

NETAJI NAGAR COLLEGE
170/436, N.S.C. Bose Road, Kolkata - 700092
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Email: netajinagarcollege@rediffmail.com
Website: www.netajinagarcollege.in
Annual Quality Assurance Report (AQAR)
(2016-2017)

Part – A

1. Details of the Institution

1.1 Name of the Institution	NETAJI NAGAR COLLEGE
1.2 Address Line 1	170/436, N.S.C. Bose Road, Regent Estate
Address Line 2	
City/Town	Kolkata
State	WEST BENGAL
Pin Code	700 092
Institution e-mail address	netajinagarcollege@rediffmail.com
Contact Nos.	(033)2411-5445
Name of the Head of the Institution:	Dr. Biswajit Bhadra
Tel. No. with STD Code:	(033)2411-5445
Mobile:	8697582028
Name of the IQAC Co-ordinator:	Prof. Pinaki Ranjan De
Mobile:	09433702810
IQAC e-mail address:	

1.3 NAAC Track ID

WBCOGN13109

1.4 NAAC Executive Committee No. & Date:

EC (SC) / 18 / A & A / 37.2

*(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.netajinagarcollege.ac.in**Web-link of the AQAR:**http://netajinagarcollege.ac.in/AQAR_2016_17.pdf**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.2	2007	31.3.2007 to 31.03.2012
2	2 nd Cycle	B+	2.55	2016	04.11.2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYYReconstituted w.e.f
March, 2017**1.8 AQAR for the year****2016-2017****1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC**

- i. AQAR__2011-2012 Submitted to NAAC on 24.12.2015
- AQAR__2012-2013 Submitted to NAAC on 24.12.2015
- AQAR__2013-2014 Submitted to NAAC on 24.12.2015
- AQAR__2014-2015 Submitted to NAAC on 24.12.2015
- AQAR__2015-2016 Submitted to NAAC on 15.10.2016

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 ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Two job oriented courses are run by the college. One is UGC sponsored course on Insurance Management and the other is self financing

1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / Univ ☐ N.A

College with Potential for Excellence

N.A

UGC-CPE

N.A

N.A

N.A

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

N.A

DST-FIST

N.A

UGC-Innovative PG programmes

N.A

Any other (*Specify*)

N.A

UGC-COP Programmes

N.A

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

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

2

2.9 Total No. of members

17

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?

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

Orientation programme for first year students, Orientation programme on newly introduced Semesterised CBCS in B. Com programme, Seminar on Higher Education Scenario in West Bengal – Opportunities and Challenges.

2.14 Significant Activities and contributions made by IQAC

- The college has organised Text Book Exhibition for the students of different departments inviting various publishers to give an exposure to the students regarding availability of various types of reference as well as text books.
- To commemorate Golden Jubilee Year of establishment of college the Film Club in association with the IQAC has prepared a documentary on the history of college (**Ujaner Sathkahon**) involving the ex-students and present students of the Department of Journalism and Mass Communication. The Documentary has also been displayed in a programme organised by the Film Club and IQAC where all stakeholders to the college were present.
- The Department of Commerce in association with IQAC has organised an Orientation programme on newly introduced Semesterised CBCS in B. Com programme with a view to give detailed exposure to the students regarding new regulation introduced by the affiliating university. In such programme senior members of the Board of Studies of the faculty of commerce, University of Calcutta, had shared their views with our students.
- The Career Counselling Cell in association with the IQAC has organised a Career Guidance Programme where experts from a renowned Career Guidance organisation were invited to deliberate on different issues regarding methodologies to be followed for preparing in connection with different competitive examinations. In such students participated in a large scale and interacted with great interests.
- As an initiative of the IQAC in association with the Department of Political Science with financial support from the Government of West Bengal, a QUIZ on different issues of Parliamentary affairs had been arranged. In such programme students of different departments had actively participated and showed great interests regarding their awareness on the particular area. Certificates and prizes were distributed to the participants at the end of the programme.
- An initiative was taken by the IQAC before the admission process of first year students started to approach the teachers, students of the neighbouring schools to aware them about the different programmes, facilities available in our college. In such programme faculties actively participated and students, teachers of different schools interacted with our faculties with great interests.
- A Virtual Class Room has been arranged with provision of modern ICT

facilities by utilising financial support from the Higher Education Department, Government of West Bengal. IQAC has taken active role in the process of the arrangement of virtual class room.

