



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

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2017-18

Part – A

1. 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:

Dr. Sonali Roy

Mobile:

+919830672427

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:

To be created for this AQAR

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	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)

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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ 2016-17 _____ (19.11.2017)
- 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

4

2.11 No. of meetings with various stakeholders:

No.

Faculty

1

Non-Teaching Staff

1+1

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.

1

International

National

State

Institution Level

1

(ii) Themes

Sexual Harassment of Women at Workplace

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.

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"> • 1 more classroom has been converted to Smart class. • Website has been upgraded. • Placement cell has worked well in arranging campus interviews for the students.
b) Modification of virtual classroom	
c) Introduction of video conferencing for Teaching & Learning	
d) Online feedback system from the students	
e) Campus recruitment for outgoing students to be boosted	
f) State or National level seminars be organised.	Research promotion sub-committee is formed to look into the matter.
g) 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.
h) Wi-Fi facility be provided.	<ul style="list-style-type: none"> • Free Internet Access through Wi-Fi network within the Campus is installed.
i) 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.
j) 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.
k) Outreach Programmes be conducted to serve the society.	<ul style="list-style-type: none"> • The Teacher's Council of the college extended financial help for the Sundarban Sramajibi Hospital
Long Term Plan	
a) To start new UG and PG Courses.	<ul style="list-style-type: none"> • PG Course in Commerce has started from the current academic session 2017-18.
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

**The Governing Body approved the report.
(Meeting dated 10.12.2018 agenda No 8)**

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	0	1	1	-
UG	9	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9	1	1	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

UG	
Pattern	Number of programmes
Semester	3
Trimester	-
Annual	6

PG	
Pattern	Number of programmes
Semester	-
Trimester	-
Annual	1

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.

Yes.

University of Calcutta introduced Choice-Based Credit System (CBCS) in the undergraduate course in Commerce from the current academic session 2017-18.

Salient Points:

1. Internal assessment introduced
2. Marks allotted for attendance.
3. MCQ question pattern introduced for Generic Elective papers.
4. Spot Evaluation for internal assessment introduced.
5. University of Calcutta re-designed and upgraded the syllabus for B.Com (Honours.) and B.Com (General) as per the need of the industry.

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

Yes

Post-Graduate Course in Commerce has been introduced from the academic session 2017-18 as a self-financing course.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
	14	7	6	-	1

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
	R	V	R	V	R	V	R	V	R	V
	0	3	-	-	-	-	0	-	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

*No. Of M.Com Visiting Faculty- 8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	6	7
Presented papers	15	8	1
Resource Persons	3		

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

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

2.8 Examination/ Evaluation Reforms initiated by 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 as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

86% (approx)

2.11 Course/Programme wise

distribution of pass percentage : Part III Result 2018

Title of the Programme	Total no. of students appeared	Division						
		Distinction %	I %	II %	III %	QX	PNC	Pass %
B.Com Honours. In Accounting and Finance	333	-	11	112	1	135	69	98.49
B.Com Honours in Marketing	13	-	-	3	-	2	8	100
B.A. Honours in Bengali	4	-	-	2	-	-	2	100
B.A. Honours in English	4	-	-	2	1	1	-	100
B.Sc Honours in Geography	16	-	1	7	1	-	7	100
B.Com General	263	-	-	6	23	122	109	98.85
B.A. General	24	-	-	-	-	15	8	95.83
B.Sc General	7	-	-	1	-	1	5	100

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	2
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	1
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	06	-	-
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			
Outlay in Rs. Lakhs	Rs. 2.4 Lakhs		Rs. 2.4 Lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	4	2
Non-Peer Review Journals		4	1
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
Sponsoring agencies					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 College forum
NCC NSS Any other

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

The Teacher's Council of the college extended financial help for the Sundarban Sramajibi Hospital.

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 (\geq 1-0 lakh) during the current year.	-	1	College fund	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.6 lakhs	College fund	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Online Admission system
- Introduction of digital payment system
- Automation of College Library in a phased manner.
- Fully Computerised office administration.
- Free Wi-Fi access to students, teachers and staff.
- ICT –enabled classrooms.
- An All-in-one computer with printer in the Teacher’s
- Installation of LAN in the Computer Room & Staffroom of the college.
- Modification of office Software.
- Modification of Virtual Classroom
- Introduction of Digitalized Payment System in College Administration

