Peer Team Report
on
Institutional Assessment and Accreditation
of

Chakdaha College

Rabindranagar, Chakdaha,
Nadia Dist.– 741 222
West Bengal

Visit Dates
11th – 12th April, 2008

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072, INDIA

Section I: General Information	
1.1 Name & Address of The Institute :	Chakdaha College, Rabindranagar, Chakdaha, Nadia Dist.– 741 222 West Bengal
1.2 Year of Establishment:	1972 – 73
1.3 Current Academic Activity at the Institution (Numbers) :	
• Faculties/Schools:	Three: Arts, Science and Commerce
• Department/ Centres:	15 (Science – 06: Chemistry, Physics, Mathematics, Botany, Zoology and Statistics; Arts – 08: Bengali, English, Sanskrit, History, Pol. Science, Economics, Philosophy and Geography and Commerce – 01)
• Programmes/ Courses Offered:	15 UG programs: (B.A.(Hons.) in 6 subjects, B.Sc.(Hons.) in 5 subjects and B.Com.(Hons.) and B.A.(Pass), B.Sc.(Pass) and B.Com.(Pass)).
• Permanent Faculty Members:	Sanctioned: 35 Filled: 28 (21 M + 07 F)
• Permanent Support Staff:	Sanctioned: 35 Filled: 26 (23 M + 03 F)
• Students:	UG: 3023 (including SC/ST: 583 and Female: 1515)
1.4 Three major features in the institutional Context (As Perceived by the peer Team):	❖ An urban, co-educational, aided under graduate college affiliated to the University of Kalyani, West Bengal catering to the students from semi-urban and rural areas. ❖ More than 50 percent of the students are females and 20 percent students belong to SC/ST category. ❖ This is the only college at Chakdaha in a radius of 20 kms and is administered by a Governing Body constituted as per Government norms.
1.5 Dates of visit of the peer Team (visit schedule is included as Annexure):	April 11-12, 2008 Detailed visit schedule attached
1.6 Composition of the Peer Team:	
Chairperson	**Prof. A. N. Rai** Vice- Chancellor Mizoram University, Aizawl 796 009 Mizoram
Member	**Dr.Y.M.Jayaraj** Professor, Dept. of Microbiology Gulbarga University Gulbarga 585 106 Karnataka
Member	**Dr. Rajan Varughese** Director and Principal Marthoma College of Management and Technology Asramam Campus, Perumbavoor, Ernakulam, Kerala 683 542
NAAC Officer	**Mr. Ganesh Hegde** Assistant Advisor, NAAC, Bangalore
Section II : CRITERION WISE	

ANALSIS	
2.1 Curricular Aspects:	
2.1.1 Curriculum Design & Development:	❖ The curriculum is designed by the affiliating University and a few members of the faculty are serving in Boards of Studies, PG faculty, Court and Council. ❖ The syllabi are revised by the University periodically and the latest revision in majority of the subjects was in 2005. ❖ Since 2007, the University has switched on to annual evaluation system.
2.1.2. Academic Flexibility:	❖ The college has 12 Honors programs (6 in Arts, 5 in Sciences and one in Accountancy) and 15 General programs (with Geography, Statistics and Philosophy over and above the 12 subjects for Honors) at UG level. ❖ Students are allowed a total time frame of six years to complete the UG program. ❖ Vocational and career oriented programs are not available in the College.
2.1.3. Feedback on Curriculum:	❖ Feedback on curriculum and other aspects is collected in a limited way from selected students through a questionnaire. ❖ A structured procedure for the collection and follow-up action on feedback on curriculum from all stake holders is yet to be evolved.
2.1.4. Curriculum update:	❖ The University revises the syllabus every four or five years and takes into account UGC guidelines and the latest revision was in 2005. ❖ In addition, the College has two Certificate courses in elementary computer subjects and one Graduate Diploma in Computer Applications in collaboration.
2.1.5. Best Practices in Curricular Aspects:	❖ As per university norms, since 2007, 15 percent marks are allotted for internal assessment. ❖ Since 2007, there is annual examination instead of only two examinations at the end of second and third year.

