

Annual Quality Assurance Report



2016-17



Heramba Chandra College

Part – A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879):

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)

1.5. Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76.25	2005	FROM 20-5-2005 TO 19-5-2010
2	2 nd Cycle	B+	2.58	2016	FROM 03-11-2016 TO 04-11-2021
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

1.9. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ Not Applicable _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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)

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

University with Potential for Excellence

DST Star Scheme

UGC-Special Assistance Programme

UGC-Innovative PG programmes

UGC-COP Programmes

UGC-CPE

UGC-CE

DST-FIST

Any other (*Specify*)

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

5

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No.

4

Faculty

1

Non-Teaching Staff Students

2

Alumni

1

Others

0

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.

2

International

National

State

4

Institution Level

2

(ii) Themes

1. Workshop on Self-defence for girls on 26.9.2016
2. Programme on awareness about the problems faced by the transgender on 27.1.2017

2.14 Significant Activities and contributions made by IQAC

1. The IQAC of Heramba Chandra College has focussed on accelerating the pace of ongoing projects to complete them within a stipulated time.
2. IQAC has emphasised on following the Calcutta University norms strictly during admission and making the admission procedure free, fair and student friendly.
3. IQAC has insisted on preparing a complete student data base to be integrated with the college management system.
4. IQAC has suggested to introduce biometry for attendance of teaching and non-teaching staff to ensure transparency.
5. IQAC has made continuous effort to make the college environment friendly.
6. Online question-answering and correcting module has been introduced.

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 of Action	Achievements
1. To introduce Online College Management System (CMS)	<ul style="list-style-type: none"> • CMS in relation to accounts are fully operational. Online procedure to pay fees has been made mandatory. • Students' data base module has been prepared.
2. To improve environmental performance on the basis of Green Audit undertaken in October 2015	The follow-up environmental audit has been conducted in September 2016. The report shows a marked improvement in environmental performance as proper steps has been taken following the recommendations of Green Audit Report 2015.
3. To develop online library management system	<ul style="list-style-type: none"> • KOHA programme has been installed and approximately 11000 books has been entered and are ready for web upload. • Bar code system will be introduced soon.
4. Tracking of student's progression	• A Google form has been uploaded in the college website to receive information from the students.
5. To ensure transparency and punctuality in attendance of teaching and non-teaching staff	Biometric system in attendance has been introduced.
6. Expansion of existing capacity and infrastructure	<ul style="list-style-type: none"> • Plan submitted to the Kolkata Municipal Corporation for expansion of the existing building has been sanctioned. • Mutation of the newly purchased land is in process. • DPR for RUSA grant has been submitted.
7. To introduce online Question Answering and Correcting Module	Question Answering and Correcting Module has been hosted in September 2016. However, its utilisation is not satisfactory.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

AQAR has been placed before the Administrator of the college for suggestion.

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	0	0	0	0
PG	0	0	0	0
UG	8	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	8	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
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)

**Please provide an analysis of the feedback in the Annexure*

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

Not Applicable as it is outside the purview of the college

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

No

Criterion – II

2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	19	9	10	1 (Principal)	

2.2 No. of permanent faculty with Ph.D.

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
6	18	0	0	0	0	0	0	6	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	3
Presented		1	
Resource Persons			

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

The college has not adopted any uniform method of teaching for all the departments as the requirements of different departments are varied. The departments enjoy liberty to introduce innovative methods considering their needs and preferences.

1. Orientation Programme for the students in the Department of English.
2. Peer teaching in the Department of Bangla, Political Science, Education and History.
3. Capsule teaching in the Department of History.
4. Micro teaching and film show in the Department of Geography.
5. Special lectures by University teachers for advanced students of Third Year History (Honours)
6. Extensive use of Secondary and Primary Data and providing the students real life experience in the Department of Economics.
7. Regular Group discussion to ensure maximum interaction among students in the Commerce Department.

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

170

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

There is little room for reform as the College has to follow Calcutta University Regulation. However, Departments of History, Education, Political Science have introduced Open Book Examination on experimental basis. The Department of History has experimented peer evaluation. Entry level aptitude test has been introduced in few departments. A few departments have adopted the system of continuous evaluation along with the mid-term and annual evaluation system of the Calcutta University.

