CONTENTS

Preface

During the whole process of SSR preparation, we tried our best to remain faithful, self analytic and precisely informative regarding the data provided in the report. If we lack any relevant data, we have not included anything out of our intuition or imagination and left the space vacant. There may still be some errors which will be revealed only under intensive scrutiny. We assure you that all such unwanted errors will be informed before or during the Peer team visit provided those are detected meanwhile.

Thanks to all the esteemed colleagues and beloved students of Chakdaha College.

Principal
Chakdaha College

A BRIEF CHRONOLOGICAL HISTORY OF COLLEGE FOUNDATION

Apr. 15. 1972 : The-then deputy speaker of W.B assembly Sri Haridas Mitra announced that considering the legitimate demand of the people of Chakdaha, the process of foundation of a college at Chakdaha will start soon.

May 7, 1972 : 'Chakdaha College Organising Committee' was established with 21 (twenty one) general members and Sri Haridas Mitra was selected the President of the committee.

May 17, 1972 : The first general meeting of the aforesaid committee. The teacher's room of Chakdaha Ramlal Academy was allowed by the respective authority to be used as the temporary office building.

May 23, 1972 : Request for affiliation of the college to the Govt. of W.B. and the vice chancellor of Kalyani University.

May 25, 1972 : Promise of all kinds of help to the committee by the-then education minister of W.B. and the Vice-chancellor of Kalyani University.

July 9, 1972 : Promise of assistance by Govt. of W.B. again in a meeting presided by Sri Haridas Mitra.

July 12, 1972 : College fund established with contribution from Sri Mitra and the members of the committee.

July – August, 1972 : Fund raising by the committee from all possible sources.

Sept. 27, 1972 : E.C of Kalyani University affiliates Chakdaha College to start PUcourse in the arts and commerce streams in the morning section and also PUcourse in commerce in the evening.

Oct. 4, 1972 : Student's admission starts.

Nov. 10, 1972 : First College G.B. is formed according to the statute of Kalyani University and its activity started.

Nov. 19, 1972 : The total collected fund of Rs.22,000/- (twenty two thousand only) handed over by the organizing committee to Chakdaha College authority.

Nov. 20, 1972 : College inaugurated temporarily in Ramlal Academy by the Vice-chancellor of Kalyani University.

Nov, 21, 1972 : Classes of the college starts. Sri Kanak Moitra was the teacher in-charge with eight part-time lecturers. No.of students was 76.

Dec. 16, 1972 : 3.19 acres of land was first temporally and then permanently handed over by the Chakdaha Municipality to Chakdaha College.

July 25, 1973 : E.C. of Kalyani University permits the college to start B.Com. course in the evening section.

March 1974 : College building foundation stone laid.

June 1974 : E.C. of Kalyani University affiliates the college to start B.A. course in the day-section . No. of college students was more than 350.

March 1975 : First phase of construction of college building was finished.

.**April 1, 1975** : College building was inaugurated by the-then Chief Minister of W.B Sri Siddhartha Sankar Roy.

Part I :

Institutional Profile
Criterion-wise Data

Institutional Data

A) Profile of the College

1. Name and address of the college:

Name: CHAKDAHA COLLEGE   Address: RABINDRA NAGAR, CHAKDAHA   City: CHAKDAHA   District: NADIA   State: W.B.   Pin code: 741222   Website:

2. For communication:

Office

Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal : Dr. A.K. Bhattacharyya	03473	242-268		chakcoll@rediffmail.com
Vice Principal ………………..				
Steering Committee Coordinator : Dr. A.K. Chakrabarty	03473	242-268		,,

Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal…………………	03473	283629	9434419172
Vice Principal ..………….			
Steering Committee Coordinator …………….	033		9239331827/ 9433875805

3. Type of Institution:

    a. By management

i.	Affiliated College	☒
ii.	Constituent College	☐

    b. By funding

i.	Government	☐
ii.	Grant-in-aid	☒
iii.	Self-financed	☐
iv.	Any other	☐
	(Specify the type)	

    c. By Gender

i.	For Men	☐
ii.	For Women	☐
iii.	Co-education	☒

4. Is it a recognized minority institution?

    Yes ☐   No ☒

  If yes specify the minority status (Religious/linguistic/ any other)

  (Provide the necessary supporting documents)

5.   a) Date of establishment of the college:

Date	Month	Year
21	11	1972

  b) University to which the college is affiliated

    (If it is an affiliated college)

    or which governs the college

    (If it is an constituent college)

UNIV. OF KALYANI

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	July, 1981	
ii. 12 (B)		Copies of UGC & KU lists regarding recognition attached

  (Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

      Yes ☐   No ☒

  If yes, has the college applied for autonomy?

      Yes ☐   No ☐

8. Campus area in acres/sq.mts: 2.53 acres/10,246 sq.m.

9. Location of the college: (based on Govt. of India census)

    Urban   ☒

    Semi-urban   ☐

    Rural   ☐

    Tribal   ☐

    Hilly area   ☐

    Any other (specify)

10. Details of programmes offered by the institution: (Give last year's data)

Sl. No.	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B.A., B.Sc., B.Com. Hons. & Gen	3 yrs.	On the basis of merit	English/ Bengali		2997 in 2007 (Total)
ii)	Post-graduate						
iii)	M.Phil						
iv)	Ph. D.						
v)	Certificate course	CCC, CCA	3 mths 2 mths	Open to all Open to all	English/ Bengali		3 0
vi)	UG Diploma	GDCA	1 yr.	10+2/ITI	English/ Bengali		69
vii)	PG Diploma						
viii)	Any Other (specify)						

(Additional rows may be inserted as per requirement)

11. List the departments:

Science	
Departments: Chemistry, Physics, Mathematics, Botany, Zoology, Statistics	
Arts (Language and Social sciences included)	
Departments: Bengali, English, Sanskrit, History, Pol. Sc, Economics, Philosophy, Geography	
Commerce	
Departments: Commerce	
Any Other (Specify)	
Departments:	

12. Unit Cost of Education (during 06-07 session)

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

       (a) including the salary component = Rs.4873.00

       (b) excluding the salary component = Rs. 381.62

B) Criterion-wise Inputs

Criterion I: Curricular Aspects

1. Does the College have a stated

      Vision?   Yes | √   No |

      Mission?   Yes | √   No |

      Objectives?   Yes | √   No |

Does the college offer self-financed Programmes?

(in collaboration with College Computer Centre)

Yes | √   No |

If yes, how many?

            03

Sl. No.	Programme (B.Sc., B.Com. etc.)	Fee charged in Rs. (Total Course Fees)#
1.	CCA	700.00
2.	CCC	1600.00
3.	GDCA	7500.00
4.		

Fee charged for each programme (include Certificate , Diploma, Add-on courses etc.)

3. Number of Programmes offered under

   a. annual system *

   b. semester system

   c. trimester system

   d. 2/3 month's duration **

a. annual system *	17
b. semester system	0
c. trimester system	0
d. 2/3 month's duration **	2

4. Programmes with

   a. choice based credit system

Yes		No	√	Number	

   b. Inter/multidisciplinary approach

Yes		No	√	Number	

   c. Any other, specify

Yes		No	√	Number	

5. Are there Programmes where assessment of teachers by students is practiced?

Yes		No	√	Number	

6. Are there Programmes taught only by visiting faculty?

Yes		No	√	Number	

7. New programmes introduced during the last five years

	Yes		No		Number	
UG(Hons)	Yes	√	No		Number	2
PG	Yes		No	√	Number	
Others (specify)	Yes		No	√	Number	

#15% concession for college students

* B. A.(Gen), B. Sc(Gen Pure), B. Com(Gen), , B. Sc(Gen Bio), : 4
B. A.(H), B.Sc(H), B. Com(H) : 12
                    Diploma : 01
                    **Certificate : 02

8. How long does it take for the institution to introduce a new programme within the existing system?

Depends on various factors #

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	√	No	

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Yes		No	√	Number	

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes		No	√	Number	

12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes		No	√

b. Alumni?

Yes	√	No	

c. Students?

Yes	√	No	

d. Employers?

Yes		No	√

e. Any other?

Yes		No	√

#Introduction of new programme requires affiliation from the parent University, Hr. Ed. Coucil & College GB. College's infrastructure facilities are to be evaluated. Once infrastructure available the other process requires about 6 months of time. But for creation of post with allowances from Govt. side may take years together.

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

    a) Through an entrance test developed by the institution

    b) Common entrance test conducted by the University/Government

    c) Through interview

    d) Entrance test and interview

    e) Merit at the previous qualifying examination   √

    f) Any other (specify)

    (If more than one method is followed, kindly specify the weightages)

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year
   (subject-wise distribution ; marks include total of best five subject marks and the subject he/she wants to take Hons. Course, if applicable)

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify) PH category/Sports.	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.A(G)	311	220	281/230	220/167		
B.COM(G)	277	159	277	167		
B.SC(G)(PUR)	397	232	292	245		
B.SC(G)(BIO)	363	248	264			
BENG(H)	432	373	389	353		
ENG(H)	473	416	425	337		
SANS(H)	429	367	372/279	350		
POL.SC(H)	425	277	371	271		
HIST(H)	447	281	381/363	281/319		
ECO(H)	480	319	319			
COM(H)	465	282	330	287		

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify) PH category/Sports.	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
PHY(H)	538	432	443	416		
CHEM(H)	508	434	433	381		
MATH(H)	520	346	460/448	406		
ZOO(H)	456	342	386	342		
BOT(H)	422	308	342	287		

3. Number of working days during the last academic year — 261

4. Number of teaching days during the last academic year(including/ excluding examinations) — 256 / 190

5. Number of positions sanctioned and filled — Sanctioned/ Filled

	Sanctioned	Filled
Teaching(excluding principal)	35	28
Non-teaching	36	27
Technical		

6. a. Number of regular and permanent teachers (gender-wise)

Professors	M	00	F	00
Readers	M	08	F	01
Sr. Grade lecturers	M	12	F	07
Lecturers	M	00	F	00

b. Number of temporary teachers (gender-wise)

Lecturers – Full- time

M		F	

Lecturers – Part- time

M	07	F	09

Lecturers (Management appointees) - Full time

M		F	

Lecturers (Management appointees) - Part time	M F
Any other (Guest Teacher)	M 16 F 17
Total	M 43 F 34

c. Number of teachers

From the same State	77
From other States	Nil

* M – Male   F – Female

	Number	%

7. a. Number of qualified/ permanent teachers and their percentage to the total number of faculty

28	36

b. Teacher: student ratio*

1: 68

c. Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength(w.r.t. all Full time, Part time and Guest teacher)

16	21

(w.r.t. all Full time teachers only)

13	48

d. Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength

8	10

e. Percentage of the teachers who have completed UGC, NET and SLET exams

14%

f. Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years

25%

g Number of faculty development programmes availed by teachers (last five years) during

	’03	’04	’05	’06	’07
UGC/ FIP programme	0	0	0	0	0
Refresher:	2	3	0	0	3
Orientation:	1	2	1	0	0
Any other (specify)					

*assuming 1 permanent teaching post =3 part time or guest teaching posts.

h   Number of faculty development programmes organized by the college during the last five years

Seminars/ workshops/symposia on curricular development, teaching-learning, assessment, etc.

'03	'04	'05	'06	'07
00	00	00	00	01

Research management

Invited/endowment lectures

02	01	00	03	02

Any other (specify)

Number %

8.   Number and percentage of the courses where predominantly the lecture method is practiced (except practical classes)

~100%

9.   Does the college have the tutor-ward system?

Yes ☐   No ☑

If yes, how many students are under the care of a teacher?

10.   Are remedial programmes offered?

Yes ☐   No ☑   Number ☐

11.   Are bridge courses offered?

Yes ☐   No ☑   Number ☐

12.   Are there Courses with ICT-enabled teaching-learning processes?

Yes ☐   No ☑   Number ☐

13.   Is there a mechanism for:
   a.   Self appraisal of faculty?

   Yes ☑   No ☐

   b.   Student assessment of faculty performance?

   Yes ☑   No ☐

   c.   Expert /Peer assessment of faculty performance?

   Yes ☐   No ☑

14.   Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

   Yes ☑   No ☐

   2 hrs.

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research?* (Guiding student research, managing research projects etc.,)

Number	% of Total
02	14

2. Research collaboration

   a) National   Yes ☐   No ☑

   If yes, how many?

   b) International   Yes ☐   No ☑

   If yes, how many?

3. Is the faculty involved in consultancy works?**   Yes ☑   No ☐

   If yes, consultancy earnings/ year (average of last two years may be given)

Nil

4. a. Do the teachers have on going completed research projects?   Yes ☑   No ☐

   If yes, how many?   On going | 01 |

   Completed | 03 |

b. Provide the following details about the ongoing research projects

					Number				Amt.	
Major projects	Yes		No	√	Number		Agency		Amt.	
Minor projects	Yes	√	No		Number	1	Agency	UGC	Amt.	70,000/-
College Projects	Yes		No	√	Number		Amount			
Industry sponsored	Yes		No	√	Number		Industry		Amt.	
Any other (specify)	Yes		No	√						
No. of student research projects	Yes		No	√	Number		Amount sanctioned by the College			

* w. r. t. full time teachers.

** arsenic detection program.

5.   Research publications: (last 5 yrs.)

International journals	Yes	√	No		Number	07
National journals – refereed papers	Yes	√	No		Number	16
College journal	Yes		No	√	Number	00
Books	Yes		No	√	Number	00
Abstracts	Yes	√	No		Number	02
Any other (specify)	Yes		No	√	Number	
Awards, recognition, patents etc. if any (specify)				Ph.D.: 03		
				M. Phil.: 01		

6.   Has the faculty(last 5 yrs.)

a) Participated in Conferences?   Yes | √ | No | | Number | 21 |

b) Presented research papers in Conferences?   Yes | √ | No | | Number | 12 |

7.   Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

Nil

8.   Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
05	06

9.   Number of NCC Cadets/units

M	160	F	80	Units	2

10.   Number of NSS Volunteers/units

M	94	F	46	Units	2

Criterion IV: Infrastructure and Learning Resources

1.
   (a) Campus area in acres

   | 2.53 |

   (b) Built up area in Sq. Meters

   | 5,069.9 |

   (*1 sq.ft. = 0.093 sq.mt)

2. Working hours of the Library

   (a) On working days

   | 9 hrs. |

   (b) On holidays

   | Nil |

   (c) On Examination days

   | 6 hrs. |

3. Average number of faculty visiting the library/day (average for the last two years)

   | 07 |

4. Average number of students visiting the library/day (average for the last two years)

   | 400 |

5. Number of journals subscribed to the institution

   | 07 |

6. Does the library have the open access system?   Yes [ ]   No [√]

7. Total collection (Number)

	Titles	Volumes
a. Books	9346	16500 (approx.)
b. Textbooks		
c. Reference books		

   d. *Magazines

   | 03 |

   e. Current journals

   Indian journals

   | Nil |

   Foreign journals

   | Nil |

   f. Peer- reviewed journals

   | Nil |

*Regular subscriber of Kurukshetra, Economic and Political Weekly, Science Reporter

g. Back volumes of journals

Nil

h. E-resources

CDs/ DVDs — Nil
Databases — Nil
Online journals — Nil
Audio- Visual resources — Nil

i. Special collections (numbers)

Repository *
(World Bank , OECD, UNESCO etc.)

Yes	√	No		Number	05

Interlibrary borrowing facility

Yes	√	No		Number	

Materials acquired under special schemes (UGC, DST etc.)

Yes		No		Number	

Materials for Competitive examinations including Employment news, Yojana etc.**

Yes	√	No		Number	05

Book Bank

Yes	√	No		Number	600

Braille materials

Yes		No	√	Number	

Manuscripts

Yes		No	√	Number	

Any other (specify)

Yes		No	√	Number	

*World Development Report (1994-2004), Human Development Report (1994-1998), Asian Development Outlook (1997-2003), Economics Review (2003-2004), Economics Survey (Govt. of India).

**Regular Subscriber of Employment News, Yojana, The Competition Master, Success (in Bengali), Kamakshetra

8. Number of books/journals / periodicals added during the last two years and their total cost

	The year before last(2006)		Last Year(2007)	
	Number	**Total Cost (Rs.)**	**Number**	**Total Cost (Rs.)**
Text books Reference Books Other books	16	5,978.00	287	100,000(approx)
Journals/Periodicals				
Encyclopedia				
Any other (specify)				

Mention the

9. Total carpet area of the Central Library (in sq. ft)

Number of departmental libraries

Average carpet area of the departmental libraries

Seating capacity of the Central Library (Reading room)

4,584 sq ft
15
70

10. Status of Automation of the Library

initiated   √

not initiated

fully automated

partially automated

11. Percentage of library budget in relation to the total budget (07-08 session)   1.42

12. Services/facilities available in the library (If yes, tick in the box)

Circulation	
Clipping	√
Bibliographic compilation	
Reference	√
Reprography	
Computer and Printing	
Internet	
Inter-library loan	
Power back up	
Information display and notification	
User orientation /information literacy	
Any other (specify)	

13. Average number of books issued/returned per day

160/150

14. Ratio of library books to the number of students enrolled

5.5 : 1

15.

Computer Facilities

Number of computers in the college	14
Number of Departments with computer facilities	1

Central computer facility (Number of terminals)	5

Budget allocated for purchase of computers during the last academic year	Rs..2,00,000.00

Amount spent on maintenance and upgrading of computer facilities during the last academic year	Rs.4690.00

	Dialup	Broadband	Others (Specify)
Internet Facility, Connectivity	√		Via comp. Centre

Number of nodes/ computers with Internet facility

16. Is there a Workshop/Instrumentation Centre?

Yes		No	√	Available from the year	

17. Is there a Health Centre?

Yes	√	No		Available from the year 2006

18. Is there Residential accommodation for

Faculty?

Yes		No	√

Non-teaching staff?

Yes		No	√

19. Are there student Hostels?

Yes	√	No	

If yes, number of students residing in hostels

Male

Yes	√	No		Number	08

Female

Yes		No	√	Number	

20. Is there a provision for

a) Sports fields

Yes	√	No	

b) Gymnasium

Yes		No	√

c) Womens' rest rooms

Yes	√	No	

d) Transport

Yes		No	√

e) Canteen/Cafetaria

Yes	√	No	

f) Students centre

Yes	√	No	

g) Vehicle parking facility

Yes	√	No	

Criterion V: Student Support and Progression

1. a. Student strength(Provide information in the following format, for the past two years)

Student Enrolment	Year	UG			PG			M. Phil.			Ph. D.			Diploma ** / Certificate			Self-Funded		
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	'06	2219	1371	3590															
	07*	1477	1520	2997										56	16	72			
Number of students from other States																			
Number of NRI students	'06	01	01	02															
	07*	02	01	03															
Number of foreign students																			

M – Men, **F- Female**, **T-Total**

b. Dropout rate in UG and PG (average for the last two batches)　(on the basis of Part – I Exam.)

	Number	%
UG	81	6.4
PG		

2. Financial support for students: (last Year)(prizes not included)

	Number	Amount(Rs)
Endowments:		
Freeships:		

Scholarship (Government)#
Scholarship (Institution)
Number of loan facilities:
Any other financial support
(Specify)(from colleges, Teacher's and Student's fund)

398	
560	1,43,671.00

3. Does the college obtain feedback from students on their campus experience ?　Yes [√]　No [ ]

*on the basis of admission done by 10/12/07
**Chakdaha College Computer Centre
in 05-06 session

4. Major cultural events (data for last year)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	√		05 *			
Inter-university						
National						
Any other (specify)						

5. Examination Results (data of past five years)

Results	UG					PG					M. Phil				
	1 (03)	2 (04)	3 (05)	4 (06)	5 (07)	1	2	3	4	5	1	2	3	4	5
Pass Percentage	85.5	89.6	90.5	89.3	91.2										
Number of first classes	09	31	17	25	11										
Number of distinctions															
Ranks (if any)(within top three)	8	5	3	4	#										

(Add more columns if not adequate)

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
Nil		

* Annual social function, Bhasadivas, Fresher's welcome, Sarodotsov, Essay competition.
# has not been announced yet.

7. Number of students who have passed the following examinations during the last five years *

NET

SLET

CAT

TOEFL

GRE

GMAT

Civil services (IAS / IPS/IFS)

Defence Entrance

Other services

Any other (specify)

8. Is there a Student Counselling Centre?

Yes	√	No	

9. Is there a Grievance Redressal Cell?

Yes	√	No	

10. Does the college have an Alumni Association?

Yes	No	Formed in the year
√		2006

11. Does the college have a Parent-teachers Association?

Yes	No	Formed in the year
√		2007

* We have no data-based report except some stray reports. However, the Alumni Association is trying to have the data.

Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent Principal?

Yes	√	No	

If Yes,
denote the qualifications

M. Sc., Ph. D

If No,
for how long has the position been vacant?

2. Number of professional development programmes held for the Non-teaching staff (last two years)

Nil	Nil

3. Financial resources of the college (approximate amount) – Last year's data (06 – 07)

√ Grant-in-aid

Rs.1,45,78,777.00

Fee from aided courses

Rs.33,58,501.00

Donation

Rs.0.00

Fee from Self-funded courses

Rs.0.00

Any other (specify) Auditorium

Rs.5,00,000.00

4. Statement of Expenditure (for last two years)

Item	Before last(05-06)	last year (06-07)
% spent on the salaries of faculty	68.94	78.03
% spent on the salaries of non-teaching employees including contractual workers	14.49	17.28
% spent on books and journals	0.06	0.04
% spent on Building development	1.21	0.31
% spent on hostels, and other student amenities	0.89	0.75
% spent on maintenance - electricity, water, telephones, infrastructure	0.97	0.92
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	1.04	0.34
.% spent on research, seminars, etc.	--	--
% spent on miscellaneous expenditure	12.40	2.33

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items. The details of expenditure are given later.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:	Last year 2007	Year before last 2006
Governing Body	23/02/07 05/06/07 14/06/07 30/06/07 27/09/07	30/03/06 28/0706 04/09/06 21/12/06

Internal Admn. Bodies (mention only three most important bodies)

Admission	29/05/07 14/06/07 20/06/07 26/06/07	19/05/06 05/05/06
Finance	26/06/07 09/07/07 15/09/07 22/12/07.	09/01/06 28/06/07 13/09/06 21/12/06
Library	27/02/07 06/08/07 19/09/07	11/05/06 28/11/06
Any other (specify)		

6. Are there Welfare Schemes for the academic community?

Loans (Staff Co-operative) & Medical fund)   Yes | √ | No | |

Medical allowance   Yes | √ | No | |

Any other (specify)   Nill

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office   Yes | √ | No | |

b) Finance Unit   Yes | √ | No | |

c) Student Admissions   Yes | √ | No | |

d) Placements   Yes | | No | √ |

e) Aptitude Testing   Yes | | No | √ |

f) Examinations   Yes | √ | No | |

g) Student Records   Yes | √ | No | |

Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance Mechanisms   Yes [ ]   No [√]

2. Do students participate in the Quality Enhancement initiatives of the Institution?   Yes [√]   No [ ]

3. What is the percentage of the following student categories in the institution?*

a. SC	31.3
b. ST	1.2
c. OBC	-
d. Women	47.2
e. Differently-abled	0.1
f. Rural	
g. Tribal	
h. Any other (specify)	

4. What is the percentage of the following category of staff?**

	Category	Teaching staffs	%	Non-teaching staff	%
a.	SC	2	7	3	10
b.	ST	0	0	1	4
c.	OBC				
d.	Women	34	44	3	10
e.	Physically challenged				
f.	General category	43	56	23	86

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I (2006)	Batch II (2007)	Batch I (2006)	Batch II (2007)
a.	SC	36.7	25.2	81.5	91.7
b.	ST	1.2	1.2	100	100
c.	OBC			-	-
d.	Women	46.3	48.3	-	-
e.	Physically challenged		0.11	-	-
f.	General Category	62.0	72.5	88.4	91.0
g	Sports Personnel		0.49		

  *on the basis of admission in 06-07 &07-08 sessions only.
** including Part-time and Guest teachers.

Part – II :
Evaluative Report

Executive Summary

With a vision of building a self-relient society at Chakdaha with its own people and people from adjoining areas, the college has already introduced Hons. Courses in as many as 12 subjects other than general UG courses in arts , science and commerce streams. And all these have been done within a time span of 35 yrs. with minimum financial resources, 34 full-time teachers (28 existing now) and 36 non-teaching staff (27 existing).

Long history of outstanding results in university examinations, career and job prospects in later life, transparency in all college affairs and the quiet, trouble- free atmosphere of the college attract the best quality students not only of the same district but also neighbouring districts. On an average the demand ratio of seats during admission in Hons. courses is 1:8. The departments and the college continually assesses students' performances through feedback of class performances and examination results. Seminars, invited lectures, awareness programmes often arranged by different college units encourage the students in many ways.

The average overall pass percentage of about 90% in the final UG examination, on an average of 5(five) students ranking within the first three each year from our college are sufficient reflections of qualities of the students and teaching-learning methods adopted in the college.

The college encourages its teachers to take part in different academic seminars, symposia, research works inside and outside college campus with all types of necessary helps. About 50% of the full-time teachers are Ph. D. degree holders and 25% have M. Phil degree. 10 (ten) of its teachers are actively engaged in research works which include guidance to Ph. D. degree. Some of the teachers are attached to higher learning institutes in the form of guest teachers, resource persons etc. The college's NCC and NSS sections have two divisions each one for boys' and the other for girls' students. Regular camps, programmes and workshops of these two units are of tremendous help not only on national basis but also to local people.

We can't deny the fact that college library has not yet been fully computerised. We have just initiated the process. But with 16,500 books in the central library and another 500 books in the departmental libraries, sufficient reading facilities for teachers and students, regular book borrowing facilities, 9(nine) hours of continuous service on working days, the college library is rendering its fullest co-operation towards the students and staff.

To help the students of SC/ST communities the college built a students' hostel(boys' only). Students get all the benefit free of cost though the college does not get any government grant for that purpose. Well maintained and spacious canteen, students union room, common room for girl students, indoor and outdoor game facilities are there. About 10% of the total students who are needy-cum-meritorious get their tuition fees waived from the college's aid fund, students' union fund and a benevolent fund made with contributions from the teachers.

