



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
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.	03323527741
Mobile no.	9874660452
Registered Email	principal@agcbosecollege.org
Alternate Email	asit_kumar_sarkar@yahoo.com
Address	35, RAJKUMAR CHAKRABORTY SARANI (SCOTT LANE)
City/Town	KOLKATA
State/UT	West Bengal
Pincode	700009

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. DEBASISH MUKHOPADHYAY
Phone no/Alternate Phone no.	03323527741
Mobile no.	8100036659
Registered Email	iqacagcbc2013@gmail.com
Alternate Email	mdebasish2401@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://agcbosecollege.org/images/aqar/AQAR%202017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://agcbosecollege.org/images/Academic%20&%20Exam.%20Calendar 2018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.36	2011	30-Nov-2011	29-Nov-2016

6. Date of Establishment of IQAC	19-Apr-2019
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7. Internal Quality Assurance System

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
Regular meeting of	14-Jul-2018	12

Internal Quality Assurance Cell (IQAC)	1	
Regular meeting of Internal Quality Assurance Cell (IQAC)	18-Sep-2018 1	10
Regular meeting of Internal Quality Assurance Cell (IQAC)	12-Dec-2018 1	9
Regular meeting of Internal Quality Assurance Cell (IQAC)	23-Apr-2019 1	12
Regular meeting of Internal Quality Assurance Cell (IQAC)	24-Jun-2019 1	11
Feedback from all stakeholders collected, analysed and used for improvements	15-May-2019 1	321
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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
ZERO	ZERO	ZERO	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

•The IQAC of the college acquainted the teaching and nonteaching 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 their objectives and setting agenda 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 results of the college examinations. •Students' welfare schemes like financial support for the needy students, cultural activities have all been seen by IQAC. •Organised parentteacher meeting to strengthen students' academic progression.

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

Plan of Action	Achivements/Outcomes
The college website will be redesigned and updated regularly	The redesigning and upgradation of the college website with more space is under active consideration for the coming academic session.
ICT based classes for the students - departments will make optimum use of their ICT resources for that purpose.	Provision for Smart classrooms has been made. The faculty members are using the smart classroom equipments on a regular basis.
ICT based Communication system in conduct of Examinations.	The details of all university examinations are displayed in the college web portal. Important information regarding examinations are conveyed to the students through the notices displayed in the college website. Marks submission for University examinations are done online.
Further up gradation of the library software.	Strengthening of library by installing the library software KOHA instead of LYBSIS.
To conduct programmes for the holistic development of the students.	Mental health and well-being programme was conducted in collaboration with Belgachia Ankur Foundation for better Living on 7th May, 2019.
In addition to Students' Feedback; Teachers' feedback, Parents' feedback, alumni feedback will be collected.	Teachers' feedback, Parents' feedback, alumni feedback have been collected and analysed for appropriate action.
To organise more community service activities in order to contribute to the wellness of the society	Distribution of new clothes to underprivileged section of society on 12th October 2018. Distribution of drawing books and art material on 27th April 2019.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">THE GOVERNING BODY</td> <td style="text-align: center;">25-Nov-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	THE GOVERNING BODY	25-Nov-2019
Name of Statutory Body	Meeting Date				
THE GOVERNING BODY	25-Nov-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	15-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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 nonteaching 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.</p>				

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. The Annual 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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
ZERO	ZERO	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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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.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	UG HONS	01/07/2017
BCom	UG GENERAL	01/07/2017
BA	UG HONS IN BENGALI	01/07/2018
BA	UG HONS IN ENGLISH	01/07/2018
BA	UG GENERAL	01/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Project work for B.Com(H)in Part-III Examination	496
BCom	ENVS Project work for B.Com(H/G)in Part-III Examination	654
BA	ENVS Project work for BA(H/G)in Part-III Examination	95
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>?Students: The institution has prepared a feedback form for the students and it is distributed to them for their response. Students respond enthusiastically. Such feedbacks are analysed by the members of the IQAC. Appropriate steps are recommended to the college authority to implement the need of the students.</p> <p>?Parents: Each department of the college organizes parent teacher meeting. Suggestions given by the parents are duly taken note of. Parents can meet with the Principal and the faculty members as per their need. The grievances and suggestions are heard and appropriate actions are taken into account.</p> <p>?Alumni: Alumni Feedback is obtained during the Alumni get together and the final year students are asked compulsory for filling up the feedback Form. The college alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind. These are considered by the college and to be implemented to some extent possible.</p> <p>?Teachers: The college regularly collects the teachers' feedback form. Suggestions given by them are duly taken for implementation through proper system. The faculty members can meet with the Principal as per their need where their grievances and suggestions are heard and appropriate actions are taken into account.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	UG HONS	600	2067	531
BCom	UG GENERAL	330	1489	298

