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DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

Dr. Kanailal Bhattacharyya College
Dharmatala, Ramrajatala, Santragachi
Howrah, West Bengal

April 7-8, 2004

National Assessment and Accreditation Council
Bangalore

**DRAFT REPORT ON INSTITUTIONAL ACCREDITATION
OF
DR. KANAILAL BHATTACHARYYA COLLEGE, SANTRAGACHI, HOWRAH**

SECTION – I: INTRODUCTION

Dr. Kanailal Bhattacharyya College, Santragachi, Howrah was established in 1985 as a co-educational undergraduate college. The College came into being as a result of initiatives of some eminent persons of the area, in a donated building that was the dwelling house of the donor on a 20 katha plot in a semi urban area of Howrah. The college is named after Dr. Kanailal Bhattacharya, Ex-Commerce and Industry Minister, Govt. of West Bengal. It is a Govt. grant-in-aid institution and affiliated to the University of Calcutta. The college is recognised by UGC under sections 2f and 12B in 1994.

Starting with a few UG programmes, the college has grown over the years to have now 9 degree programmes in Arts (Bengali, English, History, Philosophy, Political Science, Education and Geography) and Commerce (B.Com. and B.B.A.) and 2 certificate programmes (vocational), making a total of 11 programmes. Student enrolment in undergraduate courses at present is 620 (including 2 students from other states) and 45 students in certificate courses. The college offers Honours courses in Bengali, Education, Political Science from 1998-99, in Commerce from 2000-01, and History from 2001-02 and English (Hons.) from 2003-04.

B.B.A. (Hons), History (Hons), English (Hons.), and Geography are the new courses introduced during last 3 years. Two vocational courses have been introduced in "Interior Decoration & Beautification", and "Travel & Tourism Management" under the self-employment scheme of West Bengal Government from 2002.

The college has 8 permanent teachers (4 females, 4 male) and 29 part time teachers (10 females, 19 male). One permanent teacher has Ph.D. degree and 3 have M.Phil. 4 part time teachers have M.Phil. Others have PG as the highest qualification.

A study center of the Netaji Subhas Open University of West Bengal has started functioning in the College from March, 2003.

The unit cost of education is Rs.5653/- (based on total revenue budget). The temporal plan of the college is annual. Support services available include a Central library, Guest Room, a Canteen, a boys common room, a girls common room, 14 classrooms, a vehicle parking shed and vocational training centre. There is a new Girls hostel building, but students are not yet admitted there.

The college volunteered to be assessed by National Assessment and Accreditation Council, Bangalore and submitted the Self Study Report in December 2003. NAAC constituted a PEER TEAM consisting of Prof. Devdas Kakati, former Vice-Chancellor of Dibrugarh University as Chairman, Prof. S. Moharana of the Department of Commerce

Utkal University, Bhubaneswar and Prof. L. K. Mohanan Rao of the Department of Applied Economics, Andhra University, Vishakhapatnam as Members. Prof. Banadarangaiah, Academic Consultant of NAAC coordinated the Peer Team visit. The Peer Team visited the college on April 7th and 8th, 2004 to validate the data provided in the Self Study Report. The Peer Team has gone through the relevant documents, visited all the departments, library, the Computer Centre and support services, interacted with the Principal, teachers, students, non teaching staff, parents and alumni. Based on the above exercise and keeping in view of the seven criteria identified by NAAC, the Peer Team has drafted the report in the following paragraphs.

SECTION – II: CRITERION – WISE ANALYSIS

CRITERION – I: CURRICULAR ASPECTS

Dr. Kanailal Bhattacharyya College, Howrah in West Bengal is an undergraduate coeducational teaching college. The college has now 9 three year B.A. and B.Com. degree programme options, and 2 certificate programmes of 6 months duration in vocational subjects. Degree courses are offered in Bengali, English, History, Philosophy, Political Science, Education, Geography, Commerce and Business Administration. Honours is offered in Bengali, Education, Political Science, History, B.B.A., English and Commerce. While B.B.A. is offered on self-financing basis, the other courses are offered as Govt. Funded courses at nominal fee from students.

