NETAJINAGAR COLLEGE
Address: 170/436, N.S.C. Bose Road, Ph: 033)2411-5445
Email: netajinagarcollege@rediffmail.com
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The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2014-2015

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.AnasuyaKar
Mobile:	09836965489
IQAC e-mail address:	kar.anasuya@gmail.com

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**

Web-link of the AQAR: **http://netajinagarcollege.in/AQAR_2014_15.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				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY   14/09/2014

1.8 AQAR for the year   **2014-2015**

1.9 Details of the previous year's AQAR submitted to NAACafterthe 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

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   **5**

2.2 No. of Administrative/Technical staff   **1**

2.3 No. of students   **-**

2.4 No. of Management representatives   **1**

2.5 No. of Alumni | - |

2. 6 No. of any other stakeholder and
community representatives | 1 |

2.7 No. of Employers/ Industrialists | |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 9 |

2.10 No. of IQAC meetings held | 3 |

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

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

2.12 Has IQAC received any funding from UGC during the year?   Yes [✓]   No [   ]

        If yes, mention the amount   **3,00,000/-**

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

- The college had organised seminars under the umbrella of IQAC with a view to providing the main stakeholders the students the propects of their employability in the job market.
- The annual publication of a bi-lingual academic journal comprising well researched and thouht provoking articles by the faculites has been planned and efforts are being made to ensure that it sees light of the day very soon.
- Film, and recitation clubs and debating society and eco club are being resuscitated at the instance of IQAC by the institution.
- The promotional aspects of teachers through CAS are being taken care of by the IQAC.

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
To organize exclusive seminar on skill development	College has organized a seminar on a course of N.S.D.C with Disha
Revamping the routine	The routine committee has given necessary efforts to implement suggestions given by IQAC in preparing routine based on some principle for the session 2015-16
Annual publication of bi-lingual academic journal with the contribution of research articles by the faculties of different departments	Matter is under positive consideration. However, a positive attempt will be made from the session 2015-16
On line admission process	Necessary action has been taken to introduce on-line admission system in the line of Government prescribed norms.
To organize a seminar on steps imperative for the 2nd cycle NAAC assessment	Efforts will be made to organize the same at the beginning of new session.
Proposal of installing of solar panel & installation of eco-friendly electrical fittings	Initiative will be taken and expecting to materialize the same
To resuscitate the debate, film, recitation club	Efforts have been taken to start those clubs
To start eco club in the 2nd campus of the college	A dedicated team has been formed to start this venture
CAS of some teachers	The college has started initiative to materialize the process.

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	08			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		02	
Others				
Total	10		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	8

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.

> **Nil**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	**5**	**5**	**1**	**1***

* One Assistant Librarian

2.2 No. of permanent faculty with Ph.D.

> **6 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
1	**5**							**1**	**5**

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	**14**	**2**	**3**
Presented papers	**6**	**5**	**2**
Resource Persons	**1**		**2**

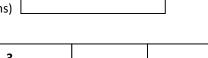2.6 Innovative processes adopted by the institution in Teaching and Learning:

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

193

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

NA

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

3

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	8	**6**	-		25	50	75
B.A. Hons. in English	3	**3**			67	33	100
B.A. Hons. in History	5	**5**			40	60	100
B.A. Hons. In Journalism & Mass Communication	10	**10**			10		100
B.A./ B. Sc Hons. In Geography	22	**22**	-		77	23	100
B.Com. Hons. In Accounting & Finance	46	**25**	-		33	21	54
B.A General	96	**62**	-		2	61	63
B.Com General	100	**36**	-	-	2	34	36

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

The IQAC suggested that the Principal meet with the departmental heads of the institution at the beginning of every academic session and hand out 'plan of action' to the departmental heads and subsequently seek updates on the actualisation of those plans. It also suggested that feedback be sought at the end of every academic session.

