



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		HOOGHLY MOHSIN COLLEGE
Name of the head of the Institution	Prof. (Dr.) Tapan Kumar Karpha Till 10.02.2021) DR. PURUSHOTTAM PRAMANIK (From 10.02.2021)	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	03326802252	
Mobile no.	8902387317	
Registered Email	hooghlymohsincollege@gmail.com	
Alternate Email	puru.pra@gmail.com	
Address	P.O. Chinsurah, Dist. Hooghly	
City/Town	Chinsurah	
State/UT	West Bengal	
Pincode	712101	

2. Institutional Status					
Affiliated / Constituent		Constituent			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Prof. (Dr.) Sajal Kumar Maiti (Till 28.02.2021) Sri Suresh Nath Bairagya (From 01.03.2021)			
Phone no/Alternate Phone no.		09830692067			
Mobile no.		9051115369			
Registered Email		hooghlymohsincollege@gmail.com			
Alternate Email		aqarhmc@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		_https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/eyJpdiI6ImtJUERCzV310SDVaYlwwSXBpVENYdz09IiwidmFsdWUiOiJIUTlxVXRnR28zenB6cko3bDhYRFNnPT0iLCJtYWMiOiIyYj0xNzAyMDM4YmZiMzcg3ZGY4YjFlZWE2MmRmMTljOWEyOTUyN2Q5ZjJjMzhhMzZl			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.hooghlymohsincollege.ac.in/IQAC/16-17/ACADEMIC%20CALENDAR.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81.5	2007	21-Mar-2007	20-Mar-2012
6. Date of Establishment of IQAC			09-Jul-2007		

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
To expedite the promotion of Teachers through CAS	05-Jan-2018 1	3
Awareness Programme on Gender Sensitization	11-Aug-2017 1	72
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Hooghly Mohsin College	Salary	State Govt.	2017 365	90862424
Hooghly Mohsin College	Development Grant	State Govt.	2017 365	8062000
Hooghly Mohsin College	Contingency and others	State Govt.	2017 365	785000
Hooghly Mohsin College	Electric work in Physics and Chemistry Building	State Govt.	2017 365	3386991
Hooghly Mohsin College	Outside Painting of all buildings of HMC	State Govt.	2018 365	8254900
Hooghly Mohsin College	Replacements of AC & ceiling fans	State Govt.	2018 365	473264
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

a) Hooghly Mohsin College emphasises on academic development as well as mental development of all students. Considering the challenges and competitions faced by grown up students as they enter into adulthood, a lecture was organised on adolescence behaviour with the help of the Department of PostGraduate Studies in English. Dr. Nilanjana Bagchi was invited to address the problem and its possible solution. UG students of this college were immediate beneficiaries of this lecture and in a larger term, we hope even the society would be benefitted from the dissemination of the knowledge through our students. b) Apart from the knowledge gained from studying the prescribed syllabus, students should be aware of the recent trends and developments in different academic fields, which are sometimes beyond the scope of the syllabus. One of the most relevant issues in today's growing society is the development with minimal disturbance of the ecosystem. Thus the concept of Green Economy has gained its momentum. We think it is pertinent to familiar our students with the environmentalfriendly alternative economic prospects of our country. One such initiative was taken with the help of the Department of PostGraduate Studies in Zoology by arranging a lecture on Green Economy and Blue Economy that focused on the prospect of marine fisheries in a country like India with a long coastal area. c) Publication of Prospectus of a college is generally an integral part of Admission Process. This was not an exception for Hooghly Mohsin College till the Academic Year 201516. IQAC brought the issue to the notice of relevant stakeholders that the Prospectus was not published in the last couple of years. We have succeeded in reintroducing the publication of the Prospectus. d) Awareness Programme on Gender Sensitization: Gender bias is a menace for the progress of the society. IQAC has put its effort with the help of Internal Complaints Committee and Gender Sensitization Cell to aware the students of the College to the equal rights and position of the male and female populations in our country. The early education on this matter is necessary so that the society can offer the most needed equity to our female population. e) IQAC supervised and fasttracked career advancement under CAS of 3 faculty members from different departments.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Academic Audit	Academic Audit includes distribution of syllabus among the teachers of respective departments, periodical evaluation of the performance of the students and taking stock of the coverage of the syllabus. It was noted that results of some of the departments in the final examination was not up to

