



PRAFULLA CHANDRA COLLEGE
23/49, Gariahat Road
Kolkata-700029

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2016-17

Part – A

I. Details of the Institution

1.1 Name of the Institution

PRAFULLA CHANDRA 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

prafullachandracollegegolpark@gmail.com

Contact Nos.

(033) 24612689, (033) 24602160

Name of the Head of the Institution:

Dr. Ratnakar Pani

Tel. No. with STD Code:

Mobile:

+919836308817

Name of the IQAC Co-ordinator:

Suparna Ganguly

Mobile:

+919831576689

IQAC e-mail address:

pcciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13105

1.4 NAAC Executive Committee No. & Date:

EC (SC)/18/A&A/80.2 dated 4-11-2016

1.5 Website address:

www.prafullachandracollege.ac.in

Web-link of the AQAR:

<http://www.pccadmission.in/aqar/AQAR-16-17.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	Institutional Score: 76.50	2007	31.03.2007 TO 30.03.2012
2	2 nd Cycle	B+	2.51	2016	05.11.2016 TO 04.11.2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

07.05.2014

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

2016-17

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

- i. AQAR _____ N.A. _____ (DD/MM/YYYY)
- ii. AQAR _____ N.A. _____ (DD/MM/YYYY)
- iii. AQAR _____ N.A. _____ (DD/MM/YYYY)
- iv. AQAR _____ N.A. _____ (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

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

7

2.3 No. of students

1

2.4 No. of Management representatives

2

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

1

2.9 Total No. of members

23

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

2

International

National

State

Institution Level

2

(ii) Themes

1. Understanding the Scope of Big Data
2. Material Management Studies: Career Advancement Opportunity for the students

2.14 Significant Activities and contributions made by IQAC

Since its inception, the IQAC is working towards continuous improvement of the institution at a holistic level. Various sub-committees are formed to ensure steady improvement of academic and administrative performance of the college.

- IQAC encourages all the departments to organise departmental talks, seminars and workshops at state and national level. Accordingly departmental seminars and workshops are organised on a regular basis.
- IQAC encourages teachers to upgrade themselves through active participation in seminars and workshops and publication of their research work in esteemed journals.
- IQAC promotes modern methods and technologies in the area of teaching-learning and record-keeping. Accordingly IQAC has advised introduction of smart classes, free Internet access through Wi-Fi network within the campus and full automation of the library.
- As a security measure, IQAC has advised installation of 24X7 CCTV Monitoring of the campus.

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
Short Term Plan	
a) ICT-enabled teaching learning and evaluation system be evolved.	<ul style="list-style-type: none"> 6 classrooms have been converted into smart classes
b) State or National level seminars be organised.	<ul style="list-style-type: none"> Department of Bengali organised a UGC-Sponsored State-level seminar on 1.9.2017.
c) Library to be fully automated.	<ul style="list-style-type: none"> First phase of Computerization of the Library is done and the reprographic facilities are installed.
d) Wi-Fi facility be provided.	<ul style="list-style-type: none"> Free Internet Access through Wi-Fi network within the Campus is installed.
e) Facilities for the Staff and the Students be upgraded.	<ul style="list-style-type: none"> ACs been installed in the staffroom. Water purifiers-cum-coolers installed in each floor. The Building has been renovated.
f) The campus environment be made eco-friendly.	<ul style="list-style-type: none"> Old Lights and Fans are being replaced by energy-efficient LED lights and fans. A Rain Water Harvesting Facility has been set up.
g) Outreach Programmes be conducted to serve the society.	<ul style="list-style-type: none"> Our Faculty members visited "Sanchar"- an NGO working for differently-abled on 20th July, 2016. The college also provided "Sanchar" a room to organise an exhibition-cum-sale of handicraft products made by the differently-abled on 1st September, 2016. The Alumni Association of the College organised a Free Eye Check Up Camp on 20th August, 2016.
Long Term Plan	
a) To start new UG and PG Courses.	<ul style="list-style-type: none"> Process has been initiated to open PG course in Commerce from the next academic session.
b) Expansion of the building and construction of Auditorium	<ul style="list-style-type: none"> Plan has been submitted in the respective forum.