Cultural functions are arranged now and them to celebrate important days where all the students and staff members may exhibit their skill and performances.

Students and guardians may report any of their grievances regarding college affairs in the grievance redressal cell. Effective steps are taken in all possible cases.

To help the college administration, there are different sub-committees formed by the teachers, staff and students regarding admission, examination, finance, library, academy etc. These bodies suggest the administration regarding concerned activities and help whenever needed. The minimum financial resources is judiciously distributed for different needs in the annual budget with special emphasis on students' requirements.

For the welfare of the staff, the college staff co-operative and medical fund have been built with contributions by the staff. Whenever needed, they may take loan from these.

At the time of admission, about 30% of the seats are reserved for SC/ST/PH/Sports candidates. According to our studies, more and more students from socially backward communities are getting admitted in the college. Their success rate is also growing. About 50% of the total students in the college are women. All these indicate prejudice-free administration of the college.

Arsenic detection programme, yoga centre, occasional medial camps and awareness programmes, free medical services to all local school and college students by regular college units like NCC, NSS, Health, different Departments and Bigyan mancha Unit of the college are few examples of rendering services to the local community.

Last but not the least, to mention is the cleanliness of the college campus with echo-friendly atmosphere.

Criterion I: Curricular Aspects
1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

Vision:

The vision of the institute is imparting quality higher education to students in and around Chakdaha through proper evaluation, promotion, modernization and sustenance activities. This creates a self- dependent, benevolent society without any religious, cultural and communal superstition.

Mission: The missions are

i.   to make the institute a leading institute of higher learning.

ii.   to impart education in all contemporary basic fields (Arts, Commerce and Science) with subject-wise specialization (Honours course).

iii.   to build up a student-centric education system through feedbacks, self evaluation of the students and teachers.

iv.   not only to sustain but also to enhance the quality of education through   proper assessment.

v.   to create vistas of career and placements for the student in their future lives.

vi.   to generate research aptitude of the students through encouragement by the teachers (by setting own examples).

vii.   to help the neighbouring society in different practical ways.

viii.   to involve local society to know its needs.

ix.   to arrange seminars, symposia etc. by peer personalities in diverse fields.

x.   to impart value based education to make the students responsible citizens.

xi.   to impart education in a quiet, clean atmosphere free from all types of pollution – physical, cultural or anything.

xii.   to impart education in socially sensitive but politically unbiased atmosphere.

xiii.   to maintain transparent policies in every sphere with opinions and suggestions from all the constituents of the college.

The vision and mission of the institute are communicated through

i.   college prospectus that the students get during admission

ii.   Welcome address by the Principal to the fresher students during celebration of freshers' welcome.

iii.   meetings with the staff.

iv.   meeting with the guardians.

v.   meeting local people during camps organized by NSS & NCC units and the college itself.

1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

When the College was born way back in 1972, the population of the Municipality of Chakdaha and its adjoining area was more

than one lakh. It was well-connected on all the four sides with large towns / cities through rail and bus services. It had many schools of repute from where students even ranked in board examination. But except one, all the schools were up to Xth standard. No girls' school was there to learn science courses after Class X. So there was no real dearth of quality students. But no good college was there to meet the students post school academic needs. That is why the college gradually introduced all the three streams, i.e., arts, commerce and science with Hons. courses in almost all conventional subjects in due course of time for good quality education.

In 1972, people of Chakdaha would have to travel large distances to avail of good education, medical facilities etc. Knowledgeable persons necessary for consultation for day-to-day life problems were very few in number. But to feed the huge population in all respects a self-sufficient society was necessary to be formed.

Besides this, the decade of 1970s was a turbulent period with social and political uncertainties in West Bengal . Lives of youths were vulnerable to violence and unrest. Parents were hesitant to send their wards for education at distant places.

A large number of the people of Chakdaha were uprooted from erstwhile East Bengal of Pakistan during 1947/48 or 1971 Bangladesh war. Many had the academic potential but were without sufficient financial strength. The average financial status of the people was then low. A large number of people lived below poverty level. The college came up with a responsibility to look after their

welfare. Thus the college was set up literally on money begged of all these people.

1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional/national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)

Yes.

Different curricula developed/adopted to address the needs of the society and have relevance to regional/national/international trends are

    i.   Introduction of Hons. Courses in as many as twelve subjects in arts, commerce and science sections.

    ii.   Spacious, well-illuminated laboratories with modern equipments for students' uses.

    iii.   Computer handling facilities in few departments.

    iv.   Good collection of books in central and departmental libraries.

    v.   Quality, well-assessed education to all students.

    vi.   Reservation during admission for SC/ST/PH/OBC students.

    vii.   Arrangement of classes for PH students in convenient rooms.

viii. Special attention to slow learners.

ix. Infrastructural facilities irrespective of caste and creed, gender, social and financial status.

x. Value-based education through yoga programme, seminars etc.

xi. Community programmes organized by the NSS, NCC, arsenic detection units etc.

xii. Occasional awareness programme, organized by the college and its different units.

xiii. Organisation of regular cultural programmes. A national integration camp under HRD was organized in our college from 18.12.1993 to 27.12. 1993. A cultural team comprising of students of our college was invited to perform in different states. Our NCC boys join such camps regularly .

xiv. Awareness programmes organized by college NSS units regarding ecology and environment protection , health awareness etc.

xv. Organising counseling for the students regarding career and placements.

xvi. Inviting different career and job oriented institutes to help our students find suitable career and job.

xvii. Uses of (a) computers for academic and office uses, (b) OHP for class room works ,(c) class room audio amplifier for large classes.

1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

Hons. Students of all science subjects learn computer either in the department or in the college computer center. Commerce students have also to learn computer uses. All these are arranged by the college in collaboration with the college computer center.

Computer facilities for all individuals are being planned and a number of computers have been installed. However official launching of the programme needs much more computers, posts of suitable computer instructors, new rooms exclusively for the purpose and necessary funds.

We have the email address but we have not yet been able to open any website of the college.

The email facilities are available for all interested students / teachers through the computer center of the college at no or reasonable cost.

1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions

in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

Design, moderation and introduction of new courses in the curriculum are beyond the power and purview of the college. All these require permissions from the university and government levels.

But our college has many teachers, including the Principal, who are in responsible positions in different policy-making bodies including the executive body. In that respect the college has some role in curriculum design.

For development of curriculum activities, the college does take the following initiatives.

i. Many of the undergraduate boards of studies in the university in different subjects have teacher representatives from Chakdaha College as BOS members. These boards discuss contents of syllabus and any moderation of it, form list of examiners, contents of terminal class tests etc.

ii. Some of the decision-making bodies of the university, including PG faculty, court and council have representations from our college in the form of members. Introduction and effect of new syllabus, examination systems etc. come under the purview of these committees.

iii. Almost all the departments (Hons. Teaching) split up the entire syllabus into different modules according to teaching and learning conveniences. These are distributed among the students before the commencement of classes.

iv. Annual and class room feedbacks from present and past students are discussed and analysed in different sectors of the college including the department and the teachers' council in presence of the Principal. The decisions, if required, are communicated to the concerned authority or committee for action.

v. Class test results are discussed by the academic subcommittee and the TC in presence of all faculty members. If necessary, the decisions, suggestions and recommendation are communicated to the faculty through proper channels.

vi. Arrangements are being made to computerise all data regarding examination results, assessing different trends etc. by the academic and quality enhancement subcommittees.

1.2 Academic Flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

The degree courses available to learners are

(i) B.A (G)   (ii) B.Com (G)   (iii) B.Sc (G:Pure) (iv) B.Sc.(G:Bio)(v) B.A (Hons) in Bengali   (vi) B.A (Hons) in English (vii) B.A (Hons) in Political Science (viii) B.A (Hons) in History   (ix) B.A (Hons) in Sanskrit (x) B.A.(H0ns) in Economics (xi) B.Com (Hons) in Accountancy (xii) B.Sc (Hons)

in Botany (xiii) B.Sc (Hons) in Chemistry (xiv) B.Sc (Hons) in Mathematics (xv) B.Sc (Hons) in Physics (xvi) B.Sc (Hons) in Zoology.

In collaboration with the Institute of computer Engineers (India) Chakdaha College arranges two certificate courses namely Certificate in Computer Concept (CCC) and Certificate in Computer Application (CCA) of three and two months durations respectively. Also there is a Graduate Diploma in Computer Applications (GDCA – [O level]) of 1(one) year duration.

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

a) Core options b) Elective options c) Add on courses d) Interdisciplinary courses e) Flexibility to the students to move from one discipline to another f) flexibility to pursue the programme with reference to the time frame (flexible time for completion)

a.   To be specific, affiliated colleges have no provision for academic flexibility, value addition and course enrichment in core options. These are framed by higher education council and the university. Any student doing UG course in Pass or Hons. courses must learn any two vernacular subjects namely compulsory English and a modern Indian language . Environment Science subject is compulsory for all UG students.

b. Depending on colleges' infrastructure including faculty, number of class rooms available, room space, students' preference etc. elective options are allowed in different subjects. The options are specified in the prospectus.

c. All the students of Chakdaha College are eligible to do any computer course at the college computer center at concession rates (15% less than that for outside students) beyond college hours and also on holidays.

d. No interdisciplinary courses are offered in our institution.

e. Any student admitted may switch over from one discipline to another provided he/she satisfies all criteria for that, and the faculty including the Principal considers him/her suitable for the change of the discipline so long his/her name has not already been registered by the university.

f. Kalyani University to which our college is affiliated allows a maximum of 6(six) year-span for the completion of the undergraduate course.

12.3 Give details of the programmes and other facilities available for international Students (if any)

Nil

1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

There is no self-financed programme running in the institute. But there are some courses that run with slightly enhanced fee structures to appoint extra teachers . Other things regarding admission, curriculum, teachers' qualification and salary are the same as the other usual courses.

1.3 Feedback on Curriculum

1.3.1. How does the college obtain feedback on curriculum from

    a) Students?

    b) alumni?

    c) Parents?

    d) employers / industries?

    e) academic peers?

    f) community?

On curriculum affairs the college collects feedback from different stakeholder in the following ways.

(a) From the existing students, class room feedbacks in written pro-forma are collected by all Hons. teaching departments and sometimes in general courses also.

A questionnaire designed to know acceptability of learning, the overall teaching process and quality, subject contents, teaching methods being used, library and study material facilities etc is supplied to the students at least once in a year in the form of multiple choice. They are asked to tick the correct answer according to his/her individual study without writing his/her name and also a particular teacher's name.

Usually these feedbacks are preserved in the departmental custodies.

b) General reunion of the college began only in the first part of 2007. But some of the departments organize departmental reunions for a couple of years and more. Ex-students are requested to take part in different activities. A session is arranged for discussion among the present and the ex-students. They share their views regarding the present global importance of the subject they are learning, its various applications, research facilities, job prospects etc. A very brief summary of all these reports is also kept with the department.

c) The guardians' meeting is usually convened once a year by the Principal in presence of faculty members and other staff of the college. Their opinions and suggestions in all academic and administrative aspects are thoroughly discussed there. All the reports are kept in the office to review and ,if possible ,implement them.

d) Recently we have got letters from different job-oriented academic concerns and also job sectors to lend the college premises for them to organize seminars, awareness programmes and even campasing for jobs. Counselling and placement section are also requesting different concerns to absorb our eligible and interested students in their concerns with their due status.

e) The college and also the departments often invite eminent academic personalities on different occasion. During college programmes all the members of the staff of the college and the students get various kinds of information through their lecturers. They come to know more about the country, its people, its culture, tradition, global status in different fields. All these are preserved by the seminar and journal subcommittee.

Through departmental lectures by eminent subject personalities, faculty and the students of the concerned department get deeper insight into different topics of the subject, new developments, introduction of new concepts, alternative approach to learning, alternative methods, interdisciplinary courses, new branches being developed in the subject, scope of research etc. These reports are usually preserved in the departments.

f) Guardians from a large part of local community. They are also sometimes invited in general awareness programmes, health and blood detection camps. The NSS and sometimes NCC units meet the needs of the community through their camp programmes in and around Chakdaha locality. Any feedback from them are preserved in the respective subcommittees' custody.

1.3.2.How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

All the feedbacks are discussed among members of the department, faculty, committee and subcommittee. They are analysed on the basis of possible follow-up-action. Some of the feedbacks are seen to be beyond the purview of the college. Some appear to be infeasible in the present infra-structure and scenario.

But each proposal is given importance and sent to higher bodies (may be directly to the Principal, TC, GB etc.) and sometime also to students' union for their opinions.

Regarding syllabus, pattern of examination, question paper orientation, introduction of new course etc. suggestions are sent to the University requesting them to introduce the matter as an agendum in appropriate meeting and take necessary action. Obviously these are sent by the appropriate unit of the college through the Principal.

1.4 Curriculum update

1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

A syllabus is revised on the basis of

a.   Introduction of new topics of contemporary interest.

b.   Reorientation of the subject matters within the existing syllabus

c. Introduction of new approach and adopting updated methods for understanding a subject.

d. Removal of unnecessary topics and old-fashioned approaches.

e. Uniformity of the standard of the syllabus on national and international standard.

f. Interdisciplinary aspects of the subject.

Usually the syllabus is revised every four/five years under common UGC guidelines. However, the syllabus may be slightly modified by the university on the basis of the students' ability, social and economic status of the students, faculty infrastructure etc.

The present syllabi of different subjects were introduced only in 2005. Primarily the contents of the old syllabus was split up in three parts as the examination system changed from 2+1 pattern to 1+1+1. However very few topics were introduced in each subject to compensate the splitting.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

All the academic curricula bear a thrust on the core value adopted by NAAC by

a. Creating academic excellence

b. Generating global competencies among students.

c. Providing value based education to create a responsible citizen with good health and spirit.

d. Generating commitment towards the society and the people around.

e. Contributing to national development.

f. Maximum use of technology for creating and store huge data and thereby assessing the development of the institution.

g. Creating research aptitude among the students.

h. Reaching gradual perfection and excellence.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE/State Councils of HE and other bodies) for developing and/or restructuring the curricula?

For development and restructure of the curricula, the institution uses the guidelines of statutory bodies like UGC, state council of higher education, university executive council in

(i) Framing the syllabus.

(ii) Using students' feedback.

(iii) Framing skill-oriented questionnaire in class examinations.

(iv) Splitting the previous Part-I examination at the end of second year into two parts after 1 year each and thus reducing students' load.

(v)   Using more and more technology for teaching and learning processes.

1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

To meet the emerging and changing national and global trends some of the courses have been modified to

(i)   introduce computers for data storage, management and application (even in arts and commerce sections).

(ii)   introduce interdisciplinary topics in all possible subjects.

(iii)   include more and more practical classes.

We are seriously thinking of introducing Hons. courses in contemporary subjects of interests like Microbiology, Computer Science etc.

1.5 Best Practices in Curricular Aspects

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

Measures undertaken for quality sustenance and enhancement during the last five years are.

(i)   Merit-wise admission procedure in all subjects and categories.

(ii) Stress on students' attendance in class and declaring unsuitable students as non-collegiate and dis-collegiate according university guidelines.

(iii) Regular class tests (including annual examination and final test examination) before the final university examination

(iv) Analysis of present and past students' feedbacks by the departments and TC in presence of the Principal.

(v) Facilities of reading and borrowing books from the central and departmental libraries.

(vi) Supply of study materials to students whenever needed.

(vii) Arranging seminars, workshops, awareness camps etc. for college students.

(viii) Informing the university authority regarding need of any modification, rectification and improvement of the existing syllabus, change in examination systems, internal assessment etc. through proper channel (TC, members of BOS, faculty, court and executive council members from the college).

(ix) Introduction of geography and statistics in undergraduate course.

(x) Introduction of Hons. courses in Botany and Sanskrit from 2007.

(xi) Computerisation of a fraction of academic works for use by students and data preservation.

1.5.2 What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?

New curricular aspects planned and implemented, at least to some extent, are

(i) Computer awareness programmes for all students.

(ii) Collaboration with other college and university libraries for reading facilities of our college students.

(iii) Mutual sharing of faculty with nearby colleges to compensate shortage of teachers and enrichment of the quality of teaching.

(iv) Introduction of new courses in subjects like microbiology, bio-technology, computer science, journalism and mass communication, BBA etc.

(v) More seminars by students and eminent speakers.

(vi) Proximity to the society through awareness programmes, camps etc.

(vii) Tutorial classes for disadvantaged and slow-learning students.

(viii) Routine Yoga programme for all students.

(ix) Launching some programmes to train students for competitive examinations.

Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

    a. Prospectus

    b. Institutional Website

    c. Advertisement in Regional/ National Newspapers

    d. Any other (specify)

Our college has been a leading college not only under Kalyani University but also among all the colleges under the state universities of West Bengal. It came into being only in 1972 and starting from a scratch has achieved a position of distinction by now.

Still we believe that a lot more is to be done in academic and administrations fields. And all these depend on quality faculty, good students and sensible management. To attract all sections of the society towards the college we publish and propagate our activities through

    a) Prospectus : With our limited financial resources we distribute our prospectus to all students interested in getting admission in the institute at a minimum cost. The prospectus published each year contains information regarding.

       (i) A brief history of college foundation with its vision and missions clearly stated.

(ii) Different courses offered.

(iii) All types of facilities including library, infrastructure, canteen, NCC, NSS etc. available for the admitted students.

(iv) Rules and regulations of the college.

(v) All type of facilities through grievence redressal cell..

(vi) Financial support for the poor but meritorious students.

(vii) Assessment processes through internal tests.

(viii) Free medical and yoga facilities at minimum cost

(ix) Previous years' results with university rankings.

(x) A list of alumni who are in respectable positions through achievements in different fields.

(xi) An average low fee-structure in comparison with those of adjoining colleges

(xii) Facilities available at Chakdaha College Centre of NSOU.

(b) Due to financial crunch we have not been able to create the college website.

(c) So far as students' admission is concerned, no advertisements are required to be displayed in regional or national newspapers.

2.1.2 How are the students selected for admission to the following

courses? Give the cut off percentage for admission at the entry level

a) General

b) Professional

c) Vocational

The information regarding minimum eligibility conditions for admissions to Hons. and pass courses, dates and time of receiving application form, last date of receiving application form etc. are put up on the central notice board near the college gate just after the publication of W.B. Board's +2 examination results.

Once submission of admission forms closes following systematic and constructive steps are taken

(i)   Both for Hons. and general courses the forms are split up subject-wise and stream-wise.

(ii)   For Hons. courses, according to university norm, a general category student must either get

a)   50% in aggregate and 45% in the subject he/she intends to learn with

or

b)   45% in aggregate and 55% in the concerned subject

or

c)   55% in aggregate if he/she had not the particular subject in +2 course but had other subjects very much linked with the subject.

For SC/ST candidates, marks for minimum eligibility is 5% less than those corresponding to general category students.

For general degree course mere pass in +2 course is sufficient for admission.

(iii) For Hons. courses the total marks of the best five subjects, according to mark sheet, the mark of the subject he/she intends to study in Hons. course and the percentage of his/her Madhyamik Examination mark are all added up. For general and pass courses only percentage of total marks in the H.S examination is calculated for all the students.

(iv) Merit lists are prepared for all Hons. subjects and streams (for pass general course) including general, SC/ST and PH category including sports personalities.

(v) Out of the empanelled students, four different lists for each subject and stream are made – one for all, one exclusively for SC, one exclusively for ST and the fourth one exclusively for PH and sports personalities. The number of students in the final lists is chosen according to number of seats available, earlier history of response of students to join the final counseling programmes, earlier history of number of students that leave the institution after being admitted (specially for science students many of whom go to engineering institutions)etc.

(vi) Lists of eligible students are put up on the notice board along with total marks obtained by them. Students seeking admission in different arts (Hons) subjects are asked to attend the counselling programme on a single day. The same is done for students seeking admission in Hons. subjects in science and commerce on two other different dates. It is to be noted that these lists consist of students of all categories..

(vii) For reserved quota admission, all the students of those categories are asked on a single day for counselling according to the lists.

(viii) Students found suitable in counselling sessions are admitted on the same day.

(ix) After the first counselling session, if all the seats are not filled up, the session is repeated till all the seats are exhausted.

(x) For general pass courses all eligible students are not counselled but admitted directly.

The cut-off percentage of marks for admission is actually decided by the university. These have already been stated in clause (ii) of 2.1.2.

For general courses, the minimum requirement is mere pass marks in H.S (+2) examination. If a student does not satisfy those minimum criterion, his/her application is immediately rejected.

But practically for Hons. subjects in our college, in almost all the cases, marks obtained by the student who get admitted last is much higher than the stipulated minimum eligibility criterion.

The following table gives the grand total (total of five best marks + marks in subject seeking Hons.) marks of the last student (according to merit) and number of seats who got himself/herself admitted in 2007-08 session.

TABLE II- 1

Subject	No. of seats	Grand total marks of merit-wise last candidate admitted	Cut off % (University norm)
Bengali	60	373	Referred in 2.1.2
English	40	416	,,
History	60	281	,,
Pol. Science	60	277	,,
Sanskrit	30	367	,,
Economics	25	319	,,
Accountancy	60	282	,,
Physics	30	432	,,
Chemistry	30	434	,,
Zoology	25	342	,,
Botany	15	308	,,
Mathematics	25	346	,,

2.1.3 How does the Institution ensure transparency in the Admission process?

　　　　To ensure transparency in the admission we take the following steps.

　　(i)　　Merit-wise panels are displayed on the notice board with his/her panel ranking, grand total of marks, the rules to make the grand total etc.

　　(ii)　　Any student may verify the panel with his/her marks. If there is any error, he/she can immediately bring that to the notice of the Principal or the admission committee.

　　(iii)　　If due to mutual transfer from one department to the other, some seats are created (say within a fortnight after the classes start) the vacancy position is notified on general notice board and also notices are sent to the concerned departments.

　　(iv)　　Only after the counselling processes end if there is any seat vacant in reserved category and no empanelled intending candidate is found, general category students may be admitted.

2.1.4　How do you promote access to ensure equity?

　　a)　　Students from disadvantaged community

　　b)　　Women

　　c)　　Differently-abled

　　d)　　Economically-weaker sections

e) Sports personnel

f) Any other (specify)

During admission, about 22% of total seats are reserved for SC candidates, 6% seats for ST candidates, 10% for students of other boards, 1 each for PH and Sports personalities, for each subject (Hons.course) and stream (general course).

But we have no extra quota of reservation for women and economically weaker sections. Once admitted, students of the later section are encouraged with remission of tuition fees, free books etc. The SC/ST stipend forms duly filled up are sent to the proper office through the college office and any problem related to it is solved by the institution. Sports personnel who need financial help are also given financial assistance in suitable forms .

2.2 Catering to Diverse Needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the   commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.

During the introductory classes all the subject teachers try to assess the conception, knowledge and depth of study of his/her class students. Over the years of our experience we have seen that the students, even if very intelligent and studious, passing out of his/her final school examination lack

(i) the habit of writing class notes during class hours.

(ii) the habit of interacting freely with the teachers.

(iii) command of English which is very essential at least for Hons. science subjects.

All the students are inspired to develop these abilities. Sometimes they are asked questions on topics they are supposed to have learnt already. Actually the first unit class test questions are made primarily on the basis of +2 syllabus. If a student is found lagging back, he/she is advised to study elementary books.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners .

Through students' feedbacks and responses during class hours and unit class tests the slow learners can be easily identified. The difference may be caused by differences in intelligence level, study hours, health conditions, financial matters etc. The slow learners are encouraged to resolve their problems with faculty's help in the following manners.

(i) They are supplied free specimen books by the faculty teachers.

(ii) They are allowed more time in the laboratory

(iii) Photocopies of some study materials are supplied to them.

(iv) They are advised to go first through easy books.

(v)   Sometimes they are advised to skip difficult topics.

The gap between these two groups of students are bridged by

(i)   healthy discussion among them outside class premises

(ii)   seminars by advanced learners on topics within the syllabus to be attended by all his/her classmates.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

Years ago, we used to arrange tutorial classes for the SC/ST/PH/financially disadvantaged students. But we had to stop that due to fund crunch. Presently due to staff shortage and finance, of course, tutorial classes can't be arranged. However, very recently college has applied for funds for such courses.

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

Regarding mentoring of students we

(i)   counsel the students regarding their career, study system etc. through the counseling cell, faculty etc. respectively.

(ii)   arrange physical and mental counselling through doctors in the college health centre.

(iii)   render our service through grievance redressal cell.

(iv)   render financial service through students' aid fund.

2.2.5 How does the institution cater to the needs of differently- abled students?

Other than seat reservation for handicapped students during admission, they are given equal scope and status in all college affairs and also offered some physical facilities. Say, a PH student is always allotted classes only on the ground floor. The science extension building has ramp for their uses.

2.3 Teaching -Learning Process

2.3.1   How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

At the beginning of each session, the TC as a whole and also different subcommittees concerned with admission, examination, culture, routine etc. activities sit together to frame the teaching – learning and evaluation methods. An academic calendar is framed. However, distribution of this calendar among the students may take some time. Apart from a very brief account of college history the calendar consists of

(i)   Admission procedure, dates of admission, process of admission etc.

(ii)   List of holidays and working days.

(iii) Likely days of college and university examinations.

(iv) Likely days of college's important functions and activities like annual sports, annual social function, Bhasadivas celebration, Sarodotsav etc.

The list of holidays is made strictly in conformity with the university statute. Local festival days are announced as holidays under the purview of holidays according to Principal's discretion. Other than the academic calendar special emphasis are given on the following :

(a) In framing the general routine the following guidelines are kept in view.

 (i) Classes are uniformly distributed over the whole college hour.

 (ii) Due to shortage of teachers and buildings, common classes are arranged to accommodate maximum possible number of students. Elective English/Bengali, Environmental Science are such subjects for common classes.

 (iii) Names of teacher for common classes are decided centrally by the routine subcommittee. But the names of teachers for subject classes are posted by the corresponding department according to their convenience.