	the mark this year. Those departments are asked to take proper measures in the next year.
Publication of Prospectus	The prospectus of the college was published during the time of UG Admission. The prospectus described the rules and regulations to be followed by different stakeholders. It was distributed among the students.
Awareness Programme on Gender Sensitization	To develop the sense of gender equity among our students an awareness programme was arranged with the help of Internal Complaints Committee and Gender Sensitization Cell.
The IQAC identified 3 faculty members whose career advancement would be due during the course of the year. The plan was to supervise the process in a time-bound manner.	3 teachers were promoted to the next stage through Career Advancement Scheme. IQAC extended its support in the process by scrutinizing the applications and documents and making necessary corrections. After being approved by the screening committee the proposals were forwarded to Higher Education Department for implementation of CAS.
Seminars and Extended Lectures	Like the previous years, Department of Post Graduate Studies in Botany arranged a seminar with the active participation and financial support from the Alumni Association. Students' Seminar in the Department of Chemistry has been a regular process now. Two extended lectures were arranged for the PG students of English department. With the help of English Department, a lecture on Adolescence Behaviour was arranged. To aware the students of BA General Stream of the newly introduced L1 course (as a part of CBCS), a talk was arranged by Dept. of Post Graduate Studies in English. This year one of the Parents of our students' community expressed his desire to contribute in our teachinglearning process in the memory of his late child. IQAC acknowledged his generosity and arranged Subhadra Chakraborty Memorial Lecture with the help of English department for the UG students of the college.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Teachers' Council and IQAC	21-May-2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Govt. of West Bengal introduced a web portal, WBIFMS (West Bengal Integrated Financial Management System) in the Academic Year 201516. Being a Government College, our college has been a part of this since then. It has several internal modules like electronic allocation of funds, digitisation of bill form, e payment system, Government Receipt portal system, Human Resource Management System etc. This system includes Pay register, bank transfer register, arrears, advances and loans, allowances. Form 16 is generated through TRACES. Information like Faculty Leave Records, leave encashment, LTC etc. are also managed.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- It is not possible for a constituent college to make any significant change in the curriculum at the UG and PG levels other than through its representatives in the Board of Studies at the Universities. As University of Burdwan has converted all the UG courses into CBCS form from July, 2017, the newly-framed syllabus has been implemented in our College.
- However, three PG Departments of the College – Urdu, Physiology and Geology – which do not have their counterparts in the University campus, enjoy considerable freedom in curriculum planning both at the UG and the PG level, within the parameters set by UGC. The CBCS form has already been implemented in the PG level.
- The institution always tries to adhere to the structured central and departmental

Time Tables for the completion of syllabi. • Different departments arrange class tests apart from the centrally conducted Tests before the Final Examination for the UG students who are in the non-CBCS from to help them to judge their preparedness, lacunae or whether they require further support from the teachers or not. In the CBCS form there are provisions of 2 Internal Assessments as a part of the continuous evaluation process. College arranges those examinations at the appropriate time as mentioned in the course curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Botany Tools and Techniques in Biotechnology and Plant Tissue Culture	NA	01/07/2017	365	With the advent of the application of modern scientific technologies this sort of practice has been rendered to the students with basic knowledge gathered from their theoretical and practical syllabi for their self-employability and entrepreneurship	It has multifaceted avenues: 1. Development of synthetic seeds 2. Development of plant propagule and their proper maintenance 3. Transfer of the cultured plants to the field

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	01/07/2017
BCom	UG	01/07/2017
BSc	UG	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course

Number of Students

22

Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geology	30
BSc	Zoology	69
BCom	Honours	55
BA	Economics	11
BSc	Physiology	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Different departments like English, Zoology, Mathematics and Geology collected feedback from final year students on various parameters. The feedback is analysed at the respective departments and students responses are taken positively and implemented as far as practicable. However, it is noted that they were more or less happy with the environment of the college and were satisfied with the standard and quality of teaching, evaluation and mentoring outside classroom. Parent's Feedback Analysis: parents from undergraduate courses gave feedback during the Parent-Teachers' Meet. Any constructive suggestion was taken for consideration and subsequent implementation. They appreciated the way the College authorities had taken care towards the overall well-being of the students. The parents and alumni are free to meet the faculty members and the Principal any time within office hour during the academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Honours	251	6415	179

