

## 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)

AQAR for the year (for example 2010-11)

2016-17

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

NETAJI NAGAR DAY COLLEGE

1.2 Address Line 1

170/436, N.S.C. BOSE ROAD

Address Line 2

REGENT ESTATE

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700092

Institution e-mail address

netajinagardaycollege@gmail.com

Contact Nos.

(033) 2411-5301

Name of the Head of the Institution:

Dr. Sonali Banerjee Jash

Tel. No. with STD Code:

(033) 2971 1874

Mobile:

+91 9433073789

Name of the IQAC Co-ordinator:

Dr. Suhas Basu (From September,  
2014 to March, 2017)

Dr. Chanchal Guha Roy  
(May, 2017 onwards)

Mobile:

+91 9831771096

IQAC e-mail address:

netajinagardaycollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**WBCOGN13286**

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)/22/A&A/30.2 dated 22-02-2017

1.5 Website address:

www.nndaycollege.com

Web-link of the AQAR:

No separate weblink

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 <sup>st</sup> Cycle	B+		2007	March, 2007 To March, 2012
2	2 <sup>nd</sup> Cycle	B++	2.76	2017	21.02.2022
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

14/03/2011

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

2016-17

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

**Not Applicable**

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR \_\_\_\_\_ (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)

NIL

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

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/> Faculty <input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value=""/>
Others	<input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="2"/>
International	<input type="text" value=""/>
National	<input type="text" value=""/>
State	<input type="text" value=""/>
Institution Level	<input type="text" value="2"/>
(ii) Themes	<input type="text" value="Quality Enhancement in Organisational Behaviour"/>

## 2.14 Significant Activities and contributions made by IQAC

- Focussing on quality enhancement in organisational behaviour by sensitization of employees through workshops etc.
- Preparing for Second cycle NAAC accreditation & obtaining the same successfully after NAAC Peer Team visit February, 2017

## 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
<ul style="list-style-type: none"> <li>• To introduce computer training course for students of Humanities stream.</li> <li>• To introduce training for communication skill in English for interested students</li> <li>• To set up virtual classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Certificate course conducted by Dept. of Computer Science &amp; Dept. of Electronics 14 no. of students enrolled and completed the Course.</li> <li>• This programme could not be initiated during this year</li> <li>• Virtual Classroom has been set up with Financial Assistance from the Higher Education Dept, Govt. of West Bengal</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body      Yes       No   
 Management       Syndicate       Any other body

Provide the details of the action taken

AQAR 2016-17 was placed before the IQAC at its meeting held on 21.02.2018. The AQAR was discussed and finally approved for submission to the NAAC.

## 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	---	---	---	---
PG	1	---	1	
UG	6		--	
PG Diploma	--	--	---	--
Advanced Diploma	--	---	---	--
Diploma	--	---	--	---
Certificate	--	--	---	---
Others	--	--	--	--
<b>Total</b>	<b>7</b>	<b>--</b>	<b>1</b>	
Interdisciplinary	--	---	---	--
Innovative	--	---	--	---

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes 6+1
Semester	01
Trimester	
Annual	06

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

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.

NA

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

NA

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	37	27	9	1	

2.2 No. of permanent faculty with Ph.D. 15

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
	16				1				05	07

2.4 No. of Guest and Visiting faculty and Temporary faculty 23  25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	3	1
Presented papers	2	6	6
Resource Persons			

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

- Invited lectures by experts organised by the different departments.
- Encouraging students of all streams (Humanities, Science & Commerce) to participate activity in the Annual Exhibition organised on an inter-disciplinary theme.

2.7 Total No. of actual teaching days during this academic year 130

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

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

3		
---	--	--

2.10 Average percentage of attendance of students

60%
-----

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.(Hons.)	72		0	56	0	
B.SC.(Hons)	85		7	34	0	
B.Com (Hons.)	115		2	24		4
B.A.(Genl.)	217		0	113	0	0
B.SC .(Genl.)	73		0	53	0	0
B.Com (Genl)	152				28	
M.Com.	27		5	22	0	0

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

- By encouraging departments to adopt learner-centred pedagogy
- By encouraging that all departments follow the academic calendar drawn up by the affiliating University for completion of syllabus on time.
- By ensuring that evaluation of students' academic performance through Mid-Term Test and Selection (College) Test is completed before allowing students to appear at University examinations.

