

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2013-14

1. Details of the Institution

1.1 Name of the Institution

JOGESH CHANDRA CHAUDHURI COLLEGE

1.2 Address Line 1

30

Address Line 2

PRINCE ANWAR SHAH ROAD

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700033

Institution e-mail address

jcc_cal@yahoo.com

Contact Nos.

03324174622, 03324173042

Name of the Head of the Institution:

DR. PANKAJ KUMAR ROY

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77	2005	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

Established 30/10/2009. Started active functioning since 16/04/2013

1.8 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 2010-11 submitted on 26/12/2015 (DD/MM/YYYY)
- ii. AQAR 2011-12 submitted on 26/12/2015 (DD/MM/YYYY)
- iii. AQAR 2012-13 submitted on 26/12/2015 (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

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

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

Others (Specify)

NIL

1.11 Name of the Affiliating University (*for the Colleges*)

CALCUTTA UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

2

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

0

2.8 No. of other External Experts

1

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Workshop on presenting annual departmental performances by all departments.
2. Training workshop on entrepreneurship mindset for the students.
3. Symposia on the new Career Advancement Scheme (CAS) requirements and process for the faculties.

2.14 Significant Activities and contributions made by IQAC

1. Organized quality related workshops.
2. Organized value orientation / addition programmes for the students on
 - a. College and university foundation days
 - b. Annual prize day.
 - c. Inauguration and orientation of new students in July 2013
 - d. Observance of Teachers Day on 5th.September 2013
 - e. Fresher's welcome and annual social function
3. Academic audit reviewed and revised particularly in view faculty maturation to accommodate requirements of new Career Advance Scheme for the faculties
4. IQAC has initiated SLAC committee meetings for utilisation fund received for building development

5. Planned and implemented through the T & P Committee a Career Fare to provide a platform of interaction between students and job opportunities.
6. IQAC has initiated the Planning Committee for acquisition of various assets and equipments in utilization of UGC Grants (Merged Scheme) for counselling Cell and Capacity Building and UGC Additional Grant for Equipments.
7. IQAC has initiated development and renovation of Electronics and Computer Science departments and introduction of bio metric attendance in utilization of a M.L.A. fund received for the college
8. IQAC coordinator has attended several meetings and training programmes at State Nodal Office for participating in the AISHE of the MHRD and got registration in the AISHE portal as college Nodal Office.
9. IQAC has uploaded DCF-II form for 2011-12 and 2012.13 in the AISHE portal
10. IQAC has introduced career counselling and career guidance for the students.
11. IQAC has initiated introduction of bio metric attendance and camera surveillance in the college .
12. IQAC has initiated up gradation of office automation system.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To plan out utilisation of UGC grants and funds received under MP / MLA LAD programmes for college developments through planning committee meetings. and to plan out utilisation of grant received from SLAC for building development during the year. and to plan out utilisation of grant received from SLAC for building development during the year.	UGC Grants (Merged Scheme) for counselling Cell and Capacity Building and UGC additional Grant for Equipments as well as grants received from an MLA utilised for asset / equipment acquisition and for Electronics and computer Science dept. Renovations SLAC grant utilised for building development

2. To explore the possibility of launching new Programmes.	PG programme under CU on English and Bengali and UG Hons Programmes on Journalism and Zoology have been explored.
3. To fill up all available seats through a completely online admission process for the session 2014-15	Out of 990 available seats 734 seats representing 74.14% have been filled up.
4. Enthuse , revitalise and add momentum to student progression activities.	Entrepreneurship mindset programme conducted with more enthusiasm. Career fair ,an innovative approach towards the purpose conducted with large participation. Placement for job in WIPRO and for apprenticeship in MSME Development Institute and BIVA held.
5. To make orientation and promotion of the faculties under the new career advancement scheme .	Symposia on CAS held and verification of CAS documents made for three incumbents.
6. To comply with the requirement of the MHRD for uploading data in the AISHE portal.	Training programmes attended and DCF-II for 2011-12 and 2012-13 uploaded in AISHE portal
7. To make quality orientation for all concerned.	Quality oriented programmes and value orientation/ addition programs, feedback system, up gradation of office systems, infrastructure expansion done
8. To start and run counselling and career guidance for the students	Career counselling & guidance started department wise.