- IQAC has taken appropriate initiative towards promotion under CAS of one senior faculty in the Department of Commerce to the post of Associate Professor.
- Research Cell of the college in cooperation with the IQAC has arranged different lectures by faculties of the college on various issues of their respective research interests.
- Internal Complaint Committee, as a compliance to UGC requirement, has been constituted.
- IQAC encourages the non-teaching staff to participate in 'Computer Training Programme' organised by other colleges.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan	Action Taken
The college has a plan to introduce new departments and to start honours / general courses new subjects in near future.	<p>The Governing Body of the college has considered the introduction of general course in Education and the Principal has been authorised to discuss the matter with the appropriate authority.</p> <p>The Governing Body has approved the proposal to introduce M. A. Course in Bengali and has advised the Department of Bengali to submit a feasibility report regarding introduction of the course.</p>
More job oriented courses are to be introduced.	The issue regarding introduction of job oriented courses is being considered by the IQAC and the possibility of restructuring the existing courses has also been emphasised.
Initiatives are to be taken for enhancing infrastructural facilities.	A Virtual Class Room has been arranged with provision of modern ICT facilities by utilising financial support from the Higher

	<p>Education Department, Government of West Bengal.</p> <p>Application for financial grants has been submitted to the Government of West Bengal for incurring more expenditure towards improvement of infrastructural facilities.</p> <p>New books have been purchased for different departments in the library.</p>
Teaching-learning processes are to be conducted by using ICT enabled techniques.	<p>Presently, teachers of some of the departments are taking classes by utilising ICT facilities installed in the virtual class room. Recently an initiative has been taken by the IQAC to make necessary provision in the master routine so that all departments can take some classes of their students on a regular basis.</p>

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- The IQAC meetings were held at regular intervals.
- Teachers, Administrative staff/technical staff, students, management representatives, community representatives, external experts were included in the newly constituted IQAC.
- Feedback from guardians of newly admitted students after the admission of first year students and again before our student appeared at final university examination.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma	01		01	
Certificate	01		01	
Others				
Total	05		02	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	2

1.3 Feedback from stakeholders* Alumni ☐ ents ☒ Employers ☐ Students ☒
(On all aspects)

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

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

In 2017 CBCS has been introduced in B.Com programme and necessary new regulation has been enforced by the parent university.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13*	4	7		1**

* Including Principal

** One Assistant Librarian

2.2 No. of permanent faculty with Ph.D. **6 including Principal**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	4							1	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	14	4	2
Presented papers	9	5	1
Resource Persons	1	1	

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

- Internal Assessment
- Semesterised CBCS has been introduced in the B. Com programme from the current academic session. As per regulation prescribed by the affiliating university MCQ based evaluation will be made on some General papers. In order to accustom students with the new system of evaluation they have been advised to read the text materials sincerely and they have also been prescribed to prepare some MCQs based upon their understanding of the text materials of different subjects.
- Distribution of Academic Calendar, Unitised syllabus, Class Routine, Prospectus on the first day of the commencement of 1st year classes
- Class room seminar by students
- Students feedback
- Study Tour
- Self-appraisal by faculty members
- Promotion under CAS scheme
- Department of Journalism has started using 'Assignment Diary' by its students with a view to keeping a regular tab on the student's performance at the departmental level.
- Regular monitoring of students attendance
- Necessary information for conducting Academic Audit are collected from the faculties.
- Special Preparatory Classes are arranged in between the dissolution of normal classes and commencement of semester examination for B. Com programme.
- Special care are taken for slow learners by arranging separate classes immediately after commencement of 1st year classes.
- Some films related to the texts are screened in separate ICT room and students of the department of Bengali and English attend with great interest. In such process efforts are given to ensure better understanding of text matters by the students.

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

202

2.8 Examination/ Evaluation Reforms initiated by

NA

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

3		
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students: **75% attendance is mandatory to appear for appearing in the University examination. However, sometimes students with less percentage are also allowed on providing satisfactory reasons for their absence.**

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. Hons. in Bengali	11	11	-	-	8	3	100
B.A. Hons. in English	1	0		-	-	-	00
B.A. Hons. in History	3	3		-	1	2	100
B.A. Hons. In Journalism & Mass Communication	19	19		1	10	8	100
B.A./ B. Sc Hons. In Geography	13	13	-		10	3	100
B.Com. Hons. In Accounting & Finance	34	31	-	-	5	26	91
B.Com General	96	94	-	-	1	93	98
B. A General	69	30	-	-	4	26	44