* 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

**Governing Body approved the report .
(Meeting Dated 31/10/2017 Agenda No 9)**

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	9	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	9

1.3 Feedback from stakeholders* Alumni 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.

No

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 (Principal)
	15	6	8	-	1

2.2 No. of permanent faculty with Ph.D. 7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
	R	V	R	V	R	V	R	V	R	V
	3	3	-	-	-	-	1	-	4	3

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 37

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	14	9
Presented papers	2	8	1
Resource Persons	-	-	-

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

No specific Innovative measures were taken this year.

2.7 Total No. of actual teaching days during this academic year 200

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - 2

2.10 Average percentage of attendance of students 80 % (appx.)

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division						
		Distinction %	I %	II %	III %	QX	PNC	Pass %
B.Com Honours. In Accounting and Finance	465	-	19	52	-	17	11	99
B.Com Honours in Marketing	41	-	-	39	-	37	22	98
B.A. Honours in Bengali	14	-	-	50	21	-	29	100
B.A. Honours in English	7	-	-	100	-			100
B.Sc Honours in Geography	6	-	-	100	-			100
B.Com General	290	-	-	4	15	63	17	99
B.A. General	59	-	-	3	20	46	31	100
B.Sc General	14	-	-	36	21	7	29	93

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

The IQAC essentially plays an advisory role to ensure a smooth and effective Teaching-Learning process. It encourages teachers to lay stress on quality of teaching and to go for regular assessment of students meaningful learning outcomes. The IQAC also tries its best to offer effective solutions to any problem that could potentially hamper the academic activities of the college.

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	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
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	12	17	-	12
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

A Research Promotion Sub-committee has been formed under IQAC to promote research in the institution.

3.2 Details regarding major projects: None

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1 (2015-17)		
Outlay in Rs. Lakhs			Rs. 2.4 Lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	3	2
Non-Peer Review Journals	-	6	7
e-Journals	-	-	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
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

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			1		2
Sponsoring agencies			UGC		College Fund

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level 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	<input type="text"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

- Our Faculty members visited “Sanchar”- an NGO working for differently-abled on 20th July, 2016.
- The college also provided “Sanchar” a room to organise an exhibition-cum-sale of handicraft products made by the differently-abled on 1st September,2016.
- The Alumni Association of the College organised a Free Eye Check Up Camp on 20th August, 2016.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10117.14 Sq. Mt.	0	-	10117.14 Sq. Mt.
Class rooms	35	0	-	35
Laboratories	2	0	-	2
Seminar Halls	1	0	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	14	UGC (IQAC)-5 College-9	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.32 lakhs	UGC (IQAC)- 1.3 lakhs College- 2.02 lakhs	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Online Admission system
- Automation of College Library in a phased manner.
- Fully computerized office administration
- Free Wi-Fi access to students, teachers and staff
- ICT-enabled classrooms
- An All-in-One Computer with Printer in the Teachers' Room

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22898	20,76,114.74	185	59,395.30	23083	21,35,510.04
Reference Books	3885	3,21,946.00	45	29,016.55	3930	3,50,962.55
e-Books	-	-	-	-	-	-
Journals	21 Regular-8 On Demand - 13	12,000.00	-	-	8	12,690.00
e-Journals	-	-	-	-	-	-
Digital Database	Computerization of Library Resources has been started through open source library management software KOHA from February 2016. The library is in the process of digitizing its resources and so far 5,570 books have been digitized.					
CD & Video	35 (Received as accompanying material)	-	-	-	35	-
Others (specify) Books on Career Guidance/ Competitive Examination	191	39,444.44	11	3,990.50	202	43,434.94

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38		1	-	-	11	10	17
Added	3		0	-	-	2 1(Principal's office)	-	
Total	41		1	-	-	14	10	17

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

None

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text" value="-"/>
ii) Campus Infrastructure and facilities	<input type="text" value="-"/>
iii) Equipments	<input type="text" value="1.5 lakhs"/>
iv) Others	<input type="text"/>
Total :	<input type="text" value="1.5 lakhs"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are made aware of the Student support services provided by the college through

- College prospectus
- College website

5.2 Efforts made by the institution for tracking the progression

Departments of Bengali, English and Geography try to keep records on Student progression through personal contact with the students. The college is trying to implement a formal system of collecting information from the outgoing students from the next academic session.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2871	-	-	-

(b) No. of students outside the state

175

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2681	93.4		190	6.6

Last Year: 2015-16						This Year: 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2450	369	17	42	-	3019	2372	338	10	78	-	2871

Demand ratio : 3:1

Dropout % : 1.82%

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

None

No. of students beneficiaries

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

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

5.6 Details of student counselling and career guidance

General Counselling: The teachers provide counselling to the students both inside and outside the classroom on academic, financial, career-related and other personal matters.