As an affiliated college of Calcutta University, the college follows the syllabi prescribed by the University for the Arts and Commerce courses. As the Calcutta University is yet to adopt the U.G.C. model syllabus for B.A. and B.Com. it has not been adopted by college. Excepting B.Com. and B.B.A, most of the academic options available to the students are conventional in nature with little inputs of skill.

From the year 2002-03, the college has been offering two 6 months Vocational Courses namely, a) Travel and Tourism Management and b) Interior Decoration and Beautification on the basis of the grant received from West Bengal State Council of Technical Education.

During the last 3 years, the college has taken effective steps to introduce new Honours Programmes in History, B.B.A., English and Geography. In order to provide a wider choice to the students in the area of Vocational Courses, the college has entered into an agreement with the CMC Limited in March 2004 to offer the following short-term courses.

Windows and MS Office, Multimedia on the Web, Financial Accounting, Programming in C and C++, Internet and Web technology, VB and SQL Server, Programming in Java and Oracle with Developer 2000 - all these programmes are proposed to be offered to the students at a very nominal rate so that a wider section of the students can avail of these facilities. From the year 2003-04, the Netaji Subash Open University, West Bengal has

opened a study centre and offering different types of undergraduate courses to the students.

A majority of the teachers of the college have attended different Workshops and Symposiums organised by the Calcutta University for the development of the curriculum of different courses. There has been very limited contact of the college with external institutions with regard to feedback on the curriculum. Some Departments have organised seminars and invited outside experts to interact with the students.

CRITERION – II: TEACHING , LEARNING AND EVALUATION

Admission of students is through their academic records. Knowledge and skills of the students are tested only at the half yearly and annual and test examinations

. Till 2000-01, the college was conducting remedial classes for the weaker students with the grant of UGC. Since then, it has been discontinued due to non-receipt of UGC grant

The teaching pedagogy of the college is mostly based on classroom lecture. The lecture method of teaching is supplemented with subject wise debates, seminars/discussions, quiz sessions and extempore speech/presentation. In many Departments, the teachers provide academic counseling to the students beyond class hours. Use of teaching aids like OHP, Audio-Visuals, etc. are very limited.

The teachers of the college are encouraged to prepare their own teaching plans on the basis of course syllabi. The syllabi has been modularised according to a teaching schedule. Regular monitoring is done to ensure timely completion of the course. Special classes are held after test examinations for enrichment, revision and make-up of the contents of each subject.

The college had 184 teaching days and 238 working days during 2002-03. The ratio of full time teachers to part time teachers is 1:2 in BA and 2:9 in B.Com. Full time faculty does 54% and part time faculty does 46% of teaching. Full time teachers take at least 25 classes per week while P.T. teachers take 6 classes per week. Ratio of teaching staff to non-teaching staff is 2:3.

The West Bengal College Service Commission recruits full time teachers. The Government creates new teaching positions. The Governing Body through newspaper advertisements recruits part time teachers. The college has freedom and resources to appoint and pay temporary (part time) teachers as required. During last two years, only one new full-time teacher has been appointed.

The college follows the annual system of examination as prescribed by the University of Calcutta. Students are made aware of the evaluation methods while introducing them to the scope of syllabus of individual subjects. To monitor the overall performance of the students, Departmental unit tests are held throughout the year apart from the half yearly, annual and test examination. Evaluated answer scripts are shown to students and necessary guidance for improvement given by the teachers.

The college follows the self-appraisal method to evaluate performance of teachers and staff. Meetings are convened by the Principal to encourage the teachers to use the feedback received through this self-appraisal process. Teachers are given professional counseling for improving their performance.

In addition, the process of student appraisal of teacher through specific format has been introduced. The Principal informs individual teachers about the student feedback for future improvement.

During last two years, 03 teachers have participated and 02 teachers acted as Resource Persons in national seminars. The college conducts at least one UGC/College sponsored seminar per year. The West Bengal College & University Teachers Association, Howrah District Conference of 2003 was held in the college. The college conducted four seminar/workshops for faculty development benefiting all teachers.

The college has an agreement with a local industry Howrah Foundry for training of BBA students of this college.

