ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC: 2016-2017
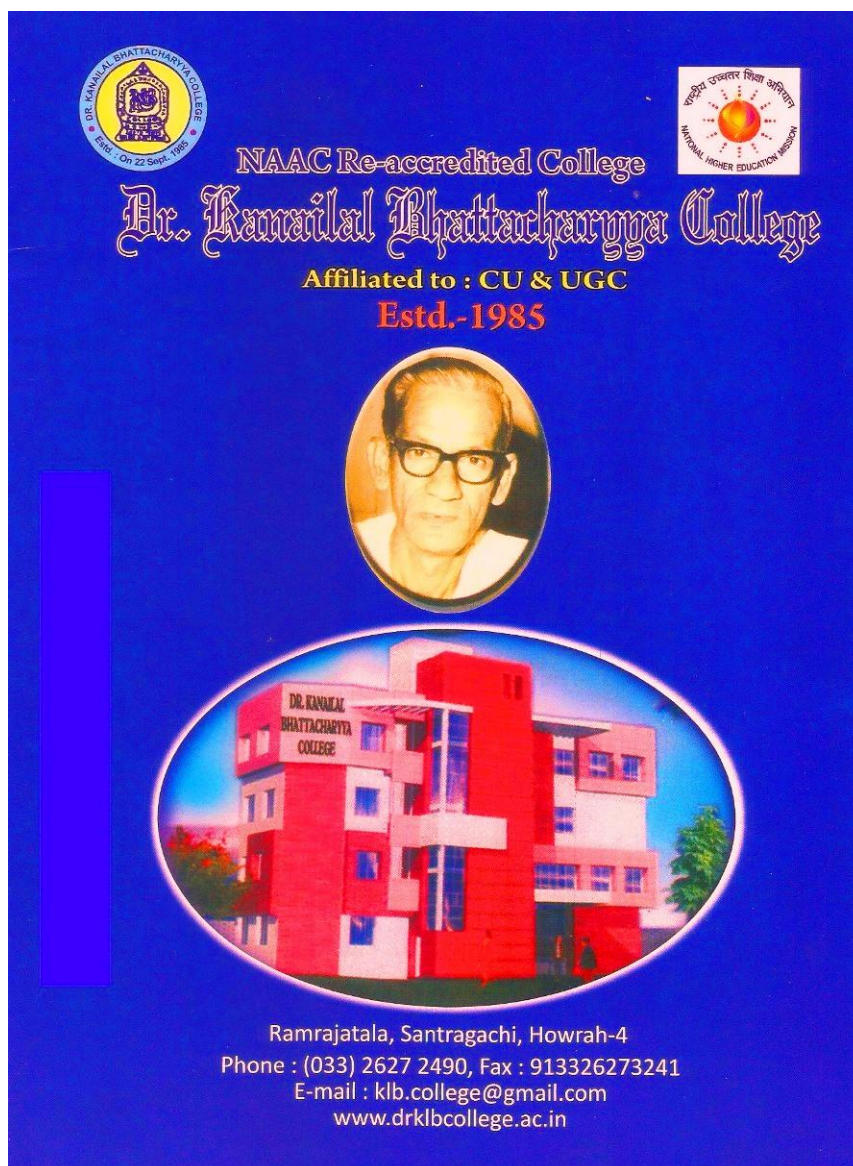

DR.KANAILAL BHATTACHARYYA COLLEGE
RAMRAJATALA, SANTRAGACHI
HOWRAH-711104

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **DR.KANAILAL BHATTACHARYYA COLLEGE**

1.2 Address Line 1

> **DHARMATALA, RAMRAJATALA**

Address Line 2

> **SANTRAGACHI**

City/Town

> **HOWRAH**

State

> **WEST BENGAL**

Pin Code

> **711104**

Institution e-mail address

> **Klb.college@gmail.com**

Contact Nos.

