



The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. **The AQAR period would be the Academic Year: 2016-17 i.e., from July 1, 2016 to June 30, 2017.**

Part – A

Data of the Institution

(data may be captured from IQA)

1.	Name of the Institution	ACHARYA GIRISH CHANDRA BOSE COLLEGE
	➤Name of the Head of the institution :	DR. ASIT KUMAR SARKAR
	➤Designation	PRINCIPAL
	➤Does the institution function from own campus	YES
	➤Phone no./Alternate phone no	(033) 2352-7741 & 2352-5388
	➤Mobile no	09874660452
	➤Registered e-mail	principal@agcbosecollege.org
	➤Alternate e-mail	asit_kumar_sarkar@yahoo.com
	➤Address	35, RAJKUMAR CHAKRABORTY SARANI (SCOTT LANE)
	➤City/Town	KOLKATA
	➤State/UT	WEST BENGAL
	➤Pin Code	700 009
	2.	Institutional status:
	Affiliated / Constituent:	Affiliated
	Type of Institution: Co-education/Men/Women :	Co-education
	Location : Rural/Semi-urban/Urban:	Urban
	Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: (please specify)	Grants-in Aid
	Name of the Affiliating University:	UNIVERSITY OF CALCUTTA, KOLKATA
	Name of the IQAC Co-ordinator :	PROF. SUNANDAN CHAKRABORTY
	Phone no. :	(033) 2352-7741
	Alternate phone no	(033) 2352-5388
	Mobile:	09433126252
	IQAC e-mail address:	iqacagcbc2013@gmail.com

	Alternate Email address:	sunandanc@yahoo.com				
3.	Website address:	www.agcbosecollege.org				
	Web-link of the AQAR: (Previous Academic Year): For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc	AQAR: (Previous Academic Year): 2015-16 http://www.agcbosecollege.org/AQAR 2015-16.doc				
4.	Whether Academic Calendar prepared during the year? Yes /No.....,	Yes				
	if yes, whether it is uploaded in the Institutional website:	Yes Web link: http://www.agcbosecollege.org/Academic Calendar 2016-17.doc				
5.	Accreditation Details:					
		Cycle	Grade	CGPA	Year of Accreditation	Validity Period
		1 st	B	2.36	2011	from:30-11-2011 to: 29-11-2016
6.	Date of Establishment of IQAC:	13-07-2013				

7. Internal Quality Assurance System

7.1: Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<i>Regular meeting of Internal Quality Assurance Cell (IQAC)</i>	10/08/2016	12
	23/11/2016	11
	16/03/2017	09
	22/06/2017	10
<i>Feedback from all stakeholders collected, analysed and used for improvements</i>	Offline	All Students, Faculty & Parents

Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Acharya Girish Chandra Bose College	RUSA 1.0	Central & State Govt.	06-09-2016	95,83,334/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: *Yes*
(*upload latest notification of formation of IQAC)

10. No. of IQAC meetings held during the year: *04 (four)*

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the Institutional website: Yes/No: *Yes*
(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No *✓*

If yes, mention the amount: NA Year: NA

12. Significant contributions made by IQAC during the current year (maximum five bullets)

◆The IQAC of the college acquainted the teaching and non-teaching staff of the college with the new method of NAAC accreditation and its significance.

◆Departments were suggested by the IQAC to set attainable objectives with their academic parameters and to achieve the same.

◆Collected feedback from various stakeholders and analysed them to find out of the objectives and considered for further improvement

◆The IQAC contributed to the enhancement of students' welfare and related support services. Regular monitoring of the classes, continuous evaluation and timely publication of the results of college examinations have been ensured by IQAC.

◆Students' welfare schemes like students aid, financial support for the needy students and cultural activities have all been seen by IQAC.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
ICT based Communication system adapted in conducting Examinations	Examination schedule and seating arrangement of University examinations was prepared and circulated among the faculty through networking portals.

