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)*   2010-11

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, O3324173042

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. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:** | EC/37/61 dated September 21 ,2005
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.jogeshchaudhuricollege.org

Web-link of the AQAR: | http://jogeshchaudhuricollege.org//app/webroot/tinymce _file_upload/aqar/JCC-AQAR-10-11.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	77	2005	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR _____ **Nil**_____ _____ _____ (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

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [7]

Non-Teaching Staff Students [2]   Alumni [ ]   Others [4]

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

If yes, mention the amount   [NIL]

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 [3]

(ii) Themes

> 1. Motivational camp of Micro Small and Medium Enterprises (MSME) Development Institute of the Central Government for skill development students held on 18th.January 2011
>
> 2. Training workshop on entrepreneurship mindset for the   students.
>
> 3. Seminar on Environment awareness held on 20th.August 2010

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.   Condolence meeting for demise of a student
>
>   b.   College and University foundation days
>
>   c.   Inauguration and orientation of new students in July 2010
>
>   d.   Observance of Teachers Day on 5th.September 2010
>
>   e.   Fresher's welcome and annual social function
>
>   f.   Prize day, Annual sports meet
>
>   g.   Independence day, Netaji Subhas Chandra Bose's birthday, Raksha Bandhan, Bijaya Sammelani
>
>   h.   Hirosima day , NSS day
>
>   i.   Debate competition

<div style="border:1px solid;">

3. IQAC has initiated the planning committee for utilization of the UGC grant (Merged Scheme) for up gradation of computers , office module, e-Tax software, college website and Library module.

4. IQAC has attended meetings with the authorities of SLAC for getting grants sanctioned.

5. IQAC has monitored the smooth conduct of student's union election of the college.

6. IQAC has implemented introduction of office automation system and library automation system whereby student and result related records and data processing can be done on computer and library services viz. OPAC and accession can be give on computer

</div>

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 received under merged scheme	Up gradation of computers , office module, e-Tax software, college website and library module took place.
2. To fill up all available seats for the session 2011-12 .	Admissions completed smoothly with active cooperation of all faculties.
3. To introduce office automation and library automation	Office automation software and library software developed and got implemented.
4. To raise funds under SLAC scheme of the state government	Meetings with SLAC authorities held to their satisfaction and thereby grant released by the authorities.
5. To ensure democratic participation of students representatives in the student body	Student union election conducted without any disturbance.
6. To make quality orientation for all concerned.	Quality orientation and value orientation/addition programs, feedback system, up gradation of office systems, computers and library done.

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

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

1. Three quality related workshops and a number of value orientation / addition programmes conducted ..

2. Admission for the session 2011-12 smoothly completed with active participation of all faculties.

3. Up gradation of computers, office module, e-Tax software, college website and library module done by utilizing UGC grant (merged scheme).

4. Parent-teacher meeting for all departments held.

5. Student's feedback collection conducted by all departments.

6. Research sensitised by felicitation of research achievements and encouraging research works in meetings with the faculties. One minor research project fund raised. As many as five faculties presented conference papers at International level, six in the national level and three in the state level. Published papers of the faculties were twenty four international levels, two national level and one state level.

7. IQAC arranged the visit of SLAC authorities for granting funds for college building. The funds were sanctioned after completing the visit to the satisfaction of the authorities.

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: CBCS/Core/Elective option / Open 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
58	19	16	nil	26

2.2 No. of permanent faculty with Ph.D.

24

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
0	16					0			

2.4 No. of Guest and Visiting faculty and Temporary faculty   00   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	7
Presented papers	5	6	3
Resource Persons	1	1	0

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. Educational Tours organized by some departments

3. Tutorial & Special class requests taken from students and classes arranged.

4. In case of internal examination evaluated answers are displayed and discussed with the students Teaching plans and instruction materials and syllabus circulated amongst the students

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

211

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

05

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	22	0	0	86	0	9
BA(Hons)-Education	8	0	0	62	0	13
BA(Hons)-English	18	0	6	83	0	11
BA(Hons)-Hindi	8	0	0	71	0	0
BA(Hons)-History	2	0	0	0	0	50
BA(Hons)-Pol.Sc.	7	0	0	100	0	0
BA(Hons)-Philosophy	0	0	0	0	0	0
B.Sc.(Hons)-Geography	9	0	0	78	0	0
B.Sc.(Hons)-Economics	0	0	0	0	0	0
B.Sc.(Hons)-Chemistry	9	0	0	67	0	11
B.Sc.(Hons)-Comp.Sc.	10	0	20	70	0	0
B.Sc.(Hons)-Electronics	3	0	11	78	0	0
B.Sc.(Hons)-Mathematics	8	0	0	25	0	38
B.Sc.(Hons)-Physics	4	0	0	75	0	25
B.Com(Hons)-Accountancy	62	0	03	69	0	26
BA-GENERAL	96	0	0	11	0	45
B.Sc.- GENERAL	16	0	0	6	0	38
B.Sc.-General-Bio	11	0	0	64	0	9
B.Com.-GENERAL	93	0	0	4	0	53

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

By organizing Academic Calendar, remedial programmes, academic audit, Class Routine

