

**Maharaja Srischandra College**  
**20, Ramkanto Bose Street, Kolkata-700003**

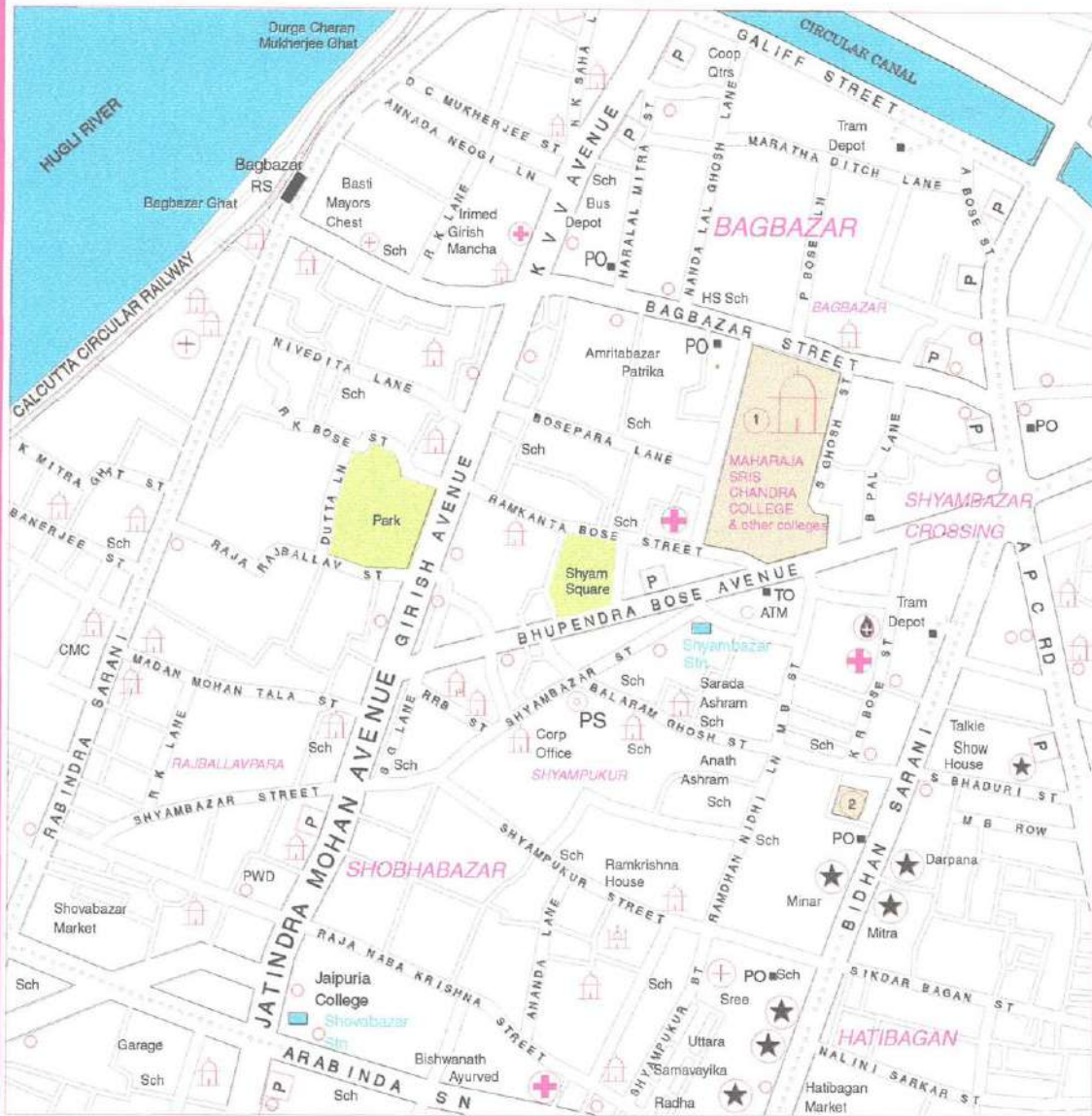
**ESTD. 1964**



# **NAAC Self Study Report**

**First Cycle Accreditation 2015**

# MAP OF MAHARAJA SRISCHANDRA COLLEGE & ITS SURROUNDINGS



**LEGEND**

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> C1 College Campus 1: Maharaja Srischandra College (Evening)	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> 2. Maharani Kasiswari College (Morning)	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> 3. Manindra Chandra College (Day)	Sch - School
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> C2 College Campus 2: Maharaja Srischandra College	Cinema Hall	Hospital	Temple
Dispensary	ST - Street	Stn - Station	
Bank	Blood Bank	PS - Police Station	Mosque
Metro Stn	PO - Post Office	Petrol Pump	Tram Line
	SN - Sarani		

Digital Map of Srischandra College & its Surroundings Produced by Caltech CADD & Geographics, Caltech India, 76 Park Street, Park Circus, Calcutta 700017 Phone 22807884

## **PREFACE**

It gives me immense pleasure and privilege to submit the Self Study Report (SSR) of Maharaja Srischandra College for the first cycle of accreditation by the National Assessment and Accreditation Council (NAAC). Our College strives to contribute to national development by imparting quality education to the economically disadvantaged sections of our society. We believe in the empowerment of the weaker sections through education which is a slow but sure and steady process. The College has travelled a long way since its inception in 1964, overcoming many hurdles while gaining strength and maturity in the process. The love and dedication of the faculty, staff and students, to whom the College is a second home, have been the real wealth of our institution.