2.15 Whether the AQAR was placed in statutory body Yes No

Management ☒ Syndicate ☐ Any other ☒ ☐ ☐

Provide the details of the action taken

1. Three quality related workshops and a number of value orientation/addition programmes conducted.
2. CAS orientation symposia followed by verification of CAS documents done for three faculties. Academic audit for all faculties and particularly CAS applicants made.
3. IQAC has motivated research by felicitation of research achievements encouraging research works in meetings with the faculties. Two minor research projects and two major research projects fund raised. Three Ph. D programmes started. As many as ten faculties presented conference papers at International level, eight at national level and two at state level. Published papers of the faculties twenty five international level, ten national level and two state level.
4. MHRD requirements regarding uploading data in the national portal done.
5. Online admission for the session 2014-15 smoothly completed through an active participation of admission committee.
6. Acquisition of assets and equipments by utilising UGC grants and renovation and development of Electronics and Computer Science Departments and introducing biometric attendance by utilising grant received from an MLA completed. Development of building made by utilising SLAC grant.
7. Career Fare and placement for job and apprenticeship respectively in WIPRO and MSME Development Institute made.
8. Entrepreneurship Mindset and awareness development programme in collaboration with an Industry run NGO conducted.

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	19			
PG Diploma				
Advanced Diploma				

Diploma				
Certificate				
Others				
Total	19			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	19

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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
56	20	14	nil	22

2.2 No. of permanent faculty with Ph.D.

20

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

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

1	15					0			
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2.4 No. of Guest and Visiting faculty and Temporary faculty

19		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	8	4
Presented papers	10	8	2
Resource Persons	1	0	2

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

1. Teaching plans and instruction materials and syllabus circulated amongst the students
2. Chapter Bullets(points) & suggested question answer (CBSQ) interactive session using ppt. Presentation conducted by departments.
3. Educational Tours organized by some departments
4. Literature departments use screening of movies as teaching tool.
5. Tutorial & Special class requests taken from students and classes arranged.
6. Inter disciplinary classes held.
7. In case of internal examination evaluated answers are displayed and discussed with the students

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

210

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

The college does not have any scope of initiating reform in Calcutta University examination. It can only transmit its views. It has partnered and acted according to the reforms, if any, made by the university.

2.9 No. of faculty members involved in curriculum

01

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

61%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Hons)-Bengali	7	0	0	100	0	0
BA(Hons)-Education	8	0	0	88	0	0
BA(Hons)-English	17	0	0	71	0	11
BA(Hons)-Hindi	16	0	0	69	0	0
BA(Hons)-History	8	0	0	75	0	13
BA(Hons)-Pol.Sc.	2	0	0	100	0	0
BA(Hons)-Philosophy	0	0	0	0	0	0
B.Sc.(Hons)-Geography	6	0	0	83	0	0
B.Sc.(Hons)-Economics	0	0	0	0.00	0	0
B.Sc.(Hons)-Chemistry	6	0	17	83	0	0
B.Sc.(Hons)-Comp.Sc.	8	0	50	0	0	0
B.Sc.(Hons)-Electronics	4	0	25	50	0	0
B.Sc.(Hons)-Mathematics	8	0	13	25	0	25
B.Sc.(Hons)-Physics	3	0	0	100	0	0
B.Com(Hons)-Accountancy	33	0	03	70	0	03
BA-GENERAL	122	0	0	0	0	28
B.Sc.- GENERAL	31	0	0	0	0	52
B.Com.-GENERAL	76	0	0	0	0	33

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

By organizing Academic Calendar, remedial programmes, academic audit

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	
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	6	10		6
Technical Staff	9			

