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

The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2015-2016

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**	**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

March 31, 2007/ 073

1.5 Website address:

www.netajinagarcollege.in

Web-link of the AQAR: http://netajinagarcollege.in/AQAR(2015-16).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 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

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. The college has also started a Course on 'Entry to Service' in its own initiative during 2015-16.**

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

[4]

2.11 No. of meetings with various stakeholders: No. [7]   Faculty [2]

Non-Teaching Staff Students [1]   Alumni [2]   Others * [2]

* Guardians

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

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. [10]   International [ ]   National [ ]   State [ ]   Institution Level [10]

(ii) Themes | Value education, Life Skill Development, Poetry, Film, Herbal plants, Thalassaemia awareness etc.

2.14 Significant Activities and contributions made by IQAC

- The college has started taking Online MCQ test as a major reforms in examination system.
- "Entry to Service" has been started as an initiative of Career Counselling Cell in order to prepare our present and ex-students for appearing in different job oriented competitive examinations.
- Seminar on Life skill and value education have been arranged.
- One well equipped ICT- enabled class room has been arranged with a view to teach our students with modern ICT aids.
- INFLIBNET facility and KOHA software have been added in library services. In addition CCTV has been installed in the Library.
- Department of Journalism has started using 'Assignment Diary' by its students with a view to keeping a regular tab on the student's performance at the departmental level.
- Research cell has been constituted and the Cell has published a Bi-lingual Research volume
- Budgetary provision of Rs. 50,000/- has been made for 5 years for carrying out Research activities by students and teachers.
- Initiative has been taken for conducting Academic Audit among Teaching staff.
- Green Audit and Gender Audit have been conducted.

- Issuance of Academic Calendar, Unitised syllabus, Class Routine, Prospectus on the first day of the commencement of 1st year classes.
- Promotion under CAS scheme.
- Herbal Garden is being maintained in the second campus of the college.
- A drive for Thalassemia detection and cataloguing of Blood Group Data have been taken among students.
- Napkin Vending Machine has been installed in the girls' toilet.
- Fire extinguisher devices have been installed in different places of the college building.

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 value and life skill development	College has organized seminar on value based education and life skill education with CINI
To organise seminars to be delivered by students	Deptt of Journalism, Bengali and Geography have organised seminars given by students
Publication of Bi-lingual Research volume by the Research Cell	Research volume has been published with ISBN 978-93-82316-510
Revival of NSS unit	NSS revived and has undertaken various programmes like college cleaning, sanitising slum areas, arranging rallies on health related and other issues, Thalassemia awareness programme, Blood group test and cataloguing etc.
To resuscitate the debate, film, recitation club	Different Films are shown to the students under the initiative of the Film club and Recitation club also arranges recitation workshops at regular intervals.
To start eco club in the 2nd campus of the college	Herbal Garden is being maintained in the second campus of the college
CAS of some teachers	The college has started initiative to materialize the process.
To install Napkin Vending Machine in the Girls' toilet of the college	Napkin Vending Machine has been installed in the girls' toilet

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) ☐

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

Yes, in the B. Com syllabus in paper 'Direct and Indirect Tax' the topic Wealth Tax has been deleted.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	**5**	**5**	**-**	**1***

* One Assistant Librarian

2.2 No. of permanent faculty with Ph.D.

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

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

- One well equipped ICT- enabled class room has been arranged.
- Department of Journalism has started using 'Assignment Diary' by its students with a view to keeping a regular tab on the student's performance at the departmental level.
- Distribution of Academic Calendar, Unitised syllabus, Class Routine, Prospectus on the first day of the commencement of 1st year classes.

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

187

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
- Online Multiple Choice Questions
- Self examination of answer scripts by the students

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	13	**13**	-		100		75
B.A. Hons. in English	1	**1**			100		100
B.A. Hons. in History	5	**5**			100		100

B.A. Hons. In Journalism & Mass Communication	8	**8**			100		100
B.A./ B. Sc Hons. In Geography	17	**17**	-	**6**	94		100
B.Com. Hons. In Accounting & Finance	31	**16**	-		52		52
B.A General	72	**46**	-		64		64
B.Com General	67	**24**	-	**-**	36		36

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

- A comprehensive 'study plan' along with academic calendar and unitised syllabus handed over to all students on the very first day of the 2016-17 academic session – a highly successful efforts and with perhaps no precedence to the best of the institution's knowledge.
- Department of Journalism initiates 'Assignment Diary' for all the Honours students of the department – an effort to make teaching – learning process more efficacious and resulted – oriented. These initiatives were IQAC's brain child duly assisted by the college administration in its proper implementation.
- Introduction of Academic Audit among faculties and submission of necessary information in a systematic manner by the faculties.

