Annual Quality Assurance Report

CITY COLLEGE
SOUTH CALCUTTA BRANCH
1954

2017–18

Heramba Chandra College

Kolkata

Part – A

1. 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

Tel. No. with STD Code: | 033-24611236

Mobile: | 8334035364

Name of the IQAC Co-ordinator: | RAKTIM SUR

Mobile: | 9831261281

IQAC e-mail address: | hcc.iqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*: | WBCOGN12416

1.4 **NAAC Executive Committee No. & Date:** | EC/ 36/A&A/65 DATED 20-5-2005
(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: | www.herambachandracollege.ac.in

Web-link of the AQAR: | http://herambachandracollege.ac.in/allupload/75136AQAR%2

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	1st Cycle	B+	76.25	2005	FROM 20-5-2005 TO 19-5-2010
2	2nd Cycle	B+	2.58	2016	FROM 03-11-2016 TO 04-11-2021
3	3rd Cycle				
4	4th Cycle				

1.7. Date of Establishment of IQAC: DD/MM/YYYY   23-12-2011

1.8 AQAR for the year *(for example 2010-11)*   2017-18

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

  i. AQAR __   _2016-2017_____ _____ ____ (16/03/2018)
  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 ☐   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 | 7 |

2.2 No. of Administrative/Technical staff | 1 |

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 community representatives | 1 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | 0 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held | 1 |

2.11 No. of meetings with various stakeholders: No. [3] Faculty [1]

Non-Teaching Staff Students [1] 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. [7] International [ ] National [ ] State [1] Institution Level [6]

(ii) Themes

1. Programme on Legal Awareness for Women on 26.08.2017
2. Vigilance Awareness Programme in Association with Silk Board and Indian Overseas Bank on 26.10.2017 and 29.10.2017
3. Workshop on Application of Online System in Educational Management on 30.11.2017
4. Staff Training Programme on College Management System on 03.11.2017 and 04.01.2018
5. Programme on Health Issues of Women in Collaboration with Women Cell, Heramba Chandra College on 28.02.2018
6. Workshop on Choice Based Credit System in Association with Sivanath Sastri College on 03.05.2018
7. Staff Training Programme on Computer Literacy during summer recess (22.05.2018-30.6.2018)

2.14 Significant Activities and contributions made by IQAC

1. During this year the IQAC has faced a unique challenge which was beyond its control. The College which was under the aegis of Brahmo Samaj Education Society has been brought under administrative control of the Government of West Bengal. The Governing Body composed mainly of the members of BSES was dissolved on 2.11.2017 and has been reconstituted on 11.07.2018. In the absence of the Governing Body during this long intermediate period it has become difficult for IQAC to propose and implement any programme which involves any policy decision.
2. IQAC has continued its effort to ensure transparency during admission and in making the admission procedure free, fair and student friendly. The whole admission process is now online-based.
3. IQAC is successful in partially developing student data base integrated with the college management system.
4. A Staff Portal has been developed for the teaching staff to store all the relevant data and to develop a transparent online self-appraisal system.
5. IQAC has worked for launching an upgraded website which would be more student-friendly.

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 continue Online College Management System (CMS)	Students' data base module has been partially implemented.
2. To develop online library management system	Approximately 12700 books have been entered in the database and uploaded in the College website. Bar code system has been introduced.
3. To streamline teachers' performance through self-appraisal and to ensure transparency and accountability in day-to-day activities of teachers	A Staff Portal is ready to be introduced in the next academic session
4. To launch a new	A new upgraded website has been launched.

student-centric website	
6. To introduce online teaching learning facility	Online learning facilities has been arranged in the new website ready to be launched in the next academic session
8. To publish newsletter of different departments	Department of Geography has published newsletter of the Department.
9. To offer add-on courses	Tally course has been introduced on 10.03.218 through MOU with *Tally* Institute.
10. To organise workshop, seminar etc	Seven such programmes have been initiated by IQAC as stated in item no. 2.13 (ii). IQAC has encouraged Department of Commerce to organise workshop on GST.

 * 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 newly constituted Governing Body of the college for suggestion and necessary action.