 (iv) Full-time teachers are allotted about 18-22 classes per week, part-time and guest teachers about 6-8 classes per week.

(v) Larger class rooms are used for common classes.

(vi) Except during common classes, students of each stream usually need not go to other faculty building.

(vii) Usually a teacher is involved at least in 4 hours of class works each day.

(viii) Each student gets at least one break period each day.

(ix) Each week the students get some leisure hour for indoor games, mutual discussion etc.

In the departmental routine, the department allots classes to the departmental faculties so that

(i) a teacher meets students of all years of the department at least once in a week

(ii) Teachers get the facility of one week-day as preparatory day to prepare for all the classes in the following week.

(iii) A teacher need not take more than five theory classes a day as per routine.

The entire college routine is kept in the Principal's office so that he can verify the ongoing of classes according to schedule. For the teaching staff-room three different routine booklets are prepared - each for science, arts and commerce faculties respectively. Teachers may consult the routine any time in the staff-room

For the students the faculty routines are displayed on respective faculty building notice boards.

(b) Evaluation: University examinations are totally evaluted by Kalyani University and are usually held during summer recess. All the full-time and part-time teachers take part in the examination works.

For college unit tests, these are organized by the corresponding departments within the date stipulated by the university. The university also gives a guideline for the pattern of questionnaire. Questions are made according to this guideline. The class tests are of 45 minutes' duration for each paper. The evaluated answer scripts are preserved. Marks are kept in the custody of the respective department and also the Principal.

Regarding examination works, everything is controlled by the examination subcommittee headed by the Principal through series of meetings among themselves.

2.3.2 What are the various teaching- learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

Primarily lecture method is adopted for class-room teaching. Teachers devote time to interacting with the students within the class-room to assess their level of understanding and the teachers' acceptance to them etc. Often the teachers of the departments and also teachers of other institutions share their experience with the

students. Seminars are also organized by some departments to enhance students' comprehension.

2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

Some departments organize seminars among the students where advanced students of equivalent and higher classes speak on a subject of departmental interest. Students of his/her class interact with the speaker student freely. Unless called for, faculty teachers do not interfere in such students-oriented seminars.

During some practical classes, students are required to repair, maintain the instruments, collect and prepare the samples used for practical classes. These help them in their future day-to-day life.

The yoga training programme by some expert students help other students physically, mentally and spiritually.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL , Internet and other information /materials)

Uses of maps, charts, samples, models, software packages in some classes enrich learning process of the students.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

Students and faculty of different departments keep pace with the recent developments through

(i) Wall magazines in which students and teachers discuss all academic subject-wise articles including contemporary advancements in that subject.

(ii) Departmental souvenirs which are published during departmental reunions.

(iii) Lecturers by eminent personalities in the subject field.

(iv) Mutual discussion between present and past students.

(v) Some departments also publish Booklets occasionally on topics of classical and recent interests.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

All the departments in the college have departmental libraries formed with contributions from present and past teachers, past students and some well wishers. Any teacher and student can

(i) access the books according to his/her convenient time during college hour and with permission during vacation period .

(ii) borrow selected books for a week or so.

(iii) make a photo copy of the part of the book necessary for his/her purpose.

A few departments have CDs too. If the computer facility is not available in the college, student/ teacher may borrow the CD to see and print the contents of the CD.

Usually students get sufficient time every week to go through books from the departmental library, discuss the topics mutually among themselves, photocopy the part required etc.

The advantage of the departmental library is appreciated by the students best once they surrender their books to the central library after the test examination and before the final examination form is filled up. Thereafter they may consult and borrow the books and materials of the departmental library only.

2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

The institution has not yet introduced evaluation of the teachers by name by the students through students' written feedbacks. But during discussion with the students by the faculty and the Principal, individual teacher's class performances can be easily estimated. If the performance of an individual is not satisfactory in any respect usually the departmental colleagues, during discussion among themselves, try to pinpoint and rectify the corresponding teacher. In most cases the concerned teacher understands and takes measures accordingly.

In many cases, the problem is found out to be associated with the college administration. Say, more classes for the students require more number of teachers. Also more equipments require finance. These problems are referred to the Principal for administrative actions. The Principal takes up the problem with the finance/academic or the concerned subcommittee(s) and sometimes even the GB to find solutions of the same.

However, for all the individual teachers' performances the Principal always compares the feedback by the students with the teacher's self appraisal report. In case there is any discrepancy, he immediately addresses the individual teacher and tries to understand the real problem. If necessary, he takes necessary steps to rectify the discrepancy.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

The full-time teaching posts are filled up by the candidates recommended by the College Service Commission (CSC). In almost all the cases the college GB approves their appointments. All the full-time teachers being recommended by CSC through proper selection procedures are sufficiently qualified and

competent to handle the courses. But the problem lies somewhere else, as are noted below.

(i) Almost all the departments have shortage of teachers according to class load.

(ii) A total of seven full-time teaching posts are at present vacant. Requisition for the teachers have already been sent to concerned authority.

(iii) Hons. courses have been introduced in some subjects with concurrence of the university and Hr. Education council. But no additional posts have been created so far in these subjects.

To cope with the requirements, some part-time and guest teachers have been appointed by the college GB. Selection of such teachers is made by a screening committee consisting of a university nominee, a college GB member, the Principal and a subject expert from or outside the college. But the eligibility criteria for the candidates are the same as those of full-time teachers.

Even then problem persists in sticking to eligibility criteria. Eligible candidates for guest teaching posts in science courses are not easily available. It so happens that eligible candidates after appointment do not render service over long period because usually after few months they get job appointment or scholarship for further studies Thus a recurrent shortfall of teachers occurs..

2.4.2 How does the college appoint additional faculty to teach new programmes/ modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?

Due to scarcity of teachers and non-availability of full-time teaching posts and a huge financial burden the college has to bear no programme and course on modern contemporary subjects is possible to be launched.

2.4.3 What efforts are made by the management for professional development of the faculty? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculty have availed these facilities during the last three years?

The management encourages the following activities for the development of the faculty.

(i) Research activities : We, being an affiliated college, have no provision for research grant. But the management always encourages teachers to apply for minor research projects. All the teachers engaged in research works are allowed to use the college's infrastructure facilities including library and laboratory. The college also organizes felicitation programme for any teacher once he/she is awarded the Ph.D/ M.Phil

degree involving all the students and staffers of the college.

In some cases when the teachers are engaged in research activities outside the college premises their classes are arranged in succession so that they may attain their objectives.

(ii) Study leave: The college allows study leaves for teachers, even for a couple of months, for the final submission of thesis. Say, Prof. S. deb Barman and Prof. A. K. Nandi were allowed respectively study leaves from 12. 01. 05 to 07.10.05 and 3.01.06 to 31.03.06.

(iii) Training Programmes : The college always encourages its teachers to join refresher and orientation programmes organized by Academic staff college and different universities. Almost all the teachers of the college who have shown interest have been allowed leave for the purpose. During 03 –07 period teachers of the college attended a total number of 12 Refresher/ Orientation programmes.

The college also sends teachers to different training programmmes for the development of academic standard and administration. Different training programmes attended by the staff during 03- 07 are as follows.

TABLE II- 2

Sl. No.	Participating Employees Name	Name of the programme	Date	At
1.	Prof. S. Das	Capacity building of women manager	13/02/07 -17/02/07	K. U.
2.	Prof. P. Biswas	An introduction to environmental policy	18/11/05 -20/11/05	J. U.
		Pre- commission training	22/11/04/ -19/02/05	OTA, Kamptee
3.	Prof. S. Roy	Orientation and research course of NSS	09/11/03 -19/11/03	R. K. M. Narendrapur
		Workshop on disaster management	03/09/05	J. U.
		Workshop on education in globalization contest	07/04/07	S. R. L. Mahavidyalaya, Nadia
4.	Sri U. Gupta	INFLIBNET Regional Training Programme on Library Automation (IRTPLA)	04/04/05- 08/04/05	K.U.

(iv) Seminars/conferences : The college always allows and encourages its teachers to join seminars and conferences of international/national/UGC standard. But the teachers interested in joining these are always advised to see that regular teaching and learning processes in the college are not disturbed. And the authority allows leave only when it is clear that the seminar/conference will benefit the institutions in some ways. During 03- 07 teachers of Chakdaha College attended as many as 39 seminars and conferences of international / national/ UGC standards.

(v) Organising seminars/workshops : The college organized a UGC sponsored seminar on Role of Caste in Indian Politics sponsored by UGC at Chakdaha College from May 13 – 15, 1987.

One- day seminars (either by the college authority or in collaboration) are arranged frequently on health awareness, yoga and contemporary academic topics of interest. During the last five years (2003-07) all such efforts made by the college for the development of the faculty are listed below.

TABLE II- 3

Programme	Date	Eminent Speaker/Collaborator
Health Awareness	28.02.03	Doctors from different Institutions/ Paschim Banga Bigyan Mancha
Yoga Workshop	12.05.06	Dept. of Physical Ed, K.U.
”	23.09.07	”
Health Awareness	06.02.07	Prof. T. Bhattacharya, NRS Medical College.
,,	11.12.07	Prof. S. Choudhury,Dir. Of Research, BCKV,Kalyani
Workshop on evaluation of New Pattern Examination, in association with WBCUTA	13.09.07	Eminent speakers from WBCUTA
Workshop on Experimental Physics for school students	30.09.07 & 01.10.07	Eminent speakers from IAPT

2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

    During the last five year period (2003-07) the awards/recognitions received by the faculty are

    (i)   Ph.D degree guidance : Two of our college teachers Dr. B.K.Datta and Dr. S.Chakrabarti, both of Mathematics department are guiding 4(four) research scholars for Ph.D degree. In fact, a student under the guidance of Dr. S.Chakrabarti has already been awarded the degree.

    (ii)   Ph.D degree awardee : During this period two teachers of the college have been awarded the Ph.D degree. One teacher has submitted the thesis and a few others are in the last phase of thesis submission.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

a) Computers

b) Internet

c) Audio Visual Aids

d) Computer-Aided Packages

e) Material development for CAL, multi-media etc.

    The college has an agreement with the college computer center by which any college employee may take the advantage of any type of computer training programme according to his/her convenience free of cost. In this way many of the office employees

have been trained for office works with computer software packages. Some members of the departmental staff including faculty have learnt the use of computers which is required for his/her department . A few members of the staff of the college have been granted special leave for computer courses outside the college campus.

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

Evaluation methods are actually developed by the university through different academic bodies. These are communicated to the students through college prospectus and academic calendar formed afresh at the start of each session. As soon as any information regarding any modification or alteration of these programmes reaches the college office it is notified to the students and all the members of the college staff.

Information regarding marks break-up for internal assessment, attendance and class tests, pattern of class test, pattern of questionnaire in class tests etc, are also displayed through notices, prospectus and /or academic calendar.

Teachers are informed properly through notices and meetings the last dates of framing questions, arranging class tests and submission of marks. The departments are also advised to make all reports in duplicate so that one can be sent to the office and the other to be preserved in the department.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The progress of a student is monitored through

i. regular class attendance and class attention.

ii. responses in class works.

iii. results in class tests.

iv. involvement in departmental and college's academic activities.

v. feedback by the students regarding faculty and course.

vi. consultation of study materials in central as well as departmental libraries.

vii. healthy discussion with other class mates.

Both in cases of progress and defficiency of students, departmental teachers advice and suggest ways to them to improve further. Under extreme circumstances, concerned departments ask for the help of the Principal to interfere. The Principal summons the students and sometimes even their guardians to report their wards' performance.

If a student is found to be bright, the Principal requests his/her guardian to nourish him/her further through encouragement, devotion of more time towards him/his, more books etc. For students with deficiency, he/she and his/her guardian may be summoned by the Principal to suggest ways to compensate for his/her lag.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

Before final marking of class-test copies, teachers offer the copies to the students pointing out their errors only on the answer sheets. Students are asked to go through the sheets, consult different books and also the teachers, to convince himself/herself of the errors. If not convinced he/she can freely express his/her grievance to the concerned teacher. Then all the departmental teachers try to solve this.

If a student is not convinced even after that his/her answer sheet is sent to some reputed teacher in university or nearby college to find out the error and solve that. In our college we have evidence of this when a student's evaluation sheet was cross-checked by an external teacher.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?

The major evaluation reforms made by the university from 07-08 session are

i. 15% of the total marks in each paper is reserved for internal assessment.

ii. There will be three class tests at regular intervals in a year.

iii. The syllabus of each test is same for all the colleges in K.U.

2.6 Best Practices in Teaching -Learning Process

2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?

The significant innovations in teaching/learning/evaluation introduced by the institution are

(i) Regular feedbacks from the students and their analysis.

(ii) Some study materials and notes supplied by the teachers and departments on difficult topics .

(iii) Students' seminars and workshops organized by some departments.

(iv) Departmental library facilities for the students for any time use.

(v) Regular class tests and assessment of the students.

(vi) Test before the final university examinations.

(vii) Seminars and lectures by important personalities organized to improve the departmental teachers and students knowledge.

(viii) Evaluation of the students and the departments through the university examination results in different meetings.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

     Nil

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)

The college always encourages the teachers for research activities through major and minor research projects inside and outside the college campus. Other facilities provided are

    i. grant study leave during final phase of research works and submission of thesis .

    ii. allowing use of all college facilities including library , laboratory etc.

    iii. providing some relaxation in weekly class routine.

    iv. granting duty-leave to attend UGC/national and international seminars/symposia.

    v. felicitation of the faculty for any special award or recognition by the college.

3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.

    No

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

Being an undergraduate affiliated college we have no such scope.

3.1.5 What are the major research facilities developed on the campus?

Nil

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/foreign Universities/ Research/Scientific organisations/Industries/NGOs)

Nil

3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

Being an undergraduate affiliated college we have no scope for registration of fellowship and funding. But two of our teachers, both of the Dept. of Mathematics, are guiding research scholars under higher learning institutes. Already one student under the joint guidance of Dr. S. Chakrabarti (and a University teacher) has been awarded the Ph. D degree.

3.2.2 Give details of the following:

a) Departments recognized as research centres

b) Faculty recognized as research guides

c) Priority areas for research

d) Ongoing Faculty Research Projects (minor and major projects ,funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

Ongoing Student Research Projects (title, duration, funding agency, total no. of research projects) are listed below.

TABLE II- 4

Teacher associated with	Nature of the project	Topic of the project	Funding agency	Amount Rs.	Valid upto	No. of students working, if any
Dr. B.K.Dutta	Minor	Analysis and Estimation of stochastic physical and Mechanical system	UGC	70,000	31/03/07	Nil

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

Nil

3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

The following table includes the research papers published by the academic faculty of the college during last five years (2003-07).

TABLE II-5

Name of the teacher	Subject	No. of papers	Name of the paper	Yr. of publication	Journal
Dr. S. Dutta	Bengali	2			
Dr. S. Chakrabarti	Mathematics	1			
Dr. A.K.Nandi	Economics	4			
Dr. A.Sengupta	Botany	2	1.Arbuscular Mycorrhizal Status of Plants in Kolkata Municipal Waste andSewage Amended Agricultural Soil	2006	1.Presented in Int Symp on 23-25th February, 2006. 2.Mycorrhiza News, vol 19
			2. Interspescies Variation in Mycorrhizal Efficiency of AM Fungus Species Isolated wrt Three Different Soils.	2007	
Dr. B. Dutta	Mathematics	3	Approximate Solution for the Thomas Fermi Equation	2006	IL NUOVO Cimento, vol 121B
			Analytical solution for the Blasius equation	2003	Ind. Jr. Pure & Appl. Math, Vol 34

			Magnotoelastic interaction (research monograph)		To be published
Sri S.Deb Barman	Physics	4	Theoretical estimate …..different frequencies	2003	INCURSI Symposium(NPL, New Delhi)
			Absorption of microwave … gasses	2004	Abstract of National Space Science Symposium, Kottayam February 17 - 20
			Sum studies … system development	2004	NCEMAT, Tirupati, August 3 - 4
			Variability of … prediction : A survey	2007	Ind. Jr. Rad. Space Phys. Vol 36
Dr. P.Biswas	Chemistry	2	Regioselective synthesis …. Radical syclization	2003	Tratrahedron Vol 59
			Studies in amine … amine oxides	2006	Ind. Jr. Chem Vol. 45 B

3.2.5 Give list of publications of the faculty.

 a. Books

 b. Articles

 c. Conference/Seminar Proceedings

 d. Course materials (for Distance Education)

 e. Software packages or other learning materials

 f. Any other (specify)

The following table lists all publications including books, articles, course materials etc of the faculty during the period 03-07.

TABLE II-6

Name of faculty	Department	Title of Books/papers/articles	Yr. of publication/details
Dr. A.K.Nandi	Economics	1.Employment and Unemployment in West Bengal's Agriculture 2.Proverty & Economic openness of SAARC countries. 3. Resource Use Efficiency in West Bengal Agriculture.	1.2007/in the book entitled "Employment and poverty" by Prof. K.K.Bagchi; Abhijit pub, Delhi. 2.2005/ in the book entitled 'poverty in India Global and Regional Dimensions' by K.N. Rao, Deep Pub, N. Delhi. 3. 2007 / Artha Beekshan, Vol. 15
Dr. A.Sengupta	Botany	1.Interspecies Variation in my corrhizal efficiency of AM fungus species isolated w.r.t. three different soils 2.Arbuscular Mycorrhizal status of Plants	1.2007/My corrhizal Vol. 19 2.Presented in Int, Symp. By Ind. Micological Society

		in Kolkata Municipal Waste & Sewarge Amended Agricultureal soil	Feb 23 – 25, 06
Dr. B.K. Datta	Mathematics	1.Analytical Solution for the Blasius Equation 2.Mathematical Modelling 3. Matrix Methods in Engineering Science. 4. Approximate Solution for the Thamas Fermi Equation.	1.2003 / Ind. J. Pure & Appl. Math, Vol. 34 2.2004 / N.I.T.T.T.R Tech. Report, Dept. of Science. 3. 2005 / N.I.T.T.T.R Tech. Report, Dept. of Science. 4. 2006 / IL NUOVO Cimento Vol 121B, no. 4
Dr. P. Biswas	Chemistry	.Regioselective Synthesis of 1H,3H,6H-[2]……by Radical Cyclization 2.Studies in Amine Oxide…….Tertiary Amine Oxide	Tetrahedron,vol.59 Ind J Chem,vol 45B
Prof. S. D. Barman	Physics	1.Theoretical estimate…..frequencies. 2. Absorption of ….gases. 3. Some studies of …..development. 4. Variability of … prediction ; a survey. 5. Vigyan O	2003/INCURSI symp. Nov. 27 to 29, 2003, NPL Delhi. 2004/National Space Science symp. Feb. 17–20, 2004, Kottayam, Kerala. 2004/Tirupati, Aug. 03 – 04, 2004, 2007/Ind. J. of Rad Space Phy. Vol. 36. 2003/2004/2005/2006

		Projukti – Text book for Class - VII Class - VIII Class – IX – X, Class - XI	
Dr. M. Roy	Bengali	. An Essay about Lahama – a leading Female character of Mukunda Chakraborty's Chandi – Mangal	. A Journal published by K.U. 2003.
Dr. S. Dutta	Bengali	1. Rabi Jibaner Dhrubataaraa. 2. Najrul O Gandhiji : Sanraage Biraage. 3. Nilkantha Najrul 4. Najrul Charchaay Sanjojan. 5. Samaajer Protibimbo. 6. Folklore : From origin to Destination. 7. Najrul Vaabanaay Maanabataabaad. 8. Leto Daler SE Ek Paalaakaar. 9.Einstiner Aapekshitabaad	1.2007/"Prabaasi" – New South of Walse. Australia ; April. 2007 2.2007/"Ujjiban 1" – Kolkata, April, 2007. 3.2007/Criticism of Dr. Tarun Kukhopadhyay's boom, Ganashakti (Robibaarer Paataa), Kolkata, May, 27, 2007. 4.2007/Criticism of Shyamal Moitra's book, Ganashakti (Robibaarer Paataa). Kolkata, 2007. 5.2006/Criticism of Lokdarpan, May,; Ganashakti (Robibaarer Paataa), Kalakta ; Dec. 03, 2006. 6.2006/News Letter – ASC – CU; Kolkata – Aug. 2006. 7.2005//News Letter – ASC-CU; Kolkata – May – June, 2005. 8.2005/Lokdarpan – Department of Folklore, Kalyani University,

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		16. Najrul Natya Charchaar Prothom Parbo.	17.2003/Ebong Ityaadi Patrikaa, 2nd. Issue, Nadia, Sep, 25, 2003.
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Dr. S. K. Maity	Chemistry	1. Prakiti Paribesh O Bijnan for class VI 2. Sahaj Bijnan O Paribesh for Class VII 3. Bijnan O Prayujkti for Class VI VIII IX- X XI XII 4. Abhimukh – Quantum Theory 5. Dimon Jubliee celebration of the destruction of phassion, Black memory of Hiroshima and Nagasaki	2004/Bani Sansad 2004/ Bani Sansad 2005/ Bani Sansad 2006/ Bani Sansad 2007/ Bani Sansad 2007/ Bani Sansad 2005/Spl. Eienstien issue PVBM of college unit Reunion Mag.
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3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Information regarding consultancy services provided by the institutions are tabulated below.

TABLE II- 7

Name of the consultancy service	Free/remunerative	Institution/Deptt./committee concerned with	Beneficiaries
Arsenic detection	Free (at present)	Deptt. Of Chemistry	People in and around Chakdaha
Health clinic	Free	College in collaboration with Students' Health Home (W.B)	All students of Chakdaha Schools & College

3.3.2 How does the institution publicize the expertise available for consultancy services?

The publicity is done through notices in concerned offices, hoarding outside college campus, notices at important locations and leaflets distributed freely at busy places.

3.3.3 How does the institution reward the staff for the consultation provided by them?

Since the college does not take any fees for consultation, whatsoever, no financial reward to the concerned staff is possible.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

No revenue is generated by the college through the consultancy services yet.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

Through successive notices students are encouraged to join NCC and NSS units of the college. For any extension activity they are supported with

a) infrastructural facilities.

b) finance, if needed.

c) leave on duty for the faculty.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

Some of the outreach programmes by the institution are

(i)   Health awareness camps inside and outside college campus.

(ii)   Free medical camp for the distressed persons of the locality.

(iii)   Plantation programmes and pollution awareness programmes.

(iv)   Service to an orphanage.

(v)   National integration camps organized and participated

(vi)   Blood donation.

(vii) Academic workshops for local school students.

(viii) Arsenic detection programme.

3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?

The college neighbourhood network is established through feedbacks from the local people during different college functions they attend. They are free to join college activities like annual social function and any camp. Students have a study center at the college under NSOU where the students may have the facility of distant learning in UG and PG courses.

Our arsenic detection programme has been working succesfully.

3.4.5   How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

The local community has been benefited through

(i)   free counselling and learning facilities under NSOU at college centre.

(ii)   awareness programme regarding health and environment.

(iii) free blood group detection programme.

(iv)   detection of arsenic in drinking water.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development,

Before any programme is taken up, various states of the local people are assessed through discussion in different committees. Sometimes their opinion are also solicited (for effective integration with the community).

3.4.7   Any awards or recognition received by the faculty / students / Institution for the extension activities?

Some of the recognitions/awards received for extension activities include

(i)   invitation from HRD to join the NI camp in 1993 with the college's cultural team.

(ii) One NCC cadet SUO Jayanta Majumder achieved national record and obtained two gold medals in national shooting championship in 90-91

(iii) Two NCC cadets obtained Governor's medal (W.B) as the best cadet of the year in 1995 and 1996 respectively.

(iv) In the national integration camp held in Orissa in 2006, our cadets stood second in NIAP.

(v) A large no. of students passing out of Chakdaha College centre of NSOU have been employed in different job sectors.

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

a) local bodies/ community

b) State

c) National

d) International

e) Industry

f) Service sector

g) Agriculture sector

h) Administrative agencies

i) Any other (specify)

We have only two collaborative activities in the college regarding

     (i)   Arsenic detection with Chakdaha Municipality.

     (ii)   Computer courses at affordable cost with Institute of computer Engineers (India).

3.5.2 How has the institution benefited from the collaboration?

(a)   Curriculum development

(b)   Internship

(c)   On-the-job training

(d)   Faculty exchange and development

(e)   Research

(f)   Consultancy

(g)   Extension

(h)   Publication

A large number of college students who have graduated from our college but not found scope for higher learning in other regular universities either for poor marks or financial reasons, can now study in college study centre of NSOU.

Though it is currently free now, a minimal charge for detection of arsenic in drinking water, once the programme becomes popular, may be initiated.

The college gets some revenue from the college computer centre each year. Moreover it helps the college in certain respects as follows.

    i. College students gets 15% concession for any course there.

ii. Any interested staff of the college may get any type of training facility there free of cost.

iii. The center arranges special types of training for departmental students, if asked for.

iv. In case of urgency, say, during admission process, some official works are done there with its active help.

3.5.3 Does the institution have any MoU/MoC / mutually beneficial agreements signed with

a. Other academic institutions

b. Industry

c. Other agencies

The college has a mutual beneficial agreement with The Institute of Computer Engineers.

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

The significant innovations and good practices in research, consultancy and extension activities are:

i. Despite staff shortage in almost all the departments and huge class load, most of the teachers are pursuing research works even after their Ph.D. degree

ii. Most of the faculty teachers are also engaged in writing books.

iii. Setting up a study centre at Chakdaha College under NSOU helps a large no. of otherwise engaged people in the district and adjoining districts to continue higher learning at their convenience. This also helps a large number of students who graduate from the college to continue PG courses .

iv. Extension activities by the NCC and NSS cadets, college's arsenic detection unit, Paschim Banga Vigyan Mancha unit at Chakdaha College in different forms help not only the people of this locality but also people of remote hinterland.

v. College computer Centre has been a real boon for the interested local students who need minimum knowledge of computer in all career courses.

vi. Workshop on innovative experiments in Physics for +2 school children with UG students of the district as the resource persons by the Deptt. Of Physics in association with IAPT is an example of such efforts in the district.

vii. Arsenic detection in drinking water by the Chemistry department of the college has immense potentiality to help people in the district which records a high degree of arsenic pollution.

viii. At least 2 teachers are carrying research works for Ph.D degree and one teacher has been waiting for the degree to be conferred on.

4. Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

    (a)   Academic activities?

    (b)   Co-curricular activities?

    (c)   Extra –curricular activities and sports?

        (a) For academic activities the college has

            i. class rooms for regular classes

           ii. laboratory rooms for science subjects

         iii. central library with three reading rooms for the staff and students

         iv. space for departmental libraries

        (b) For co-curricular activities it has

            i. a large hall to organize seminars, workshops, cultural functions etc.

           ii. a permanent dais in front of the commerce building.

         iii. a computer room.

        (c) For extra-curricular activities and sports the college has all the facilities like seminar room, indoor and outdoor games facilities and equipments, space etc.

4.1.2 Enclose the Master Plan of the College Campus indicating the existing physical infrastructure and the projected future expansions.

Master plan (2008 – 2018) attached with the SSR.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth ? If yes, specify the facilities and the amount spent during the last five years.

During the last five years the college has made an annex to the existing science building with three extra class rooms. An amount of more than rupees thirteen lakhs (13,00,000/-) has already been spent for the above purpose.

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

For the women students of the college it has a large common room with resting and toilet facilities. But for women staff no such room has not been possible to be provided.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

College authorities know that the existing infrastructure of the college is not sufficient at all for all academic curriculam and extra-curricular activities running inside the college campus. The Principal takes the initiatives to discuss with senior teachers, sub-committees and also the GB, if required, how the present infrastructure can be utilized optimally for all the activities. Some measures taken are cited below.

     i. Since sufficient number of SC/ST students who opt for hostel facilities are not available (the hostel was originally built for SC/ST students), two rooms in hostel building are used for NCC purposes.

ii. For NSS purposes, a room in commerce building which is not suitable for any class works is used

iii. Large room in annexe to the office building is used by the health center three days a week

iv. In usual college routine, number of classes on Saturday after 2 pm is scanty. Hence NSOU uses the vacant class rooms for its counseling purposes. Working hour of NSOU is 2-5 pm on Saturdays and Sundays only

v. The same hall on the second floor of commerce building is used for seminars, college's cultural functions and yoga training. This requires planning for date, day and hour of these activities so that they do not overlap

vi. A small portion of chemistry department is used for arsenic detection programme

vii. Same college computer centre is used for practical works by many departments, viz. commerce, Zoology etc. on week days.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

The new annexe of science building has provisions on both stairs and ramps for physically handicapped students.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

    a.   Land?

    b.   Building?

    c.   Furniture?

    d.   Equipment?

    e.   Computers?

    f.   Vehicles?

Budget allocation during the session 07-08 for different purposes are shown below:

TABLE II- 8

Head	Amount	% of total
Land	00.00	00
Building	1,00,000.00	2.5
Furniture Equipment Computers	4,00,000.00	12.5
Vehicles	00.00	00

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The financial resources of the college are very limited. Lion's share of total grant from Government end is totally utilized in paying remuneration to the employees. An appreciable part of

tuition fees collected from students goes towards the remuneration of guest teachers the college appoints for acute shortage of teachers. The financial conditions of the students prohibit us to raise fees from them. A large amount of college revenue is lost for students' aid in the form of waiving tuition fees. Many regular college activities are run by donations from the employees.

Still we believe that teaching and learning processes should not be hindered by any means. So maximum amount of finance is used for

a) remuneration to faculties for whom no grant is received from the Govt.

b) upgradation and maintenance of library and laboratories.

c) organizing students' activities like sports, functions.

d) repairement and maintenance of class-room facilities.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The college has no permanent post of caretaker. A full-time permanent employee of the college looks after all the maintenance and repair activities with an additional remuneration for this workload outside college hour. Regarding building, sanitation, sewerage and water supply problems he is entrusted with the duty

of repairing any fault, if necessary, with the help of local experts and mechanics.

Regarding laboratory equipments, the departments take initiatives to contact experienced and skilled persons. For nominal repair charges, departments bear them from their contingency allowances. But for all major charges, the college has to bear the cost from its central fund. It is needless to mention that quite often the repair work, it possible, is done with the staff and students efforts and skills.

4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

Yes. The college has a library sub-committee. Its functions are to

    i.   look after the maintenance and preservation of existing books.

    ii.   meet departmental teachers regarding need of purchase of new books.

    iii.   discuss with library staffers the needs of specific books for the students. The needs may be concerned with purchase of new books or/and increasing the number of existing books.

    iv.   distribute funds once allotted for purchase of books among the departments.

v. discuss the need of new staff according to work -load in the library.

vi. discuss the needs of cataloguing the existing books.

vii. discuss the need of computerization of the library.

viii. recommend financial penalties to be imposed for lost and damaged books.

ix. consider any grievance related to library if redirected by the grievance redressal cell to take action.

x. assess the proper uses of library by the students with respect to reading and borrowing of books, attention and silence in reading rooms, space insufficiency, library hour etc.

4.3.2 How does the library ensure access, use and security of materials?

Any student, during reading and borrowing of books, may consult the booklets which consist of lists of all departmental books. He/She can ask for any book, provided that is available then. If a student wants to consult a large number of books simultaneously during reading session, he/she is allowed to sit in a cubicle usually reserved for teachers for serious reading purposes.

In no case a student is allowed inside the library to access the books. Even the teachers and staffers are requested to enter the library without any bag and baggage.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

We are just planning to introduce computer in the library for (a) knowing the status of a book regarding availability, no. of copies in the library, expected date of availability etc and (b) accessing books and journals that are being now-a-days prepared in CD forms.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

A large number of publishers send booklets about their publications including recent arrivals. These are kept for display in the library. Any teacher or staff, after going through the contents of a book, may request the Principal or the library sub-committee regarding its purchase provided fund is available. Sometimes students also inform the teachers on current books and need for purchasing those books.

The teachers of the college feel the necessity of purchasing some basic journals on respective subjects. But the exorbitant price and financial crunch of the institute do not premit purchase of these journals. However some cheap and common Indian magazines are subscribed to.

Total amount spent on purchase of new books during the last five years is approximately Rs. 3,03,463.00 (Rs. Three lakh three thousand four hundred sixty three only).

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use , subscriptions, licensed software etc.,).

Nil

4.3.6 Are the library services computerized? If yes, to what extent?

We have not yet been able to provide internet services to the students. The teachers may get its facility, only during emergency need, at the college computer center.

4.3.7 Does the institution make use of INFLIBNET/DELNET/IUC facilities? If yes, give details.

No

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

It is unfortunate that the college has no post of a permanent librarian. All the staffers working here in our college are Gr. C and Gr. D staff. Still with their limited knowledge they suggest to the teachers about the need of purchase of some specific books highly demanded by the student. They also inform the teachers on the latest booklets sent by concerned publishers.

Some job-oriented books and news bulletins are purchased by the library on the library staff's years-old demand to increase the job prospects of the students.

4.3.9   Does the library have interlibrary borrowing facility? If yes, give details of the facility

No

4.3.10   What are the special facilities offered by the library to the visually and physically-challenged persons?

Nil

4.3.11   List the infrastructural development of the library over the last two years

The infrastructural development of the library over the last two years comprises of   purchasing some almirahs, except usual repair works.

4.3.12   What other information services are provided by the library to its users?

Other than books, information provided by the library to the students are

i. information about academic seminars/workshops.

ii. information regarding academy-oriented competitive examinations.

iii. information regarding career and job-oriented campus interviews.

4.4 ICT as Learning Resources

4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licenced software etc.)

The college has a total of 13 (thirteen) computers of which 6 (six) are in office for administrative works, 5(five) for use by faculty and students and 2(two) in Physics Department.

All the office computers have LAN connection – one acts as the server and five as terminals. The office computers has different necessary softwares. Other computers are also provided with softwares like QBASIC, FORTRAN, C etc.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

No

4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

Any interested teacher may prepare teaching/learning materials with the help of college computers. But no extra staff can be deputed for that purpose during college hours. However, he may seek the help of the computer centre for any academic matters. In fact research papers and some study materials are being prepared with the help of college computers.

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

No

4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

Frankly regarding upgradation and repair works we take the help of the computer center. These are done by funds from contingency, equipment grants etc.

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

Through service contacts and repair works.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

a) Capacity of the hostels (to be given separately for boys and Girls)

b) Occupancy

c) Rooms in the hostel (to be given separately for boys and Girls)

d) Recreational facilities

e) Sports and Games (Indoor and Outdoor) facilities

f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

   a) We have a free boys' hostel reserved for SC/ST students only. The college built this hostel for its disadvantaged students. But neither we get any fund for hostel purpose nor we have any permanent /temporary employee to look after.

   b) Very recently it has been decided that the boarders will have to bear the cost of electricity consumption. However the entire hostel building may accommodate about twenty (20) boys at best.

Now there are 8 (eight) students using the hostel facility.

c) There are four rooms in the hostel plus a kitchen and a toilet.

d) Items like TVs may be easily placed at college's common places, women common room etc. But from our earlier experiences during televised cricket and football tournaments , we have opted against installing these. However, interested students may participate in frequent college programmes of dance, music, debate etc.

e) We have some indoor game facilities like karam, chess, table tennis etc. They may also play badminton and practise cricket on the college ground.

But for outdoor games in cricket, football and other sports events during inter-class, inter-college competitions, special permission is taken from the municipality to use the stadium adjacent to the college campus.

However the college possesses all the equipments necessary for almost all games and sports activities.

f) The college has started a health centre for the students in association with the students' Health Home, a well-organised and charitable concern for

students' health care. The Home conducts its programme with infrastructure provided by the college within the college campus. The centre counsels any student of the college (and also nearby schools) three days a week. Expert doctors examine the students. Medicines also are distributed free. In case expert's opinion is required, he/she is advised to see the expert at the head office in Kolkata. Treatments, including complicated surgeries are done there by renowned doctors at affordable costs.

Chakdaha State General Hospital is only 3 minutes' walk from the college. In case of urgency, any student or staff may be sent to the hospital for necessary treatments.

During college and university examinations, a local qualified doctor is called as and when required.

4.5.2 How does the institution ensure participation of women in intra-and inter- institutional sports competitions and cultural activities?

Regarding participations in sports and cultural activities the college does not discriminate between boys and girls. Thus the common students are equally encouraged to take part in all intra and inter-college sports and cultural activities and competitions. College cultural team is dominated by women students. Rama

Sarkar, an Arjuna awardee, happens to be an ex-student of Chakdaha College.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

The common facilities available in the college are

i. Staff room : The common staff room of the college is a large furnished, well-illuminated room with 35-40 teaching accommodations around a oval-shaped central table. It has attached separate toilets for men and women teachers. There is also a rest room for the teachers attached to the staff room. There is a notice board where information regarding academic activities outside college premises are displayed.

ii. Common room : We have a common room for the girl students only beside the staff-room (for their security reasons) with resting chairs and tables and also an attached toilet.

iii. Health centre : The college has arranged a centre of students' Health Home with its head office in Kolkata. All the infrastructures have been provided by the college. The centre operates three days a week for three hours each day. Qualified doctors come here for free physical and mental counselling of the college (and also

local schools') students. If needed they are given medicines free. If a student requires special consultation or treatment, he/she is directed to the head office. Various kinds of pathological, physical and electronic testings are done at the head office at minimum cost or no cost at all.

iv. Parking : There is a space for vehicle parking in front of the arts building.

A large number of students come to the college by bi-cycle. There is a large cycle stand with proper overhead shedding . For the staffers, there is a separate cycle stand behind the office building.

v. Guest room : The college is planning to have guest room(s) built over the canteen. Works will start once the colleges manages some fund for this purpose.

vi. Telephone : The college has intercom facilities among different buildings and units of the college. All the staff members may take the advantage of college telephone for all academic purposes and in time of need. There are two telephone lines – one in the Principals' room and the other in NSOU study centre.

vii. Drinking water : The college has common drinking water facilities at different locations. Municipality's drinking water is first pumped up in overhead

reservoirs and then supplied to various outlets inside the campus.

For pure drinking water we have already set up three costly and effective water purifying machines at three important locations of the college for uses of the students and staffers.

viii. Yoga: All the students can take proper yoga training according to suggestions of expert teachers and students on selected days of the week. Some expert yoga specialists are also occasionally invited for expert lectures and suggestions.

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

Some of the best practices are

(i) the optimum use of the existing infrastructure for different jobs during suitable hours on suitable days.

(ii) computerization of financial data regarding students' fees.

(iii) free health home services to all the students.

(iv) pure drinking water for the students and staff members.

(v) substantial collection of books in central and departmental libraries.

Criterion V: Student Support and Progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

28% of the total seats in each stream (for general pass course) and subject (for Honours course) are reserved for SC/ST students. The following table represents data of admission during the last two sessions

TABLE II- 9

Course	Students admitted					During				
	06-07 session					07-08 session				
	Gen	SC	ST	Others	Total	Gen	SC	ST	Others	Total
B.A (Eco-H)	17	06	01	01	25	04	-			04
B.A (Ben-H)	42	13	04	01	60	39	22			61
B.A(Eng-H)	28	09	02	01	40	33	17			50
B.S(His-H)	42	13	04	01	60	41	17	02	13	60
B.A(Pol-H)	42	13	04	01	60	30	10			40
B.A(Sans-H)	-	-	-	-	-	19	09	01		29
B.Com(A/c-H)	42	13	04	01	60	32	05			37
B.Sc(Bot-H)	-	-	-	-	-	10	04			14
B.Sc(Ch-H)	21	06	02	01	30	14	05			19
B.Sc(Ph-H)	21	06	02	01	30	11	04			15
B.Sc(Math-H)	17	06	01	01	25	15	02			17
B.Sc(Zoo-H)	17	06	01	01	25	17	05			22
B.A (Gen)						549	189	11		762
B.Com(Gen)						49	15			64
B.Sc(Gen)						19	03			22

5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

To minimize drop out rate, the following steps have been taken.

  i. Regular feedback from students regarding class works

  ii. Regular class test and monitoring their results

  iii. Supplying notes on selected topics which they find difficult to grasp

  iv. Distribution of books through departmental libraries

  v. Helping the poor students financially

  vi. Discussion of contemporary university questions

  vii. Suggesting the slow learners to ask help of the advanced learners

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D. and /or to employment)

It is very difficult to keep track records of all the students graduating from the college, especially for the general pass course graduates. But for Hons. graduate students, the task is rather simple. The following table roughly illustrates last two batches of UG (Hons) students who are pursuing P.G courses in regular universities.

TABLE II- 10

| Hons. subjects | YEAR | | | | | |
| | 2006 | | | 2007 | | |
	No. of graduates	Students pursuing P.G	%	No. of graduates	Students pursuing P.G	%
Bengali	46	04	8.6	54	07	13.0
English	40	15	37.5	26	20	76.9
History	46			53		
Pol.l Science	31	06	19.4	40	08	20
Economics	04	04	100	01	01	100
Accountancy	38	10	26.3	48	12	25
Chemistry	13	13	100	12	12	100
Physics	11	08	72.7	14	07	50
Zoology	09	07	77.7	11	06	54.7
Mathematics	16	12	75	15	12	80
B.A (G)	319			460		
B.Sc (G)	16			17		
B.Com (G)	30			54		

Some of the departments, through departmental reunions, keep records of the students' whereabouts after PG degree. But this is not possible for all the departments. With introduction of PG courses in distant education system (like IGNOU, NSOU etc.) more and more graduates are opting for PG courses even at our college center of NSOU. But complete data are not available at the present moment.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

All the graduates students of our college may avail of the counselling opportunities by our departmental teachers to plan their future courses of action. Depending on their merit, marks obtained in university examination, capability and prospect, they are advised

either to continue their studies or to change the course or to appear for competitive job-oriented examinations.

Of late, we are being approached by different job-oriented organizations to conduct campus interviews for them. In some cases, we are also approaching such concerns to help our students. A list of such programmes organized during 2007 are given below.

TABLE II- 11

Date	Associated concern	Programme	Purpose
12.02.07	Supreme Paper Mills Ltd.	Interview	Job Appointment
28.02.07	Technable Solutions pvt. Ltd.	Seminar	Aptitude Competance &Emploability Test

Except some stray reports, we have no convincing record of students' employment. It is expected that the Alumni association, formed on 7th January, 2007 will place some such reports during their next meeting sometime in January of 2008.

5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services-IAS,IPS,IFS, Central/State services etc.)

Due to lack of infrastructure and faculty resources we have not been able to introduce such support. However the long- running computer courses at college comp. centre and proposed communicative English programme may give some impetus to the students preparing for different competitive examinations.

Also we are thinking seriously to introduce some training courses for job-oriented examinations.

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)

Right from the college foundation, it has been maintaining excellent academic performance in university examinations. All the ranked students in commerce usually belong to Chakdaha College. After honours courses were introduced in English and science subjects, every year students of Chakdaha College find ranks in the University Examinations. The following table depicts last five years' data of the college with respect to Kalyani University results.

TABLE II- 12

Year	Section	Pass Percentage in		University Ranks (within top 3)	Gold medals
		College	University		
2003	B. A.(H)	89.4	93.8	8	4
	B.Sc(H)	87.0	96.5		
	B. Com(H)	86.2	86.3		
	B.A(G)	84.9	83.4		
	B.Sc(G)	100	94.7		
	B. Com(G)	84.2	75.0		
2004	B. A.(H)	95.8	88.2	5	2
	B.Sc(H)	98.2	85.7		
	B. Com(H)	98.3	75.2		
	B.A(G)	83.2	84.2		
	B.Sc(G)	95.0	88.0		
	B. Com(G)	87.7	88.7		
2005	B. A.(H)	91.9	86.0	4	1

	B.Sc(H)	95.7	93.0		
	B. Com(H)	90	58.6		
	B.A(G)	88.6	89.0		
	B.Sc(G)	100	93.2		
	B. Com(G)	90.2	85.4		
2006	B. A.(H)	92.3	89.8	4	3
	B.Sc(H)	89.1	90.0		
	B. Com(H)	71.7	69.3		
	B.A(G)	90.6	87.7		
	B.Sc(G)	94.1	93.6		
	B. Com(G)	85.7	90.1		
2007*	B. A.(H)	93			
	B.Sc(H)	91.2			
	B. Com(H)	78.7			
	B.A(G)	93.9			
	B.Sc(G)	89.5			
	B. Com(G)	78.3			

5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to   students through these publications?

The college every year publishes updated prospectus and academic calendar. These are distributed among the students during admission and after classes in new session begin. These include the following information.

   i.   A brief history of college

   ii.   Its vision and mission

   iii.   Rules and regulations of the college for the students

   iv.   Information regarding different administrative and academic bodies

   v.   A list of faculty and staff of the college

   vi.   Availability of different courses

   vii.   Probable subject combinations for different courses

* University results yet to be announced.

viii. All the facilities a student can enjoy during college days

ix. Information regarding class tests and regular attendance

x. Welfare schemes for the students

xi. A list of college holidays, regular seminars and functions

xii. Fee structure for different courses

xiii. Eligibility criteria for admission (according to university relues)

xiv. Eligibility criteria for appearing at university examinations (according to university rules)

xv. Information regarding awareness programmes, camps, computer courses at college computer centre

xvi. Information regarding NSOU college centre

xvii. Outstanding performances of college students

Some of these are disseminated to students and people through handbooks, handbills etc.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ free ships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

Providing financial assistance to the meritorious but needy students every year by the college is a long history right from its inception. There are three main wings handling the issue of aid to students. These are the central students' aid fund subcommittee, a benevolent fund generated by the teachers and another by the student's union. For all the aids, both merit and financial need of the students are considered on equal terms. Their regular class attendance, behaviour, service to the college etc are also considered. At least 10% of the total students get the benefit of such funds. Concerned data for the last session are tabulated below.

TABLE II- 13

Source	No. of students aided	Total amount of aid in Rs.	Grand total in Rs.	% of total annual income of the college
College Aid Teacher's grant Student's Union	344 12 204	1,13,280 2535 27,856	1,43,671	5%

5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, "earn while you learn" scheme etc.)

Some additional schemes for students' welfare are

(i) free medical counselling and medicine facilities in students health home.

(ii) cheap canteen facilities for students' and staff uses.

(iii) counseling by the faculty whenever asked.

(iv) conduction of seminars on health awareness, blood group detection programme, computer learning facilities at affordable cost.

(v) Distant education centre in the college.

5.2.4 What type of support services are available to overseas students?

All the regular support services any other college student gets.

5.2.5 Give details of the placement and counseling services for the students?

The college has very recently launched a placement and counselling centre for proper counselling of the graduating and fresh graduate students of this institute. Besides counseling it arranges campus interviews, requests visits of reputed institutes to our college to conduct seminars on career counseling and job placements. Sometimes expert counsellors regarding physical, psychological, academic and career affairs are invited here for proper counselling . These are necessary because

i. Many students have potentials which even they are not aware of. Sometimes they do not come to know of different competitive examinations for jobs and academic courses on all India basis like IIT, IIM etc where they may sit for higher academic or career-oriented examinations.

ii. In present-day competitive world, many students suffer from mental depression, which may shatter their future and cause agony to his/her family.

iii. They may be made aware of new branches of interdisciplinary courses which are gaining prospect in contemporary sphere.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

Nil

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

There is no official record of such counselling by the faculty. But the departmental teachers often meet their students on the basis of class test and university examination results, seminars organized outside college campus on interdisciplinary courses etc. These aware the students of individual status and the status of the subject he/she is learning.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the center

No

5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

No. Mutual relation between students and staffers, between members of two sexes are good and healthy. So far not a single case of sexual harassment of women has been reported and

recorded. There is no gender-wise discrimination. However, in all activities, female students are given preference and provided security. Their common needs are first taken care of.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

Yes. we have a grievance redressal cell. There are three complaint boxes placed at prime locations within the college campus. Any staffer, student and concerned guardian may write about any grievance related to administrative and academic affair and lodge any such complaint in written form. The complaints may include those related to

     i. day-to-day college office activities.

     ii. day-to-day class activities.

     iii. sanitation, sewerage and water problems.

     iv. introduction of new courses.

     v. lack of physical and academic infrastructures.

The boxes are opened once a month in the grievance redresssal subcommittee meeting. They are arranged serially according to the gravity of the grievance and discussed among the members (in presence of the Principal) to sort out the problems. In some cases, the college G.B., the TC, the non-teaching association of the college, the department and also the concerned individuals are consulted with.

5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

Since the UG curriculum is designed by the university, we have no scope to provide computer skill/literacy to the students at least according to syllabus. But in the syllabi of commerce and science subjects computer applications are there. The corresponding students need computer learning. They learn it either though the faculty teachers with the help of departmental/college computers or with the help of college computer centre. However we are planning to introduce general computer literacy among all college students and already arranged a room for that purpose.

5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

Such value added courses are

    i. Regular NCC and NSS activities which builds up moral character, physical health, community activities/awareness and good citizenship among the students.

    ii. Yoga training that again builds up physical and mental health of the students.

5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

Within the college campus, the safety and security of all the students and staffers are looked after by the college authority. For

any type of embarrassment, harassment, physical or mental problem he/she may ask for the help of the authority. Remedial measures are taken in the forms of

      (i)   Counselling

      (ii)   Timely intervention

      (iii) Medical treatment by private doctors or in hospital

      (iv) Temporary shelter in students' hostel room

All the students and staffers are supplied with identity cards which may help them out through embarrassing situations.

We have a night-guard who looks after the college during night time. During day-time usually the caretaker with help from all the staffers and students look after the college assets.

However, the college feels that without the active co-operation and advice of the local people maintenance of each and every article of the college can't be secured. Thus the college maintains a healthy relationship with the local people, clubs and organizations.

5.3 Student Activities

5.3.1 Does the institution have an Alumni Association? If yes,
 i. List its current Office bearers
 ii. List its activities during the last two years.
 iii. Give details of the top ten alumni occupying prominent positions.
 iv. Give details of the contribution of alumni to the growth and development of the institution.

      (i) The present Office bearers of the present alumni are

         The President : Dr. Kanak Moitra

Vice- Presidents : Smt. S. Pramanick & Sri N. Dasgupta

Secretary : Sri P. Biswas

Asst. **Secretary:** Sri D.Biswas, Sri S. Das, Sri F. Banerjee

Magazine Secretary: Sri K. K. Ghosh

Cashier: Sri A. Mukherjee

(ii) The following table describes the meetings organized by the Alumni Association during 06 and 07.

TABLE II- 14

Date	Agenda	Resolutions
15.09.06	1. The formation of a subcommittee to distribute workload	1.a)Departmental Heads to be contacted for b).Account to be opened at SBI, Chakdaha c) Prof. M.Das and Sri M.A. Mondol to be acting as co-convenors of the steering committee
	2. Misc	2. a) A list of alumni along with their addresses to be prepared b) The tentative date of the first alumni get-together is 24.12.06 in the college premises at 10 am. c) Advertisements regarding this to be displayed through different media like daily Newspaper, local cable channel, hoardings etc.
22.11.06	1.Finalisation of the date of alumni get-together 2. Formation of different subcommittees.	1. Final date of the function was scheduled as on 07.01.07 2. Subcommittees, with a convenor for each, formed regarding (a) Advertisement and Dias (b) Finance (c) Souvenir (d) Culture (e) Reception

		(f) Registration
	3.Misc.	3. Amounts of Rs. 10 & Rs.50 to be collected for registration an delegation from willing participants
12.12.06	1. Generation of fund	1. Fund to be raised from eligible ex-students and colleagues of the college
	2. Distribution of workload among all the existing staff	2. Printed copies of assignments for the day of the programme to be distributed before-hand
	3. Collection of delegate fees and donations from college staff	
	4. Misc.	4 a) Volunteers to be chosen from students' union
		b). A cultural function to be held on the day of the programme .
09.06.07	1. Selection/election of office bearers.	1. Sub committee formed with an office secretary.
	2. Registration of the sub committee.	2. Responsibility given for registration.
29.11.07	1. 2nd Annual Almuni get together function .	1. The get together to be held on 23.01.08.
12.12.07	1. Formation of the Sub- commette for the function.	1. Six different sub-committees formed for the celebration of the function.
	2. Miscellaneous.	2. Different programmes settled.
07.01.08	1. Cultural functions on 17th and 18th Jan. 08.	1. Detailed discussed.