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

- Feedback from students, and parents are taken on regular basis.
- Use of ICT (Information and Communication Technology).
- Regular IQAC meetings are held and various issues are discussed.
- Dissemination of information in the departmental meetings.
- IQAC recommends different departments regarding various activities to be performed during the academic session and regularly monitors to what extent such activities have been completed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	2
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 staffCategory	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	9	0	7
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

There is a Research Committee in place in the institution. The IQAC motivates the Research Committee to encourage the teachers to take up various research projects and activities. The Research Committee on its turn reasons with the teachers to pursue research work-both minor and major projects and also full fledged research. The IQAC networks both with the college authority and office to ensure all possible assistance to the teachers in terms of infrastructure related assistance and expeditious disbursement of funds.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			1
Outlay in Rs. Lakhs			Rs. 2.10	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	5	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			3

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2yrs	UGC	Rs. 210000	Rs. 44,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

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

ii) Without ISBN No

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

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

3.9 For colleges Autonom CPE DBT Star Scheme
INSPIR Any Other (specify)

3.10 Revenue generated through consultancy : Nil

3.11 No. of conferences organized by the Institution NIL

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 2

3.13 No. of collaborations **Nil**

International National Any other

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency UGC From Management of University/College Nil

Total 44,000/- [Received]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution 1
who are Ph. D. Guides
and students registered under them 3

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Blood Donation, observation of independence day, Matri-Bhasha Dibash, College Foundation Day, Spreading of bleaching powder nearby area of college, Health Check up programme of the aged persons and cultural programme involving the children of the slum area have been organised by the NSS unit of the college, Cleaning the college second campus by the NSS unit

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.833 acres/ 4016.56 sq.mt			1.833 acres/ 4016.56 sq.mt
Class rooms	16	4	Sharing the room of N N Day College Computer Centre	
Laboratories	1			
Seminar Halls	2			2
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

College office and library are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14087				14087	
Reference Books	64	13026	246	62078	310	75,104
e-Books						
Journals	23	19590	-	25823	23	25,823
e-Journals						
Digital Database						

CD & Video						
Others (specify) (MRP)	5	19211	7	20663	12	39874

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	16	36			3	8	9
Added								
Total	36	16				3	8	9

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

- Students are getting internet facility in the Library as well as computer centre
- Non-teaching staff of the college has attended a training programme on computer applications by the other college

4.6 Amount spent on maintenance in lakhs :

i) ICT

Nil

ii) Campus Infrastructure and facilities

Rs. 548526/-

iii) Equipments

iv) Others

Total :

Rs. 548526/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC seeks to enhance the awareness about student support services across the institution through monitoring and documenting of certain specific activities:

- Different govt scholarships offered to students.
- Distribution of academic calendar, prospectus, unitised syllabus to the very first day of the commencement of class.
- Orientation Programme is regularly arranged for new comers.
- All students are covered under Health Insurance Scheme.
- Students can avail students' health home facilities like treatment by specialist doctors at free of cost.
- Job oriented certificate courses are conducted for our students.
- Special consultation hour has been arranged for slow learners.
- Career Counselling Cell has arranged 'Career Counselling Programme' in association with Professional Institute to enable our students for appearing at competitive exams.
- Concession in fees are allowed to poor students.

5.2 Efforts made by the institution for tracking the progression

- Analysis of results of students in different university examinations are regularly made at departmental level, by the academic sub-committee and IQAC and finally by the GB.
- After identifying the slow learners among the students admitted in first year classes they are specially nurtured by providing special consultation services before the normal class hours.
- Present position of our ex-students is surveyed and documented.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
523	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
636	49	02	16	00	703	574	59	2	11	00	646

Men

No	%
449	70

Women

No	%
197	30

Demand ratio : 2.55

Dropout % : 43%

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

- The College arranges 'Career Counselling Programme' in association with Professional Institutes to enable our students for appearing at competitive exams.
- . However faculties informally try to help the students to the best of their capacities as and when they are approached to enable them to face the said examinations.

No. of students beneficiaries

Data not available

5.5 No. of students qualified in these examinations : Data is not available

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

5.6 Details of student counselling and career guidance

The faculties informally try to help the students to the best of their capacities as and when they are approached to enable them to ace the said examinations.

No. of students benefitted

No data is available

5.7 Details of campus placement : **The college does not have any such scope for campus placement. However, in future necessary initiatives will be made to invite industry representatives to consider employability of our students.**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University National level International level

No. of students participated in cultural events

State/ University 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 National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	89	Payment is made directly to the beneficiaries
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives **None**

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

This year our college has organised “Text and Reference Books Exhibition”.