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

0	0	3
---	---	---

2.10 Average percentage of attendance of students

64

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A HONS IN BENGALI	20		5	80	5	90
B.A HONS IN EDUCATION	12		8.33	75	16.77	100
B.A HONS IN ENGLISH	15			86.66	13.34	100
B.A HONS IN HISTORY	21			71.43	23.81	95.24
B.A HONS IN POLITICAL SCIENCE	9			66.66	33.34	100
B.COM HONOURS	783		11.24	51.34	0.06	63.22
B.SC HONOURS IN ECONOMICS	18			94.44	5.56	100
B.SC HONOURS IN GEOGRAPHY	17		5.88	94.12		100
B.COM GENERAL						
B.SC GENERAL						
B.A GENERAL						

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

IQAC reviewed the new teaching-learning methodology introduced by different departments in the last academic session of 2015-16. It was found that the departments like History, Political Science, Education and Commerce are continuing the innovations in teaching-learning process introduced in the last academic session. IQAC requested the departments to continue this exercise and to take help of ICT to make teaching learning process more attractive to the students. IQAC has encouraged the departments to organise students' seminar, publish students' journal and interact with both the students and parents not only to assess academic performance but also to lend support to cope with other socio-economic problems faced by the students in pursuing higher education.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
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	4	0	17
Technical Staff	6	2	0	3

Criterion – III

3. Research, Consultancy and Extension

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

- Initiative has been taken to publish peer reviewed journal.
- A research fund has been created for the students.
- Special invited lectures have been organised by the Department of Economics, History, Political Science, English and Bengali.
- In order to promote research among the faculty the college has subscribed INFLIBNET N-LIST, Digital Database of PROWESS, EPWRF.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		4	
Non-Peer Review Journals		5	
e-Journals		1	
Conference proceedings		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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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

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					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 51 State level

National level International level

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

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 Camp on 23.12.2016

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	2B 3K	0		2B 3K
Class rooms	27	0		27
Laboratories	1	0		1
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	32	20	College	52
Value of the equipment purchased during the year (Rs. in Lakhs)	15.84 lakhs	8.63 lakhs		24.47 lakhs
Others				

4.2 Computerization of administration and library

1. CMS in relation to accounts are fully operational. Online integration of students' fees has been introduced and online procedure to pay fees has been made mandatory.
2. Biometric system in staff attendance has been introduced.
3. Students' data base module has been prepared.
4. KOHA programme has been installed and approximately 11000 books have been entered and are ready for web upload.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38829	383090	47	21805	38876	405785
Reference Books						
e-Books			N-LIST/ British Council Package	14400	N-LIST/British Council Package	14400
Journals						
e-Journals			N-LIST/ British Council Package +1	12980 (N-List/ BCL package value already given)	N-LIST/British Council Package+1	12980 (N-List/ BCL package value already given)
Digital Database			2	82600	2	82600

CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	0	66	0	22	15	19	10
Added	0	0	0	0	0	0	0	0
Total	66	0	66	0	22	15	19	10

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

- The teachers' room is Wi-Fi enabled.
- The students can access computers with internet facility in the Computer Laboratory.
- All the computers of the college are connected through LAN.
- E-governance Online admission

4.6 Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	20.65
iii) Equipments	2.71
iv) Others	0.67
Total:	24.08

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All necessary information regarding Student Support Services are given in the college brochure which is distributed among the students at the beginning of the session. Updates are regularly updated in the college website. Updates are also available in the college notice board.

5.2 Efforts made by the institution for tracking the progression

The college has uploaded a google form in the college website to track students' progression.
Alumni database is being utilised to capture the relevant information.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3404			

(b) No. of students outside the state

356

(c) No. of international students

0

Men	No	%	Women	No	%
	2281	69.04		1023	30.96

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2709	576	34	61	1	3381	2369	738	38	157	2	3304

Demand ratio 1:18

Dropout % Nil

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

None

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No programme has been organised by the College, but the Organisations which visited for campus placement also helped the students in career guidance.

No. of students benefitted

All those who participated.

5.7 Details of campus placement

Number of Organizations Visited	On campus		Off Campus
	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	381	91	0

5.8 Details of gender sensitization programmes

There is no incident of gender abuse in the college. Still the College is vigilant in this regard and continuous efforts are being made through campaigns in various forms. An awareness programme on the transgenders has been held on 27.1.2017.

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	72790
Financial support from government	383	Data not available
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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “Plants are shaped by cultivation and men by education... We are born weak, we need strength; we are born totally unprovided, we need aid; we are born stupid, we need judgment. Everything we do not have at our birth and which we need when we are grown is given us by education.”

