

**CITY COLLEGE OF COMMERCE & BUSINESS
ADMINISTRATION**



**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
OF
INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

City College of Commerce & Business Administration being a NAAC accredited institution on completion of its 1st Cycle of accreditation, submits here its annual self-reviewed progress report to NAAC, through its IQAC. The report details the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR details the results of the perspective plan worked out by the IQAC.

Part – A

AQAR for the year

2016-17

I. Details of the Institution

1.1 Name of the Institution

CITY COLLEGE OF COMMERCE AND BUSINESS
ADMINISTRATION

1.2 Address Line 1

13, SURYA SEN STREET, KOLKATA.

Address Line 2

NIL

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700012

Institution e-mail address

cccbakolkata@gmail.com

Contact Nos.

03340041784
03340041781

Name of the Head of the Institution:

DR. SANDIP KUMAR PAUL

03340041784

Tel. No. with STD Code:

Mobile:

9831511978

Name of the IQAC Co-ordinator:

DR. SUKANTI DUTTA

Mobile:

9831027114

IQAC e-mail address:

info@cccba.ac.in

1.3 NAAC Track ID (For ex. MHCogn 18879)

WBCOGN25872

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)/18/A&A/45.1
05.11.2016.

1.5 Website address:

cccba.ac.in

Web-link of the AQAR:

<https://www.cccba.ac.in/AQAR2016-17.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	1 st Cycle	B	2.01	2016	5 YEARS
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

10.07.2012

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)

- i. AQAR _ **Does not apply** (DD/MM/YYYY)
- ii. AQAR _____ NIL _____ (DD/MM/YYYY)
- iii. AQAR _____ NIL _____ (DD/MM/YYYY)
- iv. AQAR _____ NIL _____ (DD/MM/YYYY)

[The college has completed its 1st cycle of NAAC accreditation. Therefore, the current AQAR is the First in the cycle of AQAR s]

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)

..

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

--

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

03

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

00

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

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

01

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

Faculty	<input type="text" value="03"/>
Non-Teaching Staff /Students	<input type="text" value="2/0"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="01"/>

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 No.s	<input type="text" value="03"/>	International	<input type="text" value="--"/>	National	<input type="text" value="02"/>	State	<input type="text" value="01"/>	Institution Level	<input type="text" value="--"/>
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(ii) Themes

1. 'Beyond the Zoned Space: Teaching and Learning English in the Digital Era'(S)
2. 'Foreign Direct Investment in the Indian Sector: Challenges and Opportunities'(N)
3. 'State of Informal Sector in the Context of Inclusive Growth'(N)

2.14 Significant Activities and contributions made by IQAC

1. Encouraging Research work by teachers: 6 teachers pursuing doctoral thesis
2. One fulltime teacher allowed to pursue research work under the FDP scheme of UGC
3. UGC-Sponsored National & State Level Seminars
4. ICT-enabled Room
5. Virtual Class Room

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
----------------	--------------

1. Automation of the library	1. Semi-automation achieved: OPAC, Web-OPAC, Institutional Repository
2. Organisation of resources and revamping of the Reading Room	2. Total overhauling of the Reading Room with LED lights, Digital Display Board, Fumigation Chamber, Periodical Racks
3. Industry Visit and survey work done by students	3. Survey at Metro Dairy Pvt. Ltd. and report prepared by students
4. Preparation of an ICT-enabled room	4. A room slated for ICT-enabled classes introduced and classes taken
5. Plans to introduce Virtual Classes	5. Virtual Class room prepared and being utilised
6. Preparations for UGC Sponsored National Level and State Level seminars	6. Three seminars (English, Economics and Commerce) approved and conducted successfully
7. IBM Concentrix invited for campus recruitment	7. IBM conducting a single-day recruiting programme and selecting 14 students
8. Encouragement of research activities, individually and under the FDP programme of UGC	8. 5 teachers pursuing doctoral thesis, 2 of them under the FDP scheme
9. Submission of requisition to College Service Commission for recruiting fulltime teachers against vacant posts	9. Teachers in Commerce and Mathematics recruited
10. Submission of requisition for recruiting a second librarian	10. Librarian recruited
11. Preparations taken by the college for a NAAC Peer Team visit along the lines of the NAAC Manual	11. Acceptance of the SSR BY NAAC and NAAC Peer Team Visit in September, 2016

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

[The Academic Calendar is attached as 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 will be tabled in the forthcoming Governing Body Meeting.