The IQAC plays the monitoring role of implementing the institution's flagship '20 Point Programme'. The IQAC strictly monitors that the West Bengal Government order in regard to online admission is implemented in letter and spirit.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**1**
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**	**2**	**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

There is a Research Committee in place in the institution. The IQAC motivates the Research Committee to encourage the teachers to take up various research projects and activities. The Research Committee on its turn reasons with the teachers to pursue research work-both minor and major projects and also full fledged research. The IQAC networks both with the college authority and office to ensure all possible assistance to the teachers in terms of infrastructure related assistance and expeditious disbursement of funds.
The IQAC also floated the idea of the annual publication of a bilingual academic journal comprising research related articles by the various faculty.

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		**1**		
Outlay in Rs. Lakhs			**Rs. 2.10**	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**5**	**3**	**10**
Non-Peer Review Journals			**3**
e-Journals			
Conference proceedings			**3**

3.5 Details on Impact factor of publications:

Range $\boxed{0.673}$ Average $\boxed{\text{N.A.}}$ h-index $\boxed{02}$ Nos. in SCOPUS $\boxed{\text{N.A.}}$

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	**2yrs**	**UGC**	**Rs. 210000**	**Rs. 155000**
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. $\boxed{6}$ Chapters in Edited Books $\boxed{2}$

ii) Without ISBN No. $\boxed{}$

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

UGC-SAP $\boxed{0}$ CAS $\boxed{0}$ DST-FIST $\boxed{0}$

DPE $\boxed{0}$ DBT Scheme/funds $\boxed{0}$

3.9 For colleges Autonomy $\boxed{\text{Nil}}$ CPE $\boxed{\text{Nil}}$ DBT Star Scheme $\boxed{\text{Nil}}$

INSPIRE $\boxed{\text{Nil}}$ CE $\boxed{\text{Nil}}$ Any Other (specify) $\boxed{\text{Nil}}$

3.10 Revenue generated through consultancy $\boxed{\text{NIL}}$

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 $\boxed{2}$

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   [**UGC**]   From Management of University/College   [**Nil**]

Total   [155000 [Received]]

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides   [**1**]
and students registered under them   [**4**]

3.19 No. of Ph.D. awarded by faculty from the Institution   [**1**]

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 [Nil]   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 | 1

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, BhasaDibash, College Foundation 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	4	Sharing the room of NNDay College Computer Centre	
Laboratories	1			
Seminar Halls	2			2

No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2		UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	117079		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	13588		354	82333		
Reference Books			64	17823		
e-Books						
Journals	17	11766	5	7464	22	19230
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP)			2		14008	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25	16	7			1	5	3
Added						1		
Total	26	16	7			2	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. 175274/-

iii) Equipments

Rs. 117079/-

iv) Others

Rs. 197238/-

Total :

Rs. 489591/-

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:
- Extension of financial support to the students with extremely limited means by some teachers on their individual capacity
- Mobilisation of financial support schemes of the State Government as applicable for the students
- Enrichment of Career Counselling Cell
- Making the College environment more learner-centric, facilitative for imparting quality education as well as progressive development of faculties.
- Taking care to arrange for feedback responses from students and implementing workable as well as quality-enhancement suggestions.

5.2 Efforts made by the institution for tracking the progression

On the core area of 'teaching-learning' for the students in general, the management, in the absence of a formal IQAC (it was being gradually conceptualised and was at an embryonic stage) zeroed in on the 'teaching-learning exercise' with great zeal and vigour. The management via the'Teachers' Council' and the latter's various sub-committees along with the Academic sub-

committee would ensure that the benefits of teaching trickled down to the bottom and ensured holistic intellectual and moral growth of the institution's most prized stakeholders. That the college library had a very significant role to play in this regard, in terms of providing support service was greatly emphasised. Remedial classes, surprise tests, intensive 'one –on-one' session with the students not always with a formal garb were highly encouraged by the authority. The authority would both formally and informally interact with the teachers and the students about the possible impacts of these institutional measures.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
901			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%
	661	73

Women	No	%
	240	27

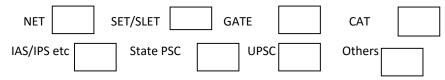| Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
861	74	03	41	00	979	797	82	01	21	00	901

Demand ratio :1.80   Dropout % : **44%**

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

The College is not equipped to provide personal coaching to students to prepare them for competitive examinations. However faculties informally try to help the students to the best of their capacities as and when they are approached to enable them to ace the said examinations.

