

## NETAJINAGAR COLLEGE

**Address: 170/436, N.S.C. Bose Road, Ph: 033)2411-5445**

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### The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2012-2013

Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	NETAJI NAGAR COLLEGE
1.2 Address Line 1	170/436, N.S.C. Bose Road, Regent Park
Address Line 2	
City/Town	Kolkata
State	WEST BENGAL
Pin Code	700 092
Institution e-mail address	netajinagarcollege@rediffmail.com
Contact Nos.	(033)2411-5445
Name of the Head of the Institution:	Dr.Sandip Kumar Paul
Tel. No. with STD Code:	(033)2411-5445
Mobile:	09831511978
Name of the IQAC Co-ordinator:	*IQAC was established in the year 2014-15
Mobile:	-
IQAC e-mail address:	-
1.3 NAAC Track ID	

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate*

March 31, 2007/ 073

**1.5 Website address:**

[www.netajinagarcollege.in](http://www.netajinagarcollege.in)

**Web-link of the AQAR:**

[http://netajinagarcollege.in/AQAR\\_2012\\_13.pdf](http://netajinagarcollege.in/AQAR_2012_13.pdf)

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	67.2	2007	31.3.2007 to 31.03.2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC :DD/MM/YYYY**

**\*IQAC was established in the year 2014-15**

**1.8 AQAR for the year**

**2012-2013**

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

i. AQAR\_\_2011-2012 Submitted to NAAC on 24.12.2015

ii. AQAR\_\_2012-2013 Submitted to NAAC on 24.12.2015

**1.10 Institutional Status**

University

State

Central

Deemed

Private

Affiliated College

Yes

No

Constituent College

Yes

No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women   
Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)   
TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

**Two job oriented courses are run by the college. One is UGC sponsored course on Insurance Management and the other is self financing**

1.12 Name of the Affiliating University (for the Colleges) **University of Calcutta**

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

Autonomy by State/Central Govt. / University

College with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

**2. IQAC Composition and Activities** \*IQAC was established in the year 2014-15

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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 Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Nil

2.15 Plan of Action by IQAC/Outcome

As IQAC was established in 2014-15, the teachers council was responsible for plan of action and achievements

Plan	Action taken
To adopt '20 point programme' by the college	The teachers' council adopts the programme. Major number of recommendations relating to maintaining academic and other extra curricular quality initiatives

	have been duly organized by the college. Few recommendations remained unfulfilled.
Introduction of students' safety Insurance Policy	Such initiative has been well accepted in the GB and it has been given effect.
Holding of career counselling programmes more frequently	College has taken such initiative to give an opportunity to a large number of students to select their career in future. So arrangements have been made to organize more such seminars.
Proposals for departmental seminars	Departments are told to organize more seminars inviting external experts. English department has taken initiative in this respect and it was a grand success.
Introduction of Bio-metric attendance for teaching and non-teaching staff	Bio-metric attendance system has been introduced.

2.15 Whether the AQAR was placed in statutory body Yes  No   
Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	<b>08</b>			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	<b>02</b>		<b>02</b>	

Others				
Total	<b>10</b>		<b>02</b>	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>1 (For UGC sponsored Insurance Management Course)</b>
Trimester	
Annual	<b>8</b>

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

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

***Sample feedback added as annexure III***

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

**NA**

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

**Nil**

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>12</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>2*</b>

\* One Librarian and one Assistant Librarian

2.2 No. of permanent faculty with Ph.D. **5 (including Principal)**

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
	<b>4</b>								<b>4</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

**14**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	<b>5</b>	<b>0</b>	<b>0</b>
Presented papers	<b>0</b>	<b>0</b>	<b>0</b>
Resource Persons			

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

The college follows chalk and talk method as a preferred mechanism in teaching-learning process. However, Teachers' Council recommends that ICT is to be used as a positive mechanism for teaching – learning process.

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

**195**

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

**NIL**

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

**2**

-

-

2.10 Average percentage of attendance of students: 75% attendance is mandatory to appear for appearing in the University examination. However, sometimes students with less percentage are also allowed on providing satisfactory reasons for their absence.

