

The Annual Quality Assurance Report (AQAR) of the IQAC

2014-2015

Part – A

1. Details of the Institution

1.1 Name of the Institution

CHARUCHANDRA COLLEGE

1.2 Address Line 1

22 LAKE ROAD

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700 029

Institution e-mail address

principalcharuchandra@gmail.com

Contact Nos.

033-2466-3771, 033-2465-4850

Name of the Head of the Institution:

Dr. Muktinath Chatterjee

Tel. No. with STD Code:

033-2465-4850

Mobile:

+919830694964

Charuchandra College

Name of the IQAC Co-ordinator:

Dr. Supriti Saha

Mobile:

+919830625329

IQAC e-mail address:

charuaqar@gmail.com

1.3 NAAC Track ID : **WBCOXX11491**

NAAC Executive Committee No. & Date: **EC/33/077 dated September 16 2004**

1.4 Website address:

www.charuchandracollege.com

Web-link of the AQAR:

www.charuchandracollege.com/AQAR2014_15.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	65.85	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

15/03/2014

1.7 AQAR for the year

2014-2015

Charuchandra College

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

- i. AQAR 2011 –2012 on 25/12/2015
- ii. AQAR 2012 – 2013 on 25/12/2015
- iii. AQAR 2013 – 2014 on 25/12/2015
- iv. AQAR 2014 – 2015 on 25/12/2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University	No		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NIL
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	1
2.9 Total No. of members	8
2.10 No. of IQAC meetings held	5

2.11 No. of meetings with various stakeholders:	No.		Faculty	05
Non-Teaching Staff			Students	
			Alumni	
			Others	

Charuchandra College

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Supervising CAS Papers for four teachers. Providing guidance to the teachers to prepare their self appraisal report in the given format.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> P.G Distance Education Courses in Zoology, Chemistry, English. Encouragement to teachers to interact with the outside world through P.G teaching, Research activities and guidance. Interactive and communicative technology in class room teaching. Meeting and feedback with the guardians. Access to Online Library. Infrastructural Development Purchase of Laboratory equipments and Library Books. 	<ul style="list-style-type: none"> M.A in Bengali in the evening. Research Project going on in Dept. of Botany, Zoology, Physics. Publication in Peer reviewed journals Presentation of papers in seminar/workshop/conferences. Advancement of Smart class room in the Dept. of Mathematics, Zoology, Botany and Economics. Membership.of Journals (Both Hard copy and Soft Copy). Membership of American Library. Access to safe drinking water.

* Academic Calendar of the year is enclosed as Annexure - i.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	10(H), 17 (G)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	28			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	28

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

* an analysis of the feedback is provided in the Annexure iii

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

No

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

Yes; (PG in BENGALI)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	38	20	18		10

2.2 No. of permanent faculty with Ph.D. 24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	4	11								

2.4 No. of Guest and Visiting faculty and Temporary faculty 26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	6	17
Presented papers	8	14	4
Resource Persons	0	0	01

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

- Observations of Basic of H.S and UG level topics in science subjects by visiting science museums and observing different shows organised by the concerned authorities like BITM, Botanical Garden, Fisheries etc.
- Arrangement of Mock Parliament, Mock Panchayat in class room to learn real life situation in the concerned places.

2.7 Total No. of actual teaching days during this academic year 209

Charuchandra College

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

NA

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

0	0	1
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2.10 Average percentage of attendance of students

68

2.11 Course/Programme wise distribution of pass percentage : Complete result yet to be published

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. (Hons.)	56		0	97.87		97.87
B. Sc. (Hons.)	113		26.55	62.83		89.09
B. Com (Hons.)	42		7.14	71.46		78.60
B. A. (Gen.)	176		0	59.00		59.00
B. Sc. (Gen.)	57		0	84.21		84.21
B. Com (Gen.)	72		0	56.90		56.90

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

- Continuing monitoring of students outcome through selection tests and mid-term test.
- Emphasis on interaction of students with outside world visiting in different institutes and organisations.
- Consider feedback from stakeholders

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programme	-
Orientation programme	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	02	NIL	06
Technical Staff	12	00	NIL	07

*Total number of permanent non-teaching staff = 27

Criterion – III

3. Research, Consultancy and Extension

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

IQAC discusses various plans and research proposals to promote research and motivate the faculty for an academic advancement.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs		Studies on some aspects of bio-diversity elemental profile and physiological response of epiphytic lichens in different geographical areas of West Bengal	2.49+	
		Evaluating the Molecular effects of artemisinin on solid tumour in mice	10.5	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		Evaluation of indigenous lesser known herbs, <i>Hibiscus</i> , <i>sabdariffa L.</i> and <i>Lawsonia etc</i> in food processing & bio-control	1.83	1.61