2.13 Initiatives undertaken towards faculty development   5

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
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	11			7
Technical Staff	8	**10**		

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				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		9	2	
Outlay in Rs. Lakhs		8.99	2.48	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	24	2	1
Non-Peer Review Journals			2
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	1.5	UGC	Rs. 11.47	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	1.5		Rs. 11.47	

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | 4 |

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			1		
Sponsoring agencies			COLLEGE		

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

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 | Rs. 11.47 | From Management of University/College | |

Total | Rs. 11.47 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	NIL
	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 [400]   State level [ ]

National level [ ]   International level [1]

3.22 No. of students participated in NCC events:

University level [-]   State level [09]

National level [05]   International level [--]

3.23 No. of Awards won in NSS:

University level [02]   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 [10]   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	nil		nil
Value of the equipment purchased during the year (Rs. in Lakhs)	nil	nil		nil
Others	nil	nil		nil

4.2 Computerization of administration and library

> Up gradation of computers done and office automation software library module developed and implemented by utilizing UGC grant (merged scheme). Also college website upgraded and existing e-Tax software upgraded to e-Tax plus.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	14805	1347400	305	59475	15110	1406875
Reference Books	8159	880351	156	38220	8315	918571
e-Books						
Journals	10	**45765**	01	9150	11	54915
e-Journals						
Digital Database						
CD & Video						
Others (specify)	2357	119173	23	1265	2380	120438

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**33**	2	7	**Nil**	Nil	2	6	1
Added	2	Nil	2	Nil	Nil	1	Nil	Nil
Total	35	2	9	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 has been trained for operating under the new office automation system and computerised library systems which have been implemented during the year.

4.6 Amount spent on maintenance in lakhs :

   i) ICT — Rs.73360

  ii) Campus Infrastructure and facilities — Rs.75,408

  iii) Equipments — Rs.7,025

  iv) Others — Rs.5,450

   Total : 1,61,243

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. Students counselling service activated.
>
> 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 is followed up for tracking progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1531			

(b) No. of students outside the state

nil

(c) No. of international students

8

Men

No	%
904	59

Women

No	%
627	41

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1309	129	22	11	0	1471	1307	181	24	19	0	1531

Demand ratio 2.40   Dropout % 22%

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

| 62 |

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
2	70	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 | 26 | National level | 14 | International level | |

No. of students participated in cultural events

State/ University level | 16 | 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 03   National level ☐   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	108	98000
Financial support from government	22	105000
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   10

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 has been newly introduced to generated 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 resorted to better instructions.

3. Tutorial classes are organised as per student's requests.

6.3.3 Examination and Evaluation

1. Exams are taken on monthly (MCQ) by some departments , 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. 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. 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. 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 also the college has established relationship with training institutes and recruitment agencies for the stated purpose.

6.3.9 Admission of Students

The strategy for student's admission is to go for a completely fair admission process constantly monitored by an active admission committee. The college plans to shift to online admission system. 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
Non teaching	2.Group Insurance
	3 Staff Cooperative
Students	Insurance, students concession, medical aids.

6.5 Total corpus fund generated

38,13,718

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 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 have been made to keep the campus completely plastic free.

2. Efforts have been made to keep the campus green. The teachers of some 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.

> The college has got customised its own office automation software and library software for better working which has created a positive impact in the functioning particularly in the student related areas.

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

> 1. Three quality related workshops and a number of value orientation / addition programmes conducted..
>
> 2. Admission for the session 2011-12 smoothly completed with active participation of all faculties.
>
> 3. Up gradation of computers, office module, e-Tax software, college website and library module done by utilizing UGC grant (merged scheme).
>
> 4. Parent-teacher meeting for all departments held.
>
> 5. Student's feedback collection conducted by all departments.
>
> 6. Research sensitised by felicitation of research achievements and encouraging research works in meetings with the faculties
>
> 7. IQAC arranged the visit of SLAC authorities for granting funds for college building. The funds were sanctioned after completing the visit to the satisfaction of the authorities
>
> 8. NCC cadets trained up as per guidelines and they were made to attend NCC programmes
>
> 9. Departmental meetings and seminars held by various departments.
>
> 10. A number of value addition programmes conducted for holistic development of the students.

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. College organises as many value addition programmes as possible to inculcate social value, communal harmony etc. for a holistic development of the students.

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.
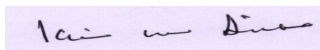
Challenge

   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
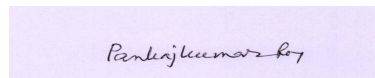
   Sharer

8. **Plans of institution for next year**

1.To plan out utilisation of UGC grants received for purchase of equipments, books, capacity building and organizing seminars and to plan out utilisation of grant received from SLAC for building development during the year

2. To fill up all available seats for the session 2012-13. Online admission system has been planned to be introduced from this year keeping the existing offline system working so as to guard and manage the whole process without any chaos

3. To participate in the All India Survey of Higher Education proposed by the MHRD of the central

   Government

4. To ensure better liaison with the parents to find out their views and reduce student drop outs

5. To make quality orientation for all concerned.

Name : Samir Kumar Sinha   *Name : Dr. Pankaj Kumar Roy*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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

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