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	2
Trimester	
Annual	6

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

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	11	10	1 (Principal)	19

2.2 No. of permanent faculty with Ph.D. | 11 |

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
2	16	0	0	0	0	0	0	2	16

2.4 No. of Guest and Visiting faculty and Temporary faculty | 39 | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			58
Presented papers	8	7	17
Resource Persons			

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

The college has encouraged the departments to continue the innovative methods adopted during the last academic session. The departments enjoy liberty to introduce innovative methods considering their needs and preferences.
1. Orientation Programme for the students in the Department of English, Education and History.
2. Micro-teaching in the Department of Geography.
3. Peer teaching in the Department of Bengali, Political Science, Education.
4. Lecture demonstration by the students followed by the group discussion in the Department of Economics and Bengali.
5. Film shows in the Department of Bengali to make the teaching-learning process more attractive.
6. Regular Group discussion to ensure maximum interaction among students in the   Department of Education, English.
7. Video lectures, Short films, Skits, Exposure to IPOs, Annual Report of the Companies, Management Game in the Department of Commerce.

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

162

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 are trying to reform the internal evaluation process in a limited way. Department of Geography has introduced Group Discussion as an effective method to evaluate the students. The Departments of Education, Political Science have continued Open Book Examination which has been introduced in the last session. Entry level aptitude test has been conducted in few departments. A few departments have adopted several methods (eg. Education Department-Unit Test, English Department- Viva-voce, History Department- Project, Bengali Department- Quizzes) for 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

60

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			100		100
B.A HONS IN EDUCATION	18			100		100
B.A HONS IN ENGLISH	13			92.31	7.69	100
B.A HONS IN HISTORY	19			80.95	21.05	100
B.A HONS IN POLITICAL SCIENCE	14		7.14	78.57	14.29	100
B.COM HONOURS	709		8.60	44.71	0.56	53.88
B.SC HONOURS IN ECONOMICS	23		8.70	69.57	8.70	86.96
B.SC HONOURS IN GEOGRAPHY	16		6.25	93.75		100
B.COM GENERAL	356			3.93	56.46	60.39
B.SC GENERAL	12			33.33		33.33
B.A GENERAL	51			45.10		45.10

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

 IQAC in association with the Academic Committee of the College has continuously reviewed the teaching-learning methods followed by different departments in the academic session of 2017-18. It has been found that the departments like Geography, English, Political Science and Education are continuing the innovations in teaching-learning process introduced in the last academic session. It has also been pointed out that a few of the innovative methods adopted during the last session have been discontinued by the departments. IQAC in its meeting with the departmental heads has enquired about the reasons behind it and urged the departments to revive the methods. IQAC has also requested the departments to take help of ICT to make teaching learning process more attractive to the students. IQAC in its meeting has also requested the college authority to increase the number of ICT enabled classes in the college. IQAC has again emphasised on organising 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   2

Faculty / Staff Development Programmes	Number of faculty benefitted
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	6
Summer / Winter schools, Workshops, etc.	41
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	13	5	0	19
Technical Staff	1	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

- A research fund has been created for the students. However, no initiative has yet been taken by any department.
- Special invited lectures have been organised by the Department of English and Bengali.
- In order to promote research among the faculty the college has subscribed INFLIBNET N-LIST, Digital Database of 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			17
Non-Peer Review Journals			2
e-Journals			0
Conference proceedings			4

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 Book [2]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from [   ]

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [0]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy [NIL]

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 [0]

3.13 No. of collaborations: International [0]   National [0]   Any other [1]

3.14 No. of linkages created during this year [0]

3.15 Total budget for research for current year in lakhs:

From Funding agency [0]   From Management of University/College [0]

Total [0]

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   0

and students registered under them   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   0   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	2

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 13.09.2017
- All India Music Competition to provide scholarship to young differently abled musicians in association with Kajal Rekha Music Foundation on 26.05.2018

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 (≥ 1-0 lakh) during the current year.	52	6	College	58
Value of the equipment purchased during the year (Rs. in Lakhs)	24.47 lakhs	3.01lakhs		27.48 lakhs
Others				

4.2 Computerization of administration and library

1. After successful introduction in accounts CMS in relation to Students' Data has partially been introduced

2. A Staff Portal for Teachers is ready to be introduced in the next academic session for entering all the required data by the teachers.