> **033 2627 2490**

Name of the Head of the Institution:

> **DR.KAUSTUBH LAHIRI**

Tel. No. with STD Code:

> **033 2557 2527**

Mobil

> **+91 9903389092**

Name of the IQAC Co-ordinator:

DR.MANTU BISWAS

Mobile:

+91 9051923727

IQAC e-mail address:

iqac.klbc@gmail.com

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)*

EC(SC)/05/RAR/077 Dated 03/03/2015

1.5 Website address:

www.drklbcollege.ac.in

Web-link of the AQAR:

https://drklbcollege.ac.in/wp-content/uploads/2020/07/AQAR-2015-2016.pdf

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	1st Cycle	C++	67.70	2004	From 03/05/2004 to 02/05/2009
2	2nd Cycle	C	1.91	2009	From 30/09/2009 to 29/09/2014
3	3rd Cycle	B	2.01	2015	From 03/03/2015 to 02/03/2020
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **10/06/2004**

1.8 **AQAR for the year** *(for example 2010-11)*   **2016-2017**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____**30/11/2015**_____ (DD/MM/YYYY)4
  ii. AQAR_____**03/12/2016** _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√] No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution   Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men ☐ Women ☐

                    Urban [√] Rural ☐ Tribal ☐

Financial Status   Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

               Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)   .   N.A.

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

| UNIVERSITY OF CALCUTTA |

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

Autonomy by State/Central Govt. / University | N.A. |

University with Potential for Excellence | N.A. | UGC-CPE | N.A. |

DST Star Scheme | N.A. | UGC-CE | N.A. |

UGC-Special Assistance Programme | N.A. | DST-FIST | N.A. |

UGC-Innovative PG programmes | N.A. | Any other *(Specify)* | N.A. |

UGC-COP Programmes | √ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 04 |

2.3 No. of students | 00 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 00 |

2. 6 No. of any other stakeholder and
    community representatives | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No.   05   Faculty   02

Non-Teaching Staff Students   02   Alumni   01   Others   00

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

If yes, mention the amount   N.A.

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   0   International   National   State   Institution Level

(ii) Themes   N.A

2.14 Significant Activities and contributions made by IQAC

> **Publication of book with ISBN.**

> **Interface seminars with distinguished academicians and professionals in order to cultivate applied occupational scope for existing curriculum.**

> **IQAC Coordinator attended Calcutta University Board of Studies meeting to give suggestion for curriculum development.**

> **To acquaint commerce students with the purpose GST Taxation system.**

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
➢ **Introducing Faculty Exchange Programme with Universities and reputed colleges (NAAC 'A' Grade) to facilitate the students and teachers of this college.**	➢ **The IQAC has already contact with the distinguished academicians from various reputed institutions like Presidency University, Bose Institute, Visva Bharati University, and The Indian Science Congress Association etc. The Department of Bengali in collaboration with IQAC organized such interface seminar where the renowned professor from Presidency University has been delivered his lecture.**
➢ **To establish virtual class room.**	➢ **Virtual classroom with the video conferencing facility is being installed with the financial assistance from Department of Higher Education, Government of West Bengal to operationalize interactive teaching learning programme. The system is to be operationalized actively in next academic session.**
➢ **To establish seminal library.**	➢ **Departmental Seminal libraries are being started for hosting with priorities for Department of Zoology, Physiology, Botany and Geography with laboratory infrastructure because practical module requires continuous interface with theoretical counterpart.**
➢ Digitization of Library.	➢ **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

*** Attach the Academic Calendar of the year as Annexure. (Please see Annexure-I)**

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The AQAR approved and passed by the Governing Body.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	**03**	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	**01**
Diploma	0	0	0	**01**
Certificate	0	0	0	**01**
Others	0	0	0	**01**
Total	**03**	0	0	**04**
Interdisciplinary	0	0	0	0
Innovative	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	**00**
Trimester	**00**
Annual	**03**

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   (Please see Annexure-II)

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

N.A.

