



The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

AQAR for the year

2012-2013

I. Details of the Institution

1.1 Name of the Institution

DESHBANDHU COLLEGE FOR GIRLS

1.2 Address Line 1

45 C, RASHBEHARI AVENUE

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700026

Institution e-mail address

dbcollegeforgirls@gmail.com

Contact Nos.

(033) 24640349, 24638116

Name of the Head of the Institution:

Kanchan Sengupta & Bhaswati Datta
(16th May 2013)

Tel. No. with STD Code:

(033) 24638116



Mobile:

9830413238

Name of the IQAC Co-ordinator:

Manas Naskar

Mobile:

9836660670

IQAC e-mail address:

iqac.dbcollegeforgirls@gmail.com

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

March 31, 2007 /117

1.5 Website address:

deshbandhucollegeforgirls.net

Web-link of the AQAR:

http://www.deshbandhucollegeforgirls.net/AQAR2012_13.pdf

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 70.20 | 2007 | 2012 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC:

July, 2007



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

- i. AQAR 2007—2008; 14/08/2008
- ii. AQAR 2008—2009 ; 2009
- iii. AQAR 2011 –2012 on 22 /12/2015
- iv. AQAR 2012 –2013 on 22/12/2015

1.9 Institutional Status

| | | | | | | | | |
|--|-------------------------------|-------------------------------------|------------------------|-------------------------------------|---------|-------------------------------------|---------|--------------------------|
| University | State | <input checked="" type="checkbox"/> | Central | <input type="checkbox"/> | Deemed | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Affiliated College | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | | | |
| Constituent College | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | |
| Autonomous college of UGC | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | |
| Regulatory Agency approved Institution | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | |
| Type of Institution | Co-education | <input type="checkbox"/> | Men | <input type="checkbox"/> | Women | <input checked="" type="checkbox"/> | | |
| | Urban | <input checked="" type="checkbox"/> | Rural | <input type="checkbox"/> | Tribal | <input type="checkbox"/> | | |
| Financial Status | Grant-in-aid | <input checked="" type="checkbox"/> | UGC 2(f) | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> | | |
| | Grant-in-aid + Self Financing | <input checked="" type="checkbox"/> | Totally Self-financing | <input type="checkbox"/> | | | | |

1.10 Type of Faculty/Programme

| | | | | | | | | | |
|------------------|--|-------------|-------------------------------------|----------------|-------------------------------------|------------|--------------------------|----------------|--------------------------|
| Arts | <input checked="" type="checkbox"/> | Science | <input checked="" type="checkbox"/> | Commerce | <input checked="" type="checkbox"/> | Law | <input type="checkbox"/> | PEI (Phys Edu) | <input type="checkbox"/> |
| TEI (Edu) | <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Health Science | <input type="checkbox"/> | Management | <input type="checkbox"/> | | |
| Others (Specify) | <div style="border: 1px solid black; padding: 5px; width: fit-content;">BBA (Self Financing)</div> | | | | | | | | |

1.11 Name of the Affiliating University

UNIVERSITY OF CALCUTTA



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

| | | | |
|--|------|------------------------------|------|
| Autonomy by State/Central Govt. / University | None | | |
| University with Potential for Excellence | N.A | UGC-CPE | N.A |
| DST Star Scheme | N.A | UGC-CE | N.A |
| UGC-Special Assistance Programme | N.A | DST-FIST | N.A |
| UGC-Innovative PG programmes | N.A | Any other (<i>Specify</i>) | None |
| UGC-COP Programmes | N.A | | |

2. IQAC Composition and Activities

| | |
|---|--|
| 2.1 No. of Teachers | 06 + 1 (Teacher in Charge as Chair Person) |
| 2.2 No. of Administrative/Technical staff | 02 |
| 2.3 No. of students | 00 |
| 2.4 No. of Management representatives | 00 |
| 2.5 No. of Alumni | 00 |
| 2. 6 No. of any other stakeholder and community representatives | 00 |
| 2.7 No. of Employers/ Industrialists | 00 |
| 2.8 No. of other External Experts | 00 |
| 2.9 Total No. of members | 08 |
| 2.10 No. of IQAC meetings held | 02 |



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

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 No. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC was peripherally functional. All the actions towards the development of the college were taken by the Head of the Institution with the assistance of different sub-committees.

Sri. Kanchan Sengupta, Associate Professor, Department of Economics who had been the Teacher in Charge of the college from February 2012, handed over the responsibility of the Teacher in Charge to Smt. Bhaswati Datta, Associate Professor, Department of English.

New Governing Body of the College was formed as the term of the existing Governing Body was coming to an end.

A provisional sanction for admission of 30 students each in the departments of **Sanskrit and Political Science at the Honours level** was given by the University of Calcutta.

Admission for the 30 seats each in Sanskrit and Political Science Honours course was opened from this session.

Number of seats in Education, English and Geography in Honours level were increased.

Sanction for post-graduate course in distance mode was received by the college. **Classes in distance mode** with the affiliation of Directorate of Distance Education, Rabindra Bharati University **started from February 2013.**

A certificate course in computer at a very introductory level for the students was introduced. A tie up with WEBEL was made to conduct the course for payment of a fee.



Sri Manas Naskar, Assistant Professor, Department of Commerce, organized a 2 day UGC sponsored National Level Seminar on 'Impact of Reforms of Indian Insurance Sector' in collaboration with Life Insurance Corporation, Eastern Zone and National Insurance Corporation, Eastern Zone.

Smt. Devbani Raychaudhuri, Associate Professor, Department of Political Science submitted UGC sponsored Minor Research Project on 'Evolution of relations between India and Israel in the Light of escalation of Terrorism in the Sub-continent.'

Dr. Ranjita Datta, Reader, Department of Education continued as Guest Lecturer to the Education Department of University of Calcutta to teach at the post graduate level. She was appointed to teach Statistics, Educational Management etc.

The computerization of the office had been undergoing and more and more office staff was given on job training in computer. The software that was bought for the internal data base management of the student's admission as well as to build up data base of accounts and administration was in use. Though online students' admission could not be started but like the previous session, for the sake of transparency admission was web linked.

Sanction for post-graduate course in distance mode was received by the college. **Classes in distance mode** with the affiliation of Directorate of Distance Education, Rabindra Bharati University **started from February 2013.**

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.

