NETAJINAGAR COLLEGE
Address: 170/436, N.S.C. Bose Road, Phone: (033)2411-5445
Email: netajinagarcollege@rediffmail.com
Website: www.netajinagarcollege.ac.in

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2017-2018

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 Estate**
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.BiswajitBhadra**
Tel. No. with STD Code:	**(033)2411-5445**
Mobile:	**08697582028**
Name of the IQAC Co-ordinator:	Prof. Pinaki Ranjan De
Mobile:	09433702810
IQAC e-mail address:	pinakiranjande@yahoo.com
1.3 **NAAC Track ID**	**WBCOGN13109**

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

EC (SC) / 18 / A & A / 37.2

1.5 Website address:

www.netajinagarcollege.ac.in

Web-link of the AQAR: http://netajinagarcollege.ac.in/AQAR(2017-18).pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	67.2	2007	31.3.2007 to 31.03.2012
2	2nd Cycle	**B+**	**2.55**	**2016**	**04.11.2021**
3	3rd Cycle				
4	4th Cycle				

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

Reconstituted w.e.f March, 2017

1.8 AQAR for the year   **2018-19**

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
AQAR__2014-2015 Submitted to NAAC on 24.12.2015
AQAR__2015-2016 Submitted to NAAC on 15.10.2016
AQAR__2016-2017 Submitted to NAAC on 18.12.2017
AQAR__2017-2018 Submitted to NAAC on 21.12.2018

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)*   **University of Calcutta**

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

Autonomy by State/Central Govt. / University   **N.A**

College with Potential for Excellence   **N.A**   UGC-CPE   **N.A**

DST Star Scheme   **N.A**   UGC-CE   **N.A**

UGC-Special Assistance Programme   **N.A**   DST-FIST   **N.A**

UGC-Innovative PG programmes   **N.A**   Any other (*Specify*)   **N.A**

UGC-COP Programmes   **N.A**

2. IQAC Composition and Activities

2.1 No. of Teachers   **8**

2.2 No. of Administrative/Technical staff   **2**

2.3 No. of students   **1**

2.4 No. of Management representatives   **1**

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [2]

Non-Teaching Staff Students [1]   Alumni [   ]   Others * [   ]

* Guardians

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 [3]

(ii) Themes

- Orientation programme for first year students,
- Orientation programme on newly introduced Semesterised CBCS in B. Com programme,
- Seminar on Higher Education Scenario in West Bengal – Opportunities and Challenges.

2.14 Significant Activities and contributions made by IQAC

- One signal activity of the IQAC was organising Sister Nivedita's 150th Birth Anniversary celebration. A seminar was organised for the purpose to inculcate value education to the students of the day. The IQAC strongly felt that in this trying times, the philosophy of Nivedita's life, her philanthropic work needed to be communicated to the present generation.
- A dengue-awareness programme was organised in the college since it is located in a dengue prone area. The purpose was to increase awareness about dengue and its symptoms. A medical practitioner with expertise in the area was invited in the programme.
  Since eye-related ailments are very common among the students we organise an 'eye-camp' for the students. Eye specialists visited the camp and many students undertaken eye tests for diagnosis of eye related ailments.
- Violence against women is a social malady, typical of an under developing nation. Recent studies shoe that there is an alarming rise on atrocities on women. To appraise and increase

awareness of this social ill, a seminar was organised where a reputed speaker was invited to deliver a lecture. The issue was discussed threadbare, and it evoked tremendous response. A similar lecture with interactive session on 'Gender Inequality' is very much in the pipeline.