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
32	**13**	**06**	**00**	**PTT-13**

2.2 No. of permanent faculty with Ph.D.   **07**

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
02	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   08   0   05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level

Attended	08	32	00
Presented papers	08	08	00
Resource Persons	00	00	01

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

> **Regular field work for students of Geography, Zoology, Botany and Physiology to functionally synchronize the theoretical and practical modules of curriculum. Selection of field station is therefore focussed with precessions to attain this particular objective.**

> **Virtual classroom with the video conferencing facility is being installed with the financial assistance from Department of Higher Education, Government of West Bengal to operationalize interactive teaching learning programme. The system is to be operationalized actively in next academic session.**

> **Departmental Seminal libraries are being started for hosting with priorities for Department of Zoology, Physiology, Botany and Geography with laboratory infrastructure because practical module requires continuous interface with theoretical counterpart**

> **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

> **Viewing and discussion of films directly related to the curriculum.**

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

224

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

N.A.

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

0	0	01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
       distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	**350**	-	2%	45.71%	-	**74.57%**
B.Sc.	**45**	-	17.78%	82.22%	-	**100%**
B.Com.	**96**	-	-	15.63%	-	**9.37%**

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

> **Monitoring the attendance of the students**

> **Active participation in admission process of U.G. Courses.**

> **Monitoring the classes held.**

> **Filling up the vacant teaching and non-teaching posts.**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**02**
UGC – Faculty Improvement Programme	00
HRD programmes	**01**
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	**03**
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of

	Permanent Employees	Vacant Positions	permanent positions filled during the Year	positions filled temporarily
Administrative Staff	**17**	00	00	**05**
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ **Inspire faculty members for research/publications in peer reviewed journal as well as participation and present papers in national/international seminars and book publication.**
>
> ➢ **Constituted research committee to approve the UGC sponsored Major and Minor Project proposal of the faculty.**

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**02**	-	01
Outlay in Rs. Lakhs	-	**-**	**Rs.180000.00 & Rs.220000.00**	**Rs.210000.00**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	0	**02**	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: N.A.

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	-
Minor Projects	**2Years**	**UGC**	Rs.18000.00	Rs162000.00
			Rs.220000.00	Rs.170000.00
			Rs.210000.00	Rs.210000.00
Interdisciplinary Projects	0	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs.610000.00	Rs.542000.00

3.7 No. of books published   i) With ISBN No. | **03** | Chapters in Edited Books | **25** |

ii) Without ISBN No. | 0 |

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 | N.A. |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	**01**	0	0	0
Sponsoring agencies	-	**UGC**	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | **01** |

| 0 | | 0 | | 0 |

3.13 No. of collaborations   International   National   Any other

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | 0 |

Total | 0 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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 | 0 |
   and students registered under them | 0 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 50 | State level | 0 |

| | National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level	0	State level	0
National level	0	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	0	NSS	**02**	Any other	0

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

- **Organized Blood donation camp.**
- **Organized medical camp at the slum area of Manuchak gram Panchayat in Howrah district.**

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	**3182sq.m.**	0	0	**3182sq.m.**
Class rooms	**23**	0	0	**23**
Laboratories	**07**	0		**07**
Seminar Halls	**01**	**Upgraded**	**RUSA**	**01**
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)		**Rs.218153.00**	UGC & college fund	**Rs.218153.00**
Others	0	0	0	0

4.2 Computerization of administration and library

> ➢ **Partially computerised administration, student management and library.**

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**7317**	**Rs.4140515.00**	**0**	**0**	**7317**	**Rs.4143385.00**
Reference Books	**5570**	-	**19**	**Rs.2870.00**	**5589**	-
e-Books	0	-	0	-	0	-
Journals	**03**	**Rs.580.00**		-		**Rs.580.00**
e-Journals	0	-	0	-	0	-
Digital Database	0	-	0	-	0	-
CD & Video	**30**	**Not available**	0	-	0	**Not available**
Others (specify)	0	-	0	-	0	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**50**	**02**	**03**	**03**	0	**10**	**05**	0
Added	**04**	0	0	0	0	0	0	0
Total	**54**	0	0	0	0	0	0	0

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

N.A.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   **Rs.142032.00**

   ii) Campus Infrastructure and facilities   **Rs.12870.00**

   iii) Equipments   **Rs.63251.00**

   iv) Others   00

Total :   **Rs.218153.00**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As an innovative initiative, a students' wing of the IQAC designed to directly involve the student community in quality enhancement and sustenance practices. The IQAC also organises counselling on students support services just after admission in 1ˢᵗ year (UG) classes.