ICT based classes for the students, departments will make optimum use of their ICT resources for that purpose.	The initiation of the construction of a virtual classroom to implement smart classes which aid lectures and ensure better learning. However, portable projectors were provided for display of enhancement of teaching-learning process whenever required.
Planning and organization of seminars.	On 21.08.2016, the department of Economics in collaboration with the Department of Economics of Naba Ballygunge Mahavidyalaya organised a UGC- Sponsored National Level Seminar on " <u>Inclusive Growth and Economic sustainability of Self- Financed Courses in India</u> ".
Upgradation of gymnasium	<ul style="list-style-type: none"> • A new convenient space was provided for the gymnasium. • New machines were installed as a part of the gymnasium. • Teachers were provided with a separate Tread-mill for their use.
Upgradation and maintenance of the Students' Common Rooms	<ul style="list-style-type: none"> • Regular maintenance and renovation of the common rooms were monitored • Table-tennis board and Carrom boards were bought to facilitate the students with various indoor games. • Old furniture and apparatus were replaced in the common rooms.
Upgradation of the browsing centres in the library and Professor's lounge	<ul style="list-style-type: none"> • Computers were replaced as required.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: The Governing Body Date of meeting(s): 25-11-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Yes/No: No

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017 Date of Submission: 27-03-2017

17. Does the Institution have Management Information System? Yes /No: Yes

If yes, give a brief description and a list of modules currently operational(Max. 500 words).

All admissions are made through online. Application Forms for admission are uploaded on the website. Data required by the University are collected from the students at the time of admission and is sent online to the University as required. The Office and Library of the College maintain the database of the students to be used for academics and related activities. Moreover the database of the teaching and non-

teaching staff has also been maintained by the office for academic, administrative and promotion purposes. All relevant information regarding the college, notices and announcements are uploaded on the website. Marks obtained by students at all University Examinations are uploaded into the University Portal by the teachers. All Fees are paid through online Payment gateway. Likewise fees for University Examinations are also remitted online. SMS through notification gateway is sent to students for their admission information etc. Staff salary notification and generation of salary slips is done online.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1: Curriculum Planning and Implementation

1.1.1: Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is affiliated to the University of Calcutta, Kolkata, and it follows the University prescribed curriculum. The Board of Studies of the different subjects of the University of Calcutta formulates the syllabi. The institution plays an active role in the successful implementation of the course curriculum.

The Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the College Website.

Students are made aware of the Course outcome(CO), Programme outcome(PO) and Programme Specific Outcomes(PSO). Every department prepares teaching plan, allotting term-wise topics to be taught. Conventional classroom teaching is blended with use of ICT as and where applicable to make the teaching-learning process more learner-centric.

Through class tests and other such similar measures, the faculty members constantly evaluate the overall development of the students in respect of their course curriculum.

1.1.2: Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
NA	NA	NA	NA	NA

1.2: Academic Flexibility

1.2.1: New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	NA	NA	NA

1.2.2: Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Choice Based Credit System (CBCS) was not yet introduced :

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG

➤B.Com (Hons)	UG	NA	Not yet introduced	UG	NA
➤B.Com (Gen)	UG	NA	-do-	UG	NA
➤B.A. (Hons) in Bengali	UG	NA	-do-	UG	NA
➤B.A. (Hons) in English	UG	NA	-do-	UG	NA
➤B.A. (Gen)	UG	NA	-do-	UG	NA

Already adopted (mention the year) : NA

1.2.3: Students enrolled in Certificate/ Diploma Courses introduced during the year

No of Students	Certificate	Diploma Courses
NIL	NA	NA

1.3: Curriculum Enrichment

1.3.1: Value-added courses imparting transferable and life skills offered during the year:

The college has not yet introduced any value-added course

Value added courses	Date of introduction	Number of students enrolled
NIL	NA	NIL

1.3.2: Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Project work for B.Com(H) Part-III Exam.	319
ENVS Proj. work in BA/B.Com(H/G) Part-III Exam.	647

1.4: Feedback System

1.4.1: Whether structured feedback received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes

1.4.2: How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback forms were collected from Students, Parents, Teachers and Alumni.

◆The students of the final year were provided with the feedback form and they submit the duly filled in form to the college. Feedback is designed on various aspects such as classroom teaching, library, administration and academics.

◆Parents' feedback is also collected during Parents-Teachers Meeting (PTM).

◆Teachers' feedback is also collected and discussed in the respective committee.

◆Feedback from the alumni is taken on the day of the re-union.