- Organising career-counselling programmes has always been close to our heart. The IQAC organised a couple of programmes for continuous exposure for the students to the present day job market scenario. Participation by the students too have been quite impressive.
- The institution has always laid emphasis on students' feedback. In this academic session, the feedback received from the students were thoroughly analysed with graphical presentation and was placed to the Governing Body of the institution for its approval and suggestions.
- The IQAC reconstituted different sub-committees keeping in perspective the revised accreditation frame work of NAAC. The sub-committees have been asked to complete plans and programmes conceived by them in a 'time-bound' manner.
- Books and equipments have been procured from the grant received from the Government of West Bengal.
- On the basis of our performance in the second cycle of NAAC Assessment, we have been declared eligible for RUSA 2.0 Grant from the Government of India. We plan to utilise the funds for infrastructure-related development as per the prescribed norms of the RUSA authorities as and when they are released for the purpose. It may be noted that only 600 plus colleges across the country have been short listed for the RUSA paid, and our college is one of them.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan	Action Taken
Revamping of sub-committees under the IQAC with a view to ensuring comprehensive and overall development of the institution.	All previous sub-committees have been revamped keeping in perspective the revised framework of NAAC. Further more, a couple of new sub-committees like web-site restructuring and monitoring sub-committee, UGC liaison sub-committee have been formed. These sub-committees have started functioning.
Introduction of new subjects in General Stream.	'Education' as a subject in the BA General stream has been introduced with affiliation from Calcutta University. Students have been enrolled for the course in the present academic session. The college has appointed a full-time contractual teacher on college scale.
As semesterised CBCS system is going to be introduced by the affiliating university from 2017-18, creation of more infrastructural facilities and academic resources with a view to catering better services to our students under the new system.	Various measures have been taken by the institution to effectively deal with the newly introduced CBCS/Semester system. Preparation of routine and distribution of work load have been done meticulously for effective teaching under the new system. Orientation programme for students under the new system has been organised. Both interactive sessions with students and between the

	teachers were arranged for efficacious implementation of courses. The response from students has been immensely satisfying. The institution has taken extreme care to see that academic support in terms of new books and study materials too are procured by the library so that students under the new system are not at a loss as to how to deal with the newly introduced course materials in the syllabi.
Submission of applications for requisition to appropriate Government Authorities to fill up vacancies in teaching and non-teaching posts.	The institution is very much on the job as far as submitting requisition for teaching posts is concerned. We are in the process of preparing papers keeping in view the Government's reservation compliance in relation to the teaching posts. We hope to submit the papers shortly. Regarding submission of requisition for non-teaching posts, the institution has already submitted all necessary documents.

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	03			
PG Diploma				

Advanced Diploma				
Diploma	01		01	
Certificate	01		01	
Others				
Total	05		02	

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	1 **(For UGC sponsored Insurance Management Course)**
Trimester	
Annual	2

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

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

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

In 2017 CBCS has been introduced in B.Com programme and necessary new regulation has been enforced by the parent university.

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

No. However initiative has been taken for getting approval from the affiliating university for introducing Education as a new subject in B.A (General) programme. Necessary approval has been obtained from the Governing Body of the college.

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others

2.1 Total No. of permanent faculty	13*	4	7		1**

* Including Principal

** One Assistant Librarian

2.2 No. of permanent faculty with Ph.D.

6 including TIC

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
	1	4							1	4

2.4 No. of Guest and Visiting faculty and Temporary faculty   18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	8	14
Presented papers	7	1	-
Resource Persons	-	3	-

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

- It has been a continuous and relentless endeavour on our part as an institution to explore new ways to make the teaching-learning process efficacious and also absorbing. The Department of English and also the Department of Bengali do arrange film exhibitions complementing the syllabi. Book exhibitions too present a kind of window to students of language and literature to procure reference materials for both completing and supplementing the syllabi.
- To induce the students to remain completely focussed on their course, the Department of Commerce hands out assignments at the beginning of every semester. Assignments submitted by the students are duly checked and subsequent corrective steps are suggested by the departmental teachers.
- The Department of Bengali has always been almost hypersensitive to the cause of the slow learners in the department. Almost 'intensive unit like' care is taken by the teachers so far as the slow learners are concerned.
- Hackneyed though it may sound, yet we can't prevent ourselves from highlighting the fact that we have, for years on end, been negotiating the persistent problems of space and time constraints. To ensure greater manoeuvrability in terms of space and time, we have been able to procure occupancy of some rooms though not upto our requirements from the Netaji Nagar Day College (common building for both the colleges). As a result of this we have been able to start our classes earlier than before.
- ICT enabled class rooms are common now a days in any academic institutions worth taking name. We already had one. Utilising government grants we have made another class room christened it 'Virtual Class'.