2.2. Teaching- Learning and Evaluation:	
2.2.1. Admission process and Student Profile:	❖ Transparent admission process is followed based on merit cum reservation as per University and Government norms. ❖ The student profile indicates about 20 percent SC/ST students and 50 percent women students.
2.2.2. Catering to diverse needs:	❖ Weak students are identified through the first unit test and are encouraged to improve their performance. ❖ A remedial program for SC/ST and other weaker sections is yet to be introduced.
2.2.3. Teaching- Learning Process:	❖ Teaching is based on an academic calendar, routines and schedules prepared. Teaching is primarily based on lecture method. Some teachers provide interactive question-answer sessions. Charts, maps wall magazines and OHP transparencies are used by some faculty members. ❖ Structured students' evaluation of teachers needs to be started. Conducting of classes spread over the entire academic year and checking the phenomena of absenteeism are issues to be urgently addressed. Although there are departmental libraries, these are rudimentary and may not be desirable at UG level. ❖ There is considerable shortage of teachers and audio-visual aids.
2.2.4. Teacher Quality:	❖ Permanent and contractual faculty have UGC prescribed minimum qualifications. However, a large number of guest lecturers not having UGC prescribed qualifications have been engaged to overcome the shortage of teachers. ❖ Out of 28 permanent faculty members 13 have Ph.D. and 6 have M.Phil. Degree. Out of the 46 guest lecturers, 4 have Ph.D., and 2 have M.Phil., degree. Three of the faculty members were awarded Ph.D., during the period 2003-07. ❖ A few of the permanent faculty members have participated in academic seminars/conferences/workshops at national and state level.
2.2.5. Evaluation process and Reform:	❖ Since 2007, the University has introduced examinations at the end of each academic year. ❖ There is 15 percent internal assessment component in the annual evaluation system.
2.2.6. Best practices in Teaching-Learning and Evaluation:	❖ May be evolved in future. For example, the College may go for the convergence program offered by some open universities.

2.3. Research, consultancy and extension	
2.3.1. Promotion of Research:	❖ Management supports faculty members for research by granting study leave. ❖ Research culture among faculty members to take up minor research projects is yet to gather momentum.
2.3.2. Research and publication output:	❖ One minor research project funded by UGC has been completed during the assessment period. During the current year three minor research project proposals have been approved by the UGC. ❖ Two faculty members of Mathematics department are co-guides, guiding 3 research scholars. One of the research scholars have already been awarded Ph.D., degree. ❖ Four faculty members of Bengali, Physics, Chemistry and Botany have national/international publications to their credit. Some of the teachers have published books/ study materials in Bengali medium at higher secondary level. A teacher of department of Zoology has authored a text book on Molecular Biology. A teacher of Mathematics department has authored a book which has been cited in other edited books.
2.3.3. Consultancy:	❖ Informal consultancy is offered by some faculty members of Chemistry department on arsenic detection in potable water.
2.3.4. Extension Activities:	❖ A number of extension activities are carried out by the NSS and NCC independently and in collaboration with NGOs and GOs. ❖ Prominent activities are awareness programs on health, environment, village adoption and blood donation.
2.3.5. Collaborations:	❖ Extension activity collaborations are with local bodies such as Chakdaha Municipality, NSOU and neighbourhood villages. ❖ The college has formal collaboration with Institute of Computer Engineers for offering Certificate and Diploma courses, although admissions are limited.
2.3.6. Best Practices in Research, Consultancy, Extension:	❖ Extension activity in terms of minor research on topics of local interest has been taken up (eg. Detection of arsenic in drinking water).
2.4: Infrastructure and Learning Resources:	
2.4.1. Physical Facilities for learning	❖ The College has a campus area of 2.53 acres with built up area of over 5000 sq.m. ❖ It has 3 independent blocks of building housing Science, Arts and Commerce faculties. It also has an administrative block and a library block each with three floors. There are 24 class

	rooms, 10 laboratories, common staff room, a seminar hall and a common room for girls. ❖ There is an SC/ST Hostel.
2.4.2 Maintenance of Infrastructure:	❖ The repair and maintenance of its infrastructure is very good.
2.4.3. Library as a learning resource:	❖ The library has over 20800 books in 7411 titles. It needs to expand its collections in terms of titles. ❖ The library is subscribing to teaching journals/magazines in some disciplines which needs to be extended to other disciplines. ❖ There is no regular staff in the library. There is urgent need to have a Librarian and support staff to take up the work of accession, classification and cataloguing and automation.
2.4.4. ICT as learning resources:	❖ The College has 14 computers. Another 6 are accessible to students in a computer centre run in collaboration. ❖ Limited internet facility is available within the campus.
2.4.5. Other Facilities:	❖ Common basic facilities such as drinking water, parking space and canteen are available in the College. ❖ Outdoor sports facilities are lacking, but being availed of from the Municipality. ❖ A Health facility under the State Government Scheme is housed in the College and the services are extended to all the students.
2.4.6. Best Practices in Infrastructure and Learning Resources:	❖ Judicious usage of limited available land of the College campus and its green ambience.
2.5. Student Support and Progression:	
2.5.1. Student progression:	❖ Satisfactory University examination results and moderate drop out rates in the Honors programs. ❖ The alumni association is recently formed. ❖ The College is yet to establish a Career Guidance, Counseling and placement cells.
2.5.2. Student Support:	❖ Annual Prospectus of the College giving necessary information for the new aspirants is regularly published. ❖ Financial aid and scholarships to meritorious students and needy students are offered through Government funds, student's aid fund and sub-committees of teachers, student's union.
2.5.3. Student Activities:	❖ One student secured 1st place in High Jump at Asian Games, South Korea in 2002 and obtained Gold medal in high jump in 9th National Games, Bangalore.