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. Hons. in Bengali	27	<b>19</b>			70		70
B.A. Hons. in English	13	<b>12</b>			62	30	92
B.A. Hons. in History	NA	<b>NA</b>			Nil	Nil	Nil
B.A. Hons. In Journalism & Mass Communication	35	<b>32</b>			83	8	91
B.A./ B. Sc Hons. In Geography	17	<b>17</b>			88	12	100
B.Com. Hons. In Accounting & Finance	38	<b>35</b>			63	29	92
B.A General	84	<b>59</b>			8	62	70
B.Com General	127	<b>72</b>				57	57

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

NA

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>0</b>
UGC – Faculty Improvement Programme	<b>0</b>
HRD programmes	<b>0</b>
Orientation programmes	<b>0</b>
Faculty exchange programme	<b>0</b>
Staff training conducted by the university	<b>0</b>
Staff training conducted by other institutions	<b>0</b>
Summer / Winter schools, Workshops, etc.	<b>0</b>
Others	<b>0</b>



## 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	<b>15</b>	<b>1</b>	<b>0</b>	<b>7</b>
Technical Staff				

### Criterion – III

#### 3. Research, Consultancy and Extension

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

Since IQAC was inactive during 2012-13, naturally Teachers' Council motivates its teachers to undertake research activities according to their capacity. The college always inspires the teachers to apply to the various funding agencies for getting fund for doing their research work.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Outlay in Rs. Lakhs				

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>3</b>	<b>7</b>	<b>8</b>
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
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 : **N.A.**

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	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sponsoring agencies					

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :Nil

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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) Nil

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  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

Blood Donation, special arrangements have been made for the physically challenged students according to the convenience of those students, observation of Independence day, College Foundation Day.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.833 acres/ 4016.56 sq.mt			1.833 acres/ 4016.56 sq.mt
Class rooms	16			
Laboratories	1			1

Seminar Halls	2			2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	2		UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	101745		UGC	
Others				

#### 4.2 Computerization of administration and library

College office and library are partially computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12461		1026	193708		
Reference Books			48	11852		
e-Books						
Journals	21	17518				
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP & Donation)			9		13544	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	16	7			1	3	3
Added							1 (MRP)	
Total	24	16	7			1	4	3

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

Students are getting internet facility in the Library as well as computer centre

4.6 Amount spent on maintenance in lakhs :

i) ICT

RS. 241220/-

ii) Campus Infrastructure and facilities

Rs. 120972/-

iii) Equipments

Rs. 107,683/-

iv) Others

Rs. 221,724/-

Total :

Rs. 691,599/-

#### Criterion – V

#### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As mentioned earlier that though IQAC was yet to be conceived, the institution had a structured mechanism in place, constantly under the surveillance of the management to reach out to the students in terms of support services. That there was Health Insurance Policy in place (it still continues to be there), or for that matter scholarships for the physically challenged and the students of the backward / minority communities would be properly notified to the students through 'notice' and other media of communication. The institution would ever reach out to the guardian's of the physically challenged with the assurance of 'being extra sensitive' towards their wards, and would arrange class rooms convenient for them or for that matter lend all possible assistance for their academic requirements

5.2 Efforts made by the institution for tracking the progression

Though not exactly under the formal supervision of IQAC the institution's well oiled administrative machinery would relentlessly keep a vigil on whether the 'policy decision' in terms of providing support to the students was being properly implemented or not. For example, whether there was genuinely any bonafide claimant to Health Insurance Policy or for

that matter whether scholarships exclusively reserved for the students of backward/minority communities would be constantly monitored through the deputed teacher. The administration would also see to the fact that all relevant information regarding all these reaches its most important stakeholders at the earliest. The Principal, the deputed teacher for this purpose, the office would function in tandem to ensure that the policies adopted at the decision making level were being properly implemented on 'ground zero'

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>1081</b>			

(b) No. of students outside the state

**Nil**

(c) No. of international students

**Nil**

Men	No	%	Women	No	%
	<b>849</b>	<b>79</b>		<b>232</b>	<b>21</b>

No	%
<b>232</b>	<b>21</b>

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>1027</b>	<b>79</b>	<b>02</b>	<b>19</b>	<b>Nil</b>	<b>1127</b>	<b>933</b>	<b>105</b>	<b>01</b>	<b>42</b>	<b>Nil</b>	<b>1081</b>

Demand ratio :**4.97**

Dropout % : **43%**

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

The college does not have resources to provide personal coaching to the students for competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations :**College does not have any such record.**

NET	<b>Nil</b>	SET/SLET	<b>Nil</b>	GATE	<b>Nil</b>	CAT	<b>Nil</b>
IAS/IPS etc	<b>Nil</b>	State PSC	<b>Nil</b>	UPSC	<b>Nil</b>	Others	<b>Nil</b>

### 5.6 Details of student counselling and career guidance

Programmes were conducted with an eye to augment the employability of students.

No. of students benefitted

### 5.7 Details of campus placement: The institution does not have any such mechanism for 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
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 5.8 Details of gender sensitization programmes

Girls students were sensitised on gender issues by the women faculties.

### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from government	<b>85</b>	<b>357810</b>
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-



5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

None

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

To be an excellent institution of higher education ensuring high quality general education to all sections of the society.