Since IQAC was almost non functional all the plan of actions were chalked out by the different sub committees and the Head of the Institution of the college.

| Plan of Action | Achievements |
|--|--|
| <ul style="list-style-type: none">➤ The present Teacher in Charge, Sri. Kanchan Sengupta resigned from the position on 15th May 2013.➤ Term of the existing Governing Body was coming to an end. | <ul style="list-style-type: none">➤ From May 16th, 2013 Smt. Bhaswati Datta of Department of English was appointed as the new Teacher in Charge.➤ New Governing Body of the College was to be formed as the term of the existing Governing Body was coming to an end. <p>Election of the teaching and non-teaching members of the College Governing Body was conducted in 2013. New Governing body was formed and became effective from ... with Sri. Benoy Bhushan Chakraborty as the President.</p> |



| | |
|--|---|
| <ul style="list-style-type: none">➤ Proposal sent for upgradation of Political Science and Sanskrit Department to Honours level.➤ Pending sanction of the university, proposal to admit students for Political Science and Sanskrit.➤ Plan to increase number of seats➤ Opening of study centre of Distance Education at Post Graduate level under Rabindra Bharati University. | <p>Members: Smt. Sujata Pradhan, Smt. Sampa Bhattacharaya, Sri. Manas Naskar and Smt. Purnima Mallick as Teachers' Representative of the college, Sri. Joydeep Sarengi, Sri. Arindam Basu, Sri. Pranabesh Jana, Smt. Shubhra Chakraborty, Sri. Sudarshan Kayal, Sri Deepak Ganguly as members of Non-teaching staff, Smt. Waheeda Khatoon as the General Secretary of the Students' Union of Deshbandhu College for Girls.</p> <ul style="list-style-type: none">➤ A provisional sanction for admission of 30 students each in the departments of Sanskrit and Political Science at the Honours level was given by the University of Calcutta. To start with, the University recommended the appointment of Part time teachers in each of the Departments. Two part time teachers in each department were given appointment. In view of the bar relating to the appointment of part-time teachers , in the order issued by the Department of Higher Education, West Bengal, Government approved part-time teachers could not be given appointment. College decided to appoint two teachers each in two of the departments. In order to bypass any legal problem relating to the Government order in this regard, initially their designation was 'non-approved part-timers', each getting a monthly compensation of Rs. 4000 per month.➤ Admission for the 30 seats each in Sanskrit and Political Science Honours course was opened from this session.➤ Number of seats in Education, English and Geography in Honours level were increased.➤ Sanction for post-graduate course in distance mode was received by the college. Classes in distance mode with the affiliation of Directorate of Distance Education, Rabindrabharati University started from February 2013. |
|--|---|



| | |
|--|--|
| <ul style="list-style-type: none">➤ Introduction of a computer certificate course.➤ ICT enabling of office.➤ A small initiative to make the college eco friendly in terms of power supply.➤ UGC seminar organised by Commerce Department.➤ Proposal for submission of MRP and Seminar. | <ul style="list-style-type: none">➤ A certificate course in computer at a very introductory level for the students was introduced. A tie up with WEBEL was made to conduct the course for payment of a fee. <p>From this session digitization of office and admission started. In order to help the process, a software company (AIDNI) was appointed.</p> <ul style="list-style-type: none">➤ To increase the ICT facilities, new computers were added to the office and computer laboratory. <p>To accommodate the increasing pressure of teachers in the staff room new furniture was added in the staff room. Also old furniture was remodelled to lockers to increase the storage space for teachers.</p> <ul style="list-style-type: none">➤ In order to keep the campus of the college free of sound and air pollution, as far as possible, a green generator was bought.➤ Sri Manas Naskar, Assistant Professor, Department of Commerce, organized a UGC sponsored National Level Seminar on 'Impact of Reforms of Indian Insurance Sector' in collaboration with Life Insurance Corporation, Eastern Zone and National Insurance Corporation, Eastern Zone.➤ Smt. Srimati Majumder , Associate Professor, Bengali Department received a sanction of Rs. 1,00,000/- for organizing a State Level Seminar on the noted Bengali writer Lila Majumdar to the UGC in collaboration with Tagore research Society under 12th plan. <p>Sri. Manas Naskar, Assistant Professor, Department of Commerce Department received a sanction of Rs. 1,50,000/- for organizing a National Level Seminar on 'Application of Statistical Tools in Research and Data Analysis' in collaboration with Indian Accounting Association, Medinipur Branch to UGC under 12th plan.</p> <p>Smt. Srimati Majumder, Smt. Sampa Bhattacharaya, Smt. Purnima Mallick and Sri Manas Naskar Submitted their MRP proposals to UGC.</p> |
|--|--|



| | |
|---|--|
| ➤ Teaching at post graduate level by one of the teachers of Education Department at University of Calcutta. | ➤ Dr. Ranjita Datta, Reader, Department of Education continues as Guest Lecturer at the Department of Education, University of Calcutta at the post graduate level. |
|---|--|

* Please see Annexure: A

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Part – B

Criterion – I

I. 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 | | | | |
| UG | B.A/ B.Sc / B.Com 11(8Honours +3 General) | 2 General to Honours (B.A) | 1 (BBA) | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 12 (8+3+1) | 02 (Gen to Hons.) | 1 | |
| 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 | 11+1 |



1.3 Feedback from stakeholders* Alumni Parents Employers Students

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

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

In some subjects revision of syllabi has been done by C.U. where the college did not have any direct role

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

In this session Political Science and Sanskrit were upgraded to Honours level.

Distance Education centre in affiliation with Rabindra Bharati University at post graduate level was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors/ Reader | Professors | Others |
|-------|------------------|------------------------------|------------|--------|
| 17 | 05 | 12 +1 (Reader) | | 0 |

2.2 No. of permanent faculty with Ph.D.

03

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 |
| 00 | 07 | 00 | 00 | - | - | - | - | 00 | 07 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

17+2+7+4

22(BBA)

Σ =52

Guest +Contractual+ Govt & coll. Approved Part timers

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 00 | 13 | 08 |
| Presented papers | 00 | 10 | 00 |
| Resource Persons | 01 | 0 | 0 |



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

The teaching and Learning are more or less confined to chalk and talk, to recapitulating of lessons given each day in the class by the students in the form of asking questions, and taking regular class tests.

The teachers have to continuously keep on innovating 'down to earth' examples while explaining the subject matter to the students. **As mentioned in the mission and vision of the college, the majority of the students who come from families which are severely economically and educationally challenged, to make a connection between the subject matter and their life, itself, calls for a lot of innovation in teaching. The majority of the students lack in self confidence are unexposed to what is going on around them and are not at all sure of their future plans.** So, besides, teaching the syllabus, the teachers have to constantly keep on driving the need to be self reliant and a feeling that they are not lesser human beings. The teaching of the actual syllabus comes after that. This aspect of teaching is not visible, neither does it easy to quantify and always does not yield tangible results but this does pose perhaps the greatest challenge to the teachers.

For this purpose, the students are continuously asked to keep themselves up to date by reading newspapers, watching News. Sometimes they are shown films in the college that has a certain bearing on the syllabus. The college subscribes to one English and one Bengali daily regularly. The college has a DVD player and video CDS to show films occasionally.

Over and above this a full scale mid-term test in November is conducted every year on the syllabus covered from the starting of the session in July to November. This helps both the teachers and the students a lot, to monitor their progress and take necessary actions. Moreover, a Selection Test is taken for each of the 1st, 2nd and 3rd year before they are sent for final Examinations conducted by the University.