The Employment cell works for providing career guidance to the students.

- Indian Institute of Material Management conducted a workshop on Career Advancement Opportunity for the students.
- Institute of Computer Accountants (ICA) conducted an interactive session with the students.

No. of students benefitted

5.7 Details of campus placement: None

<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

No such programme was conducted this year.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level 1 National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	54	Rs. 83095/-
Financial support from government		Amount per head
SC	175	3000-5000/-
ST	02	3000-5000/-
OBC(A)	05	3000-4000/-
OBC(B)	41	3000-4000/-
C.M. Relief Fund	76	10,000/-
Kanniyasree	07	25,000/-
TSP Govt. Of West Bengal	23	4000-7000/-
Financial support from other sources		Amount per head
Urdu Academy	08	3000-5000/-
L.I.C	06	4000-12000/-
Swami Vivekananda Merit-Cum-Means Scholarship	11	5000-10,000/-
Others	04	2500-5000/-
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

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 of the college: *“To ensure the implantation and development of the ability to make sensible decisions and give good advice from experience and knowledge”*

The College Motto is:

‘Shraddhavan Labhate Jnanam’

Mission of the college:

- To provide** opportunities for higher education to the right students irrespective of their socio-economic, religious and linguistic status.
- To ignite** the flames of intellectual curiosity and devotion to sound knowledge needed for serving the cause of mankind through its application.
- To make** our institution a dynamic entity, to discern the changing needs and readjust the structures and activities in response.
- To make** the students educated and responsible citizens so that they are competent enough to appreciate the human values and other cultures.
- To make** the college a distinct, socially responsible institution.

6.2 Does the Institution has a management Information System

The college does not yet have integrated Management Information system software. However, the acquisition of an MIS is being thought of on a priority basis and have been discussed in several fora. At present, the institution ensures updated information system through

- Collecting information from various committees and sub-committees.
- Collecting information from updated materials like prospectus, books, project works etc.
- Collecting information from the different notifications from office relating to UGC, C.U. and Govt. Of West Bengal.
- Collecting and analysing feedback from various stakeholders.

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

6.3.1 Curriculum Development

The college follows the undergraduate curriculum developed by the affiliating university, however, it ensures effective implementation of the same.

6.3.2 Teaching and Learning

- The departments organise students' talks, educational tours, film shows, departmental seminars and workshops and quiz contests.
- Remedial classes are arranged for slow learners.
- Teaching learning process is strengthened with e-learning resources.
- Teachers are encouraged to participate in faculty development programmes.

6.3.3 Examination and Evaluation

- Mid-term tests are conducted regularly.
- Continuous assessment is done through interactive sessions with the students.

6.3.4 Research and Development

- Teachers are encouraged to attend and present papers at regional, national and international seminars, conferences and symposia.
- The faculty members are encouraged to apply for Minor Research Projects of the UGC, ICSSR, CSIR, ICHR, etc.
- They are also encouraged to publish research papers in various Books and Journals of repute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Open source library management software KOHA is installed in the library.
- Digitization of library resources is going on.

ICT

- 6 classrooms are equipped with ICT-facilities.

Physical infrastructure / instrumentation

- Since three colleges are run in the same building on time-sharing basis, the campus infrastructure is maintained by the Accommodation committee based

6.3.6 Human Resource Management

- Faculty members are encouraged to upgrade themselves through participation in orientation and refresher courses, in seminars and workshops.
- Staff of the college are to participate in various training and development programmes organised by the DPI, C.U. and other agencies of the Govt. Of West Bengal.

6.3.7 Faculty and Staff recruitment

Faculty recruitment:

The college being under the aegis of the Brahma Samaj Education Society (BSES), the recruitment of staff is done in the following way:

- The Principal is recruited on the recommendation of the WBCSC. One among the three candidates recommended by the WBCSC is selected by the Principal Selection Committee of the BSES.
- The whole-time teachers are selected by the Staff Selection Committee of the college from a panel of three candidates recommended by the WBCSC.
- The part-time teachers are also selected by the Staff Selection Committee of the college purely on the basis of merit.

