

## NETAJINAGAR COLLEGE

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

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### **The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2011-2012**

#### 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](mailto:netajinagarcollege@rediffmail.com)

Contact Nos.

(033)2411-5445

Name of the Head of the Institution:

Dr. Sandip Kumar Paul

Tel. No. with STD Code:

(033)2411-5445

Mobile:

09831511978

Name of the IQAC Co-ordinator:

\*IQAC was established in the year 2014-15

Mobile:

-

IQAC e-mail address:

-

1.3 NAAC Track ID

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

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

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

March 31, 2007/ 073

**1.5 Website address:**

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

**Web-link of the AQAR:**

[http://netajinagarcollege.in/AQAR\\_2011\\_12.pdf](http://netajinagarcollege.in/AQAR_2011_12.pdf)

**1.6 Accreditation Details**

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

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

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

**1.8 AQAR for the year**

2011-12

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

i. AQAR\_\_2011-12 Submitted to NAAC **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\*IQAC was established in the year 2014-15**

2.1 No. of Teachers

-

2.2 No. of Administrative/Technical staff

-

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

2.6 No. of any other stakeholder and Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Nil

2.15 Plan of Action by IQAC/Outcome

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

Plan	Action taken
To recommend the college authority to do the needful so far as providing adequate space for class rooms for the Journalism & Mass Communication Department is concerned	Teachers council expresses deep concern about the present status of the Journalism & Mass Communication Department in regard to paucity of space and requests the authority to take immediate

	steps to solve the problems, so that classes could be held in an effective manner/
To consider the introduction of PG course under the University of Calcutta in Bengali	It was discussed in several times but no such steps could be taken due to insufficient space. However, efforts are to be made to sort out the problem so far as introduction of the course is concerned.
To purchase new books in the Library	Library took effective steps to meet the demands of different departments.
To discuss about the admission criteria for the session 2012-13.	Since in a single building two different colleges run and our's is evening college, naturally all out efforts are to be made to admit good number of students. The admission committee is asked to review the situation and finally requested them to submit its report subject to fulfillment the minimum criteria as set by the university.

***Academic Calendar of the year 2011-12 in Annexure I***

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 approves 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				
<b>Total</b>	<b>10</b>		<b>02</b>	

Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

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

1.3 Feedback from stakeholders\* Alumni ☐ Parents ☐ Employers ☐ Students ☒

(On all aspects)

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

**Sample feedback added as annexure III**

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

The college does not have any scope to revise or update the syllabus. It is done by the affiliating university

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
12	4	7	1	*2

\* One Librarian and one Assistant Librarian

2.2 No. of permanent faculty with Ph.D.: **4 (including the 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
	4								4

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	19	3
Presented papers	1	5	0
Resource Persons			

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

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

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

175

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

Nil

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

2

2.10 Average percentage of attendance of students :

**75% attendance is mandatory to appear for appearing in the University examinations. Sometimes students with less percentage are 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	10	10			90	10	100
B.A. Hons. in English	06	06			60	40	100
B.A. Hons. in History	NA	NA			Nil	Nil	Nil
B.A. Hons. In Journalism & Mass Communication	21	21			76	24	100
B.A./ B. Sc Hons. In Geography	27	27			92	8	100
B.Com. Hons. In Accounting & Finance	27	25			37	56	93
B.A General	71	53			3	72	75
B.Com General	100	84			2	82	84

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



NA

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>1</b>
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	6	1	7
Technical Staff				

### Criterion – III

#### 3. Research, Consultancy and Extension

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

Since there was no IQAC in place during 2011-12, the Teachers' Council took it upon itself to reason with the various faculty to undertake research projects.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	2	1
Outlay in Rs. Lakhs	Rs. 1.43	0	Rs. 2.40	0

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	0
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	1

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	<b>1.5 years</b>	<b>UGC</b>	<b>Rs. 240,000</b>	<b>Rs. 172,000</b>
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

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

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

### 3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	<b>1</b>				
Sponsoring agencies	<b>Netaji Nagar College &amp; St. Xaviers College</b>				

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

3.13 No. of collaborations **Nil**

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :**Rs. 172000**

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>0</b>
	Granted	<b>0</b>
International	Applied	<b>0</b>
	Granted	<b>0</b>
Commercialised	Applied	<b>0</b>
	Granted	<b>0</b>

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	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

Study Tour is conducted by the Geography, Bengali, History, English Department .Blood Donation, special arrangements have been made for the physically challenged students according to the convenience of those students, observation of Independence Day, College Foundation Day, Republic Day,