The students are given a list of reference books over and above the list of text books in their respective subjects.

The teachers in their personal capacity enrich themselves by having personal memberships in different libraries of the city other than the college. Many of the teachers use the National Library, the Library of Ramakrishna Mission Institute of Culture and Departmental Libraries of their respective subjects of University of Calcutta or of Jadavpur University.

The college also maintained **an institutional membership at the British Council Library**. Some of the departments used the institutional membership regularly.

To enhance quality teaching, internet facility is extensively used by them.

The teachers regularly attend seminars, workshops, refresher courses, orientation programmes in order to bring the experience to the classroom.

From this session Smart Boards and LCD projectors are installed in some of the class rooms and some Departments use these audio visual facilities to make the learning experience more effective



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

155 / 278 working days

2.8 Examination/ Evaluation Reforms initiated by the Institution

None

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

00

00

00

2.10 Average percentage of attendance of students

65 --70

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------------|--------------------------------|---------------|-----|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A / B. SC / B.Com / BBA(H) | | | | | | |
| BNGA | 36 | 00 | 00 | 94.44 | 00 | 94.44 |
| EDCA | 17 | 00 | 00 | 94.12 | 00 | 94.12 |
| ENGA | 13 | 00 | 00 | 100 | 00 | 100 |
| GEOA | 18 | 00 | 00 | 100 | 00 | 100 |
| HISA | 08 | 00 | 00 | 75 | 00 | 75 |
| PLSG | 58 | 00 | 00 | 87 | 00 | 87 |
| SANG | 27 | 00 | 00 | 37 | 00 | 37 |
| ECOG | 4 | 00 | 00 | 100 | 00 | 100 |
| MTMG | 2 | 00 | 0 | 100 | 0 | 100 |
| PHIG | 26 | 00 | 00 | 100 | 00 | 100 |
| B.COM (H) | 40 | 00 | 00 | 77.5 | 00 | 77.5 |
| BBA | 7 | 00 | 00 | 57.14 | 00 | 57.14 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: The cell formation was in progress.



2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | -- |
| HRD programmes | -- |
| Orientation programmes | -- |
| Faculty exchange programme | -- |
| Staff training conducted by the university | -- |
| Staff training conducted by other institutions | -- |
| Summer / Winter schools, Workshops, etc. | -- |
| 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 | 09 | 03 | 00 | 4+2+2 |
| Technical Staff | 0 | 0 | 0 | 0 |

Criterion – III

3. Research, Consultancy and Extension

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

IQAC was very weakly functional, so all initiatives in this regard were taken by the teachers and the college authority, in general. 1 state level and 1 National level seminar proposals were sent to UGC and received sanction from UGC. 04 Minor

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 1,10,000 | 0 | 0 | 0 |



3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 1 | 0 | 0 |
| Non-Peer Review Journals | 0 | 0 | 0 |
| e-Journals | 0 | 0 | 0 |
| Conference proceedings | 0 | 0 | 0 |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | -- | -- | -- | -- |
| Minor Projects | 1.8 yrs | UGC | 1,13,000 | 1,10,000 |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Projects sponsored by the University/ College | -- | -- | -- | -- |
| Students research projects (other than compulsory by the University) | -- | -- | -- | -- |
| Any other(Specify) | -- | -- | -- | -- |
| Total | -- | -- | -- | -- |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

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 | 0 |
| Sponsoring agencies | 0 | 0 | 0 | 0 | 0 |



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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | N.A |
| | Granted | N.A |
| International | Applied | N.A |
| | Granted | N.A |
| Commercialised | Applied | N.A |
| | Granted | N.A |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| --- | -- | -- | -- | -- | -- | --- |

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:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level



3.24 No. of Awards won in NCC:

| | | | |
|------------------|---|---------------------|---|
| University level | 0 | State level | 0 |
| National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

| | | | |
|------------------|---|---------------|---|
| University forum | 0 | College forum | 0 |
| NCC | 0 | NSS | 0 |
| | | Any other | 0 |

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

- BLOOD DONATION CAMP, DISTRIBUTION OF BOOKS TO POOR SCHOOL STUDENTS

With the perpetual problem of scarcity of fresh blood in the city every summer, the students of Deshbandhu College for Girls have come forward on their own initiative and organized a blood donation camp in August 2012. A good number of students themselves donate blood to address the issue.

Children of marginalized section of the society from the local slum area are invited on that day and they are given candies, toys, exercise books, pencil boxes as festival gifts by the students' union. This effort of the students to give them a feeling of oneness with the institution is widely acclaimed and appreciated by the society at large.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--|---|--|----------------------------|-------|
| A. Campus Area: Plot Area: 2225.6889 M²/ 35 Cottahs (Building constructed by Construction Board of State Govt. 1775 M ²) | College Building G Floor 676.761 m ² 1 st Floor 603.469 m ² 2 nd Floor 541.354 m ² | Hostel Building G Floor 409.38 m ² 1 st Floor 410.14 m ² 2 nd Floor 410.14 m ² Proposed Canteen Common Room 235.770 m² | MPLAD UGC | |
| B. Class Rooms (Please see the detailed room size) | 16 excluding 02 Geo Lab + 01 Computer Lab+ 01 BBA Lab | Proposed 3rd & 4th Floor 215 x 2 m² Above hostel building | | |
| C. Laboratories | 03 +01 Room 23 which is computer lab cum class room | | | |
| D. Seminar Halls | Room 16 & 17 Convertible class rooms to Seminar Hall | | | |



| | | | | |
|--|---|-----------|-----|--|
| E. No. of important equipments purchased (≥1-0 Lakh) during the current year | <ul style="list-style-type: none"> Scanner, Hard Disk, UPS | 0.10 L | UGC | |
| | <ul style="list-style-type: none"> 1 x Auto level Geo Lab | 0.05 L | UGC | |
| | <ul style="list-style-type: none"> 3 x Lenovo Desk top | 0.77 L | UGC | |
| F. Value of equipment purchased during the year | | Rs = .92L | | |

4.2 Computerization of administration and library

In this session, the effort to computerize the administration had started in a much bigger way, especially in the field of preparing accounts, building up a students' database and admission. The software bought in the last session was in use to upgrade the automation of office.

For this session, for the first time, an internal data base management for the students' admission was introduced. For this purpose, software was installed in the previous session.

Student's data base management was there in the BBA department.

The computer laboratory for the students of Geography Honours and Accountancy Honours in the Commerce stream had been largely in use as a part of their syllabus.