3. Approximately 12500 books have been entered and uploaded in college website.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38876	405785	1036	334756	39912	740541
Reference Books						
e-Books			N-LIST/ British Council Package	14400	N-LIST/British Council Package	14400
Journals						
e-Journals			N-LIST/ British	12980 (N-List/	N-LIST/British Council	12980 (N-List/

			Council Package +1	BCL package value already given)	Package+1	BCL package value already given)
Digital Database			1	82600	1	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, Accounts, Staff Portal for Teachers

4.6 Amount spent on maintenance in lakhs:

i) ICT   NIL

ii) Campus Infrastructure and facilities   9.53 lakhs

iii) Equipments   1.82 lakhs

iv) Others   0.64 lakhs

Total: 3.99 lakhs

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.
>
> Students need to fill in a form while collecting graduate certificate which will also capture/receive the data regarding the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3132			

(b) No. of students outside the state

12

(c) No. of international students

0

Men

No	%
2091	66.76

Women

No	%
1041	33.24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2369	738	38	157	2	3304	2215	684	109	124	0	3132

Demand ratio 1:7   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

> 7 September 2017 Students' Workshop on GST organised by Heramba Chandra College in association with Directorate of Commercial Taxes, Government of West Bengal

No. of students benefitted

102

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
9	229	54	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. On 20 February 2018 the College in association with P & G conducted workshop on women health.

5.9 Students Activities

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

State/ University level $\boxed{50}$ National level $\boxed{2}$ International level $\boxed{2}$

No. of students participated in cultural events

State/ University level $\boxed{15}$ National level $\boxed{21}$ International level $\boxed{}$

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

Sports: State/ University level $\boxed{1}$ National level $\boxed{}$ International level $\boxed{1}$

Cultural: State/ University level $\boxed{1}$ National level $\boxed{5}$ International level $\boxed{}$

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	78	117800
Financial support from government	Data not available as the grant directly credited to their respective bank account	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   0   National level   0   International level   0

Exhibition: State/ University level   0   National level   0   International level   0

5.12   No. of social initiatives undertaken by the students   1

5.13 Major grievances of students (if any) redressed: No complaint has been submitted during the session 2016-17

Criterion – VI

6. <u>Governance, Leadership and Management</u>

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). Students Data has been partially incorporated in the CMS.

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 Micro-Teaching, Demonstration by Students, Group Discussion, Power Point Presentation, Group Discussion, Peer Teaching Video lectures, Small movies, Skits, Exposure to Real Life Situation, Management Game to make the process more interactive.
- Tutorial classes are held for the students requiring additional help.
- Library has excellent collection latest books.
- A few faculty members have made study materials available online.

6.3.3 Examination and Evaluation

- Group discussion, quizzes, open book have been introduced by few departments to make internal evaluation interesting.
- A few departments have taken entry-level aptitude test to identify the advanced and slow learners.
- Continuous evaluation through different methods like internal Mid-term test, assignments.

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
- Online library catalogue has been uploaded 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.
- 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, Internal Complaints Cell and 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 distributed text books among the meritorious and needy students of the college. In its Annual Day SANJYOG has felicitated the retired teachers of the college.

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 Green Audit will be conducted in the next academic session after two consecutive years of audit. However, in the meantime efforts are on to keep the college clean and green.

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.
- Online system for regular attendance registration, daily activity recording, API score calculation and leave application by the teachers has been introduced. The system has been well accepted and adopted by the teachers and it has been running well.
- Active mentoring sessions have been arranged for the students of first semester under the newly introduced Choice based Credit System (CBCS).

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

- To streamline teachers' performance through self-appraisal and to ensure transparency and accountability in day-to-day activities of the teachers online staff portal has been designed and upgraded accordingly.
- New additions in the online admission process have been made.
- Student data base has been enriched.
- Online feedback for students, parents, alumni and teachers has been introduced
- Online learning facilities has been arranged in the new website ready to be launched in the next academic session
- Process of development of online library management system has been running actively.
- Presently details of 12700 books have been entered for online access.
- Tally course has been introduced through MOU with *Tally* Institute.