The Feedback on overall performance of the college was collected from all stakeholders, analysed them and are considered for overall development/upgradation of the institution.

weblink : <http://www.agcbosecollege.org/feedback.php>

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1: Student Enrolment and Profile

2.1.1: Demand Ratio during the year: 2016-17

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
➤B.Com (Hons)	600	2709	655

►B. Com (Gen)	300	1555	303
►B. A. (Hons) in Bengali	60	158	40
►B. A. (Hons) in English	60	188	42
►B. A. (Gen)	150	320	89

2.2: Catering to Student Diversity

2.2.1: Student-Full time teacher ratio(current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	2538	NIL	14	NA	NA

2.3: Teaching - Learning Process

2.3.1: Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
FTT- 14 CWTT- 03 PTT- 08 Ad hoc-06	06	Available in limited classrooms LCD and Overhead projector, Smart board,	03	0	YES

2.3.2 : Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a personal relationship between the mentor and the mentee in the institution. Mentoring involves direct communication and counselling for the overall development of the students.

The college provides counselling in regard of academic matters. This is particularly limited to the choice of subject or course. Sometimes students get counselling regarding choice of institution for higher studies provided student approach for such guidance.

Mentoring Activities :

1. The College conducts orientation programme for 1st Year students.
2. Arts & Commerce faculty also guide students to select their subject combination for the course of studies of the students.
3. The teachers give one to one guidance to the students of 3rd Yr B.Com(H) for their project works.
4. Teachers give support in the form of finance, books and reference materials to the needy students.
5. Advice & need-based mentoring is done on personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2538	14	1 : 181

2.4: Teacher Profile and Quality				
2.4.1: Number of full time teachers appointed during the year:2016-17				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	14	03	02	04
2.4.2: Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2016-17	NIL	NA	NA	
2.5 : Evaluation Process and Reforms				
2.5.1: Number of days from the date of semester-end/ year- end examination till the declaration of results during the year : 2017				
About 70 days from the end date of Final Yr. Honours examination; About 90 days from the end date of Final Yr. General examination.				
Programme Name	Programme Code	Semester/ Year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
►B.Com(Hons)	UG	3rd Yr.	12.04.2017	23.06.2017
►B.Com(Gen)	UG	3rd Yr.	21.04.2017	31.08.2017
►B.A.(Hons) in Bengali	UG	3rd Yr.	13.04.2017	22.06.2017
►B.A.(Hons) in English	UG	3rd Yr.	13.04.2017	22.06.2017
►B.A.(Gen)	UG	3rd Yr.	30.07.2017	30.08.2017
2.5.2: Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>At the time of admission, the students are provided with the academic calendar and during orientation programme, a detailed teaching plan and the class routine is circulated in the class. The college undertakes a process of continuous evaluation of the progress and performance of the students by the way of test examination. In the Academic Council meeting, the performance of the students in the said examination is discussed and proper action is taken.</p> <p>The students of B.Com(Hons) of 3rd/Final Yr. have to submit project work Paper and teachers are entrusted to guide the project work and then evaluate it. Again, all the students of 3rd/Final Yr. (Part3) have to submit a project paper on Environmental Studies. The projects have to be carried out under the supervision of the concerned teacher.</p>				
2.5.3: Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
The college prepares an academic calendar based on the				

university calendar before the commencement of the admission procedure. The academic calendar is distributed among the teaching staff and the students of the college. The calendar gives a detailed account of the list of holidays, admission schedule, date of commencement of classes, and examinations.

Web link: http://agcbosecollege.org/college_academic_calender.html

2.6: Student Performance and Learning Outcomes

2.6.1: Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Programme Outcome (PO), Programme Specific Outcome (PSO) & Course Outcome (CO) are stated and are displayed in the college website under the head Courses Offered:

➤ The College has clearly stated learning outcomes of the Programmes and Courses and it is communicated to the teachers and students.

➤ Hard Copy of syllabi and Learning Outcomes are available in the department/library for ready reference to the teachers and students.

Web-link: [<http://agcbosecollege.org/courses.html>]

2.6.2: Pass percentage of students: University Final Year Examination-2017

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG	➤ B.Com (Hons)	319	190	59.56
UG	➤ B.Com (Gen)	252	82	32.54
UG	➤ B.A. (Hons) in Bengali	14	13	92.86
UG	➤ B.A. (Hons) in English	13	12	92.31
UG	➤ B.A. (Gen)	49	20	40.82

2.7: Student Satisfaction Survey

2.7.1: Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink):

The college has its own mechanism to sketch the Student Satisfactory Survey (SSS). Primarily, the survey is conducted on the basis of students' feedback reports.

