

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	NA	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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

The University of Calcutta

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

Autonomy by State/Central Govt. / University University with Potential for Excellence UGC-CPE DST Star Scheme UGC-CE UGC-Special Assistance Programme DST-FIST UGC-Innovative PG programmes Any other (*Specify*) UGC-COP Programmes **2. IQAC Composition and Activities**2.1 No. of Teachers 2.2 No. of Administrative/Technical staff 2.3 No. of students 2.4 No. of Management representatives 2.5 No. of Alumni 2.6 No. of any other stakeholder and
community representatives 2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Preparation of Academic calendar for enhancing the quality of higher education, Prospectus, Maintaining Examination related documents required for processing CAS papers, Preparing AISHE Report, Processing CAS papers for prospective incumbents, Preparing AQAR report and efforts of the coordinator for preparing SSR for the forthcoming NAAC evaluation, etc. and such other work as assigned by the College authorities from time to time.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Academic plan of action is chalked out in the form of Academic Calendar	Functioning of the College was held in accordance with the Academic Calendar

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Governing Body appraised on the report of IQAC in the form of AQAR and it has encouraged to sustain all the activities of IQAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	3	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	3

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college does not enjoy the freedom to revise or update curriculum of its own for any of the academic programs. However, the teachers participate in the discussions relating to curriculum design in workshops conducted by the University and while recommending or forwarding suggestions they normally take into consideration the students' reaction to the current syllabi as well as the opinion of other faculty members of various departments.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	20	11	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	6	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

39	0	2
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	16	23
Presented papers	14	3	10
Resource Persons	2	3	4

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

- Full online admission system,
- Orientation Programme for students,
- Web information i.e. important notices and information are given in website,
- Digitalization of Students Registration,
- Focus on student centric learning,
- Illustration through experiments/experiences,
- Showing Filmed Dramas,
- Incorporating technology in teaching,
- Increased use of Web Resource,
- Parent Teacher meet for all students,
- Special lecture programme & Students seminar,
- Poster Presentations & Wall Magazines.

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

212

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

Examinations are conducted as per CU Guidelines and hence there is no such scope in part of the institution to initiate evaluation reforms.

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

NIL		
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2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise
distribution of pass percentage :

Sl. No.	Title of the Programme	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
1a	B.A. (Hons)	168		1	165	0	166
1b	B.A. (Gen)	659		9	229	36	274
2a	B.Sc (Hons)	29		4	23	0	27
2b	B.Sc (Gen)	81		9	45	4	58
3a	B.Com (Hons)	215		4	91	0	95
3b	B.Com (Gen)	328		0	133	58	191

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

The institution on advice of IQAC collects data related to student learning outcomes mainly through result reviews of the internal examination conducted by the college and the external examinations conducted by the University. The analysis of result of the internal examination done by the concerned departments help the teacher to decide on the teaching-learning process according to the academic level of students and that of the final examination is done to find out determines how much of the content taught is retained by the student.

The institution also keeps a strong vigil upon the attendance of the students in classes. Parent-Teacher meeting of each department held regularly to solve the problems regarding attendance in class and college examination performance.

The result review of the internal examination provides ample opportunity to find out weak students and they are recommended for tutorials. The advanced learners are encouraged for betterment. Thus result review of internal examination as a means for evaluating achieved learning outcomes provides scope for planning of better handling of students for the rest of the session and that of the final examination.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	7	0	7
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

This institution tries to focus on research that applies to the problems of human need, social advancement, and economic development. The institution is trying to spread *campus to community* research for enhancing research atmosphere of this campus. Conduct of State/National seminars has created awareness for conduct of research, provided a platform for interaction among experts, research scholars of other institutions and the faculty and students of this institution and provisioned opportunity for transfer of relative findings of research by the faculty. Some teachers are also invited to be the resource persons in seminar/workshop/conferences organized by other institutions of the country and abroad which also create an opportunity for transfer of relative findings of research by this institution. IQAC also encourages the teachers to take up M.Phil/Ph.D programmes or carry out Major/Minor Research Projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	3	0
Non-Peer Review Journals	0	0	0
e-Journals	1	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	1	0	6
Sponsoring agencies	NA	NA	BRASS	NA	College Fund

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The College students have participated in the Road Safety Campaign organised by Howrah Police
- Blood Donation and Eye operation Camps are organised
- Various environmental awareness programmes like plantation of trees are organised
- Cleanliness programmes are organised.
- Students have participated in Youth Parliament Competition for increasing their awareness on democratic practices.