**Criterion – IV****4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.833 acres/ 4016.56 sq.mt			1.833 acres/ 4016.56 sq.mt
Class rooms	16			
Laboratories	1			1
Seminar Halls	2			2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

**4.2 Computerization of administration and library**

College office and library are partially computerised.
--

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12066		244	42721		
Reference Books			20	3150		
e-Books						
Journals	21	17518				
e-Journals						
Digital Database						
CD & Video						
Others (specify) (MRP & Donation)			131		12461	

#### 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	23	16	7			1	3	3
Added								
Total	23	16	7			1	3	3

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

Students are getting internet facility in the Library as well as Computer Centre

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

**Rs. 31424/-**

ii) Campus Infrastructure and facilities

**Rs. 180,918/-**

iii) Equipments

**Rs. 33,337/-**

iv) Others

**Rs. 381,063/-**

**Total :**

**Rs. 626,742/-**

#### Criterion – V

#### 5. Student Support and Progression

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

Though IQAC was yet to see the light of the day, the institution and its management took certain almost 'path-breaking initiative to enhance awareness about Student Support Services . Institutional scholarship is a case in point. The institution has deputed a teacher who in addition to his regular assignments would take care of this. He would take initiative on behalf of the institution to appraise the students on the available scholarships. Done with the 'modalities' of properly identifying the claimant to scholarship, he would net work, both with the institutional authority and the office for expeditious disbursement.

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

As mentioned above the institution had taken certain 'out of the box' measures to research out to the students in terms of support service even though IQAC was not born. That the deserving claimants to various institutional scholarships faced no hindered whatsoever in availing them, and the claimants were properly identified, the authority and the management would regularly take updates from the teacher deputed to take care of this aspect. So much so, the recipients of the scholarships would also be encouraged to directly access the apex authority (in their case, the Principal) in case he/she faced any difficulty either in a approaching the deputed teacher or the 'office' for speedy disbursement of funds.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>1127</b>			

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

**Nil**

### (c) No. of international students

**Nil**

Men	No	%	Women	No	%
	<b>872</b>	<b>77</b>		<b>255</b>	<b>23</b>

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>987</b>	<b>92</b>	<b>01</b>	<b>41</b>	<b>Nil</b>	<b>1121</b>	<b>1027</b>	<b>79</b>	<b>02</b>	<b>19</b>		<b>1127</b>

Demand ratio :**2.73**      Dropout % : **37%**

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

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

No. of students beneficiaries



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

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

5.6 Details of student counselling and career guidance

Career counselling for the students starts at a fledging state.

No. of students benefitted

Data is not available

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

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Lady teachers informally sensitise girls students.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	<b>92</b>	<b>409010</b>
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

None

#### Criterion – VI

#### 6. Governance, Leadership and Management

##### 6.1 State the Vision and Mission of the institution

###### **Vision:**

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

###### **Mission**

- To sustain the tradition of providing higher education to the wards of common people of the locality;
- To provide affordable education to all irrespective of caste, creed and economic background;
- To be a forward looking institution with efficient, resilient, student-friendly and dedicated staff;
- To inculcate value system in the students;

- To give opportunities of higher education to the students who are otherwise engaged during the day time;
- To create an ideal academic environment for the enhancement of quality of teaching, learning and research

## 6.2 Does the Institution has a management Information System

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

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

### 6.3.1 Curriculum Development

The affiliating university develops the curriculum. The college has no role as such in this connection. Regarding job-oriented courses run by the college major steps have been taken by the concerned coordinators in consultation with experts from the academia and the industry in developing curriculum for the said courses.

### 6.3.2 Teaching and Learning

The college has prepared an 'academic calendar'. The heads of different departments have been advised to take necessary steps for implementing different programmes planned in the 'academic calendar'. The academic sub-committee has considered the introduction of different ICT facilities in the college, and requested the Principal to review the matter with the Governing Body of the college.

### 6.3.3 Examination and Evaluation

The 'Academic Sub-committee' has recommended to the heads of different departments to conduct class tests as and when feasible without affecting the progression of the syllabi as scheduled.

The Department of Journalism has taken a unique initiative by holding full fledged exams for its third year honours students after the test examination, reducing the 'exam hours' from 4 to 3.5 without affecting the full marks for each paper.

#### 6.3.4 Research and Development

Different faculties are actively engaged in different research-oriented activities. They are also presenting papers in different seminars. The college authority is also encouraging the faculties by providing available infrastructural facilities. Inclination towards research oriented activities among the relatively young faculties is on the rise in the institution.

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

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

Library : Rs. 63389/-                      ICT; Rs. 31427/-  
physical infrastructure Rs. 214,255/-.

