed effectively.
Rain Water Harvesting, setting up of Solar Panel and Medicinal Plants Garden	Completed

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. The work on the second campus was on schedule and quality infrastructure facilities were incorporated into the plan as per IQAC recommendations.
2. Automation of the Central and Departmental libraries have been completed.
3. The existing infrastructure was upgraded and management information systems and ERP put in place. E-library, smart classrooms, modern seminar hall, ICT-enabled conference hall and fire and safety measures are being incorporated in the Centenary Building infrastructure.
4. Feedback was taken from the students/ guardians and actions were taken based on the same.
5. Academic audit, green audit and gender audit were done effectively.
6. Grievance Cell and Career Counselling Cell for students were made functional.
7. Library has been renovated, a new Reading Room in the Annexe building set up, laboratory facilities and computer facilities of many departments improvised. INFLIB-NET used.
8. Proposals for a number of MINOR and MAJOR research projects were submitted. Fourteen projects have been approved by the UGC and other funding agencies.
9. Rain Water Harvesting, setting up of Solar Panel and Medicinal Plants Garden completed,
10. A grant of Rs 47 lakhs has been sanctioned for BOOST programme of DBT, West Bengal.

Part – B
Criterion – I
Curricular Aspects

1.1 Details about Academic Programmes, 2014-15

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	–	–	–	–
PG	10	0	10	0
UG	28	0	8	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	3	0	1	0
Certificate	4	0	0	4
Others				
Total	45	0	19	4

Interdisciplinary	Courses like Environmental Science (PG & UG), Microbiology, Electronics and Biochemistry (UG) and Add-on courses involve faculty members from different Departments of the College.
Innovative	Skill Development Programmes

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	0
Annual	28

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

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

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

NO

As the College follows the Syllabus and Curriculum of Calcutta University there is no scope for internal curriculum designing, revision or upgradation.

Postgraduate curriculum/syllabus is being monitored/regulated/revised by the Postgraduate Syllabus Committees.

Curricula of B. Voc, Community College, Add-on courses are being monitored/regulated/revised.

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

UG PROGRAMMES	At present the college runs 28 Honours and Major courses including the newly introduced B. Voc programmes in Software Development, Industrial Aquaculture and Fisheries.
PG PROGRAMMES	At present the college runs 6 Master Degree courses including the newly introduced 2 PG programmes and 4 Master degree courses in Distance mode). PG Diploma course in Soil and Water Analysis has also been started. The college has applied for opening PG courses in Chemistry and Botany and the University and Higher education Council teams have already visited the college for the same.
OTHER PROGRAMMES	Diploma courses in Mobile Communication & Software Development under Community College have been started w.e.f. 2014.

Criterion – II

Teaching-Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	CWTT	PTT
137	49	27	1	5	43	12

2.2 No. of permanent faculty with Ph.D.

50

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
20	0	-	-	-	-	-	-	20	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

128

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	27	38
Presented papers	2	15	27
Resource Persons	1	12	11

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

- Technology-enabled teaching and learning. Use of LCD projectors and audio-visual facilities for teaching.
- Invited lectures, e-classes by eminent teachers of Universities, research institutes and other reputed colleges.

- Departmental class tests introduced, the marks of which were taken into consideration during the Selection tests.
- Field study, Project-based dissertation work, dissertation work.
- Introductory class, tutorial class, remedial class Popular lecture series.
- Extension Lectures by invited Guest Faculty.
- Interactive classes and group discussions.
- Worksheets/ handouts provided as study aids.
- Audio-visual technology used for enhancement of classroom teaching.
- 10. Different methodologies are used for advanced and slow learners. Weak learners are treated in 1:1 ratio.

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

195

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

OMR answer scripts for Postgraduate entrance examinations.

Double evaluation for PG Examinations.

Departmental class tests introduced, the marks of which were taken into consideration during Test examinations.