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	**2**
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

Aims and objectives of the Research Cell determine. Bi-lingual research volume with ISBN has been published. The Research Cell has also arranged seminar given by the faculties doing research actively and this has created an impetus among other faculties particularly 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		**1**		
Outlay in Rs. Lakhs			**Rs. 2.10**	

3.4   Details on research publications

	International	National	Others
Peer Review Journals		**2**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			**1**
Research Volume		**20**	
Departmental Magazine/Journal		**8**	

3.5 Details on Impact factor of publications:

Range | Nil | Average | Nil. | h-index | Nil | Nos. in SCOPUS | Nil

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)	**5 yrs**	**College**	**Rs. 50000/-**	
Total				

3.7 No. of books publishedi) With ISBN No. [**4**]   Chapters in Edited Books [ ]

ii) Without ISBN No. [**2**]

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 [**1**]

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
and students registered under them

| 1 |

| 3 |

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 | 53 | 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

- NSS unit is a thriving one. It has organised an awareness programme on Thalassemia disease in the college and thalassemisa detection test has also been organised. Students have participated in such programme in a massive scale.
- Detection of Blood group of each and every students and subsequent preparation of a proper data base, so that in case of an emergency the data base can be looked into for identification of the blood group of the one in need of it.

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.	15		UGC and college	

Value of the equipment purchased during the year (Rs. in Lakhs)	415,000/-		UGC and college	
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	13942		127	35531		
Reference Books			25	5925		
e-Books						
Journals	22	11766	1	360	23	19590
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP)			5		5	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25	16	7			2	3	2
Added	11		30			2	1	8
Total	36	16	7			4	4	10

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. Arrangement has been made for Non-teaching staff to have basic computer knowledge

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 5,55,705/-

ii) Campus Infrastructure and facilities

Rs. 3,42,480/-

iii) Equipments

Rs. 162815/-

iv) Others

Rs. 2,11,901/-

Total :

Rs. 1272,901/-

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:

- Different govt scholarships offered to students.
- 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.
- Students can avail students' health home facilities like treatment by specialist doctors at free of cost.
- Recently an initiative has been taken by the NSS unit of the college to arrange Thalassemia test of all students of our college by an NGO.
- Another effort on NSS unit of the college is to maintain a database regarding students having same blood group so that any member of the college can seek blood donation from the list in case of emergency. A drive has been recently taken to test blood groups of students by a pathological laboratory. The database has also been uploaded in college website.
- Seminar has been arranged to offer life skill education and value education to our students.
- Job oriented certificate courses are conducted for our students.
- Recently academic analysis has been made for slow learners.
- Special consultation hour has been arranged for slow learners.
- Career Counselling Cell has started Entry to Service class to enable our students for appearing at competitive exams.
- Concession in fees are allowed to poor students. IQAC coordinator has voluntarily contributed her honorarium for allowing concession to students.

- Jerseys, sports shoes and other sports materials are provided to students who participate in different sports events.
- Gender Audit has been carried out.
- Napkin vending machine has been installed in Girls' toilet.

5.2 Efforts made by the institution for tracking the progression

- Analysis of results of students in different university examinations are regularly made at departmental level, by the academic sub-committee and IQAC and finally by the GB.
- After identifying the slow learners among the students admitted in first year classes they are specially nurtured by providing special consultation services before the normal class hours.
- Students at the risk of drop out are specially taken care of, guardians are informed, concession in fees is allowed and possible causes of drop out by students are surveyed by some departments on a regular basis.
- Present position of our ex-students is properly surveyed and regularly documented.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
703			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
498	71

Women

No	%
205	29

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
796	83	01	21	00	901	636	49	02	16	00	703

Demand ratio :1.49   Drop-out % **: 46%**

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

Entry to Service Class is a sincere effort on the part of the Career Counselling Cell of the institution in order to orient the students for competitive examinations, in the future. Students of yesteryears are also contacted at the institution's own initiative to enrol for *Entry to Service Class.* Faculties of the College frame the syllabi for this course and take classes before normal class hours over and above their usual class-load.
.

No. of students beneficiaries | **Started in 2015-16** |

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. In 2015-16 a seminar has been organised in collaboration with the Institute of Cost Accountants of India to give exposure to students about the career opportunities as a Cost and Management Accountant. Introduction of Entry to Service class is recent initiative towards counselling our students regarding job opportunities and career guidance.

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

Women cell has been constituted and recently it has taken an initiative in awaring our girls students about the uses of Napkin Vending Machine installed in the Girls' toilet. In addition Gender Audit has also been conducted in order to get responses from our girls students on various gender sensitive issues.