(iii) The college is only 35 yrs old. Most of its students are either uprooted from erstwhile East Pakisthan / Bangladesh or first generation learners. Besides,Honours courses in all important subjects were introduced either in the last part of 90's or the first part of 2000. In spite of all these the college has a very good number of prestigious alumni in the fields of sports, academy and service sectors. Some such

prominent figures and their achievements in their respective
fields are described below.

TABLE II- 15

Name and details of the student	During the period he/she was a student of the college	Achievements
Rama Sarkar	1982-1985	1). Participated in Asiad'82 Kabadi Championship. 2). 'Arjuna' awardee in sports in the year 1986.
Somnath Malo	2002-2006	1). Obtained Gold medal in high jump event in Asian Games at Busan, South Korea in 2002. 2). Obtained Gold medal in high jump event in 9th Senior National Games in Bangalore in 2006. 3). Rank 4th in the high jump event in the Asian Games in Malayasia in 2006.
Prabir Pramanick, Dept. in Bengali	1993-1996	Teacher, Kalyani University
Raj Kumar Kothari, Dept. of Pol. Science	1982-1985	Teacher, Vidyasagar University
Jayanta Bhattacharya, NCC cadet	1989-1991	Obtained two gold medals in two events in National Shooting Championship held in N. Delhi from 26.12.90 to 07.01.91 and achieved national records in both the events
Abhisekh Das, Dept. of Chemistry	2002- 2005	Gold medallist in Univ. Exam., Now attached with Maruti Udyog Ltd.
Sayanti Das, Dept. of Chem.	2002- 2005	Research Scholar, Case Western Reserve Univ, Ohio,USA
Sanjoy Biswas, Dept. of Physics	2002- 2005	Research Scholar, HRL, Allahabad
Goutam Das Deptt. Of Commerce	1982-1985	Gold Madelist in both B.Com. & M.Com. Examinations, K.U., Teacher, Birati College
Sohini Nath Deptt. Of English	2000-2003	Gold Medallist in University Examination

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)

Each year a no. of college students take part in intercollegiate and interuniversity Sports meets. In 2006 Rajjak Hossain Mondol took part in East-zone Interuniversity meet at Benaras in Kabadi event and Angsu Sarkar took part in interuniversityMeet at Hariana in the Handball event.

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

The students' union publishes an annual college magazine each year that consists of articles by the students and staffers. Students' union has a subcommittee which manages the entire activity.

Many departmental students publish wall magazines in printed or hand-written forms. They publish souvenirs during departmental reunions.

List of major publications during 06-07 session includes

(i)   Students' annual college magazine.

(ii)   Wall magazines by History, Bengali and Physics departments.

(iii) Booklets by English, History and Physics departments.

(iv) Souvenirs during departmental reunions by Physics, Chemistry and Zoology departments.

(v) Souvenir during the college's general reunion.

5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

The college has a statutory students' union. It is elected by all the college students once a year. Elections are usually held in the month of December/January. It has a President, General Secretary, Cashier, Assistant Secretaries and different bodies to organize different functions of the students inside the college premises.

The following table lists its different bodies and major activities.

TABLE II- 16

Bodies	Activities
1.Indoor Games	To look after the available Games facilities & help to organize indoor games.
2.Out door Games	To look after the available Games facilities & help to organize outdoor games.
3.Magazines	To organize, collect, edit and publish the annual College magazine
4.Cultural Functions	To organize annual social function and help to organize different cultural functions and seminars.
5.Students' Aid Fund	To look after the needs of students in distress regarding health, finance etc.
6.Book Bank	To help the needy students with new and old books.

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

Starting from the GB, students have representatives in many committees and subcommittees wherever they are supposed to have any say and suggestions. Thus they have representatives in

    i. grievance redressal cell

    ii. Students' aid fund

    iii. Sports subcommittee

    iv. Counselling and placement section

Suggestions and comments are asked from the student-representatives regarding any relevant decision or activity. Quite often they want some modification, inclusion and exclusion of some parameters. Say, in counselling and placement section, they are repeatedly asking to arrange more and more campassing arrangements.

The college feels that all the college affairs, directly or indirectly, involve the students' interest. So it has been decided that henceforth they will have representations in all committees and subcommittees.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Each year the college collects students' feedback data after their graduation. The Principal and the departmental teachers go through the feedbacks for future rectification, moderation and

improvement of teaching and learning processes. After all campassing on career counseling and job opportunities, feedbacks are collected from the concerned authority. They are analysed in the placement section.

The Principal also meets the students often regarding facilities they are getting and improvements they feel to be made inside the college campus.

5.4 Best Practices in Student Support and Progression

5.4.1 Give details of institutional best practices towards Student Support and Progression?

Best practices towards student support and progression are

   i. reservation of seats for SC/ST/PH/sports-related personalities during admission.

   ii. long record of progression of students to higher learning.

  iii. results much higher than the university average results

  iv. academic calendar of the institution distributed to students.

   v. about 10% remission of tuition fees for metitorious-cum-needy students.

  vi. free health care facilities through health home services and yoga training programmes.

 vii. equal opportunities to all students irrespective of gender, caste and creed.

viii. solution of individual problems through grievance redressal cell.

ix. computer learning facilities (at 15% discount) for all students in the college computer centre.

x. Community orientation through social services and awareness programmes by NCC, NSS, Paschim Banga Vigyan Mancha (college unit) and the college itself.

xi. Suggestions by the alumni during general and departmental reunions.

xii. Menifestation of creative mind through college magazinesr.

xiii. Involving students in all college's administrative and academic activities.

xiv. Campassing through counseling-cum-placement cell.

xv. Transparent activities in all spheres.

xvi. Pollution free, clean atmosphere of the college.

xvii. Cleanliness inside college premises.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution

    a) ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?

    b) translates its vision statement into its activities?

Way back in 1972 when the college started its function, Chakdaha had no higher learning institute within a radius of about 20 km. But the nearby locality had a population of one lakh plus. A large portion of the population belonged to immigrants from erstwhile East Bengal in Pakisthan and Bangladesh (after 1971 war). Indeed there were good quality schools from where students ranked in Board examinations. But all these schools were of class X standard. Most of the poor students had to travel long distances for higher education. Lack of communication and financial ability terminated their desire for higher studies.

Besides these, that was a period of worst political turmoil in West Bengal. People were afraid to sending their children to distant institutions. Lives of children, hardly 15 or 16 years of age, were very vulnerable.

Some energetic people like Sri Kanak Moitra, Mihir Sinha Roy came forward. With all types of support from Sri Harides Mitra, the–then deputy speaker of WB Assembly and all the local people the college was founded.

Although the primary vision was as simple as to give the eligible students scope for higher education, there were many missions set up.

These were

a) Creating a society with good doctors, engineers, lawyers and why not sensible businessmen so that the local common people need not go elsewhere for their day-to-day affairs.

b) Imparting value based quality education so that these students can serve the society and the country.

c) Introduction of subjects of contemporary interests so that they, in their later life, may compete with other students.

d) Helping the society in and around the college locality

e) Giving scope of learning to all quality student irrespective of caste and creed, gender, physical ability etc.

f) To build up a cultured society

g) Introduction of job-oriented programmes

h) Creating a healthy teaching-learning environment in a quiet, clean atmosphere

i) Providing scope of higher learning to interested working people during their leisure hours

j) Transparency in all activities

k) Creating research aptitude among the students.

The vision and mission are in tune with the higher education policies in the following ways.

1. All-round education in modern subjects helps the students to contribute to national development

2. Job-oriented academic programmes and activities help the local needy people in social and financial fields.

3. Distant learning programme helps the otherwise engaged but interested people to acquire higher education.

4. Teaching and learning with modern equipments and books help the students compete globally.

5. Value-based programmes generate human values like fellow-feeling, commitment to society, awareness of environment etc.

6. Quality teaching, consulting good number of books, seminars by expert personalities, different kinds of workshop automatically generate the quest for excellence among the students (and also teachers).

Vision and mission statements are translated into action in the following ways

a. The college started its P.U (Pre-University) section with arts and commerce in day section and only commerce in evening section. Now it has UG courses in arts, commerce and science with Hons. courses in

as many as 12 (twelve) subjects to produce reponsible citizens in all academic spheres.

b. Arsenic detection (in drinking water) programme, students' health home, yoga programme, blood group detection programme, college computer centre (at affordable fees) are some examples by which the college serves the society directly.

c. Reservation of seats during admission for SC/ST/PH students.

d. Waiving about 5% of tuition fees every year for meritorious-cum-needy students.

e. Cultural programmes round the year (Bhasadivas, Sarodotsav etc.) other than the annual college function.

f. Wall magazines for a no. of departments.

g. Setting up the college in a rural ambience at an appreciable distance from the bustle of the main city

h. Computer courses at affordable cost and the proposed introduction of communicative English course to help the job opportunities of the students

i. UG and PG courses (including counselling) at Chakdaha College center under NSOU for elsewhere employed and engaged people and also for those who find themselves unsuitable to get admitted in regular institutions.

j. Keeping all activities of the college including admission, election, selection etc. transparent without any discrimination and prejudice

k. Encouraging teachers to be engaged in research activities inside and outside the college campus . These influence the corresponding departmental students in their future lives.

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

For teaching-learning processes the management's commitments are

a. fair, quality and all- round education.

b. no discrimination with respect to gender, caste, economic status .

c. no dirty politics in college affairs.

d. welfare schemes for its staff.

e. horizontal and vertical developments of the College.

f. proper evaluation of teaching and learning.

g. healthy atmosphere inside the college campus with warm relations between teacher and students and also among themselves.

Whenever any of these parameters are disturbed, the management solves the problems through meetings, decisions and actions.

6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

Other than their usual functions college staff members, each one is allotted extra duty for smooth running of the College. They are made convenors and members of different committees and sub – committees. Automatically they are made responsible to serve, enrich, discuss and analyse the corresponding activities. In case there is a lapse, the Principal discusses the issue with the concerned individual to solve the problem.

It is expected that each devotes at least two hours of time in a week in management works.

6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?

All the feedbacks from the students, guardians or individual regarding academic and administrative affairs of the institution are either collected by the Principal himself or the corresponding sub – committees of the TC. All these are preserved either centrally or in departments to review them whenever required.

6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The College supplies all necessary materials to committees, sub–committees and individuals to keep records of all relevant data. If any one desires to make CD's, he/she is allowed to do so

using College computers. For emergent meeting and discussion, works and classes of the individuals involved are suspended. Sometimes they are granted leave on duty for related works outside the College campus. They are also provided T.A. and D.A., when necessary, for those works.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

Though the Governing Body is the ultimate administrative authority of the institution, they meet only once in two months (on an average). They discuss the future plans and college-related serious matters. The Principal is the leader for day-to-day academic and administrative management of the college. He needs to supervise attendance of the staffers and students, classes according to routine, workings of the different units of the office, welfare of the institutional staff members and students .

He is the man supposed to visualize all the welfare aspects of the institution first. These are translated into reality with active support from all the constituents of the college. He instructs different committees and sub-committees (even the GB meetings are convened by him) to convene meetings to discuss the relevant issues. Except the GB meeting, in all other meetings he is the chairman and the final authority to implement the decisions taken therein.

6.2 Organizational Arrangements

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

The organizational structure of the institution is shown below

Governing Body (G.B)

NAAC S.C.	Finance S.C.	Teachers' Council	Non-Teaching Union	Students' Union

Academic (SC)	Seminar & Workshop (SC)	Library (S.C)	Grievance Redressal (SC)	Lab. (SC)	Staff room Welfare (SC)	Admission (SC)	Sports (SC)	Exam. (SC)	Cultural (SC)

Students' Aid (SC)	Medical (SC)	Emp. Co-Op. (SC)	Students' Health (SC)
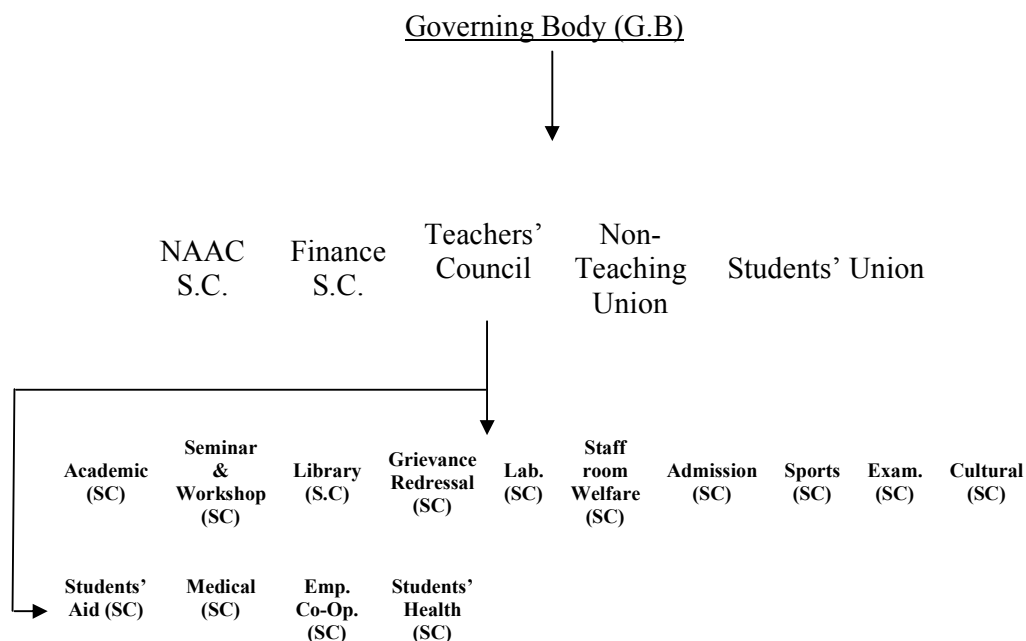
Details of the committees and subcommittees :

(a) The GB is formed with one government nominee, One university nominee, four representatives from college teachers, two representatives of the college's non-teaching staff, chairman of Chakdaha Municipality, the secretary of the students' union andThe Principal. Any one among these members or an eminent

personality interested in the college affairs is selected /elected as the President of the Body.

b) The NAAC and finance subcommittees are formed by the G.B including teaching and non-teaching employees.

c) Teachers' council and non-teaching staff association are formed with all permanent employees of the respective sections. The office bearers of the two are elected/selected by the respective members.

d) The students' union is formed through election from amongst the students.

e) All other sub-committees are formed by the TC with members from TC and non-teaching staffers. Each subcommittee has a convener who convenes meetings related to functions of that committee.

Durations, functions and formations of the different bodies are tabulated below.

TABLE II- 17

Name of the body	Duration	Formation	Functions
GB	4 yrs.	President, Secretary & Members	The highest administrative authority
NAAC		Convener & members	SSR preparation, suggestions to the Principal regarding college welfare
Finance		- do –	Discuss financial matters
TC		Secretary & Members	Discuss academic affairs and welfare of teachers

NTS association		- do –	Discuss office matters & welfare of NTS
Students' Union		President, Vice-president, Gen. Secretary, and Members	Discuss students affairs & welfare of the students
Academic SC		Convenor &-memberso -	Discuss the overall academic situation of the college
Routine SC		do	Frame general college class routine.
Examination SC		- do -	Discuss examination affairs
Service Book SC		- do -	Prepare service book for all staffs.
Library SC		- do -	Discuss library affairs.
Laboratory SC		- do -	Discuss laboratory affairs.
Seminar & Magazine SC		- do -	Discuss organizing seminars & publication of magazine.
Cultural SC		- do -	Discuss organizing cultural events.
Games & sports SC		- do -	Discuss sports and games activities.
Students' Aid SC		-do-	Discuss remission of tuition fees for meritorious and poor students.

(SC in the tables means subcommittee)

However, where needed, students are also made part of the subcommittees.

The following tables give dates of meetings held, agenda, decisions taken, follow-up action of the different bodies during 2006 and 2007.

The Governing Body

TABLE II- 18

Date	Agenda	Resolution	Implementation
30.03.06	i) Introduction of Statistics (H) course	i) Principal to discuss with Academic Sub- Committee & T.C	Discussed but not yet launched.
	ii) Application of Students' Health Home	ii) Principal to discuss with the Students' Health committee & some members of the college.	Centre launched.
	iii) Leave applications of teaching & non-teaching staff	iii) Leaves approved as per existing rules	
	iv) 1 yr. service extension to two contractual staff.	iv) Extension made.	
28.07.06	i) University final exam. Result, 06	i) To pay thanks to all concerned teachers.	Done
	ii) Promition of Dr.S.Datta & Dr.S.Roy Mondal, Lecturers to Sr. Lec. Posts and redesignate Dr.J.S.Basu from Selection Grade Lec. to Reader.	ii) Promotions done according to reports of screening committee.	Done
	iii) Recommendation of the Finance Committee regarding part-time and guest teachers.	iii) Ashok Mukherjee, the member of GB and the officiating cashier to calculate total tuition fees collected from July '05 to March, '06 minus amount paid to part-time teachers minus 10% depreciation within 7 days. Remaining amount to be distributed to part-time teachers up to March '06.	
	iv)Miscellaneous a Filling up the	iva(i) Applications to be	

	posts of Cashier, Head Clerk & the Night Guard	sought from eligibleGr.III staff of the college. A selection committee comprising the President, Secretary & three members of GB to prepare panels for the posts and recommend the GB for appointment. a(ii) The posts of night guard be filled up on compassionate ground in the die-in-harness case of late Susama De.	
	(b) Rotation of duties of co-ordinaters of each department.	(b) The next senior- most teacher to co-ordinate departmental activities for the next two years.	Done
04.09.06	i) Enhancement of pay to Part-time teachers from July '05.	i) Part-times to get Rs.4,000/- per month w.e.f July'05. Each Part-time teacher allotted a minimum of 8 class/week. Not more than one assignment be given to each teacher as per G.O.	Done
	ii) Approve the panel of guest teachers.	ii) Approved.	
	iii) Results of B.A, B.Sc, B.Com Part-II University results.	iii) Discussed. Further resolved that letters to be issued to guardian's regarding regular absentees of third yr. classes . Names of students admitted in 1st.yr. classes who do not attend 80% of the total classes will be strike off.	iii) Not done
	iv) Progress & Preparation for NAAC.	iv) College canteen to be renovated. Library books to be catalogued. Facilities for pure drinking water to be provided for students. Yoga programme to start.	iv) Partially implemented
	v) Promotion to the posts of Head Clerk and Cashier	v)(a) Promotions made. Principal be requested to appeal to the Education	v) a) Done

	according to recommendation of selection committee and to consider the appointment on com-passionate ground.	department to give financial benefit from the respective dates of retirement of earlier staff. (b)A committee formed to verify the financial condition of late Susama Dey's family to ascertain whether appointment be given on compassionate ground.	b) Done
	vi) Retirement benefits of staff.	vi) Principal to procure order from Higher Education department to place it in next GB meeting .	vi) Not done .
22.12.06	i) Progress of NAAC.	i) Due to non-satisfactory progress the Principal requested to discuss the matter seriously with all teaching and non-teaching staff & the students union.	i) Done
	ii) To reviewd the B.A, B.Sc, B.Com Part-I (Old & New)University results.	ii) Successful candidates to be conveyed congratulation.	ii) Done
	iii) To consider the reco- mmendation of Finance Sub- committee.	iii) Rs.5,000/- be sanctioned for 1st reunion of the Alumni Association.	iii) Done
	iv) Steps for smooth running of NSOU study center.	iv) Deferred.	
	v) Miscellaneous : Pension file of Prof. M.Sinha Ray.	v) Pension file to be sent immediately along with all available records.	Done
23.02.07	i) Progress of NAAC.	i) Non availability of NAAC related data to be sorted out by thePrincipal.	
	ii) Absenteeism of the students.	ii) Principal to discuss with teachers & the students.	ii) Done

	iii) To approve the panel of guest teachers in English.	iii) Panel approved.	iii) Done
	iv) Miscellaneous a) Contractual appointment of three teachers working over a long time as Part-time teachers.	iv) (a) Principal to approach the University for appoin-tment according to rule.	Done
	b) Enhancement of remuneration of contractual non-teaching staff.	b) Principal to discuss in finance sub-committee and place the report to GB.	Done
05.06.07	Election of the President of the GB.	Sri Minendra Nath Sengupta nominated as the GB president from June '07 to May '11.	
14.06.07	i) To ratify the action of the Principal for introduction of Hons. courses in Botany & Sanskrit and the enhancement of the fee structure.	i) Action ratified. Permission from the University be immediately asked. Fee structure enhancement is also ratified.	
	ii) Recommendation of the Finance Sub-committee	ii)(a) Rs.27,000/- be sanctioned to students' Union without diverting any specific fund of the college. (b) Regarding enhancement of salary for contractual employee, Finance committee to meet again to find out the possible ource and report to GB.	Done
	iii)a)Formation of new Finance sub-committee with the retirement of bursar.	iii)(a) The new committee will include three members of the GB, the Secretary and the new bursar.	Done
	b) Appointment of new bursar.	(b) Prof. S.D.Barman will be the new bursar.	Done
	iv) To approve	iv) List approved.	

	holiday list	For the subsequent years, the list to be submitted by December of previous year.	
	v) Teacher-in-Charge of the morning section.	v) Prof. A.K.Mondal be appointed as the in-charge w.e.f 02.07.07. He will be entitled the usual allowance.	Done
30.06.07	i) Progress of NAAC.	i) Preliminary report for NAAC accepted.	Done
	ii) Report of Finance Sub-Committee, regarding enhancement of salary of contractual employee.	ii) Rs.3,980/- & Rs.3,428/- be sanctioned for Gr.C and Gr.D staff respectively w.e.f. Apr.'07 . New contract to be made.	. Not yet done.
	iii) Process of sending disbursement certificate for 10 Part-time teachers from Oct. '06 to Mar.'07.	iii) Utilisation regarding disbursement of salary be sent to DPI according to seniority.	
	iv) To consider the roster of appointment for the teachers.	iv) GB regrets the mistakes done earlier regarding appointment. Strict adherence to rules in future to be done.	
27.09.07	i) Recommendation of Finance Sub-committee for XI-th plan period.	i)(a) Approves . (a) Additional two staffs at remuneration of Rs.6,000/- 1 each for Sanskrit and Botany to be recruited Two guest teachers one each for the two subjects to be recruited. (b) Rs.60,000/-to be disbursed for repairing and renovation of 2nd floor of Library building for NSOU study centre.	Done Done

		(c) Rs.5,000/- and Rs.2,000/- be allotted for purchasing books of Hons. and Gen. Subjects respectively.	Books being purchased
		(d) Rs.20,000/- be sanctioned for purchasing two printers.	Done
		(e) Policies for lost books suggested by library & finance sub-committees approved.	
	ii) To approve the utilization of Rs.5,00,000/- for construction of auditorium.	ii) Approves the utilization of Rs.4,97,765/- for Rs.5,00,000/- sanctioned for construction of auditorium through Executive Engineer. Secretary to apply for further allotment in order to complete the construction.	
	iii) To discuss the Part-II new pattern Exam. Results, '07.	iii) GB appreciate the result. For betterment the Principal to convene meeting with all sections of the college.	
	iv) To approve the panel of guest teachers.	iv) Panel approved.	
	v) Audit done by the AG team through the DPI, Govt. of India.	v) Principal to prepare detailed point wise report to the queries of the AG audit team. The Principal asked to take written data based report from concerned staff on the urgent basis. All the reports in compiled form to be presented in the next GB meeting.	Not yet done
22.12.07	1.To consider Memo no. 1055-UGC/5A-46-UGC-96 dated 12.06.07 from the DPI	1. The DPI be requested to give permission to fill up the posts of Head-clerk and Cashier.	1. Letter seeking permission sent
	2.Roster for appointment of Non-teaching staff	2.GB regrets mistake regarding violation of roster. The Principal be requested to assure the BCW department that subsequently all	2. Letter to be submitted soon.

| | 3. Recmmendation of Finance subcommittee | appointments will be done according to conditions laid down by BCW.
3. Approves grants of (a) Rs. 75,000.00 for departmental libraries (b) Rs. 20,000.00 for library security arrangements (c) Rs. 20,000.00 for making master plan of the college (d) Rs. 1,00,000.00 for building repair (e) Rs. 1,75,000.00 for furniture and electrical works (f) Rs. 60,000.00 for cataloging library books (g) Rs. 25,000.00 for official works of NAAC peer team visit. | 3. All processes start. |
| | 4. Appointment of some new guest teachers. | 4. Ratified the action of the Principal for the already appointed teachers. | |

Examination Sub-committee

TABLE II- 19

Date	Important Agenda	Important Resolutions	Implementation
27.01.06	1. B.A, B.Com. B.Sc Part-I (New Syllabus) test examination. 2. B.A, B.Com. B.Sc Part-I (Old Syllabus) test examination. 3. Misc.	1. Part-I test examination (New Syll.) to start from 04.04.2006. 2. Part-I test examination (old syll.) to start from 07.02.2006. 3. Full marks to be made half the actual value in University examination.	1&2.Both examinations done from the dates decided with some modifications in the routine.
16.03.06	1. B.A, B.Com. B.Sc Part-I & II (Old & New Syllabus) University	1. Not more than 2 students will sit on the some bench. 2. Invigilator: students ratio will be	1. Except in Env.Sc pap. nor more than 2 students allowed to sit on the some bench.