To undertake the programme, the questionnaire is being prepared by the members of IQAC in the form of a 'Feedback form' which is distributed among the third year students of each class. The third year students give feedback regarding infrastructural facilities, teaching-learning process, curriculum, library and other amenities provided by the college and the students' views are recorded on above facilities. The impression and suggestions on relevant matters are given weightage for future improvement.

The college gets acquainted by the valuable information from the students through this process. Collected data has been analysed and the report was discussed in the IQAC meeting for further action. The college takes necessary steps to meet their queries and to upgrade the present relevant matters.

Web link: <http://agcbosecollege.org/SSS.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1: Resource Mobilization for Research****3.1.1: Research funds sanctioned and received from various agencies, industry and other organisations**

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other (Specify)	-	-	-	-
Total				

3.2: Innovation Ecosystem**3.2.1: Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year**

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Inclusive Growth and Economic Sustainability of Self-Financed Courses in India	Department of Economics in collaboration with Dept. of Economics, Nababallygunge Mahavidyalaya	21.08.2016

3.2.2: Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NONE	NA	NA	NA	NA

3.2.3: No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	NA	NA
Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NA	NA

3.3: Research Publications and Awards**3.3.1: Incentive to the teachers who receive recognition/awards**

State	National	International
NONE	NONE	NONE

3.3.2: Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	No. of Ph. Ds Awarded
NA	NA

3.3.3: Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	NA	NA	NA

International	NA	NA	NA			
3.3.4: Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference Proceedings per Teacher during the year						
Department		No. of publication				
COMMERCE		02				
ECONOMICS		01				
ENGLISH		01				
HINDI		01				
3.3.5: Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
None	NA	NA	NA	NA	NA	NA
3.3.6: h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
None	NA	NA	NA	NA	NA	NA
3.3.7: Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	02	10	04	01		
Presented papers	04	06	01	00		
Resource Persons	00	00	01	00		
3.4 Extension Activities						
3.4.1: Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	No. of teachers co-ordinated such activities	Number of students participated in such activities			
Blood Donation Camp (on 14-09-2016)	In collaboration with the Central Blood Bank, Kolkata	ALL	250			
Distribution of new clothes to the underprivileged children in the locality during festive season (on 03-10-2016)	NSS	ALL	150			

3.4.2: Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
None	NA	NA	NA	
3.4.3: Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NONE	NA	NA	NA	NA
3.5: Collaborations				
3.5.1: Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
None	NA	NA	NA	
3.5.2: Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
None	NA	NA	NA	NA
3.5.3: MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
None	NA	NA	NA	

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES		
4.1: Physical Facilities		
4.1.1: Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
30,00,000/-	14,11,704/-	
4.1.2: Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	22,876 Sq. ft.	
Class rooms	14	
Laboratories	01	
Seminar Halls	-	
Classrooms with LCD facilities	01	02
Classrooms with Wi-Fi/ LAN	-	
Seminar halls with ICT facilities	-	
Video Centre	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	
Others	-	

4.2: Library as a Learning Resource									
4.2.1: Library is automated {Integrated Library Management System-ILMS}									
Name of the ILMS software		Nature of automation (fully or partially)			Version		Year of automation		
LIBSYS (LS STARTER)		PARTIALLY			4.0		2005		
4.2.2 : Library Services:									
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
Text Books		24,440	19,78,346	100	36,168	24,540	20,14,514		
Reference Books		6924	6,36,423	9	1,675	6,933	6,38,098		
e-Books									
Journals		117	5400	117	4407	334	9807		
e-Journals									
Digital Database									
CD & Video		68	13,280			68	13,280		
Library automation		Partial		--		Partial			
Weeding (Hard & Soft)									
Others (specify) : Employment News & Karmakshetra		34	236	78	648	112	884		
4.3: IT Infrastructure									
4.3.1 :Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Ot hers
Existing	74	01	24	01	0	02	09	40	-
Added	0	0	0	0	0	0	0	0	-
Total	74	01	24	01	0	02	09	40	
4.3.2: Bandwidth available of Internet connection in the Institution(Leased line): BSNL									
BSNL: 40 MBPS/GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NLIST (Library)					http://www.agcbosecollege.org/Libray/E-resources				
National Digital Library					http://www.agcbosecollege.org/Libray/E-resources				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
None		NA			NA		NA		
4.4: Maintenance of Campus Infrastructure									
4.4.1: Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities		
60,00,000/-		33,15,274/-			40,00,000/-		25,10,039/-		

4.4.2: Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) :

The physical, academic and support facilities including the library, laboratory, classrooms and computers are made available for the students. Funds are also allotted for purchasing of new items, books and up-gradation of the library, laboratory and other office/classroom items.