BA	UG HONS IN BENGALI	60	117	50
BA	UG HONS IN ENGLISH	60	121	26
BA	UG GENERAL	165	375	109
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	Nil	Nil	Nil	Nil	Nil

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
31	6	6	4	1	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a personal development of 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
2618	14	1:187

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	14	3	1	5

2.4.2 – Honours and recognition 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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil
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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

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
BCom	UG HONS	3RD YEAR	16/04/2019	25/06/2019
BCom	UG GENERAL	3RD YEAR	26/04/2019	30/08/2019
BA	UG HONS IN BENGALI	3RD YEAR	17/04/2019	25/06/2019
BA	UG HONS IN ENGLISH	3RD YEAR	17/04/2019	25/06/2019
BA	UG GENERAL	3RD YEAR	26/04/2019	14/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has an examination committee to look into the matter of examination process. Therefore, class tests/internal assessment examinations are conducted before the University Examinations. The question papers are strictly based on the pattern of University Examination and are evaluated by the subject teachers. 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. These papers are duly checked by the respective teachers of each subject. In the Academic Council meeting, the performance of the students in the said examination is discussed and proper action is taken. The students are evaluated by class tests, internal assessment examinations etc. The Head and faculty members of the concerned departments monitor the performance of the students on the basis of class tests/ internal assessment results. The performance of the students is communicated in the classroom by the faculty members.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows an academic calendar published by the University of Calcutta for the session. Dates of admission schedules, date of beginning of classes and examination schedules are notified in the academic calendar which is published in the college prospectus and the academic calendar is usually followed for the entire academic session. Before the commencement of every academic session, respective departments prepare a detailed teaching plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this, the Routine subcommittee prepares a detailed timetable for the entire academic session/semester. Finally, this is distributed to the departmental teachers, students and it is available in

college Website. The effectiveness of the process is maintained through collective performance of the teachers. The Principal monitors it in the academic council meeting how all the departments follow academic calendar for the teaching-learning process.

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)

<http://agcbosecollege.org/courses.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	HONS	333	333	100
UG	BCom	GENERAL	170	170	100
UG	BA	HONS IN BENGALI	21	21	100
UG	BA	HONS IN ENGLISH	7	7	100
UG	BA	GENERAL	72	72	100
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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)

<http://agcbosecollege.org/images/SSS-2018-19.pdf>

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 year
Nil	0	0	0	0
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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
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	0	0	0

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Commerce	3
Bengali	1
Hindi	1
Library Section	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	0	1	4	0
Presented papers	1	1	1	0
Resource persons	0	0	2	0
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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	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp (on 18-09-2018)	College in collaboration with the Central Blood Bank, Kolkata, IQAC	31	210
Distribution of new clothes to the underprivileged children in the locality during festive season (on 12-10-2018)	NSS IQAC	31	140
Distribution of drawing kits/books and art material (on 27-04-2019)	NSS IQAC	31	74
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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	Number of students Benefited
0	0	0	0
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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 participated in such activities	Number of students participated in such activities
0	0	0	0	0
No file uploaded.				

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
0	0	0	0

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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	Duration To	Participant
0	0	0	Nil	Nil	0
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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/Activities	Number of students/teachers participated under MoUs
0	Nil	0	0
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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
3000000	1389555

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
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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
Koha	Partially	3.22.10.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25315	2190547	1927	411876	27242	2602423
Reference Books	7231	758769	561	178573	7792	937342

Journals	466	16813	275	7268	741	24081
CD & Video	68	23280	0	0	68	23280
Others (specify)	214	1719	97	793	311	2512
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4.2.3 – 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
0	0	0	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	49	1	24	1	0	2	9	10	0
Added	25	0	0	0	0	0	0	0	0
Total	74	1	24	1	0	2	9	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 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
0	Nil