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

- Management Information System
- Online recording of teachers' attendance and self-appraisal

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

7.4 Contribution to environmental awareness / protection

Regular activities are going on to create environmental awareness. Green Audit was done in two consecutive years. From now on it will be done every alternative year.

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
- Decentralisation of the essential jobs by forming various committees, like Purchase Committee, Tender Committee, Agreement Committee, Maintenance Committee etc., to speed up the administrative procedure and smooth running of curricular, cocurricular and extracurricular activities through Admission Committee, Academic Committee, Routine Committee, Library Committee, Games and Sports Committee, Cultural Committee.
- 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, Debate Club etc. We have University/ National/ International champions in Badminton, Rowing and Chess. Students have organised Intra-College Debate Competition, Football Tournament and Annual Cultural Fest- Aura.

Weakness:
- Paucity of space and time
- Limited number of course offered
- High students-teacher ratio in the Department of Commerce
- Shortage in number of UGC Fulltime Faculty
- Limited use of advanced technology
- Non-availability of hostel facility
- Lack of infrastructure for outdoor games

Opportunities:
- Ready platform for e-governance
- Good demand ratio
- Location of the college
- Excellent teacher-student relationship
- Positive contribution of Students' Body
- Active Alumni

Challenges:
- Motivating faculty for intense research activity
- Motivating students to be involved in extension activities
- Modernization of the college in all aspects with all round use of technology
- Introducing more add-on courses
- Overcoming complacency

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

Academics
- To organise special lecture series by industry experts with support from Alumni
- To start short-term internship for the deserving students in different organisation
- Proper implementation of academic planning by introducing teacher specific lesson plan at the beginning of the semester
- To introduce online evaluation process
- To introduce online journal with contribution from students, teachers and subject experts
- To minimise plagiarism in the project works of the students

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, academic support to needy and underprivileged of the society
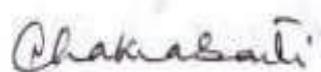
Administrative or Infrastructural development
- To introduce online attendance system for the students
- To speed up Library automation
- To provide information to the students by using web service

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

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Academic Calendar 2017-18

July 2017

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 CU Examination	8 College Day	9
10 C U Examination	11 C U Examination	12 College Day	13 College Day	14 C U Examination	15 College Day	16
17 C U Examination	18 Inauguration Day	19 College Day	20 College Day	21 College Day	22 College Day	23
24 College Day	25 C U Examination	26 C U Examination	27 C U Examination	28 C U Examination	29 College Day	30
31	1	2	3	4	5	6

August 2017

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

September 2017

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

October 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	1 Muharram
2 Mahatma Gandhi Jayanti	3 Puja Vacation	4 Puja Vacation	5 Puja Vacation	6 Puja Vacation	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 College Reopens after Puja Vacation	24 College Day	25 College Day	26 College Day	27 College Day	28 College Day	29 Jagadhatri Puja
30 College Day	31 College Day	1	2	3	4	5

November 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	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	14 Guru Nanak Birthday	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	1	2	3

December 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1 College Day	2 Fateah Duaz Daham	3
4 College Day	5 Heramba Chandra Day	6 College Day	7 College Day	8 College Day	9 College Day	10
11 College Day	12 College Day	13 College Day	14 College Day	15 College Day	16 College Day	17
18 College Day	19 College Day	20 College Day	21 College Day	22 College Day	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

January 2018

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

February 2018

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 College Day	13 College Day	14 Shivaratri	15 College Day	16 C U Examination	17 College Day	18
19 C U Examination	20 C U Examination	21 C U Examination	22 College Day	23 College Day	24	25
26 College Day	27 College Day	28 College Day	1	2	3	4

March 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Doljatra	2 Holi	3 College Day	4
5 College Day	6 College Day	7 College Day	8 College Day	9 College Day	10 College Day	11
12 College Day	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 College Day	24 College Day	25
26 C U Examination	27 C U Examination	28 C U Examination	29 C U Examination	30 Good Friday	31 Easter Saturday	1