- To imbue students with a spirit of moral values, and help them inculcate time-tested principles to face the 'rough and tumble' of life sportingly, the institution has arranged a seminar on value based education.
- Atrocities on women is all pervasive social malady in any Third World nation. We as an institution have always strongly felt that it is our moral obligation to appraise our girls students on the kind of violence that women in a developing face, and what kind of deterrents they need to develop to combat the social ill.
- Students' attendance is a very important component of newly introduced CBCS / Semester system. To ensure that the students are always in the loop so far as their attendance goes, we have initiated the practice of intimating them at least once in the intermediary period of every semester.
- Students of all departments have been enthused to bring out wall magazines following a calendar prepared by the Magazine and Publication sub-committee.
- Library Rule Awareness classes are taken by the Librarian in the beginning of every academic session to apprise the newly admitted students on how to use the college library in an automated environment.

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

194

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

- Open Text Book Examination
- Self examination of answer scripts by the students
- Preparation of MCQ by the students
- Assignment Diary system followed.

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

1		

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	11	11	-		100		75
B.A. Hons. in English	1	0			0		0
B.A. Hons. in History	3	3			100		100
B.A. Hons. In Journalism & Mass Communication	19	19		1	100		100
B.A./ B. Sc Hons. In Geography	13	13	-		100		100
B.Com. Hons. In Accounting & Finance	35	31	-		89		89

B.A General	69	**30**	-		43	43
B.Com General	96	**94**	-	-	98	98

2.**12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :**

- Arrangement of awareness programme for faculties on modalities of newly introduced CBCS / Semesterised system.
- Arrangement of interactive sessions between faculties on teaching – learning methods to be followed under CBCS.
- Exposure given to newly admitted students regarding different aspects of teaching-learning followed in the institution by arranging orientation programme at the beginning of new session.
- Regular meeting with faculties on the issue of systematic methods to be followed for maintaining records of internal assessment marks and students attendance related documents as per requirement of the parent university.
- Motivating faculties to use more ICT enabled classes.
- Taking feedback from current students and guardians, analysis of the feedback and placing before the Governing Body for necessary consideration and appropriate action.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**15**	**8**	**0**	**7**
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The Research Committee arranges seminars by faculties on their chosen areas of research and such seminars are attended by other faculties and students of the college. The committee collects papers on topics chosen for delivery of lectures by the faculties, and also encourages the final year students to contribute with their thought-provoking research articles. It may be noted in this regard that the lecture sessions patronised by the Research Committee are followed by an absorbing interface between the lecturers and the students and the later derive sufficient fodder for their course-centric enrichment from these. In a very short span of time the Research Committee has emerged as an effective springboard for true academic and cerebral exercise both for the faculties and the students. The institution is mulling an e-publication comprising the materials collected by the Research Cell. It may not be altogether irrelevant to mention in this regard there is already a maiden publication of the Research Cell titled 'Shifting Tints'. In this context it may be mentioned that in the annual budget of our college an amount of Rs. 25,000/- has been allocated for promoting research activities by both the faculties and the students.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**0**	**0**	**0**	**0**
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**1**	**6**	
Non-Peer Review Journals			
e-Journals	**9**		
Conference proceedings			
Research Volume		**2**	

Departmental Magazine/Journal			

3.5 Details on Impact factor of publications:

Range [Nil]   Average [Nil.]   h-index [Nil]   Nos. in SCOPUS [1]

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. [8]   Chapters in Edited Books [4]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from :**N.A.**

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [Nil]   CPE [Nil]   DBT Star Scheme [Nil]

INSPIRE [Nil]   CE [Nil]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**0**	**0**	**0**	**0**	**0**

Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   **3**

3.13 No. of collaborations   **Nil**

International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year   **Nil**

3.15 Total budget for research for current year in lakhs :

From Funding agency   **Nil**   From Management of University/College   **Nil**

Total   **Nil**

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   Nil
    of the institute in the year

Total	International	National	State	University	Dist	College
-	**1***	-	-	-	-	-

  *Reviewer of International Journal

3.18 No. of faculty from the Institution
who are Ph. D. Guides   **1**
and students registered under them   **3**

3.19 No. of Ph.D. awarded by faculty from the Institution   **3**

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

JRF [**-**]   SRF [**-**]   Project Fellows [**-**]   Any other [**-**]