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
6000000	5862054	3000000	514267

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)

<p>?The College takes care that the classrooms are well-maintained and regularly cleaned. All the physical facilities like the lights, fans, benches, desks, chairs and black/white boards are regularly checked and maintained. ?The gadgets are regularly checked and maintained. LCD Projectors can be used in three other classrooms as well. The College presently has 74 computers, including 50 in the Computer Laboratory which are in good condition. There is</p>

an Annual Maintenance Contract for any repair required of the computers. The students can also use the wi-fi facility at the library by registering themselves to the logbook. The College has one Computer laboratory. The laboratory is being systematically upgraded with purchase of new equipments on demand from the concerned department. The College Library has more than 35000 books and journals. There is regular purchase of new books on the basis of requisition from each department. In the last academic year, more than 2700 new books and journals have been added to the library. The library also provides photocopy facility for the students and the machine is properly maintained. Multi-gym facility is available for the students and staff. Gym fee is not collected from the students. Any interested student, therefore, can access the gym which contains 16 Station Gym, manual jogger, gym ball, gymnastic mats. There are presently five water-purifiers and four water-coolers in the college. The maintenance of the water purifiers is under an Annual Maintenance Contract. The College also has a separate Girls' Common Room and a Boys' Common Room each equipped with a carom board, table tennis board which are regularly maintained. There is also a generator set in the College which is under an Annual Maintenance Contract with the concerned supplier/company.

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	0	0	0
Financial Support from Other Sources			
a) National	SC,ST,OBC, Minority Scholarship	125	5200
b) International	Nil	Nil	Nil
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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 enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
0	Nil	0	0
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	0	0	0	0	0
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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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

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
NA	0	0	NA	0	0
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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
2019	Nil	Nil	Nil	Nil	Nil
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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	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers' Welcome	Institutional	725
Teachers' Day Celebration	Institutional	635
College Social (19-09-2018 TO 22-09-2018)	Institutional	815
Annual Sports	Institutional	520
Saraswati Puja	Institutional	1400
Inter- Class Football Tournament	Institutional	240
Annual Social at Netaji Indoor Stadium (on 16-01-2018)	Institutional	2500
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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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	Nil	Nil	Nil	Nil
2018	Nil	International	Nil	Nil	Nil	Nil
2019	Nil	National	Nil	Nil	Nil	Nil
2019	Nil	International	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Council during the year:2018-19 are- Cultural Activities: ?Organising Nabin Baran Utsav (Freshers' Welcome), a cultural programme to welcome the newly admitted students in the college ?Celebration of birth anniversary of Rabindranath Tagore in the college ?Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan ?Organisation of the cultural programme and competitions in the college ?Celebration of Saraswati Puja in the college ?Celebration of Basanta Utsav, a traditional Bengali cultural programme held before Holi Sports Activities: ? Indoor Games Competition ?Organisation of Annual Sports of the college ? Participates in inter-college tournaments and Sports programmes organised by the University of Calcutta Other Activities: ?Providing a list of financially backward students to the college to make them get fees concession from the college fund ?Organising blood- donation camps Representation of students on Academic Administrative Bodies /Committees There is students' representation in the following bodies/committees: ? The Governing Body ? Literary Committee ? Anti-Ragging Cell ? Students' Welfare Committee ? Grievance Redressal Cell and ? Campus Discipline Cell

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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 convenors 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 accordingly they contribute by participating in decision making process 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 along with the staff representatives of decision making bodies 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 teaching, non-teaching staff and students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

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):

Strategy Type	Details
Curriculum Development	Since it is an affiliated college, there is little scope for framing of syllabus. We are to follow the syllabus prepared by the respective U.G. Board of Studies of the University of Calcutta. However, as the CBCS (Choice Based Credit System) has been introduced in all B.Com(Hons/Gen) courses from the current academic session, 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 method, evaluation process etc.
Teaching and Learning	The college takes the following measures in order to improve the quality of teaching and learning. Annual/Semester-wise 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 regular classes. Extra classes are held for weaker students and special guidance is provided to the students before their University Examination. Internet facility is provided for the students in the library for academic

purposes and their login into different websites for preparation examination/competitive examination and use of reference materials. ? Assignments and project works are given to the students as a part of their course curriculum. ? Academic and extracurricular activities are organized for the students to give the platform of overall personality development ?Test examination/Internal assessments are held to make the students competent for their university examinations