BCom	Honours	58	565	55
BA	Honours	438	7041	324
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	3633	206	47	Nil	52

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
99	84	8	6	2	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Faculty members devote a lot of time personally interacting with students and guiding them for their career advancement. Positive Student-Teacher interactions both inside and outside the classroom has given the students the faith and confidence on teachers to approach for career and personal guidance. The teachers are always ready to take care of the students at any kind of need: academic, co-curricular, extra – curricular matters and physical as well as mental well-being. Occasionally teachers help progression of economically challenged students by helping them with resources. Outside the department, students are also under mentoring by teachers of Career Counselling Cell, and Cultural committee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3839	99	1 : 39

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
124	99	25	Nil	56

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr Sisir Kumar Chatterjee	Associate Professor	SHIKSHARATNA

2017	Dr. Tapas Acharya	Assistant Professor	2nd in Oral Presentation in 2nd RSTC (WR), 2017
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG	Year	23/04/2018	17/07/2018
BCom	UG	Year	23/04/2018	17/07/2018
BA	UG	Year	23/04/2018	17/07/2018
LLM	PG	Semester	16/08/2017	08/02/2018
LLB	UG	Semester	09/02/2018	12/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the curricula and Examination guidelines of the University of Burdwan. CBCS curricula require 2 Internal Assessments as a part of the continuous evaluation process. The first assessment is arranged in the 8th week covering one-third of the syllabus and the second assessment in the 16th week covering two-third of the syllabus. Short class tests are conducted to make students aware of the new semester examination modules. Other than this the previous pre-University Test is conducted for the students who are in non-CBCS form.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar of the college is prepared at the beginning of every academic year. This acquaints the students with the schedules of Year-end examination broadly. This year CBCS has been introduced. The calendar will provide them an idea of tentative time schedule of Sem-end examination in the new system. Only internal Examination schedule has been prepared by the Institution. Final examination schedule is notified by the University of Burdwan. But strictly adhering to the schedule in the academic calendar gives students ample time to get ready for the examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[Not done](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc	Honours	103	84	81.6

UG	BCom	Honours	37	25	67.6
UG	BA	Honours	186	106	57
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Not done](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	NA	Nill	Nill
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
URDU	1
LAW	3
POLITICAL SCIENCE	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	All Departments	12	Nil
International	All Departments	25	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
All Departments	18
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
See File 3.3.3	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
See File	Nil	Nil	Nil	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	13	3	3
Presented papers	15	13	3	Nil
Resource persons	Nil	6	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SWACHH SAMAROH	NCC	1	470
SWACHH BHARAT ABHIYAN	NCC	1	60
REPUBLIC DAY	NCC	1	56
INDEPENDENCE DAY	NCC	1	52

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NCC Activity	NCC Unit, Hooghly Mohsin College	Awareness and Cleaning Program	1	470
NCC Activity	NCC Unit, Hooghly Mohsin College	Campus Cleaning Activity	1	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5.88	5.88

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	122275	Nil	1689	878213	123964	878213
Digital Database	2	12500	Nil	Nil	2	12500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	58	5	8	0	0	0	0	0	10
Added	3	0	7	0	0	0	0	0	2
Total	61	5	15	0	0	0	0	0	12

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1000 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
82.82	81.51	126.8	142.11

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution is fully owned by the Government of West Bengal. Government development grants are one of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources. Upon receiving of such grants a meeting is conducted by the Principal with all the Heads and the funds are distributed as per need. Quotations are invited from competent authorities and for this tenders are circulated as per the Government norms.

