

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	HERAMBACHANDRA COLLEGE
1.2 Address Line 1	23/49, GARIAHAT ROAD
Address Line 2	
City/Town	KOLKATA
State	WEST BENGAL
Pin Code	700029
Institution e-mail address	teachershcc@gmail.com
Contact Nos.	033-24612689, 033-24610131
Name of the Head of the Institution:	NABANITA CHAKRABARTI
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Name of the IQAC Co-ordinator:	AMIT KUMAR DASGUPTA
Mobile:	9831261281

IQAC e-mail address:

iqacherambachandracollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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)

EC/ 36/A&A/65 DATED 20-5-2005

1.5 Website address:

www.herambachandracollege.ac.in

Web-link of the AQAR:

http://www.herambachandracollege.ac.in/AQAR/2015-16.pdf

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				
3	3 rd Cycle				
4	4 th Cycle				

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

23-12-2011

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

2015-16

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 ____ 2014-15 _____ _ (18/12/2015)
- ii. AQAR ____ 2013-14 _____ (18/12/2015)
- iii. AQAR ____ 2012-13 _____ (18/12/2015)
- iv. AQAR ____ 2011-12 _____ (18/12/2015)
- v. AQAR ____ 2010-11----- (18/12/2015)

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)

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 UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

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 4

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

- 1. Inclusive Growth
- 2. Bloom's Taxonomy
- 3. Quality Improvement in Higher Education

2.14 Significant Activities and contributions made by IQAC

1. IQAC has been active for the 5th successive year. It took initiative to consolidate its achievements. So, IQAC looked into office procedure and library modernization.
2. IQAC suggested further modification of admission system to ensure free and fair treatment of all applicants following university norms
3. IQAC insisted that the Institute be made environment friendly, and the campus be kept neat and clean.
4. IQAC took initiative to make the college Wi-fi enabled.
5. IQAC insisted that students and other stakeholders would provide feedbacks online
6. Online Question- answering and correcting module be introduced
7. Computer Centre be used as Online Access of Library and other Learning Materials by the Students
8. IQAC recommended that Students related information be made available online, College fees be made payable online.
9. IQAC recommended development of module to make employee related information online.

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 Make Online College Management System(CMS) Operational	Testing of CMS in relation to Accounts Preparation done. Accounts have been made real time online. Students' Module and Employees' Module are at advanced stage of construction'.
2. Making the College's Electrical Installations Environment Friendly	All power consuming fans and lights have been changed.
3. Library needs to be fully integrated and made open access	Efforts were launched to introduce OPAC, which ultimately started in late 2015. It has been partially implemented.
4. Action on the basis of	Efforts have been made and improvements

Environment Audit be undertaken. Fresh Audit be done by September, 2016	have been found.
5. Wi-fi environment be made available to students	College has been made wi-fi enabled
6. Expansion of capacity	Plan Submitted to Kolkata Municipal Corporation for Expansion of the Existing Building and Land measuring 24 Cottahs purchased.
7. Proper Feedback Generation	Online Feedback Generation Mechanism hosted in the Website, but response are to be induced. Still the response has been lukewarm.
8. Question Answering and Correcting Module for hosted questions in the question bank be introduced	Efforts have been undertaken, It is expected to be hosted by September, 2016
9. A totally clean and transparent admission without bottleneck be made effective.	<p>Continuous monitoring of the admission system was done, and a new system with online payment of fees and verification of papers after payment of fees made the admission process more interference free and transparent. There was not a single incident of admission outside the merit lists. Ours is an exceptional college in this regard.</p> <p>Refund of fees on cancellation of admission has been introduced, which is hardly followed by others.</p>
10. Seminar to be organised by different departments	National Seminar organised by the Department of Economics, Departmental Seminars organised by the Department of Geography, English and Workshop organised by IQAC.

* 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

As the preparation for NAAC Peer Team visit has been under way, the Governing Body suggested that all unfinished agenda be expedited.