**Mission**

- To sustain the tradition of providing higher education to the wards of common people of the locality;
  - To provide affordable education to all irrespective of caste, creed and economic background;
  - To be a forward looking institution with efficient, resilient, student-friendly and dedicated staff;
  - To inculcate value system in the students;
  - To give opportunities of higher education to the students who are otherwise engaged during the day time;
- To create an ideal academic environment for the enhancement of quality of teaching, learning and research

6.2 Does the Institution has a management Information System

MIS is followed by the institution in the form of reporting by the Principal to the GB regarding all academic and administrative affairs of the college



### 6.3.8 Industry Interaction / Collaboration

Departments which run career oriented courses interact with industry experts in framing syllabus, taking classes and in exploring job opportunities successful students. Professionals from industry are also invited as Resource persons in different seminars and conferences organised by the college.

### 6.3.9 Admission of Students

The admission procedure of the institution is as per the norms prescribed by the affiliating university. The admission status of the students during 2012-13 is as under:

Bengali (Hons): 16 English (Hons) : 20 B.Com (Hons): 129 History (Hons: 11 Geography (Hons): 31 Journalism (Hons): 26, B.Com (General): 138, BA/B.Sc (General) : 142

### 6.4 Welfare schemes for

Teaching	<b>Group Insurance scheme is available</b>
Non teaching	<b>Group Insurance scheme is available</b>
Students	<b>Students' Health home and GIP for Insurance Policy for the students are available</b>

### 6.5 Total corpus fund generated

**Nil**

### 6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			<b>Yes</b>	<b>Principal &amp; the college authority</b>
Administrative	<b>No</b>			

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

As such there is no registered alumni association of the institution

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-teacher association as such. However the institution arranges parent-teacher interface at regular interface

6.13 Development programmes for support staff

Nil

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

The teachers' Council has initiated the use of paper cups instead of plastic cups for beverages. Furthermore the Teachers' Common room has been converted into a no smoking zone courtesy of the initiative of the Teachers' Council.

## 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.

Our focus has always been on the core area of teaching and learning. It has always been our conviction that teaching 'beyond the classroom' can work wonders! The Departments of Geography and Bengali organize education tours (in case of Geography, 'field study' is a part of their syllabus) which not only act as an 'eye opener' for the students but also impact them positively for their intellectual growth. This is however not to trivialise the importance of the conventional 'chalk and talk' method of teaching. The Department of English is also credited with teaching novels with the aid of both Television and Cassette Recorder.

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

<b>Action taken</b>
The teachers' council adopts the programme. Major number of recommendations relating to maintaining academic and other extra curricular quality initiatives have been duly organized by the college. Few recommendations remained unfulfilled.
Such initiative has been well accepted in the GB and it has been given effect.
College has taken such initiative to give an opportunity to a large number of students to select their career in future. So arrangements have been made to organize more such seminars.
Departments are told to organize more seminars inviting external experts. English department has taken initiative in this respect and it was a grand success.
Bio-metric attendance system has been introduced.

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

<p><b>Title</b> - Committed to the Cause of inclusive higher education that ensures holistic growth.</p> <p><b>Goal:</b> The goal of the institution is to ensure 'Inclusive Education Approach' of teaching – learning practice and thereby to inspire its students to prepare themselves for earning their livelihood and to become responsible citizens.</p> <p><b>Context:</b> The students who enrol here for higher education are first generation learners, (at the most second generation). Some of them even are breadwinners for their families. It is in this context that we realize that we have our task cut out for us</p> <p><b>Practice:</b> The department of Bengali Language and Literature can be credited with introducing 'self assessment' by the students themselves. Here the students are encouraged to check the answer scripts after the 'class tests' and identify for themselves their areas of strengths and weaknesses.</p> <p><b>Evidence of Success:</b> The performance of the Department of Commerce which happens to be the largest department, has also been satisfactory. It must be remembered in this context that the overhauling of the syllabi in Commerce has to some extent weaned away the ordinary students from the subject who find it difficult to grasp. If one parameter of success is employment then it needs to be mentioned that many former students of the Department of Journalism are employed in almost all the major media organizations of the state.</p> <p><b>Problems:</b> Constrains are too many. Paucity of space and available time are a constant and nagging reality of life that the institution has to live with. It needs to be mentioned here that ours is an evening college which has to share the same premises with the Day College which is much bigger in size.</p> <p>Financial constraint is another reality that cannot be ignored. Many of our plans fail to actualize because of severe financial constraint. Often the disconnect between our wishes and the reality is because of our finances not being robust enough to take care of all our needs.</p>
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## Best Practice II

**Title of the practice :** Use of Modern Devices and Technologies to Ensure Fast and Environment Friendly Teaching-Learning Atmosphere

**Goal:** In conducting different academic and administrative activities, our college has taken an initiative to use modern devices which are very fast in rendering services, and are easily accessible and eco-friendly

**Context:** The college is situated in a colony area, where students are mostly first generation learners. The students need exposure to modern methods of teaching devices to acquaint themselves with the requirements of the job market – OHP/ Smart Board / Power Point.