2.13 Initiatives undertaken towards faculty development

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

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	03	01	05
Technical Staff	10	03	01	05

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Motivating the faculty to undertake research activity – permission given by the Governing Body to 02 newly appointed faculty members to register for doctoral research work.
- Encouraging departments to organize seminars / invited lectures on contemporary issues.
- Speedy submission of documents to the Education Directorate, Govt. of West Bengal in connection with award of incentives to teachers for M.Phil / Ph.D degree.

#### 3.2 Details regarding major projects: **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			260000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	5	3
Non-Peer Review Journals			3
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	UGC		
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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: NIL

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	NA	NA	NA	NA	NA
Sponsoring agencies	NA	NA	NA	NA	NA

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	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

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
1	1					

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 to 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	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text" value="1"/>

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

- Blood donation Camp organised on 13<sup>th</sup> December, 2016
- NSS Special Camp held in neighbouring Khanpur in March, 2017

## 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	4411.90	NIL	-	4411.90
Class rooms	24	0	-	24
Laboratories	10	0	-	10
Seminar Halls	2	0	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		VIRTUAL CLASSROOM	GOVT. GRANT	1
Value of the equipment purchased during the year (Rs. in Lakhs)	18,24,022	5,13,178	College+UGC + State Govt.	23,37,200
Others		02 Printers	College+UGC	

#### 4.2 Computerization of administration and library

Process of Barcoding of Library books undertaken and completed – important steps towards Library automation.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15902		206	64222	16108	
Reference Books	287		11	3437	298	
e-Books	97000	0	3038000	5750	3135000	5750
Journals			15	9790	15	9790
e-Journals	6000	0		Includes e-book	6000	Includes e-book
Digital Database	2	0	0	0	2	0
CD & Video	154	Not Purchase	0	Not Purchase	0	Not Purchase
Others (specify) (Gifted Book)	446	0	38	0	484	0

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	122	09	12	04	20	08	43	04
Added		0	02	01	13	7	0	02
Total		09	14	05	33	15	43	06

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

Virtual classroom set for enabling students equipped with the latest knowledge and are competitive on the national as well as global scale.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

99,632

ii) Campus Infrastructure and facilities

1,18,914

iii) Equipments

202178

iv) Others

100,000

**Total :**

**520724**

### **Criterion – V**

#### **5. Student Support and Progression**

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Interacting regularly with the students union to keep the students aware about the various support services extended by the college and government agencies.
- Student representatives informed about the Student Safety Policy – an insurance scheme to which the College has subscribed for giving accident / ailment coverage to students

5.2 Efforts made by the institution for tracking the progression

No significant effort for taking student progression could be made in 2016-17.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2072	75		

(b) No. of students outside the state

NIL

(c) No. of international students

	No	%		No	%
Men	1264	61	Women	808	39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1539	317	10	120	02	1988	1577	318	11	162	4	2072

Demand ratio 1:3      Dropout %

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

Govt. Service Entry Level Coaching classes commenced in June, 2016 and this continued upto January, 2017 with financial assistance received from the UGC for this purpose

No. of students beneficiaries

24

5.5 No. of students qualified in these examinations

NET	02	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

### 5.6 Details of student counselling and career guidance

1. A seminar on Career Opportunities organised on 13.01.2017 with experts from the Administrative Training Institute, Kolkata, WB Public Service Commission Institute of Company Secretaries of India & Swami Vivekananda Institute of Management & Computer Science, Kolkata , acting as resource persons.
2. A series of Lectures on “Career Opportunities in the Armed Forces” held on 31.03.2017 with officers from the Indian Air Force, presently stationed at Fort William, Kolkata acting as resource persons.

No. of students benefitted

**187**

### 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
2	50	10	

### 5.8 Details of gender sensitization programmes

A session was organised on 03.01.2017 to spread awareness regarding sexual harassment of women at work place (Prevention, Prohibition and Redressal). Ms. Sharmila Nath, a lawyer by profession and a member of the awareness against sexual harassment cell of the College addressed the students and staff.

