

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)

2012-13

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:

03324174622, 03324173042

Mobile:

9830625703

Name of the IQAC Co-ordinator:

SAMIR KUMAR SINHA

Mobile:

9830116524

IQAC e-mail address:

jccciqac@gmail.com

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)

EC/37/61 dated September 21 ,2005

1.5 Website address:

www.jogeshchaudhuricollege.org

Web-link of the AQAR:

http://jogeshchaudhuricollege.org//app/webroot/tiny_mce_file_upload/aqar/JCC-AQAR-12-13.pdf

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)

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

02

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 .

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. Inauguration and orientation of new students in July 2012
 - c. Observance of Teachers Day on 5th.September 2012
 - d. Fresher's welcome and annual social function
 - e. Farewell functions for the retiring principal and staff.
3. Academic audit has been initiated.
4. Planned and implemented the CBSQ interactive ppt session for all departments.
5. IQAC has initiated the planning committee for acquisition of various assets and equipments for physics deptt. in utilisation of UGC additional grant for equipments during 11th.Plan.
6. IQAC coordinator has attended meetings and training programmes at state Nodal office in view of the All India Survey of Higher Education (AISHE) proposed to be launched by the M IQAC has initiated SLAC committee meetings for utilisation fund received for building HRD of the Central Government.
7. IQAC has initiated SLAC committee meetings for utilisation fund received for building

8. IQAC has moved the training and placement committee to organize placement in job at WIPRO. Also apprenticeship placement at ESSR Infosys under MSME Development Institute sponsored projects and at BIVA were organised.
9. All departments moved to collect Students feedback..
10. Parent – teacher association was formed for better liaison with the parents.

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.	Acquisition of equipments in utilization of UGC additional grant (11 th .Plan) done. SLAC grant utilised for building development
2. To fill up all available seats through a completely online admission process for the session 2013-14	Out of 981 available seats 786 seats representing 64.62% have been filled up.
3. Enthuse , revitalise and add momentum to student progression activities.	Entrepreneurship mindset programme conducted. Placement for jobs and apprenticeship were held.
4. To participate in the All India Survey of Higher Education proposed by the MHRD of the central government	Attended training programmes and meetings.
6. To make quality orientation for all concerned.	Quality orientation & value orientation/addition programs, feedback system, infrastructure expansion done.
7. To ensure better liaison with the parents to find out their views and reduce student drop outs	Parent – Teacher association has been formed.
8. To bring about an ICT based innovative teaching –learning Process	CBSQ interactive ppt. Session planned and introduced for all departments.

* 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 ?? ☐ ☐

Provide the details of the action taken

1. Two quality related workshops and a number of value addition programmes conducted.
2. IQAC has initiated academic audit from the session 2012-13.
3. Training and Placement activities carried out by the T & P committee.
4. Training programmes at the state Nodal office attended for participating in the all India survey of Higher Education.
5. Online admission partly with offline assistance for the session 2013-14 smoothly completed through an active participation of admission committee.
6. Acquisition of assets and equipments for physics dept. by utilising UGC grants done. Development of building made by utilising SLAC grant.
7. Entrepreneurship mindset and awareness development programme in collaboration with an industry run NGO conducted.
8. All departments were encouraged to hold guardians meeting. Parent – teacher association was formed.
9. IQAC has motivated research by felicitation of research achievements and encouraging research works in meetings with the faculties. One minor research project and one major research project fund raised. Two faculties started Ph. D programmes and one Ph.D completed. As many as six faculties presented conference papers at International level and twelve in national level. Published papers of the faculties twenty three international level, twelve national levels and one state level.
10. Students feedback collection was strengthened.

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 option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	19

1.3 Feedback from stakeholders*

(On all aspects)

Alumni

☒

Parent

☐

Employers

☐

Students

☒

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.

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
55	19	14	nil	22

2.2 No. of permanent faculty with Ph.D.

17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
nil	16								

2.4 No. of Guest and Visiting faculty and Temporary faculty

21		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	5	--
Presented papers	6	12	--
Resource Persons	1	1	--

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. 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

208

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 from time to time.

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

06

2.10 Average percentage of attendance of students

64%

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	15	0	0	80	0.00	13
BA(Hons)-Education	9	0	0	100	0.00	0
BA(Hons)-English	12	0	0	83	0.00	0
BA(Hons)-Hindi	5	0	0	60	0.00	20
BA(Hons)-History	12	0	0	83	0.00	17
BA(Hons)-Pol.Sc.	5	0	0	60	0.00	40
BA(Hons)-Philosophy	7	0	0	86	0.00	0
B.Sc.(Hons)-Geography	10	0	0	100	0.00	0
B.Sc.(Hons)-Economics	0	0	0	0.00	0.00	0
B.Sc.(Hons)-Chemistry	6	0	50	50	0.00	0
B.Sc.(Hons)-Comp.Sc.	1	0	0	100	0.00	0
B.Sc.(Hons)-Electronics	3	0	34	66	0.00	0
B.Sc.(Hons)-Mathematics	10	0	10	50	0.00	20
B.Sc.(Hons)-Physics	2	0	100	0	0.00	0
B.Com(Hons)-Accountancy	86	0	23	62	0.00	34
BA-GENERAL	138	0	0	0	0.00	52
B.Sc.- GENERAL	28	0	0	0	0.00	60
B.Sc.-General- Bio Science	7					57
B.Com.-GENERAL	87	0	0	0	0.00	44

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

By organizing Academic Calendar, Tutorial programmes, academic audit

2.13 Initiatives undertaken towards faculty development : 4

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical 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	5	10		7
Technical Staff	9			