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	--	--	--	--
UG	02	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	01	--	01	
Others	00	--	--	--
Total	03	00	01	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

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

[FEEDBACK ANALYSIS ATTACHED AS ANNEXURE II]

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

There has currently been no revision of regulation or syllabi by the parent university.

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
10	05	05	-	-

2.2 No. of permanent faculty with Ph.D.

03

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	04	00	00	--	--	--	--	02	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

01

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	30	30
Presented papers	--	10	02

Resource Persons	--	--	--
------------------	----	----	----

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Introduction of ICT-enabled room 2. Introduction of Virtual Classes 3. Teachers' Discussion Forum 4. Student seminars and presentation of papers |
|--|

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

210

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

Not yet introduced

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

01	02	02
----	----	----

2.10 Average percentage of attendance of students

61%

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.Com Part I	1285	--	Results not published yet			
B.Com Part II	968	--	Results not published yet			
B.Com Part III	679	--	12.86	85.89	--	1.44

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

- Through review of the teaching allocations and regeneration of human resources
- Through review of the Academic Calendar and adherence to the academic programmes and schedules
- Through Student and Library Feedback
- Through offering suggestions about examination reforms and making room for ICT-enabled education
- Allowing teachers to go for doctoral research by availing of UGC-approved FDP Scheme
- Organising seminars for giving teachers and students greater academic exposure

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	02
HRD programmes	--
Orientation programmes	01
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	03	--	01	01
Technical Staff	10	06	--	--

Criterion – III

3. Research, Consultancy and Extension

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

i)	Encouraging UGC Sponsored Research Projects
ii)	Separate enclosure for teachers for academic studies complete with LAN and internet facilities
iii)	Encouraging teachers to pursue doctoral research against Faculty Development Programmes (FDP)
iv)	Organisation of special classes for students for Final Year project work
v)	Publication of research papers of teachers in <i>Pursuits</i> , the research journal of the college

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	01	04
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	03	03

3.5 Details on Impact factor of publications:

Range	4.147	Average	04	h-index	01	Nos. in SCOPUS	Under Evaluation
-------	-------	---------	----	---------	----	----------------	------------------

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	--	--	--	--
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

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	--	02	01	--	--
Sponsoring agencies	--	University Grants Commission	University Grants Commission	--	--

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	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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
--	--	--	--	--	--	--

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

- Health Camp for slum-living people
- Awareness Programme on AIDS

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	7104.76 Sqmt.	--	On Resource	7104.76 Sqmt
Class rooms	23	--	"	23
Laboratories (Computer)	01	--	"	01

Seminar Halls	--	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	07	--	”	07
Value of the equipment purchased during the year (Rs. in Lakhs)	24,000/-	--	”	24,000/-
Others				

4.2 Computerization of administration and library

- | |
|---|
| <ol style="list-style-type: none"> 1. Smart College software used in college office 2. Biometric system in the administrative office 3. Laptop and Projector used for ICT-based classes and Virtual classroom 4. SOUL 2.0 College Version software used in the library 5. LAN with internet in office and library 6. OPAC & WEB OPAC in library 7. Institutional repository in library 8. Bar-coding in the library |
|---|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31,846	--	384	1,26,680/	32,230	--
Reference Books	--	--	--	--	--	--
e-Books	NLIST	--	NLIST	--	NLIST	--
Journals	20	22,250/-	20	22,250/-	20	22,250/-
e-Journals	NLIST	--	NLIST	--	NLIST	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	01	03	04	04	01	09	--
Added	--	--	--	--	--	--	--	--
Total	37	01	03	04	04	01	09	--

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

--

4.6 Amount spent on maintenance in lakhs :

i) ICT	1, 70000/-
ii) Campus Infrastructure and facilities	2,523,480/-
iii) Equipments	3,82,062/-
iv) Others	--
Total :	4,601,996/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Through Parent-Teacher Meetings
2. Through the college Prospectus
3. Through the college Website

5.2 Efforts made by the institution for tracking the progression

1. Through Academic and Examination reforms like Tutorial classes, Class Tests and Mid-term Tests
2. Through student participation in project and survey work
3. Through Student Feedback on different departments and activities of the institution

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2101	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

Men

No	%
--	--

 Women

No	%
--	--

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2088	65	05	69	--	2227	1945	80	07	69	--	2101

Demand ratio 1:1 Dropout % 5.21%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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
01	70	14	--