<http://www.hooghlymohsincollege.org>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Central and State Govt. (SC/ST/OBC, Kanyasree, INSPIRE, Indira Gandhi Girl Child Scholarship and Minorities Merit-cum-Means Scholarship)	1335	Nil
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
-------------------------------------------	------------------------	-----------------------------	-------------------

Remedial coaching (Zoology)	Nil	4	Faculty Members
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	164	UG/PG	All Departments	SEE FILE	SEE FILE
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	5
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	College Level for UG and PG	165

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	00	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per government guideline, the College has a Students' Council. Executive Committee of this body is formed through election of class representatives. Candidates file their nominations. The election takes place in a healthy and democratic manner under the supervision of a committee of teachers led by the Chief election Officer, appointed by the Principal, who is the ex-officio President of the Students' Council. The members of the Students' Council are involved in various activities throughout the year including the Fresher's welcome (13.9.17), Annual Fest (10.2.18), Annual sports (17.1.18), as well as maintaining the cleanliness and general environment of the college campus throughout the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of Hooghly Mohsin College is actively involved in fostering academic, social and cultural activities arranging seminars, workshops, training programmes, different awareness programmes, nature study, cultural programmes. The Association provides financial assistance for arranging seminar every year. The Alumni Association encourages the students in their academic endeavours by giving prizes to the students of each Honours course who secure the top position from our college in the Final Examination. Souvenir of Alumni Association has been published on 11 th February 2018.

5.4.2 – No. of enrolled Alumni:

88

5.4.3 – Alumni contribution during the year (in Rupees) :

40000

5.4.4 – Meetings/activities organized by Alumni Association :

5

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Departments and faculty function independently and also decide on the student specific activities. Principal meets with the faculties of different departments separately. Teachers' Council meetings are convened regularly to discuss academic related matters. Secretary of the Teachers' Council is elected

every year. He forms several academic committees with the approval of Teachers' Council to conduct Internal Examination, University Examination, Admission for UG courses, Cultural Programme, Purchase related matters etc. Each Committee comprises of a convener and members from the faculty members. Principal also forms some administrative committees to support his workload which include faculty and students of the college as members. Thus all the administrative and academic activity are executed by three committees: Administrative Committee, Teachers' Council Committee and IQAC Committee.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Institution implements the curricular set by its mother university, the University of Burdwan in all its UG and PG Courses. Several faculty members are members of Curriculum development committee and take part in finalizing the curriculum. Urdu, Physiology and Geology are the only departments of the University where PG teaching are extended. All the faculty members of those departments develop curriculum as per the guideline of the University. The University of Burdwan has shifted to the CBCS pattern for UG- level of studies from this year and hence it has been implemented in the College.
Teaching and Learning	Emphasis is given in the attendance of the students and teachers to facilitate the teaching learning process through modern teaching and learning methods. Different Teaching and Learning methods have been adopted as described in the following: a) Teaching aids: 1) Black board, chalk and duster 2) Overhead and LCD Projector 3) Computer with or without Internet facility 4) GPS (Geographical Positioning System) - used by Dept. of Geology 5) Structural Model for illustrating the three dimensional molecular structure of organic compounds.- used by Dept. of Chemistry. 6) Crystal lattice model- used by Dept. of Chemistry and Geology 7) Audio -visual aids e.g. DVDs and CDs, 8) fossils and permanent slides- used by Botany, Geology departments. b) Assessment: UG – 1. Class Test 2. Pre-final Test PG –1. Dissertation Evaluation 2.Viva Voce c)

Remedial/Tutorial classes: Remedial classes for weak students Department of Postgraduate Studies in English has introduced a wall magazine "Seedling" to inspire the students in developing the writing skill.

Examination and Evaluation

This year CBCS form has been implemented. Thus in this academic year there are 2 patterns in UG level of studies. For 2nd and 3rd year students there are year-end examination pattern and for 1st year students there is SEM-end examination pattern. The CBCS pattern requires Internal Assessments. So the internal evaluative system has been structured accordingly with reference to the broad guidelines of the University. Class tests are arranged periodically to assess the receptivity of the students in terms of facing unit based questions. Pre-University Tests are held for 2nd and 3rd year students to expose them to comprehensive pattern of examination they are likely to face at terminal points. Only questions of Internal assessment has been set and answers are evaluated by the Institute. However, teachers of our college actively participate in examination and evaluation processes in the capacity of Head Examiner, Convener, Examiner, Paper Setter, Moderator, Scrutiniser, Review examiner.