5.2 Efforts made by the institution for tracking the progression

The college invites different agencies who provide jobs/employment to the students throughout the year. Many job providing agencies are come to the college and the college arranges seminar/canvassing programme for the students' employment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1334	00	00	00

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
531	**39.81%**

Women

No	%
803	**60.19%**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1433	**229**	**29**	**48**	**02**	**1741**	**1037**	**202**	**18**	**77**	**00**	**1334**

Demand ratio **1:4**   Dropout % **8.34%**

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

N.A.

No. of students beneficiaries

00

5.5 No. of students qualified in these examinations

NET | 00 | SET/SLET | 00 | GATE | 00 | CAT | 00 |

IAS/IPS etc | 00 | State PSC | 00 | UPSC | 00 | Others | 00 |

5.6 Details of student counselling and career guidance

Department of Commerce organized student counselling and career guidance programme in collaboration with Global Link, an International trade consultant in Kolkata ON 17th June, 2017.

No. of students benefitted

| 142 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

N.A.

5.9 Students Activities

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

State/ University level | 44 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	108	Rs. 87480.00
Financial support from government	K-1 : 09	**Rs. 6750.00**
	K-2: 148 Minority Scholarship: 60(Above 50% marks)- 15 (Below 50%)-	**Rs.3700000.00** Rs.300060.00 Rs.72000.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | **02** |

5.13 Major grievances of students (if any) redressed: _____**NIL**_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision: Social and Economic uplipment of the people of this area through value based quality education.**

> **Mission: Committed to serve the society with humility and trust, devoid of exploitation, to impart value based higher education.**

6.2 Does the Institution has a management Information System

N.A.

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

6.3.1 Curriculum Development

> **Inclusion of field work and educational excursion inclusion of project work.**

6.3.2 Teaching and Learning

> **Emphasis on internet access for project work**
>
> **Presentation of learning by students through seminar, field work, industrial visit.**
>
> **Emphasis on lecture through power point presentation**.

6.3.3 Examination and Evaluation

> **The college has several mechanisms in place to ensure that all stakeholder —— students, parents, faculty members, office staff —— are aware about the evaluation process. The evaluation processes consist of Mid-term and Test Examinations**.

6.3.4 Research and Development

> **Inspire faculty members for research/publications in peer reviewed journal as well as participation and present papers in national/international seminars and book publication.**
>
> **Constituted research committee to approve the UGC sponsored Major and Minor Project proposal of the faculty.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **Introduced separate internet connection in the library for book requisition.**
>
> **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

6.3.6 Human Resource Management

> **Arrangement for training to part time teaching staff for introduction and smooth work of HRMS and e-pension.**
>
> **Encourage the faculty members to participate in Refresher and Orientation Programme.**

6.3.7 Faculty and Staff recruitment

> **For teaching staff appointment against substantive post through West Bengal College Service Commission and for Guest lecturer the management seeks application in newspaper and also college website following the UGC and State Government guidelines.**

6.3.8 Industry Interaction / Collaboration

N.A.

6.3.9 Admission of Students

> **Online admission system introduced as per guideline of W.B. Govt. and University of Calcutta.**
>
> **Admission strictly on the basis of merit.**

6.4 Welfare schemes for

Teaching	**Group Insurance**
Non teaching	**Group Insurance**
Students	**Various Govt. & Non-Govt. Scholarships, Stipends and Endowments.**

6.5 Total corpus fund generated

Rs. 35,45,057.00

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	N.A.	Yes	Principal (sometime the matter refer to the Governing Body)
Administrative	N.A.	N.A.	Yes	Principal & Governing Body.