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23083	21,35,510.04	122	40,041.71	23,205	21,75,551.75
Reference Books	3930	3,50,962.55	16	67,188.29	3946	4,18,150.84
e-Books	-	-	-	-	-	-
Journals	8	12,690.000	1	479.00	9	13,169.00
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 6160 books have been digitized.					
CD & Video	35 (Received as accompanying material)	-	2	-	37	-
Others (specify) Books on Career Guidance/ Competitive Examination	202	43,434.94	-	-	202	43,434.94
Others (specify) Minor Research Project, Dept. Of History-UGC 12 th Plan-2015-17	-	-	36	-	36	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41		1	-	-	14	10	17
Added	1		0	-	-	1	-	-
Total	42		1	-	-	15	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	-
ii) Campus Infrastructure and facilities	4.15 lakhs(approx.)
iii) Equipments	2.57 lakhs (approx)
iv) Others	
Total :	6.72 lakhs (approx)

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
- Use of Social Media

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
1 st Yr	1182	49	-	-
2 nd Yr	750			
3 rd Yr	663			
Total	2595	49		

(b) No. of students outside the state

161

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2404	90.9		240	9.1

Last Year: 2016-17						This Year: 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2372	338	10	78	-	2871	2158	278	13	98	2	2549

Demand ratio 3:1

Dropout 2%

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

None

No. of students beneficiaries

Nil

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.

No. of students benefitted

35

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	41	4	-

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	51	Rs.50,320
Financial support from government		Amount per head
SC	130	3000-5000/-
ST	NIL	3000-5000/-
OBC(A)	06	3000-4000/-
OBC(B)	19	3000-4000/-
C.M. Relief Fund	38	10,000/-
Kanyasree	15	25,000/-
TSP Govt. Of West Bengal	-	4000-7000/-
Financial support from other sources		Amount per head
Urdu Academy	05	3000-5000/-
L.I.C	02	4000-12000/-
Swami Vivekananda Merit-Cum-Means Scholarship	27	5000-10,000/-
Others	09	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 the issue has 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 and post graduate 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, 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

- 7 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 is 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 Brahmo 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

2.03 lakhs.
(approx.)

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. Internal assessment and semester-based examination system has been introduced for B.Com (Hons. and General) stream.

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.
- 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.

- Fully on-line admission is practiced based on academic merit.
- Introductory Orientation Programme for fresher's to familiarize them with the history, academic, extra-curricular and administrative systems of the college.
- Regular student feedback for more transparency in the teaching -evaluation system and a better academic exchange
- Mentoring system for students in order to guide them for future academic/ professional ventures
- Need-based remedial classes for students
- Special Lecture by Eminent academicians
- SMS service subscribed for delivering urgent information to the students of the college
- Wi-Fi Enabled Campus
- Grievance Redressal Cell, Anti-ragging Cell, Women's Cell and Counselling Centre for students

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

- Successfully upgraded the college website for better communication of information
- Started new learning management system of the college for e-learning
- Free internet Access through high speed Wi-Fi network within the campus
- Introduction and use of ICT enabled classes
- Parent teacher interactions as and when required
- New Recruitments as Part-time in vacant teaching posts
- Introductory classes are held for freshers of B.Com (Hons./Gen) classes with special emphasis on the understanding of the CBCS (Choice-based Credit System) system introduced by the University of Calcutta from the academic session 2017-2018.
- Orientation and interactive session held for new students joining M.com class.
- Purchasing new books and journals for U.G and P.G classes.

Actions relating to improvement in campus infrastructure

- Old lights and fans in the class rooms and staff rooms replaced by energy-efficient LED lights and fans
- CCTV coverage has been widened.
- Regular maintenance of existing water purifiers cum coolers at each floor of the college building.

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

(Refer to Annexure IV)

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)

SWOT Analysis:

STRENGTHS:

- ❖ 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 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 _____*Dr. Sonali Roy*_____

Name ___*Dr. Ratnakar Pani* _____



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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



Academic Calendar:

July 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>B.Com Part-I (Hons. & Gen) Examination takes place in this month</i>					<i>1</i> <i>Dr. B.C. Roy's Birthday</i>	<i>2</i>
3	4	5	6	7	8	<i>9</i>
10	11	12	13	14	15 Purchase and Finance Committee Meeting	<i>16</i>
17	18 Admission Committee Meeting	19	20	21 Governing Body Meeting	22	<i>23</i>
24 Admission Committee Meeting for M. Com	25	26	27	28	29	<i>30</i>
31						

August 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 2 nd Year B.Com (H&G) & 3 rd Year B.A./B.Sc./B.Com (H&G) classes begin	2 Acharya Prafulla Chandra Day	3	4	5	6
7	8 Meeting of Promotion and Allied Activities Committee	9	10 Meeting of Journal Sub Committee	11	12	13
14 Janmastami	15 Independence Day Celebration	16	17	18 Purchase and Finance Committee Meeting	19 Allotment of Supervisors of 3 rd Year B.Com (H) Projects	20
21	22 Research Promotion Sub-committee Meeting	23 Bhadrotsav	24	25 Inauguration of P.G. in Commerce	26 Freshers' Welcome	27
28 Coomencement of M.Com Classes	29	30 Academic Sub Committee Meeting	31	B.A./B.Sc Part-I (H & G) Examination takes place in this month.		