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC motivates research by encouraging research works in meetings with the faculties and also make liaison with funding agencies for research projects.
2. Felicitation is done for every research achievement.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs		21.59	21.59	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	06	03	
Outlay in Rs. Lakhs		6.79	3.51	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	12	1
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	Rs.21.59	
Minor Projects	09	UGC	Rs.10.30	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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		NIL			
Sponsoring agencies					

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	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

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

ii) 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			18
Laboratories	6			6
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	15		
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	2.96		
Others	Nil	nil		nil

4.2 Computerization of administration and library

1. Existing office automation system has been upgraded for collection of all types of student's fees.
2. Office automation system upgraded for printing of ID card and library card.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15565	1501515	295	59085	15860	1560600
Reference Books	8523	1002733	134	51004	8657	1053737
e-Books						
Journals						
e-Journals	14	67525	05	17503	19	85028
Digital Database						
CD & Video						
Others (specify)	2459	125373	0	0	2459	125373

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	2	9	Nil	Nil	3	6	1
Added	05	Nil	2	Nil	Nil	Nil	Nil	Nil
Total	46	2	11	Nil	Nil	3	6	1

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

Staff of the college have been trained for operating under up gradation for collection of all types of students fees and for printing of ID card and library card.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,14,951
ii) Campus Infrastructure and facilities	1,86,023
iii) Equipments	3,74,381
iv) Others	40,000
Total :	7,15,355

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 supervised to see the availability of articles.
2. All departments motivated to continue with student counselling service to reduce dropout rate and solve student issues.
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. Departments are moved to follow up Alumni is for tracking progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1279			

(b) No. of students outside the state

nil

(c) No. of international students

10

Men	No	%	Women	No	%
	713	55.75		566	44.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1361	184	26	10	1	1582	1072	182	12	13	0	1279

Demand ratio 2.70 Dropout % 26%

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

61

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
3	90	6	

5.8 Details of gender sensitization programmes

The college organises gender sensitization programme through its four 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	112	115270
Financial support from government	13	62400
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.
2. The college has computerised accounting system (using Tally software) which generates required accounting information
3. The college uses e-Tax software for all income tax related works . Necessary tax related information can be generated from this system.

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 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.
3. Tutorial classes are organised as per student's requests.
4. 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) in case of some departments , midterm and preparatory Test(both descriptive) for all departments 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. For 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. Equipping the library 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. Vertical expansion of the college building in order to increase work space.

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 centers, 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. It has also established collaboration with MSME Development Institute, BIVA etc.

6.3.9 Admission of Students

The strategy for students admission is to shift to a completely online removing all unfair incidents. The process should be 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.

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.2984371

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	Statutory Auditor	Yes	Internal Auditor

6.8 Does the University/ Autonomous College declare 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 give 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 have been made to keep the campus completely plastic free.
2. Efforts have been made to keep the campus green. 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.

Workshop on presenting ADP (Annual Departmental Performance) has been an innovative way of understanding and exchanging information about SWOC of the departments.

CBSQ interactive PPT session has proved an innovative way of revising and doubt removing on chapters to the benefit of the students

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

1. Acquisition of equipments in utilization of UGC additional grant (11th.Plan) done. SLAC grant utilised for building development.
2. Admission session 2013-14 smoothly conducted under completely online ICT based system with active monitoring from departments.
3. Entrepreneurship mindset programme conducted. Placement for jobs and apprenticeship were held.
4. Attended training programmes and meetings to participate in the All India Survey of Higher Education proposed by the MHRD of the central government.
5. Quality orientation & value orientation/addition programs, feedback system, infrastructure expansion done
6. To ensure better liaison with the parents to find out their views and reduce student drop outs And solve student issues a parent teacher association has been formed involving all departments.
7. To bring about an ICT based innovative teaching –learning method an innovative CBSQ Interactive ppt. Session planned and introduced for all departments.
8. Counselling services for the students activated. Student's service centre activated.
9. Community extension programmes held by Community Development Committee and NSS units.
10. NCC cadets trained up as per guidelines and they were made to attend NCC programmes
11. Departmental meetings and seminars held by various departments.
12. Research interest sensitized and thereby Ph.D 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. All most all departments particularly the commerce department have their departmental library built up with books received as specimen copies. Students are given access to these books under supervision of a teacher.
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 studies projects required under curriculum are taken up by the students on such topics like energy conservation, use of renewable energy, efforts for carbon neutrality, hazardous wastes management. Also programmes are organised by geography department on environmental issues.

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 has very strong and vibrant NSS with four units who are prepared for Conducting social and outreach programmes.

Weakness

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

Opportunity

3. 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.

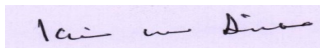
Challenge

4. 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

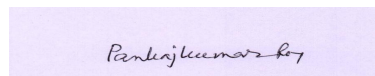
1. To plan out utilisation of UGC grants and funds received under MP / MLA LAD programmes for college developments through planning committee meetings and to plan out utilisation of grant received from SLAC for building development during the year.
2. To explore the possibility of launching new PG programme under CU on English and Bengali and UG Hons Programmes on Journalism and Zoology.
3. To fill up all available seats through a completely online admission process for the session 2014-15
4. Enthuse, revitalise and add momentum to student progression activities.
5. To make orientation and promotion of the faculties under the new career advancement scheme.
6. To make quality orientation for all concerned.
7. To comply with the requirement of the MHRD for uploading data in the AISHE portal.
8. To promote quality orientation / addition programmes and value orientation/ addition programs, feedback system, up gradation of office systems
9. Getting approval for non teaching post from the government and completing recruitment for the posts..
10. Further upgrading office automation system for students attendance calculation and for examination fee collection.
11. Organising Performance of Departments (POD) workshop.
12. To move all departments collect students feedback.

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