		1 : 20. 3. Generator arrangement will be there.	2. Done 3.Generator arrangement made.
05.01.07	1. B.A, B.Com. B.Sc Part-I (New Syllabus) test examination. 2. Conduction of Universtiy examinations from 13.04.2007 3. Misc	The test exam to start from 12.07.07. 2. 10% of the total amount sent by the university for examination works will be kept in college found.	1. Test examination started from the same date. 2. The amount was kept in college fund.
13.11.07	1. Various issues regarding the 2007 University examinations. 2. Distribution of remuneration among invigilators and office staff. 3. Misc.	1. Unit class test to be taken on a single day. 2. University to be requested to exempt the college centre for at least one university exam. 3. Unit class test marks to be submitted to the Principal, if not already submitted.	1.University tests to be taken. 2. The Principal has verbally requested the university. 3.Departments have submitted the marks.

Admission Sub Committee

TABLE II- 20

Date	Important Agenda	Important Resolutions	Implementation
19.05.06	1. Rules and regulations for admission during 2006-2007. 2. Misc	1. Rules and regulations framed as per K.U directives. 2. Counseling procedure for admission to Hons courses.	1. Strictly merit wise admission for all categories in all subject/streams. 2. Counseling and sometimes recounseling done.
05.05.06	1. Dates of issue and submission of application forms. 2. Dates for counseling. 3. Misc.	1. Issue of form : 07.06.06 to 15.06.06. Submission : 07.06.06 to 15.06.06. 2. Counseling. a) 21.06.06 for B.Sc (H) & B.Com(H).	All the processes done according to decisions

		b) 23.06.06 for B.A (H) 3. Direct admission from 8.6.06-19.6.06(Day) 8.6.06 – 29.6.06(Mor)	
29.05.07	1. Rules and regulations for admission during 2007-2008. 2. Misc	1. Rules & Regulation as per KU directives. 2. a) Issue of form: 4.6.07 - 9.6.07 , Submission: 4.6.07-11.6.07. b) Counseling: 18.6.07 for B.Sc (H) & B.Com(H). c) Counseling for BA(H) : 20.06.07. 3. Direct admission from 5.6.07 – 11.06.07 (Day & Morning sections)	All the process done according to decisions
14.6.07	Reservation of seats for other Board students	As per KU directives 2 seats to be reserved for there.	Done accordingly
20.6.07	Fill up vacant seats in few subjects	To be noticed for fresh application for admission in Pol.Sc, Eco, B.Com, and also B.Sc (Gen & Bio)	Some students admitted
26.6.07	Full up vacant seats in B.A(G) in Morning section.	To be filled up from candidates in the waiting list	Some students admitted

Grievence Redressal Sub Committee

TABLE II-21

Date	Important Agenda	Important Resolutions	Implementation
4.5.06.	Formation of the guidelines for the cell	1. Complaint/suggestion boxes to be provided. 2. Notice to be issued in the classes. 3. Meeting to be convened in the first week of every month.	1. Implemented . 2. Implemented. 3. Because of non-availability of complaints, meetings were not held every month.

Date			
28.11.06	Further addition to the guidelines	1. a register to be provided to record the grievances and redressal measures adopted.	Implemented
4.1.07	Letter by Beng and eEng Hons students complaining loitering and gossiping in the corridor during class hours.	The principal be requested to take necessary steps	Steps taken
20.09.07	1. Lock of sufficient books in Eng in the reference section. 2. Lock of facilities in the girls common room. 3. demand for Env. Sc classe.	1. Ref books to be purchased. 2. Facilities in the girls common room to be improved. 3. Env.Sc classes to be arranged immediately.	1. Books beings purchased. 2. A plan to improve the girls common room in made. 3. Env.Sc classes arranged.
28.11.07	1. Lack of adequate no of teacher in Sanskrit and late hour classes. 2. irregularities of class of 1st year History Hons students by a particular guest teacher. 3. Late hour classes for History Hons	1. Full time vacant post to be filled up immediately. Mean-while a guest teacher be appointed. 2. The Principal requested to discuss the particular teacher. 3. If possible classes to be shifted earlier.	Steps taken to ensure regularity of classes.

Sports Sub Committee

TABLE II- 22

Date	Important Agenda	Important Resolutions	Implementation
01.01.06	1. To select athletes to participate in the VII inter-non-govt college athletic meet. 2. To form the football team for inter-non govt	1. First three position holders in college sports be selected for the athletic meet. 2. The convener to organize the football team	1. Athletes in men and women section participated in the meet. 2. The foodball team of the college also participated in the championship.

Date	Important Agenda	Important Resolutions	Implementation
	college football championship and organize its participations. 3. Misc		
30.11.07	1. To select a member for KU selection committee for inter university athletic meet. 2. To organize college annual sports.	1. Principal be requested to sent the convener's name for the selection committee. 2. Convener will arrange the sports in co-operation with the students union. The college sports to be completed by Jan, 2008.	1. The convener participated as member in the selection committee. 2. To students for volleyball and six for kabadi from our college selected for inter-university sports.

Finance Sub Committee

TABLE II- 23

Date	Important Agenda	Important Resolutions	Implementation
09.01.06	1. Repairing the roof of the second floor of commerce building . 2. Misc	1. An amount of Rs. 4000/- be sanctioned for the repair work. 2. A fresh contract be made to supply software for office work. 3..Rs. 3000/- be sanctioned for NSOU building renovation. 4. Principal be entrusted to purchase portable microscope.	1. Done 2. Made 3. Done 4. Done
28.07.06	1. To approve the provisional budged by the bursar. 2. Enhancement of payment to part-time teachers. 3. The cycle stand to be renovated. 4. Repair of seminar hall.	1. Budget to be resubmitted within 15 days. 2. Enhancement be considered from next session. 3. Rs. 60000/- be approved for cycle stand. 4. Rs. 21730/- approved for seminar hall.	1. Done 3. Done 4. Done

13.09.06	1. Enhancement of remuneration of part-time non-teaching staff. 2. Purchase of almirah for Dept Libraries. 3. Purchase of instrument for pure drinking water.	1. Enhancement @ Rs. 700/- & Rs. 900/- for Group D and Group C staff respectively. 2. Principal be requested to take necessary steps. 3. Rs. 6990/- for equipment supplying pure drinking water	1. Done 2. Done 3. Done
21.12.06	1. Allotment of same money to initiate general reunion. 2. Reconstruction of canteen & union building.	1. Rs. 5000/- sanctioned for reunion expenses. 2. Rs. 4,13,402/- is approved for canteen & union building.	1. Done 2. Done
26.06.07	1. Extra expenditure for introduction of Bot (H) and Sans(H) courses. 2. Misc	1. Remuneration for extra teachers will be met from enhanced fee structure for these courses. 2. Tender be invited for college canteen. 3. Efforts to be made to create the post of librarian.	1. Done 2. Done 3. Done
09.07.07	1. Proposal for UGC XI Plan 2. Extension of NSOU centre of the second floor of library building. 3. Appointment of part-time non-teaching staff for the morning section.	1. The draft proposal considered. 2. Principal be requested to take necessary steps. 3. Principal be requested to consider according to needs and financial capabilities.	1. sent. 2. not yet implemented. 3. not yet implemented
15.09.07	1. Purchase of printer for computers. 2. Purchase of books and almirahs in the library. 3. Recommendation of library subcommittee about the last books by individual staff member.	1. To be purchased as early as possible 2 To be completed immediately. 3. compensation be procured from concerned staff	1. Done 2. Done 3. Done in most of the access

22.12.07	1. Purchase of almirahs, fitting glass windows , rolling shutters collapsible gate in library building 2.Master Plan of the college 3.Extra fund for extra expenditure by students' union 4. Repairment works before NAAC team visit. 5. Disbursement of arrear dues of three part-time teachers 6. Misc. a) Frequent water shortage. b) Opening an extension counter of a nationalized Bank.	1.a) Max. amount of Rs. 75,000.00 fund allotted to purchase departmental almirahs. b) Rs. 20,000.00 allotted for shutters and collapsible gate. Quotations to be invited for above-mentioned works. 2.Rs. 20,000.00 allotted for the master plan and to be assigned to a reputed, registered, experienced engineering concern. 3.Union budget to be restricted to the amount collected from the students. No additional fund be allotted. 4. Funds to be allotted for a) Building Repair : Rs. 1,00,000.00 b) Purchase and repaire of furnitures : Rs. 1,75,000.00 c) Lirary books cataloguing : Rs.60.000.00 d) Printing & Stationeries : Rs. 25,000.00 5. Bursar to find out actual no. of extra classes taken by the respective teachers for the period they applied. 6. a) Two more water reservoirs to made for smooth supply of water b) The Principal to look into the matter.	1. Quotations invited 2. Implemented 4. Works going on. 5. Not yet done 6.Not done yet

Library Sub Committee
TABLE II- 24

Date	Important Agenda	Important Resolutions	Implementation
11.05.06	1. Matters related to NAAC 2. Misc	1. Dept. Libraries to be started. 2. At least a part-time librarian be appointed. 3. Cataloging of books be initiated.	Implemented Still to be done The processes started.
28.11.06	1. Recovery of library books. 2. Library fee.	1. measures to be taken to recover books from retired/ex-part-time teachers. 2. A ree of Rs 50/- to be collected at the time of admission.	1. A no of books have been already returned. 2. Implemented from the current academic session.
27.02.07	1. Purchase of books. 2. Misc	1. requisition for reference and text books be submitted by the departmental heads. 2. Stock taking of books be undertaken.	1. List of books submitted. 2. Stock taking started.
06.08.07	1. Purchase of books . 2. Additional reading room for teachers. 3. Appointment of Librarian.	1. Fund has been allotted to each department. 2. The Principal be requested to consider. 3. Advertisement for librarian (part-time) be given in a leading newspaper.	1. Books being purchased. 2 Reading space arranged. 3. advertisement given but no suitable candidate available.
19.09.07	1. To determine the valuation of lost books	1. In case of Indian books, the amount to be paid in double the cost price. 2. In case of foreign books the amount is four times the cost price.	Prices of lost books being recovered.

Cultural Sub Committee
TABLE II- 25

Date	Important Agenda	Important Resolutions	Implementation
06.01.06	Celebration of Antarjatic Matrivasa Dibas (Int vernacular day) on 21st Feb 06	1. A seminar to be organized with two speakers of CU 2. Inter college and inter school essay competition to be organized.	1. Done
05.09.06	1. Celebration of Sarodotsov. 2. Misc	1. Sarodstsov to be held on 27.09.2006 at 12 noon. 2. The College will felicitated the toppers of BA, B,Sc, B.Com (hons & Gen) students at University examinations.	1. Done 2. Done
12.12.06	1. Cultural function at the reunion programme 2. Inter vernacular day celebrations day on 21st Feb 2007.	1. Two senior teachers entrusted to select the team and train them with help from others. 2. The day will be observed.	1. Done 2. Observed
31.08.07	1. Sorodotsov . 2. Felicitation of the toppers in University Examinations	1. Will be observed on 16th Oct 2007. 2. The proficient students will be awarded mementos or books.	1. Done 2. Done

Service Book Sub Committee Report
TABLE II- 26

Date	Important Agenda	Important Resolutions	Implementation
24.03.06	Pension papers of Sri Santi Pal and Prof B. Singha Roy due to retire on 30.04.06 & 30.09.06 respectively	1. The service books be immediately prepared. 2. 2. A leave of Prof. B.S.Singha Roy	Pension papers were duly submitted with the pension cell after necessary arrangements.

		will have to be sanctioned by the GB.	
15.09.06	1. Updatation of leave registers of NTS by the office. 2. Misc	1. Mrs. Anjana Das, Clerk be entrusted to update the leave register of NTS. 2. The Principal be requested to enquire about some records and documents of Late Susama De. 3. A Specific NTS required for service Book preparation	1. As Mrs. Das is quite involved in other routine office works she could not be spared. 2. Nothing has been done so for. 3. No specific NTS allotted.
23.04.06	1. Service Books of Prof M.L.Singha Roy and Prof S.K.Bal due to retire on 31.07.07 & 31.10.07 respectivly. 2. Misc	1. The service books be immediately prepared after incorporating the study leave of Prof. Singha Roy. 2. The Principal be requested to exempt teachers connected with the service book from KU exam duties.	1. The service books submitted to the pension cell. 2. No such notice yet been issued.
12.10.07	1. Letter from the Principal to the convener of SB Sub Committee about the irregularities in service book as commented by the audit team. 2. Misc	1. The convener will write a letter to the Principal mentioning. a) to clean the back log of 30 years is not an easy task. b) Availability of GB resolution books and records in presence of the Principal. c) The situation arising due to pending of new statute of KU. d)Necessity of a NTS to prepare service books	The letter submitted to the Principal for follow-up actions.

Teachers' Council
TABLE II- 27

Date	Important Agenda	Important Resolutions	Implementation
30.01.06	Rotation of Headship of each Department	Next seniormost teacher will serve as the Head of each department for the next two years	Implemented w. e. f. 01.01.06
29.08.06	1. Organising Sarodotsav' 2.Results of B A, B Sc, B Com results	1.Unanimous decision to organize 2. a)Results discussed and appreciated. b)The Principal was requested to implement strictly the K. U. norms regarding class attendance of the students	1.The festival held on 27.09.06 2. The Principal assured
27.02.07	Nominees to the P.F. and Gratuity of whole-time employees	The Principal was requested to implement the earlier decision regarding this	The Principal agrees in principle to implement
30.07.07	Counselling of depressed students	Two teachers agreed to offer necessary emotional and psychiatric advice to needy students whenever required	The process started w. e. f. 01.08.07

Staff-room Welfare and Campus Beautification Subcommittee

TABLE II- 28

	College beautification and repair	1. Messages of great men to be inscripted on walls outside classrooms 2. The Principal was requested to start repair works of ladies' toilet	1.Not done 2. Repair works partially done
07.03.06			
08.09.06	1. Repair of chairs and lockers in staff room 2. Tending garden	1.The Principal was requested to do the needful immediately 2. With winter coming extra stress to be made for gardening	1. Done 2.Done
09.03.07	1. Staff-room	1. Sufficient light	1. Made

	maintenance 2. Drinking water 3. Plantation in rainy season	arrangements to be made in the staff-room 2. Water tanks to be thoroughly washed and bleached 3. Saplings to be planted	2.Done 3. Planted
23.11.07	1. Plantation of the seasonal flower plants 2. Naming different buildings 3.Regularisation of supply of water in the staff-room	1. The gardener be entrusted with plantation works as recommendations of of the Finance subcommittee 2. Different buildings to be named and installation of name-plates accordingly 3. Pump-operator to be instructed by the Principal	1.Done 2.Not done so far 3.Regular supply restored

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

It is true that GB is the final authority to take decision regarding any administrative and academic affair. But in day-to-day administrative activities and academic activities, decisions taken by different committees and subcommittees in their meetings in presence of the Principal (the Secretary of the GB) are paid respect and implemented. Say, after fund allocation by the finance committee for buying books in college library, the library sub-committee decides how that fund will be distributed among different departments. The final list of books to be purchased is decided by the department. This is true for all subcommittees.

The Principal, sometimes in association with the senior teachers of the college, co-ordinates between different sections of the institution. The Principal knows that in an education institution, students' interests are of prime importance. So during, before and after all the meetings he consults the students' forum.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

Except the Principal, actually there is no internal co-ordination and monitoring mechanism. However, after the NAAC committee is formed its coordinator is invited to some important meetings. Because by virtue of his works he is the man next to the Principal who should know the most of the college affairs. But officially the Principal alone coordinates between activities of different kinds.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

There is a general grievance redressal cell for all college students and employees but no such cell exclusively for the employees exists.

Any employee may address the cell for his/her grievances . The grievance may be of any type that may affect the institution like finance, health, working atmosphere etc.

The grievances are analysed and discussed. The concerned employee may be requested to elaborate his/her problems. If

possible, those are solved immediately in presence of the Principal. Sometimes these are required to be sent to other sub-committee for consideration. One cannot expect that all the grievances of its employees will be solved by the authority, even if reasonable, due to various shortcomings of the institutions. But definitely all these are considered sympathetically.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

GB is the highest managing body of the college. It has members from all the three pillars of the institution namely the students, teachers and office/technical staff. Thus in all GB meetings the body meets the representatives of all the three units. In a year on an average there are 6-7 meetings of the GB.

The following major issues were discussed in the last GB meeting held on 22.12.07.

    i. To consider Memo no.1055-UGC/5A-46-UGC-96 dated 12.06.07 from the DPI regarding filling up of some non-teaching posts.

    ii. Roster of appointment for non-teaching staff.

    iii. To consider the recommendations of the Finance committee.

    iv. Appointment of more guest teachers.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

During the college's 35 year history, there was not a single incidence of sexual harassment of women staff (and female

students also). Thus we have not yet thought of the necessity of forming such a cell.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

Though the perspective institutional plan is finally discussed and approved by the GB, it is the culmination of various plans and discussions in the meetings of different forums and subcommittees. Almost all the academic and official perspective plans are discussed in meetings of the teachers, non-teaching staff and students separately.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

For any plan to be successful, it requires active help from all the constituents of the institution. The objectives are first conveyed to all the constituent bodies of the college through notices, meetings and individual discussions. They are first convinced of the long-term effects for the institution once the plans are translated into actions. The management tries to convey the simple message that the achievement of the institution is also the individual's achievement. Once the employee understands, it is very easy to get the fullest support from the individual.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

TABLE(s) 19 - 28 describe different committees constituted by the college management and also their performances during the last two years (06 and 07).

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

There is no direct access for the management to be informed of college data. But once they intend to have any information, corresponding data and documents may be shown.

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Feedbacks from the present and past students, guardians, local people, college alumni, teachers and office staffers help the management in decision making and performance improvement in various ways like

i. Departmental teachers' acceptability to the students regarding class-room teaching help to sort out the problems, if any.

ii. Shortage of teachers, library books, equipments, chemicals etc. help the management to assess the exact situation and determine the steps to be taken.

iii. Introduction of new subjects in the regular course.

iv. Updatation of syllabi.

v. Arrangement of more frequent class tests.

vi. Introduction of healthy programs like yoga.

vii. Structural (vertical) expansion of the college.

viii. More amenities for the students in sports, culture etc.

ix. More involvement in social works.

x. More library facilities for the teachers.

xi. Healthy sanitation and water facilities for the students and employee.

xii. Data of previous year's result helps to detect the strength and weaknesses of the departments.

xiii. Data of admission and results depict the trends of admission, drop out rate, enhancement of the socially and economically disadvantaged students.

xiv. Participation of the stakeholders in different constructive works of the institution.

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

Whenever any department organizes a seminar or workshop, departments which are academically linked with the topic are invited. Our arsenic detection programmes is done with active co-operations of both chemistry and botany departments. In exhibition organized by either physics or chemistry departments, the other is also invited. Many laboratory equipments are jointly shared by these two departments. Some other examples are

1. physics, chemistry, zoology and Commerce students and faculties share same computer facilities at the college computer centre.

2. In case of urgency departmental computers are also used for office works and vice versa. In cases of college seminars and workshops, all the teachers and employee are asked to render their active support throughout the programme.

6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self–appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

The mechanisms for performance assessment of faculty and staff are

    a. feedbacks from the present, fresh graduate and ex-students.

    b. self appraisal of the teachers.

    c. feed backs from the guardians and local people.

    d. University results.

    e. students' performances in sports, cultural and social sectors at local, university and state levels.

Any kind of achievement by departments, section and individuals is made known to all other sections through notices and meetings. A degree or award by a colleague teacher, staff member or student encourages others to perform. All these are published in

    a) college magazine   b) college prospectus

    c) college/departmental souvenirs.

Similarly the shortcomings of the college/departments/individuals are discussed in respective sub-committee meetings to analyse, verify and solve. Say, the poor class attendance, behaviour, results of a department are discussed by the Principal with the respective department and sometimes in TC meetings also .

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

The welfare measures are

a) calm, quiet and clean atmosphere of the college.

b) no political infringement in college's academy.

c) staff co-operation to help the employee in need.

d) medical fund for immediate financial assistance.

e) a good canteen.

f) free computer learning and practising facilities at the college computer centre.

g) polite behaviour of the students

h) consistently satisfactory results in university examinations

i) good collection of books, lending and reading facilities in/from the college library.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

For full time teaching posts, names of candidates are selected and recommended by the CSC. The college has almost no-say in this regard.

For part-time and guest teachers, candidates are selected by the governing body according to UGC eligibility criteria . They are provided with the following facilities.

(a) classes are allotted on days and during hours according to his/her convenience.

(b) for a total of 6-7 classes, he/she need not come more than two days a week.

(c) a minimum of Rs. one hundred even if the college classes are suspended abruptly due to unforeseen reasons.

(d) other than class works, he/she is not allotted any extra duty against his/her will.

(e) he/she is allowed full library facilities.

(f) the amount of remuneration of Rs. One hundred only per class is really a meagre amount. But one should remember that for these payments we do not get any financial assistance from the government level and the amount paid by the college is more than the remuneration paid by other nearby colleges (which does not exceed Rs. Seventy five).

Even the contractual faculty members, whose remuneration is also borne by the college, are provided additional remunerative duties outside college hours (say, appointment in NSOU). These staffers also get full library and computer facilities.

The full-time staff of the college get the following additional benefits.

(a) financial help in the form of loans from staff co-operative and medical fund.

(b) A maximum number of twenty books borrowing facility.

(c) Reading facility during college hour and also during summer recess

(d) Book facilities from departmental library anytime

(e) One day preparatory leave each week

(f) Placement of classes in departmental routine after mutual discussion among the departmental faculty.

(g) Use of library and laboratory for further studies and research

(h) Some rexation for teaching in higher institutions (viz., university, research center) and research facilities inside and outside college campus.

(i) Enrichment programmes through seminars, workshops etc. class IV staffers. Provided they have requisite qualifications are promoted to next higher category subject to government rule.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specialisations).

The part-time faculty members were appointed a long time ago through recruitment procedures determined by the then GB. Due to non-availability of sufficient number of candidates, the college had to appoint some teachers with PG degrees without paying strict attention to the percentage of marks obtained during UG and PG examinations.

Later due to technical reasons, the fresh ad-hoc teachers are appointed as guest teachers only. But they should satisfy the eligibility criteria according to UGC norms, i.e.,

They should appear in interview meant for that subject. Each subject recruitment body consists of the Principal, a GB member and at least one subject teacher.

Guest teachers are appointed on purely temporary basis. Their services are subject to termination by the decision of GB. Service conditions of part-time and guest teachers are quite different from those of full-time teachers in following ways.

(i) They are not TC members and have no voting power

(ii) They are not members of either staff co-operative or medical fund

(iii) Each part-time teacher gets a fixed monthly emolument of Rs. four thousand only.

(iv) the guest teachers get a remuneration of Rs. One hundred only for each class. Their remuneration calculated properly are paid only after the completion of each month.

However, if the college classes are suspended due to unforeseen reasons without prior notice and the concerned teacher comes to take his/her class(es), he/she is paid at least Rs. one hundred (i.e., the remuneration of a single class).

(v)   usually a maximum number of eight classes per week are allotted to each part-time/guest teacher. In case requisite number of guest teacher is not available (that occurs in science subjects), he/she may be allotted more classes.

(vi) While the part-time teachers may borrow a maximum of 20 books from the library, the guest teachers may borrow 5 books at a time.

(vii) However, reading sections of the library are open to all the teachers during college hours.

(viii) during examinations a part-time teacher, on average, should perform about 30% of the total duties performed by a full-time teacher.

Guest teachers are completely exempted from college examination duties. In university examinations, guest teachers are allotted duties only if they wish.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

Being a government-aided university affiliated college, we can't afford to allocate fund for professional development of the

faculty from our college resources. However, the college takes the following actions in this regard

a) The college requests enthusiastic teachers to apply for minor research projects. Once the project comes, the college helps the recipient with all infra-structural facilities

b) In some cases, the college grants study leave for thesis submission by the faculty members. Say Prof. S.Deb Burman, Deptt. Of Physics and Prof. A. Nandi, Deptt. Of Economics were allowed about 10 (ten) and 3(three) months of study leave respectively during 2005 and 2006.

c) Duty leave is granted for teacher joining in UGC, national and international seminars and presentation of papers there

d) The college arranges seminars and workshops by renowned persons in different fields like literature, science, general health awareness etc.

e) The college reduces the workload of teachers who are involved in teaching in higher learning institutions like the university, research academy etc. In fact a couple of teachers of our college are associated with such institutes.

f) The college feels proud when any of its faculty becomes member and office bearers of any state,

national and international professional association. However, the Principal himself is the secretary of all Bengal Principals' association. Prof. A. Paul, Deptt. Of Zoology happens to be such a member.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

The needs of faculty development become evident from students' and teachers' feedbacks. More and more contemporary topics are being introduced in the syllabi, specially for science subjects that include geography and economics also. Not only the contents, but also the approaches of teaching and learning have changed. A teacher needs continuous updatation through books and journals. In the library we mainly purchase text books for students because their requirements are our prime concern. Prices of the journals have gone up so that we can't buy these journals or become subscribers of these.

The commerce syllabus has become too complicated. The topics are interdisciplinary. To be frank, teachers of yester- years sometimes find themselves embarrassed and perplexed.

All these necessitate faculty development programmes. The departments initiate the process of organizing such programmes arrange the speakers etc. Date, time, financial burden etc. are discussed subsequently by the Principal with seminar and

workshop subcommittee and senior teachers and ultimately finalized.

The following such programmes were arranged during 2003-07 period inside the college campus

TABLE II- 29

Date	Name of the programme	Eminent speaker(s)	Department
24.10.2004	Seminar on "Bridging the Gap between Classical and Quantum Mechanics"	Prof. S. Sengupta, an eminent theoretical physicist of Int.repute	Physics
19.01.06	Seminar on "We in the Universe"	Prof. P. majumder,RBU	Physics
06.02.07	Seminar on "Theory of Gravitation"	"	"
31.08.07 – 01.09.07	Workshop on "Experimental Physics"	Personalities of eminence from Ind. Ass. Of Phys. Teachers	"
04.12.06	Seminar on "Role of Metal in Human System "	Prof. P.K. Bose	Chemistry
04.12.06	Seminar on "Crystal field Theory"	Soma De , a student	"
06.02.07	Invited talk on "Essential-Nonessential Drugs"	Prof. Dr. T.K. Bhattacharya, NRS Medical College & Hospital	Zoology
11.12.2008	Invited talk on "Genetically Modified Organisms – Virtues or Vicissitude?"	Prof. S. Choudhury, ex-Director of Research, BCKV, Kalyani	Botany

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)

Practical -related science faculties use a little portion of their laboratories for office works of the department. Other than this, except the common staff room, no other space can be provided for use by faculty. There are no separate departmental rooms. However for computer works and reading facilities, separate rooms may be provided. Keys of almirahs of departmental books are also kept in the custody of the departmental teachers.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

Grants received from the government during the period 05-08 under different heads are tabulated below.

