

## NETAJINAGAR COLLEGE

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

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**Website: www.netajinagarcollege.in,**

### The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2013-2014

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
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\\_2013\\_14.pdf](http://netajinagarcollege.in/AQAR_2013_14.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**

**2013-2014**

**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
- AQAR\_\_2012-2013 Submitted to NAAC on 24.12.2015
- AQAR\_\_2013-2014 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

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

Type of Institution Co-education  Men  Women   
Urban  Rural  Tribal   
Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
Grant-in-aid + Self Financing  Totally Self-financing

1.11 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)

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

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
College with Potential for Excellence	<input type="text" value="N.A."/>	UGC-CPE	<input type="text" value="N.A."/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other (Specify)	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

**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

2.15 Plan of Action by IQAC/Outcome

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

Plan	Action
To organize National Level Seminar	A national level seminar was organized
To introduce on line MCA	Not yet given effect
Evaluation of answer scripts by the students themselves, to be verified later by the teacher.	Department of Bengali has adopted this evaluation process.
To introduce Open Text Book exam system	Not yet implemented
To introduce surprise test, viva voce and group discussion by the different departments	Some departments have initially started this but could not manage to continue. However, Bengali Department can manage to continue it.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

GB approved the AQAR and actions are taken accordingly.

## 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				
<b>Total</b>	<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.

**No**

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

**No**

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>15</b>	<b>4</b>	<b>6</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>6</b>								

2.4 No. of Guest and Visiting faculty and Temporary faculty

**17**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	<b>4</b>	<b>7</b>	<b>0</b>
Presented papers	<b>2</b>	<b>3</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

**172**

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

**NA**

3

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

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	20	19	-		70	25	95
B.A. Hons. in English	01	01			100		100
B.A. Hons. in History	02	01			50		50
B.A. Hons. In Journalism & Mass Communication	10	10			100		100
B.A./ B. Sc Hons. In Geography	10	10	-		90	10	100
B.Com. Hons. In Accounting & Finance	30	18	-		37	23	60
B.A General	89	60	-			67	67
B.Com General	102	67	-	-	2	64	66

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

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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.	0
Others	0

## 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	15	1	0	07
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 yet to be formed the teachers' council encouraged the teachers to pursue research activities. As a result some teachers applied for MRP and subsequently completed the project successfully.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>2</b>			<b>2</b>
Outlay in Rs. Lakhs			<b>Rs. 1.96</b>	

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>2</b>	<b>3</b>	<b>7</b>
Non-Peer Review Journals			<b>3</b>
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: **NA**

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 **Nil**

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
-			-	-	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  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, spreading of bleaching powder nearby area of college by the college students and students' union.

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

## 4.2 Computerization of administration and library

College office and library are partially computerised.
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## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13544					
Reference Books			14	3800		
e-Books						
Journals	17	11766				
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP & Donation)			30		13588	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	16	7			1	4	3
Added							1 (MRP)	
Total	25	16	7			1	5	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

Nil

ii) Campus Infrastructure and facilities

Rs. 156922/-

iii) Equipments

Nil

iv) Others

Rs 43745/-

Total :

Rs. 200667/-

#### Criterion – V

#### 5. Student Support and Progression

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

Though the IQAC was non-existent in an organised and structured form the institution did not let its guard down, so far as providing support to the students was concerned. It continued in the same vein as before! The job oriented and self-financed courses launched by the College around 2008-09 were delivering handsomely! Intensive interaction between the students of these courses and their faculties comprising highly reputed professionals eventually led to the opening up of avenues for our students for their successful entry into the professional world in some capacity or the other!

## 5.2 Efforts made by the institution for tracking the progression

It goes without saying that 'tracking progression' was not limited to proper identification of deserving claimants to various scholarships and their subsequent disbursement without hindrances. The larger aspect of providing education that would benefit the students in material terms was also given top most priority. The institution's flagship job oriented courses (one UGC sponsored and the other self-financed) need special mention here. Two fulltime teachers with years of experience behind them were assigned responsibilities to see that these courses delivered the intended results, so to say. The assigned teachers displayed great enterprise in arranging faculties comprising experts, ensured proper advertisement of the courses in the media, interacted with the students on a personal level, arranged seminars with a view to providing the students the job market perspective, so and so forth. They were keep the authority updated, 'almost at the every drop of a hat' so to say.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
979			

### (b) No. of students outside the state

Nil

### (c) No. of international students

Nil

Men	No	%	Women	No	%
	750	77		229	23

No	%
229	23

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
933	105	01	42	00	1081	861	74	03	41	00	979

Demand ratio :2.38

Dropout % : 53%

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

The college does not have any such mechanism for coaching the students for competitive examinations. However, the faculty in their own capacity enrich the students for competitive examinations

No. of students beneficiaries



5.5 No. of students qualified in these examinations : **College has no search mechanism.**

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

5.6 Details of student counselling and career guidance

The college has an operational career counselling cell which seeks to guide the students for their career enrichment by holding employability seminars off and on.

No. of students benefitted

5.7 Details of campus placement: **The college does not have any scope to arrange campus placement drive.**

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

5.8 Details of gender sensitization programmes

Lady teachers informally sensitise girls students.

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	35	*
Financial support from other sources (WBMDFC & Kanyasree)	15	*
Number of students who received International/ National recognitions		

\* Payment is made directly to the beneficiaries

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

### 6.3.1 Curriculum Development

The Academic Sub-committee of the college has reviewed the prevailing curriculum recommended by the parent university. Academic sub-committee of the college has taken feedback from the heads of different departments as to whether the customised curriculum developed in the previously is effectively catering to the needs of the students.