Staff Recruitment:

- The Establishment Committee assesses and recommends the necessity of new office staff as well as selects efficient office staff for smooth functioning of the office.

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

- Fully-online admission procedure is followed.

6.4 Welfare schemes for

Teaching	Cooperative Thrift Fund and Group Insurance
Non teaching	Cooperative Thrift Fund and Group Insurance
Students	None

6.5 Total corpus fund generated

Rs. 2,03,24,119.30

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	-	Yes	IQAC
Administrative	No	-	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?

Decentralisation of answer scripts examination has been done by the University of Calcutta.

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 Alumni meets from time to time and are actively engaged in various extension programmes like organising blood donation camps, health check up programmes for the staff and students.

6.12 Activities and support from the Parent – Teacher Association

Parent –teacher meetings are held at regular intervals to collect feedback and suggestions from the parents regarding the functioning of the college and to inform them about the performance of the respective students.

6.13 Development programmes for support staff

No such programme was conducted this year.

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

- A beautiful garden is maintained by the Accommodation Committee on the courtyard of the college.
- A rain-water harvesting system is installed.
- Littering of the campus is strictly prohibited.
- The campus has been declared as a No-Smoking Zone.
- Power-saving LED lights are installed.

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.

No specific innovative processes were introduced during the last academic session.

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

Actions relating to improvement in teaching learning infrastructure:

- 6 classrooms have been converted into smart classes
- First phase of Computerization of the Library is done and the reprographic facilities are installed.
- Free Internet Access through Wi-Fi network within the Campus is installed.

Actions relating to improvement in campus infrastructure:

- ACs been installed in the staffroom.
- Water purifiers-cum-coolers installed in each floor.
- The Building has been renovated.
- Old Lights and Fans are being replaced by energy-efficient LED lights and fans.
- CCTV is installed.
- A Rain Water Harvesting Facility has been set up.

Actions relating to organising seminars and workshops:

- Department of Bengali organised a UGC-Sponsored State-level seminar on 1.9.2017.
- A quality related Expert lecture was conducted by IQAC on “understanding the scope of BIG Data” on 10.12.16.
- The Employment Cell organised a Panel Discussion on Material Management Studies on 18.02.17
- The Employment Cell invited Institute of Computer Accountants (ICA) and arranged an interactive session with the students on 14.12.16

Actions relating to Outreach Programmes:

- Our Faculty members visited “Sanchar”- an NGO working for differently-abled on 20th July, 2016.
- The college also provided “Sanchar” a room to organise an exhibition-cum-sale of handicraft products made by the differently-abled on 1st September, 2016.
- The Alumni Association of the College organised a Free Eye Check Up Camp on 20th August, 2016.

Actions relating to opening of new courses:

- The college has applied for the Post Graduate Course in Commerce. It will commence from the next academic session 2017-18.

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

Best Practice 1: Admission Procedure of the institution Best Practice 2: Teacher Quality Assurance System <p style="text-align: right;">(Refer to Annexure IV)</p>
--

7.4 Contribution to environmental awareness / protection

The college campus is declared to be a “No Smoking Zone” by the administration. Sincere efforts are made to keep the campus clean and green.

7.5 Whether environmental audit was conducted? Yes No

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

<p>SWOT Analysis:</p> <p>STRENGTHS:</p> <ul style="list-style-type: none">❖ Location of the college in the heart of the city; well-connected with the rest of the city and suburbs through road and railway network❖ Qualified, experienced, goal-oriented faculty❖ Quality education & state-of-the-art infrastructure at affordable rates❖ Continuous upgrading & maintenance of infrastructure❖ Transparency, diversity & inclusiveness in a fully online admission process❖ Student Aid and support available for economically underprivileged students❖ Good teacher-student rapport providing a healthy learning environment❖ Security staff and CCTV monitoring for a safe and secure campus
--

WEAKNESSES:

- ❖ Lack of sufficient space for introducing new subjects, add-on and certificate courses and extending library hours and facilities
- ❖ Absence of e-resources in the library and inter-library borrowing facility
- ❖ Insufficient alumni involvement in resource mobilization
- ❖ The Employment Cell needs to play a more active role in student placement

OPPORTUNITIES:

- ❖ New areas of employability such as GST, Data Analytics, e-Commerce, Entrepreneurship are opening up, where skill development can be initiated as value addition
- ❖ To provide the learning environment to think creatively and out-of-the-box
- ❖ To provide infrastructural support and learning resources to students for pursuing academic excellence
- ❖ Evening shift enables students the opportunity to pursue other courses, internship or work during the day .
- ❖ Evening courses enable students participation in sports, extracurricular and cultural activities for an all-round personality development during the day

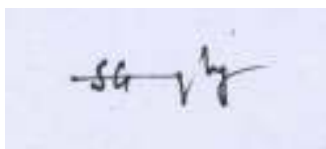
CHALLENGES:

- ❖ Lack of conventional job opportunities.
- ❖ The course-content needs to be more job-oriented but the college plays a minimal role in the development and updating of courses
- ❖ A general reluctance among students to pursue traditional courses

Plans of institution for next year

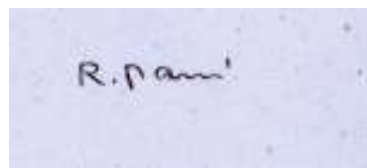
- To introduce Post-Graduate Course in Commerce From the Academic Session 2017-18.
- To digitize the Library and register with INFLIBNET.
- To approach various Industrial Houses for direct placement.
- To start Job oriented, skill-enhancing computer courses for the students.
- To start employment generating, self-financing courses like Tax-Practices, Travel and Tourism management etc.
- To revive the departmental journals for all the departments.
- To seek funds from UGC to organize state or national level seminars.

Name **Prof. Surparna Ganguly**



Signature of the Coordinator, IQAC

Name **Dr. Ratnakar Pani**



Signature of the Chairperson, IQAC

Abbreviations:

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



Academic Calendar:**July 2016**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>B.Com Part-I (Hons. & Gen) Examination takes place in this month.</i>				1 <i>Dr. B.C. Roy's Birthday</i>	2	3
4	5	6 Rathayatra	7 Id-UI-Fitre	8	9	10
11	12 <i>Academic Sub-Committee Meeting</i>	13	14	15 <i>IQAC Meeting</i>	16	17
18 <i>Inauguration Day</i>	19 <i>Teachers' Council Meeting</i>	20 <i>First, Second and Third year Classes Begin</i>	21	22	23	24
25	26	27	28	29	30	31

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 <i>Acharya Prafulla Chandra Day</i>	3	4	5	6	7
8	9	10	11	12	13	14
15 <i>Independence Day Celebration</i>	16	17 <i>B.A./B.Sc. Part I (Honours) Examination</i>	18	19	20	21
22	23 <i>Bhadrotsav</i>	24	25 <i>Janmashtami</i>	26	27	28
29	30	31	<i>B.A./B.Sc Part-I (H & G) Examination takes place in this month.</i>			

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 <i>UGC-Sponsored State-Level Seminar by Department of Bengali</i>	2	3	4
5	6	7	8	9	10	11
12	13 <i>Id-Ud-Zoha</i>	14	15	16	17 <i>Parent-Teacher Meeting for First Year Bengali and English Honours Students</i>	18
19	20	21	22	23 <i>Ananda Mohan Bose Day</i>	24	25
26 <i>NAAC Peer-Team VIsit</i>	27 <i>NAAC Peer-Team VIsit</i>	28 <i>NAAC Peer-Team VIsit</i>	29	30 <i>Mahalaya</i>		

October 2016

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

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3 Puja Vacation ends	4	5	6
7 <i>Chhat Puja</i>	8 <i>Academic Sub- Committee Meeting</i>	9 <i>Jagatdhatri Puja</i>	10	11	12	13
14 <i>Guru Nanak's Birthday</i>	15 <i>IQAC Meeting</i>	16	17	18	19	20
21	22 <i>Teachers' Council Meeting</i>	23	24	25	26	27
28 <i>First-Year B.A./B.Sc./B.C om Mid-Term Test begins</i>	29	30				

December 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5 <i>First-Year B.A./B.Sc./ B.Com Mid- Term Test ends</i>	6 <i>Academic Sub- Committee Meeting</i>	7	8	9	10 Special Lecture organised by IQAC	11
12 <i>Fateha-Duaz- Daham</i>	13	14	15	16	17	18 <i>Annual Picnic</i>
19	20	21	22	23 <i>Teachers' Council Meeting</i>	24 <i>Winter Recess Begins</i>	25
26	27	28	29	30	31	