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	64	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 | 6

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 Department of Commerce conducts two 'Job-Oriented Certificate Courses'. The curriculum designing and development of these two courses have been made by the faculties of the department in consultation with expert professionals in the particular field.
- The Career Counselling Cell of the college has recently started a course on 'Entry to Service'. The syllabus of different papers that are being taught in this course has been designed and developed by the teachers of the college.

6.3.2 Teaching and Learning

- Study tours are arranged by the Department of Bengali, History, English.
- 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.
- Taking students to archives, exhibitions, theatres.
- Introduction of 'Communicative and Soft Skill Development in the Syllabus of the UGC-Sponsored Career oriented course on 'Insurance Management'.

6.3.3 Examination and Evaluation

- 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 50000/- for 5 years.
- Research Cell arranges seminar by faculties actively engaged in research work to share their research experiences with other teachers and students.
- Research Cell has published a bi-lingual research volume with contribution from the faculties of the college.
- Faculties doing MRPs enjoy infrastructural facilities library and ICT facilities at the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library committee functions actively. KOHA has been installed. OPAC facility is available. Internet facility is available . INFLIBNET facility is installed. CCTV has been installed. Library services provided to ex-students pursuing PG courses. The Library started Computerised issue – return service for the faculty and the students
- LAN facility has been installed through out the college. Digital Literacy initiatives for students has recently been taken.
- One Napkin Vending Machine has been installed in the girls' toilet and one water cooling machine has been added and 11 computers, 2 LCD projectors and 2 Air conditioning machine have been installed.

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 2015-16 a new permanent faculty was recruited. . 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 2015-16(1st year) is as under:
Bengali (Hons): 24 English (Hons) : 19 B.Com (Hons): 37 History (Hons): 06 Geography (Hons): 24   Journalism (Hons):   38, B.Com (General): 49, BA/B.Sc (General) : 117

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 interface

6.13 Development programmes for support staff

Nil

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

- The College has fitted CFL lamps in all those rooms, which are under its exclusive possession.
- A herbal garden is being maintained in the 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.
  The Eco-Club of the college organised a seminar by inviting a senior scientist to make the students aware about the therapeutic properties of herbs. Students have been further encouraged to grow these herbs in their own dwellings.

- 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

Criterion – VII

7. <u>**Innovations and Best Practices**</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **Cataloguing of Blood Group data** – Blood Donation camps are organised in our College regularly. But of late, the institution has taken a novel initiative to detect and preserve data on the blood-group of its students. The blood-groups so detected are catalogued in the College website. The objective of this exercise is to enable any member of the institution (teaching, non-teaching, student) to access the catalogue at the time of emergency to get a passage straightaway to ready and known donors.
- **Introduction of Assignment Diary by the Department of Journalism and Mass Communication** – This has been done with a view to keeping a regular tab on the students' performance at the departmental level. Assignments issued by teachers have to be countersigned by the individual students after he/she is through with the assignments.
- **Distribution of academic plans to First Year students** – On the first day of the new session, First Year students have been handed out a folder containing Academic Calendar of the College, Unitised syllabus, Class-wise routine, College Prospectus and College magazine. The purpose of this initiative is to inform the students well in advance about all aspects of academic programmes to be carried out during the academic session. This novel exercise has earned wide press coverage and appreciation as an unprecedented exercise among colleges in the state.
- **Curtailing in-house examination hour** - The Department of Journalism and Mass Communication can honestly lay its claim to have introduced certain innovative measures in exams organised by it for its Third Year Honours students by reducing time period of exams by half an hour without affecting the full marks of the paper. This has enormously helped the students to face the final examinations of the University with greater confidence and aplomb. The department's decision to introduce this innovative system stood vindicated once the Third Year Honours results were out.
- **Open Text Book examinations of Department of Bengali and evaluation method** - The students of the Department of Bengali undergo Open Text Book examinations. This is an attempt to make the students learn to assimilate matters from different textbooks, as this is a text-focused

literature and language discipline. After Open Text Book examination, examinees are encouraged to self-assess their scripts. Their perception of credit is authenticated by faculties who again check the scripts. A comparative analysis between self-assessed credit and faculty awarded credit is presented before the concerned students and the rationale in the variance is explained.