Examination and Evaluation

The college has set up the examination committee to keep an eye on both the college and university examination process and to make effective implementation of the evaluation process. Therefore, the following exercises are strictly followed:- ?The examination committee prepares the schedule of the examination and is circulated at least fifteen days' prior to the beginning of the examination. ?The same is also displayed on the college notice board/website. ?The examination committee ensures that the Answer scripts/papers are properly checked/evaluated ?The teacher of each subject has to submit the result sheet of each subject before the examination committee at the earliest after the completion of the examination. ?Strict invigilation is maintained in the examination hall.

Research and Development

The faculty is encouraged to register themselves for M.Phil/Ph.D. Internet facilities have been extended in the college Library/campus so that teachers could use it for research works. ?Motivates faculty members for research publications in peer reviewed journals with high impact factor. ?Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. ?Exhibits the publication of research work of the faculty members in the college library to inspire others for further research works.

Library, ICT and Physical Infrastructure / Instrumentation

?The college library is a WiFi-enabled digitized zone with CCTV surveillance. ?The library uses Barcode technology and subscribes NLIST

database and Central Library provides Online OPAC(Open Access Catalogue).
 ?Apart from the college library, departmental library facilities are available in the college. ?There were three smart classrooms in the college.
 A virtual classroom has been constructed and ICT facilities have been installed for smart learning processes and better technical aid during lectures and seminars. ?Computer Lab has been upgraded.

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 and through discussion. 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.
 ?Arrangement of computer training programmes related to Tally and MS-office for Non-teaching staff
 ?Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Cell.

Industry Interaction / Collaboration

The Career Counselling and Placement Cell of the College creating an interface between the industry and students. It aims is to create an environment where students can interact with the industry so as to make it easier for students to carve out their careers at the end of their UG Studies. The main task of the Career Counselling and Placement Cell are 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.

Admission of Students

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. The teaching faculty has also created whatsapp groups to post updates and news relating to academic and official documents.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The college has a dedicated system to deliver message/information to the students while taking admission to First Year/Semester. 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.</p>
<p>Administration</p>	<p>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 are 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 KOHA software has been completed. Thus, the Library software KOHA is being used by the library users. ?IQAC notices are circulated by the coordinator through Notice/e-mail ?Submission of retirement related documents through e-pension portal ?West Bengal Health Scheme(WBHS) for the teaching staff and Swastha Sathi Prakolpa for Non-teaching staff have been introduced through e-portal of the college administrator</p>
<p>Finance and Accounts</p>	<p>A software is used in Accounts Section for smooth functioning of this section. All financial transactions are recorded through that software. All collections from the students are made through bank and payment gateway. All payments to the Organization/firm are recorded through software and every voucher is generated through software. For all financial transactions, softcopies as well as hardcopies are available and preserved. The salary payments to the staff from treasury are</p>

	made through HRMS portal and bank. Provident Fund(PF)subscription and payment to the staff are done online through WBIFMS/HRMS. The salary payments to the staff and to the Government offices are made by online banking and HRMS. E-Pension module 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. The teaching faculty has also created whatsapp groups to post updates and news relating to academic and official documents.
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
Nill	Nill	Nill	Nill	0
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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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	Nil	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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	From Date	To date	Duration
Refresher Course	1	01/09/2018	01/10/2018	30
Refresher Course	1	22/11/2018	12/12/2018	20
Short Term Course	1	26/04/2019	02/05/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF for permanent Teaching staff • GSLI Bonus for eligible Part-time and Contractual teaching staff every year • Govt. Health Scheme for Teaching staff	• PF for permanent Non-teaching staff •GSLI Bonus for eligible permanent Non-teaching staff every year •An Ex-gratia Bonus is given to temporary nonteaching staff from the College Fund. •Swastha Sathi Scheme (Govt. Health Scheme)	•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/ Grnats received in Rs.	Purpose
Nil	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	Nil	Yes	IQAC
Administrative	Yes	HIGHER EDUCATION DEPT	Yes	THE GOVERNING BODY