2.9 No. of faculty members involved in curriculum restructuring /revision /syllabus development as members of Boards of Studies/Faculty/Curriculum Development workshop.

1. Six faculty members are associated with different Boards of Studies of Calcutta University.
2. Senior teachers of PG departments are Members of Postgraduate Board of Studies of Asutosh College.

2.10 Average percentage of attendance of students

77% in average. 75% of attendance in both Theoretical and Practical classes are mandatory to appear in the University Examinations.

2.11 Course/Programme-wise distribution of pass percentage:

1204 candidates appeared and 414 secured 1st class with 20 rank holders in Top-3 of University of Calcutta.

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

- IQAC in its meeting with faculty members advise them to convene Annual Plan Meetings at the beginning of each session, prepare teaching plans assign portions of the syllabus to the departmental teachers, prepare time schedule for term tests and to convene term review meetings.
- It also collects monthly reports from the departments and assesses their performance and progress. Keeping in mind the necessity for online submission of SSR from next cycle, the IQAC has requested to input all data and submit the same in softcopy for future reference and analysis.
- IQAC also suggests the departments to organize e-classes, seminars, educational tours and excursions. In this way the IQAC monitors and evaluates the teaching-learning processes of the college.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Development Programme	2
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	1
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	3
Others	0
Junior faculty members regularly attend Refresher / Orientation courses organized by various universities.	

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	5	5	0	28
Technical Staff	28	22	0	39

Criterion – III

Research, Consultancy and Extension

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

- IQAC regularly informs and encourages the faculty members to apply for research projects and grants to UGC/DST/DBT, etc.
- The college authorities provide all necessary infrastructural support including space for carrying out research and extension work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	–	3
Outlay in Rs. Lakhs	20 LAKHS	8 lakhs	–	20 lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	17	14	3
Outlay in Rs. Lakhs	7.95 LAKHS	38 LAKHS	35.32 LAKHS	20 LAKHS

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	42	3
Non-Peer Review Journals	2	21	2
e-Journals	0	0	0
Conference proceedings	2	14	18

3.5 Details on Impact factor of publications: NA

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	TOTAL 5 2016-19	UGC DST-SERB Start Up Research Grant	30.2 LAKHS	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
OTHERS				
Total			30.2 LAKHS	

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)

BOOST-DBT (State Government), UGC (Community College, B. Voc programme), Add-on course.

Applied for DST-FIST.

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	–	1	3	4	30
Sponsoring agencies		UGC/College	UGC/College	Collaboration	Collaboration

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	ONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	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
4	0	1	0	3	0	

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)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="3"/>	State level	<input type="text" value="3"/>
National level	<input type="text" value="2"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="30"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text" value="2"/>

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

- Lecture on Thalassemia awareness Organised by the Rotary Club of Calcutta and the Biochemistry Department.
- Awareness Generation Programme on Transgender Community
- Awareness programme on Breast Cancer organised by the Department of Biochemistry the NSS and the health care Unit.

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	12.43 acre	35,000 sq. ft	UGC /MP Lad Fund, DST/DBT, Student Fees	
Class rooms	47	27		74
Laboratories	37	9		46
Seminar Halls	6	2		8
No. of important equipments purchased (≥ 10 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	50L	10L	UGC	60L
Others				

1. Construction of a five-storeyed CENTENARY BUILDING with 15000 sq ft space has been completed and inaugurated by the President of India. This Campus is equipped with modern seminar hall, ICT-enabled conference room, e-library, instrumentation centre, smart classrooms and all other modern teaching and learning facilities and houses some of the Postgraduate Departments.
2. Development of an 11 acre SECOND CAMPUS at Bhasa, near Joka, is nearing completion. Students' Hostels, Community College, B. Voc and PG study centres are currently in operation in this campus. A state-of-the-art Academic-cum-Administrative building, Central Library, High-tech Laboratories, Auditoria, and a residential complex to meet the space crunch of the present college are in the process of being developed.
3. The Humanities Block housing six departments of the Arts faculty is completed.
4. A Medicinal Plant Garden and Butterfly Garden has been completed at the Bhasa Second Campus.
5. Solar Panel is being set up at Main campus to harvest solar power.

