

ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF IQAC: 2017-2018

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

CONTENTS	
TOPIC	PAGE NO.
PART -A	
1. Details of the Institution	3
2. IQAC Composition and Activities	6
Part – B	
3. Criterion – I: Curricular Aspects	10
4. Criterion – II: Teaching-Learning and Evaluation	11
5. Criterion – III: Research, Consultancy and Extension	15
6. Criterion – IV: Infrastructure and Learning Resources	19
7. Criterion – V: Student Support and Progression	21
8. Criterion – VI: Governance, Leadership and Management	23
9. Criterion – VII: Innovations and Best Practices	28
10. Annexure	30

Part – A

1. 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.

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Name of the Head of the Institution:

SRI APURBA RAY

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Name of the IQAC Co-ordinator:

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9831162419

IQAC e-mail address:

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1.3 NAAC Track ID

WBCOGN 10189

1.4 Website address:

www.asutoshcollege.in

Web-link of the AQAR:

www.asutoshcollege.in/IQAC.php

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

01.10.2009

1.7 AQAR for the year

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR	SUBMITTED ON
2016-2017	29/10/2017

1.9 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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme	YES	DST-FIST	Grant Application Approved
UGC-Innovative PG programmes	NO	her	BOOST(DBT, WB) Community College
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	11		
2.2 No. of Administrative/Technical staff	3		
2.3 No. of students	1		
2.4 No. of Management representatives	4		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	1		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	2		
2.9 Total No. of members	24		
2.10 No. of IQAC meetings held	4		
2.11 No. of meetings with various stakeholders:	No.	7	Faculty 4
Non-Teaching Staff	1	Alumni 1	Others 1
2.12 Has IQAC received any funding from UGC during the year?	Yes		No <input checked="" type="checkbox"/>
If yes, mention the amount	NA		

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. Awareness to Environmental Pollution
2. Awareness to CBCS system of Teaching

2.14 Significant Activities and contributions made by IQAC

- ❖ The consultancy cell has been reconstructed.
- ❖ Placement cell arranges campus recruitment drives by various companies.
- ❖ College is in the process for applying for CPE status as recommended by peer team.
- ❖ Approved the application for opening M.Sc. courses in Botany and chemistry in the college.
- ❖ Application for DST-FIST grant for upgradation of Research and teaching infrastructure has been approved.
- ❖ The college has already submitted detailed project report for RUSA support after NAAC accreditation.

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
Application to RUSA	College has submitted detailed project report for RUSA grant after NAAC accreditation in the 2 nd cycle.
Technology upgradation & Computerization.	ICT and computational facilities are enhanced. Computerisation of keeping daily academic activity records is under process.
Computerised record keeping of Sports activities in College tent	the process of computerisation in sports facilities is completed.

Submission of research projects	Proposals for a number of MINOR and MAJOR research projects were submitted. Two projects have been approved by UGC and other sponsoring agencies.
DST-FIST programme	The Application to DST-FIST programme for grant to enhance research and teaching has been approved by DST.
Increase in amenities and facilities	The West Bengal higher Education Department has granted Rs. 1 crore for a new Academic building in the 2 nd campus and college has bestowed the work to PWDte.W.B. A new floor in the Centenary Building is being constructed to accommodate new PG classes.
Support to students from Minority communities and physically challenged and weaker students	Fellowships and special support like remedial coaching, training for higher services, coaching for NET/SET are provided. A ramp is being constructed in the college hostels for physically challenged students.
To take feedback from the students/ guardians	Feedback is taken from the students /guardians and actions taken based on 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	In addition to existing facilities college has planned to increase the use of rain water in the main buiding.

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action taken

1. New Administrative building is sanctioned & work in progress.
2. Facilities for physically challenged students are being increased.
3. DPR has been submitted for RUSA grant.
4. Feedback was taken from the students / guardians and actions were taken based on them.
5. Grievance cell and career Counselling cell for students are fully functional.
6. Computational and ICT facilities are increased.
7. Proposals for a number of MINOR and MAJOR research projects were submitted.
10. A grant of Rs.1.1 crore has been sanctioned in DST-FIST programme.

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				
PG	8		8	
UG	28		9	
PG Diploma				
Advanced Diploma	2			2
Diploma	3			3
Certificate	3			3
Others				
Total	45			8

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	NA
Annual	28

1.3 Feedback from stakeholders*

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools

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

All revisions/update of regulation or syllabi are made by Calcutta University to which the college is affiliated

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
132	48	18	1	65

2.2 No. of permanent faculty with Ph.D.

65

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
19	0	0	0	0	0	0	0	19	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

124

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	30	41	64
Presented papers	14	24	43
Resource Persons	1	1	12

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

- Enhancement of ICT facilities software support in teaching learning, syllabus upgradation in PG courses, Lecture series in departments.
- 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.
- Different methodologies are used for advanced and slow learners. Weak learners are treated in 1:1ratio.
- Industrial hands on training.

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

196

2.8 Examination/ Evaluation Reforms initiated by the Institution

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.