Research and Development

Hooghly Mohsin College encourages its teachers in research work. 04 teachers of our college have been awarded Ph.D. in the last academic session. College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions. Some of the faculties are also engaged as Ph.D. supervisors. 5 scholars have been conferred their PhD degrees under the supervision of our teachers in the last academic year. Teachers have also contributed in the academic journals and books of repute. Students, especially at postgraduate level, are also encouraged to develop a research-orientation.

Library, ICT and Physical Infrastructure / Instrumentation

Purchase of text and reference Books has been done for students and teachers. As per budget allocation instruments has been purchased. The library uses various ICT tools

photocopiers, scanners, and printers etc to help students. The library also has internet connection.

Human Resource Management

a) Students : Foundation is made at the UG and PG level to give exposure in Cultural, Sports, Seminar defences along with Academics. For the development of mental health, a lecture was arranged for the UG students on adolescence behaviour. It is necessary for the students to have an environmental consciousness. Students are taught Environmental Studies and they have to submit a project on any concerning environmental issue. This year it is our achievement to introduce our students with the concept of Green Economy- economic growth with minimal load to the environment. b) Teachers : Faculty members are involved in academic work as well as Committee work. The various responsibilities are coordinated with academic activities and do not compromise the latter. With this constant endeavour two of our respected teachers have earned a distinct recognition. The Government of West Bengal conferred the prestigious 'Siksharatna' award on Dr. Sisir Kumar Chatterjee, Associate Professor in the Department of Postgraduate Studies in English in recognition of his contribution to the field of higher education as an "Outstanding Teacher" and a remarkable scholar. Similarly Dr. Tapas Acharya, Assistant Professor of Geology declared 2nd in oral presentation in 2nd Regional Science and Technology Congress (Western Region), 2017, jointly conducted by the University of Burdwan and Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal.

Admission of Students

Admission of the first Semester students has been done as per the rule set by the Govt. of West Bengal and the University of Burdwan and on the merit of the applicants only. The earnest endeavour of the College is to ensure admission to all deserving and meritorious students and to implement this, the College announces its admission process in the College website. To ensure transparency in the admission process the College has made it mandatory for applications to be

filed online. The admission process is outsourced by professionals, who prepare the list according to the criterion set by the different departments of the College. Counselling and physical verifications of testimonials are done in the college. The institution publishes its updated prospectus this year which provides an overview of the College and the Norms of admission/ courses offered at UG/PG level, Code of Conduct, Rules Guidelines of the college for the students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Financial transactions are managed digitally. Teachers' and students' data management are to some extent digitalized.
Administration	Principal's office is computerized. Financial operations are done by e-billing and WBIFMS. The already existing computer network infrastructure at the college has been extended with high speed internet connection. Admission process is outsourced and done electronically. Students' data thus generated and confirmed after registration are used for AISHE.
Finance and Accounts	Apart from e-billing and e-Pradhan, HRMS module of WBIFMS has been introduced for dealing the financial matters and salary of staff. • Tax related procedures are executed and supervised digitally.
Student Admission and Support	A mixed mode of online and physical method is undertaken for admission. Electronic method is used for sorting and preparation of merit list. Finally physical verification is done to complete the process. Since there is a huge demand ratio, Teachers' Council fix some criteria required to get admission in a course (UG).
Examination	Examination committee conduct the examinations, internal as well as University examination following the guideline of the affiliating University

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NA	NA	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Teachers' Enrichment Workshop	1	23/05/2018	06/06/2018	15
Refresher Course	1	07/03/2018	27/03/2018	21
Refresher Course	2	02/01/2018	24/01/2018	23
Refresher Course	1	06/11/2017	25/11/2017	21
Refresher Course	1	24/10/2017	14/11/2017	21
Refresher Course	1	04/07/2017	24/07/2017	21
Orientation Programme	3	15/02/2018	14/03/2018	28
Orientation Programme	1	30/01/2018	26/02/2018	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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GPF, West Bengal Health Scheme, Medical Leave per year 20 days full pay, Maternity Leave, CCL available.	GPF, West Bengal Health Scheme Medical Leave per year 20 days full pay. Maternity Leave, CCL available. Bonus and Advance salary during festive Puja season.	Different Government Scholarship schemes.
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Auditors of Accountant General, Govt. of West Bengal has been appointed to conduct the External Financial audit of the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. Mohanlal Ghosh (Alumnus) and Mr. Kalidas Chakraborty	45000	Seminar
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6.4.3 – Total corpus fund generated