3.21 No. of students Participated in NSS events University level   **233**   State level   Nil
            National level   **Nil**   International level   Nil

3.22 No. of students participated in NCC events:

University level   **Nil**   State level   **Nil**

National level [Nil]   International level [Nil]

3.23 No. of Awards won in NSS: University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.24 No. of Awards won in NCC:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.25 No. of Extension activities organized

University forum [-]   College forum [2]

NCC [-]   NSS [-]   Any other [-]

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

- Campus cleaning for eradication of vector borne diseases;
- Malaria and dengue awareness programme;
- Eye test camp
- Special camp programme in slum area

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	4	Sharing the room of N. N. Day College Computer Centre	
Laboratories	1			
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	18		State Govt.	

			Grant	
Value of the equipment purchased during the year (Rs. in Lakhs)	394,641/-			
Others				

4.2 Computerization of administration and library

College office and library are fully computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14267		362	99754	14629	
Reference Books	64		49	19273	113	
e-Books						
Journals	23	21411	1	5750	24	27161
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP)			12	39874	12	39874

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	16	36			3	8	9
Added	4	2	30			1		1
Total	40	18	7			4*	4	10

*one computer in the office has been replaced. Hence out of existing 3 computers 1 computer has been replaced and a new one has been replaced.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up-gradation (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

ii) Campus Infrastructure and facilities

iii) Equipments

Rs. 307,641/-

iv) Others

Rs. 87,000/-

Total :   **Rs. 394,641/-**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC seeks to enhance the awareness about student support services across the institution through monitoring and documenting of certain specific activities:

- Institute of Cost and Management Accountants has visited our institute to counsel our students regarding prospect of taking cost and management accounting profession as a career.
- Different government scholarships offered to students.
- Reprographic services are available in the library at a concessional rate
- Distribution of academic calendar, prospectus, unitised syllabus, college magazine, deptt magazine on the very first day of commencement of first year classes.
- All students are covered under Health Insurance Scheme.
- Seminar has been arranged to offer value education to our students.
- Job oriented certificate courses are conducted for our students.
- Academic analysis has been made for slow learners.
- Special consultation hour has been arranged for slow learners.
- Career Counselling Cell has taken initiative to offer soft skill development training and training for recovery of loans offered by banks to different customers. Substantial number of trained students have been deputed by few banks to recover loans from their customers.
- Concession in fees are allowed to poor students
- Napkin vending machine has been installed in Girls' toilet.
- Purified cold water facilities are provided to the students

5.2 Efforts made by the institution for tracking the progression

In the run-up to the Second Cycle of NAAC we had prepared a department wise data base of ex-students. In the post NAAC period we have taken further initiative to prepare the database more methodically and systematically. The institution, at very levels has connected with many ex-students and invited them to the college with a view to appraising them of this effort of us. We have met with considerable success in this regard. Ex-students who have contacted and met us have been told that we intend to upload a link very shortly in the college website, and they can upload all pertinent personnel information by clicking the link.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
523			

(b) No. of students outside the state   **Nil**

(c) No. of international students   **Nil**

Men
No	%
350	67

Women
No	%
173	33

Last Year (2016-17)							This Year (2017-18)						
General	SC	ST	OBC	Others	Ph	Total	General	SC	ST	OBC	Others	Ph.	Total
574	59	02	11	00	00	646	462	46	01	6	8	00	523

Demand ratio :**2.02**   Drop-out % : **45%**

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

Career Counselling Cell has taken initiative to offer soft skill development training and training for recovery of loans offered by banks to different customers. Substantial number of trained students have been deputed by few banks to recover loans from their customers.

No. of students beneficiaries   **10**

5.5 No. of students qualified in these examinations :**Data is not available**

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [ ] State PSC [ ] UPSC [ ] Others [ ]

5.6 Details of student counselling and career guidance

Seminars have been organised by the college with a view to counselling the students regarding their prospective careers and the present job market scenario. On a purely academic plane teachers after counsel students both in / outside the classroom and help them do the needful.