Criterion – III

3. Research, Consultancy and Extension

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

<ol style="list-style-type: none"> 1. IQAC motivates research by encouraging research works in meetings with the faculties make liaison with funding agencies for research projects. 2. Felicitation is done for every research achievement.
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		
Outlay in Rs. Lakhs		36.23		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	5	02	
Outlay in Rs. Lakhs		6,84,500	3,93,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	10	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	3	DST-2,UGC-1**	Rs.36.23 lacs	
Minor Projects	7	UGC	Rs.10.77 lacs.	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

**UGC e –Pathsala project e-Paper coordinator Dr. J.Sarangi under MHRD attached with HCU ,
Hyderabad

3.7 No. of books published i) With ISBN No. 03 Chapters in Edited Books 7
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

NIL

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number		NIL			
Sponsoring agencies					

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

1

3.13 No. of collaborations

International

01

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

36.23 lacs

From Management of University/College

Total

36.23 lacs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	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

Total	International	National	State	University	Dist	College
		NIL				

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

NIL

NIL

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

400

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

- i) Four NSS units of the college have conducted special camp and other programmes.

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	0.56 acre	nil		0.56 acre
Class rooms	18	nil		18
Laboratories	6	nil		6
Seminar Halls	1	Nil		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	nil	10		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	nil	6.96		Nil
Others	nil	Nil		Nil

4.2 Computerization of administration and library

1. Existing office automation system has been upgraded to introduce automated students attendance calculation to determine fulfilment of university norm.
2. Office automation system upgraded for examination fee collection.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15860	1560600	254	51800	16114	1612400
Reference Books	8657	1053737	126	44138	8783	1097875
e-Books						
Journals	19	85028	--	15970	19	100998
e-Journals						
Digital Database						
CD & Video						
Others (specify)	2459	125373	73	6162	2532	131535

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	2	11	Nil	Nil	3	6	1
Added	4	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	50	2	11	nil	Nil	3	6	1

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

Staff of the college have been trained for operating the up gradation in office automation for students attendance calculation and for examination fee collection which has been implemented during the year.

4.6 Amount spent on maintenance in lakhs :

i) ICT	64,720
ii) Campus Infrastructure and facilities	5,26,241
iii) Equipments	23,880

iv) Others

1,41,884

Total :

7,56,725

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Student service centre activated. Student cheap store improved.
2. Student counselling service activated to reduce dropout rate
3. Entrepreneurship mindset and awareness enhancement of students done through workshops.
4. A redesigned prospectus made available
5. Parent –teacher meetings encouraged to figure out student problems and solution

5.2 Efforts made by the institution for tracking the progression

1. Placement cell is motivated to organise placement and training programmes
2. Alumni are followed up by the departments for tracking progression.
3. Career Fair organised to provide an interface between employers, recruitment agencies , training providers and the students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1406			

(b) No. of students outside the state

nil

(c) No. of international students

3

Men

No	%
2	67

Women

No	%
1	33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1072	182	12	13	0	1279	1168	200	10	25	03	1406

Demand ratio 3.15

Dropout % 23%

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

The college has not yet started student support mechanism for coaching for competitive examination. This is a plan for the next year.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Student counselling is done by every department after ascertaining the need for counselling.

No. of students benefitted

68

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	226	7	

5.8 Details of gender sensitization programmes

The college organises gender sensitization programme through its NSS units.

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	129	1,58,820
Financial support from government	62	3,09,900
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

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

Mission – To provide higher education across the different strata of society, with special preference to the socially challenged groups, so as to empower them for gainful employment and cultivate a charitable spirit towards fellow beings in need.

Vision - EQUITY, EMPOWERMENT AND EMPATHY

6.2 Does the Institution has a management Information System

1. The college has a well designed office automation system which is being upgraded regularly for generating various student related information. This provides students related information to the management.
2. The college has computerised accounting system (using Tally software) to supply accounting information.
3. The college uses e-Tax software for all income tax related works which generates all tax Related information

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

6.3.1 Curriculum Development

The college has no scope for its own curriculum development. Every curriculum is run with Calcutta University affiliation as per the university design. However, faculties of the college participate in the workshops organised by the Calcutta University for curriculum (syllabus) designing. Some of the teachers act as member in the BOS of the university and other bodies and play role in this matter.