CRITERION -III: RESEARCH, CONSULTANCY AND EXTENSION

The college being an Under Graduate college, there is more emphasis on teaching and less on research. One out of the eight full time faculty members has a Ph.D. degree and three have M.Phil. degrees. Two teachers, one each from the Departments of Philosophy and English were qualified for JRF and NET under UGC. The Principal and the Head of the Department of Philosophy have completed one Minor Research Project each funded by UGC. A faculty of Geography Department has completed a departmental survey titled, "Importance of Fishing Activity near Chandipur Region in Orissa". The Head of the Department of Political Science was selected to do research in Isreal under a scholarship from the Govt. of Isreal on the topic of Indo-Pak Relationship. The Head of the Department of Commerce as NSS Programme Officer conducted a field survey with 27 students on the socio-economic status of village people in Howrah District.

The college does not have any research publication of its own. Teachers from the Departments of History, Political Science, Bengali and Education have published articles in different journals, magazines, newspapers and books. Newsletters and college magazine are published once in a year by the college. Few Departments also published their own wall magazines once or twice a year incorporating articles written by the students on different themes.

The college has designated a faculty for extension activities as an additional charge. Following extension works have been done: Health & Hygiene Awareness, Medical Camp, Blood Donation Camp and AIDS Awareness Campaign, Campaign on TV and Polio immunisation. Students raised funds to help earthquake victims of Gujarat through Prime Minister's Relief Fund, which is commendable. The college encourages students and teachers to participate in Extension work. The Blood donation camp was organized

with the help of an NGO. Howrah District Consumers Protection Society held their meeting in the college in May 2003. The college has one NSS unit of 100 student volunteers. The NSS volunteers have participated in various activities like tree plantation, imparting education and distribution of food and clothes to the under privileged. The college also organised one health check-up camp, child care and nutrition awareness programme.

CRITERION – IV : INFRASTRUCTURE AND LEARNING RESOURCES

The college has its own campus of 0.75 acres of land which houses its administrative and teaching block, canteen, separate common rooms for boys and girls, students union office, library and parking space. The college building was a dwelling house of a well wisher who donated it with some land to get the college started. The college now has plans to construct two new buildings on a recently donated plot of land to meet growing requirements of space for various academic and administrative activities. The college maintains its infrastructure with funds generated from students fee, self-financing course fee, donations, etc. For durable equipments like photocopier, aquaguard, etc. annual maintenance contracts have been given to outside agencies. The college has a central library with 6078 books and few journals. The library has an advisory committee. It is not inter- connected with other libraries. There is no Book Bank facility. Purchase of books by the library is being computerised. In the year 2001-02, about 2400 books were purchased at a cost of Rs.78, 000/-. The library has computer and Internet facility, but no reprographic facility. Library is opened 6 days a week, 6 hours a day.

There is no central computer facility. BBA Department has 2 computers. Others do not have. The college however has plans to establish a computer education centre to introduce compulsory computer literacy training to all students through the CMC limited.

The college does not have its own medical facilities but is a member of the Student Health Home, Kolkata.

The college has moderate facilities for indoor sports. However, two students participated in State level and one student participated in Regional level meets last year and won prizes.

A womens' hostel has been constructed with funds from UGC under special scheme during 9th plan, but it is not yet used.

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

The college offers degree programmes in Arts and Commerce Streams only. Admission of students is on the basis of their academic record, subject to the rules of the Calcutta University and the reservation policy of the State Govt. The percentage of students appearing for the qualifying examination after the minimum period of study is 100%, and

drop out rate is 33.75%. The students have shown consistently good performance in the University examinations.

The college does not have as yet an employment cell and a placement officer for career counseling. However, teachers participate in academic and personal counseling. During March 2004 the college has entered into a memorandum of understanding with 'ambition career care', an organization dedicated to motivate and guide the students for their future career planning. The organization proposes to offer different types of counseling and guidance to the students of the college on a very nominal fee.

The college publishes its updated Prospectus annually.

Financial aid to students comes in the form of scholarships to SC and ST students from the State Government and free studentship from the college. During 2002-03, 83 students of the college have benefited from different types of financial aids.

There is an Alumni Association formed recently. The Alumni organized a health check up camp in 2003 and plans to undertake various other activities in collaboration with the college authorities.