No. of students benefitted   **No data is available**

5.7 Details of campus placement : The college does not have any such scope for campus placement. However, efforts are made to organise career council seminar where representatives from the industry took participation

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The Women's Cell is planning to organise a seminars on violence against women and gender inequality. Resource persons have already been contacted for the purpose, and they have already given their consent.

5.9 Students Activities

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

State/ University level [0]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [0]   National level [0]   International level [0-]

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

Sports : State/ University level [0]   National level [0]   International level [0]

Cultural: State/ University level [0]   National level [0]   International level [-0]

5.10 Scholarships and Financial Support

	Number of	Amount

	Students	
Financial support from institution	-	-
Financial support from government	51	Payment is made directly to the beneficiaries
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives **None**

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   [1]

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

Faculties participated in different seminars / workshops organised by the Board of Studies of the affiliating university at the time of revision of syllabi of B.A / B. Sc programme to be followed under CBCS / Semesterised system. In such workshops faculties offer inputs regarding their observations in change in syllabi.

6.3.2 Teaching and Learning

- Arrangement of Book exhibition by inviting publishers.
- Film exhibition to students of Journalism, Bengali and English honours courses.
- Commencement of early class hours by sharing of common time with Netaji Nagar Day College.
- ICT enabled teaching and learning is encouraged.
- Remedial classes for weak students are arranged.
- The 'academic calendar' and the 'class-routine' have been prepared well in advance prior to the commencement of the First Year classes.
- Feedback is taken Innovative practices in teaching, seminars, FDP, are encouraged.
- Introduction of Assignment Diary by the Department of Journalism & Mass Communication.
- Self - evaluation of answer scripts by the students of the Bengali Department.
- Use of audio-visual instruments to give live description of different topics.

6.3.3 Examination and Evaluation

- As semesterised / CBCS system has been introduced by the parent university, new modalities have been prescribed for conducting internal examination. The institution has also overhauled its internal examination methodologies in line with such requirement. In addition students are also advised to frame MCQ after completion of a particular chapter by faculties. In that way students are given better exposure to prepare under the MCQ oriented examination system in which they have to appear under newly introduced CBCS
- Conducting Online MCQ tests
- Open Text Book examination
- Self assessment of answer scripts by students
- Arranging class tests by allowing lesser total time

6.3.4   Research and Development

- Research Cell has been established to promote research activities among teachers and students of the college.
- Budget allocation has been made to the extent of Rs 25000/- for the current year.
- Research Cell arranges seminar by faculties actively engaged in research work to share their research experiences with other teachers and students.
- Research Cell is mulling an e-publication comprising the research papers presented by the faculties in the seminars arranged by the Cell.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- **Library :**   Departmental requisitions for new books are processed through the library committee and forwarded to the Purchase committee for necessary action. E-journal, Journal and books are available through INFLIBNET
- **Infrastructure / instrumentation:** IQAC decides on the new facilities to be created and existing facilities to be maintained/repaired. Recommendations are forwarded to the purchase committee. Purchase committee procures the facilities if fund is available in the budget following proper tender process.
- Expenditures have been made for the following purposes for the development of infrastructural facilities:
  i)   A new photocopier machine has been purchased for installation in the Principal's room
  ii)   Two bar code readers have been purchased and installed in the library;
  iii)   Some technical instruments have been purchased for use of the students of the Department of Geography
  iv)   Installation of ICT facilities in the virtual class room.

6.3.6   Human Resource Management

- Confirmation, placement and promotion of both teaching and nonteaching staff are recommended after careful verification of their performance under the aegis of the IQAC;

- Various leaves, additional increments, study leave etc for faculties and non-teaching staff are granted as per the Statute of the affiliating university and Government rules;

- For the management of the students' affair, the college has a students' union who take care about different students related issues through negotiation with the management and teachers;

- The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.

- The Establishment Sub-committee is in-charge of maintaining records related to services of teaching and non-teaching members on a regular basis. As and when any member of teaching/non-teaching staff retires they submit necessary papers well in advance so that the retiree gets his financial dues from the Government in due time. The Establishment Sub-

committee has adapted itself with the technical modalities of the newly introduced e-pension scheme of the Government and so that the retired employees do not face any difficulty even under the new process of submitting retirement related papers.