This Self Study Report has been prepared following the guidelines of NAAC. The report is a reflection of the academic and administrative functions and activities of our College during the last few years. It focuses on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental activities. It is an endeavour which has encouraged us to examine our strengths and weaknesses, assess the opportunities before us and prepare ourselves for the challenges ahead.

A committee comprising several faculty members has written the report. The committee has prepared the report through group discussions with its members and regular interactions with me and the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty members and staff. We believe this report is self-explanatory. We still have miles to go before our goal is reached. Much has been done and much more remains to be done as our College marches forward into the future.

We cordially invite the members of the Peer Team to visit our College and give valuable suggestions and guidance which will help us in our endeavour.

**Dr. Shyamal Kumar Chakraborty**  
**Principal**

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## **Executive Summary**

The **history** of our institution, Maharaja Srischandra College dates back to 1941, when the college was set up in a very busy North Calcutta neighbourhood, Shyambazar by Maharaja Srischandra Nandy in memory of his father Maharaja Manindra Chandra Nandy, a renowned philanthropic Zamindar of Cossimbazar. An equally illustrious personality as his father, Maharaja Srischandra greatly contributed to the socio-cultural movement of Bengal in the early 20<sup>th</sup> century. Some luminaries and academicians of the locality in which the college is presently situated encouraged Maharaja Srischandra to set up a college that would cater to a large number of students residing in this locality. A proposal was accepted and the college was set up in 1941 by converting an old dilapidated building, which was previously functioning as a charitable dispensary. The building is now the common property of three separate colleges – Maharani Kasiswari College (Morning), Maharaja Manindra Chandra College (Day) and Maharaja Srischandra College (Night). Maharaja Srischandra College as a separate and independent institution came into existence in 1964.

Maharaja Manindra Chandra Nandy (1860-1929) carried on charitable work and scholarships and grants were given to meritorious and deserving students. He was a great patron of learning who spent a huge portion of his immense wealth towards the cause of education. He founded and maintained as many as 60 educational institutions namely, the Berhampore Krishnath College, the Mathrun English High School in the District of Burdwan and a number of high schools in many districts, and sent many students abroad for higher studies. He donated money for building a Nurses' Training Institution in Delhi in memory of Lady Hardinge and Medical College and Hospital for Women. Maharaja Manindra Chandra was a great patriot and also held many important offices during his time. He was the chairman of the Berhampore Municipality, Fellow of Calcutta University, President of All India Hindu Sabha, British Indian Association, the Bengal Landholders Association, the Bengal National Chamber of Commerce, President of British Indian Association, Member of Bengal Legislative Council (1913-1921), and founder of a chair of the Benaras Hindu University. Maharaja Manindra Chandra Nandy took keen interest in public and political affairs and was a munificent patron of education, agriculture, literature, art, music, science and development of home industries.

Maharaja Srischandra Nandy (1897-1952), was the son of Maharaja Manindra Chandra Nandy and Maharani Kashiswari of Khirgram, Burdwan. He was the last zamindar of the Cossimbazar Raj before the abolition of the zamindari system. He represented the Bengal zamindars in the Fazlul Haque – Shyamaprasad ministry. He entered the Bengal Legislative Assembly from the landlord's quota in 1937, and became a minister in the cabinet of Fazlul Haque (1937-1942). The Maharaja was also a popular figure in the sphere of fine arts, literature, music, sports and educational activities. Mahatma Gandhi on his visit to Berhampore in 1925 acknowledged the contributions of the Nandy family of Cossimbazar in the history of education and social service of our country.

## I

The concept of evening college emerged in Bengal after the Partition of 1947, especially when an exodus of Bengali Hindus from East Bengal to West Bengal took place. With a large number of refugee families settling in and around Calcutta, especially on the banks of the canal which is very close to the college, there grew a need to work and pursue education at the same time during this period of hardship. Against this socio-economic backdrop the establishment of evening colleges became a necessity.

In the beginning Maharaja Srischandra College offered a Bachelor's Degree in Commerce. Gradually, due to the demands from students, it started offering various subjects from the Humanities stream. In recent years, there has been a widening of the scope of our service since hundreds of general students, both male and female, are taking admission in the college. However, our primary goal is to provide the scope of education to working students who are either engaged in small business or working in the organized and unorganized sectors.