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.695 acres	NIL	NA	1.695 acres
Class rooms	22	2	College Fund	24
Laboratories	4	0	NA	4
Seminar Halls	0	0	NA	0
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	6	0	NA	6
Value of the equipment purchased during the year (Rs. in Lakhs)	17.72	0	NA	17.72
Others	NA	0	NA	0

4.2 Computerization of administration and library

The college had established Online Admission Process since Academic Session 2014-15. Effort has been paid to undertake all administrative works through computerized data based system. Admission selection, staff salary, financial programmes are done with the help of updated specific computer software. The process of examination results is also computerized using high quality software.

The college is also a part of UGC- INFLIBNET N-LIST programme. The benefits of accessing e-resources through N-LIST have been extended to both teachers and student communities. Library is also equipped with computer and library software for student service.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value	No.	Value
Text Books	16,196	3,145,808	694	304,773	16,890	NA
Reference Books	2,354	581,938	575	255,465	2,929	NA
e-Books	N-LIST	5,725	0	0	N-LIST	5,725
Journals	130 issues	20,118	87 issues	5,085	217 issues	25,203
e-Journals	N-LIST		0	0	N-LIST	5,725

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value	No.	Value
Digital Database	0	0	0	0	0	0
CD & Video	57	13,304	5 With books		62	13,304
Others (specify)	08		NIL	NIL	08	4,211

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	2	Yes	0	0	9	19	36
Added	10	0	NIL	0	0	4	3	3
Total	74	2	Yes	0	0	13	22	39

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

Departmental computer labs like, Geography, Physics and Commerce are now equipped with latest PCs, printers, LCD projectors, internet facilities and smart boards. Every department is now provided with laptops for introducing ICT in classrooms. Apart from this the teachers have access to computers with internet and printing facility at UGC-NRC. The office and library are now completely computerized. Time to time training to staff and students are arranged. Networking is made among the working computers of the college which may lead to e-Governance of the college in near future. Online admission, online registration and online examination form fill-up process is already in operation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.52
ii) Campus Infrastructure and facilities	10.9
iii) Equipments	5.28
iv) Others	4.18
Total :	20.90

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has suggested formation of Carrier Counselling Cell of the college for enhancing awareness about student support services.

5.2 Efforts made by the institution for tracking the progression

Since the institution has no post-graduation facilities, the students normally gets themselves admitted to other institutions or get themselves engaged with jobs in market or gets themselves self-employed. Under such circumstance, it is difficult for us to make a formal arrangement for tracking the progression of pass-out students of this institution. Informally, by the personal contacts of the teachers, this institution receives some information of the ex-students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3,351	0	0	0

(b) No. of students outside the state

20

(c) No. of international students

0

No	%
1,740	51.92

Men

No	%
1,611	48.08

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3,071	334	16	33	11	3,465	2,918	314	17	92	10	3,351

Demand ratio 2.52 : 1

Dropout % 21.09

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

Currently no such mechanism is functional in the college.

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	<input type="text" value="NA"/>	SET/SLET	<input type="text" value="NA"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text" value="NA"/>	State PSC	<input type="text" value="NA"/>	UPSC	<input type="text" value="NA"/>	Others	<input type="text" value="NA"/>

5.6 Details of student counselling and career guidance

In absence of formal mechanism, the teachers of the college often do participate in academic and personal counselling. Mainly in an informal setting most teachers of the college offer academic counselling to the students regarding:

- ✓ The choice of subjects immediately before and after admission
- ✓ The scheme of examination to be faced by them
- ✓ The importance of participating in sports and games
- ✓ Cultural activities and other extra-curricular activities for all-round development of personality
- ✓ The overall performance in examination and how to improve proficiency
- ✓ The development and use of effective study skills
- ✓ The clarification of personal values and goals
- ✓ The advancement towards higher studies and available postgraduate options
- ✓ The available vocational courses and employment opportunities.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	17	3	3