45000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal and all Teachers
Administrative	Yes	Accountant General, West Bengal	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Though there is no registered Parent- Teacher Association, Parent -Teacher meeting has been organized to improve attendance and other academic activities. The interaction in those meetings are carefully noted, all constructive suggestions are incorporated which benefit the holistic development of Teaching-Learning Process. This year one of the parents has extended support in the teaching-learning process by contributing a sum of money for arranging a Seminar in the memory of his late daughter.

6.5.3 – Development programmes for support staff (at least three)

Non-Teaching Staff of the college are covered under medical insurance scheme of State Govt., namely West Bengal Health Scheme 2008. All staff also get free medical treatment at all Govt. Hospitals.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NA

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Awareness Programme on Gender Sensitization	11/08/2017	11/08/2017	11/08/2017	72
2017	Lecture on Adolescence Behaviour	24/08/2017	24/08/2017	24/08/2017	Nil
2018	SWACHH BHARAT ABHIYAN	06/02/2018	06/02/2018	06/02/2018	60
2018	SWACHH SAMAROH	16/05/2018	16/05/2018	31/05/2018	470
2018	LECTURE ON CAREER COUNSELLING FOR STUDENTS by Dr. Anupam Ghosh	19/03/2018	19/03/2018	19/03/2018	Nil

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness on Gender Sensitization	11/08/2017	11/08/2017	42	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute offers environmental classes and conducts environmental projects. Smoking is banned in the college campus to protect the environment. Medicinal Plant Garden- 'Charak Udyan' is maintained.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	NA	NA	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus of the College which contains: General Code of Conduct for Students within College premises, and Admission Rules for UG courses.	01/07/2017	Distributed to the enrolled students of this college. The same is uploaded in the college website for public information.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of College Foundation Day	01/08/2017	01/08/2017	40
Gender Equity	11/08/2017	11/08/2017	72
Observance of Independence Day	15/08/2017	15/08/2017	70
Observance of Republic Day	26/01/2018	26/01/2018	70
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Care is taken to ensure conservation of biodiversity in the College campus. Volunteers of NSS periodically put their efforts in maintaining the cleanliness. The medicinal plant garden (Charak Udyan) has been maintained. This College does not dispose of its electronic wastes without the permission of the Government. Out of use electronic items are stored safely.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Gender sensitisation programme. 2. Psychological development program.
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.hooghlymohsincollege.ac.in/IQAC/16-17/Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Imparting quality education is our motto. Quality education in HEI requires

constant up gradation of the quality of the teachers. Hence teachers are encouraged to continue their research work. As a constant endeavour our teachers have left their remarkable impressions in the field of academia. Their efforts didn't go unnoticed. One of our teachers have been conferred the prestigious 'Siksharatna' award of the Government of West Bengal and another one has once again proved his excellency as a research scholar as he declared 2nd in oral presentation in a Science Congress. But the quality of any academic institute depends mostly on its students. To develop responsible and sensitive youths, Hooghly Mohsin College constantly tries to impart value-based education. Several lectures were arranged to address the goal: the psychological development of the students through learning the adolescent behaviour problem, the social responsibility building by describing them the importance of gender equity and environmental sensitivity and economic growth prospect with the lecture of marine fisheries. Other seminars and extended lectures were arranged to enrich their academic knowhow. In a nutshell, the institute is unique in the sense that quality education is being provided to the students in formal mode of education as well as in informal mode i.e. we provide education beyond the class room in regular basis.

Provide the weblink of the institution

<http://www.hooghlymohsincollege.org>

8.Future Plans of Actions for Next Academic Year

? Continue to Provide Quality Education. ? Target to improve the overall Academic Performance of the Institute. ? To complete all pending CAS cases. ? To organise lectures to develop Psychological strength of students. ? To move to complete on-line admission. ? Organizing seminars and lecture series. ? Encouraging teachers to publish in refereed journal ? To regularise the function of NSS Unit.