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9		
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations in lakhs

Charuchandra College

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	4	UGC DAE CSR	2.49+	
Minor Projects	2	UGC	1.83	1.61
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2	College	0.28	0.28
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : Not Applicable

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

3.9 For colleges : Nil

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	2
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

Charuchandra College

3.15 Total budget for research for current year in lakhs:

From Funding Agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
National level International level

Charuchandra College

3.23 No. of Awards won in NSS: Nil

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

3.24 No. of Awards won in NCC: Nil

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text"/>	NSS	<input type="text" value="16"/>
		Any other	<input type="text"/>

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

1. Blood Donation camp.
2. AIDS Awareness Programme.
3. Self -Defencing Programme for Student (Girls).
4. Tree plantation.
5. Awareness Programme of Violence against Women.
6. Cleaning of College Campus and Science Laboratories.
7. Environment Awareness Programme.
8. First-Aid Training Programme.
9. Beautification of the College.
10. Sanitation Programme.
11. Awareness of Drug Abuse & Alcoholism among Students.
12. Distribution of cooked food, awareness programme on cleanliness to nearby slum dwellers.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.1889 Acre			
Class rooms	17			
Laboratories	11			
Seminar Halls	0			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		nil	nil	nil
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs1.91	College Fund	Rs1.91 lakhs
Others				

4.2 Computerization of administration and library

Computerization in Accounts Section; University Registration and Students'/Staff Identity Card fully computerized; Cataloguing of Books through SOUL in Library started

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15973	NA	81	17467	16054	NA
Reference Books	6983	NA	11	12261	6994	NA
e-Books						
Journals	14	NA	Renewed 12	10540	12	NA
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office*	Departments	Others
Existing	51	-	14	-	-	10	34	1
Added	2	-	-	-	-	-	2	-
Total	51	-	14	-	-	10	34#	1

* includes administration, general office and accounts section

2 Computers are replaced

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

Nil

4.6. Amount spent on maintenance in lakhs:

i) ICT

Rs. 98174/

ii) Campus Infrastructure and facilities

Rs. 756490/-

iii) Equipments

Rs. 1,76,320/-

iv) Others

Rs.64,33,447/-

Total :

Rs.74,64,431/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NA

5.2 Efforts made by the institution for tracking the progression

Not applicable as the IQAC has been formed only on 15.03.2014

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1795	07	01	

(b) No. of students outside the state

96

(c) No. of international students

0

Men	No	%	Women
	806	44.9	

No	%
989	52.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1197	244	57			1804 (including 306 others)	1270	268	58			1795 (including 199 others)

Demand ratio 30:1

Dropout % -2%

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

No such mechanism

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Data not available

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

5.6 Details of student counselling and career guidance

- Seminars related to job opportunities were held.
- There is provision for informal psychological counselling for the students by Principal or other faculty members.

No. of students benefitted: Data not available

5.7 Details of campus placement: NA

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

133

National level

34

International level

02

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	48	13,000/-
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The abiding motto of Charuchandra College is ALTIORAPETO – I SEEK HIGHER LIFE. We conceive of this motto not merely in rhetorical terms that encapsulates a passionate spirit, but real-life maneuvers, aimed at the all-round physical and mental growth of students, by amalgamating knowledge on science and society. The College is committed to provide quality education and to this end College aims at giving its students the best possible guidance in academic as well as in professional fields so that they can make themselves useful to their family and also to the society.

Mission:

Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

No such scope for an affiliated college. The faculty attends workshops organised by University of Calcutta on curriculum restructuring/ framing/modification.

6.3.2 Teaching and Learning

- ✓ Creation of more ICT facilities which is blended with chalk and talk method to improve teaching and learning process.
- ✓ Greater use of audio visual aid in teaching.
- ✓ Remedial classes and special care for slow learners.
- ✓ Special classes for students coming from economically weaker section.
- ✓ Encouraging advanced learner to participate in student seminars, give presentations, take up project work, contribute to the on-line journals, develop independent learning skills by exploring various resources including web resources.
- ✓ Constant assessment of students through class tests.
- ✓ Following strictly academic calendar as per C.U. guidelines.
- ✓ Arranging departmental seminar by experts.
- ✓ Appointing guest lecturer to fill up vacant posts till permanent faculty is appointed.