5.8 Details of gender sensitization programmes

A gender sensitization programme was organised by the college in collaboration with Belur Research Association of Social Sciences (BRASS) on "Gender Equality and Socio-economic Empowerment of Women." This state level one day seminar was organised by the Departments of Philosophy and Economics on April 3, 2018. Around 50 papers were presented in the seminar which received acclaims from the participants.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	0
Financial support from government	410	5,300,000
Financial support from other sources	NIL	0
Number of students who received International/ National recognitions	NIL	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No such major grievance received from students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The goals and objectives of the college are well tuned with views of Lalbaba, a self-taught Haryana born ascetic of the Udasin sect of the Sikh Panth, resided at the locality:

“diffusion of education to enable individual to develop their innate abilities, to adjust successfully with the environment and to realize their best self.”

“where along with University curriculum sincere efforts should be made to enable the learners to think clearly and act rightly with an ultimate aim of social progress through manifestation of perfection inherent in man”.

Missions and Goals ...

- Lalbaba College is committed to provide comprehensive quality education to the local students by inculcating qualities of competence, confidence and excellence. Irrespective of caste, class, religious and gender bias, the college provides generous scope for higher education to the local youth by sensitizing them towards inclusive social concerns, human rights, gender and environmental issues through curricular and extra-curricular activities.
- The mission of the college is pursuit of knowledge through learning in academic and extra-curricular activities and developing strong personal and ethical values. The college prizes personal touch, a value which the society is fast losing, and its programmes are addressed to the evolving needs of locality.
- The college appreciates and respects all faiths, fosters self and community development and promote religious harmony which leads towards national integration
- The college takes pride in emphasizing a practice where the students gain breath of knowledge and depth of experience which prepares them for a fruitful future and believes that this would provide a meaningful contribution to the community.
- The major consideration that is addressed by its goals and objectives is to prepare the students to work in an information-rich technology-driven globalised e-world; hence it works for the nation as well as the civilization and tries to generate intellectually and morally sound committed human resource.

Visions of the College ...

- ✓ Becoming a leading institution in the locality providing well resourced, highly academic and holistic education to the local youth.
- ✓ Completion of new building with sufficient amenities at the Second Campus of the College.
- ✓ Major recasting of the main college building for providing new facilities.
- ✓ Enhancement of intake capacity with course diversification.
- ✓ Incorporation of a number of new Honours Courses at the Undergraduate level.
- ✓ Offering Post-graduate courses covering conventional and emerging disciplines.
- ✓ Self-financing courses in the emerging areas.
- ✓ Developing skilled personnel through vocational and entrepreneurial education.
- ✓ More Distance Learning Centres in collaboration with Universities.
- ✓ A number of Centres & Cells: Women's Study Centre, Equal Opportunity Centre, Entrepreneurship Development Centre, Career & Counselling Cell.
- ✓ Formal Remedial Coaching, Coaching for NET/SLET, Coaching for entry in Services.
- ✓ Upgraded infrastructural facilities associated with teaching-learning.
- ✓ Conference Rooms, Seminar Halls, Committee Rooms, Cubicles for Individual Full-time faculty with IT facilities, Dedicated Examination Halls & Tutorial Rooms.
- ✓ Refurbishment of Central Library with separate Journal, Reference, e-library, Book Bank Sections and separate Reading Rooms for students and faculty.
- ✓ Enhanced facilities for Research & Publication of the faculty members.
- ✓ To create research environment which can lead to consultancy and extension.
- ✓ Organization of National & International Level Seminars.
- ✓ Enhanced facilities for differently-abled students, staff and faculty.
- ✓ Thrust on internal resource generation and exposure of students to business houses.

6.2 Does the Institution has a management Information System

The college has some form of management information system. The College office works with the help of a Management Software. College Library has its own Library Management system (SOUL v2). The college website provides all relevant information to its stake holders. In the academic front from admission to declaration of result all are managed through computerized system.