Part – B

Criterion – I

I. 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	9	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	9	0	0	0
Interdisciplinary	0	0	0	0
Innovative	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	9

1.3 Feedback from stakeholders* Alumni Y Parents N Employers Y Students Y
(On all aspects)

Mode of feedback : Online Y Manual 0 Co-operating schools (for PEI) 0

**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

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	3	11		

2.2 No. of permanent faculty with Ph.D.

8

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
	24								24

2.4 No. of Guest and Visiting faculty and Temporary faculty

27

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		2	
Resource Persons		1	

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

1. Introduction of Online Question-Answering-Correcting Module
2. Introduction of Teachers' Diary

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

167

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

1. Decentralisation of College Level Evaluation.

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

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2.10 Average percentage of attendance of students

61

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	18			94.44	5.56	100
B.A HONS IN EDUCATION	18			100		100
B.A. HONS IN ENGLISH	16			93.8	6.2	100
B.A. HONS IN HISTORY	14			85.7	14.3	100
B.A. HONS IN POLITICAL SCIENCE	13			69.2	23.1	92.3
B.COM HONOURS IN ACCOUNTING AND FINANCE	691		12.88	65.41		78.29
B.COM HONOURS IN MARKETING	135		19.26	76.30		95.56
B.SC HONOURS IN ECONOMICS	25		8	84	4	96
B.SC HONOURS IN GEOGRAPHY	17		5.88	88.2	5.88	100
B.COM GENERAL	306					
B.SC GENERAL	2					
B.A. GENERAL	45					

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 2014-15. It was found that the departments like History, Political Science, Education and Commerce had successfully implemented a few innovations in the teaching-learning process. IQAC requested the departments to continue this effort and to take help of ICT, which had recently been introduced, to make teaching learning process more attractive to the students. IQAC also organised a seminar/workshop to enlighten the teachers in this regard and to improve the existing teaching learning method.

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.	
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

1. Decision to Publish a Peer Reviewed Online Journal
2. Organising Extension Lecture
3. Publication of Departmental Bulletins

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	1		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: NIL

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 <i>(other than compulsory by the University)</i>	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		1			
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	1	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 1

3.21 No. of students Participated in NSS events:

University level 23 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 0

College forum 0

NCC 0

NSS

Any other

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

- Flood Relief Camp at Subhasgram (South 24 Parganas) (14.8.15), Blood Donation Camp in September, 2015

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		2B3K
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.	8	24	UGC::; COLLEGE:24	32
Value of the equipment purchased during the year (Rs. in Lakhs)	4.31 lakh	11.53 lakh	College: 11.53 lakh	15.84 lakh
Others				

4.2 Computerization of administration and library

1. LAN integrated KOHA based library database and access have been introduced.
2. Online Accounting System introduced. Online Integration of students' fees collection is being introduced.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37959	3731767	870	199213	38829	3830980
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39	0	20	0	13	13	5	8
Added	27	0	46	0	9	2	14	2
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.)

Nothing in particular.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

8.21

iii) Equipments

iv) Others

1.8

Total :

10.01

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC made efforts to organize different seminars/lectures in collaboration with others to make students updated about the advancement in their respective fields of study.

5.2 Efforts made by the institution for tracking the progression

Small departments like History, Political Science, and Education have initiated a system of tracking students' progression by keeping records of their academic results and preparing a students' profile. But for Commerce, such method is not possible.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3402			

(b) No. of students outside the state

117

(c) No. of international students

1

Men	No	%	Women	No	%
	2203	65.82		1178	34.18

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2691	55	67			3313	2709	57	34	61	1	3381
	5						6				

Demand ratio

Dropout %

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

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

1. Institute of Cost Accountants of India (22.02.2016)
2. Institute of Company Secretaries of India (22.02.2016)
3. Indian Institute of Social Welfare and Business Management(22.02.2016)
4. Bombay Stock exchange (18.01.2016)
5. Vinsion IAS (21.01.2016)
6. ABP-Alliance School of Business (18.02.2016)
7. Gemological Institute of America (19.02.2016)
8. Times Pro (20.02.2016)

No. of students benefitted

Students who attended

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	735	175	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 posters and class campaigns.