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission

- To sustain the tradition of providing higher education to the wards of common people of the locality;
- To provide affordable education to all irrespective of caste,

creed and economic background;

- To be a forward looking institution with efficient, resilient, student-friendly and dedicated staff;
- To inculcate value system in the students;
- To give opportunities of higher education to the students who are otherwise engaged during the day time;
- To create an ideal academic environment for the enhancement of quality of teaching, learning and research.

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

The Academic Sub-Committee has recommended that heads of different departments in consultation with faculties prepare necessary suggestions/inputs to be offered to the concerned 'body' of the parent University prior to the revision of the syllabi due in 2015.

6.3.2 Teaching and Learning

- ICT enabled teaching and learning is encouraged.
- Remedial classes for weak students are arranged.
- The 'academic calendar' and the 'class-routine' have been prepared well in advance prior to the commencement of the First Year classes.
- Feedback is taken.
- Innovative practices in teaching, seminars, FDP, are encouraged.
- Programme on Mock Parliament by Political Science Department is organised.
- Study tours are arranged by the Department of Bengali, History, English.
- Introduction of Assignment Diary by the Department of Journalism & Mass Communication.

- Self - evaluation of answer scripts by the students of the Bengali Department.
- Use of audio-visual instruments to give live description of different topics.

6.3.3 Examination and Evaluation

- Different internal college examinations have been timely completed and results of those exams have been published in time. The College has been the venue of the Calcutta University's Part I, Part II and Part III examinations, and our teachers have actively contributed in holding of those examinations smoothly and also by examining the answer-scripts with great care keeping in mind the submission guidelines.
- Open Text Book examination is conducted.
- Self assessment of answer scripts by students.
- Results of examinations at different stages are analyzed and steps are taken for further improvement.

6.3.4 Research and Development

- Research Cell arranges seminar by faculties actively engaged in research work to share their research experiences with other teachers and students.
- Research articles have been collected for publication of next issue.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library :

- Departmental requisitions for new books are processed through the library committee and forwarded to the Purchase committee for necessary action.
- E-journal, Journal and books are available through INFLIBNET

Infrastructure / instrumentation: IQAC decides on the new facilities to be created and existing facilities to be maintained/repaired. Recommendations are forwarded to the purchase committee. Purchase committee procures the facilities if fund is available in the budget following proper tender process. Expenditures have been made for the following purposes for the development of infrastructural facilities:

- A new scanner cum photocopy machine has been purchased.
- Installation of ICT facilities in the virtual class room.

6.3.6 Human Resource Management

- Various leaves, additional increments, evaluations through computer, study leave for faculties pursuing research degrees have been taken care.
- Confirmation, placement and promotion of both teaching and nonteaching staff are recommended after careful verification of their performance by the college authority, University nominee and Government nominee.
- For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.
- The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.
- Guest lecturers are recruited for UG courses following two step process: advertisement in daily newspaper and interview by University experts, and subject experts as per UGC norms.

6.3.7 Faculty and Staff recruitment

During 2016-17 a new permanent faculty was recruited. So far as non teaching staff is concerned no new recruitment was done.

6.3.8 Industry Interaction / Collaboration

As such no initiative has been taken by the college to invite industry experts for placement. However faculties in conducting their research projects visit industries. Thereby they interact with different industry representatives and while meeting with students they share their experiences with them.

6.3.9 Admission of Students

The admission procedure of the institution is as per the norms prescribed by the affiliating university. The admission status of the students during 2016-17 is as under:
Bengali (Hons): 23 English (Hons) : 25 B.Com (Hons): 47 History (Hons): 07 Geography (Hons): 22 Journalism (Hons): 27, B.Com (General): 70, BA/B.Sc (General) : 118

6.4 Welfare schemes for

Teaching	Group Insurance scheme is available
Non teaching	Group Insurance scheme is available
Students	Students' Health home and GIP for Insurance Policy for the students are available

6.5 Total corpus fund generate

6.6 Whether annual financial audit has been done: Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			yes	Principal & the college authority
Administrative				

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☐

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

NA

NA

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

NA

6.11 Activities and support from the Alumni Association

As such there is no registered alumni association of the institution

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-teacher association as such. However the institution arranges parent-teacher interface at regular interval.