4.2 Computerization of administration and library

1. The college has initiated online admission. The application process, including publication of merit list is done based on computer software developed and maintained by the Computer Science and IT departments of the college.
2. Computerization of administration is under process. All financial and academic data are maintained in a digital database.
3. The College is in the process of establishing an internet database of the college.
4. Automation of the Library has been completed.
5. INFLIB-NET used by faculty and students.

4.3 Library services:**

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	46,850	Approx 80 LKHS	2131	13,08,433	48,981	Approx. 93 lakhs
Reference Books	47,160	Approx 93 LKHS	14	2,954	47,174	Approx. 93 lakhs
e-Books	NA	NA	NA	NA	NA	NA
Journals	450	Approx 5 LKHS	5	4,321	455	Approx. 5 lakhs
e-Journals	NA	NA	NA	NA	NA	NA
Digital Database	NA	NA	NA	NA	NA	NA
CD & Video	15	NA	5	FREE	20	NA
Others (specify)	NA	NA	NA	NA	NA	NA

The college library is more than 95 years old, and contains many old books which are invaluable. Many books donated by private donors including alumni and Publishers are also in the Library whose valuation cannot be done. Each Department has its own departmental Library where donated reference books are available. Automation of the Central and Departmental Libraries has been completed.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	195	6	Connected to 2Mbps speed and 4Mbps speed Wi-fi connection	2	2	8	28	5
Added	90	9		0	0	1	0	1
Total	285	15		2	2	9	28	6

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

The college has provided laptops and internet facilities to all Departments. The college has its own software for admission and maintenance of database. The college has its own website and own OPAC of its library. Bulk SMS and email are used to communicate with the students for delivering notice and information regarding results.

4.6 Amount spent on maintenance in lakhs :

i) ICT	22 LAKHS
ii) Campus Infrastructure and facilities	253 LAKHS
iii) Equipments	12 LAKHS
iv) Others	10 LAKHS
Total :	297 LAKHS

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has a ICC, Anti-Ragging Committee and a Committee against Sexual Harassment of Women. These Committees take care of day to day student support as and when needed. The IQAC regularly interacts with these committees. Apart from this there is a Complaint Box at the entrance of the college to receive the grievances of students, which are also regularly checked and the same redressed. Remedial Coaching for SC/ST/OBC students provided, Psychotherapy Unit for students, Eco-Club for students established.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the committee are held. Heads of the Departments take care of day to day student support as and when needed. Regular reports are prepared and submitted to IQAC.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5322	386	3	0

(b) No. of students outside the state

123

(c) No. of international students

5

Men	No	%	Women	No	%
	2758	50.14%		2564	49.86%

This Year						Last Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4876	628	123	319	28	5754	5893	767	180	193	36	7069

Demand ratio 15:1

Dropout % 2%

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

The college has a UGC-approved Higher Services Training Unit, housed in the Annexe Building of College. This unit trains students for WBCS, NET, SET, SSC, Export Import Management, etc.

No. of students beneficiaries

148

5.5 No. of students qualified in these examinations

NET	6	SET	4	GATE	15	CAT	-
IAS/IPS etc	1	State PSC	6	UPSC	8	Others	9

5.6 Details of student counselling and career guidance

A Career Counselling Cell has been established in our institute to look into the diverse socio-economic problems that confront our students. One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities from the institute.

No. of students benefitted

543

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
8	Over 400	49	Data not available

5.8 Details of gender sensitization programmes

Awareness Generation Programme on Transgender Community organised in collaboration with the West Bengal Transgender Development Board. The Students' Union of the college observed International Women's Day. The Students' Union organises talks and awareness programmes.