January 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 <i>Study Leave for Third year B.A./ B.SC./B.Com students</i>	3 <i>Election Committee Meeting</i>	4 <i>Third Year B.A./B.SC./ B.Com Selection Test begins</i>	5	6	7	8
9	10	11	12 <i>Swami Vivekananda Day</i>	13	14 <i>Third Year B.A./B.SC./ B.Com Selection Test ends</i>	15
16 <i>Remedial Classes for Third Year Begin</i>	17 <i>Invited lecture organised by Employment Cell</i>	18	19	20	21	22
23 <i>Netaji's Birthday</i>	24 <i>University of Calcutta Foundation Day</i>	25 <i>Maghotsav</i>	26 <i>Republic Day</i>	27	28 <i>??</i>	29
30 <i>Teachers' Council Meeting</i>	31 <i>Sivanath Sastri Day</i>					

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 <i>Saraswati Puja</i>	2 <i>Saraswati Puja</i> <i>Day Following</i>	3 <i>Study Leave for Second Year begin</i>	4 <i>Second Year B.A./B.SC./B.Com Selection Test begins</i>	5
6	7 <i>Academic Sub-committee Meeting</i>	8	9	10	11 <i>Second Year B.A./B.SC./B.Com Selection Test ends</i>	12
13 <i>Remedial Classes for Second Year Begin</i>	14	15	16	17	18	19
20	21 <i>International Mother Language Day</i>	22	23 <i>Study Leave for Second Year begin</i>	24 <i>Shiva Ratri</i>	25 <i>First Year B.A./B.SC./B.Com Selection Test begins</i>	26
27	28 <i>T C Meeting</i>					

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 <i>B.Com Part-I Comp. Language And MIL</i>	3	4	5
6 <i>B.Com Part-I Comp. Language And MIL</i>	7	8	9	10	11 <i>First Year B.A./B.SC./ B.Com Selection Test ends</i>	12 <i>Dolyatra</i>
13 <i>Holi</i>	14 <i>Remedial Classes for Second Year Begin</i>	15 <i>IQAC Meeting</i>	16 <i>Project Evaluation for B.Com Part-III</i>	17	18	19
20	21	22 <i>B.A./B.Sc. Part-II Form Fill-up for Regular Candidates</i>	23	24	25	26
27 <i>Project Evaluation for B.Com Part-III ends</i>	28 <i>Annual Social</i>	29 <i>Annual Social</i>	30	31		

April 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B.A./B.Sc./B.Com Part-III (Hons. And Gen) Examination takes place in this month.					1	2
3	4 <i>Teachers' Council Meeting</i>	5	6	7 <i>IQAC Meeting</i>	8	9
10 <i>Students' Talk Organised by Department of Bengali</i>	11	12	13	14 <i>Chaitra Sankranti & Good Friday</i>	15 <i>Bengali New Year & Easter Saturday</i>	16
17 <i>Arun Sen's Birthday</i>	18	19	20	21	22	23
24	25 <i>AGM of the Teachers' Council</i>	26	27	28	29	30

May 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <i>May Day</i>	2 <i>Routine Committee Meeting</i>	3	4	5	6	7
8 <i>Admission Committee Meeting</i>	9 <i>Rabindra Jayanti</i>	10 <i>Buddha Purnima</i>		12 <i>IQAC Meeting</i>	13 <i>Prospectus Committee Meeting</i>	14
15 <i>Admission Committee Meeting</i>	16	17	18	19	20	21
22	23	24	25 <i>Admission Committee Meeting</i>	26	27	28
29	30	31	B.Com Part-II (Hons, & Gen) Examination takes place in this month.			

June 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B.A./B.Sc Part-II (H & G) Examination takes place in this month. Admission to First Year takes place in this month.			1	2	3	4
5	6	7 <i>Admission Committee Meeting</i>	8	9	10	11
12	13	14	15	16	17	18
19	20 <i>Admission Committee Meeting</i>	21	22	23	24	25
26	27	28	29	30		

This Academic Calendar is provisional and subject to change due to occurrence of unanticipated incidents beyond control of the college authorities.

Annexure III

Feedback Analysis:

Student Feedback on Teachers' Attributes
(Done by Third Year B.Com Honours Students)

Name of the Teacher: XXXXXXXXXXXX, Assistant Professor.