April 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30		1
2 College Day	3 College Day	4 College Day	5 College Day	6 College Day	7 College Day	8
9 College Day	10 College Day	11 College Day	12 College Day	13 College Day	14 Ambedkar Jayanti	15 Easter Naba Barsha
16 C U Examination	17 C U Examination	18 C U Examination	19 College Day	20 C U Examination	21 College Day	22
23 College Day	24 College Day	25 College Day	26 College Day	27 College Day	28 College Day	29
30 Buddha Purnima	1	2	3	4	5	6

May 2018

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

June 2018

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

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
The **Accounts Management module** has been operational for the last three years. The financial statements and reports are being prepared for the years 2015-2016, 2016-2017 and 2017-2018.
There is a system of 3 tier voucher authorization and payment.

Bank reconciliation module has been developed and added.

Daily collection reconciliation module has been developed to verify the collection as reflected in the system with that of the bank and Bill Desk statements.

Students Module

Student Database has been finalized for 4 years. Through the **Course subject set up Module** the course wise subjects have been fed in. Under the **Course fees set up Modu**le the fees for different courses are set. In the **module of Fees Collection set up** we can set up the structure / break-up of the fees to be collected and fix up the dates for such collection which may be through online or offline. Through the cloud server system, the students can pay by accessing the college website and CMS from anywhere and at the same time, the Banks, payment intermediaries, college can access the database, and the database is updated on a real time basis.

The college provides **for Fees concession** for the economically backward and meritorious students as well as for outstanding sports person according to the norms set up by the college authorities. Through the **Fees Concession Module** which has been added recently this process is being done directly through the system.

Another Module of **Fees refund** has been added through which the college can refund the fees to the unsuccessful students so that they are not burdened with multiple fees payment.

Through the new **Mark sheet entry Module** we can upload the marks of any examination under the old system and new CBCS.

Admission:

Promotional Admission module helps to promote the students according to their result from 1st year to 2nd year, and so on, and from one semester to the next under the new CBCS.

Transfer Module aids to transfer students from Honours course to General course.

Casual Admission Module helps us to identify the unsuccessful Students and arrange for collection of fees applicable for them.

Miscellaneous fees Module helps us to collect different fees other than Yearly Admission Fees.

The Windows based cloud Server to run the CMS software has been upgraded by increasing the band width with Server configuration: 2 CPU Cores @ 3.1 GHz, Server Memory of 2 GB, and Server Storage of 50 GB.

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-b a s e d access to individual service profile, financial information, leave etc. as well as to academic aspects. MIS development is a continuous process which requires constant effort.

BEST PRACTICE II

Title:
Online recording of teachers' attendance and self-appraisal

Goal:
To ensure transparency in daily performance of the teachers and to simplify related administrative jobs

Context
Biometric system of recording attendance of the staffs of the college is already in use. In this connection there was a further attempt to regularise the practice of recording the performance of the teachers. With this idea an online staff portal has been planned and designed. Provision has been made to entry daily activities and attendance by the teachers. The portal facilitates automatic calculation of API Scores. Various information on the faculties are regularly recorded in portals of NIRF, AISHE etc. The online staff portal is an integrated effort to assemble all necessary information in a single system, which has a scope for modification and upgradation.

The Practice
1. Online staff portal has been planned and designed to be launched with immediate effects.
2. The most important segment is the Teacher's Diary. Here provision has been made to entry daily arrival and departure timings and to record topics taught in various classes, use of ICT, other jobs done etc.
3. There is online provision for leave application by the teachers along with automatic maintenance of the leave accounts of the teachers.
4. KYF (Know Your Faculty) has been incorporated covering wide range of information about the faculties.
5. There is scope for uploading Annual Departmental Report of each academic department.
6. Automatic calculation of API Scores as per the UGC guidance can be done by simple addition of information on various daily academic and administrative activities.
7. The system has been made in a user-friendly manner. It can be used anywhere by the teachers as it can be accessed through mobile phones also.

Problems Encountered & Resources Required

Problems Encountered
Occasional failures on part of the teachers to record their relevant information are noticed. The system needs constant monitoring for its proper maintenance and further improvement.

Resources Required
Digital awareness among the teachers is the prime necessity.