The process of digitization of Library is lagging behind in because the post of librarian had been lying vacant from 2009.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|---------------------|---------------------|--|-------|---------------------|---------------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 20895 | 968599 | 258 | 69004 | 21153 | 940743 |
| Reference Books | 39 | 21185 | 30 | 9500 | 69 | 28566 |
| e-Books | - | - | - | - | - | - |
| Journals | 143 (NO. of issues) | 5403 | - | - | 143 (NO. of issues) | 4863 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | Maps 65 | Price not mentioned | British Council Institutional Membership | 6500 | Maps 65 | Price not mentioned |



4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|--|---------------|---|------------------|-------------------------------|---|---|--------|
| Existing | 27 COLLEGE OWNED +08(WEBEL)+ 3Laptop | 20 | Partial In BBA Lab and Principal's office College Library | BSNL Broad Band | 8 In Collaboration with WEBEL | 5 Desk Top | 2Laptops in DEPT of Education & Bengali (MRPs) 1 GEO DEPT staffroom 1 College Main Library 1 Laptop for Dept. of BBA | |
| Added | 8 Desktops + 2 Desktop (replacement of existing) + 2 Laptops | 3+3 | Accountant's Office Office Computer Room | BSNL Broad Band | NIL | 4Desk Top 2 (1addition + 1 replacement) in Principal's Room + 1 Cahier's room (replacement) + 1 addition in Office Computer Room 1 Lap Top for OFFICE | 1 Laptop for Dept. of Commerce | |
| Total | 27 + 8 (WEBEL) + 5 laptops | | | | | | | |

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

Office staffs are given on job training in computer

4.6 Amount spent on maintenance in lakhs: Please see Annexure B

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services.

Since the IQAC was marginally functional at this stage, efforts to enhance awareness about support service were largely made by the college authorities through notification. The **Head of the Institution, teachers** in their respective departments and **the students' union** also took initiative to make the students aware of the support services so that the fund can reach to the right students.

There are various endowments in the college for providing financial support to the needy students. The students may utilize the money for college fees, and examination fees. Some such endowments are Ashoke Vikash Bhattacharya Memorial Fund, Jitesh Guha Memorial Fund, Geeta Datta Chowdhury Memorial Fund, Priyabala Mukhopadhyaya Memorial Prize Fund, Bijan Behari Bhattacharya Memorial fund. Most of these awards and concessions are given on the means cum merit basis.

Over and above these, economically needy students are provided with the concession for Bus, tram and Train on production of the proof of annual income of their parents.

There is also provision for 'Kanyasree' support provided by the West Bengal Government which the students may avail of provided they meet the required criteria.

Besides monetary support, **students undergo continuous advice and counselling** by the teachers inside and outside the classes for a holistic development of their career and personality. Extra classes, after the selection tests of University examination is over, are taken by the teachers to equip them about the question patterns, problems relating to practical examinations and an overall recapitulation of the syllabus.

5.2 Efforts made by the institution for tracking the progression

There is no formal mechanism to track the progression. A file is maintained by the office to keep a record of the students enjoying such concessions. Apart from this an informal mechanism between the teachers and students is always there for tracking the progression.

The main purpose of the student support service in terms of monetary concession is to restrict drop outs of students for want of money. Since the college is not a very big one, the students are individually known to the teachers of their respective departments. So in most of the cases, teachers know which students are needy and require concession. Some departments also keep a record of students enjoying concession. After the publication of the University results, a review is made so that the qualified students may apply for concession, a next time.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1134 | 0 | 0 | 0 |

(b) No. of students outside the state

| |
|----|
| 07 |
|----|



(c) No. of international students

| | | | | | |
|-----|----|---|-------|------|------|
| | No | % | | No | % |
| Men | 0 | 0 | Women | 1134 | 100% |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|----------------|-----------------------|-------|-----------|----|----|----------------|-----------------------|-------|
| General | SC | ST | OBC & Minority | Physically Challenged | Total | General | SC | ST | OBC & Minority | Physically Challenged | Total |
| 1148 | 32 | 00 | 04 | 00 | 1180 | 1134 | 92 | 01 | 15 | 0 | 1023 |

Demand ratio 3.04 : 1

Dropout % 11.13

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

| |
|------|
| NONE |
|------|

No. of students beneficiaries

N.A

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|-----|-----------|-----|------|-----|--------|-----|
| NET | N.A | SET/SLET | N.A | GATE | N.A | CAT | N.A |
| IAS/IPS etc | N.A | State PSC | N.A | UPSC | N.A | Others | N.A |

No. of students qualified in these examinations.

Since the college is an under-graduate one, there is no opportunity to appear NET, SET/SLET, GATE or CAT examinations. However, every year, quite a few number of students finishing the under graduate degree course from this college pursue post graduate studies in different Universities of the state. Some more engage themselves in career oriented courses for job opportunities. A large number of students passing out from this institution, who are forced to take a break from their career plan because of family reasons, do make a comeback in the job market. They sit for examinations conducted by the School Service Commission, Railway recruitment Board, Bank or similar agencies and build up a career of their own. Some of our students pursue teaching careers in colleges, a large number of them teach in primary, secondary and high schools and many of them are employed in different small industries or are self-employed.

Some of the Commerce Graduates pursue higher studies at the University or at the Institute of Chartered Accountancy, at ICWAI and at different management Institutes for MBA and MBM degrees. Those more interested in getting a job sit for examinations conducted by the Public Service Commission or Union Public Service Commission to work as section officers at different accounts offices of the state and the Union Government. Some of the students also pursue a career of Tax Consultants.



5.6 Details of student counselling and career guidance

Besides monetary support, **students undergo continuous advice and counselling** by the teachers inside and outside the classes for a holistic development of their career and personality. Extra classes, after the selection tests of University examination is over, are taken by the teachers to equip them about the question patterns, problems relating to practical examinations and an overall recapitulation of the syllabus.

Moreover, the college arranges career counselling by different NGOs, companies and agencies regularly. In this session a tie up was established with WEBEL to give certificate course in course in computer mainly to the 1st year students of the college.

No. of students benefitted

100 (approx)

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 0 | 0 | 0 | 0 |

5.8 Details of gender sensitization programmes

Since it is a college exclusively for girls, gender sensitizing issue is always discussed in the classes and also outside the classes. They are told and sensitized about the safeguards that are incorporated in the Indian Constitution in the form of fundamental rights, Visakha Judgement, so on and so forth. The students having Political Science as Honours and General course are especially sensitized about this in the class.

As plans were being made to open the Girls' hostel, special care was taken by the college authority and the hostel committee to ensure the safety and the security of the boarders.

5.9 Students Activities

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

State/ University level

0

National level

0

International level

0

It is true that the students have almost no representation in sports or games in the state, national or international level but they make active participation in some of the annual games and cultural events.

Every year the college organizes annual sports where the Students' Union takes a very active role. The hit is organized in the piece of land in the college campus. The annual sports are organized in a nearby park.



No. of students participated in cultural events

State/ University level

0

National level

0

International level

0

The college also organizes with the help of the Students' Union **an annual social event 'Renaissance'** where the students take active part in cultural activities. This is also an occasion where the guardians are invited to the event.