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	195	42.3 L
Financial support from government	2657	
Financial support from other sources	54	
Number of students who received International/ National recognitions		

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

Two complaints, were received from the students. All the grievances were satisfactorily redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Asutosh College was established in 1916. The college has a rich past, a glorious present and a bright future. Asutosh College is marching ahead with its main objective of providing quality education to all, irrespective of caste, creed and religion, economic status or physical health. To fulfil the objective, many developmental programmes have been initiated keeping in tune with the changing scenario of education.

6.2 Does the Institution has a management Information System

The IT section of the college (ACITS) maintains all data regarding admission including online admission, fee, concessions and information regarding data of students. The department and office maintains result and faculty data.

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is little scope for internal curriculum designing. However, every department has its own academic calendar to follow and complete the syllabus. The Postgraduate departments revise and monitor the syllabus from time to time.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning.

1. The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session.
2. The departments organize students' seminars, quiz contests, poetry/drama workshops.
3. Technology-enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly.
4. Almost all the Honours departments also organize State/National Level seminars. They subscribe to e-journals. The departments also arrange e-classes for the Honours students. Multiple choice questions are also set in the term-tests to encourage the students to read the text books thoroughly.
5. Field study, Symposium, Project work and dissertation work are carried out by most departments of the College

6.3.3 Examination and Evaluation

1. Regular class tests are conducted by the departments.
2. Mid-term and Selection Tests are held, and students need to qualify to appear in the University examinations.
3. The answer scripts of such tests are shown to the students and their progress reports are sent to the guardians.
4. OMR answer sheets introduced for PG entrance examinations.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support are provided for research work.
3. Construction of a Biotechnology Laboratory under the BOOST scheme of WB DBT is in process which can be used by all faculty members.

To develop and update facilities in the library, the IQAC has adopted the following strategies:

- The physical infrastructure has been remarkably improved/developed. At present the library enjoys a space of 3000 sq.ft.
- Computers have been added to the library.
- Latest books and journals are purchased and subscribed to every year.
- Total automation of the library service has been completed.
- Library-related information is provided to the students and the teachers.
- Internet service has been made available to the library users.

Each Honours department maintains and runs a library of its own. Annual budgetary allocation is made available to each department for purchasing text and reference books each year.

6.3.6 Human Resource Management

- The human resources of the college are managed in a free and democratic manner.
- For the management of the students' affairs, the college has a Students' Union whose elections are held annually as per Calcutta University statute regulations.
- The Teachers' Council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.
- Above all, there is a Governing Body that manages and develops the total human resources of the college. The college's aim is to make optimum use of the available human resources.

6.3.7 Faculty and Staff recruitment

- Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the West Bengal College Service Commission.
- All contractual teachers are recruited by an expert committee which includes a University expert and a subject expert, following advertisement in daily newspaper.

6.3.8 Industry Interaction / Collaboration

- Several departments carry out Industrial visits as part of the curriculum.
- The college has established 7 MOU with industry for the Community College project of UGC for skill development programme.

6.3.9 Admission of Students

1. Admission of students is done completely on the basis of merit. On-line admission has been introduced to ensure transparency. Submission of application, publication of Merit list were all done online through the College website.
2. Pre-Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.
3. Post Admission counselling of students is done to motivate the students in the subject of study and to give students an overall idea of the subject.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance.
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize.

Approx Rs. 24,000

6.5 Total corpus fund generated

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	Inspector of Colleges Calcutta University.	YES	Academic Council & Governing Body.
Administrative	NO		YES	Governing Body

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

Calcutta University holds and declares results of Undergraduate courses, hence the college has no control over the date of publication of results. The college takes care to publish results of exams for courses run by the college.

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

OMR answer scripts for Post-Graduate entrance examinations.

Departmental class tests introduced, the marks of which were taken into consideration during Selection Test examinations.

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

DOES NOT APPLY.