6.2 Does the Institution has a management Information System

The College has introduced an online Management Information System. The accounts part is running successfully under CMS (College Management System). The CMS will be fully operational by the next session.

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

6.3.1 Curriculum Development

It is not within the purview of the college as the curriculum is set by the Calcutta University.

6.3.2 Teaching and Learning

- Academic Committee looks after the overall academic development of the college
- The College has qualified and dedicated faculty.
- Healthy interaction between students and faculty even beyond the classrooms is encouraged.
- Co-curricular activities have been integrated with the learning Process.
- Innovative methods are adopted for teaching and learning process like Power Point Presentation, Classroom Debate, Capsule Teaching, Peer Teaching to make the process more interactive.
- Tutorial classes are held for the students requiring additional help.
- Library has excellent collection latest books.
- Online question answering module has been introduced.
- A few faculty members have made study materials available online.

6.3.3 Examination and Evaluation

- Integrating students in evaluation process through self-evaluation, peer-evaluation methods to make it transparent as well as interesting.
- Continuous evaluation through different methods like internal Mid-term test, assignments, presentations, projects etc.

6.3.4 Research and Development

- Several faculty members are engaged in doctoral programme.
- College provides all support for research like sanctioning duty leaves for pursuing research work, presenting papers, encouraging faculty to interact with faculty from other institutions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Subscription to N-List of INFLIBNET
- Installation of KOHA software to upload library catalogue in the website.
- Networking of computers
- Six ICT enabled class rooms as a step towards extensive use of information technology in the class rooms.

6.3.6 Human Resource Management

- Human Resource of the college is managed through different sub committees, formed in Teachers' council and Governing Body.
- Students also have their own body formed by election. Students are encouraged to develop their research aptitude.
- Non-teaching staff also have their own association.
- Faculty members are encouraged to participate self-development programmes.
- Administration supports faculty, staff and students with necessary and relevant support to optimize their work. The College have Psychological Counselling Cell, Placement Cell, Grievance Redressal Cell, Women Cell to support them.

6.3.7 Faculty and Staff recruitment

The Faculty and Staff are recruited by the College Service Commission and Government of West Bengal respectively. College recruits guest lecturers and casual staff through its Staff Selection Committee, Establishment Committee respectively.

6.3.8 Industry Interaction / Collaboration

Nothing in particular

6.3.9 Admission of Students

Our college has a complete online admission system, from application to merit listing, payment of admission fees. During the admission process a student has to come to the College only for verification of papers after paying admission fees, which can be paid online through net-banking/debit card/ credit card or through challan generated online. We have introduced submission of scanned copies of documents and verified it before preparation of merit list. As a result, post-fee payment document verification has become hassle free. We also have a helpline for the applicants during admission. We are proud that ours is a college where no manipulation in admission takes place.

6.4 Welfare schemes for

Teaching	1
Non-teaching	1
Students	1

6.5 Total corpus fund generated

Amount will be available after audit

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	No		No	
Administrative	No		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?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

The new alumni association named SANJYOG has got registered in 2015-16. It has lent its support to the College in organising the activities of photography club and Trekking club. A seminar on mountaineering was organised by SANJYOG in association with Varuka Mountaineering Trust in July 2016.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association

6.13 Development programmes for support staff

Nothing in particular

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

The follow-up environmental audit has been conducted in September 2016. The report shows a marked improvement in environmental performance as proper steps has been taken following the recommendations of Green Audit Report 2015.

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.

- Installation of online Management Information System (Real time Accounting) is working successfully. Through this MIS the College generates accounting and finance information on continuous basis. Student Data base has been prepared. The information is being used extensively. Steps are being taken to become paperless. Apart from regular fees, fees on miscellaneous grounds are entered in the CMS under the new module.
- The admission module of the casual students has been developed and fees are also collected online. Online admission has been introduced not only for the 1st year students, 2nd and 3rd year students are also admitted through online process, and their fees are collected through online integration with banks.

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

- New addition in the online admission process is in underway.
- Environmental audit has been conducted for the second time.
- Extension plan of the present building has been sanctioned.
- Bio-metric attendance of the employees (Teaching and Non-Teaching) has been introduced.
- Student data base has been enriched.
- Linking of College website, CMS and Admission software has been completed.
- Details of 11000 books have been entered for online access which will be uploaded in 2017-18.

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

- Management Information System
- Continuous Improvement in Admission Process.