6.3.3 Examination and Evaluation

- As per University Guidelines and academic calendar mid-term tests and selection tests are arranged by the college. Besides that class tests are taken in regular interval for constant monitoring of the students.

6.3.4 Research and Development

- ✓ The faculty is being encouraged to attend/ organise seminars, workshops and conferences.
- ✓ Encouragement to faculty to submit UGC sponsored Minor/ Major Research Projects or submit projects to different funding agencies.
- ✓ Faculty members are encouraged to pursue PhD degrees.
- ✓ INFLIBNET facility to access e-journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Regular purchase of books and journal to upgrade the library.
- ✓ Extension of ICT facilities
- ✓ Partial computerization of library
- ✓ Regular maintenance of college infrastructure
- ✓ Upgradation of laboratories

6.3.6 Human Resource Management

- ✓ Encourage both teaching and non-teaching staff to participate in several training and faculty development programme.
- ✓ Students are encouraged to participate in co-curricular and extra-curricular activities so that their talents may be groomed along with academic pursuits.

6.3.7 Faculty and Staff recruitment:

- ✓ Full time permanent Faculty are appointed on College Service Commission's recommendation.
- ✓ Vacancies are intimated to College Service Commission and necessary follow-up Measures are taken.
- ✓ Contractual and Guest Lecturers are appointed to fill up existing vacancies
- ✓ Casual staff appointed against non-teaching vacancies

6.3.8 Industry Interaction / Collaboration:

College encourages interaction with industry through field visit. Besides that, there is a Career Counselling Cell in the college which regularly organizes industry interfaces with the students. It is mostly the final year students who attend these career counselling and job recruitment sessions.

Charuchandra College

6.3.9 Admission of Students

As per University Guidelines

Welfare schemes for Teaching and Non-teaching staffs and students:

- ✓ Most of the teaching and non-teaching staff of the college are member of Charuchandra College Employees' Cooperative Credit Society, which provides loan to its member following Cooperative Regulation Act.
- ✓ Puja advance (adjusted against salary) for teaching and non-teaching staff, Puja ex-gratia for all non-teaching staff, including ad-hoc non-teaching employees are provided from college fund.
- ✓ Group insurance scheme is available for all permanent staff.
- ✓ Health Insurance for students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		NO	
Administrative	NO		NO	

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

- Environment Awareness Programmes
- Tree Plantation.
- Cleanliness Sanitation Programmes.

All activities are done under the supervision of NSS Unit.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Extensive use of ICT facilities.
- Installation of smart boards in department of zoology and botany
- Pocket projector for departments.
- Safe drinking water at all floors.
- Identity cards are generated in-house with the help of the machine purchased by the college.
- Website upgradation.
- Steps taken towards online admission.

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

- Renovation work has started
- College website upgradation work has been initiated
- Necessary steps were taken for CAS (Career Advancement Scheme) benefit of four faculty members
- Different departmental seminars were held

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

Annexure ii

**Best Practices is enclosed as annexure ii*

7.4 Contribution to environmental awareness / protection

The NSS unit of college regularly conduct several awareness programmes in nearby localities.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- ✓ A well-stocked library,
- ✓ Highly qualified and devoted faculty
- ✓ Well-equipped laboratories,
- ✓ undisturbed academic ambience

Weakness:

- ✓ Space Crunch,
- ✓ insufficient space for library

- ✓ no separate auditorium
- ✓ Vacant Teaching posts (permanent)

Opportunities:

- ✓ Scope for ICT-enabled teaching process
- ✓ Locational advantage and excellent connectivity

Challenges:

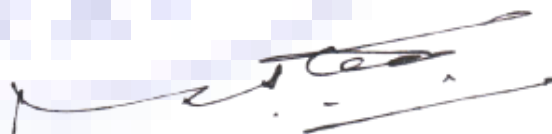
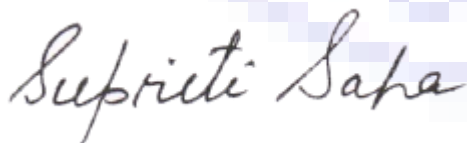
To solve the problem of space crunch and introduction of new job oriented courses for the employability of the students.

8. Plans of institution for next year

1. To introduce the green technology college is going to undertake following steps:
 - i. Introduction of the waste paper re-cycling and management project for college campus.
 - ii. Rain-water harvesting project, and
 - iii. Installation of solar panel.
2. Wi-fi connectivity in college campus.
3. Introduction of P.G. Courses in Botany and Environmental Science under DDE, Vidyasagar University.