6.3.7 Faculty and Staff recruitment

Application for introduction of new subject in general course in B.A programme will be submitted to the affiliating university and the Governing Body has given necessary permission in this regard. It has also been resolved in the Governing Body contractual whole time teacher in the college post will be appointed as and when affiliation will be granted by the parent university for introducing the new subject. In addition, guest teachers in different departments are appointed as and when necessitated by a particular department.

Staff pattern for appoint in Government approved non-teaching posts have also submitted recently following the reservation rules of the government.

6.3.8 Industry Interaction / Collaboration

As such no initiative has been taken by the college to invite industry experts for placement. However faculties in conducting their research projects visit industries. Department of Commerce is mulling about a programme to arrange Industry visit for their students.

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 2017-18(1st year) is as under:
Bengali (Hons): 15   English (Hons) : 17 B.Com (Hons): 39 History (Hons): 02 Geography (Hons): 20   Journalism (Hons):   24, B.Com (General): 73, BA/B.Sc (General) : 96

6.4 Welfare schemes for

Teaching	**Group Insurance and Cooperative credit facility are available**
Non teaching	**Group Insurance and Cooperative credit facility are available**
Students	**Students' Health home and GIP for Insurance Policy for the students are available**

6.5 Total corpus fund generated   **Nil**

6.6 Whether annual financial audit has been done   Yes [ ] No [↻]

Internal Audit for 2015-16 has been done.

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			**yes**	**TIC & the college authority**
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**

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 interval.

6.13 Development programmes for support staff

Nil

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

A herbal garden is being maintained in the adjacent second campus of the College. A big display board exhibiting the beneficial properties of these herbal plants have been put up in the vicinity of the garden. In the main in different floors flowers have been planted and maintained regularly. The students of the third year of our College have to study. Environmental Studies as a compulsory paper as per curriculum requirement. As a part of this exercise, they need to prepare a Project on environmental issues. Here they are guided by faculties and this seeks to create awareness about environment in them. Sincere drive is on to save paper resource in our College, contributing to environmental protection. Efforts in this regard include: Online Admission Payment through NEFT. Efforts have been made to use eco-friendly and energy saving CFL lamps in college office, Principal Room, ICT Room, Computer Lab and different areas which are in exclusive possession of our college (being the common college building shared with Netaji Nagar Day College).

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.

- The institution took an intensive drive to reach out to prospective students in the catchment area adjacent to the institution. Both the Principal and teachers of the college visited nearby schools to reach out to the students and apprised them of the courses offered by the college. Teachers of the college interacted with teachers of the schools in the locality and informed them about the subjects taught in the college and their prospects.

- The Department of Commerce introduced the practice of reporting intermediary attendance of students twice every semester to keep them periodically updated about their 'attendance status' and also explain the point that handsome attendance would fetch them marks under the new semesterised CBCS system.

- The Department of Commerce invited senior member of the UG Board of Studies of the affiliating university who had been intensely associated with the formulation of rules under the new system and organised a lecture where the newly admitted students were present. The new system was discussed threadbare followed by a lively interaction.

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

All previous sub-committees have been revamped keeping in perspective the revised framework of NAAC. Further more, a couple of new sub-committees like web-site restructuring and monitoring sub-committee, UGC liaison sub-committee have been formed. These sub-committees have started functioning.
'Education' as a subject in the BA General stream has been introduced with affiliation from Calcutta University. Students have been enrolled for the course in the present academic session. The college has appointed a full-time contractual teacher on college scale.
Various measures have been taken by the institution to effectively deal with the newly introduced CBCS/Semester system. Preparation of routine and distribution of work load have been done meticulously for effective teaching under the new system. Orientation programme for students under the new system has been organised. Both interactive sessions with students and between the teachers were arranged for efficacious implementation of courses. The response from students has been immensely satisfying. The institution has taken extreme care to see that academic support in terms of new books and study materials too are procured by the library so that students under the new system are not at a loss as to how to deal with the newly introduced course materials in the syllabi.
The institution is very much on the job as far as submitting requisition for teaching posts is concerned. We are in the process of preparing papers keeping in view the Government's reservation compliance in relation to the teaching posts. We hope to submit the papers shortly. Regarding submission of requisition for non-teaching posts, the institution has already submitted all necessary documents.