5.8 Details of gender sensitization programmes

Does not apply

5.9 Students Activities

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

State/ University level	No record available	National level	--	International level	--
-------------------------	---------------------	----------------	----	---------------------	----

No. of students participated in cultural events

State/ University level	N.R.A.	National level	--	International level	--
-------------------------	--------	----------------	----	---------------------	----

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

Sports: State/ University level	N.R.A.	National level	--	International level	--
---------------------------------	--------	----------------	----	---------------------	----

Cultural: State/ University level	N.R.A.	National level	--	International level	--
-----------------------------------	--------	----------------	----	---------------------	----

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

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:

- Use of LAN in the library
- Reprographic facilities for students
- ICT-enabled classroom

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- | |
|---|
| <ul style="list-style-type: none">i) Holistic development of the academic, moral and physical attributes of the institution and its studentsii) Development of better value system and refined sensibilityiii) Instilling discipline and confidence in the studentsiv) Catering to student needs and achievement of academic and moral excellence of studentsv) Bringing about all-round development at different levels of activities by building on existing potential and generating resources |
|---|

6.2 Does the Institution has a management Information System

System not yet introduced

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

6.3.1 Curriculum Development

- | |
|--|
| <ul style="list-style-type: none">i) Through interactive sessions with the studentsii) Through survey projects made by students to supplement the project work which forms part of the curriculum set by the universityiii) Through participation in workshops |
|--|

6.3.2 Teaching and Learning

- i) Students' exposure to OPAC and internet usage in the library allowing for greater access to books and journals
- ii) Increase in the number of Tutorial classes
- iii) Arranging special classes for project work
- iv) Greater exposure to ICT-related teaching

6.3.3 Examination and Evaluation

- i) Mid-term Tests apart from Test Examinations
- ii) Class tests
- iii) Report Cards after examinations
- iv) Allowing students to see checked scripts
- v) Preparing students for Projects and viva voce

6.3.4 Research and Development

- i) Five fulltime teachers pursuing doctoral research, two of them against the Faculty Development Programme
- ii) Library extending technological and reprographic facilities to teachers: Infilbnet, OPAC, WEB OPACetc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i) SOUL 2.0 College Version used in library
- ii) LAN with Internet facilities
- iii) OPAC & WEB OPAC
- iv) Digital Display Board in library
- v) Fumigation Chamber and Periodical Racks
- vi) Mezzanine Floor in the library with teachers' enclosure and heritage books and journals
- vii) ICT-enabled room
- viii) Computer laboratory
- ix) Power Generator and water filters
- x) Students' canteen and Common Room
- xi) Fire extinguishing facilities

6.3.6 Human Resource Management

- i) Staff Welfare Committee
- ii) Students' Insurance

6.3.7 Faculty and Staff recruitment

Faculty Recruitment:

- i) Permanent staff through recommendations of the College Service Commission and college interview
- ii) Guest Faculty through advertisement : selection done on the basis of academic qualification recommended by the UGC

Staff Recruitment:

Process completed through advertisement and interview of prospective candidates

6.3.8 Industry Interaction / Collaboration

- i) Campus recruitment drives conducted by IBM Concentrix : 14 students selected for recruitment
- ii) Associated Chambers of Commerce of India (ASSOCHAM) collaborating in hosting National Level UGC Sponsored seminar

6.3.9 Admission of Students

- i) Exclusively online modes available
- ii) Students selected and admitted on the basis of merit as per the guidelines prescribed by University of Calcutta
- iii) Panels doubly verified before publication
- iv) Counselling done in cases needing immediate attention

6.4 Welfare schemes for

Teaching	Staff Welfare Scheme & Central Cooperative Society
Non teaching	Staff Welfare Scheme & Central Cooperative Society
Students	<ol style="list-style-type: none"> 1. Students' Aid Fund 2. St. John's Ambulance for regular health check-up 3. Book Distribution for poor students

6.5 Total corpus fund generated

--

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	--	No	--
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declare result 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?

It is not an autonomous college. The University of Calcutta has been making efforts to make the following reforms:

- Decentralisation of responsibilities, making colleges examination centres to check scripts for the university controlled examinations
- External and internal examiners appointed for final year project work viva voce
- In the process of introducing the CBCS and Semester systems to bring about greater teaching-learning and examination reforms

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

- i) Allowing colleges to exercise more internal evaluative powers in controlling university conducted examinations
- ii) Making the colleges distribution centres for examination scripts
- iii) Making the colleges home centres for university conducted language-related examinations

6.11 Activities and support from the Alumni Association

Very recently formed, and yet to start full-fledged activities

6.12 Activities and support from the Parent – Teacher Association

- The Principal and teachers annually meeting parents for better academic and co-curricular developments
- Feedback from parents for improvements and developments of the college

6.13 Development programmes for support staff

Such programmes are in the making

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

- ✓ Introduction of LED lamps
- ✓ Use of green boards in classrooms
- ✓ Use of garbage vats for immediate removal of refuse

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.