Name Dr. Supriti Saha

Name Dr. Nabakanta Jana



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Charuchandra College

Annexure – i

UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of

Studies (under 1+1+1 System of Examinations) for the Academic Session 2014-2015

Course of Studies	Last Date of Admission *	Date of Commencement of Classes	Last date of change of Subject(s)/ Stream (including switching over from Hons. Course to Genl. & Vice-Versa)	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for Univ. Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)		
									Theoretical	practical			
Part-I	09.8.2014	Last week of July'14	30.8.2014	15.9.2014 (without fine) (Application forms for Registration be submitted by the students to the college within 8.9.14 25.9.2014 (with fine)	Nov.' 14	2 nd week of March 2015	1 st week of April, 2015	2 nd week of April, 2015	<u>B.Com.</u> 3.6.15-5.6.15(H) 3.6.15-12.6.15(G) <u>B.A./B.Sc.</u> <u>(H & Major) & B.Com. (Major)</u> 7.7.15-10.7.15 <u>B.A./B.Sc.(Genl.)</u> 13.7.15-25.7.15	<u>B.A./B.Sc.(H & Major) & B.Com. (Major)</u> 28.7.15-18.8.15	Within 90 days from the last date of Exam.		
Part-II	-----	within 7 days from the completion of Part-I Exam.	-----	-----	Nov.' 14	2 nd week of February 2015	1 st week of March, 2015	2 nd week of March 2015	<u>B.Com.(G+H)</u> 28.4.15-15.5.15 <u>B.A./B.Sc.</u> <u>(H & Major) & B.Com. (Major)</u> 19.5.15-22.5.15 <u>B.A./B.Sc.(Genl.)</u> 16.6.15-30.6.15	<u>B.Com.(G+H)</u> 2.4.15-17.4.15 <u>B.A./B.Sc.</u> <u>(H & Major) & B.Com. (Major)</u> 28.4.15-16.5.15 <u>Genl.</u> 23.5.13-12.6.15	-Do-		
Part-III	-----	within 7 days from the completion of Part-II Exam.	-----	-----	Nov.' 14	2 nd week of January 2015	last week of January 2015	1 st week of Feb., 2015	<u>BA/B.Sc./B.Com.</u> <u>(Hons. & Major)</u> 7.4.15-17.4.15 <u>(Genl.)</u> 21.4.15-25.4.15	<u>(H & Major)</u> 13.3.15-1.4.15 <u>Genl.</u> 2.4.15-18.4.15	Within June, 2015		
Part-I Compulsory Language, 2015.									4.3.15-12.3.15	-----			
Part-I & II Supplementary Examination, 2014									Filling up of Form: 3 rd week of December, 2014		3.2.15-12.2.15	18.2.15-28.2.15	

(S.K.Sarkar)

Annexure ii

Best Practices

As an undergraduate College, it has to work within a very limited framework. Space-crunch is a perennial problem here; but good and healthy inter-personal relationship among teaching, non-teaching staff and students helps to maintain the academic ambience of the College. In addition to it the College inculcates among the students the spirit of participation in the community at large beyond the four walls of the class room through NSS activities. Moreover, the team-spirit, sharing and caring for others, taking responsibilities for their achievements as well as their failures are fostered among the students participating in National/International Sports and Games Events. Our students are always encouraged to develop a sense of belonging to their alma mater through the work-culture in which the teachers and the students equally participate. The voluntary participation of the students in any programme organized by the College within or outside the campus for decades has made this College singularly unique. We are all like a family – we care for each other, stand by each other – extend our helping hands within our limited resources to our neighbours.

Two such practices in your prescribed format are enumerated in details to substantiate our claim.

Best Practice I

1. Title of the Practice:

Encouragement and Development of Sports Activities among the Students

2. Goal:

Our aim is to establish an environment where sports is being promoted as a stream of learning which supplements the conventional learning procedures and courses. In order to achieve that goal our college provide support and guidance to those students, who are coming from underprivileged section and who have talent to flourish in the area of sports and games. We have already mentioned that our College was established just after independence to cater those students who had come from erstwhile East Pakistan and till date our aim is to uplift the social and cultural environment along with formal education to those who are coming from deprived section of the society.