Besides, every year the students Union organizes **Freshers' Welcome** to the newcomers of First year with the 2nd and 3rd year students.

Every year the Students Union observes the **Teachers' Day** on 5th September.

Saraswati Pujo is an event which cuts across the line and barrier of religion. Every year Saraswati, the very own god of the students is worshipped by the students with much enthusiasm and fanfare under the leadership of the Students' Union.

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

Sports : State/ University level

0

National level

0

International level

0

Cultural: State/ University level

0

National level

0

International level

0

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|--------------------|--------|
| Financial support from institution | 74 | 26800 |
| Financial support from government | 72 | 15705 |
| Financial support from other sources | 00 | 00 |
| Number of students who received International/ National recognitions | 00 | 00 |

5.11 Student organised / initiatives

Fairs : State/ University level

0

National level

0

International level

0

Exhibition: State/ University level

0

National level

0

International level

0

5.12 No. of social initiatives undertaken by the students

02



With the perpetual problem of scarcity of fresh blood in the city every summer, the students of Deshbandhu College for Girls have come forward on their own initiative and organized a blood donation camp in August 2013. A good number of students themselves donate blood to address the issue.

Children of marginalized section of the society from the local slum area are invited on that day and they are given candies, toys, exercise books, pencil boxes as festival gifts by the students' union. This effort of the students to give them a feeling of oneness with the institution is widely acclaimed and appreciated by the society at large.

5.13 Major grievances of students (if any) redressed:

Absence of canteen and common room is the major grievance of the students since 2013. A space in the south western corner of the college premises was identified for the construction of a new building for canteen and common room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Deshbandhu College for Girls will be completing its 60 years in the "Service of Womens' Education" on August 1, 2015. Inspired by the ideal of Deshbandhu Chittaranjan Das the college was established in South Calcutta in 1955 by three visionaries, Sri. Hemendranath Das Gupta, Sri. Jitesh Chandra Guha and Dr. Sudhir Kumar Mitra. To translate the dream of Deshbandhu's women emancipation, the founders set their goal to establish a college exclusively for girls where the less meritorious students of middle class families would get a chance to enter into the fold of higher education. With this goal in mind, a handful group of dedicated, selfless and enterprising young men Sri. Suddhasatwa Basu, Sri Nakashtra Kumar Raychaudhuri and Sri Asit Kumar Sen started the journey with very meagre means and a lot of constraints.

Over the years, the college is fulfilling this mission of spreading higher education for women coming from all strata of society, even from the families of first generation learners. So we do not boast of a star studded gallery of extra-ordinary students. Rather we open the doors of higher studies for our students with empathy, personal attention and dedicated teaching. We equip them to face the challenges of larger world, to ensure all round development to become good human beings.

The college that started with honours in only one subject has spread its wings. Offering courses basically in humanities subjects, over all these years the college had opened Commerce stream and a self financed honours course in Business Administration. We are now offering honours courses in Accountancy, Bengali, Education, English, Geography, History, Political Science and Sanskrit.



Mission of the college

To promote inclusive education for women.

To ensure a holistic development of the students.

To introduce the new horizons of higher education to students.

To instil self confidence in the students.

To nurture creativity and instil courage in students to face the unknown.

To encourage the feeling of identification with the nation and society.

To define the activities of the college in the new milieu of an ICT enabled world.

6.2 Does the Institution has a management Information System

- No formal management information system (MIS) is there in the college. The process of MIS that had already started in the last session was still on the process of up gradation.
- Efforts were taken to correct the flaws in building up the internal database for student admission --- a process that had already started in the last session.
- Student admission was web linked. In order to maintain transparency student admission was web linked.
- Office accounts were in the process of computerization.
- Office staff was being given on job training.

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

6.3.1 Curriculum Development

Curriculum means the total experience a student gains from any educational institution. Basically curriculum is of two types, hidden and written curriculum. Since the college is an affiliated one under University of Calcutta, there is almost no scope for developing formal curriculum. However, whenever, any workshop or seminar is organised by the University the teachers of the respective departments participate.

Over and above the formal syllabus and curriculum there is a broader sense of the term. Normally we emphasise on written curriculum or syllabus. But there is a larger scope to nurture their diversified talents with the help of various programmes outside the written syllabus. This gives the teachers a lot of scope to build up the character of a student.

Since our college has a very good teacher student ratio, the teachers act as a role model for them. One such example is that in spite of absence of an active alumni association, the ex-students, especially who are pursuing higher studies; keep themselves in close touch with the teachers of the college.



6.3.2 Teaching and Learning

Traditional chalk and talk is the most popular method of teaching. Apart from that to bring a variation in the teaching learning processes teachers sometimes depend on more interactive method, such as Audio Visual presentation, Home assignment, Quiz, Peer teaching, Micro teaching, Classroom Debate etc.

6.3.3 Examination and Evaluation

As an affiliated college of Calcutta University there is almost no scope to bring any innovation in the examination and evaluation process. However, the college has to bear a heavy load of conducting university examination at UG level which takes a very heavy toll on the actual teaching days. This is especially true in this college because of space crunch and limited number of full time faculty.

COLLEGE EXAMINATIONS

As an affiliated college of the University of Calcutta, students enroll in a 3year degree course comprising of Part I, Part II and Part III Examinations both in Honours and General level.

College takes mid-term and selection tests for each batch of students before they are sent for University Examinations.

Every Honours Department in all three streams of B.A/ B.Sc and B. Com take regular class tests.

Teachers evaluate the scripts of **all the college examination** within 15 days and the results are published in 3 weeks.

UNIVERSITY EXAMINATIONS:

The University of Calcutta had introduced a reform in the under graduate level examination for last few years. The B.A./ B.Sc. final examination which used to be conducted in two parts, since 2006, it is divided into three parts. This had increased the load on the undergraduate colleges to conduct the examinations and evaluation of scripts, manifold. Our college has all the three streams, i.e., B.A., B.Sc and B.Com. Every year the college is chosen as a venue for all these three streams for conducting the final examinations. In addition, for the last three years with the introduction of the system of supplementary examination by the University, the college is requisitioned as the venue and teachers perform the task of invigilation for that. **This huge load of conducting examinations, takes almost 4 to 5 months, thereby taking a severe toll on the actual teaching days.**

The teachers teaching **practical and lab based** subjects conduct practical examinations, oversees project work of the students in the college. They also perform the duty of external examiners of practicals to other colleges.



Teachers also **evaluate the scripts; act as scrutineers and review examiners of University Examinations** both at Honours and General level.

The teachers of many departments perform the duty of paper setters of University examinations over and above the duty of paper setting in the college examinations.

The teachers who take post graduate classes in different Universities evaluate post graduate scripts also over and above the regular assignments of Under Graduate examinations.

As a continuation of the Decentralized process, all teachers are assigned with the duty of script evaluation and scrutinee of the general papers of three parts of the University Examinations.