The following recreation/leisure time facilities are available to students: Debate Club, Nature club, Student Magazine, Cultural programmes, Dance/Music competitions, Antakshari competition, staging drama, essay writing, poetry writing etc. It is note worthy to state here that in the 7th Youth Parliament State Level Competition, the college stood third in the overall competition and first at the Zonal Level for the second consecutive year. Besides Ms. Amita Das, the student of BA first year stood first in three athletic events in the West Bengal State Level Non-Govt. College athletic meet in 2002-03. To encourage the literary and creative talents among the students, all Departments have been regularly publishing wall magazines which have become very popular with the students. Mr. Anirban Ghosh, a student of BA is found to be a good artist. He has prepared a number of good quality oil paints and exhibited them in the college. Mr. Abhisek Lahiri is a student of B.Com. II year established his credibility as a renowned the saradia at International level.

The college has a students grievance redressal cell. However, not many grievances have been received by the cell which is headed by the Principal of the college as per the rules of the Calcutta University

A number of endowment schemes are available for encouraging students for betterment of their academic performances which are as follows

1. The Toppers in Annual and Test Examinations are honoured with prizes and certificates.
2. The Topper in University Examination is honoured with the "*Birendranath Dhar Memorial Prize*"
3. First, second and third rank holders in each and every events of Annual Cultural Competition are honoured with prizes and certificates.

4. The highest scorer in BA and B.Com. Part-I Examination is honoured with stipend of Rs. 300/- p.m. for a period of one year, which has been named it "*Sibani Das Memorial Endowment*"
5. Late Satyacharan Ghosh and Late Nirmala Ghosh Memorial prize is also given to students.

CRITERION – VI: ORGANISATION AND MANAGEMENT

Dr. Kanailal Bhattacharyya College is a Non-Governmental institution with grant-in-aid funding from the Government of West Bengal. The Governing Body is the apex body of the college. The routine administrative and academic matters are the responsibility of the Principal who is assisted in this by the Heads of the Departments.

The GB has representatives from the teaching and non-teaching staff. It has formulated several committees like Academic sub committee, Examination sub committee, Library advisory committee, Building sub committee, Finance sub committee, etc. which look into specific area of the functioning of the college under the overall leadership of the college Principal. The Principal ensures the coordination and monitoring of all the activities of the college through these committees.

The college authorities are taking steps to improve the administrative efficiency of the teaching and non-teaching Departments. As a first step, they have retained a private computer firm to computerise the Student Management System, Staff Management System, Financial Accounting System and Library Management System. The college has entered into an agreement to pay them Rs.20000/- and the work is already in progress. It is hoped that the step will significantly improve the operating efficiency of the college teachers, non-teaching staff and students.

The various infrastructural grants of UGC, State Govt. and other institutions are spent by the college through the Building sub committee. The purchases of equipments are made by following the procedure of UGC and other funding Institutions.

There is a grievance redressal committee, whose function is yet to be streamlined. There is no institutional mechanism for assessing the performance of non-teaching employees.

The college has introduced few self-financing and vocational courses for the students from 2002-03. During the year 2002-03, it has generated more than Rs. 178000/- of funds from different internal and external sources. The accounts of the college are regularly audited by the Chartered Accountant. Excepting some very few routine observations here and there, the auditors have given unqualified audit report for the last two years.

The college has very limited welfare facilities for its employees. All the employees in permanent post enjoy Provident Fund and Group Insurance Facilities. Besides, they avail 10% concession in pathological and hospitalisation expenses on the basis of the health cards issued to them from the West Bank Hospital, Andul.

CRITERION -VII : HEALTHY PRACTICES

The Peer Team has identified a few unique features, which enhance the academic ambience of the institution.

1. The introduction of job oriented vocational courses titled, "Interior Decoration and Beautification" and "Travel and Tourism Management" to increase self-employment/job potential of the students.
2. The steps taken by the college to fully computerise all records connected with students, teaching, and non teaching staff, library and finance through the help of an outside computer consultant (Blue Planet Computers)
3. The attempt to popularize different short-term computer oriented courses with employment potential through the CMC Limited is commended.
4. The agreement with "mbition" a professional career counseling centre for career counseling and guidance to the students.
5. The practice of printing modularised course in different subjects for the benefit of the students.
6. The process of mobilising resources from various internal sources like donation, self-financing course, etc.