3. The Context:

Due to the stiff competition in the educational world, students of recent times do not get any opportunity to give attention towards extra-curricular activities like sports, games and other cultural aspects. To overcome these negative effects of today's competitive world, our college has taken a mission to encourage the sports and games as a bluish of fresh air to our students. In order to achieve those goals our college administration is very enthusiastic. Our college has given additional responsibility of playing the role of Sports-in-Charge to one of the faculty members. Also the required financial support is provided by college authorities within the limit of allocated budget to arrange the infrastructural support for the various sports activities. Although we have encountered some obstacles towards achieving this goal, especially in financial and infrastructural issues, still we spent considerable amount of money and effort to promote the sports activities among the students.

4. The Practice

The Charuchandra College was started with the motto of improvement of the educational and social status of those people who came from erstwhile East Pakistan as refugees. Till date, majority of the students come from underprivileged section of the society and most of them are first generation learners in their respective families. Most of them do not have proper social and cultural environment which can help them to build their educational proficiency. Our college has identified this gap among the students since the beginning and have tried to take different measures to overcome this. As a part of this initiatives our college has promoted games and sports among the students during last eight years.

One of our teaching faculty has given additional role of sports-in-charge. This person will overview and monitor the development and execution of games and sports and related activities. He also plays the role of the spotter and he personally travels to rural areas and slum urban areas to identify the sporting talents among the rural and underprivileged population. Once the talents are identified he also convinces their respective families about the scope and the bright future of the students in case he succeeds in the area of games and sports. Then these talents are brought to the college and are provided with proper guidance and coaching in sports as well as financial and social supports to become a successful sportsman. These talents are also provided with opportunities to take part in various university/ national/ international level competitions so that they get the necessary exposure. The college also helps them by providing the required sports accessories and also the proper food required by a sports person.

However, their educational aspects are also not neglected. That part is taken care of by the college as well. They are provided with books, extra study materials and coaching by the faculties so that they can also achieve the minimum educational qualification.

‘All work, no play, makes Jack a dull boy’- Our policy makers have realised this fact and Department of higher education, Government of India as well as all State Governments have provided all possible encouragement to promote games and sports. To inculcate their vision among the stakeholders, every year the Government organises several competition from school level to university level. Sports and games was identified as complement, rather substitute of formal education. Our college is in line with this ideas and one of the Pioneers in promoting games and sports as a part of education.

5. Evidence of Success:

All the efforts and initiatives made by our college mentioned above have not gone in vein and yielded some fruitful results. Quite a big number of students made our Institution proud by their successful achievements at various university/ national/international levels. Some of them are famous sports personality in the state as well as at the national level. Performance of these students in the sporting arena has also helped them in getting lucrative jobs in various organisations. Their achievements are self-explanatory.

6. Problems Encountered and Resources Required

In implementing this practice the main constraint which the college faces is financial limitation. Provision of proper infrastructure is another constraint which we face mainly due to space crunch. Our college is located in the heart of the city, which makes it impossible for the college authority to provide the players with our own playground, which is the need of the time. In spite of every good wishes, inadequate college fund does not support the college authority to buy a playground in the nearby area. In spite of all these hurdles, we do not deviate from our ultimate goal and continuous efforts have been made to overcome those barriers.

To cope up with the financial limitations the college approaches to the external private organisations and in few cases though they have extended their helpful hand it is not sufficient to meet our ever growing demands. In order to handle the problem of playground, the college has taken a playground from South Kolkata District Sports Association on lease at Southern Avenue, Kolkata. The College also has a Ten Point Gymnasium for the students and staff.

Best Practice II

1. Title of the Practice:

Serving Society through Community Work

2. Goal:

Charuchandra College, which was established in 1947, is catering to the needs of the underprivileged sections of the society with its abiding motto – *ALTIO RAPETO* which means *I SEEK HIGHER LIFE*. Keeping in line with the motto of its founder members, the college tries to inculcate the principle of social service among its students. Our aim is to provide the students proper education, which will enable them to grow up as complete human being having social responsibilities, instead of having just conventional education and degrees. In order to achieve those goals students are always encouraged to help those who are less fortunate than them and thus tries to make them a responsible citizen.

3. The Context:

To achieve the stated mission of the College, the college authority tries to impart curriculum-based training through extension activities, in order to make aware our students towards their ethical responsibility to address socio-economic problems that continue to jeopardise our society and the nation. In addition, the underlying principles of such engagement of our students are ideally related to the institutional goal of capacity-building of students as responsible and sensible citizens.