6.11 Activities and support from the Alumni Association

Asutosh College has a very rich and distinguished alumni association, which extends support at various levels. It regularly organises seminars and provide support to needy students.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and deficiencies of their wards. Regular feedback is taken from them as well for teaching and evaluation purposes.

6.13 Development programmes for support staff

The Computer Science Department of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

- Campus declared 'No Smoking' zone.
- Campus declared plastic-free zone.
- An Eco-Club was set up by the Department of Environmental Science.
- Use of Solar energy, medicinal plants' garden, rain water harvesting unit.

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.

- All the 5 campus of the college has free Wi-fi facility for teachers and students.
- Providing of Laptop with internet facility to each department has helped in teaching learning.
- INFLIB-NET is introduced.
- GREEN CAMPUS at Bhasa.

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

- Wi-Fi enabled College Campus has been completed.
- Laptop and internet facility to all faculty members were proposed and was implemented.
- Green Campus components at Second campus including Solar street light, Rain water Harvesting Unit, Biogas Plant, Aquaculture Unit, Medicinal Plant Garden, Butterfly Garden completed.

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

- Add on courses for job opportunities.
- UGC sponsored Community College.

7.4 Contribution to environmental awareness / protection

- To generate environmental awareness among the students, the institute has introduced a course on environmental science.
- It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.
- Green Campus components at Second campus including Solar street light, Rain water Harvesting Unit, Biogas Plant, Aquaculture Unit, Medicinal Plant Garden, Butterfly Garden completed.

7.5 Whether environmental audit was conducted? Yes No

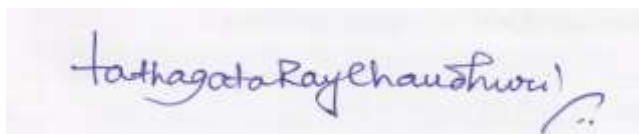
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis done.(Annexure)

8. Plans of institution for next year

- ❖ Visit of NAAC Peer Team to Asutosh College from 15th to 17th December 2016. The Peer Team members placed their valuable comments and suggestion in the Peer team report which are being gratefully acknowledged and being followed by the IQAC.
- ❖ As per recommendation of the Peer team:
 - Research and collaboration cell, Entrepreneurship Cell, Consultancy Cell have been structured and have prepared their action plan for the next 1 year.
 - The college has applied for opening PG courses in Chemistry and Botany and the University and Higher education Council teams have already visited the college for the same.
 - The consultancy cell has been reconstructed.
 - Placement cell has been requested to plan Placement fair for students once a year at least.
 - College is in the process for applying for CPE status as recommended by Peer team.

NAME: DR. TATHAGATA RAY CHAUDHURI



Signature of the Coordinator, IQAC

NAME: DR. DIPAK KUMAR KAR
PRINCIPAL, ASUTOSH COLLEGE



Signature of the Chairperson, IQAC

Annexure

Best Practice

Practice #1

Title – ESTABLISHMENT OF UGC SPONSORED COMMUNITY COLLEGE SCHEME

Objective – Asutosh College has a long history of providing quality education and training, not only through Degree courses of the University of Calcutta, but also in job-oriented training.. To extend this effort, the college decided to play a further role in helping the student community with newer job-oriented courses, as desired by the UGC, by establishing the autonomous Community College curriculum under the University of Calcutta.

Context – In 2014 the University Grants Commission came up with proposals inviting colleges to develop career oriented courses under Community College Scheme. The college decided to move forward with the proposals and our faculty members framed project reports to open Community College. curricula in our college. We applied to the UGC for courses in Mobile Communication and Software Development under Community College system

Practice – The courses were designed in consultation with the experts in the respected sectors of the Industrial world. We approached the relevant industrial groups through the MCC Merchants Chambers of Commerce and Industry, Kolkata. The Industry house readily became our partners in the endeavours and extended their full-fledged support to us. We became the first college and only one college under the auspices of the University of Calcutta to start such course.