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

6.3.1 Curriculum Development

This is predominantly an UG college affiliated to the University of Calcutta. Hence we have little opportunity towards curriculum development. However, the faculty members when invited to the syllabus related workshop often individually do contribute to this process.

6.3.2 Teaching and Learning

- (a) Classroom teaching includes traditional chalk and talk method along with modern ICT facility. Some departments also are equipped with smart board facility.
- (b) Departments like Commerce, Physics and Geography have their own computer laboratories.
- (c) All the lab-based subjects, like Physics, Chemistry, Geography & Commerce maintain separate laboratories as per requirements of the University curriculum.
- (d) Internet connectivity is available in the entire college through networking system.
- (e) The Commerce laboratory has desktops with Tally ERP solution as a part of teaching-learning process of our students based on the requirements of the syllabus

6.3.3 Examination and Evaluation

The college has developed its own examination structure. It follows the method of continuous evaluation system. Result is declared after each stage and guardians are made aware through parent-teacher meetings. The college takes care of the weak performers as well.

Class-tests are organized at the departmental level. Mid-term Test and annual Tests are organised as part of continuous evaluation system. Tutorial classes are also allotted as per requirements of the students.

The college acts as centres for different University Examinations and the teaching and non-teaching members together help in conducting those examinations.

Several faculty members are involved in the University Examination process as paper-setters, moderators, examiners, head-examiners and coordinators.

The college takes pride in acting as Zonal Centres for different subjects of the University Examinations. Checking and scrutinizing of university answer scripts are regular part of our teaching job here.

6.3.4 Research and Development

Different faculty members are actively engaged in doctoral and post-doctoral research activities. Some teachers are active in publishing papers in journals and in scholarly publications both at national and international levels.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Central Library is one of the vital and proactive organs of the college. It has a collection of nearly 20,000 books, subscribes a number of journals and daily newspapers. The library has grown over years utilizing financial assistance of the University Grants Commission and personal contributions of the former and present teachers besides making use of the resources of the college. The library offers its reading materials for the use of all its members, six days a week and ten hours a day. The library staffs are very zealous to help and work industriously to keep the fervour of learning alive. The library remains closed on all Sundays and scheduled holidays. The college library is equipped with Broadband connectivity and desktops with internet connection where students can access e-resources like logging in UGC-INFLIBNET N-LIST service.

Departments are equipped with laptops for ICT enabled teachings. Some classrooms are equipped with LCD Projectors. Teachers have separate facility for making use of computers and internet. Students can make use of computers at the computer laboratories as per their academic requirements. The Commerce laboratory has desktops with Tally ERP solution as a part of teaching-learning process based upon the requirements of the syllabus.

6.3.6 Human Resource Management

Human Resource Management is done in a decentralized manner through different committees and sub-committees formed at the Teachers' Council with ratification from the Governing Body. Different social outreach programmes are often taken up through joint initiatives of the teachers-students-non-teaching members of the college. Some opportunities for placement of students are also operative in some sort of association with different companies on regular basis. Some awareness generating inter-departmental programmes are also organized every year.

6.3.7 Faculty and Staff recruitment

The full-time substantial teachers are recruited as per UGC, State and University guidelines for affiliated colleges. West Bengal Act LXII of 1978 states that the appointment of teachers including the Principal of the affiliated colleges other than Government Colleges is to be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978. This Act of the State Government and the Calcutta University First Statutes, 1979, and its subsequent amendments provide the affiliated colleges of the state nominal freedom while appointing its Principal and regular faculty. The Governing Body of the college practically follows the recommendation of the West Bengal College Service Commission while recruiting the Principal and the permanent teaching staff for the college.

As per directives of the State Government, the affiliated colleges of West Bengal are not entitled to appoint any new part-time teachers or contractual whole-time teachers on a permanent basis by their own. The state government has taken the financial liability of these teachers already appointed by the affiliated colleges though they have not considered their posts as that of substantial teachers of the institution. These are personal posts and will get abolished with their superannuation.