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

Green audit has been conducted for the second time.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Smooth, hassle free and fully online admission system
- Online College Management System
- Dedicated faculty
- Students' support schemes
(Very supportive Placement and Psychological Counselling Cell, financial aid for the deserved students)
- Formation of Students' Body following Students' Union Constitution
(Attendance in class is one of the main criteria for being elected as students' representatives)
- Vibrant student activity through students' union and various clubs like Photography Club, Drama Club etc. We have University/ National/ International champions in Badminton, Rowing and Chess.

Weakness:

- Paucity of Space and Time
- Limited number of course offered
- High students-teacher ratio in Commerce Department
- Lack of Fulltime Faculty
- Less utilization of advanced technology
- Non-availability of hostel facility
- Lack of infrastructure for outdoor games

Opportunities:

- Ready platform for e-governance
- Huge demand ratio
- Location of the College
- Excellent teacher-student relationship
- Positive contribution of Students' Body
- Active Alumni

Challenges:

- Motivating faculty for intense research activity
- Modernizing the College in all aspects with all round use of technology
- Introducing add-on courses
- Overcoming complacency

8. Plans of institution for next year

Academics

- To organise industry visit, interdisciplinary seminars, workshops, extension lectures
- To offer add-on courses to increase options for students
- To introduce online teaching learning facility
- To publish newsletter of different departments

Research

- To generate research fund for faculty
- To create research enabling environment
- To involve students in research projects

Institutional Social Initiatives

- To focus on balanced all-round development of students by stressing on their moral and ethical upliftment of the students through lectures, film show based on high moral values, by associating them with social surveys and social welfare work
- To adopt eco-friendly measures
- To introduce awareness programmes on environmental issues
- To organise medical camps, health awareness programmes, tutorial classes for under-privileged

Administrative or Infrastructural development

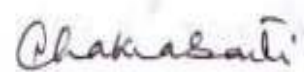
- To introduce interactive feedback, analysis and monitoring system
- To streamline teachers' performance through self-appraisal and evaluation by students
- To launch a user friendly, student-centric new website

Name **RAKTIM SUR**



Signature of the Coordinator, IQAC

Name **NABANITA CHAKRABARTI**



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic Calendar 2016-17

July 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1 College Reopens after summer recess	2 College Day	3
4 College Day	5 College Day	6 Id-Ul-Fitr	7 College Day	8 CU Examination	9 College Day	10
11 CU Examination	12 CU Examination	13 College Day	14 College Day	15 CU Examination	16 College Day	17
18 CU Examination	19 CU Examination	20 CU Examination	21 College Day	22 CU Examination	23 College Day	24
25 CU Examination	26 College Day	27 CU Examination	28 College Day	29 College Day	30 College Day	31

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 CU Examination	2 CU Examination	3 CU Examination	4 CU Examination	5 CU Examination	6 College Day	7
8 CU Examination	9 CU Examination	10 CU Examination	11 CU Examination	12 CU Examination	13 College Day	14
15 Independence Day	16 College Day	17 CU Examination	18 CU Examination	19 CU Examination	20 CU Examination	21
22 CU Examination	23 Bhadrostsav	24 CU Examination	25 Janmasthanmi	26 College Day	27 CU Examination	28
29 CU Examination	30 CU Examination	31 CU Examination	1	2	3	4

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1 College Day	2 College Day	3 College Day	4
5 College Day	6 College Day	7 College Day	8 College Day	9 College Day	10 College Day	11
12 Id-ujjoha	13 College Day	14 College Day	15 College Day	16 College Day	17 College Day	18
19 College Day	20 College Day	21 College Day	22 College Day	23 Anandamoh- an Bose Day	24 College Day	25
26 College Day	27 College Day	28 College Day	29 College Day	30 Mahalaya	1	2

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1 College Day	2
3 College Day	4 College Day	5 College Day	6 College Day	7 Puja Vacation	8 Puja Vacation	9 Puja Vacation
10 Puja Vacation	11 Puja Vacation	12 Puja Vacation	13 Puja Vacation	14 Puja Vacation	15 Puja Vacation	16 Puja Vacation
17 Puja Vacation	18 Puja Vacation	19 Puja Vacation	20 Puja Vacation	21 Puja Vacation	22 Puja Vacation	23 Puja Vacation
24 Puja Vacation	25 Puja Vacation	26 Puja Vacation	27 Puja Vacation	28 Puja Vacation	29 Puja Vacation	30 Puja Vacation
31 Puja Vacation	1	2	3	4	5	6