The college wants to provide services to its students in an easily accessible manner and as fast as possible – online admission, availability of college related information from the college web-site, so on and so forth.

**Practice:** The institution is extremely focused on the practice of technology and use of modern devices, both for academic and non-academic purposes. The following measures adopted by us validate the practice aspect:

Facility of accessing all information regarding activities of the college from its web-site.

Introduction of Bio-metric attendance for both the teaching and non-teaching staff.

**Evidence of Success :**All the practices initiated by us have bore fruit. Success is evident both in tangible and intangible forms. Purely from the academic point of view, our students have been highly benefited by technology in their respective areas of study.

**Problems:** Even if there are no problems as such, constraints are a plenty. Limitedness of space and time are two significant detriments for the college because

### 7.4 Contribution to environmental awareness / protection

- Plastic free zone in the campus
- Use of less amount of papers for carrying out official works
- To organise field study for ENVIS project in a more planned manner

7.5 Whether environmental audit was conducted? Yes

No

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

Annexure II

8.Plans of institution for next year

To organize National Level Seminar
To introduce on line MCA
Evaluation of answer scripts by the students themselves, to be verified later by the teacher.
To introduce Open Text Book exam system
To introduce surprise test, viva voce and group discussion by the different departments

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## Annexure I

### Academic Calendar

<b>Date of commencement of classes</b>	1 <sup>st</sup> year classes	19.07.11
	2 <sup>nd</sup> year classes	16.08.11
	3 <sup>rd</sup> year classes	18.08.11
<b>Internal Assessment</b>	Mid-term examination	3 <sup>rd</sup> week of November, 2012
	Test examination of 3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	1 <sup>st</sup> week of January, 2013
	Test examination of 2 <sup>nd</sup> year B.A, B.Sc, & B.Com (Hons & General)	2 <sup>nd</sup> week of February, 2013
	Test examination of 1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	1 <sup>st</sup> week of March, 2013
<b>Classes dissolved and Remedial classes</b>	3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	1 <sup>st</sup> week of January, 2013
<b>Classes dissolved and Remedial classes</b>	2 <sup>nd</sup> year B.Com (Hons & General)	3 <sup>rd</sup> week of April, 2013
<b>Classes dissolved</b>	1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	2 <sup>nd</sup> week of May, 2013



<b>Remedial classes</b>	3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	1 <sup>st</sup> week of April, 2013
<b>Remedial classes</b>	1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	March, 2013

## **Annexure II**

### **SWOC Analysis of the Institution**

#### **Strengths**

- Highly qualified and diligent faculty members;
- Hardworking teaching support staff who ensure smooth performance of college activities;
- Polite and obedient students;
- Amicable relationship among the three core fraternities – students, teachers and teaching support staff;
- Alert and co-operative Governing Body;
- Resourceful Library;
- Own playground.

#### **Weaknesses**

- The college shares its premises with Netaji Nagar Day College which is a separate college. This severely impinges on its time and space for academic activities and its future expansion.
- Insufficient number of teaching and non-teaching members.
- Lack of individual computer laboratory for Commerce and Journalism Departments.
- Absence of a long-awaited Journalism Laboratory.
- Unsatisfactory drop-out rate in a few departments.

#### **Opportunities**

- The college has adequate road and metro connectivity.
- The Department of Commerce is equipped with highly qualified and experienced faculties to embark on a post-graduation course.
- The former students of the college occupying teaching positions presently are a better job-fit compared to other recruits.
- Bengali department has the potential to run a PG course, given the existing demand base in the absence of evening college running a similar course in the vicinity.
- The own playground provides the scope to establish gymnasiums, physical exercise clubs etc.

- Plans for introducing more job-oriented as well as soft-skill courses in future. B.Ed course may also be introduced.
- Study centre for Open University may be started.

### **Challenges**

- To shrink drop- out rate among first generation learners and economically distressed and working students.
- Developing communicative English skills among students who are conversant only in vernacular.
- Insufficient funds to cater to infrastructure development.

### Annexure 3:

Feedback was taken on a scale of 10, with 10 being the highest rating

Student s	Communication skills	Knowledge of the subject	use of teaching aids	willingness to deliver	Using references
Student 1	7	7	7	7	7
Student 2	9	8	5	9	9
Student 3	10	5	6	10	8
Student 4	7	9	5	7	10
Student 5	9	5	8	10	5
Student 6	7	7	5	8	6
Student 7	9	10	10	7	8
Student 8	8	9	6	9	5
Student 9	9	6	7	8	10
Student 10	7	8	10	7	8