### 6.3.2 Teaching and Learning

The academic performance of our students in different university examinations have been intensively reviewed and subsequently the departments have been advised to take necessary efforts to do the needful corrective steps in this connection.

### 6.3.3 Examination and Evaluation

The Department of Bengali Language and Literature has taken an innovative steps by the way of introducing 'self assessment' of answer scripts by the students at the end of 'class tests' held by the department . This measure has impacted the students in a positive way giving them an idea about their strength and weaknesses.

The decentralised system of evaluation of answer scripts in respect of general papers has been introduced by the University of Calcutta and our college has performed its role properly by completing different assignments given to the teachers within the stipulated time. The initiative has been taken by the university in order to improve the quality of evaluation and in ensuring publication of results more expeditiously.

#### 6.3.4 Research and Development

Some faculties have already submitted their Ph. D thesis . The senior faculties continue to pursue various MRPs undertaken by them. The college authority is lending all possible assistance to them particularly in terms of speedy release of UGC funds and infrastructure related support.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The following amount has been spent by the college for library, ICT and physical infrastructure

Library : Rs. 15566/-                                  ICT; Rs. **Nil**  
physical infrastructure Rs. 156922/-

#### 6.3.6 Human Resource Management

Faculties engaged in research work are getting assistance from the institution in the form of accessing available resources.

#### 6.3.7 Faculty and Staff recruitment

During 2013-14 no new permanent faculty was recruited. However, additional guest faculties in comparison to previous year were inducted. . So far as non teaching staff is concerned no new recruitment was done.

#### 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 2013-14 is as under:

Bengali (Hons): 28 English (Hons) : 34 B.Com (Hons): 67 History (Hons): 07 Geography (Hons): 34 Journalism (Hons): 33, B.Com (General): 140, BA/B.Sc (General) : 163

### 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				

### 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

Initiative taken on behalf of the Teachers' council to increase consciousness among the students regarding ill effects of the use of the polythene. The students' union has taken the initiative to decorate the different floors of the college with various plantations.

**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.

Teaching of literature is made fascinating and absorbing with the help of the audio.

Self-assessment of answer scripts by the students after class tests are encouraged by the Department of Bengali.

The Departments of Commerce and Journalism take great care in selecting topics of **Research Projects** for their students of Third Year and Second Year Honours respectively.

Individual assessments of the students are done before handing out topics of research projects to ensure that they can do proper justice to the assigned projects without facing much difficulty. Moreover, the topics are assigned to them in such a way that they can not only appreciate the logical connect between theory and practice, so to say, but also the challenges of translating something into practice that they have been taught in theory. In a nutshell, '**going through the grind**' is emphasised.

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

Action
A national level seminar was organized
Not yet given effect
Department of Bengali has adopted this evaluation process.
Not yet implemented
Some departments have initially started this but could not manage to continue. However, Bengali Department can manage to continue it.

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

### **Best Practice I**

**Title** - Committed to the Cause of inclusive higher education that ensures holistic growth.

**Goal:** 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.

**Context:** 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.

**Practice:**

Breaking the 'stereo-type' of class room teaching and making it more fascinating and exposing has always been given top priority by the Department of English. It organises 'film show' from time to time, and mostly 'classics' are shown.

**Evidence of Success:** The college's flagship certificate courses have definitely opened new vistas for employment. It is a matter of pride for us to present as an evidence of success in achieving our goal to instil 'Inclusive Education Approach' in our institution that some of our meritorious ex-students are presently working as teachers in the Department of Journalism and Geography. We project these instances to our present students so that they can draw inspiration from them and are motivated to give their best performances.

**Problems:**

Paucity of space is 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.

## 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. Computer –literacy and awareness programme has been initiated by the college on several occasions.

### Practice:

Use of smart board /OHP/PPP introduced for effective communication with the students. Facility of accessing all information regarding activities of the college from its web-site.

Submission of fees by students through Bank also vindicates the institution's emphasis on use of technology.

**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. It needs to be mentioned here that quite an impressive number of our students of various disciplines have an immanent talent in themselves as far as skill in use of technology is concerned.

**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.

### 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 exclusive seminar on skill development
Revamping the routine
Annual publication of bi-lingual academic journal with the contribution of research articles by the faculties of different departments
On line admission process
To organize a seminar on steps imperative for the 2 <sup>nd</sup> cycle NAAC assessment
Proposal of installing of solar panel & installation of eco-friendly electrical fittings
To resuscitate the debate, film, recitation club
To start eco club in the 2 <sup>nd</sup> campus of the college
CAS of some teachers

Name Anasuya Kari.

Name Dr. Biswajit Bhadra

Anasuya Kari.

Biswajit Bhadra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## Annexure I

### Academic Calendar

<b>Date of commencement of classes</b>	1 <sup>st</sup> year classes	04.09.13
	2 <sup>nd</sup> year classes	08.07.13
	3 <sup>rd</sup> year classes	10.08.13
<b>Internal Assessment</b>	Mid-term examination	3 <sup>rd</sup> week of November, 2013
	Test examination of 3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	2 <sup>nd</sup> week of January, 2014
	Test examination of 2 <sup>nd</sup> year B.A, B.Sc, & B.Com (Hons & General)	3 <sup>rd</sup> week of January, 2014
	Test examination of 1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	2 <sup>nd</sup> week of March, 2014
<b>Classes dissolved and Remedial classes</b>	3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	3 <sup>rd</sup> week of March, 2014
<b>Classes dissolved and Remedial classes</b>	2 <sup>nd</sup> year classes	3 <sup>rd</sup> week of April, 2014

<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>	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

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