6.13 Development programmes for support staff

Nil

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

- A herbal garden is being maintained in the adjacent second campus of the College. A big display board exhibiting the beneficial properties of these herbal plants have been put up in the vicinity of the garden. In the main in different floors flowers have been planted and maintained regularly.
- The students of the third year of our College have to study Environmental Studies as a compulsory paper as per curriculum requirement. As a part of this exercise, they need to prepare a Project on environmental issues. Here they are guided by faculties and this seeks to create awareness about environment in them.
- Sincere drive is on to save paper resource in our College, contributing to environmental protection. Efforts in this regard include:
 - Online Admission
 - Payment through NEFT.
- Efforts have been made to use eco-friendly and energy saving CFL lamps in college office, Principal Room, ICT Room, Computer Lab and different areas which are in exclusive possession of our college (being the common college building shared with Netaji Nagar Day College).

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.

- Initiative of the Department of Bengali to arrange Group Discussion on a topic included in their syllabus already discussed by the faculties in the class and there after the best participant in

such discussion advised to take a class on the same topic.

- The current year the college is observing as the Golden Jubilee Year. To commemorate this special occasion the ex-students and current students, the Department of Journalism and Mass Communication in association with the Film Club of the college have prepared a documentary film on the history of the college. In such documentary different activities of the college that have been initiated since its inception as well as the present activities have been highlighted. The documentary has been screened in presence of current students, faculties, non-teaching members and other stakeholders. This initiative has motivated the present stakeholders to continue their efforts for ensuring academic and overall development of the college in the years to come.
- Preparation of documentary and short film by the students is compulsory as a requirement of the syllabus of the Department of Journalism and Mass Communication. Faculties of the department take special initiative to flourish any hidden talent within the students and to further improve their qualities in this regard. Experts in the area of short film and documentary making are invited in different seminars arranged by the department to share their experiences with our students. It is a great pride to mention that a current student of the department of Journalism has prepared a short film and he has submitted the short film in a Film Festival organised in France. The organisers of the festival has greatly applauded the initiative of the student and has considered for awarding prize

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

Plan	Action Taken
The college has a plan to introduce new departments and to start honours / general courses new subjects in near future.	<p>The Governing Body of the college has considered the introduction of general course in Education and the Principal has been authorised to discuss the matter with the appropriate authority.</p> <p>The Governing Body has approved the proposal to introduce M. A. Course in Bengali and has advised the Department of Bengali to submit a feasibility report</p>

	regarding introduction of the course.
More job oriented courses are to be introduced.	The issue regarding introduction of job oriented courses is being considered by the IQAC and the possibility of restructuring the existing courses has also been emphasised.
Initiatives are to be taken for enhancing infrastructural facilities.	<p>A Virtual Class Room has been arranged with provision of modern ICT facilities by utilising financial support from the Higher Education Department, Government of West Bengal.</p> <p>Application for financial grants has been submitted to the Government of West Bengal for incurring more expenditure towards improvement of infrastructural facilities.</p> <p>New books have been purchased for different departments in the library.</p>
Teaching-learning processes are to be conducted by using ICT enabled techniques.	Presently, teachers of some of the departments are taking classes by utilising ICT facilities installed in the virtual class room. Recently an initiative has been taken by the IQAC to make necessary provision in the master routine so that all departments can take some classes of their students on a regular basis.

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

Best Practice I

RESEARCH CELL

Title - Committed to the Cause of inclusive higher education that ensures holistic growth.

Goal: The goal of the institution is to ensure 'Inclusive Education Approach' of teaching-learning practice and thereby to inspire its students to prepare themselves for earning

their livelihood and to become responsible citizens.

Context: the students who enrol here for higher education are first generation learners, (at the most second generation). Some of them even are breadwinners for their families. It is in this context that we realize that we have our task cut out for us.

Practice:

The Department of Journalism and Mass Communication can be credited with introducing 'surprise-writing skill test' for its Honours students. Students are asked to write articles on contemporary topics chosen by the respective teacher without allowing them for preparation in advance. This has helped enormously so far as honing writing skills of the students are concerned.

Evidence of Success

We have reiterated that our students are mostly first generation learners. Therefore, the college authority always takes initiative to engage our students in different 'service departments' and thereby gives them an opportunity to earn. Association of our students in running the college canteen and the cycle stand (students have to pay a small charge for using cycle stand) are good examples of our sincerity in providing scope of earning for our students.