➤Regular staff are engaged for the cleaning and maintenance of the classrooms, washrooms, administrative office and the Professors' lounge.

➤Computers, water purifiers, air conditioners and photocopy machines are maintained with AMC of the corresponding service provider.

➤Electrical and plumbing related maintenance is done with the help of college appointed skilled personnel.

➤All Computers are updated with antivirus software.

➤Fire extinguishers are provided as part of safety measure

➤High speed Ethernet is used to connect the Office, Professors' Lounge, Library.

➤High speed Ethernet is used to connect the Office, Professors' Lounge, Library and also provided LAN facility so that the staff can use the computers with internet facility at their seating places.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1: Student Support

5.1.1: Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
➤Financial support from institution	Free Studentship/ Aid fund	-	-
➤Financial support from other sources			
National	a)SC,ST,OBC, Minority Scholarship	SC-69 ST-06 OBC-25 Minority-10	Money is sent directly to the students Bank Account. The College approves their bonafide status
	b) Kanyasree	64	Rs10,75,000/-sent directly to the students' Bank Account
	c) Spl. Fund from Chief Minister	-	Money is sent directly to the students' Bank Account
	d) Students' Means Scholarship(SVSM)	75	Money is sent directly to the students' Bank Account
International	NA	NIL	NIL

5.1.2: Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of	Number of students	Agencies involved
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enhancement scheme	implementation	enrolled	
NONE	NA	NA	NA

5.1.3: Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2016-17	NONE	NA	NA	NA	NA

5.1.4: Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NA

The Grievance Redressal Cell under IQAC looks into the matter, but no Grievance has been recorded during this year.

5.2: Student Progression

5.2.1: Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
None	NIL	NA	None	Nil	NA

5.2.2: Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017		B.COM(HONS)	Dept. Of Commerce	➤CU ➤WBSU	M.COM
		BA(HONS)	Dept. Of Bengali Dept. Of English	➤CU ➤RBU ➤WBSU	M.A

5.2.3: Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4: Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level		Participants		
Freshers' Welcome		Institutional		The students of 2nd and 3rd year and Students' Union		
Teachers' Day Celebration		Institutional		The students of the college		
College Social		Institutional		Cultural Forum & Sub-committee of the Students' Union		
Saraswati Puja				The students of 1st, 2nd and 3rd year and Students' Union		
Annual Sports		Institutional		The students of 1st, 2nd and 3rd year and Students' Union		
Inter- Class Football Tournament		Institutional		All volunteering students of the college		
5.3: Student Participation and Activities						
5.3.1: Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2016-17	None	NA	NA	NA	NA	NA
5.3.2: Activity of Student Council & representation of students on academic & administrative bodies /committees of the institution (maximum 500 words)						
<p>The college has a students' council. The council consists of the Principal of the college, some senior teachers and students' representative from each class who has shown academic merit in the preceding qualifying examination and who is a regular student in the college.</p> <p>Council Activities:</p> <p>The Students council plays a major role in organising blood donation camp, inter and intra-college cultural competitions, fest, annual sports, teachers' day, independence day, republic day, literary events, etc. They also contribute for publication of the Annual Magazine and wall magazine</p> <p>The student representatives are members of some administrative body and some decision-making bodies like Governing Body, Students' Welfare Committee, Anti-Ragging Cell, Sports Committee, Cultural Committee, etc. There is an 'Executive Body' of the Students' Council consisting of members like President, Vice-President, General Secretary, Cultural Secretary, Magazine Secretary, Games and sports Secretary, Boys' Common Room Secretary, Girls' Common Room Secretary, Welfare Secretary.</p>						
5.4: Alumni Engagement						
5.4.1: Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No						
5.4.2: No. of registered enrolled Alumni: NIL						
5.4.3: Alumni contribution during the year (in Rupees) : NIL						
5.4.4: Meetings/activities organized by Alumni Association : 01 (Date:17-09-2016)						
<p>Alumni(ex-students of the college) who participated in college programmes are: Sri Ganesh Ghosh, Smt. Ghosh, Sri Asim Boral, Arup Choudhury, Jnan Chandra Bag, Ujjal Mukherjee(TV Journalist) Premendu Bikash Chaki(Film Maker), Ramen Maity(TV Journalist), Prof. Rajib Dasgupta, Prof. Santosh</p>						

Kumar Das, Prof. Anindita Saha, Abhijit Samaddar(Kolkata Police), etc., Some Ex- students extend their memories how they passed their college life and also perform recitation, singing etc. Our present students perform like group dance, solo dance, singing, play, one-act play on that day. Prizes and medals are given to the students who have secured first class marks in Part III University Examination-2016. Members of the Association extend their helping hand to present students and assured their participation in alumni meetings of the college.

CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1: Institutional Vision and Leadership

6.1.1: Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Principal is the Head of the institution who takes lead role in decentralizing the works by forming various committees namely Teacher's council, Finance Committee, Purchase Committee, IQAC, Library Committee and other committees in tune with the Governing Body for smooth functioning of the college along with day to day activities.

►The College promotes the culture of participative management. Participative management levels are: Management, Principal, faculty, non-teaching staff and students. The heads of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of the institution. The various committee which comprises of members from the staff and they contribute by participating in decision making bodies as a practice of participative management in college.

►The governing body delegates authority to the Principal and the internal members who in turn share it with the different levels of functioning bodies in the college. The head of the departments, the convenors of various committees and cells play an important role in determining the institutional policies and implementing the same. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extracurricular activities are done by faculty, non-teaching staff and students.

6.1.2: Does the institution have a Management Information System (MIS)? Yes/No/Partial: Yes

- The students' database is maintained by College Automation Software
- Computerized office and Accounts Section of the College
- Online admission process for the Students of 1st Semester/Year along with online payment facility for the students
- All notifications are displayed in the website
- Payment of salary to the staff members are disbursed through the Human Resource Management System (HRMS) of WBIFMS, Finance department, Govt. of West Bengal

6.2: Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Curriculum Development: Since it is an affiliated college there is little scope for framing of syllabus. We are to follow the syllabus prepared by U.G. Board of Studies. Faculty members had been sent to the workshops organized by different U.G. Board of Studies for different subjects for

discussion on syllabus/course curriculum.

Teaching and Learning: The college takes the following measures in order to improve the quality of teaching and learning.

- Annual Teaching Plan of each subject is prepared at the commencement of each academic year in order to achieve the intended learning outcomes.
- Orientation classes are conducted at the beginning of the session for the first year regular students.
- Extra classes are held for weaker students and special guidance is provided to the students before their University Examination
- Internet facility is provided in the library for academic purposes and for login into different websites for information of the competitive examinations and use of reference materials.
- Assignments and project works are given to the students as a part of their course curriculum.
- Academic and extra-curricular activities are organized for the students to give the platform of overall personality development

Examination and Evaluation: The college has not only formed an examination committee for conducting examination smoothly but also ensured effective implementation of the university evaluation process as instructed by the Controller of Examinations, University of Calcutta.

- The examination committee prepares the examination schedule, duty roster for Invigilators and circulates it prior to each examination.
- The same is also displayed on the notice board/website.
- Strict invigilation is maintained in the examination hall.
- The examination committee ensures that the answer papers are aptly evaluated as per university instructions.

Research and Development: Faculty members are encouraged to register themselves for M. Phil/Ph.D. Award under any university. Few journals and reference books are available in the library. Internet facilities have been extended in the college library/campus so that teachers could use internet facilities for their research works as required.

Library, ICT and Physical Infrastructure/Instrumentation:

- The Central library is partly automated and has a large reading room, browsing Centre for the students, separate reading room for teachers & staff & CCTV camera installed there for security purposes.
- Central library uses Barcode technology and subscribes NLIST e-database and NDLI link connectivity
- Central Library provides Online OPAC (Open Access Catalogue)
- Apart from the Central library, departmental library facilities are available in each and every academic department
- 10 (ten) new computers have been purchased for installation in browsing Centre of the students attached to the library
- Two more classrooms have been upgraded into a ICT enabled classrooms

Human Resource Management: Faculty members are allotted classes by preparing class routine. Principal monitors the classes taken by the teachers as per routine. Further, different office works are also distributed among the non-teaching staff as per their designations.

Several committees consisting of teaching and non-teaching staff have been formed. Each committee is entrusted with a particular function or task. Principal monitors the activities of these committees so that tasks may be completed in time.