Six faculty members are associated with different Boards of Studies of Calcutta University. All 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 :

Department	No of Student Appeared	Ist Class	Highest Marks	Rank
Biochemistry	55	37	609	1 st , 3 rd
Botany	37	9	544	
Chemistry	59	16	627	1
Computer Science	68	30	642	1 st & 2 nd
Economics	87	13	625	
Electronics	33	19	640	1 st , 2 nd
Environmental Science	25	14	622	3 rd
Geography	75	39	563	1 st
Geology	61	37	600	1 st & 2 nd
Mathematics	83	15	660	
Microbiology	67	27	605	3 rd & 5 th
Physics	108	36	617	
Psychology	65	20	605	1 st
Statistics	88	36	617	
Zoology	43	29	612	4 th
Industrial Fish and Fisheries(Major)	47	27	602	1 st , 2 nd , 3 rd
Bengali	63	2	487	
English	90	2	486	
History	49	1	490	
Journalism & Mass Comm.	73	3	501	2 nd
Philosophy	8	3	536	
Political Science	36	3	511	1 st
Sanskrit	17	01	527	
Sociology	27	00	466	
Comm. Eng Major	52	16	583	
Total	1416	435		

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	3
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	4
Faculty exchange programme	3
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	28
Others	7

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

3. 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	1	3		2
Outlay in Rs. Lakhs	16.5	62.8		12

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	1	8
Outlay in Rs. Lakhs	10.5	27.8	1.8	16.7

3.4 Details on research publications

	International	National	Others
Peer Review Journals	58	17	19
Non-Peer Review Journals			
e-Journals	3	2	
Conference proceedings	1	5	

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	2017	UGC	1,8L	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

<i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

Any Other (specify)

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	1	1	3
Sponsoring agencies					

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	
	Granted	
International	Applied	1
	Granted	1
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
4	2	1	1			

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

5

8

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

2

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 State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
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="4"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="2"/>
Any other	<input type="text" value="1"/>		

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

Thalassemia Awareness Seminar & Camp in Collaboration with Haematology Department , NRS Medical College.

Community Outreach Programme – Mega Health Check Up for People, in collaboration with Rotary Club, Tollyguge, Currae Eye Care Centre & R.N. Tagore Hospital, Kolkata

Health check up Camp by Asutosh College Health Care Unit & Department of Biochemistry.

Anti Suicide Campaign for students of Asutosh College Organised by Psychology department

Mental Health Campaign Organised by Psychology department

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	74	0		74
Laboratories	46	2		48
Seminar Halls	8			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-		
Value of the equipment purchased during the year (Rs. in Lakhs)	60L	10L		70L
Others				

1. 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.
2. The Humanities Block housing six departments of the Arts faculty is completed.
3. A Medicinal Plant Garden and Butterfly Garden has been completed at the Bhasa Second Campus.
4. 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. Automation of the Library has been completed.
4. INFLIB-NET used by faculty and students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books	53375	Approx. 93L	1651	7.4L	55026	110.4L
e-Books	N-LIST	5900	NLIST	5900		
Journals	455	Approx. 5 lakhs	120	0.35L	375	5.5 L
e-Journals	NLIST	5900	NLIST	5900		
Digital Database	NLIST	5900	NLIST	5900		
CD & Video	20	NA	10	NA	30	
Others (specify)	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	285	15	Connected to 2Mbps speed and 4Mbps speed/Wi-fi connection	2	2	9	28	6
Added	15					5	5	2
Total	300	15		2	2	14	33	8

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	20 L
ii) Campus Infrastructure and facilities	210 L
iii) Equipments	10 L
iv) Others	10 L
Total :	250 L

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
6444	380	8	

(b) No. of students outside the state

147

(c) No. of international students

4

	No	%		No	%
Men	3385	49.5%	Women	3447	50.5%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4876	628	123	319	28	5754	5206	974	106	527	19	6832

Demand ratio 16:1

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

5.5 No. of students qualified in these examinations

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

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

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
7	AROUND 400	56	DATA NOT AVAILABLE

5.8 Details of gender sensitization programmes

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 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	320	
Financial support from government	792	
Financial support from other sources	35	
Number of students who received International/ National recognitions	796	

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 maintain 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 from the current session will have to follow the syllabus and curriculum of Calcutta University.

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. From the coming session as per CBCS system introduced by CU at UG level, college will follow Continuous Evaluation System through Internal Assessment, Tutorial and Project Work.
2. The departments organize students' seminars, quiz contests, poetry/drama workshops and publish departmental journals.
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.

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. Biotechnology Laboratory under the BOOST scheme of WB DBT is used by all Bioscience faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The physical infrastructure has been remarkably improved/developed.
- At present the central 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 and anyone can access the stock online.
- 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.
- The space allocated for Arts faculty Seminar library for different Humanities Departments is undergoing renovation and modernisation.

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

- 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.
- Pre-Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.
- 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

6.5	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.