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

Best Practice I

Title – Functioning of Sub-committees in the context of the revised accreditation framework of NAAC

Goal: It is imperative that all sub-committees need to work in a well-orchestrated and cohesive manner for sustainable development of the institution. The litmus test of the contemporary times in the academia is to constantly mull innovations, conceptualise them and implement them on 'ground zero' with a view to ensuring that the impact is far reaching.

Context: Whatsoever is associated with the contemporary academic scene in the country will agree that higher education *per se* is undergoing a transitional journey since tha last one and a half decades. Since every institution has to face NAAC accreditation periodically, it has become absolutely imperative to reinvent itself for scooping up marks as much as it can for scraping through the NAAC test with flying colours

Practice:
The IQAC has always firmly believed that the 'practice part' needs to be pursued religiously without complacency or indolence to come in the way! Reasoning with the various sub-committees to be even more pro-active and implement what has been already planned within a 'time-frame' has always been the priority for us.

The IQAC has been firmly focussed on assigning responsibilities to various sub-committees keeping in perspective what the NAAC wants for the 3rd cycle of assessment of the institution according to Revised Accreditation Framework. The IQAC met with individual sub-committees, interacted with them, placed its suggestions and sought a sort of feasibility report along with the financial involvement for implementation of the programmes manned by the committees. Subsequently, the IQAC placed the 'Plan of Action' along with the financial requirement before the 'Finance sub-committee' for its approval and there after the Governing Body. To ensure that the various activities undertaken by the sub-committees didn't clash affecting the teaching programme of the college, each sub-committee was asked to prepare an annual calendar for its programmes. The IQAC's role was of coordinating between the various sub-committees with a view to ensuing that there was no 'programme-traffic congestion', as it were at a particular point in time

Evidence of Success

Evidence of success is manifested in numerable activities in this academic calendar. Almost all the sub-committees have responded befittingly and risen to the occasion, as it were! However, it needs to be appreciated that the evidence of success is not always tangibly visible. The journey from the beginning to its logical culmination can indeed be a time consuming protracted one! The outcome may not always be immediately visible but the practices undertaken by us will, without an iota of doubt, lead to the role of success.

To ensure that programmes undertaken by the various sub-committees do not run into trouble or are hindered, the IQAC constantly reviews them. In the meetings held under the aegis of the IQAC, the sub-committee Conveners are asked to articulate on the progress of the work assigned to them or on the factors that are hindering the smooth completion of the plans. In short all these exercises amply suggest that success is palpable, though not always in a pronounced manner!

Problems: Problems are a plenty! But the most overriding one is financial constraints. Time and again we have mentioned that we are never short of ideas but it is paucity of funds which has always been the 'spoilsport'. Given proper financial support, much more can be achieved**.** Recently introduced CBCS by the parent university in undergraduate courses has led to sudden increase in work load in general. The institution is still in a transitional mode so far as acclimatising with the 'CBCS environment' so to say. Another persistent problem faced by us is to motivate to take part in various 'quality – enhancement' activity. We on our part are relentlessly trying to counsel our students to play a 'proactive' part in such 'quality-enhancement activities'.

Best Practice II

Title of the practice : Documentation of the institution's history through film by ex-students.

Goal: One of the crowning moments of the institutions arrived in November, 2017, when it commemorated its 50 years. Various programmes were organised to mark the occasion. We feel that we needed to permanently document this momentous occasion. Ex-students of the Department of Journalism volunteered to make a documentary film showcasing the institution since its inception till date. Utilising the expertise of the students of the department of journalism for the making of a film on the college's history is indeed a commendable effort which can be developing into a regular practice i.e., to make short films documenting various other activities of the institution in the not too distant future.

Context: The Golden Jubilee Celebration in November, 2017, was indeed an occasion that would come once in our life time. Realising that, an urge was felt to make it memorable. Hence, the idea of a film was conceived by the institution. Expertise of several ex-students came in handy for the purpose and they rose to the occasion. This amply suggests the fact that not only there is a regular bridge of connection with the ex-students but also the enthusiasm on their part to associate themselves with their *alma mata*.