6.3.2 Teaching and Learning

1. Teaching plans and instruction materials and syllabus circulated amongst the students
2. Educational Tours and screening of movies resorted to better instructions.
4. Tutorial classes are organised as per student's requests.
5. Inter disciplinary classes held.
6. In case of internal examination evaluated answers are displayed and discussed with the Students

6.3.3 Examination and Evaluation

1. Exams are taken on monthly (MCQ) , midterm and preparatory Test(both descriptive) modes. In case of preparatory test questions are set as per University pattern in order to acquaint the students with the performance requirement.
2. Evaluation of MCQs is done by the students themselves (by interchanging scripts). Midterm and preparatory test answers are generally evaluated by the concerned faculty who set the question. Final University answer scripts are evaluated by faculties of other colleges as per university system. However, in some cases e.g. Project work of Commerce students, practical papers of science students and language papers of all students faculties themselves evaluate (either partly or fully) final university answer scripts of own students.
3. Where faculties evaluate the student either for internal exams of university exam the strategy is to give necessary orientation to the students for securing better marks.

6.3.4 Research and Development

The college has introduced Research interest and progress monitoring through meeting with the faculties. Quality improvement strategy in research work a Research Committee is proposed to be formed. Special attention will be towards minor major research projects for further projects and quality of works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Quality improvement strategy in this case includes:

1. Restructuring of library equipped with up to date facilities.
2. Providing adequate computers at all places of work with necessary maintenance.
3. Acquiring adequate laboratory equipments for all lab based departments and major research projects.
4. Acquiring adequate ICT equipments viz. Projectors , scanners for ICT based works.
5. Vertical expansion of the college building in order to increase work space for which necessary steps are being taken..

6.3.6 Human Resource Management

The strategy here includes

1. Creating conducive work environment where people work with cooperation, honour and dignity, physical comfort, empowerment, exchange of opinion, participation, peace, enjoyment, welfare measures and encouragement for good works.
2. Taking measures and following practices towards the aforesaid purposes. Such measures include holding frequent meeting of teachers, including all faculties and non teaching staff in different committee and activity centres, participation of faculties, non teaching staff and students in management bodies, cordial relationship with the students union, provision for ACs , staff canteen, organising picnics and social and students programmes where all employees participate, employees cooperative society, Group Insurance Scheme , felicitations to employees wards for achievements, felicitation of research achievements and other contributions , birthday celebration and so on.

6.3.7 Faculty and Staff recruitment

The strategy in this case is to fill up vacant teaching posts through West Bengal college Service Commission as quick as possible. There is a number of non teaching posts which remain vacant due to non receipt of clearance from the state government (staff pattern). The strategy here is to pursue the concerned authority on a regular basis for getting it cleared. Creation of new posts of teaching staff is also constantly pursued.

6.3.8 Industry Interaction / Collaboration

The strategy here is not to lose an opportunity of interaction and collaboration. The college has thus collaborated with an NGO , I Create Foundation which is run by an eminent Indian Industrialist for promotion of entrepreneurship interest . Also the college has established relationship with a number of companies, training institutes and recruitment agencies for the stated purpose.

6.3.9 Admission of Students

The strategy for students admission is to go for a completely online fare admission process constantly monitored by an active admission committee. All departments are involved in the process by framing respective admission norms and participating in the admission process as per the college vision and mission..

6.4 Welfare schemes for

Teaching	1.Staff welfare committee 2.Group Insurance 3 Staff Cooperative
Non teaching	
Students	Insurance, students concession, medical aids.

6.5 Total corpus fund generated

Rs. 27,86,875

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	NIL	YES	IQAC
Administrative	Yes	Government Auditor	Yes	Internal Auditor

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?

NIL

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

NIL

6.11 Activities and support from the Alumni Association

The alumni of the college gives active support . Many of them frequently visits the college, contribute funds to college programmes, provides leadership in various college programmes , provides assistance in establishing contact with civic and other authorities.