	❖ Students actively participate in NCC and NSS activities and has brought credit to the College by representing the State units. ❖ The students of the college are exceptionally talented in arts and culture (song, dance, acting, yoga etc.). A college magazines is also published.
2.5.4. Best Practices in Student Support and Progression:	❖ The College has excellent cultural and extra-curricular activities.
2.6. Governance and Leadership	
2.6.1. Institutional vision and Leadership	❖ The mission of the College is to create good human resource by imparting value based education. ❖ The leadership is yet to develop future plans and work towards these goals.
2.6.2.Organizational Arrangements	❖ The Governing Body of the College is constituted as per Government and Kalyani University norms. The Governing Body consisting of a nominee of the State Government, two representatives from the University, four members of the faculty, two non-teaching staff members, the Chairman of the Municipal Corporation and a student representative meets up to six times a year. The Chairman is elected by the members of Governing Body from among themselves or from outside. ❖ The functioning of a number of sub-Committees of faculty members provides support towards administration of the College.
2.6.3. Strategy Development and Deployment:	❖ The College is unable to implement strategic planning and deployment of staff due severe shortage.
2.6.4. Human Resource Management	❖ The Governing Body has appointed significant number of guest teachers to overcome the shortage of permanent teachers, although their qualifications are not as per UGC norms. ❖ The College encourages teachers to attend Orientation/Refresher courses and also academic seminars/workshops.
2.6.5. Financial Management and Resources:	❖ The financial functions of the College are based on the budget approved by the Governing Body. The college could take advantage of various schemes of UGC optimally. ❖ The audits of college accounts are yet to be up-dated. ❖ The office automation is yet to be initiated.

2.6.6. Best Practices in Governance and Leadership	❖ There is coherent and friendly administration responsive to needs of the College.
2.7 Innovative Practices	
2.7.1. Internal quality Assurance System:	❖ Internal Quality Assurance Cell needs to be established for the College. ❖ Feedback system through structured questionnaire, its analysis and follow up action with a time frame is lacking.
2.7.2. Inclusive Practices:	❖ The College follows the norms of reservation for categories of the sections of society as per Government and University orders. ❖ Ideal gender ratio (50::50)
2.7.3. Stakeholder Relationships:	❖ Parents and alumni associations are in place, but a close interaction and cooperation with the College is needed.
Section III: Overall Analysis	
3.1. Institutional Strengths:	❖ Offering higher education opportunities for urban, semi-urban and rural first generation learners, especially SC/ST and women students with a number of program options. ❖ Good enrolment of students. ❖ Success rate is above average in University examinations. ❖ Some faculty members are taking initiatives in research and publications.
3.2. Institutional Weaknesses:	❖ Around 50 percent of the faculty are appointed on part-time/guest/contract basis. ❖ Vocational and career-oriented programs are not available. ❖ Very high level of student absenteeism in some disciplines and non-availability/under utility of adequate teaching aids. ❖ The number of the teaching days available in a an academic year is half of the minimum required. ❖ Inadequate library facilities and management of library resources.
3.3. Institutional Challenges:	❖ To cater to the diverse needs of the learners. ❖ Providing sufficient number of qualified academic faculty. ❖ Retention of students on the campus by making campus learning experience attractive and interesting. ❖ To forge linkages and collaborations for the improvement academic quality.
3.4. Institutional Opportunities:	❖ Being located within 100 km from Kolkatta metropolis, potential exists for college-industry linkage. ❖ Extension programs can be developed to provide community based projects. ❖ Scope for more number of job-oriented courses at UG and diploma levels. ❖ To offer programs to enhance communication skills.

Section IV: Recommendations for Quality Enhancement:	
	❖ Steps may be initiated to get additional posts sanctioned and recruit/ appoint regular faculty members (Geography, Statistics, Botany, Philosophy and Sanskrit have just one or none faculty members). The short fall may be met by recruiting staff on contractual basis. Guest lecturer without minimum qualification prescribed by UGC must be avoided. ❖ Currently the number of the teaching days is too low and must be raised to the minimum teaching days prescribed by UGC. ❖ The library resources need augmentation and better management by appointing regular staff including the librarian and initiating the work of accession, classification, cataloguing and automation. ❖ Modern teaching aids should be provided and teacher be encouraged to use them. ❖ The College may introduce add-on courses/career-oriented programs on priority, seeking financial assistance from UGC. ❖ The College may introduce spoken and communicative English programs as well as basic computer applications for all the students. A language laboratory should be established for this purpose. ❖ The College should expand the computer laboratory with broadband internet connectivity. ❖ A professional and personal counseling center, a career guidance and placement cell may be started in the College. ❖ The College may initiate linkage and collaboration with industries, organizations and NGOs for all round development of students and staff. ❖ Entrepreneurship development programme may be initiated.

I agree with the observations of the peer team as mentioned in this Report

Signature of the Head of the Institution
with date and seal

Signature of the Peer Team members with date

Prof. A. N. Rai (Chairperson)   ……………………………………..

Dr. Y.M.Jayaraj   (Member)   …………………………………..

Dr. Rajan Varughese (Member)   …………………………………..

Mr. Ganesh Hegde – Coordinator   …………………………………..
Place: Chakdaha, Nadia, West Bengal   Date: 12-04-2008