OVERALL ANALYSIS

The college has scope for further growth and development and to play an important role for socio economic changes in the area it serves. Being located very close to one of the most advanced metropolis of India and well established educational infrastructure and rich educational tradition, the college is thus near a major resource center in many respects. The college can take full advantage of this proximity and can take up a balanced programme of growth in the context of the special features of the society it serves and its long-term goals. The college presently has only Arts and Commerce streams. It can take up a comprehensive programme of science and humanities for further growth.

Keeping this in view, the Peer Team makes the following recommendations.

RECOMMENDATIONS:

1. Infrastructure improvement and augmentation may be taken up with urgency. The college should arrange to provide more indoor and outdoor sports facilities to both boys and girls.
2. Some arrangement should be made for the regular health check up of the students at periodical intervals.
3. The women's hostel should start functioning.
4. A few more full time teachers, to be deployed judiciously among different departments, be appointed.
5. Considering the proximity of the college to Kolkata, one of the largest commercial and financial centre of India, the college may explore the

possibilities of entering into an understanding with some organisations for the training and placement of its B.Com. and BBA students.

6. Short-term course on Financial Services Marketing (for mutual funds, insurance, commercial banks, corporate stocks and bonds) may be introduced to exploit the boom condition prevailing in the financial services sector.
7. The two vocational courses namely "Interior Decoration and Beautification" and "Travel and Tourism Management" should have papers on computer applications. If feasible, the duration of the course may be increased to one year.
8. The college should closely monitor the result of its agreement with CMC Limited and 'mbition' in providing different computer based courses and career guidance to the students. A faculty may be given the additional charge to ensure its successful operation in terms of enrollment of more number of students and continuous monitoring of the course to make it market relevant.
9. Appropriateness of opening a few science departments is examined.
10. Teachers may build up linkages with concerned University departments and other centers of higher learning and research to update their knowledge as well as keep up with the latest trends in teaching and learning.
11. Teachers may use teaching aids like maps, charts, graphs and use electronic aids like Overhead Projectors, LCD (displays), cassettes, CDs etc to make classroom teaching more interesting, effective and participative. In specific subjects, study materials on the recent developments in the field of study may be provided to the students.
12. Teachers are advised to prepare and submit more number of subject based and locality based research proposals to funding agencies like UGC, ICSSR, etc.
13. Teachers may subscribe to the membership of professional bodies. They should be encouraged to publish articles in professional journals. The college may think of bringing out one research journal annually incorporating the research articles of the faculties of different disciplines.
14. Commerce and B.B.A. departments may take initiatives for consultancy work.
15. Advanced learners may be given special coaching and exposure to strive well for competitive examinations.
16. Feasibility of a coaching center with UGC assistance for above purpose may be considered.
17. Wider use of computer and Internet by teachers and students is encouraged.
18. The library may be networked with other libraries, e.g. National Library, the University library, to facilitate Inter-library borrowings. Link up with INFLIBNET be actively considered.
19. The Alumni Association may be made more active. The college should attempt to keep a complete database of its alumni and arrange periodical meetings of the association with a view to get their support in the area of resource mobilization, placement and training of the students and their feed back on the academic programmes.
20. As more than 65% of the students of the college are girls, separate women specific courses like embroidery, tailoring, textile designing, food processing etc. can be offered as short term courses during the evening hours

21. A Parent-Teacher Association also should be formed. These two associations can play an important role in the continuous development of the college.
22. The college may set specific targets that can be attained during next few years. A strategic plan to achieve these targets is formulated.

The Peer Team sincerely acknowledges the co-operation received from the Principal, the Coordinator and the members of the steering committee, the staff and the students during its visit.

Names and Signature of the Peer Team

Dr. Devdas Kakati (Chairman)

[Signature]
08/04/04

Professor L. K. Mohana Rao (Member)

[Signature]
08/04/04

Professor S. Moharana (Member)

[Signature]
08/04/04

I have gone through this report and I accept it.

Date 8th April, 2004

[Signature]
Dr. Dilip Kumar Sahoo
Principal
Dr. Kanailal Bhatiacharyya College,
Howrah, WEST BENGAL.



Principal
Dr. Kanailal Bhatiacharyya College
Kantagachhi, Howrah