- Motivating and facilitating the faculty members to participate in

Refresher, Orientation courses & other short term training programmes.
➤Arrangement of computer training programmes related to Tally and MS-office for Non-teaching staff
➤Functioning of Grievance Redressal, Anti-Ragging & Sexual Harassment Cells are monitored by the Principal with the help of teaching and non-teaching staff & students.

Industry Interaction / Collaboration: The Career Counselling and Placement Cell of the College aspire to work at creating an interface between the industry and students. Its aim is to create an environment where students can get into interact with the industry so as to make it easier for students to carve out their careers at the end of their course of study. The Career Counselling and Placement Cell will have to organise Career Fair and invite companies to make presentation regarding the job opportunity. Frequent aptitude tests by various companies are to be organized for the ability test of our students.

6.2.2 : Implementation of e-governance in areas of operations:

Planning and Development: The college has a dedicated system to deliver message/information to the students while taking admission to First Year. The Government of West Bengal has initiated e-governance system through various modules like Integrated Financial Management System (IFMS), HRMS which are the integral part of our College management. The college regularly uses those modules along with online payment facility through Payment Gateways and Bank for the students.

Administration: The college has a dedicated system to display/circulate the Notices in the Notice Board/ uploaded in the college website.

➤Communication to different departments or the staff be done through Notice, Circular/e- mail from the office of the Principal

➤The student database is maintained by a dedicated College Automation Software

➤The process of digitization of library books using LIBSYS software has been partially done

Finance and Accounts: The college has a computerized office & Accounts section. A customizes software is used in Accounts Section. All financial transactions are recorded through that software. All collections from the students are made through bank and all are recorded in the software. For all financial transactions, softcopies as well as hardcopies are available and preserved through software. The salary payments to the staff from treasury are made through HRMS portal and bank. Online PF through WBIFMS, has been introduced.

Student Admission and Support: For constant support and assistance to the student community, online tools are used to keep in touch and inform them about various notices from time to time. Admission notices on the website are provided for the students. Besides, they are informed about different academic and official activities through notices displayed in the website.

Examination: As and when a student is admitted in College through Online Process, the database of such student is automatically prepared. For the Registration of the students to the University, such database is used. At the time of filling up forms for University Examination, all required information is supplied to the university as per their requisition. All examination related documents such as admit cards, registration certificate, etc. are prepared based on the database of the students. Marks

of the university examinations are uploaded Online through University Portal.

6.3: Faculty Empowerment Strategies

6.3.1: Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016-17	NONE	NA	NA	NA

6.3.2: Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2016-17	NONE	NA	NA	NIL	NIL

6.3.3: No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Course	01	05-09-2016 TO 04-10-2016
Refresher Course	01	08-03-2017 TO 28-03-2017
Short Term Course	01	22-03-2017 to 28-03-2017

6.3.4: Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
02	NIL	01 (Librarian)	NIL

6.3.5: Welfare schemes for

Teaching	<ul style="list-style-type: none"> ◆ PF for permanent Teaching staff ◆ GSLI & Bonus for eligible Part-time and Contractual teaching staff every year
Non teaching	<ul style="list-style-type: none"> ◆ PF for permanent Non-teaching staff ◆GSLI & Bonus for eligible permanent Non-teaching staff every year ◆An Ex-gratia is given to temporary non-teaching staff from the College Fund.
Students	<ul style="list-style-type: none"> ◆Students Aid Fund & Students Welfare fund used from students' Council ◆Health care from Students' Health Home

6.4: Financial Management and Resource Mobilization

6.4.1: Institution conducts internal and external financial audits regularly (with in 100 words each):

The College maintains accounts systematically. The finance committee and the Governing Body take review of financial position of the college. Institution conducts internal and external financial audits regularly. Internal audit is conducted by the members of the office staff engaged in the accounts section.

The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared for audit externally. The audit firm is appointed by the State Government through the department of Higher Education, Govt. of West Bengal.

The college has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives are taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities in the college.

Audit report and audited statements of accounts are discussed in College finance committee and also submitted with the Governing Body. Finally, the audit report is submitted to the Higher Education department.