Department: Department of Economics

10-Point Scale of Rating:

10----9	8-----7	6----5	4-----3	2-----1
Excellent	Very Good	Good	Moderately Good	Poor

Attributes		Rating (in percentage)				
		10-9	8-7	6-5	4-3	2-1
1.	Communication Skills (in terms of articulation and comprehensibility)	81%	13%	6%		
2.	Interest generated by the Teacher	69%	25%	6%		
3.	Ability to integrate course material with environment/Other Issues to provide a broader perspective	56%	38%	6%		
4.	Ability to integrate across the courses/Draw upon other courses	38%	56%	6%		
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	63%	31%	6%		
6.	Ability to design quizzes/examinations/assignments/pr ojects to test understanding of the course	31%	50%	19%		
7.	Provision of sufficient timely feedback	69%	25%	6%		
8.	Knowledge base of the teacher (as perceived by you)	94%	6%			
9.	Sincerity/commitment of the teacher	63%	37%			
10.	Overall Rating	56%	44%			

Annexure IV

BEST PRACTICE - 1

1. **Title of the Practice:** Admission Procedure of the institution.

2. **The Objective:**

Advancement of learning by providing equal access to quality education to all students irrespective of financial , cultural , gender or ethnic identity.

3. **The Context:**

Transparent, merit-based admission procedure is adopted by the college to avoid requests relating to admission from various quarters that create pressure on the Admission Committee.

4. **The Practice:**

Admission of the students in this institution is made strictly on the basis of merit according to the availability of seats and fulfilment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules.

Starting from announcement of admission notice till the publication of merit list and generation of the Admission Form and Bank Challan for the selected candidates, the entire process is performed online.

The college has adopted a decentralized fees collection system to avoid harassment of students.

5. **Evidence of Success:**

The admission process has become fast and efficient.

Fulfilment of admission criteria for admission to various streams has become error-free.

It has become easier for the college office to maintain and retrieve students' records that helps further in the registration process.

6. **Problems Encountered and Resources Required:**

Problems:

Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management.

As the fees collection system is yet to be made fully online, the college faces the problem of a time gap in getting the data from the bank.

Resources Required:

Close coordination among the college office, software operator and concerned bank is required for smooth and effective management of the admission process.

BEST PRACTICE - 2

1. **Title of the Practice:** Teacher Quality Assurance System.

2. **The Objective:**

Upgrading the quality of teaching-learning process and providing the students with innovative and creative educational services.

3. **The Context:**

Transparent, merit-based teacher recruitment process is followed to ensure good quality teaching learning in the college.

4. **The Practice:**

As the college is affiliated to the University of Calcutta, recognized by The University Grant Commission and funded by The Govt. of West Bengal, recruitment of Whole-time teachers is done as per the rules, regulations and directives of these three bodies.

For recruitment of Whole-time teachers the W.B.C.S.C. recommends three candidates from its panel for every vacant post to be filled up. The college management arranges a Staff Selection Committee having relevant subject experts and holds a separate interview for these three candidates and selects one on merit basis and places the name for ratification before the Governing Body of the college. After ratification, the Principal sends the appointment letter to the selected candidate.

For recruitment of Part-time teachers, the vacancy is advertised usually in two newspapers with wide circulation base. After preliminary screening an interview is arranged by the Staff Selection Committee with relevant subject experts as a member of the interview board. A panel of three to five candidates is prepared strictly on merit basis and appointment is given to the top ranking candidate for a period of six months or till joining of full-time staff whichever is earlier.

5. **Evidence of Success:**

The college has become a popular and reputed centre for undergraduate studies in the city.

The demand for taking admission to the college is increasing over the years.

6. **Problems Encountered and Resources Required:**

Problems:

Not adequate number of quality enhancing programmes like Orientation Programme or Refresher Courses are being organised by the Academic Staff College of the parent university.

Delay in publication of Panel of the selected candidates of UGC Whole-time teachers by the WBCSC.

Lengthy de-reservation process in case of non-availability of candidates of reserved category for UGC Whole-time posts.

Resources Required:

More and more Orientation Programme and Refresher Courses need to be organised.

Publication of advertisement and empanelment by the WBCSC for the posts of UGC Whole-time teachers is required at regular intervals.

Quick processing of de-reservation of UGC Whole-time posts is required for smooth functioning of the college.