Thus, the college enjoys the freedom to appoint temporary teachers. The college strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. Normally two types of temporary teachers are recruited: (i) Guest Teachers whose payment is made on per lecture basis and (ii) Contractual College Whole-Time Teachers whose payment is made on monthly basis and they are to take 24 classes per week.

To absorb the best teachers available applications are invited through advertisement on the websites and in the local newspapers. The Principal, the Head of the Concerned Department, a Teachers Representative of the Governing Body nominated by the Principal and the Head of the Concerned Department of the affiliating University as the subject expert form the selection committee to finalise the panel. Appointments are made following the recommendation of the selection committee.

Recruitment of non-teaching staff is also made in the same manner as that of the Contractual teachers upon receipt of the state government concurrence for the post. Contractual non-teaching staff and daily wage staff are appointed on the basis of requirement determined by the college authority on the same modalities followed for recruitment in the above cases.

6.3.8 Industry Interaction / Collaboration

Student campusing by some Companies are also done on regular basis.

6.3.9 Admission of Students

In order to ensure transparency, online admission process is made available to the candidates through website for all programmes/courses. Admission to this institution is based strictly on merit justified through academic records following the existing government/affiliating university policy which commence immediately after the declaration of Higher Secondary (+2 level) Examination at the month of June every year. The candidates are to appear at a counselling session for verification of documents conducted under the supervision of Admission Sub-committee constituted for the purpose after commencement of classes.

6.4 Welfare schemes for

Teaching Staff	NA
Non-Teaching Staff	NA
Students	Free studentship (based on family income) Students Half-free studentship(based on Family Income) Govt. Sponsored Kanyasri Welfare scheme for needy students funding Admission and providing University Examination fees College funding for students participating in District & State Level Sports Meet

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes No

For PG Programmes Yes No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Does not arise

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

NA

6.11 Activities and support from the Alumni Association

Alumni Association of the college is now at its formative stage.

6.12 Activities and support from the Parent – Teacher Association

Though there is no formal Parent-Teacher's Association of the College, each and every department conducts Parent-Teacher meet to make the parents aware of the wards attendance and performance in different College Examinations.

6.13 Development programmes for support staff

No such specific programme was organised for the support staff during the year under reporting.

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

- Plantation of sapling is done as a part of celebrating Aranya Saptaha every year,
- Tries to reduce use of paper in administrative work,
- Use of CFL and LED Lamps to reduce carbon-emitting,

Criterion – VII

7. Innovations and Best Practices

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

- (a) Regular student seminar on subject topic and job prospect by various departments throughout the year,
- (b) Introduction of different clubs with an objective of introducing mentor system in the college

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

- (a) Repair of college building,
- (b) Renovation of Bursar Room,
- (c) Introduction of Biometric Attendance System for Teachers, Staff and Students,
- (d) Extension of CCTV protection in the College
- (e) Student Seminar on contemporary relevance, job prospects and subject topic,
- (f) Introduction of clubs for introducing mentor system.

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

- (a) Extended use of CFL and LED lamps to save energy,
- (b) Plantation of saplings as part of celebration of Aranya Saptaha,

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

7.4 Contribution to environmental awareness / protection

- Plantation of sapling is done as a part of celebrating Aranya Saptaha every year,
- Tries to reduce use of paper in administrative work,
- Use of CFL and LED Lamps to reduce carbon-emitting,

7.5 Whether environmental audit was conducted? Yes No

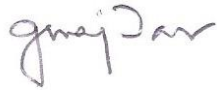
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:	Faculty
Weakness:	Infrastructural Constraints in the form of Classroom Availability
Opportunities:	A land space for constructing new building
Challenges:	To make best utilisation of limited space

8. Plans of institution for next year

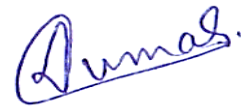
- (a) To build a new building exploring external fund,
- (b) To introduce Green initiative in the form of exploring Solar Energy,
- (c) Introducing the college as Wi-fi Campus,
- (d) Creation of Conference Room and remodelling of college office infrastructure

Name Dr. Gautam Majumdar



Signature of the Coordinator, IQAC

Name Dr. Sanjay Kumar



Signature of the Chairperson, IQAC