6.4.2: Funds/Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
None	NIL	NA
6.4.3: Total corpus fund generated :		NIL

6.5: Internal Quality Assurance System

6.5.1: Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	YES	IQAC
Administrative	No	NA	YES	The Governing Body

6.5.2: Activities and support from the Parent – Teacher Association (at least three)

- The parents actively participate in the meeting held at the college called by the department
- Parents are provided feedback form in the meeting
- Discussions in the Parent-Teacher meeting are focussed on the progress of their wards' learning, grievances and suggestions for future improvement of the college

6.5.3: Development programmes for support staff (at least three):

- Computer Training of the office staff so that they are able to handle the online admission and registration of students, On-line University Form fill up etc.
- Staff of Accounts Section was trained by the college to be proficient with COSA software, HRMS systems implemented by the Higher Education Dept. Govt. of West Bengal.
- Training for support staff of the library are arranged for their library works.

6.5.4 : Post Accreditation initiative(s) (mention at least three):

- Recruitment of 03 (three) full-time teachers/librarian
- Initiatives taken for creation of more full-time teaching posts and post filling up for vacant non-teaching posts as applicable
- Construction of some new classrooms & up-gradation of technologically enabled classrooms.

6.5.5

a. Submission of Data for AISHE portal : Yes (AISHE Code: C-11861)

b. Participation in NIRF	: No			
c. ISO Certification	: No			
d. NBA or any other quality audit	: No			
6.5.6: Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--- to-----)	Number of participants
2016	Regular Meeting of IQAC	10-08-2016	10-08-2016	12
2016	Seminar: Inclusive Growth and Economic Sustainability of Self-Financed Courses in India	21-08-2016	21-08-2016	148
2016	Blood Donation camp	14-09-2016	14-09-2016	244
2016	Regular Meeting of IQAC	23-11-2016	23-11-2016	11
2017	Regular Meeting of IQAC	16-03-2017	16-03-2017	09
2017	Regular Meeting of IQAC	22-06-2017	22-06-2017	10

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1: Institutional Values and Social Responsibilities

7.1.1: Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
NONE	NA	NA	NA

7.1.2 : Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

NONE

7.1.3 :Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	-
Provision for lift	No	-
Ramp/ Rails	Yes (at main entrance)	Differently abled students
Braille Software/facilities	No	-
Rest Rooms	No	-
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 : Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
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2016	-	01	14.09.2016	Blood Donation camp	Public Health	244
2016	-	01	03.10.2016	distribution of dresses to the nearby slum dwellers	Festival Gifts	132
2016		01	05.06.2016 (Sunday)	LDC Recruitment for Gun & shell factory	Employability	960

7.1.5: Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
1) Code of conduct for Principal	Website	link
2) Code of conduct for Teaching Staff	-do-	link
3) Code of conduct for Non-teaching Staff	-do-	link

7.1.6: Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from----- --to-----)	Number of participants
Celebration of Independence Day	15-08-2016	Teaching, Non Teaching Staff and Students
Teachers day celebration	05-09-2016	Teaching , Non Teaching Staff and Students
Celebration of Republic Day	26-01-2017	Teaching , Non Teaching Staff and Students
Bhasha dibas	21-02-2017	Teaching , Non Teaching Staff and Students

7.1.7: Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Trying to maintain the college campus as a plastic-free zone
- Trying to promote awareness against smoking that the campus continues to be a tobacco free area

7.2 Best Practices

- Blood Donation camp
- distribution of dresses to the nearby slum dwellers

7.3: Institutional Distinctiveness

The college caters students from underprivileged sections to overcome adversities to acquire a sound education. The college tries to sensitize students not only to the material infra-structure of education that excludes the disenfranchised and distressed but also makes them conscious of social responsibility in shaping the others around. Student-aid funds, mental inputs from the teachers extend a helping hand towards bridging the gap between their aspirations and goals and the outcome that would yield a proper direction towards their future.

8. Future Plans of action for next Academic Year(500 words)

►Firstly, our main focus will be to improve Teaching- Learning process in

the college. As the Choice-Based-Credit-System for B.Com Honours and General courses will be introducing from the next academic session, the changes in the course curriculum and the new internal evaluation processes has to be introduced.

▶Orientation programme needs to be conducted for Sem I students at the beginning of the next academic session.

▶Parent-Teacher meeting needs to be conducted by the middle of the semester for enhancement of interaction and awareness of the students and guardians about their attendance in the classes.

▶We are still constrained by shortage of classrooms and are trying to build more classrooms for effective teaching facilities.

▶The library needs to be enriched and the number of issuable copies of each book needs to be increased as well. We shall endeavour to process the required order for the same.

▶We plan to organise seminars and special lectures.

▶We will inspire more students to participate in State and National level competitions in sports and cultural spheres.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