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 Puja Vacation	2 Puja Vacation	3 Puja Vacation	4 College Reopens after Puja Vacation	5 College Day	6
7 College Day	8 College Day	9 Jagadhatri Puja	10 College Day	11 College Day	12 College Day	13
14 Guru Nanak Birthday	15 College Day	16 College Day	17 College Day	18 College Day	19 College Day	20
21 Mid Term Test	22 Mid Term Test	23 Mid Term Test	24 College Day	25 College Day	26 College Day	27
28 College Day	29 College Day	30 College Day	1	2	3	4

December 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	1 College Day	2 College Day	3 College Day	4
5 Heramba Chandra Day	6 College Day	7 College Day	8 College Day	9 College Day	10 College Day	11
12 College Day	13 Fateah Duaz Daham	14 Third Year Test	15 Third Year Test	16 Third Year Test	17 Third Year Test	18
19 College Day	20 College Fest	21 College Fest	22 College Fest	23 College Day	24 Winter Recess	25 Christmas Day
26 Winter Recess	27 Winter Recess	28 Winter Recess	29 Winter Recess	30 Winter Recess	31 Winter Recess	1

January 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1 New Year's Day
2 College Day	3 College Day	4 College Day	5 College Day	6 College Foundation Day	7 College Day	8
9 College Day	10 Fateah Duaz Daham	11 College Day	12 Vivekanda Birthday	13 College Day	14 College Day	15
16 Second Year Test	17 Second Year Test	18 Second Year Test	19 Second Year Test	20 College Day	21 College Day	22
23 Netaji's Birthday	24 CU Foundation Day	25 Maghotsav	26 Republic Day	27 College Day	28 College Day	29
30 College Day	31 SNSC Birthday	1	2	3	4	5

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	1 Saraswati Puja	2 Saraswati Puja	3 College Day	4 College Day	5
6 College Day	7 College Day	8 College Day	9 College Day	10 College Day	11 College Day	12
13 College Day	14 College Day	15 College Day	16 College Day	17 College Day	18 College Day	19
20 First Year Test	21 First Year Test	22 First Year Test	23 First Year Test	24 College Day	25 Shivaratri	26
27 College Day	28 College Day	1	2	3	4	5

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	1 College Day	2 College Day	3 College Day	4 College Day	5
6 College Day	7 College Day	8 College Day	9 College Day	10 College Day	11 College Day	12
13 Holi	14 College Day	15 College Day	16 College Day	17 College Day	18 College Day	19
20 College Day	21 College Day	22 College Day	23 College Day	24 College Day	25 College Day	26
27 College Day	28 College Day	29 College Day	30 College Day	31 College Day	1	2

April 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1 College Day	2
3 College Day	4 C.U Examination	5 C.U Examination	6 C.U Examination	7 C.U Examination	8 C.U Examination	9
10 C.U Examination	11 C.U Examination	12 C.U Examination	13 College Day	14 Good Friday	15 Easter Naba Barsha	16
17 Arun Sen Day, CU Exam	18 College Day CU Exam	19 College Day CU Exam	20 College Day	21 College Day CU Exam	22 College Day	23
24 College Day	25 College Day	26 College Day	27 College Day	28 College Day	29 College Day	30

May 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 May Day	2 College Day	3 College Day	4 College Day	5 College Day	6 College Day	7
8 College Day	9 Rabindra Jayanti	10 Buddha Purnima	11 College Day	12 College Day	13 College Day	14
15 College Day	16 Summer Recess	17 Summer Recess	18 Summer Recess	19 Summer Recess	20 Summer Recess	21 Summer Recess
22 Summer Recess	23 Summer Recess	24 Summer Recess	25 Summer Recess	26 Summer Recess	27 Summer Recess	28 Summer Recess
29 Summer Recess	30 Summer Recess	31 Summer Recess	1	2	3	4

June 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Summer Recess	30 Summer Recess	31 Summer Recess	1 Summer Recess	2 Summer Recess	3 Summer Recess	4 Summer Recess
5 Summer Recess	6 Summer Recess	7 Summer Recess	8 Summer Recess	9 Summer Recess	10 Summer Recess	11 Summer Recess
12 Summer Recess	13 Summer Recess	14 Summer Recess	15 Summer Recess	16 Summer Recess	17 Summer Recess	18 Summer Recess
19 Summer Recess	20 Summer Recess	21 Summer Recess	22 Summer Recess	23 Summer Recess	24 Summer Recess	25 Summer Recess
26 Summer Recess	27 Summer Recess	28 Summer Recess	29 Summer Recess	30 Summer Recess	1	2

BEST PRACTICE I**Title:**

Online Integrated College Management System (CMS)

Goal:

To introduce an MIS, where all aspects of college activities can be monitored through generation of real time information.