### 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	183	4,65,525
Financial support from government	34	
Financial support from other sources		
Number of students who received International/ National recognitions		

\* Due to introduction of online system and direct deposit to student's bank A/c, college has no available record of sanctioned amount from Govt. of WB and WBMDFC, Govt. of WB.

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: NIL

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The vision of the college is to be a leading college in Kolkata, providing a well-resourced strongly academic, holistic education to boys and girls in such a way that it will create an environment, “Where the mind is without fear, the head is held high and knowledge is free.

The mission is: - to offer equal opportunity of access to all.

A differentiated approach to teaching encourages all students to participate fully in the process of learning.

To encourage and motivate students to achieve their full potential whilst recognizing and commending their efforts, achievements and success.

A safe and caring environment is to be provided that will promote interaction between the three sections of the academic community such as students, teachers and non-teaching employees.

A value based system of education is provided so that students will participate in all such co-curricular activities which will improve their health and mind and also encourage them to participate in welfare activities having ‘community orientation’.

#### 6.2 Does the Institution has a management Information System

The College till date has no modernized management Information system.

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

##### 6.3.1 Curriculum Development

Every department undertakes different strategies for effective transaction and delivery of the University stipulated curriculum in the form of special (invited) lectures, student seminars, educational tours, wall magazines, exhibition, etc.

### 6.3.2 Teaching and Learning

Learning abilities of students is taken into consideration by all teachers and class lectures and planned accordingly. Slow learners are encouraged by taking special (remedial) classes. Advanced learners are identified and given special guidance.

### 6.3.3 Examination and Evaluation

The practice of showing evaluated answer scripts of Mid-Term Test to students is followed with the objective of preparing students for University examinations.

### 6.3.4 Research and Development

- Financial assistance received for one MRP in the Department of Mathematics.
- 24 number of research publications of faculty during 2016-17

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Significant progress towards Library automation.
- Virtual Classroom set up with financial assistance from the Govt. Of West Bengal.

### 6.3.6 Human Resource Management

Students and staff participate in institutional activities through various Sub-Committees. Participatory management is encouraged.

### 6.3.7 Faculty and Staff recruitment

- Appointment of 11 Assistant Professor on the recommendation of West Bengal College Service Commission against Govt. sanctioned posts.
- Appointment of 01 Lower Division Clerk & 01 Library Clerk against Govt. sanctioned posts.
- Appointment of 23 Guest Lecturers on college pay.

6.3.8 Industry Interaction / Collaboration

No such initiative during this period.

6.3.9 Admission of Students

Students admitted through online system for both UG and PG courses.

6.4 Welfare schemes for

Teaching	Employees' Co-operative Credit Society
Non teaching	1. Employees' Co-operative. 2. Staff Benefit Fund for College Payee Staff ESI Scheme
Students	Tuition fee concession Insurance – Students' Safety Policy

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done    Yes     No

Audit by Government approved auditor completed upto Financial Year 2015-16.

Audit by Government approved auditor for Financial Year 2016-17 is in progress.

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-----	-----	-----
Administrative	NO	-----	-----	-----

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

No significant activity

6.12 Activities and support from the Parent – Teacher Association

There is no such association, but parents meet the faculty members whenever necessary.

6.13 Development programmes for support staff

Quality Enhancement in Organisational Behaviour Workshop organised by IQAC on 9<sup>th</sup> August, 2017 in which 33 no. of support staff participated.

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

- Regular disposal of garbage.
- Minimum use of air conditioners
- Tobacco-free campus

## 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.

- Annual Exhibition organized on the theme **Journey through the time frames an evolutionary outlook** in November, 2016 with the participation of students of all streams – Science, Arts & Commerce
- Feedback obtained also from parents.

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

- Computer Training programme organised by IQAC in association with the Department of Computer Science.
- Training for Communication Skill in English for students could not be organised in this year.
- Virtual Classroom has been set up with financial assistance from the Higher Education Department, Govt. of West Bengal.

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

- Emphasis on Extension Activity for reaching out to the community.
- special initiatives for students from disadvantaged sections undertaken through Equal Opportunity Centre.

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

7.4 Contribution to environmental awareness / protection

- Final Year students of all streams are taken out for Field Visit in batches accompanied by the faculty, Environmental Studies, for awareness regarding various eco-systems, and environmental sustainability.
- Many students and staff use bicycles for commuting to and from the College.