TABLE II- 30

Session	Sources	Heads	Amounts(Rs)
05 - 06	Govt.	Pay Packet	1,29,94,707.00
	Govt.	Merit Scholar.	2160.00
	UGC	Build. Grant	2,08,080.00
	UGC	Voc. Grant	60,008.00
06 - 07	Govt.	Pay Packet	1,45,78,777.00
	Govt.	Auditorium	5,00,000.00
	Govt.	Schol. & Stpd	48,180.00
	KU	NSS	43,000.00
07 – 08 (upto Dec.07)	Govt.	Pay Packet	1,09,71,546.00
	Govt.	Schol. & Stpd	54,240.00

6.5.6 What is the quantum of resources mobilized through donations? Give information for the last two years.

Nil

6.5.6 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

Yes

6.5.6 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements)

Budget allocations for 05-06 and 06-07sessions are tabulated below.

TABLE II- 31A

Session	Heads	Allocated Fund (Rs.)
05-06	Tuition fees	1500000
	Institution fees	400000
	Building fees	125000
	Development fees	180000
	Session fees	50000
	Library fees	17000
	Identity Card fees	9500
	Fines	1000
	Sale proceeds	55000
	College Examination fees	35000
	Lab. Fees	7500
	Electricity fees	90000
	Misc Receipts	9000
	Admission fees	120000
	Royalty	15000
	Magazine fees	29000
	Casual fees	13000
	Review fees	15000
	N.S.S Grant	
	Co- op Fund	240000
	Thrift Fund	36500
	Medical Fund	36500
	Ad- hoc Bonus	27000
	Group Insurance	60000
	Income Tax	750000
	Lab. Caution money	65000
	Library Caution money	50000
	Recovery & Festival Adv	184425
	Profession Tax	75500
	Registration fees	95000
	Uni - Exam. Fees	240000
	Pay packet	13000000
	St. Health Home	10000
	Game fees	
	Incentive fees	4000
	Computer fees	5500
	St. Aid fund	9500
	Donation	15000
	Registration forms	3000
	Transfer fees	1000

TABLE II- 31B

Session	Heads		Allocated Fund (Rs.)
06-07	Tuition fees		1950000
	Institution fees		620000
	Building fees		155000
	Development fees		235000
	Session fees		62000
	Library fees		17000
	Identity Card fees		15000
	Fines		500
	Sale proceeds		130000
	College Examination fees		45000
	Lab. Fees		6000
	Electricity fees		110000
	Misc Receipts		20000
	Admission fees		180000
	Royalty		15000
	Magazine fees		35000
	Casual fees		15000
	Review fees		15000
	N.S.S Grant		50000
	Co- op Fund		225000
	Thrift Fund		38000
	Medical Fund		38000
	Ad- hoc Bonus		22000
	Group Insurance		35000
	Income Tax		730000
	Lab. Caution money		80000
	Library Caution money		110000
	Recovery & Festival Adv		218000
	Profession Tax		135000
	Registration fees		105000
	Uni - Exam. Fees		690000
	Pay packet		14000000
	St. Health Home		15000
	Game fees		130000
	Incentive fees		9000
	Computer fees		26000
	St. Aid fund		15000
	CAPITAL GRANT		
	Science Building		1300000
	Aditorium		500000

Actual income-expenditure duration the two sessions are given below.

TABLE II- 32A

2005 - 06			
INCOME		**EXPENDITURE**	
SOURCE	AMOUNT (Rs.)	SOURCE	AMOUNT (Rs.)
Tuition fees	1550630	Part time Remuneration	398496
Institution fees	419155	Guest Lec. Remuneration	424760
Building fees	127410	Travelling Exp.	16690
Development fees	194610	Contingency	35546
Session fees	52206	Games & Sports	17288
Library fees	18200	Stationery & Printing	49010
Identity Card fees	9590	Repairing A/C	40880
Fines	1396	Computer Maintenance	43662
Sale proceeds	57047	Repair of Building	191795
College Examination fees	3732	Students Union	73000
Lab. Fees	7510	Telephone Bill	8615
Electricity fees	89460	Telephone Exp	8516
Misc. Receipts	9510	Lab. Chemical	124514
Admission fees	119540	Book Binding	3403
Royalty	15000	Ceremonials	13524
Magazine fees	29844	Elec. Exp with Generator	33397
Casual fees	13800	Electric Bill	81419
Review fees	16170	Exgratia	23500
N.S.S Grant		Identity Card	
Co- op Fund	242323	News paper A/C	7221
Thrift Fund	36700	Gardening Exp.	14500
Medical Fund	36350	Donation	
Ad- hoc Bonus	27000	Electrical goods	6600
Group Insurance	58949	Games fees (Deposited to K. U)	
Income Tax	765145	Review fees (Deposited to K. U)	96525
Lab. Caution money	64500	Casual fees	14040
Library Caution	49600	Vocational Exp.	20462

SOURCE	AMOUNT	SOURCE	AMOUNT
money			
Recovery & Festival Adv	184425	Reg. Fees (Deposited to K. U)	89025
Profession Tax	75900	College Exam. Exp.	32357
Registration fees	93500	Pay packet	12994707
Univ. - Exam. Fees	236905	Bonus	26000
Pay packet	12937974	Std. Health Home	17360
St. Health Home	11799	Univ. Exam. Fees(Deposited to K. U.)	341166
Game fees		Education excursion	6720
Incentive fees	4020	Equipment	38977
Computer fees	5460	Co-Op Fund	242328
St. Aid fund	9230	Thrift Fund	36700
Donation	19400	Advertisement	4400
Registration forms	3045	Festival Advance	212000
Transfer fees	1545	Books & Journals	9598
Building Grant(UGC)	208080		

TABLE II- 32 B

2006 – 07			
INCOME		**EXPENDITURE**	
SOURCE	AMOUNT (Rs.)	SOURCE	AMOUNT (Rs.)
Tuition fees	1925581	Part time Remuneration	1417065
Institution fees	612350	Guest Lec.Remuneration	468350
Building fees	154242	Travelling Exp.	22110
Development fees	234160	Contingency	56989
Session fees	62378	Games & Sports	10005
Library fees	17940	Stationery & Printing	81387
Identity Card fees	14735	Repairing A/C	42278
Fines	536	Computer Maintenance	10782
Sale proceeds	1350000	Repair of Building	52785
College Examination fees	43375	Students Union	106500
Lab. Fees	5790	Telephone Bill	5034

Electricity fees	112204	Telephone Exp	6949
Misc. Receipts	21290	Lab. Chemical	73373
Admission fees	182385	Book Binding	3770
Royalty	15000	Ceremonials	3266
Magazine fees	36736	Elec. Exp with Generator	49132
Casual fees	14410	Electric Bill	78202
Review fees	14400	Exgratia	11000
N.S.S Grant	56000	Identity Card	13098
Co- op Fund	226710	News paper A/C	4920
Thrift Fund	37750	Gardening Exp.	6035
Medical Fund	37700	Donation	1000
Ad- hoc Bonus	22000	Electrical goods	10850
Group Insurance	34641	Games fees (Deposited to K. U)	41080
Income Tax	728900	Review fees (Deposited to K. U)	12380
Lab. Caution money	82950	Casual fees	26575
Library Caution money	109600	Vocational Exp.	26700
Recovery & Festival Adv	218200	Reg. Fees (Deposited to K. U)	100200
Profession Tax	137570	College Exam. Exp.	15032
Registration fees	103500	Pay packet	14238707
Uni - Exam. Fees	692575	Bonus	22000
Pay packet	14238707		
St. Health Home	15040	Books	5978
Game fees	130325		
Incentive fees	9005		
Computer fees	26090		
St. Aid fund	14740		
CAPITAL GRANT			
Science Building		CAPITAL EXPENDITURE	
Aditorium		Construction of Canteen Building	410498
		Cycle Stand	60102

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

We have not yet received the audited reports of 05-06 & 06-07 sessions. We hope to submit these prior to the Peer team visit.

6.5.6   Has the institution computerized its finance management systems? If yes, give details.

Students' fee collections, staff payments have already been computerized. Best efforts are being taken to computerize all the income expenditure accounts, SC/ST stipend allocations. However much has to be done in this regard.

6.6 Best Practices in Governance and Leadership

6.6.1   What are the significant best practices in Governance and Leadership carried out by the institution?

Some of the best practices in governance and leadership include

(a) all actions taken through individuals' opinion, sub-committees' recommendation and higher body's approval.

(b) Discussion of all grievances in the corresponding cell

(c) Establishment of the medical fund with monthly subscription from teachers which is something new concept in an affiliated college.

(d) Computerization of almost all financial activities

(e) Healthy relation among the teachers and students. And their joint co-operation in all activities

(f) Among 28 existing college teachers of our college, 10 teachers are members of several organizations of the college starting from the executive council to BOS. Evidently this is an example of leadership of the college in framing different administrative and academic decisions of the university.

(g) Of the three inter-district non-government sport competitions held so far, two have been organized by our college

(h) This is one of the very few colleges where arsenic detection in drinking water in and around Chakdaha is carried out free for people of the locality.

Criterion VII : Innovative Practices

7.1 Internal Q

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

The mechanisms are

a. The college encourages teachers who happen to be members of Boards of Studies (BOS) of the University's UG board in different subjects to actively participate in the board meetings which discuss framing of syllabus and questions, pattern of examination etc. The concerned teachers are allowed leave on duty on those days.

b. Convening guardians' meeting at least once a year.

c. Having feedbacks from the recently passed graduate students from the college during different occasions.

d. Having feedbacks from the departmental students.

e. Convening meetings of the sub-committees, teachers' council and non-teaching staff.

f. Arranging interaction with the students' union.

g. Discussing important issues in the Governing Body, if and when necessary

h. Redressal of grievances in the appropriate cell.

i. Encouraging teaching members of the Board of Studies (BOS) to join the Board meetings.

7.1.2   What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

a. In the meetings of the BOS in different subjects, matters regarding framing of syllabus and question, pattern of examination, method of evaluation etc. are usually discussed. College thinks that these are the pillars of academic success of the students as per national and international standards. So the members of the above mentioned boards are allowed leave on duty on those days concerned.

b. Outside the college campus and after the students graduate from the institution and enter new life, guardians' know best of the achievements and drawbacks of education their children acquired. Students frankly discuss the positive and negative sides of the institution with their parents. The guardians expose all these facts in the meetings. They are also requested to suggest ways and means to solve the problems.

Sometimes they suggest opening of new courses (specially job oriented) that will help the job prospect and quality education for the local children. Indeed the subject of geography in UG course was introduced in our college according to their suggestion. Arsenic

detection programme in the college is another outcome of their suggestions.

c. At the time of distribution of final university mark sheets to the graduate students open feedbacks from the students are asked, both in oral and written forms. It is our experience that when a student pursues his/her UG course, he/she feels shaky to disclose the limitations of the institution, specially with respect to the academic qualities. But once he/she graduates, he/she becomes experienced and confident enough to communicate the achievements and the shortcomings of the institution.

d. Feedbacks are asked by the departments from the Hons. students at least once a year. The students assess individual teacher's capability to reach the understanding level of the students, his style of teaching etc. and also the total output of the department. After receiving feed backs, the teachers of the respective department sit together to discuss them. If necessary, they inform the Principal of these regarding finance, additional staff, infrastructure etc.

e. The Principal quite often meets different sub-committees to maintain works in respective sections and then with the TC and Non-teaching staff (NTS). Say, the academic sub-committee evaluates current year's

results in university examinations, admission sub-committee evaluates the general quality of admission and huge demand or decline in admission in particular subject, NCC and NSS units inform of different camps and individual achievements etc. The Principal also summons members associated with health centre, yoga, arsenic detection etc. to evaluate college's services to the locality.

f. The Principal meets the students' union so that they

i. organize seminars, workshops, various types of competitions involving not only college but also local school students.

ii. do not interfere in any activity at the interest of quality education.

iii. pay equal attention to all the students irrespective of caste and creed.

iv. do not make any gender discrimination.

v. involve all eligible students in academic, social and cultural activities.

vi. keep the college campus clean and calm.

vii. maintain the admission process transparent and norm-active.

g. Obviously, when some major steps are taken like introduction of a subject in UG course in the college, infrastructural development, issues which require

university and government concurrence, the Principal places it in the GB meeting.

h. Any student, teacher, non-teaching employee and even the guardian may inform the authority of any college-related grievances on any working day during college hours just by dropping a letter of complaint in the complaint boxes.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

Final feedbacks from the fresh graduate students from the college, feedbacks by the alumni during general reunion and also during departmental reunions help the college to identify its strengths and weaknesses in academic field. Say, a few years back a college ex-student pursuing PG course in Physics, in a reunion, pointed out of a particular topic which the students don't learn in UG classes but very much essential from the very first year of PG. Since then that has been made up. Even the present students sometimes suggest to skip some easy topics, due to time and staff shortage, and to concentrate more on difficult but very useful topics.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

Initiatives taken to promote best practices and to ensure internalization are

a. Final feedback reports from the graduating students are kept in the custody of the Principal. A summary of the reports is also formed and preserved for future courses of actions.

b. All the Hons. teaching departments are requested to keep feedback reports of the present departmental students, discuss among themselves, sort out any problem and seek the help of the Principal, if necessary.

c. Sub-committees are requested to keep the records of all the meetings.

d. Reports of guardians' meeting is kept with the Principal himself.

e. The NCC & NSS units, seminar and workshop sub-committee, cultural sub-committee etc. are requested to keep documentary evidences of the programmes.

f. Reports from the students' health home unit are also preserved by the corresponding sub-committee.

7.1.5 In which way has the institution added value to the quality enhancement of students?

Quality enhancement of students does not imply imparting quality subject education only. He/She must serve the society and the country he belongs to with good health and spirit. Cleanliness of our college is an exemplary feature. No walling, no postering inside the college campus is something new in the present day

scenario. The agreement made in 1972 in this regard between the administration and students' union is being maintained over the last 35 years.

The practice of yoga by the students is another interesting aspect. These awake not only spiritual values but human values too. It teaches one self-respect, respect to the elders, simple living with high thinking, avoiding self-exhibitionism etc.

7.2 Inclusive practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

a) Socially-backward

b) Economically-weaker and

c) Differently-abled

   a. According to norm, about 28% of the available seats in each section and subject are reserved for SC/ST candidates during admission . Separate panels are formed for them.

   Application forms for SC/ST grant are properly collected, distributed, processed and usually submitted properly.

   A hostel is there exclusively for SC/ST candidates.

   b. For economically weaker students, provided they can present evidence , tuition fees are waived for a couple

of months. The students' union and a teachers' benevolent fund help them in distress.

c. There is a quota of about 1% for the physically handicapped students during admission.

Extra care is taken so that all the eligible students from all the three sections can take part in all the college activities.

7.2.1 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?

a) teaching

b) non-teaching

All the recruitment processes are done according to government rule.

a. Of the existing 28 full time filled – up posts of teachers only 2 belong to SC category. But for the existing 7 vacant teaching posts, all the posts are to be filled up by SC/ST/PH candidates (according to government order).

b. Of the 27 non-teaching posts now filled up, 4 belong to SC./ST category. The vacant posts are to be filled up according to government rule.

7.2.2 What special efforts are made to achieve gender balance amongst students and staff?

So far as appointment of teachers is concerned, we are helpless because the college has to accept candidates sent by the Service Commission for recruitment. However of the total existing full-time teachers, 25% are female teachers.

Student admission is also done purely on merit basis. However 50.7% of the present college students are women.

In all the committees care is taken so that at least one member is female.

Both NCC and NSS have one female unit. To be particular, percentage of female students of the total numbers in both these two sections are 50 approximately..

In yoga we plan to introduce a female section.

7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/students? Give details.

The following table clearly depicts admission during the year 2007, appearance and success reports separately for male and female students in Part-I (New pattern) Examination, 2007.

TABLE II- 33

No. of students admitted				No. of student appeared				No. of students passed			
M	% of total	F	% of total	M	% of w.r.t. appd.	F	% w.r.t. appd	M	% w.r.t. appd.	F	% w.r.t. appd
629	51.7	587	48.7	573	52.4	521	47.6	352	61.4	499	95.8

It is evident from the table that with respect to the appearance in Part-I (New pattern) Examination, 2007 result, about 96% of the

female students succeeded while only 61.4% of male students passed.

Unfortunately we have not been able to introduce any gender-wise sensiting course.

7.2.4 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

The steps taken for the development of rural/tribal students are

a. providing free students' hostel facility.

b. reservation for tribal students during admission.

c. pursuing for scholarships and grant.

d. extra facility by waiving some tuition fees

e. encouraging them to take part in all college activities

Tutorial classes for under-privileged students are being planned and pursued.

7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

On the basis of final UG records of 05-06 and 06-07 sessions it is clear that

a. there has been an increase of 146% of SC students appeared in the final UG examination.

b. there has been an increase of 300% of ST students appeared in the final UG examination.

c. in comparison to 2006, in 2007 success rate (as per final result) has increased from 81% to 92%.

d. according to 2007 results, percentage of success of SC and ST students are 92% and 100% respectively.

All these records suggest that more and more students from disadvantaged sections are graduating from the college and their rate of success is also increasing.

7.2.6 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

The initiatives taken are

(i) organizing seminars by the college and students' union on recent national and international issues.

(ii) organizing various competitions involving college and local school students.

(iii) observation of important days like republic, independence, Netaji's birth etc with overwhelming support from the staff and students.

(iv) blood donation camp organized by students union every year.

(v) various NCC and NSS camps and programmes inside the college campus and outside.

(vi) national integration camp in the college and outside

by sending troops from the college for such

activities.

During many college functions local school students and

people are invited to participate. These help in

i. building mutual relation and interaction.

ii. creating social and national awareness.

Some social and even spiritual organizations are allowed to

hold workshops and conferences inside the college campus where

all employees and students may join and interact with them.

7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning,

implementation and evaluation of the academic programmes?

During guardians' and Alumni subcommittee meetings and

through grievance redressal cell, the stakeholders are involved in

planning, implementation and evaluation of all college

administrative and academic activities

Actually the college computer center approved by DOEACC

– AICTE was introduced in the year 1994 according to the appeal

made by the local people. That was the time when computer

education was not very popular and also not financially affordable

at a remote place like Chakdaha.

We are thinking seriously to introduce two new courses,

according to the stakeholders' suggestions. These are

1. communicative English

2. job-oriented training programmes

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

There is no use of denying the fact that more than 95% of the students come to the college to have a respectable career and job. With a few college campassing experience, we have found that our students lack the power of speaking English fluently. Once we introduce the programme of communicative English learning, definitely it will encourage a lot of students. This is also true for job-oriented training courses.

The college is planning to introduce computer awareness programme for all college students.

Working hour of the central library has been extended. Also departmental libraries have been set up for advanced and interested students.

All these, we believe, will create an atmosphere of good learning.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

The key factors are

(a) admission of best quality students not only of the same district but also the neighbouring districts.

(b) transparent admission procedure.

(c) consistent excellent result of the institution.

(d) long history of easy access of the graduate students of the institution to higher learning institutes.

(e) calm and quiet environment of the college.

(f) healthy relation among the staffers and students.

(g) healthy relation among the students irrespective of caste and creed, social and economic status, gender etc.

(h) various cultural activities all round the year.

(i) cleanliness of the college campus.

(j) free medical facilities available for all the students.

(k) useful counselling by the staff.

(l) social activities by NCC and NSS sections in and around Chakdaha.

(m) huge concession of tuition fees for meritorious-cum-needy students.

(n) conduction of regular class tests.

(o) sufficient number of classes.

(p) strict adherence to the law and order situation in the college.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?

The college seeks suggestions from all cross-sections in various forms regarding development of the college. They may suggest anything for the horizontal and collateral progress of the college through guardians' meetings, grievance redressal cell etc.

People in and around Chakdaha are requested to collect water samples from different localities and have them tested for possible arsenic pollution at the college centre.

The college appeals to the people of Chakdaha to contribute generously to the welfare of the college that includes extension of college area, structural development, funding for scholarships etc.

Local social organizations are allowed to use college campus for seminars and workshops that may help the college in any way. Even the spiritual organizations are welcome if they do and preach something for the quality development of the college related members.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

At Chakdaha, a large number of school and college students come from economically weaker sections. Most of the students can't afford the consultation and medical bills of general doctor, not to speak of expert physicians'. Anticipating this the college approached the students' Health Home to set up a unit at Chakdaha College with the college's infrastructural assistance. After the unit

was set up in 2006 and started operation three days a week, a large number of school and college students are thronging there.

Due to excessive mental and physical stress, a large number of students now-a-days suffer from depression. This is a well-known fact. To be precise, a meritorious student of our college committed suicide under depression a couple of years ago. Now and then we hear of these incidents at this locality also. Setting up of the 'yoga' unit is a humble step to build the physical and mental strength of the students (and also of the college faculty members).

A few years back, we learnt during admission that a good number of students were opting for admission in other colleges. Detailed discussion revealed that it was due to the fact that with good job potential in schools, students were going to other colleges to take geography as Hons. and subsidiary subject. At that time our college had no UG course in geography. We immediately introduced the subject in UG course. Now we are planning to introduce Hons. course in that subject.

For last few years we are observing that a large number of students are leaving the college premises during college hours. We are informed (unofficially) that they are taking private tuition. In most of the cases, this occurs due to shortage of teachers and sufficient infrastructure. We are trying to introduce tutorial classes for those subjects with additional teachers.

To cater the public appeal and optimize the use of the existing infrastructure we are planning to introduce some job-oriented training courses.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

To promote social responsibilities we

(a) encourage students of both sexes to join the NCC and NSS units of the college

(b) organize seminars and workshops either in contemporary social problems or subjects of traditional academic interest.

(c) we are planning to revive a UGC sponsored seminar on rural development (which lapsed due to some technical reasons) once the UGC approves.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

Other than the social activities by NCC and NSS units, in 2007, we organized a free medical camp with specialized doctors in ophthalmology, ENT, medicine etc. inside the college campus for the local poor people. There was quite a good response from the local people.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The institution supports the neighbouring community with

(a) arsenic detection programme with help of the department of Chemistry.

(b) free blood group detection by the college unit of Paschim Banga Vigyan Mancha unit.

(c) various camps and programmes organized by NSS and NCC units.

(d) blood donation camps organized by students'union every year.

(e) three-day weekly free medical check-up facility with free medicine at the students' health home unit for all schools and college students.

(f) computer learning facility at affordable cost.

(g) UG and PG courses for employed but interested candidates and also student who do not qualify to study under regular courses at NSOU, Chakdaha College Centre.

(h) Giving shelter to the people affected during natural disasters like flood, excessive rain etc.

(i) Allowing social welfare organizations to organize seminars and workshops during holidays.

Community needs are identified through

1. guardians' meetings

2. letters in grievance redressal cell

3. feedbacks from the students.

We try to arrange the needs according to preference. We feel a lot has to be done in fields like spreading of literacy, helping people inhabiting low lands beside the Ganges, supporting public health etc. But all these involve money and man-power. Due to shortage of adequate teaching and office staff already we have to bear an additional financial burden of more thanRs. 6,00,000.00 per anum from our college resources. In localities like Chakdaha it is very difficult to generate resources in forms other than increasing tuition fees. But remembering the economic structure of the local society, it is inhuman to increase the fees beyond certain limit. It is to be pointed out that even under all these circumstances about 5% of the total tuition fees to be collected is waived every year for the poor-cum-meritorious students.

7.3.9 How do the faculty and students contribute in these activities?

In almost all the activities, helps from all the faculty members and students are required. To speak broadly, chemistry and biology (Zoology and botany) teachers render their fullest cooperation in arsenic and blood group detections programmes.

Students are directly helping through

(a) blood donation camp.

(b) organizing seminars that include the local people and students.

(c) organizing various competitions among students of the locality

(d) awareness programmes organized by NCC, NSS and Paschim banga Vigyan Mancha units and also the college.

(e) support an orphanage.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

Students' satisfaction is decided through

1. feedbacks to department and the Principal

2. feedbacks from the guardians during interaction with them

3. records of students' future careers and placements

4. feedbacks from the alumni during reunions

However, some of the above procedures have been modified. When we first introduced the idea of feedback from the students in written form with their identity, they were obviously very reluctant to address their grievances. Now they do not need to disclose their identities. So they can openly express their opinions.

Members of the alumni are requested to suggest constructively on the scope of academic and administrative improvements and also to point out any shortcomings, whatsoever.

7.3.11 How do you build relationships?

➢ to attract and retain students

➢ to enhance students performance and

➢ to meet their expectations of learning

Over the years the students are attracted towards the institution through

(a) Calm and quiet atmosphere of the college remote from all kinds of pollution.

(b) Non-interference of politics in day-to-day college functions.

(c) Non-hindrance to college academy by students' union.

(d) Excellent result in all subjects and streams.

(e) Regular classes, counselling, tests and feedbacks.

(f) Maintaining equal status for students of both sexes

(g) Year – round social and cultural activities.

(h) Very large collection of books in college library.

(i) Sufficient number of equipments and articles in the laboratories.

(j) Cleanliness of the campus.

(k) Growing number of campussing facilities.

(l) NCC,NSS, Yoga facilities.

(m) Financial aid to poor – cum meritorious students.

Students' performance is enhanced through

(a) sufficient number of classes.

(b) Supplying notes on topics that the students either don't find or find difficult to grasp from the standard books.

(c) Reading facilities in the library.

(d) Regular assessment of students through class tests, feedbacks etc.