However, the challenges in implementing such a practice require commitment, faculty, infrastructure and resources. Furthermore, since this practice is not linked directly with the academic performance, there is a greater challenge to motivate the students to involve in such work. Another challenge at times encountered in the course of implementing this Practice is those faced by the students who are ready to sustain the momentum of their social work but due to time constraints and the pressure of their existing curriculum they are not always able to do so.

4. The Practice:

The two major pillar, depending on which, the college authority has tried to reach its ultimate goal are 'Charuchandra College NSS Unit' and 'Charuchandra College Students' Union'. Throughout the year, these two units, organise several programmes ranging from 'Blood Donation Camp' to 'Slum Development'. The students are motivated to participate actively in the programmes organised by these two units.

Students' Union every year helps Thalassemia patients by donating cash and books, distributing clothes to the slum dwellers and they also organise blood donation camp.

The College also maintains a very active NSS unit. Health check-up camp and seminar on health problems especially related to women are organised by the NSS unit of the College every year in the slum area. They visit the slum area on regular basis in order to help the underprivileged children (**Ward No- 94, opp. Tollygunge Metro Railway Hospital**). They organise Literacy programmes among those children, provide cooked food to them, teach them basic lessons on cleanliness. They collect usable old cloths from the staff and students of the college and distribute among the slum children.

Students of our college, under the supervision of NSS Unit actively take part in cleaning college premises and its surroundings in regular interval. Additional responsibilities have been provided to one of the faculty to monitor and overview these activities and also manage the accounts of such activities funded by NSS Unit of the University of Calcutta. It is well appreciated by the concerned society and local people's representatives.

These outreach programmes complement the formal institutional curricular training as it helps in translating the secular, modern, progressive and liberal philosophy that address the scholastic philosophy of the curriculum. This programme also provides an opportunity for self-awareness, bonding and fellowship among the students. (Please see **Annexure III** for details.) Such initiatives and practices help our underprivileged society as far as possible and on other side helps in developing humanitarian values among the students apart from their conventional learning and development, which is also one of the important goals of higher education. In this way, our institution not only helps in imparting academic values to the society, but also contributes to upgrade our society from social/humanitarian point of view.

5. Evidence of Success

Measuring changes in behaviour and approach to life is highly qualitative. However, the success of the college in inculcating the principle of social awareness among our students towards their ethical responsibility can be gauged by the increasing number of students' enrolment in the NSS Unit. Students have also received recognition from the parent university. Students of our college have won 'best volunteer award' and 'best co-ordinator award' in 2012-2013. Details are given in **Annexure III**.

6. Problems Encountered and Resources Required

The main constraint, which the college faces in implementing such a practice are infrastructure, commitment and resources. Since this practice is not linked directly with the academic performance, there is a greater challenge to motivate the students to involve in such work. Paucity of financial resource and available time due to pressure of their existing curriculum, make it difficult to undertake wide ranging and comprehensive welfare scheme. It hinders the process of extending the ambit of such activities and exploring newer areas of Community Development. Funds are required to address the needs of more marginalised sections of society. There is infrastructural constraint as well, which hinders organizing large-scale in-house programmes to address larger audience groups as part of extension programmes. Human resource training of stakeholders in specialized areas of social services and welfare activities to strengthen the institutional unit of NSS is also required.

This is the need of the time to deploy appropriate strategies to generate additional resources that can be utilized to fund extension activities.

Annexure iii

A. Analysis of Feedback from the Alumni:

Date: 08.12.2015

Time: 12-30 p.m

Room No. 3 & 4

Total number of alumni: 135

Out of 135 students, 55 from B.A; 47 from B.Sc; and 33 from B.Com

Year of Passing: 2011--2015

Points given in the Feedback Form:

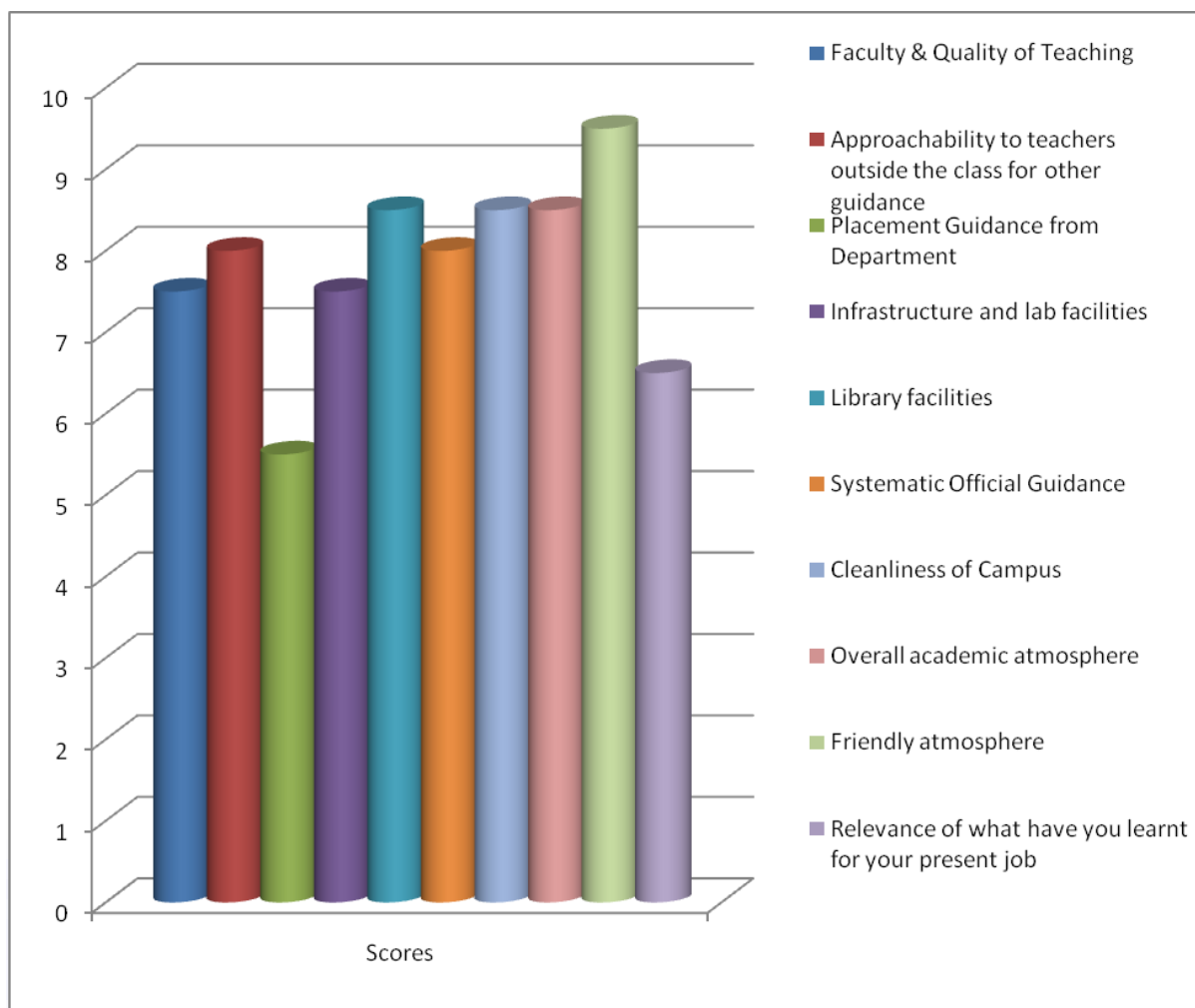
- a) Faculty & Quality of Teaching;
- b) Approachability to teachers outside the class for other guidance;
- c) Placement Guidance from Department;
- d) Infrastructure and lab facilities;
- e) Library facilities;
- f) Systematic Official Guidance;
- g) Cleanliness of Campus;
- h) Overall academic atmosphere;
- i) Friendly atmosphere;
- j) Relevance of what have you learnt for your present job.

Suggestions for further improvement were also asked for.

Feedback parameter: from 0 to 10 (0 stands for very poor; 10 stands for excellent)

Analysis shows:

- a) Faculty & Quality of Teaching---7.5 out of 10
- b) Approachability to Teachers---8 out of 10
- c) Placement Guidance from Departments---5.5 out of 10
- d) Infrastructure & Lab Facilities---7.5 out of 10
- e) Library facilities---8.5 out of 10
- f) Systematic Official Guidance---8 out of 10
- g) Cleanliness of Campus---8.5 out of 10
- h) Overall academic atmosphere---8.5 out of 10
- i) Friendly atmosphere---9.5 out of 10
- j) Relevance for present job---6.5 out of 10
- k) Suggestions: More space; introduction of vocational courses.