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

Best Practice II

Distribution of academic plans to First Year students – On the first day of the new session, First Year students have been handed out a folder containing Academic Calendar of the College, Unitised syllabus, Classwise routine, College Prospectus and College magazine. The purpose of this initiative is to inform the students well in advance about all aspects of academic programmes to be carried out during the academic session. This novel exercise has earned wide press coverage and appreciation as an unprecedented exercise among colleges in the state

Title of the practice : Use of Modern Devices and Technologies to Ensure Fast and Environment Friendly Teaching-Learning Atmosphere

Goal: In conducting different academic and administrative activities, our college has taken an initiative to use modern devices which are very fast in rendering services, and are easily accessible and eco-friendly.

Context: The college is situated in a colony area, where students are mostly first generation learners. The students need exposure to modern methods of teaching devices to acquaint themselves with the requirements of the job market – OHP/ Smart Board / Power Point. Computer –literacy and awareness programme has been initiated by the

college on several occasions.

Practice

Provision for online students admission as per Government order done by the college.

Evidence of Success: Purely from the academic point of view, our students have been highly benefited by technology in their respective areas of study. It needs to be mentioned here that quite an impressive number of our students of various disciplines have an immanent talent in themselves as far as skill in use of technology is concerned.

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

Provide the details in annexure : See Annexure

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

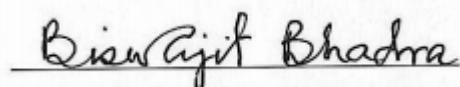
ANNEXURE II

8. Plans of institution for next year

1. Revamping of sub-committees under the IQAC with a view to ensuring comprehensive and overall development of the institution.
2. Introduction of new subjects in General Stream.
3. As semesterised CBCS system is going to be introduced by the affiliating university from 2017-18, creation of more infrastructural facilities and academic resources with a view to catering better services to our students under the new system.
4. **Submission of applications for requisition to appropriate Government Authorities to fill up vacancies in teaching and non-teaching posts.**

Name : Pinaki Ranjan De

Name Dr. Biswajit Bhadra



Signature of the Coordinator

Signature of the Chairperson, IQAC

Annexure I:

Academic Calendar

Date of commencement of classes	1 st year classes	3 rd week of July
	2 nd year classes	1 st week of September
	3 rd year classes	1 st week of August
Internal Assessment	Mid-term examination	3 rd week of November, 2016
	Test examination of 3 rd year B.A, B.Sc, & B.Com (Hons & General)	2 nd week of January, 2017
	Test examination of 2 nd year B.A, B.Sc, & B.Com (Hons & General)	2 nd week of February, 2017

	Test examination of 1 st year B.A, B.Sc, & B.Com (Hons & General)	1 st week of March, 2017
Classes dissolved and Remedial classes	3 rd year B.A, B.Sc, & B.Com (Hons & General)	3 rd week of February, 2017
Classes dissolved and Remedial classes	2 nd year classes B.A, B.Sc, & B.Com (Hons & General)	3 rd week of March, 2017
Remedial classes	1 st year B.A, B.Sc, & B.Com (Hons & General)	2 nd week of April, 2017
Classes dissolved	1 st year B.A, B.Sc, & B.Com (Hons & General)	2 nd week of May, 2017

Annexure II

SWOC Analysis of the Institution

SWOC Analysis of the Institution

Strengths

- Highly qualified and diligent faculty members;
- Hardworking teaching support staff who ensure smooth performance of college activities;
- Polite and obedient students;
- Amicable relationship among the three core fraternities – students, teachers and teaching support staff; Alert and co-operative Governing Body;
- Resourceful Library;
- Own playground.

Weaknesses

- The college shares its premises with Netaji Nagar Day College which is a separate college. This severely impinges on its time and space for academic activities and its future expansion.
- Insufficient number of teaching and non-teaching members.
- Lack of individual computer laboratory for Commerce and Journalism Departments.
- Absence of a long-awaited Journalism Laboratory.
- Unsatisfactory drop-out rate in a few departments.

Opportunities

- The college has adequate road and metro connectivity.
- The Department of Commerce is equipped with highly qualified and experienced faculties to embark on a post-graduation course.
- The former students of the college occupying teaching positions presently are a better job-fit compared to other recruits.
- Bengali department has the potential to run a PG course, given the existing demand base in the absence of evening college running a similar course in the vicinity.
- The own playground provides the scope to establish gymnasiums, physical exercise clubs etc.
- Plans for introducing more job-oriented as well as soft-skill courses in future.
- Study centre for Open University may be started.

Challenges

- To shrink drop- out rate among first generation learners and economically distressed and working students
- Developing communicative English skills among students who are conversant only in vernacular.
- Insufficient funds to cater to infrastructure development.