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

1.The parents actively participate in the meeting held at different times Called by the department 2.Parents are provided feedback form in the meeting for giving their valuable suggestion for overall development of the institution 3.Discussions in the Parent -Teacher meeting are focussed on the progress of their wards' learning, grievances and suggestions for future course of action

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

1.Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2.Staff of Accounts Section was trained to be proficient with handling e-Pradan, WBIFMS and HRMS Module of the Higher Education Dept,. Govt. of West Bengal. 3.Office staff are provided training for E-Pension, Students' Registration

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

1.Efforts are on for recruitment of some full-time teachers. Initiatives to create new teaching and non-teaching posts where necessary and to do the modalities for filling up the existing vacant posts 2.Construction and up gradation of Office, Teachers lounge, library technologically enabled classrooms under RUSA Grants. 3.Initiative for Construction of some new classrooms has been settled with the Public Works Department(PWD), Govt. of West Bengal. The construction works will start soon

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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 IQAC	Duration From	Duration To	Number of participants
2018	Nil	Nil	Nil	Nil	Nil
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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	Period To	Number of Participants	
			Female	Male
0	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
ZERO

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	18/09/2018	1	Blood donation camp	Importance of Blood Donation and providing it to blood banks	250
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Teaching Staff	15/07/2018	Being appointed as college teachers by the Service rules and conditions for Govt. Aided colleges in

		<p>West Bengal, the teachers of this College should follow the code of conduct as laid down in the University Satutes, Acts, Regulations of the affiliataed College and the guidelines provided by UGC for college teachers whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. The basic ethical values underlying the code are care, trust, integrity and respect that embodying those aspects relevant to the teacher who is entrusted with social responsibility. A definitive code for this Institution encompasses the following</p>
<p>Code of Conduct for Non-Teaching Staff</p>	<p>15/07/2018</p>	<p>All Non-teaching staff of this College should follow the CODE OF CONDUCT stipulated by the a f f i l i a t i n g U n i v e r s i t y a n d t h e Higher Education Dept. Govt. of West Bengal The purpose is to ensure that the Institute which provides a high quality service to the students and stakeholders in accordance with the existing rules, acts, regulations of the University and Govt. Higher Education Department should achieved its goal. It has been drafted by the college authority to comply with Institute's governance policies and procedures while executing the existing rules, acts, regulations of the University and the</p>

Govt. Higher Education Department from time to time. The College has put forward its code of ethics for the Non-teaching staff along the following lines that they should read this CODE OF CONDUCT carefully and follow the same which it raises.

Code of conduct for Principal

15/07/2018

The Chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and inspirer. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the affiliating University and the set of prescripts issued by the Higher Education Department, Govt. of West Bengal as in the Service Rules for the employees of the College

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	175
Teachers day celebration	05/09/2018	05/09/2018	625
Celebration of Republic Day	26/01/2019	26/01/2019	275
Bhasha dibas	21/02/2019	21/02/2019	320

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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

7.2.1 – Describe at least two institutional best practices

1. Blood Donation camp (18-09-2018). 2. Distribution of dresses to the nearby slum dwellers. (12-10-2018) 3. Distribution of drawing Kits to the students of a drawing school (27-04-2019).

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College caters to a considerable portion of financially backward students by providing books and study materials and other support as and when required like railway concessions and students' health and cheap medical facilities through the service of Students' Health Home. Institution is unique in the sense that quality education is being provided to the students by the faculty members in formal mode of education as well as in informal mode i.e. we provide education beyond the class room in regular basis.. From this, we hope that students will begin to fashion their lives by gaining a sense of what they want to do with the talents assessing their values and interest and learning how they can best serve the others

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Future plan for AY 2019-20 in view with the quality improvement of the institution: ?Timely submission of AQAR ?Introduction of PG Course in Commerce ?As the Choice Based Credit System (CBCS) has been introduced for all courses, our main focus will be to improve teaching - learning process, changes in curriculum and evaluation process for its proper implementation ?To organise some seminars/workshops on course-specific topics and others in collaboration with other institutions ?Necessary training will be arranged for the students to prepare themselves for participation in various Cultural Competitions including Inter-College Athletics and Football Tournament of the University ?Planning for online feedback from the students, parents and alumni ?To set up a health-care unit in the college for medical assistance of the students and the staff.