#### 6.3.6 Human Resource Management

The college authorities are taking initiative for encouraging faculties to undertake research work, participate and presented paper in seminar, conferences etc.

#### 6.3.7 Faculty and Staff recruitment

During 2011-12 no new permanent faculty was recruited. However, some guest faculties were given appointment. So far as non teaching staff is concerned one post has been filled up.

#### 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): 26 B.Com (Hons): 105 History (Hons): 07 Geography (Hons): 32 Journalism (Hons): 32, B.Com (General): 131, BA/B.Sc (General) : 147

#### 6.4 Welfare schemes for

Teaching	<b>Group Insurance scheme is available</b>
Non teaching	<b>Group Insurance scheme is available</b>
Students	

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	No			

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

As such there is no registered alumni association of the institution.

6.12 Activities and support from the Parent – Teacher Association

As such there is no parent-teacher association. However, the institution arranges parent-teacher interface at regular intervals. The institution gets to hear the guardians' perspective. It offers its own. And thus builds up a healthy communication that eventually helps the students both directly and indirectly in terms of their academic performance

6.13 Development programmes for support staff

Nil

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

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

### Criterion – VII

#### 7. Innovations and Best Practices

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

The Department of Journalism and Mass Communication is credited with truncating the hours of examinations from 4 to 3 and a 1/2 hours without affecting the full marks for its final year Honours students. This has yielded highly encouraging results.  
Maintenance of departmental libraries and donation of books from the personal collection of the teachers.

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

#### **Action taken**

Teachers council expresses deep concern about the present status of the Journalism & Mass Communication Department in regard to paucity of space and requests the authority to take immediate steps to solve the problems, so that classes could be held in an effective manner/

It was discussed in several times but no such steps could be taken due to insufficient space. However, efforts are to be made to sort out the problem so far as introduction of the course is concerned.

Library took effective steps to meet the demands of different departments.

Since in a single building two different colleges run and our's is evening college, naturally all out efforts are to be made to admit good number of students. The admission committee is asked to review the situation and finally requested them to submit its report subject to fulfillment the minimum criteria as set by the university.

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 college offers two exclusively 'job oriented certificate course' – (i) UGC sponsored job oriented course on Insurance Management, (ii) Self financing course on 'Computerised Accounting, Taxation and Project Management'. The two courses have opened up new scope of employment in their respective areas. Seminars with interactive sessions have provided our students with the wider perspective regarding job market.

**Evidence of Success:** The college's flagship certificate courses have definitely opened new vistas for employment. It is a matter of pride for us to present as an evidence of success in achieving our goal to instil 'Inclusive Education Approach' in our institution that some of our meritorious ex-students are presently working as teachers in the Department of Journalism and Geography.

**Problems:** Constraints are too many. Paucity of space and time are a constant and nagging reality of life that the institution has to live with. It needs to be mentioned here that ours is an evening college which has to share the same premises with the Day College which is much bigger in size.

### **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:** Inter com facility ensures connectivity between all the wings of the institution.

**Evidence of Success:** All the practices initiated by us have bore fruit. Success is evident both in tangible and intangible forms. Purely from the academic point of view, our students have been highly benefited by technology in their respective areas of study. It needs to be mentioned here that quite an impressive number of our students of various disciplines have an immanent talent in themselves as far as skill in use of technology is concerned.

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

#### 7.4 Contribution to environmental awareness / protection

- Plastic free zone in the campus

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

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Added as annexure II

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

To adopt '20 point programme' by the college

Introduction of students' safety Insurance Policy

Holding of career counselling programmes more frequently

Proposals for departmental seminars

Introduction of Bio-metric attendance for teaching and non-teaching staff

Name Anasuya Kari.

Name Dr. Biswajit Bhadra

Anasuya Kari.

Biswajit Bhadra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## Annexure I

### Academic calendar

<b>Date of commencement of classes</b>	1 <sup>st</sup> year classes	27.07.11
	3 <sup>rd</sup> year classes	19.08.11
	2 <sup>nd</sup> year classes	08.09.11
<b>Internal Assessment</b>	Mid-term examination	2 <sup>nd</sup> week of November, 2011
	Test examination of B.A, B.Sc, & B.Com (Hons & General)	2 <sup>nd</sup> week of January, 2012
	Class tests of different departments	2 <sup>nd</sup> week of February, 2012
<b>Classes dissolved and Remedial classes</b>	3 <sup>rd</sup> year B.A, B.Sc, & B.Com (Hons & General)	Last week of January, 2012
	1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	Last week of February, 2012
	1 <sup>st</sup> year B.A, B.Sc, & B.Com (Hons & General)	March, 2012

## **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

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