Feedback Analysis of Alumni

B. Feedback from present students:

Date: 10.12.2015

Time: 11-30 a.m

Room No. 3, 4, 12, 14, 15

Total Number of Students: 346 (from 1st Year to 3rd Year)

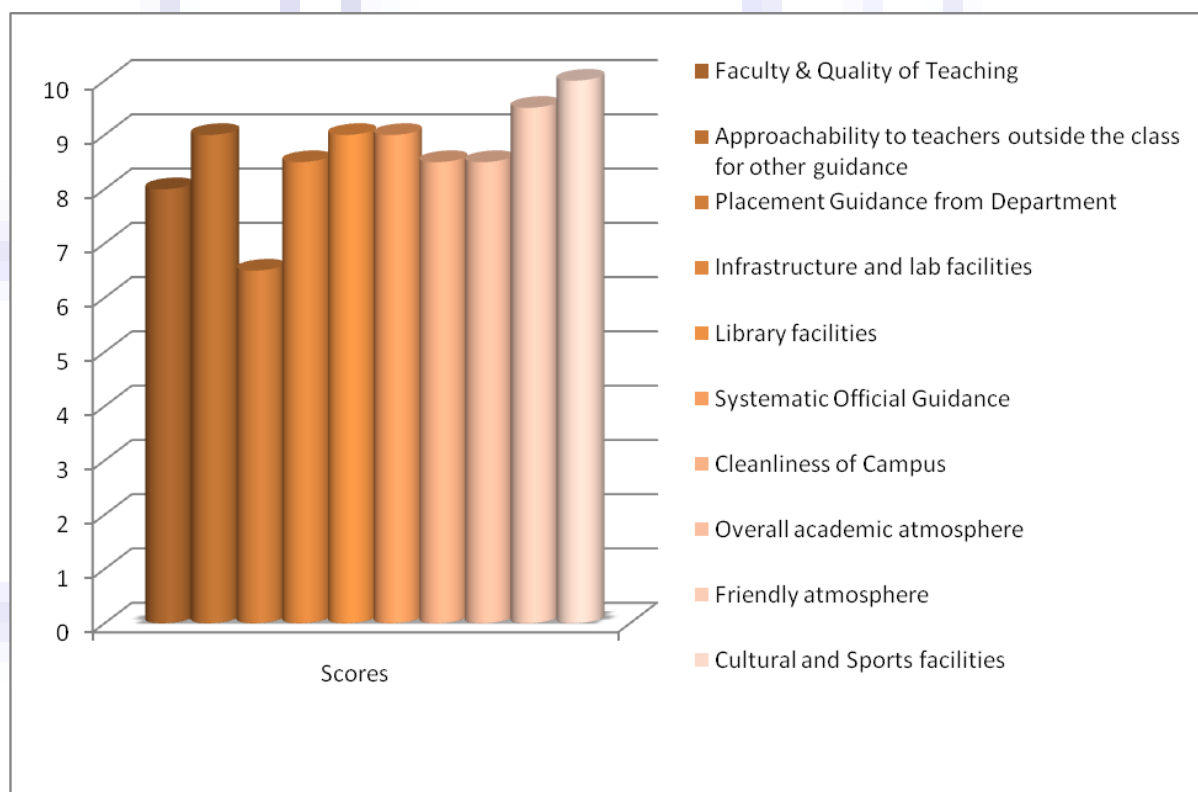
Out of 346 students, 178 from B.A; 92 from B.Sc; and 76 from B.Com

Points given in the Feedback Form: a) Faculty & Quality of Teaching; b) Approachability to teachers outside the class for other guidance; c) Placement Guidance from Department; d) Infrastructure and lab facilities; e) Library facilities; f) Systematic Official Guidance; g) Cleanliness of Campus; h) Overall academic atmosphere; i) Friendly atmosphere; j) Cultural and Sports facilities. Suggestions for further improvement were also asked for.

Feedback parameter: from 0 to 10 (0 stands for very poor; 10 stands for excellent)

Analysis shows:

- a) Faculty & Quality of Teaching---8 out of 10
- b) Approachability to Teachers---9 out of 10
- c) Placement Guidance from Departments---6.5 out of 10
- d) Infrastructure & Lab Facilities---8.5 out of 10
- e) Library facilities---9 out of 10
- f) Systematic Official Guidance---9 out of 10
- g) Cleanliness of Campus---8.5 out of 10
- h) Overall academic atmosphere---8.5 out of 10
- i) Friendly atmosphere---9.5 out of 10
- j) Cultural and Sports facilities---10 out of 10
- k) Suggestions: More space; introduction of vocational courses.



Feedback Analysis of Present Students