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		1.29 lakh
Financial support from government		
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

5.12 No. of social initiatives undertaken by the students

0

5.13 Major grievances of students (if any) redressed: _____NIL_____

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 a Management Information System. The system works online. But it is in a nascent stage of operation.

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, set by the University of Calcutta.

6.3.2 Teaching and Learning

1. Remedial classes for slow learners.
2. Introduction of new methods in teaching learning process like application of Broom's Taxonomy, Capsule Teaching, involving seniors in teaching to make the process more interactive.
3. Online question answering module has been introduced.
4. Study materials of a few subjects have been made available online.

6.3.3 Examination and Evaluation

1. Integrating students in evaluation process through self-evaluation, peer-evaluation methods to make it transparent as well as interesting for the students.
2. Continuous evaluation system

6.3.4 Research and Development

NOTHING IN PARTICULAR

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Subscription to N-List of INFLIBNET
2. Steps towards installation of KOHA gradually
3. Networking of computers
4. Six ICT enabled class rooms have been made available as a step towards extensive use of information technology in the class rooms.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

NOTHING IN PARTICULAR

6.3.8 Industry Interaction / Collaboration

NOTHING IN PARTICULAR

6.3.9 Admission of Students

1. Our college has almost 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 netbanking/debit card/ credit card or through challan generated online. This year 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 are proud that ours is a college where no manipulation in admission takes place.

2. Unlike many a colleges, we refund a substantial portion of admission fees collected from a student if one cancels admission.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	1

6.5 Total corpus fund generated

64.94 lakh

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?

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

6.11 Activities and support from the Alumni Association

The new alumni association named SANJYOG has got registered in 2015-16. It supported the College in organising the activities of photography club and blood donation camp, trekking club.

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

All power consuming fans and lights have been changed on the basis of green audit. We also ensured that electrical installations are conforming to BEE standard. The College campus has been made aware of environment friendliness through posters. Green Audit has been undergone and annual review has been asked for.

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

1. Installation of online Management Information System software
Real time accounting is done through this MIS thus generating accounting and finance information on continuous basis. Second, students' data are made available online to which the students will have access to through user ID and password. Third, employees' data have been made available online which again can be accessed by the employee concerned. The system will be upgraded to analyse students' performance as well as employees' attendance, performance.
2. Installation of question-answering module in the College website.
A system is being introduced where teachers set questions in the question bank, which can be answered by the students online and uploaded in the website. Designated teacher would correct the answer and marks it online.
3. Commerce Laboratory: To provide practical exposure to the students of Commerce department, a commerce laboratory has been inaugurated.

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

1. Installation of online library access system is in progress.
2. Online question answering module introduced.
3. Total online admission could not be made. But submission of scanned documents have been introduced.
4. Online question- answering module is a new unique innovation.
5. Introduction of entry level aptitude test to identify the slow and advanced learner at early stage could not be made. But the same will be introduced in a few Departments from 2016-17.
6. Efforts have been undertaken to make the college campus environment compliant.
7. Efforts to create capacity is in progress as a result of which land has been purchased and Extension plan to Kolkata Municipal Corporation has been submitted
8. Plans have been made to introduce Teachers' Diary from 2016-17. All the departments have introduced feedback forms to evaluate themselves.
9. No such modern method in recording students' or employees' attendance could be introduced

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

1. Management Information System
2. Online question answering module
3. 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. The students are being made aware of environment protection through posters.

7.5 Whether environmental audit was conducted? Yes No

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

1. Strength of the College is that it is now in a take off stage, with new initiatives in
 - a. Appointment of Principal after 3 decades
 - b. Infrastructure building,
 - c. Introduction of on line teaching learning support,
 - d. Introduction of KOHA in the library,
 - e. Installation of online MIS
 - f. Ensuing appointment of full time teachers
2. Weakness:
 - a. Paucity of Space and Time
 - b. High students-teacher ratio.
 - c. Huge number of part time and guest teachers.
 - d. Less utilization of advanced technology
 - e. Non availability of Girls' Hostel
 - f. Almost no infrastructure for outdoor games
3. Opportunities
 - a. Introduction of additional courses especially in Science
 - b. Construction of Girls' Hostel
 - c. Location of the College
 - d. Huge Demand Ratio
4. To modernize the College in all aspects with all round use of technology.