1. When developed finally, information on students, right from application for admission to her/his progress shall be recorded digitally and may be tried to be tracked even after her/his graduation from the college. The system would also incorporate information on student's extra-curricular and co-curricular activities.
2. Similarly, relevant details about an employee, teaching or non-teaching, would be available online to the management for all employees, and to the employee for herself/himself.
3. Accounts and related information would be updated continuously, as and when transactions take place.
4. Though, at present we are having a separate admission portal, ultimately, from next year admission will be made through this portal. So, students' data will be integrated to the system, right from admission.
5. Online integration with Banker's portal for collection of all types of fees through Bank, online and/or offline.

Context:

It has been observed that, retrieving data has been a problem. While we tried to analyse results of the students, their attendance and performance, obtaining data was a problem. So, we thought a system may gradually be introduced so that all student related information may be stored digitally, and be retrieved whenever necessary.

Similarly, accounting information was available only after a few months, and accounts were finalized almost 9 months after closing of the financial year. So, we wanted to introduce a system where accounts will be updated whenever transactions take place. Moreover, we felt that information must be available to the Principal and administrative officers readily. So, an online MIS was a felt need.

The Practice:

A small software company was entrusted with the job to prepare a customized software. Initially, some snags delayed the project by almost a year. But ultimately, project took off in middle of May, 2016. Accounts module has been developed and it has been working. Employee's module has also been developed and it has been working at an initial stage. But not all employees' information have been incorporated as yet.

Students' module has been assigned priority after accounts. It is being developed gradually.

Problems Encountered & Resources Required:Problems encountered during the introduction of Online Integrated College Management System

There has been a psychological resistance on the part of some employees. Some are sceptic of the effectiveness of the system. As a lot of changes are being incorporated there has been some confusion and conflicts.

Resource Required

For implementation of online College Management System (CMS) stable broad band connection and computers in LAN needed.

Further, we thought that students should also have the right to access to information of theirs available to the College. Thus, a system needs to be developed where students can retrieve data of theirs on academic performance, attendance and college activities. So, password-based access to individual student specific data shall be provided. Employees will have the password-based access to individual service profile, financial information, leave etc. as well as to academic aspects.

BEST PRACTICE II

Title:

Continuous Improvement in Admission Procedure

Goal:

To make admission process transparent, student friendly, hassle free and corruption free.

Context:

In West Bengal, especially in Kolkata, as no centralised admission system is in vogue, external influence and resultant hassles are rampant, which some time led to chaotic situation. In 2010, in this college there was a huge pandemonium during admission. Thus, we continuously review admission process and try to make it one hundred percent transparent, so that not a single word can be said against admission.

The Practice:

1. Admission notice is published inviting online applications. In the notice minimum criteria for making application are mentioned.
2. Candidates fulfilling minimum application criteria are required to fill in the form online and have to pay fee either online or in the Bank by challan generated online. At the time of applying online, the applicant has to upload scanned copy of mark sheet and SC /ST/ OBC/ sports/Physically Challenged certificates, if there be any.
3. The College verifies all those supporting documents before list preparation.
4. On the stipulated date, mentioned in the admission notice, merit lists for different courses are published online.
5. Listed students need to pay admission fees either online or by bank challan generated online within a given date.
6. College obtains online data from Bank and publishes a date wise list for scrutiny of papers.
7. Students need to come to the College on the particular date to get their papers verified. If any material misstatement be there, the admission is cancelled and refund would be made.
8. If there be any vacancy after admission from the first list, next list is published on a date mentioned in the first list, and the same process mentioned in (e) to (g) is followed.
9. Students, who pay the fee for taking admission, before or after verification, want to cancel admission afterward, will have to make an application, format available online. And 60% of their fees are refunded directly to their bank account by NEFT. This is unique in our college. No College refunds fees to students cancelling admission.
10. This year we have introduced admission helpline and a dedicated email for admission related queries. All admission related queries have been relied to.

Problems Encountered & Resources Required:Problems encountered during Admission Process

We faced a problem in transferring data to the Bank as the software architecture used by our website was old and outdated. As a result, online integration with Bank was not possible. We overcame the problem by sending text data to bank and receiving collection data from Bank by mail and updating our data on regular basis.

Resource Required

We require to update our admission website and to incorporate state of the art technology.