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

For UG Programmes   Yes   ☐   No   √

For PG Programmes   Yes   ☐   No   ☐

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

> ➢ **In various programme of the college the members of alumni association performed and also arranged cultural programmes and competitions.**

6.12 Activities and support from the Parent – Teacher Association

> **The college organised parent-teacher meeting in every year. The faculty members are meet with the guardians to discuss with the problem of the students regarding their attendance and result.**

6.13 Development programmes for support staff

> Parent University (University of Calcutta) has been conducted training programmes for college staff regarding online admission and examination form submission.

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

> Through NSS Unit arranged many programmes to make the campus eco-friendly. Such as – beautification and gardening, declared the college campus is a plastic free zone.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> **Regular field work for students of Geography, Zoology, Botany and Physiology to functionally synchronize the theoretical and practical modules of curriculum.**

> **Virtual classroom with the video conferencing facility is being installed with the financial assistance from Department of Higher Education, Government of West Bengal.**

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

> **Introducing faculty exchange programme with Universities and reputed colleges.**
>
> **Digitization of Library.**
>
> **To introduce free Wi-Fi connection in the campus.**
>
> **Introduction of digital class room with video conferencing facility.**
>
> **Encourage faculty members to engage more research work.**

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

> Best Practice-I **:**   *Optimization of Functional Skill Potentiality of Students.*
>
> Best Practice-II :   *Significance of this Institution as Technical Hub.*

*Provide the details in annexure (annexure need to be numbered as i, ii,iii) (Please see Annexure-III)

7.4 Contribution to environmental awareness / protection

> **The college constantly seeks to promote the care of Mother Earth initiative and to motivate the student to promote ecological justice and sustainable development.**

7.5 Whether environmental audit was conducted?   Yes [   ]   No [√]

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

N.A.

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

> New subjects to be introduced at U.G. level.

> Introduce P.G. courses in different subjects.

> Publication of academic journal and books.

> Arrange students' fairs, exhibitions, departmental seminars, gender sensitization programmes.

> Make Alumni Association more active and involved.

> Fully computerized administration and library.

> Upgradation of website and College magazine.

Name: **DR.MANTU BISWAS**   Name: **DR.KAUSTUBH LAHIRI**

_____   _____

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

Annexure I

ACADEMIC CALENDER FOR THE SESSION 2016-2017
AS PER CALCUTTA UNIVERSITY CIRCULAR VIDE NO: CS/1683/ADMIN.(CIR) DATED 06 TH MAY,2016.

MONTH	1st Week	2nd Week	3rd Week	Last Week
July, 2016	Commencement of New Academic Session. C.U. Examination Away centre	C.U. Examination Away centre	C.U. Examination Away centre	Commencement of 1st Year Classes on 28.07.2016& C.U Registration Starts

August ,2016	Classes & C.U. Examination Away centre	Commencement of 2nd Year B.Com Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre
September,2016	Classes	Classes	Classes	Classes C.U Registration End by 22nd September,2016
October,2016	Classes	Puja Vacation	Puja Vacation	Puja Vacation
November,2016	Puja Vacation	Classes	Mid-term Examination	Mid-term Examination
December,2016	Classes	Classes	Classes & Annual Sports	Winter Recess
January,2017	Classes	3rd Year test	3rd Year test	Classes
February,2017	Classes	2nd Year test	2nd Year test	Classes
March,2017	1st Year test	1st Year test	Classes	Classes
April,2017	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre
May,2017	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre
June,2017	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre

Annexure II

ANALYSIS OF FEEDBACK FROM STAKEHOLDERS

The students have given their feedback on teachers and college facility. They have given good feedback on an average about the teachers. However there are some instances where the students have noted shortcomings of some infrastructural facilities and well equipped digitized library. These points were brought to the IQAC meeting by the Principal. Permanent faculties are noted that we have to increase the number of computers available to the students and we require more computer lab and ICTs.