In order to expedite the process of publication of result in the general courses where a huge number of candidates appear every year, the University had introduced a new system of script distribution. Colleges are chosen to act as Zonal Distribution centres for different subjects. The colleges that act as the Zonal distribution Centres are given the responsibility of scripts to the scale 5000. This centre has to take the entire responsibility for the final submission of marks to the University. For this purpose one of the senior teachers of the subject is selected. This year Education, Bengali, and Geography Departments were selected as Zonal centres. From 2007 Education Department was acting as a zonal Distribution centre.

6.3.4 Research and Development

The college always promotes and supports a climate for research activities of the teachers.

The teachers, full time as well as part time teachers are pursuing for Ph. D, and M.Phil degree. 4 full time teachers of English, Geography and Commerce Departments are pursuing Ph.Ds while at least 3 part time teachers have enrolled themselves for Ph.D and 3 part time teachers for M.Phil.

4 full time teachers, 2 of Bengali Department, 1 of Commerce Department and 1 of Geography Department received sanction letters from UGC for Minor Research Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The post of librarian had been lying vacant. So digitization of library could not be introduced.

6.3.6 Human Resource Management

Human Resource Management is conducted in a democratic and transparent way.

- At the end of every 4 years the election of the Teaching and Non-teaching employee Representatives of the Governing Body is conducted under the supervision of the Principal/ TIC according to the rules of 1979 First Statute of the University of Calcutta.
- At the beginning of every Academic session the election of the Secretary of Teachers' Council is conducted by the Principal / TIC.
- For democratic management of the students' affairs every year a full fledged election of the students' union is conducted by the Students Union Election Committee. Under the chairmanship of the TIC the Committee is composed of a few teachers who conduct the election process strictly according to the letters of the election schedule drafted for this purpose.



6.3.7 Faculty and Staff recruitment

NIL

6.3.8 Industry Interaction / Collaboration

Since the syllabus is not based on technical education, there is almost no such scope for industrial interaction/collaboration.

6.3.9 Admission of Students

The admission process in the college is absolutely transparent and based on the basic admission rules provided by the University of Calcutta. Within the given framework the college provides a wide variety of combination of subjects.

In order to maintain transparency the college strictly goes by the schedule of admission as stipulated by its parent institution, i.e., University of Calcutta. The process starts from the date announced by University of Calcutta and ends with the date decided by the University of Calcutta. The college, since it caters to the goal of women empowerment even to the economically and educationally most challenged strata of the society, the criteria for admission in most of the subjects are chosen to the bare minimum as stipulated by the University of Calcutta. The admission is done strictly on the basis of merit of the applicants.

Every year the college prospectus stating the detail of admission, procedure of filling the forms and courses offered is handed over to the applicants with the form. The college website is used for notification; schedule and procedure of admission in detail have been notified. Besides, like other years starting of the admission process, posters, banners and leaflets are distributed around the locality and in the nearby railway stations and metro stations for notification. In the college premises as well, elaborate notice mentioning the actual schedule and the admission procedure in detail is put up.

Help desks for counselling by the subject teachers are opened during the time of admission and the desks remain open till the seats are filled up.

Moreover, there had been vertical and lateral mobility of students from the admission list. Vertically, when seats were not filled up by the students from the first merit list, the candidates from the second and third merit list, meeting the criteria of admission, were given a chance to get admitted. This process of vertical mobility went on so long the seats in different subjects were exhausted within the stipulated date of admission given by the University of Calcutta.

So far as lateral mobility is concerned, students were given the chance to change subjects of their choice, mainly in the general courses depending on the availability of seats, and fulfilment of criteria and prescribed time limit.



6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | None |
| Non teaching | None |
| Students | West Bengal Minority Development Commission |

6.5 Total corpus fund generated

Rs = 1,411,585 (Fixed Deposit)

6.6 Whether annual financial audit has been done

Yes

☐

No

√ (Till 2011)

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

| Audit Type | External | | Internal | |
|----------------|----------|-------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | M.Niloy & Company | No | N.A |
| Administrative | No | N.A | No | N.A |

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐ N.A

No

☐ N.A

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

N.A

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

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In order to expedite the process of publication of result in the general courses where a huge number of candidates appear every year, the University had introduced a new system of script distribution. Colleges are chosen to act as Zonal Distribution centres for different subjects. The colleges that act as the Zonal distribution Centres are given the responsibility of scripts to the scale 5000. This centre has to take the entire responsibility for the final submission of marks to the University. For this purpose one of the senior teachers of the subject is selected. This year Education, Bengali and Geography Departments were selected as Zonal centres. From 2007 Education Department was acting as a zonal Distribution centre.



6.11 Activities and support from the Alumni Association

An Alumnus was formed in the year 2004. The association was formally not very active after 2007. Some of the ex students are always in touch with their respective Departments and with the college.

6.12 Activities and support from the Parent – Teacher Association

In some Departments parent teacher meetings are regularly held but there is no such association

6.13 Development programmes for support staff

No formal programmes are conducted but the support staffs are continuously given on job training in computer.

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

Even at the heart of the city of Kolkata, there is a piece of land with trees and shrubs nestling a lot of birds in the college campus which is regularly maintained.

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.

Since the IQAC had not been functioning properly, all the innovations and best practices were chalked out in the different committees operating for the enhancement of the quality of the college.

In order to get a widespread publicity of the facilities provided by the college, there was an ongoing plan to make a formal inauguration of the college hostel from the last academic session of 2013-`14. Efforts had already been taken on the part of the college authority and a plan was almost ready in March 2014 but because of the announcement of date of Lok Sabha Election, the plan was dropped. So in this session it got the topmost priority.

An effort was also going on to increase the number of boarders in the college so that the need of accommodation of the students can be catered to in a more fruitful way.



The college was getting ready to implement the COSA for the preparation of the salary bill of all the employees of the college as a part of West Bengal Government's e-governance.

The college had been suffering from a severe crunch of space for years. There had been a long time demand on the part of the students to have a common room of their own and a specific space for canteen. Moreover, new subjects could not be brought in for paucity of space.

An application of Rs. 1.05 crore was made to the Department of Higher Education, Government of West Bengal for construction of 3rd and 4th floor of the College building to cater to these needs.

In order to bring 100% transparency in the process of admission of students, a concerted effort was taken up by the Admission Committee, Website Committee and the Prospectus Committee to introduce a system of online admission from last academic session.