Practice: In all humility, may we say that the documentary film on the institution by ex-students was not an isolated instance of 'best practices'. Students of the Department of Journalism have to mandatorily prepare documentary films for their CU final making is taught in the institution. It was obvious that the ex-students involved in the film on the institution did extensive homework – right from conceptualising the film, doing through research on the institution's history and growth, interviewing relevant persons. It may not be altogether out of context to mention in this regard, that constant encouragement for such creative activities by us has bore remarkable fruit! A short documentary by a student of the department of Journalism won accolades in a short film festival in France and recently in Delhi.

Evidence of Success: The overwhelming response to the film on the institution is a manifestation of evidence of success of these practices. The film evoked positive response from one and all. That indeed students are capable of such creative pursuits are evident through these practices. Many students of the Department of Journalism do make documentary films more or less on a regular basis. Some of the films have won laurels both at home and abroad.

Problems: We can build upon the necessary, since it has been our long standing conviction that there is no dearth of raw talent in many of our students hailing from very modest back ground. The stumbling block to the realisation of their potentials to the fullest possible extent is the persistent problem of adequate financial support. If that part is taken care of, we believe that many of our students are capable of accomplishing many things.

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 ENVS 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)
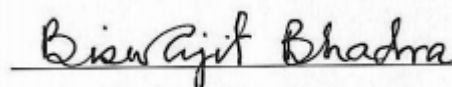
8. Plans of institution for next year

- Keeping in view the 3rd Cycle of NAAC assessment and the revised accreditation framework of NAAC, it is imperative that we first properly need to assess what we are supposed to do to maintain our present grade, and subsequently design our programmes with innovative steps for bettering the grade. Keeping in perspective the very nature of the institution and its inherent weaknesses (financial constraints being a major one) we need to customise institution –specific innovative programmes and explore the potential areas of scoring marks. We have been contemplating roping in experts to guide us for this purpose.

- The institution has been selected eligible for RUSA 2.0 Grant in the present academic session. Fifty percent (50%) of the grant has already been received by the college. We will utilise the grant complying with the prescribed norms of the RUSA 2.0 authority for infrastructural development, procurement of equipments and other necessary items.

- To deal befittingly with the CBCS/Semester System, we are sparing no effort to develop infrastructure in a holistic manner. Making the teaching –learning process more effective, revamping the examination system, laying greater emphasis on procurement of books catering to CBCS / Semester requirements are very much in the pipeline.

- The Establishment sub-committee has been activated like never before. The incumbent Teacher-in-Charge who has for several years personally supervised and dealt with preparation of pension papers, service books and leave rule related work has volunteered to train peers in the institution on this, so that after his superannuation, a set of peers are technically prepared to carry the work forward. Keeping this in perspective, he has volunteered to take training sessions on this at least once a month. It may be noted in this context that pension papers of a recently superannuated colleague were successfully submitted under newly introduced e-pension scheme of the Government of West Bengal under his guideline.

- We plan to apply for increasing the ' intake capacity' to the parent university. For this purpose necessary approval will be sought.

- To effectively increase the number of students' admission we plan to reach out to the neighbouring schools in the locality with a view to appraising the students about the courses and facilities offered by us.

Name : Pinaki Ranjan De

Signature of the Coordinator , IQAC

Name : Dr. Biswajit Bhadra

Signature of the Chairperson ,IQAC

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ACADEMIC CALENDER

2017-18

Date of commencement of classes	1st year classes / 1st semester classes	1st week of July
	3rd year classes	1st week of August
	2nd year classes	1st week of September
Internal Assessment	Mid-term examination	3rd week of November
	Test examination of 3rd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of January
	Test examination of 2nd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of February
	Test examination of 1st year B.A, B.Sc,	1st week of March
Internal Assessment	B. Com 1st Semester	1st week of December
Classes dissolved and Remedial classes	3rd year B.A, B.Sc, & B.Com (Hons & General)	3rd week of February
Classes dissolved and Remedial classes	2nd year classes B.A, B.Sc, & B.Com (Hons & General)	3rd week of March

Classes dissolved and Remedial classes	1st year B.A, B.Sc,	2nd week of April

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.

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.