The parents in their feedback are happy about the college on an average. But they also have shown concern about the lack of permanent faculty. The parents and members of alumni association suggested introducing online feedback platform.

The Principal has brought these things to the notice of the Governing Body and Department of Higher Education, Government of West Bengal. It is expected that the management will take note of requirement of the college and necessary action will be taken.

Annexure III

BEST PRACTICE-I

1) TITLE OF THE PRACTICE:-
OPTIMIZATION OF FUNCTIONAL SKILL POTENTIALITY OF STUDENTS.

2) OBJECTIVES OF THE PRACTICE:-
Spatial hinterland of this college cohabits of both rural and urban domains in comparatively backward district of Howrah in West Bengal. The school education of the students is essentially steered by vernacular medium whereas any reputed study materials either in print version or

e-platform are essentially in English language. Therefore the strategic prioritization is oriented to enable the students to overcome the language hurdle for getting access to contemporary enriched academic field in each subject.

3) THE CONTEXT:-

Strengthening the learning capacity of the students towards higher education by providing access the standardized English text book, ancillary books and other e-materials available through the internet browsing.

4) THE PRACTICE:-

Regular library work by the students consequent upon tasking them with home assignment is the first step to discern their level of weakness in the sphere of knowledge harvesting. Persistent rectification of assigned tasks can provide the students a preliminary level of confidence. Regular class tests and other stator examinations enable them to attain the desired skill and ability.

5) EVIDENCE OF SUCCESS:-

Constrained. Because University of Calcutta allows the students to write answer in vernacular medium. However in practical component such facility is unavailable. Therefore for the students pursuing science subjects this initiative becomes more fruitful.

6) PROBLEM ENCOUNTERED AND RESOURCES REQUIRED:-

UGC is required to remould its remedial coaching system with target specification, in the context of institutional constraints.

BEST PRACTICE-II

1) TITLED OF THE PRACTICE:- *SIGNIFICANCE OF THIS INSTITUTION AS TECHNICAL HUB.*

2) OBJECTIVES OF THE PRACTICE:-
The college is located within an industrial zone at Howrah district established during colonial period. So the rival of this industrial belt is one of the key important economic policies of the state West Bengal.

This college is located in this industrial belt. The NAAC Peer Team during its visit underlines the importance of this institution as a technical hub parallel to its mainstream curricular courses. Therefore by their recommendation UGC sponsored vocational course has been introduced. In this academic year 2016-2017 Tourism & Travel Management and Interior Decoration (UGC Vocational Course) as well as Automobile Mechanics Course both are remain functional. Side by side the IQAC has also started a preparation for GST training course for both ex-students, regular students and representatives of local industrial organizations.

3) THE CONTEXT:

The discussion of Government of India we are all aware that by Parliamentary Act. GST is going to be introduced by Govt. of India. Therefore the industrial companies in our surrounding deserve that our college should assist them to comply with this new GST Act. This has been transpired with regular interaction between the IQAC and industrial houses as our deemed stakeholder.

4) THE PRACTICE:-

The college arranged GST training seminars and we emphasis entire local industry as they are going to enter in to a new taxation system. We are also aware about the regular students. We have a Department of Commerce and Financial Management is included in their curriculum.

5) EVIDENCE OF SUCCESS:-

It is a foundation process and we are consulting with various organizations about our proposal. The IQAC has already organized a workshop on the said topic in collaboration with Institute of Computer Accounts (ICA), Kolkata. On the other hand our vocational students have successful career in the job oriented market.

6) PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:-

Recommendation of NAAC and financial assistance from UGC is required to run these courses more functional. Most of the students are below poverty line, so we collect nominal fund from them and for the interest of the students and local community we continuing these courses from our limited college fund.

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