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

- From May 16th, 2013 Smt. Bhaswati Datta of Department of English was appointed as the new Teacher in Charge.
- **New Governing Body** of the College was to be formed as the term of the existing Governing Body was coming to an end. Election of the teaching and non-teaching members of the College Governing Body was conducted in 2013. New Governing body was formed with Sri. Benoy Bhushan Chakraborty as the President. Members: Smt. Sujata Pradhan, Smt. Sampa Bhattacharaya, Sri. Manas Naskar and Smt. Purnima Mallick as Teachers' Representative of the college, Sri. Joydeep Sarengi, Sri. Arindam Basu, Sri. Pranabesh Jana, Sri Shubhra Chakraborty, Sri. Sudarshan Kayal, Sri Deepak Ganguly as members of Non-teaching staff, Ms. Waheeda Khatoon as the General Secretary of the Students' Union of Deshbandhu College for Girls.
- A provisional sanction for admission of 30 students each in the departments of **Sanskrit and Political Science at the Honours level** was given by the University of Calcutta. To start with, the University recommended the appointment of Part time teachers in each of the Departments. Two part time teachers in each department were given appointment. In view of the bar relating to the appointment of part-time teachers, in the order issued by the Department of Higher Education, West Bengal, Government approved part-time teachers could not be given appointment.
- College decided to appoint two teachers each in two of the departments. In order to bypass any legal problem relating to the Government order in this regard, initially their designation was 'non-approved part-timers', each getting a monthly compensation of Rs. 4000 per month.
- **Admission for the 30 seats each in Sanskrit and Political Science Honours course was opened from this session.**
- **Number of seats in Education, English and Geography in Honours level were increased.**
- Sanction for post-graduate course in distance mode was received by the college. **Classes in distance mode** with the affiliation of Directorate of Distance Education, Rabindrabharati University **started from February 2013.**



- **A certificate course** in computer at a very introductory level for the students was introduced. A tie up with WEBEL was made to conduct the course for payment of a fee. From this session **digitization of office and admission** started. In order to help the process, a software company (AIDNI) was appointed.
- To increase the ICT facilities, new computers were added to the office and computer laboratory. To accommodate the increasing pressure of teachers in the staff room new furniture was added in the staff room. Also old furniture was remodelled to lockers to increase the storage space for teachers.
- In order to keep the campus of the college free of sound and air pollution, as far as possible, a green generator was bought.
- Sri Manas Naskar, Assistant Professor, Department of Commerce, organized a UGC sponsored **National Level Seminar** on '**Impact of Reforms of Indian Insurance Sector**' in collaboration with **Life Insurance Corporation, Eastern Zone and National Insurance Corporation, Eastern Zone**.
- Smt. Srimati Majumder, Associate Professor, Bengali Department submitted a proposal of Rs. 1,00,000/- for organizing a State Level Seminar on the noted Bengali writer Lila Majumdar to the UGC in collaboration with Tagore research Society under 12th plan.
- Sri. Manas Naskar, Assistant Professor, Department of Commerce Department submitted a proposal of Rs. 1,50,000/- for organizing a National Level Seminar on 'Application of Statistical Tools in Research and Data Analysis' in collaboration with Indian Accounting Association, Medinipur Branch to UGC under 12th plan.
- Dr. Ranjita Datta, Reader, Department of Education continues as **Guest Lecturer at the Department of Education, University of Calcutta at the post graduate level**.

7.3 Give two Best Practices of the institution

The new Governing Body was democratically formed.

7.4 Contribution to environmental awareness / protection

The students are continuously sensitized against wastage of water and electricity and asked to keep the college building and campus clean by using bins.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒



7.6 Any other relevant information the institution wishes to add.

Strength

The college is not a big one. The atmosphere is peaceful, undisturbed and very congenial for academic pursuits.

In all the departments the institute has a very healthy student teacher ratio. Teacher-Student relationship is the strength of this college. This helps the teachers to take personal care to address their weakness and shortcomings.

After three years of studies, a strong bondage is built up between the students and teachers. Many of the students, especially those who continue higher studies, very regularly are in touch with the teachers of their respective departments. Whenever, they find any difficulty in studies, their first choice in trouble shooting is their erstwhile college teachers rather than their mentors in the University.

Weakness

Permanent position in many departments has been lying vacant for years. That has a thwarting effect in the development of many departments. For example, in the Department of Political Science, one of the two substantive teaching positions was lying vacant from 2002. Similarly in the Departments of Philosophy, Geography, Mathematics, English, positions remain vacant taking a lot of time to get filled in.

Additional teaching posts would facilitate better teaching.

Poor and irregular attendance of students is a major problem. In spite of repeated counselling in the class, parent-teacher meeting to sensitize about their wards' in attendance, bringing the students to class regularly is a hard task.

Going to private coaching centres is another source of weakness. These coaching centres offer suggestion of probable questions for the final examinations and the students tend to heavily depend on such suggestion without covering the entire syllabus. In most of the cases the suggestions do not click and they fare poorly in the examinations.

Space Crunch in the college is a very serious weakness. For want of space, it becomes impossible to introduce new courses in the curriculum. Very often, the number of classes in the existing course has to be restricted to a very tight schedule.

A large number of students come from backgrounds that are economically and educationally challenged. So despite all the efforts of the teachers and the institution, the dropout rate of students is considerable. Also lack of exposure among guardians and a not so congenial background at home result in lack of achievement motivation among students.

Opportunities

The students can avail of several opportunities if they are able to successfully finish the three year degree course.

The students with better result can pursue higher studies.



Since 2012-13 sessions a centre of distance education at the post graduate level with the affiliation of Rabindrabharati University has been opened in the college. This gives a lot of opportunities even to the students who had a break in their studies after completion of their under graduate courses.

The students can sit for entrance examinations conducted by the School Service Commission for school teaching jobs.

The students of Commerce stream have the opportunity in audit and account firms and banks.

Challenges

To bring the students to the class room, to stop them from attending the private coaching classes and creating achievement motivation among them are some of the greatest challenges of the time.

To motivate the better students to higher studies so that they can realize their full potentiality.

To make the students economically self reliant so that they can face the challenges in future.

To bring students to the class room, to stop them from taking private coaching classes and creating Achievement Motivation among them are some of the greatest challenges which the college is facing over the years.

8. Plans of institution for next year

To make a wide publicity of the newly constructed hostel for the students. To build up the hostel set up academically congenial and comfortable for the boarders. To continuously review and revise the plans with the hostel committee in order to plug the loose ends for opening the facility. New norms for hostel had to constituted to make it safe for the young girls living there.

To make arrangement for formally inaugurating the Students' Hostel by the Minister of Higher Education, Government of West Bengal.

To review the functioning of the two newly opened Honours Department. To meet the necessity of appointing guest lecturers in these two departments and to build up required infra-structural facilities in terms of library, classrooms and space.

In order to meet the extra load of the three departments, i.e., Education, English and Geography where number of seats were increased, appointment of more guest lecturers was to be made.

Teachers of different departments were engaging themselves to submit proposals of Minor Research Project to the University Grants Commission.

College was planning to submit proposals to UGC sponsored National and state level seminar by the Department of Commerce and the Department of Bengali respectively.

To review the progress of the post graduate level Distance Education Centre introduced in the college in the last session.



Taking a bold step forward to make the classes and departments Information and Communication Technology enabled which was the need of the day. For this purpose, to make a proper use of the Government and UGC grants.