No. of students beneficiaries

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

The aim of career counseling programmes held at our college has been to attune the students to job and professional opportunities, once they wear their graduation robe. Experts from various walks of life sought to guide students based on their acumen and profile. The luminaries included academics like Prof A .K Samanta (Institute of Jute Technology, University of Calcutta), Dr, U.K Neogi (Adamas Knowledge City), Mr. Debojyoti Saha (Future Business School). Professionals from Institute of Computer Accountants, ACE Job Solutions, Vista Mind, Disha Academy discussed career opportunities from both conventional and non-conventional areas as well as the nitty-gritties of job interviews. The college felt satisfied that the students were exposed to the myriad windows that exist for them beyond the precincts of its portals.

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 pariicipation**

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

At present there is no women cell. However, lady teachers sensitize the girls students regarding this sensitive issues. A step has been taken to form women cell from 2015.

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 Students	Amount
Financial support from institution	-	-
Financial support from government	89	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 [2]

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 has recommended that heads of different departments in consultation with faculties prepare necessary suggestions/inputs to be offered to the concerned 'body' of the parent University prior to the revision of the syllabi due in 2015.

6.3.2 Teaching and Learning

The 'academic calendar' and the 'class-routine' have been prepared well in advance prior to the commencement of the First Year classes. 'Workloads' from respective departments have been sought by the Convenor of the Routine Sub-Committee and the 'class-requirements' of different departments have been accommodated comprehensively.

6.3.3 Examination and Evaluation

Different internal college examinations have been timely completed and results of those exams have been published in time. The College has been the venue of the Calcutta University's Part I, Part IIand Part III examinations, and our teachers have actively contributed in holding of those examinations smoothly and also by examining the answer-scripts with great care keeping in mind the submission guidelines.

6.3.4 Research and Development

Some faculties in the Department of Commerce have contributed research-based articles in different journals and also have presented papers in different conferences. One faculty in the Department of Commerce has also presented paper in an International Conference held in Germany.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library : Rs. 119386/-   ICT; Rs. **Nil**
physical infrastructure Rs. 292353/-

6.3.6 Human Resource Management

Students are being encouraged to perform better performances in University examinations. Timely completion of syllabus by faculties, availability of more books in the library are some of the efforts taken by the institution to achieve better performances by students.

6.3.7 Faculty and Staff recruitment

During 2014-15 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 2011-12 is as under:
Bengali (Hons): 21 English (Hons) : 18 B.Com (Hons): 60 History (Hons): 05 Geography (Hons): 35 Journalism (Hons): 44, B.Com (General): 158, BA/B.Sc (General) : 163

6.4 Welfare schemes for

Teaching	**Group Insurance scheme is available**

Non teaching	**Group Insurance scheme is 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 ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			**yes**	**Principal & 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 interface

6.13 Development programmes for support staff

Nil

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

Decision to instal solar panel taken by the institution with a view to reducing overall electricity consumption.

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.

To form an organized repository of sorts for preserving cards received by the students against donation of blood in **'blood donation camps'** organized by the **Students' Union** every year. This will ensure speedy disbursement of such cards as and when requires by a student as per his/her requirements.