6.12 Activities and support from the Parent – Teacher Association

1. The parent teacher association provides active support to the college . The guardians meet the departments whenever called upon. They provide feed back and suggestions about teaching and other matters.

6.13 Development programmes for support staff

Nil

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

1. Efforts are always out to keep the campus completely plastic free.
2. Efforts were made to increase plantation on medicinal and indoor plants by involving the students and teachers. The teachers of Botany department particularly took a lead in this effort.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Career Fare organised in the college proved to be an innovated way of tracking student progression
2. Workshop on presenting ADP (Annual Departmental Performance) has been an innovative way of understanding and exchanging information about SWOC of the departments.

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

1. UGC Grants (Merged Scheme) for counselling Cell and Capacity Building and UGC additional Grant for Equipments as well as grants received from an MLA utilised for asset / equipment acquisition and for Electronics and computer Science dept. renovations .
2. SLAC grant utilised for building development Possibility of introducing new programmes explored. Further advancement can be done after creating increased available space for class room and other activities.
3. Admission online successfully did removing all unfair incidents.
4. Orientation of the faculties for going to the newly introduced Career Advancement Scheme for career up gradation done through symposia etc.
5. DCF II for uploading college information to participate in the AISHE of the MHRD completed for 2011-12 and 2012-13.
6. Counselling services for the students activated.
7. Students service centre activated
8. Mindset and awareness for self employment promoted through workshop
9. Career Fare organised. Placement in WIPRO and selection of students for skill training in MSME Development Institute, BIVA took place.
10. Community extension programmes held by Community Development Committee and NSS units.
11. NCC cadets trained up as per guidelines and they were made to attend NCC programmes
12. Departmental meetings and seminars and inter disciplinary classes held by various departments.
13. A number of value orientation programmes conducted for holistic development of the students.
14. Research interest sensitized and thereby PhD programmes of faculties and Major and Minor research projects got impetus.

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

1. The college encourages interdisciplinary classes and thus a good number of such classes have taken place.
2. The college organises as many value addition programmes as possible to inculcate social value, communal harmony etc. for a holistic development of the students .

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

7.4 Contribution to environmental awareness / protection

Environmental consciousness committee holding programmes on energy conservation, use of renewable energy, efforts for carbon neutrality, hazardous wastes management. Several environmental studies projects required under curriculum are taken up by the students on such topics.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength:

1. The college is supplying academic resources to institutions of higher learning establishing Intercontinental links.
2. It has prepared itself for conducting outreach programmes.

Weakness

1. It has, however, space crunch while attempting to expand for variety of functions.

Opportunity:

1. With a good number of academic resources and being located at a prominent place in Kolkata, it has ample scope for venturing into consultancy jobs/ projects.

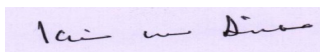
Challenge:

5. However, being housed in a building which it has to share with a sister college any expansion, advancement has to face challenge of sorting out multiple issues with the sharer.

8. Plans of institution for next year

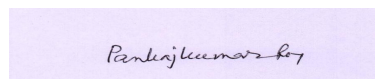
1. To plan out utilisation of UGC grants and funds received under MP / MLA LAD programmes received for college developments and to plan out utilisation of grant received from SLAC for building development during the year.
2. To start two UGC sponsored Career Oriented Programmes.
3. To fill up all available seats through a completely online admission process for the session 2015-16
4. To celebrate the Golden Jubilee year of the college through yearlong programmes and Activities.
5. To make orientation and promotion of the faculties under the new career advancement scheme
6. To comply with the requirement of the MHRD for uploading data in the AISHE portal.
7. To make quality orientation for all concerned.
8. To continue with counselling and career guidance for the students

Name : Samir Kumar Sinha



Signature of the Coordinator, IQAC

Name : Dr. Pankaj Kumar Roy



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
CBSQ	-	Chapter Bullets & Suggested Questions
NGO	-	Non-Government Organization
SLAC	-	State Level Accreditation Council
MP/MLA LAD	-	MP/MLA Local Area Development.
MSME	-	Micro Small & Medium Enterprises
BIVA	-	Balarampur Institute of Vocational Aid