Evidence of Success – Our motto with the Community College courses are to attract students who need to be in the industry as professionals or entrepreneurs to meet the financial demands of their families. In the first year of the course we were much successful in attracting students from this segment of the society and the courses spread their wings with flying colours. The classes are very regular in the newly built classrooms in the second campus. We are getting active teaching support from the specialists deputed by the Industry partners. We have already developed the basic laboratories required. We are also successfully using the pond in the second campus as a field laboratory for the aquaculture course. The Community College Scheme received appreciation during the NAAC Peer Team Visit.

Resources Required – Necessary funding for initial course set up and laboratory setup was provided by UGC. However more funds will be necessary in future for upgradation of laboratories.

Problems encountered – The course is designed to run with active partnership from the industries. This is a new way of teaching we are experiencing and so quite expectedly some lacunae are there in the process we follow in communicating the industry people. We are continuously monitoring the relationship, finding our communication gaps and trying to fill them up for the smooth running and betterment of the teaching learning system.

Title – INTRODUCTION OF ADD ON COURSES

Objective – Asutosh College has a long history of providing quality education and training, not only through Degree courses of the University of Calcutta, but also in job-oriented training. To enrich and empower students, UGC-sponsored skill-oriented, need-based, value-added add-on courses have been introduced as a parallel sub-discipline to the degree-level education.

Context – Globalisation of education and economy has led the University Grants Commission (UGC) to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future. To meet this challenge, during the XIth Plan, UGC would like to encourage incorporation of skill oriented and value added, add-on courses in colleges/Universities to be opted by students as a parallel sub-discipline while pursuing their degree level education.

Practice – The courses were designed in consultation with the experts in the respected sectors . We became the first college and only one college under the auspices of the University of Calcutta to start such course.

Evidence of Success – Courses have been introduced in Industrial Chemistry, Hospital Waste Disposal Management, Travel and Tourism. All the three courses has received great response from the students. More than 200 students are registered for the course.

Resources Required – Necessary funding for initial course set up and laboratory setup was provided by the college and UGC. The college infrastructure is being fully utilised after college hours for the course.

Problems encountered – This is a new way of teaching we are experiencing and so quite expectedly some lacunae are there in the process. We are continuously monitoring any communication gaps and trying to fill them up for the smooth running and betterment of the teaching learning system.

ANNEXURE: SWOT ANALYSIS

STRENGTHS

- The real strength of our institution lies in unlimited potential for excellence in its human resources- students, staff, and all stakeholders – and in the ability to convert apparent drawbacks into assets.
- The college is affiliated to the University of Calcutta, one of the country's most prestigious seats of learning.
- Adequate and good infrastructure.
- ICT enabled learning process.
- Harmonious relationship among all stake holders.

WEAKNESSES

- As the institute has no autonomy, it can make little or no contribution in the sphere of curriculum designing and modification.
- Further technological upgradation is required.
- Few linkages with industry.

OPPORTUNITIES

- Sufficient space exists for physical expansion of buildings and facilities.
- Strong research culture among teachers and students.
- Greater autonomy will allow us to usher in more innovations, and initiate more upgradation programmes.
- Though certain amount of computerization has been introduced in the office with the introduction of COSA software and e-bantan system, the accounting system needs to be further improved through the introduction of the requisite software.

CHALLENGES

- One challenge is to provide access to affordable but quality education to such a large number of students as are enrolled in our college.
- The real challenge for us, however, is to attract students to a college like ours by offering them not merely a graduate degree, but also opening up parallel avenues of knowledge and more importantly, career options, in the form of soft skills development through short term professional courses. With this very objective in mind, we have initiated the Add-on courses, and various other diploma/ certificate courses.
- The other major challenge for us, and it is more of a social challenge, is to inculcate true values in today's youth who inhabit a consumerist society that is witness to a gradual erosion of moral and humanitarian values.
- To integrate human values with education in the era of globalization.