September 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2 Id-Ud-Zoha	3
4	5 GB Meeting	6	7	8 IQAC Meeting	9	10
11	12 TC Meeting	13	14	15	16 <i>Programme on International Language Day</i>	17
18	19 Mahalaya	20	21	22 TC Meeting	23 Anandamohan Bose Day	24
25 <i>Inauguration Day of the College</i>	26 <i>Puja Vacation begins</i>	27	28	29	30	

October 2016

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

November 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4 Guru Nanak's Birthday	5
6	7 Alumni Association Meeting	8	9 Commencement of Mid-Term Test for 1 st Year B.A./B.Sc.(H& G)	10 Academic Sub Committee Meeting	11	12
13	14 Purchase and Finance Committee Meeting	15 Mid-term exam Ends	16	17	18	19
20	21	22	23	24	25	26
27	28 Internal Assessment for 1 st Year B.Com (H&G)	29	30			

December 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2 Fateha- Duaz- Daham	3
4	5	6	7	8	9	10
11 <i>Commencement of 3rd Year B.A./B.Sc./B. Com Selection Test</i>	12	13	14	15	16	17
18	19	20	21 <i>3rd Year B.A./B.Sc./B. Com Selection Test ends</i>	22 <i>TC Meeting Students' Annual Cultural Fest</i>	23	24
25 Winter Recess Begins	26	27	28	29	30	31 Winter Recess Ends

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 New Years Day	2	3 Academic Sub Committee Meeting	4	5	6	7
8 Departmental Seminar to be organised by Department of Geography	9	10	11	12 Swami Vivekanand a Day	13	14
15 <i>B.Com Sem-1 Comp. Language Exam</i>	16	17	18	19	20	21
22 <i>Saraswati Puja</i>	23 Netaji's Birthday	24 University Foundation Day	25 Maghotsav	26 Repubic Day	27	28
29	30 <i>Election of Teacher's Representative to the GB</i>	31 Shivanath Shastri's Birthday	End-Sem Exam for B.Com 1 st Year is held in this month.			

February 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 <i>Commencement of 2nd Year B.A./B.Sc./B. Com Selection Test</i>	2	3	4
5	6	7	8	9 Academic Sub Committee Meeting	10	11
12	13 P.G. Expert Committee Meeting	14 Shivaratri	15	16	17	18
19	20 Finance Committee Meeting	21	22 <i>2nd Year B.A./B.Sc./B. Com Selection Test ends</i>	23	24	25
26	27	28				

March 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Doljatra	2 Holi Festival	3 Holiday	4
5	6	7	8 B.A./B.Sc Part-I (H&G)Compul sory Language Exam	9	10	11
12 <i>Commencement of 1st Year B.A./B.Sc.(H&G) Selection Test</i>	13 Internal Assessment for M.Com Part I begins	14	15	16 Internal Assessment for M.Com Part I ends	17	18
19	20 Admission Committee Meeting	21 <i>1st Year B.A./B.Sc.(H& G) Selection Test ends</i>	22 Meeting of the Anti-sexual Harassment Cell + Campus Recruitment Drive by ICICI Prudential Life	23	24	25
26	27 Admission Committee Meeting	28	29	30 Good Friday	31 Easter Saturday	

April 2018

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 <i>Meeting of the Anti- Sexual Harassment Cell</i>	4	5 Workshop to be organised by <i>Anti- Sexual Harassment Cell</i>	6	7	8
9	10 Finance Committee Meeting + Academic Sub- Committee Meeting	11	12	13	14 Chaitra Sankranti	15 Bengali New Year
16	17	18	19	20	21	22
23	24	25	26	27 Finance Committee Meeting	28	29
30 Budhha Purnima						

May 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 May Day	2 May Day Following	3	4	5	6
7	8	9 <i>Rabindra Jayanti</i>	10	11 <i>Annual General Meeting of Teachers' Council</i>	12 <i>B.Com Sem-II Internal Exam</i>	13
14 P.G. Expert Committee Meeting	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	B.Com Part-II (Hons,& Gen) Examination takes place in this month		

June 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B.A./B.Sc Part-II (H & G) Examination takes place in this month.				1 RUSA Committee Meeting	2	3
4	5	6	7 Admission Committee Meeting	8	9	10
11	12	13	14	15	16 Id-UI-Fitr	17
18	19	20 Admission Committee Meeting	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.

Feedback Analysis:

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

Name of the Teacher: **XXXXXXXXXXXXX, 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/proj ects 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%			

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.