To increase the number of computers in the computer laboratory this was intensely used by the students of Commerce and Geography Departments.

To refurbish the staffroom with more sitting arrangement and storage space for the teachers..

To find out an alternative space for building up canteen and common room facility for the students that had been a demand of them for a long time.

Name : Devbani Raychaudhuri

Name : Dr. Anita Chattopadhyay Gupta

Devbani Raychaudhuri

Anita Chattopadhyay Gupta

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC




Annexure A

| LIST OF HOLIDAYS, 2012-2013 | |
|--|--|
| 21 June, 2012 Thursday | Rathayatra |
| 1 August, 2012 Wednesday | College Foundation Day |
| 9 August, 2012 Thursday | Janmastami |
| 15 August, 2012 Wednesday | Independence Day |
| 20 August, 2012 Monday | Id-Ul-Fitr |
| 2 October, 2012 Tuesday | Mahatma Gandhi's Birthday |
| 15 October, 2012 Monday | Mahalaya |
| 18 October, 2012 Thursday | Puja Vacation / Autumn Festival |
| 17 November, 2012 Saturday, inclusive of both days | |
| 27 October, 2012 Saturday | Id-Ud-Joha |
| 5 November, 2013 Monday | Deshbandhu Chittaranjan Das's Birthday |
| | Jagaddhatri Puja |
| 22 November, 2012 Thursday | Muharram |
| 25 November, 2012 Sunday | Guru Nanak's Birthday |
| 28 November, 2012 Wednesday | Winter Recess |
| 25 December, 2012 Tuesday | |
| 2 January, 2013 Wednesday, inclusive of both days | |
| 23 January, 2013 Wednesday | Netaji Subhas Chandra Basu's Birthday |
| | Calcutta University Foundation Day |
| 24 January, 2013 Thursday | Maghosava |
| 25 January, 2013 Friday | Republic Day |
| 26 January, 2013 Saturday | Saraswati Puja |
| 15 February, 2013 Friday | Saraswati Puja |
| 16 February, 2013 Saturday | Sivaratri |
| 10 March, 2013 Sunday | Dolyatra |
| 27 March, 2013 Wednesday | Holi |
| 28 March, 2013 Thursday | Good Friday |
| 29 March, 2013 Friday | Easter Saturday |
| 30 March, 2013 Saturday | Chaitra Samkranti |
| 14 April, 2013 Sunday | B. R. Ambedkar's Birthday |
| 14 April, 2013 Sunday | Pola Baishakh |
| 15 April, 2013 Monday | May Day |
| 1 May, 2013 Wednesday | Rabindra Jayanti |
| 9 May, 2013 Thursday | Buddha Purnima |
| 25 May, 2013 Saturday | Summer Recess |
| 16 May, 2013 Thursday | |
| 30 June, 2013 Sunday, inclusive of both days | |
| 16 June, 2013 Sunday | Death Anniversary of Deshbandhu Chittaranjan Das |

**DESHBANDHU COLLEGE
FOR GIRLS**

ACADEMIC CALENDAR 2012-2013



45C, Rashbehari Avenue, Kolkata - 700 026



Annexure A

| | | | |
|------------------------|---|------------------------|---|
| July 2, 2012 | College reopens after summer recess | December 25, 2012 | Winter Recess |
| July 2012* | Academic Sub-committee meeting | -January 2, 2013 | |
| July 16, 2012 | First Year B.A., B.Sc., B.Com (Hons & Gen) classes start | inclusive of both days | |
| July 23, 2012 | Third Year B.A., B.Sc., B.Com (Hons & Gen) classes start | January 3, 2013 | College reopens after Winter Recess |
| July 2012* | Teachers' Council meeting | January 2013* | Third Year Tests. |
| August 6, 2012 | Second Year B.A., B.Sc., B.Com (Hons & Gen) classes start | January 18, 2013 | Submission of question papers for Second Year Tests |
| August 2012* | Academic Sub-committee meeting | January 2013* | Academic Sub-committee meeting |
| August 22, 2012 | Last date of admission | January 2013 | Publication of results of Third Year Tests |
| September 5, 2012 | Teachers' Day Celebrations | February 2013* | Meeting with the guardians of Third Year students. |
| 12 September 2012 | Freshers' Welcome | February 2013* | Third year form fill-up |
| September 2012* | Academic Sub-committee meeting | February 2013* | Second Year Tests. |
| September 2012* | Teachers' Council meeting | February 15, 2013 | Submission of question papers for First Year Tests. |
| October 12, 2012 | Submission of question papers for First, Second & Third Year Mid-term Tests | February 2013* | Academic Sub-committee meeting |
| October 18, 2012 | Puja Vacation / Autumn Festival | February 2013* | Teachers' Council meeting |
| -November 17, 2012 | | March 2013 | Publication of results of Second Year Tests. |
| inclusive of both days | | March 2013* | Meeting with the guardians of Second Year students. |
| November 19, 2012 | College reopens after Puja Vacation | March 2013* | Second Year form fill-up |
| November 2012* | Teachers' Council meeting | March 2013* | First Year Tests. |
| November 2012* | Mid-term Tests for First, Second & Third year | April 2013* | Academic Sub-committee meeting |
| December 2012* | Academic Sub-committee meeting | April 2012 | Publication of results of First Year Tests |
| December 2012 | Publication of results of Mid-term Tests | April 2013* | Meeting with the guardians of First Year students. |
| December 2011* | Teachers' Council meeting | April 2013* | First Year form fill-up |
| December 18, 2012 | Submission of question papers for Third Year Tests | April 2013* | Teachers' Council meeting |
| December 18, 2012 | Annual Social | | |
| December 24, 2012 | Annual Sports | | |

* Specific dates to be announced.



Annexure B

4.6 AMOUNT SPENT ON MAINTENANCE IN LAKHS

| Year | (i) ICT | | (ii) CAMPUS INFRASTRUCTURE & FACILITIES | | (iii) EQUIPMENTS | |
|---------|-------------|-------------|---|--|--|-----------------------------------|
| | Purchased | Maintenance | Purchased | Maintenance | Purchased | Maintenance |
| 2012-13 | | | | | 6 Desktops for Lab=Rs.1,56,367/- 4 Desktops for office=Rs1,00,000/- 2laptops=Rs.74,000/- | Computer Maintenance =Rs.12,370/- |
| | 1 Projector | | 1 Audio system=Rs.21,900/- 1 APC converter=Rs.20,252/- 2 Digital camera=Rs.40,478/- | General Repairs & Maintenance =Rs.23,935/- | Scanner – 1 GEO DEPT 1 External Hard Disk office 1 UPS Computer LAB 1HP Printer Cashier 2 UPS Principal's Office 1Printer “ “ 2 Scanner “ 1 Bar Code reader “ “ | |
| | | | Electrical Works=Rs.53,971/- | | | |
| | | | | | | |