8. Plans of institution for next year

1. To Introduce Science Stream.
2. To make online teaching learning effectively introduced.
3. To start post-graduate courses.
4. To start construction for extension of present capacity.
5. To streamline teachers performance through self-appraisal and evaluation by students.
6. To ensure regularity punctuality in attendance through use of electronically registered attendance.

Name **AMIT KUMAR DASGUPTA**

Name **NABANITA CHAKRABARTI**



Signature of the Coordinator, IQAC

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 Te

TEI - Teacher Education Institution
UPE - University with Potential Excellence
UPSC - Union Public Service Commission

Annexure I

Date	July'15	Aug'15	Sept'15	Oct'15	Nov'15	Dec'15
01	College reopens after Summer Recess	College Day	College Day	College Day	Puja Vacation	College Day
02	College Day	Sunday	College Day	Gandhi Birth Day	Puja Vacation	College Day
03	Calcutta University	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day
04	College Day	College Day	College Day	Sunday	Puja Vacation	College Day
05	Sunday	Calcutta University Examination	Janmastami	College Day	Puja Vacation	Heramba Chandra Day
06	Calcutta University	College Day	Sunday	College Day	Puja Vacation	Sunday
07	Calcutta University	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day
08	Calcutta University Examination	College Day	College Day	College Day	Puja Vacation	College Day
09	Calcutta University Examination	Sunday	College Day	College Day	Puja Vacation	College Day
10	Calcutta University	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day
11	College Day	College Day	College Day	Sunday	Puja Vacation	College Day
12	Sunday	Calcutta University Examination	College Day	Mahalaya	Puja Vacation	College Day
13	Calcutta University Examination	College Day	Sunday	College Day	Puja Vacation	Sunday
14	Calcutta University Examination	College Day	College Day	College Day	Puja Vacation	College Day
15	Calcutta University Examination	Independence Day	College Day	College Day	Puja Vacation	College Day
16	Calcutta University Examination	Sunday	College Day	College Day	College Day	College Day
17	College Day	College Day	College Day	College Day	College Day	College Day
18	Id-ul-fitr	College Day	College Day	Sunday	College Day	College Day
19	Sunday	College Day	College Day	Puja Vacation	College Day	College Day
20	College Day	College Day	Sunday	Puja	Jagadhatri Puja	Sunday

				Vacation		
21	College Day	College Day	College Day	Puja Vacation	College Day	College Day
22	Calcutta University Examination	College Day	College Day	Puja Vacation	Sunday	College Day
23	Calcutta University Examination	Sunday	Anandamohan Bose Day	Puja Vacation	College Day	College Day
24	Calcutta University Examination	Bhadraotsav	College Day	Puja Vacation	College Day	Winter Recess
25	College Day	College Day	Id-ud-joha	Puja Vacation	Guru Nanak's Birthday	Christmas Day
26	Sunday	College Day	College Day	Puja Vacation	College Day	Winter recess
27	Calcutta University Examination	College Day	Sunday	Puja Vacation	College Day	Winter recess
28	College Day	College Day	College Day	Puja Vacation	College Day	Winter recess
29	Calcutta University Examination	College Day	College Day	Puja Vacation	Sunday	Winter recess
30	College Day	Sunday	College Day	Puja Vacation	College Day	Winter recess
31	Calcutta University Examination	College Day		Puja Vacation		Winter recess
Date	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16
01	New Years' Day	College Day	Calcutta University Examination	Calcutta Examination	May Day/Sunday	Summer Recess
02	College Day	Sivanath Sastri Day	Calcutta University Examination	Calcutta Examination	College Day	Summer Recess
03	Sunday	College Day	Calcutta University Examination	Sunday	Calcutta University Examination	Summer Recess
04	College Day	College Day	College Day	College Day	College Day	Summer Recess
05	College Day	College Day	College Day	College Day	College Day	Summer Recess
06	College Foundation Day	College Day	Sunday	Calcutta University	College Day	Summer Recess
07	College Day	Sunday	Calcutta University Examination	Calcutta Examination	College Day	Summer Recess
08	College Day	College Day	Calcutta University Examination	Examination Examination	Sunday	Summer Recess
09	College Day	Calcutta University Examination	Calcutta University Examination	Calcutta Examination	College Day	Summer Recess
10	Sunday	Calcutta University Examination	College Day	Sunday	College Day	Summer Recess
11	College Day	Calcutta University Examination	College Day	College Day	College Day	Summer Recess
12	Vivekannada	Calcutta University Examination	College Day	College Day	College Day	Summer Recess