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 declares results within 30 days? NA

For UG Programmes Yes No

For PG Programmes Yes No

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

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?

NA

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.

Department of Psychology has a counselling cum Psychotherapy unit which has facilities to offer support to staff members of the college if and when needed.

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.

Fellowship from state for girl students.

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

Upgradation of the Humanities Library is initiated.

7.3 Give two Best Practices of the institution

COMPLETE ONLINE ADMISSION PROCESS
ADMINISTRATIVE EMPOWERMENT

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?

No

7.6 Any other relevant information the institution wishes to add.

NA

8. Plans of institution for next year

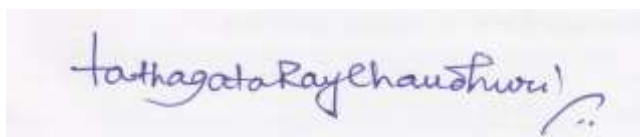
Research and collaboration cell, Entrepreneurship Cell, Consultancy Cell have been structured and have prepared their action plan for the next 1 year.

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.

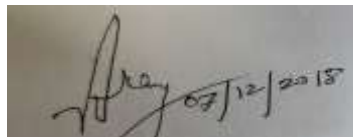
NAME: DR. TATHAGATA RAY CHAUDHURI



Signature of the Coordinator, IQAC

NAME: PROF APURBA RAY

VICE PRINCIPAL, ASUTOSH COLLEGE



Signature of the Chairperson, IQAC

Annexure

Best Practice

Practice #1

Title – COMPLETE ONLINE ADMISSION PROCESS

Objective – Complete Online Admission Process has been initiated to reduce the hassles, human mistakes and labour involved in the Manual Process.

Context –Asutosh College attracts students from all over the state other states and even other countries across the globe The Manual Method of admission process involving off-line form distribution and submission had been the mode of Admission, that needed a huge manpower in distribution, receiving and sorting of forms followed by manual calculations, merit list preparation and publication , followed by admission form distribution, verification and admission. The whole process of admission if done manually used to take more than a month to complete and handling the huge data, even to the best of one capability led to forced Human errors. So, the college authority realized that complete on-line admission process has to be introduced completely and was one of the first Colleges of the state to implement it.

However, the uniqueness of the Online System of Admission of Asutosh College lies in the fact that when most other colleges outsourced the process of online Admission to some agency, the College has developed its own software for the purpose.

So, the authorities resolved to set up a separate Asutosh College Information Technology Section (ACITS). Under the leadership of the Principal Dr Dipak Kumar Kar and planning and sincere efforts of Prof. Gautam Mahapatra, Head of Computer Science department of Asutosh College, ACITS was set up, which developed indigenous software and data management programs for admission and other needs of the institute.

- **Practice** – As soon as the results of different +2 examinations are published, all admission related notifications are uploaded in the college website, www.asutoshcollege.in
- The students need to submit the form online with all necessary information.
- Applicants deposit the requisite application fees to the selected bank using online system generated bank voucher with fixed account number and account name.
- The system confirms the submission of the application form through SMS and email. The applicant can also check the status of the application through the unique ID number generated by the system during submission of online application.
- Application forms are processed and merit lists are prepared by the developed software and different category-wise merit lists are published and uploaded in the website within 24 hours of the last date of submission.
- Selected Candidates willing to take admission she should generate admission form and respective bank voucher(s) from the college website again by entering the unique application ID.
- Verification of original documents is then done by the college authorities and deposition of requisite fees has to be done at selected bank through bank voucher(s),
- The online system registers the name of the student and generates College Roll No and identity card immediately after admission so that the student can join classes and all other academic activities.

Evidence of Success – The Online Admission process and the online system developed by the ACITS has been a great success as evident by the following observations:

- The process has increased the number of applicants from distant area and other states substantially.
- The college has been able to handle more than 80000 application efficiently without any waste of manpower, time and revenue.
- The process has become error proof as all data is handled and the process till merit list publication is done by the system with no requirement of human input.
- The process has become transparent as the lists can be checked with details of all students online.
- The college is one of the very few colleges in the state with complete online admission process and perhaps the only college in the state which has developed a system software indigenously for online admission instead of outsourcing the process.

Resources Required –The college authority did not need any resources as the faculty members indigenously developed the software for the process.

Problems encountered – There were some reservations, about turning the all-important Admission Process completely online. It was argued, not without some justification, that students in remote areas cannot access internet and hence it would not be advisable to turn the entire admission process online. However, it was decided in several meetings, both with the staff and the student representatives that if helpdesk facilities can be introduced in the college, from where students can fill up online forms with the help of the authorities it would be as good as collecting and submitting the admission form from college. Again the college authorities make sample arrangement for email and call support for any queries and clarifications.

Practice #2

Title – ADMINISTRATIVE EMPOWERMENT

Objective – The college aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college as increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

Practice – The college has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Fully computerisation of office and accounts.
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food and remuneration if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –No resources required except extra time involvement from our faculties.

Problems encountered – There was general resistance to change although it was taken care of later.