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

Action Taken
College has organized a seminar on a course of N.S.D.C with Disha
The routine committee has given necessary efforts to implement suggestions given by IQAC in preparing routine based on some principle for the session 2015-16
Matter is under positive consideration. However, a positive attempt will be made from the session 2015-16
Necessary action has been taken to introduce on-line admission system in the line of Government prescribed norms.
Efforts will be made to organize the same at the beginning of new session.
Initiative will be taken and expecting to materialize the same
Efforts have been taken to start those clubs
A dedicated team has been formed to start this venture
The college has started initiative to materialize the process.

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:
The Department of Journalism and Mass Communication can be credited with introducing 'surprise-writing skill test' for its Honours students. Students are asked to write articles on contemporary copies chosen by the respective teacher without allowing them for preparation in advance. This has helped enormously so far as honing writing skills of the students are concerned.

Evidence of Success

We have reiterated that our students are mostly first generation learners. Therefore, the college authority always takes initiative to engage our students in different 'service departments' and thereby gives them an opportunity to earn. Association of our students in running the college canteen and the cycle stand (students have to pay a small charge for using cycle stand) are good examples of our sincerity in providing scope of earning for our students.

Problems: Constrains are too many. 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

Provision for online students admission as per Government order done by the college.

Evidence of Success: 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 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)

ANNEXURE II

8.**Plans of institution for next year**

- The institution is committed to both the cerebral and the material growth of the students. Since instilling moral values in the students is very much the responsibility of the institution, more seminars on ethics and values for the overall shaping of the students physic will be arranged in course of the year.

- The institution, as advised by the IQAC is committed to a more proactive role of the students in seminars by the way of encouraging them to take the flow in the capacity of speakers and not just mere participants as listeners.

- Though a formal Research Cell is in place, yet the institution, courtesy the IQAC is very keen both faculties and students engaged themselves in research related activities in their own way. Keeping this in view a reasonable amount of money will be allocated for this purpose.

- The institution as advised and suggested by IQAC is committed to ensuring that an overall feedback about the institution reaches the apex authority of the college and policy making body unhindered. The institution hopes this will have a far reaching impact in the smooth functioning of it.

- The NSS which had been hither to dormant, is just a few steps away from taking formal shape.

Name _Anasuya Kar._

Anasuya Kar.

Signature of the Coordinator, IQAC

Name _Dr. Biswajit Bhadra_

Biswajit Bhadra

Signature of the Chairperson, IQAC

_____***_____

Annexure I:

Academic Calendar

Date of commencement of classes	1st year classes	04.08.14
	2nd year classes	08.08.14
	3rd year classes	12.08.14
Internal Assessment	Mid-term examination	3rd week of November, 2014
	Test examination of 3rd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of January, 2015
	Test examination of 2nd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of February, 2015
	Test examination of 1st year B.A, B.Sc, & B.Com (Hons & General)	1st week of March, 2015
Classes dissolved and Remedial classes	3rd year B.A, B.Sc, & B.Com (Hons & General)	3rd week of February, 2015
		3rd week of March, 2015

Classes dissolved and Remedial classes	2nd year classes B.A, B.Sc, & B.Com (Hons & General	
Remedial classes	1st year B.A, B.Sc, & B.Com (Hons & General	2nd week of April, 2015
Classes dissolved	1st year B.A, B.Sc, & B.Com (Hons & General)	2nd week of May, 2015

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	8	9	8	6
Student 2	7	7	10	7	10
Student 3	10	7	8	7	7
Student 4	9	5	10	7	5
Student 5	7	5	7	10	5
Student 6	9	9	8	8	9
Student 7	9	10	5	8	8
Student 8	10	8	10	9	8
Student 9	5	10	10	8	5
Student 10	5	7	10	7	6
Student 11	10	5	5	10	5
Student 12	10	10	10	8	7
Student 13	7	8	7	10	7
Student 14	5	5	7	10	5
Student 15	7	10	8	9	7
Student 16	7	8	8	10	5
Student 17	7	7	9	7	8
Student 18	6	8	6	9	10
Student 19	5	6	8	10	6
Student 20	10	10	5	10	7