13	College Day	Saraswati Puja	Sunday	Cal univ exam	College Day	Summer Recess
14	College Day	Sunday	College Day	Bengali New	College Day	Summer Recess
15	College Day	Calcutta Examination	College Day	College Day	Sunday	Summer Recess
16	College Day	Calcutta University Examination	College Day	College Day	Summer Recess	Summer Recess
17	Sunday	Calcutta University	College Day	Sunday	Summer Recess	Summer Recess
18	College Day	College Day	College Day		Summer Recess	Summer Recess
19	College Day	College Day	College Day		Summer Recess	Summer Recess
20	College Day	College Day	Sunday		Summer Recess	Summer Recess
21	College Day	Sunday	College Day	College Day	Summer Recess	Summer Recess
22	College Day	College day	Sunday	College Day	Summer Recess	Summer Recess
23	Netaji's Birthday	College day	Doljatra	Summer Day	Summer Recess	Summer Recess
24	CU Foundation Day	College Day	Holi	Sunday	Summer Recess	Summer Recess
25	Maghotsav	College Day	Good Friday	College Day	Summer Recess	Summer Recess
26	Republic Day	Calcutta University	Easter Saturday		Summer Recess	Summer Recess
27	College Day	Calcutta University	Sunday		Summer Recess	Summer Recess
28	College Day	Examination	College Day	College Day	Summer Recess	Summer Recess
29	College Day	College Day	College Day	College Day	Summer Recess	Summer Recess
30	College Day		College Day	College Day	Summer Recess	Summer Recess
31	Sunday		College Day		Summer Recess	

Annexure II

Best Practices

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.

Farther, 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

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. Employees 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 skeptic 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.

BEST PRACTICE II

Title: Question-answering module in the College website

Goal- To introduce an online teaching learning support system.

Context:

Paucity of time and space is considered to be one of the worst weaknesses of our college. To overcome this weakness an online teaching learning system has been planned by us.

The Practice:

It has got 4 parts:

- a. Teachers will have to upload study materials on weekly basis.
- b. Teachers will continuously upload questions based on the study materials uploaded.
- c. Students will upload answer to those questions
- d. Teachers will check the answers and make comment on those and upload the same.

Problems Encountered & Resources Required:

Problems encountered in developing the module

We faced difficulty in conveying our module to the developer. We started with uploading questions in the question bank. Thought that interactive question answering module would be more effective. Secondly, setting questions containing mathematical expressions were difficult.

Resources Required

As such no such additional resources are required.

BEST PRACTICE III

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:

- a. Admission notice is published inviting online applications. In the notice minimum criteria for making application are mentioned.
- b. 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.
- c. The College verifies all those supporting documents before list preparation.
- d. On the stipulated date, mentioned in the admission notice, merit lists for different courses are published online.
- e. Listed students need to pay admission fees either online or by bank challan generated online within a given date.
- f. College obtains online data from Bank and publishes a date wise list for scrutiny of papers.
- g. 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.
- h. 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.

- i. 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.
- j. 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.