7.5 Whether environmental audit was conducted?      Yes              No

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

SWOT analysis not yet undertaken

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

- To introduce student mentoring by departments.
- To ensure for achieving better performance of students in University examinations.
- To strive for infrastructural upgradation.

Name **Dr. Chanchal Guha Roy**



Signature of the Coordinator, IQAC

Name **Dr. Sonali Banerjee Jash**



Signature of the Chairperson, IQAC

\*\*\*

**Best Practices (A)**

- **Title of the Practice:**  
Emphasis on Extension activity for reaching out to the community.
- **Goal:**  
To instill the sense of social responsibility and nurture the habit of social service among young learners.
- **The Context:**  
The need for reaching out to the community despite various constraints is given emphasis in recognition of the International social responsibility.
- **The Practice:**  
Blood donation camp is organized every year by the College. It was held on 13<sup>th</sup> December, 2016 for the 2016-17 session. The Camp organised with the help of M.R. Bangur Hospital of the Govt. of West Bengal. A total number of 129 donors, mostly students, donated blood in this Camp which is held in the College Campus.
- **Evidence of Success:**  
The success of this outreach activity is evident from the impressive number of donors who voluntarily donated blood at this camp. This activity has succeeded in spreading awareness among students about the important of blood donation as a form of social service.
- **Problems encountered and Resource Required:**  
The College faces space constraint due to which the Blood Donation Camp has to be kept confined to students, teachers and staff from the institution only. The camp cannot be kept open for donors from outside the institution as well. Financial constraint also stands in the way of organizing the Blood Donation Camp on a larger scale.

## **Best Practices (B)**

➤ **Title of the Practice:**

Special initiatives for students from disadvantaged sections undertaken through the Equal Opportunity Centre.

➤ **Goal:**

To ensure equal opportunity for students hailing from SC/ST/OBC and Minority communities, girls and the physically challenged students.

➤ **The Context:**

Students from SC/ST/OBC and Minority communities often face various problems in the process of receiving higher education and career building. Such students are often unaware of the facilities available to them through various schemes launched by the government. Through the Equal Opportunity Centre set up with financial assistance from the UGC during the XIIth Plan period, the College endeavours (i) to spread awareness among these students about the special Govt. schemes available that ensure equal opportunity to them, (ii) to motivate these students to strive for achieving success in higher education and thereby build their careers.

➤ **The Practice:**

During 2016-17 the following special initiatives have been undertaken by the College through its Equal Opportunity Centre for the students who belong to disadvantaged sections of society:

- 1) One day seminar on “Problems of Socially Disadvantaged Groups” was held on 13<sup>th</sup> May, 2016.  
Resource persons were
  - i) Sri Nitesh Biswas, ex-Joint Registrar and In-Charge of Backward Classes Welfare Cell, University of Calcutta.
  - ii) Prof. Saswati Ghosh, City College, Kolkata also an eminent women’s right activist.
- 2) Awareness programme on “ Women Health” was organized on 4<sup>th</sup> January, 2017 in association with Parivar Seva Sanstha – Reproductive Health Services – a national NGO since 1978. Girl student attended the programme and interacted with the resource persons. Their queries were answered by the lady doctor present on the occasion.
- 3) A State-level Seminar on “Rights and Opportunities for Women and the Differently Aabled : Perspectives & Planning”, jointly organised by the Equal Opportunity Centre and Department of English was held on 29<sup>th</sup> March, 2017. Justice Ranjit Kumar Dutta Chowdhury, Retired District & Session Judge was the chief Resource Person at the Seminar.

➤ **Evidence of Success:**

A large number of students from SC/ST/OBC Category, Minority community, girl students and the physically challenged students of the College have participated whole heartedly in the various programmes undertaken by the Equal Opportunity Centre. The Centre has also distributed some text books and bags asked for by the physically challenged students of the College

➤ **Problems encountered & Resource Required:**

The College has not been able to provide enough space for the Equal Opportunity Centre as there is space constraint due to the sharing of premises with another College which runs in the evening shift. There is uncertainty regarding availability of funds from the UGC for the Equal Opportunity Centre in the XIIIth Plan period. Under the circumstances, the Centre has to function with the meagre funds which the College can provide from its internal resources.