(e) Arranging exposures in different social, cultural, sports etc activities at the University and state levels.

(f) Allocating funds to talented students.

Students' expectation of learning is met through

(a) open counselling by the teachers regarding job, career, mental health etc.

(b) their exposure to lecturers by eminent personalities in college seminars.

(c) their active participation in social ,cultural and sports activities.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

The complaint management is done primarily by the grievance redressal cell sub- committee.

Three complaint boxes are placed at three prime locations of the college. Any student, staffer and also the guardians are free to drop in any complaint regarding college affairs without disclosing his/her identity.

The boxes are usually opened once in a month in a meeting of the concerned sub- committee in presence of the Principal. According to the gravity of the complaints, they are arranged serially and discussed by the committee in presence of the Principal. Usually two types of complaints are there – academic and administrative.

For general academic problems, the TCS is informed. He/ She is requested to convene a meeting at the earliest to sort out the problem. Sometimes a staff-member is summoned either before the committee or the Principal to verify and solve the problem.

In case of administrative complaints, the Principal summons the person or the group of persons concerned and take appropriate steps.

In spite of all these, a lot of complaints remain unaddressed for days and months. Because their solutions involve either

(a) huge finance for which the finance committee, bursar and the GB should be consulted with, college resource funds are to be assessed, annual budget to be framed etc.

(b) before execution, proper official procedures are to be maintained that requires lot of time.

(c) Concurrence and approval from government and local municipality which is also time- consuming.

A Portion of Library

Inauguration of an NSS Programme

Free Medical Camp

Observation of Bengali Recitation

Int. 'Matribhasa' Diwas

Medals to Winners in Annual Sports

College Computer Centre

Inauguration of Arsenic Detection Unit by the VC, KU

New Office of NSOU College Centre

Students' Health Centre

Students' Blood Donation Camp

Health Awareness Program By PSWA

Workshop on Experimental Physics

Departmental Profiles

		Responses	
1.	Name of the Department	**BENGALI**	
2.	Year of Establishment (Hons. / Gen)	1991/1972	
3.	Number of Teachers sanctioned and present position (Full Time only)	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers (Full Time + PartTime +Guest) Students	03 +04 +00 780	
7.	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	1:6	
8.	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:180.	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2001	
11.	Number of students passed NET/SLET etc. (last two years)	02	
12.	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	97% /	
13.	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	Nil	
14.	Publications by faculty (last 5 years)	03	
15.	Awards and recognition received by faculty (last five years)	01; PhD	
16.	Faculty who have Attended National and International Seminars (last five years)	09	00
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	Number of Ongoing projects and its total outlay	N.A.	N.A.
20.	Research projects completed during last two & its total outlay	N.A.	N.A.
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	03	
25.	Number of Computers	Nil	
26.	Annual Budget	N.A.	

		Responses	
1.	Name of the Department	**ENGLISH**	
2.	Year of Establishment (Hons. / Gen)	1995/1972	
3.	Number of Teachers sanctioned and present position (Full Time only)	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers (Full Time + PartTime +Guest) Students	03 +00 +02 190	
7.	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	1:8	
8.	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:52	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2001	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	81% /	
13.	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	01	
14.	Publications by faculty (last 5 years)	04	
15.	Awards and recognition received by faculty (last five years)	01: Ph D	
16.	Faculty who have Attended National and International Seminars (last five years)	02	Nil
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	Number of Ongoing projects and its total outlay	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	01 (annual)	
25.	Number of Computers	Nil	
26.	Annual Budget	N.A.	

		Responses	
1	Name of the Department	**SANSKRIT**	
2	Year of Establishment (Hons. / Gen)	2007/ 1972	
3	Number of Teachers sanctioned and present position (Full Time only)	02	01
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + PartTime +Guest) Students	01 +00 +01 241	
7	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	1 : 8	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1 : 173	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2005	
11	Number of students passed NET/SLET etc. (last two years)	None	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	_	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	_	
14	Publications by faculty (last 5 years)	_	
15	Awards and recognition received by faculty (last five years)	_	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	30	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**ECONOMICS**	
2	Year of Establishment (Hons. / Gen)	1995/1972	
3	Number of Teachers sanctioned and present position (Full Time only)	04	02
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + PartTime +Guest) Students	02 + 01 +02 238	
7	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	25 : 16	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1 : 80	
9	Number of research scholars who had their master's degree from other institutions	NA	
10	The year when the curriculum was revised last	2004- 05	
11	Number of students passed NET/SLET etc. (last two years)	01	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	100 %	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	01	
14	Publications by faculty (last 5 years)	O3	
15	Awards and recognition received by faculty (last five years)	Ph. D. – 01	
16	Faculty who have Attended National and International Seminars (last five years)	02	00
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	30	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**POL. SCIENCE**	
2	Year of Establishment (Hons. / Gen)	1980/1972	
3	Number of Teachers sanctioned and present position (Full Time only)	04	03
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + Part Time +Guest) Students	03 +01 +03 1400	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1 : 2	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1 : 325	
9	Number of research scholars who had their master's degree from other institutions	NA	
10	The year when the curriculum was revised last	2003	
11	Number of students passed NET/SLET etc. (last two years)	01	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	91 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	00	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**HISTORY**	
2	Year of Establishment (Hons. / Gen)	1984/1975	
3	Number of Teachers sanctioned and present position (Full Time only)	02	02
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + PartTime +Guest) Students	02 +02 +03 719	
7	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	1:3	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:150	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2003	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	98 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	01	
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals	01	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	PHILOSOPHY	
2	Year of Establishment (Hons. / Gen)	/1972	
3	Number of Teachers sanctioned and present position (Full Time only)	02	00
4	Number of Administrative Staff	00	
5	Number of Technical Staff	00	
6	Number of Teachers (Full Time + PartTime +Guest) Students	00 + 00 + 01	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)		
8	Ratio of Teachers to Students (3 Part time/ Guest $\equiv$ 1 Full Time Teacher)	1:933	
9	Number of research scholars who had their master's degree from other institutions	NA	
10	The year when the curriculum was revised last	2003	
11	Number of students passed NET/SLET etc. (last two years)	NA	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)		
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	NA	
14	Publications by faculty (last 5 years)	NA	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any		
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**COMMERCE**	
2	Year of Establishment (Hons. / Gen)	1981/1972	
3	Number of Teachers sanctioned and present position (Full Time only)	04	03
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + PartTime +Guest) Students	03 + 02 +00 290	
7	Demand Ratio (No. of seats : No. of applications) (As per 2007 – 08 Adm.)	1 : 1.5	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1 : 77	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2004 – 05	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	79 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	06	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	40	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**PHYSICS**	
2	Year of Establishment (Hons./Gen)	1997/1981	
3	Number of Teachers sanctioned and present position (Full Time only)	03	03
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	02	
6	Number of Teachers (Full Time + Part Time +Guest) Students	O3 +00 + 01 170	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1 : 7.4	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1 : 52	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2005 – 06	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	88 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	Nil	
14	Publications by faculty (last 5 years)	05	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	07	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	80	
24	Number of Journals/Periodicals	01	
25	Number of Computers	02	
26	Annual Budget		

		Responses	
1	Name of the Department	**CHEMISTRY**	
2	Year of Establishment (Hons./Gen)	1997/1981	
3	Number of Teachers sanctioned and present position (Full Time only)	03	03
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	02	
6	Number of Teachers (Full Time + Part Time +Guest) Students	03 +00 + 04 240	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1 :17	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1: 55	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2005	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	92.3 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	O5	
14	Publications by faculty (last 5 years)	02	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	11	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	03	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	16	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**MATHEMATICS**	
2	Year of Establishment (Hons. / Gen)	2000/1981	
3	Number of Teachers sanctioned and present position (Full Time only)	02	02
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers (Full Time + Part Time +Guest) Students	02 +00 +05 318	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1:11	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	87	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2005	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	88 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	01	
14	Publications by faculty (last 5 years)	06	
15	Awards and recognition received by faculty (last five years)	Guided a student for Ph.D. degree	
16	Faculty who have Attended National and International Seminars (last five years)	03	03
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	01	Nil
19	Number of Ongoing projects and its total outlay	01	Rs.70,00 0.00
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	04	
23	Number of Books in the Departmental Library, if any	30	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**ZOOLOGY**	
2	Year of Establishment (Hons./Gen)	2000/1993	
3	Number of Teachers sanctioned and present position (Full Time only)	02	02
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	02	
6	Number of Teachers (Full Time + Part Time +Guest) Students	02 +00 +05 80	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1:10	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:25	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2005	
11	Number of students passed NET/SLET etc. (last two years)	01	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)	100 % /	
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	01	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	00	03
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	25	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**BOTANY**	
2	Year of Establishment (Hons./Gen)	2007 / I993	
3	Number of Teachers sanctioned and present position (Full Time only)	O1	01
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	02	
6	Number of Teachers (Full Time + Part Time +Guest) Students	01 +00 + 01 80	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1 : 5	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:60	
9	Number of research scholars who had their master's degree from other institutions	NA	
10	The year when the curriculum was revised last		
11	Number of students passed NET/SLET etc. (last two years)	NA	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)		
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	NA	
14	Publications by faculty (last 5 years)	04	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	09	00
17	Number of National and International seminars organized (Last five years)	00	00
18	Number of teachers engaged in consultancy and the revenue generated	01	00
19	Number of Ongoing projects and its total outlay	00	00
20	Research projects completed during last two & its total outlay	00	00
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any	30	
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
1	Name of the Department	**STATISTICS**	
2	Year of Establishment (Hons./Gen)	/ 1997	
3	Number of Teachers sanctioned and present position (Full Time only)	00	00
4	Number of Administrative Staff	00	
5	Number of Technical Staff	00	
6	Number of Teachers (Full Time + Part Time +Guest) Students	00+00+01 24	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)		
8	Ratio of Teachers to Students (3 Part time/ Guest $\equiv$ 1 Full Time Teacher)	1 : 72	
9	Number of research scholars who had their master's degree from other institutions	00	
10	The year when the curriculum was revised last		
11	Number of students passed NET/SLET etc. (last two years)	NA	
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)		
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	NA	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any		
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

		Responses	
		GEOGRAPHY	
1	Name of the Department		
2	Year of Establishment (Hons./Gen)	/1997	
3	Number of Teachers sanctioned and present position (Full Time only)	00	00
4	Number of Administrative Staff	00	
5	Number of Technical Staff	00	
6	Number of Teachers (Full Time + Part Time +Guest) Students	00 + 00 + 02	
7	Demand Ratio (No. of seats: No. of applications) (As per 2007 – 08 Adm.)	1:4	
8	Ratio of Teachers to Students (3 Part time/ Guest ≡ 1 Full Time Teacher)	1:100	
9	Number of research scholars who had their master's degree from other institutions	NA	
10	The year when the curriculum was revised last		
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?) (as per final '07 result)		
13	University Distinction/ Ranks (within first three in Hons. during '03 – '06)	NA	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last five years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	Nil	Nil
17	Number of National and International seminars organized (Last five years)	Nil	Nil
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of Ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two & its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of Ph. D theses guided during the last two years	Nil	
23	Number of Books in the Departmental Library, if any		
24	Number of Journals/Periodicals	Nil	
25	Number of Computers	Nil	
26	Annual Budget		

A Brief Report of The college's Staff Cooperative

1. **Date of Launch** : 26. 12. 1979 (Regn. No. 461)

2. **No. of Members** : 58

3. **Eligibility of Membership** : A permanent employee of the college

4. **Loans sanctioned so far** :

Year	No. of loans sanctioned	Amount(Rs)
Upto 2005	79	21,68,000.00
2006	10	3,13,000.00
2007	07	2 ,25,000.00

5. **Present Fund position**:

    i. cash in hand / Bank : Rs.2396 .00 /Rs.8302 .00

    ii. loan amount : Rs.7,28,668.00

    iii. debit from Bank : Rs.80,000. 00

6. **Maximum amount of loan permissible to an employee**: 15 times his / her basic salary

7. **Rate of interest to be paid by the borrower**: 1 % above the interest paid by the Bank. At present it is 12. 75 %

8. **Administration**: It is run by a body elected or selected by and amongst the members. It has a President, Secretary, Treasurer and some members.

A Brief Report of the College Staff Medical Fund

1. **Date of Launch**   : Sept. 1996

2. **No. of Members**   : 57

3. **Eligibility of Membership** : Any permanent employee of the

   college

4. **Loan sanction so far** :

Year	No. of loan sanction	Amount (Rs.)
Upto 2005	27	3,92,500.00
2006	06	1,15,000.00
2007	03	30,000.00

5. **Present Fund Position** :
   - i. Cash in hand / Bank   : Rs.1,41,051.50
   - ii. Cash certificate purchased   : Rs.2,22,300.00
   - iii. Loan amount including due interest : Rs. 1,07,582.00

6. **Maximum amount of loan permissible** : depends on fund
   position. However, maximum amount of Rs.50,000.00 has already
   been sanction.

7. **Rate of interest to be paid by the borrower** : at present 5% for
   members and 10% for staff members' closed relatives.

8. **Administration** : run by the College Kormachari Sastha Suraksha
   Society formed by and amongst the members.

Declaration by the Head of the Institution

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with
seal:

Place:
Date:

MASTER PLAN 2008-2018
CHAKDAHA COLLEGE
1972-2008-2018

Growth period – 1972 – 2008 : A Brief Survey

1.   GENESIS & CURRICULUM : 1972 - 2008

   Chakdaha College established in **1972**, with the earnest initiative of **Sri Haridas Mitra**, the Deputy Speaker of West Bengal Assembly,   **Dr. Kanak Moitra** presently Chairman, Chakdaha Municipality, well wishers and benevolent citizens of the locality, caters not only students of Chakdaha Township but also a vast hinterland of Nadia and surrounding districts. Today long queue of admission seekers at the onset of each new academic session are a pointer to the popularity of the college among students and guardians.

   The college started a humble beginning on **21 November, 1972** with **76 students** after obtaining affiliation from **Kalyani University** to start **Pre-University** course in **Arts** and **Commerce** streams in morning section and later Commerce only in evening section. The classes were held temporarily in **Ramlal Academy**, a neighbouring school, with **Sri Kanak Moitra** as **Teacher-in-Charge** and eight part time lecturers. However, the Chakdaha Municipality handed over **3.19** acres of land to the College over which the foundation stone of a permanent building was laid in **March 1974**. On **1st April 1975, Sri Siddharta Sankar Ray**, the then Chief Minister of West Bengal inaugurated the first permanent building of the college. Since then, **Chakdaha College**

continued its long stride of growth in curriculum and building activities.

Today, **Chakdaha College** is proud to provide courses for **Bachelor of Arts, Science, and Commerce** in **General** and **Honours** subjects with compulsory English for all streams. The **Arts stream** provides both **General** and **Honours** courses in **Bengali, English, Economics, History, Political Science, Sanskrit** and only **Philosophy, Geography** as General courses. The **Science stream** provides both **General** and **Honous** courses for **Botany, Chemistry, Mathematics, Physics, Zoology** and only **Statistics, Physical Science, Biological Science** are provided for Science General syllabus, with combinations of other science subjects. In **Commerce stream, Accountancy** is provided for both General and Honours Courses. Classes are held in several faculty buildings as Arts, Science and Commerce blocks with separate building blocks for Administrative Office, Library Students Health Centre and students Amenity building. Also, several temporary sheds are provided as parking stands for cylces of students coming from not too far a distance.

Besides the general stream of education, Chakdaha College has been a study centre under **Netaji Subash Open University (NSOU)** since **1998**, for college dropouts, unsuccessful candidates at University examinations and students who can not afford to attend traditional courses on regular basis. The courses offered for **Bachelor Degree Programme (BDP)** are **Bengali, English, History, Political Science, Economics, Sociology** and **English Communication, Geography** in Arts Stream for students having minimum qualification of Higher Secondary in any discipline.

Also, **Physics, Chemistry, Mathematics, Zoology** are provided for students in Science stream only having minimum qualification of Higher Secondary in Science. Till December 2006 students enrolled in Arts and Science streams are **1298**.

For graduates (BA, B.Sc., B.Com.), Bachelor in Library Information Science is also provided in the **NSOU** as mentioned previously having enrolment of 25 students till December-2006. Moreover, **Certificate in Human Rights (CHR), Master of Social Works (MSW), Postgraduate Diploma in Journalism and Mass Communication (PGDMC), Master in Library Information Science (MLIS)** are also provided at the study centre of **NSOU. Postgraduate registration** only is also available in this study centre for Bengali, English, Political Science, Public Administration, Mathematics and Library Information Science for graduate students.

The **Institute of Computer Engineers (India)** in collaboration with the college established the **Chakdaha College Computer Centre** for computer education of college students at minimal expense and accredited by the **Department on Information Technology** and recognized by DOEACC-AICTE. Considering the need of local youths, non-collegiate students are also allowed to join this Computer Centre. Till date about **750 students** have completed courses from this centre.

Apart from academic activities **Chakdaha College** gives special attention to social service through **NSS** programmes. These programmes are regularly held as per University guidelines and NSS camps. Moreover, the college has **two NCC sub-units** separately for boys and girls having enrolment of **160** and **70** students respectively. New courses and student beneficial activities which are in demand with the present trend of education, will be initiated in the near future for which all efforts will be taken as a continuous process.

2. BUILDING (1972-2007) :

As already mentioned, **Chakdaha College** started with a permanent building on a land of its own from **1975**. This building, constructed along the northern boundary of the campus was completed as a two storey building with **seven class-rooms** of 100 student capacity each and a **lecture theatre** on the first floor. Ancillary rooms with toilet etc. were constructed later and the total **built-up area** in two floors are approximately **1299.4 sq.m (13, 981 sq.ft.**). This building was later designated as the **Arts Faculty Building, FB-I**, accommodating Teacher's room and Women's Common room.

On the eastern boundary of the campus along the access road to the college, another three storey building having a total **built-up area** of **1410 sq.m. (15,171 sq.ft)** was erected as the **Science Faculty Building, FB-II**. This building comprises of several large rooms in ground, first and second floor which are mainly used as **laboratory-cum-classroom** for Chemistry, Physics, Botany and Zoology department. The Geography laboratory, and the Computer Centre is also located in this building. Since the space required for such laboratory and classrooms are not sufficient, an annexe one-storey building was recently constructed as **Science Faculty Building Annexe, FB-III**. Three classrooms have been provided in this building within a **built-up area** of **202.5 sq.m (2179 sq.ft.**).

Creating a **courtyard** at the centre of the college campus the **Commerce Faculty Building FB-IV** was constructed as a three storey building on the western side. This building with a total **built-up area** of **817 sq.m. (8790 sq.ft.**) consists of four large classrooms in ground and first floor and a large seminar hall on

the second floor. The open space surrounded by the four faculty buildings is utilized as a **playground** having regular activities of sports and parade.

Having provided faculty buildings, the college felt the need of constructing separate buildings for **Library** and **Administrative office**. Two numbers three storey buildings were constructed separately on the vacant land along the northern boundary as **Library Building, LB** and **Administrative Building, AB**. However, the ground floor of the Administrative Building being used as the college office, the first and second floor has been allotted to the **Netaji Subhas Open University.** The total built-up area of the library Buildings is **426.0 sq.m. (4584 sq.ft**) and the Administrative Building is **524.7 sq. on (5,646 sq.m)**.

For student Amenities, a separate one storey building was constructed on the rear-side of the Commerce Faculty Building. This building having a total **built-up area** of **137.5 sq.m (1480 sq.ft.)** is earmarked as **SA-I**. A **Student Health Centre** is also accommodated in a small one storey building on the rear side the **Administrative Building (AB)**. Moreover, a **Hostel** building was also constructed as a two-storey building having a total **built-up area** of **222.8 sq.m** (2397 sq.ft.). However, this building is presently used for NCC and NSS activities.

Chakdaha College, having provided as much building activities as possible, is also continuing with the process. An **auditorium** with full fledged facilities has been planned to be constructed. Construction has already started, but due to shortage of fund this auditorium could not be completed. The

college expects to complete the auditorium as and when funds are available.

3. MASTER PLAN : 2008-2018

In view of the proposed growth of **Curriculum** and **Faculty** a **MASTER PLAN** was necessary to continue the planned and phase-wise building construction. The availability of land being limited, a **planned** and **phase-wise development** is necessary to avoid haphazard growth. The building construction work of the college could be taken up departmentally or entrusted to Government agencies. However, the college should be clear in their requirements to submit to various authorities **plans and estimates** to obtain grants and approval for building construction and equipments. A guideline for a **Basic Development Plan** shall be the object of this **MASTER PLAN**. It is not necessary to follow this guideline in strict manner but must be treated as an eye-opener to visualize the prospects of growth. Hence this **MASTER PLAN** is prepared for the next decade however modest it might be.

The basic concept of the **MASTER PLAN** shall be to provide space for separate departments for various subjects in **Arts, Science** and **Commerce**. However, it is observed that due to certain policies, interest in commerce is gradually diminishing. On the other hand demand for various **Vocational Courses** are increasing day by day. These courses shall be **add-on courses** which will enable the students to complete the vocational course along with the general stream of education. Hence **classrooms** for coaching, **workshops** and **laboratories** must be provided for

these **add-on courses**. The **Commerce Faculty building, FB-IV** may be used for the purpose after remodeling the same. Since the second-floor of this building **FB-IV** is covered with temporary corrugated roof sheeting, **permanent RCC roof** should be done and the classrooms to be re-organised for the purpose. If required an additional four storied building with RCC frame structure may be provided as an annexure to the Commerce Faculty Building, FB-IV. The vocational courses as envisaged shall be **Computer Science, Communicative English, Journalism, Biotechnology, Tourism Management, Retail Management**. The college will make subsequent study to find out the demand for various courses that may be suitable to students as vocational programme for add-on courses. Thus students will not feel to be thrown into the dark after graduation, since they will be equipped to take up the profession as individual entrepreneur.

The **existing Science Faculty Building, FB-II** being on load bearing wall, has no scope for further vertical expansion. But the adjacent Science Faculty Building Annexe, FB-III being a RCC framed construction, there is ample scope for vertical expansion. It is proposed to complete this building as a four storied construction with bridge connection with main Science Faculty Building FB-II. Further the space should be allocated to each department for Botany, Chemistry, Physics, Mathematics and Statistics, Zoology, Micro-Biology, Geography with sufficient space for various laboratories for each subject, museum, teachers room for separate department with reference library.

The **Arts Faculty Building, FB-I** being a two-storey building will have the scope to extend to another floor. This will provide

additional space to provide separate departments for various subjects with teachers room and reference library for teachers. New subjects like **Sociology, Environmental Science** may be accommodated. However, this building will also require remodeling and reorganization to provide space for various departments and classrooms.

The Library Building being a separate block shall have to be rejuvenated with hi-tech facilities. This includes the '**Information in Library Network**' (Inflibnet) and **Network Resource Centre** (NRC). The entire cataloging system of the library shall be computerised and the students will be capable to locate the required book from the computer. Moreover this cataloging shall be interconnected with other departmental reference Library. A **Conference Room** shall also be provided on the upper floor for various meetings and discourses.

The **Administrative Building**, also being a separate building, has no scope to expand upwards. The upper floor roof being temporary corrugated sheeting, must be reconstructed with permanent RCC roofing. However, Netaji Subhas Open University, being allocated two floors of this building, must be relocated to a separate building of its own. Hence, the space available in the **Administrative Building** must be re-organised to establish a good meeting room, office with separate Cash section, Accounts section, Receive and dispatch section, Admission and Registration Section. The Principal's room being located in Ground Floor in a make-shift temporary cabin must be located in a larger room in the ground floor with proper interior decoration.

Besides above, space must also be provided for NCC and NSS activities, Women's Common Room with Toilet, sufficient parking space for cycle stand and Alumni association room. A separate **Students Amenity Building** with four storey construction shall be provided at the rear of the Commerce Faculty Building. This will provide, besides other facilities

mentioned above, space for **Yoga practice, Day-Care Centre**, and a good canteen with dining hall.

Funds for these buildings projects should be in process. Necessary **plans and estimates** shall have to be prepared by the college engaging proper **technical persons** in a phase-wise manner. Moreover, plans and estimates shall be forwarded to the **University Grants Commission** for approval and providing funds. Also drives must be taken to collect donations from local well wishers, and arranging cultural programmes as a means for fund raising. However, all these are subject to the enthusiasm that has to aroused amongst students, staff, alumni and the people of the locality for whom CHAKDAHA COLLEGE will be their pride and asset for future generations to come.

Sl. No.	BUILDING	GROUND FLOOR		FIRST FLOOR		SECOND FLOOR		TOTAL	
		Sq.M.	Sq. Ft.	Sq.M.	Sq. Ft.	Sq.M.	Sq. Ft.	Sq.M.	Sq. Ft.
1.	*ARTS FACULTY BUILDING, FB-I*	663.2	7,136	636.2	6,845	-	-	1,299.4	13,981
2.	*SCIENCE FACULTY BUILDING, FB-II*	470.0	5,057	470.0	5,057	470.0	5,057	1,410.0	15,171
3.	*SCIENCE BUILDING ANNEXE, FB-III*	202.5	2,179	-	-	-	-	202.5	2,179
4.	*COMMERCE FACULTY BUILDING, FB-IV*	284.5	3,061	284.5	3,061	248.0	2,668	817.0	8,790
5.	*LIBRARY BUILDING, LB*	142.0	1,528	142.0	1,528	142.0	1,528	426.0	4,584
6.	*ADMINISTRATIVE BUILDING, AB*	181.2	1,950	181.2	1,950	162.3	1,746	524.7	5,646
7.	*STUDENTS WELFARE :*								
	i) Student Union Office & Common Room	137.5	1,480	-	-	-	-	137.5	1,480
	ii) Student Health Centre	30.0	323	-	-	-	-	30.0	323
	iii) Student Hostel	122.3	1,316	100.5	1,081	-	-	222.8	2,397
	TOTAL	**2,233.2**	**24,030**	**1,814.4**	**19,522**	**1,022.3**	**10,999**	**5,069.9**	**54,551**