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

Action Taken

- Seminar on 'Value based education' organised in 2016.
- Department of Journalism, Bengali and Geography organised students' seminar with students in the role of speakers.
- Research cell formed. Budgetary allocation of Rs 50000/- made for a period of 5 years.
- An overall feedback system has been done.
- NSS unit has been revived. It is undertaking programme following the NSS unit of the parent university. College cleaning, sanitising slum areas, arranging rallies on health related and other issues – are some of the activities undertaken by the NSS

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

Best Practice I

Title – Awareness programme on Thalassemia disease and Thalassemia detection drive

Goal: In view of the growing menace of thalassemia and associated tragic consequences, the College has taken upon itself to make its students aware about this danger. The NSS unit of the College is actively involved to spread this awareness. Recently, a thalassemia detection drive through proper blood sampling and testing has been carried out by an expert agency, with a tremendous response from students. The College is in the process of handing out the reports to the students.

Context: In recent years the devastating consequence of the thalassemia disease has increased many fold and the miserable sufferers are the children of those parents who were not aware of the fact that both of them are thalassemia carriers. In order to control this miserable consequences and extensive awareness drive is urgently required among the would be parents before their marriage. Realising this as an important social responsibility our institution has taken a sincere drive to sensitise our students in this regard and accordingly undertaken the awareness programme and carrier detection test.

Practice:
The institution has negotiated with an NGO who provides this service on behalf of the Health Department of the Government of West Bengal and invited them to organise the awareness programme and conduct the carrier detection test.

Evidence of Success

About 200 students took part in the initiative and they have pursued the thalassemia detection test. They have also been motivated to aware other residents of their neighbourhoods and relatives regarding their experiences and awareness about the devastating disease.

Problems: Due to infrastructural deficiency and capacity constraints on behalf of the testing organisation, large number of students (although they were interested) could not be accommodated on a single day. However the college has a plan to organise such programme frequently in near future.

Best Practice II

Title of the practice : Detection of Blood group of every students and maintaining a data base (blood group wise) of would be donors.

Goal: Blood Donation camps are organised in our College regularly. But of late, the institution has taken a novel initiative to detect and preserve data on the blood-group of its students. The blood-groups so detected are catalogued in the College website. The objective of this exercise is to enable any member of the institution (teaching, non-teaching, student) to access the catalogue at the time of emergency to get a passage straightaway to ready and known donors.

Context: It is a very unfortunate experience of most of us that in case of emergency donors of a particular blood group and more importantly in respect of a rare blood group not become available. Realising this miserable sufferings of different persons our institution has felt that the necessity of not only organising blood donation camp annually but also has catalogued the details of donors (name, address, phone numbers) of same blood group. This initiative may assist the aggrieved patients in case of urgent necessity for arranging blood of a particular group by taking information from the catalogue prepared by the college.

Practice: The college has arranged a Blood Group Detection Test hiring services of pathological laboratory and shoulders all associated costs. More than 200 students participated in the programme. The blood group certificate has been handed over to the students and most importantly the hard copy of the catalogue is being maintained by the college. The soft copy of the catalogue will be uploaded in the college website to ensure easy accession of such catalogue in case of emergency.

Evidence of Success: It is a recent initiative and the college is believing it will be of great help to many people which will be evidenced in near future.

Problems: Due to infrastructural deficiency and capacity constraints on behalf of the testing organisation, large number of students (although they were interested) could not be accommodated on a single day. However the college has a plan to organise such programme frequently in near future.

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 college has a plan to introduce new departments and to start honours / general courses new subjects in near future.
- More job oriented courses are to be introduced.
- Initiatives are to be taken for enhancing infrastructural facilities.
- Teaching-learning processes are to be conducted by using ICT enabled techniques.

Name _Anasuya Kar._

Anasuyakar.

Signature of the Coordinator, IQAC

Name _Dr. Biswajit Bhadra_

Biswajit Bhadra

Signature of the Chairperson, IQAC

_____***_____

ACADEMIC CALENDER

2015-16

Date of commencement of classes	1st year classes	12.08.15
	2nd and 3rd year classes	17.07.15
Internal Assessment	Mid-term examination	3rd week of November, 2015
	Test examination of 3rd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of January, 2016
	Test examination of 2nd year B.A, B.Sc, & B.Com (Hons & General)	2nd week of February, 2016
	Test examination of 1st year B.A, B.Sc, & B.Com (Hons & General)	1st week of March, 2016

Classes dissolved and Remedial classes	3rd year B.A, B.Sc, & B.Com (Hons & General)	3rd week of February, 2016
Classes dissolved and Remedial classes	2nd year classes B.A, B.Sc, & B.Com (Hons & General	3rd week of March, 2016
Classes dissolved and Remedial classes	1st year B.A, B.Sc, & B.Com (Hons & General	2nd week of April, 2016

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.

<u>Challenges</u>

- 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.