1. Teachers' Discussion Forum
2. Awards for best result in B.Com Examination
3. Awards for Library Attendance
4. Scholarships/concessions to needy and meritorious students

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

The 2016-17 Session cohered with the visit of the NAAC Peer Team. Hence, the ATR was primarily based on preparations at different levels for fulfilling the requirements and demands laid out in the SSR. The ATR was chiefly based on the course of action outlined in the following points:

- Partial automation of the library: LAN, OPAC, WEB OPAC and Institutional Repository
- Appliances and devices to be used in the library to make it more student-friendly: Fumigation Chamber, Digital Display Board, Fire-fighting devices
- Setting up of ICT-enabled room for academic purposes
- Introduction of Virtual Classroom
- Teachers pursuing Ph.D. under the F.D.P. Scheme of the UGC
- Introduction of Online Feedback system to make the feedback system more complete
- Filing up of vacant teaching posts
- Recruitment of the second librarian through College Service Commission
- UGC Sponsored seminars(both State Level & National Level)
- Industry visits and student survey
- Campus Recruitment Drive by IBM

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

- | | |
|-----|---|
| i) | The Principal meeting guardians of students on each day after the scheduled close of admission process to field questions |
| ii) | The Teachers' Discussion Forum featuring presentations/papers from teachers and interactions among them |

[Details of 'Innovations and Best Practices' furnished in Annexure III]

7.4 Contribution to environmental awareness / protection

- | | |
|------|---|
| i) | Use of LED lamps |
| ii) | Use of green boards in classrooms |
| iii) | Growing plants and saplings in the college building |

7.5 Whether environmental audit was conducted? Yes No

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

A SWOC analysis of the institution reveals the areas where it has scored and those where it needs to improve. It also shows the opportunities the college needs to utilise in order to meet the challenges.

STRENGTHS:

- The rich tradition and heritage of the institution
- Its topographically advantageous position
- Transparency in the admission process
- Semi-automated library
- Academically enriched faculty
- Teachers' academic discussion forum
- Regularly conducted seminars, symposia and invited lectures
- Rich human resources
- Active participation of students in academic and co-curricular and social activities
- Campus recruitment drives and placement by concerns of repute
- ICT-enabled teaching
- Introduction of Virtual classes
- Social awareness programmes
- Students' safety insurance
- Close relationship among teachers, students and staff

WEAKNESSES:

- Space crunch in the college building
- Inadequate teacher-student ratio
- Inadequate student-computer ratio
- Unavailability of elevator for physically handicapped students
- Dearth of adequate number of teaching and non-teaching staff
- Difficulty in hosting a considerable number of students in the examinations conducted by the university

OPPORTUNITIES:

- Numerous avenues open for higher education in commerce-related studies
- Campus recruitment drives enhancing employment opportunities and scope
- Career counselling workshops helpful for students
- Tutorial classes on preparing projects paving way for research orientation
- Certificate course on communicative English and Soft Skills providing a stepping stone to future success

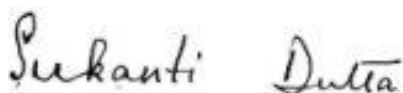
CHALLENGES:

- To make the heritage institution worth its fair name
- To help the first generation learners improve and prosper
- To overcome the difficulty offered by paucity of space by disseminating quality education
- To augment the writing and speaking skill of students by engaging them in more interactive sessions
- To start new courses to make the college a more updated and all-round institution.

8. Plans of institution for next year

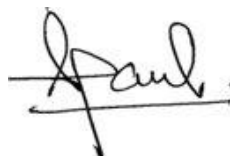
1. To start a Language Laboratory
2. To improve upon the quality of the Virtual Class
3. Introduction of B.B.A. Course
4. Introduction of Co-education
5. Having the Academic Audit done
6. Conducting an Environmental Audit

Name DR. SUKANTI DUTTA



Signature of the Coordinator, IQAC

Name DR. SANDIP KUMAR PAUL



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test

PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