The college is situated at 20, Ramkanto Bose Street, Kolkata 700003 and is very close to north Kolkata's major landmark, the Shyambazar five-point crossing. It enjoys a prime location being adjacent to the Shyambazar Metro Station and having a close proximity to the Howrah, Sealdah and Dum Dum Railway Stations and the Bagbazar Ferry Ghat. This enables students to commute from different parts of the city as well as the suburbs. It also draws many students of the locality despite the fact that there are many colleges in close vicinity. Although the sharing of a common building with two other colleges has its own

inconvenience and disabilities, we are proud to be able to make the maximum utilization of all our resources.

The College intends to open a new campus at 12 Padmanath Lane, Kolkata-4, on a property donated by Smt. Bandita Mukherjee, ex-library staff and daughter of our Ex-Principal, Late Biswanath Mukherjee. But unfortunately, as the property is occupied by encroachers, it has been difficult to start this project despite the litigations that the college pursued over the years, to vacate it and take full control.

The College office remains open from 2.30 p.m. to 9.00 p.m. on week days and from 5.00 p.m. to 8.30 p.m. on Saturdays. Classes are held between 3.30 p.m. and 9.00 p.m. on all working days of the week and between 4.15 p.m. and 9.00 p.m. on Saturdays. The College has a separate Computer and Geography Laboratory.

The main building of the College is spread over an area of 3344 square metres. Though the other two sister colleges enjoy the facility of two more buildings in the neighbourhood as their own private property, Maharaja Srischandra College has to make do only with the common property of the Manindra Group of Colleges, i.e. the Main Building and an adjoining Annexe Building. Regular Classes can only commence after 4 p.m. in both these buildings, when Maharaja Manindra Chandra College gets over with its classes. The Computer Laboratory and the Geography Laboratory open from 3.30 p.m. Humanities departments such as English, Bengali, Hindi, History and Political Science begin their classes from 4:15 p.m. Information Technology practical classes start from 3: 30 p.m.

A big hindrance to the overall academic development of the College is lack of adequate space. Therefore, further expansion or infrastructural changes are extremely difficult and the annexe building is in optimum use. Despite these handicaps the College has formulated its own enrichment device by extending the benefit of **Seminar Libraries** to both students and teachers. Various departments such as English, Bengali, Hindi, History, Political Science and Economics have their own Seminar libraries. The idea behind introducing the Seminar Library facility is to enable the teacher to guide the students with reference materials in an informal and more personalised atmosphere. Very often the Seminar Library period is used for students' counselling. Question Banks of various subjects prepared by the teachers of the College are stored in the library for the assistance of the students. Students are periodically

monitored through class tests and their performance notified to their guardians in parent-teacher meetings.

The idea behind introducing **Students' Seminar** is to infuse a spirit of enquiry, to inculcate a research mentality and improve their ability to express themselves. It is important to point out here that most of our students come from lower middle-class and poor families and are from vernacular medium schools. Most of them are very shy in expressing themselves. Students are encouraged to present their papers on a given subject from the curricula in Students' Seminar held by the teachers in their own class. This also enables a teacher to gauge how much of the material taught in the class a student is able to follow. The Department of Commerce organizes departmental seminars on a relatively larger scale where chairpersons from other institutions are invited. Their valuable comments on the papers boost the self-confidence of the students. The Research Sub-Committee encourages teachers to undertake small and minor research projects.

Evaluation of individual students gets special attention by a close monitoring of attendance and class tests and the University prescribed Midterm and Selection Tests. There is also an informal, continuous process of internal assessment that enables the teacher to identify the strengths and weaknesses of individual students. Parent-teacher meetings are held periodically to convey the weakness and specific problems of their wards.

**Remedial classes** are held according to the needs of the students and the availability of free time to the teachers. Revision of a subject paper and mock tests are encouraged before the students appear for the university examination. Since the evaluation of an individual student's performance and standard are of primary concern, these tests are basically need-based and therefore cannot be taken on a mass scale. These classes also act as counselling sessions where individual teachers interact with their students at a more informal level. Thus remedial lectures, counselling and evaluation continue on one-to-one basis and this is not time bound.

Our institution has recently started the practice of assessing the needs of economically challenged and reserved category students, slow learners and first generation learners and to help them achieve their academic goals. Under this practice these students are attached to certain teachers for the purpose of counselling as and when necessary. The teachers make a conscious effort to understand and address academic, financial and psychological problems faced by these students. They become **mentors** and help the students through intensive



counselling. They try to create a friendly and conducive learning environment for the students. Psycho-social counselling and moral support are also provided by the teachers to students whose studies get adversely affected by personal or emotional problems. Their primary goal is to motivate these students to perform better by providing them with mental, psychological, academic and financial support.

The College takes pride in a full-fledged **library**, stocked with the latest editions of texts as well as reference materials, in the form of books, journals, periodicals and magazines. The library also has E-resources and internet browsing facilities for students and teachers, enabling many teachers to work on their research projects.

The Academic Session of the College commences from July and ends in June every year. First year classes commence according to the directives of the University of Calcutta, generally within one month from the publication of the Higher Secondary results. The second and third year classes also commence as per University norms within one week of completion of theoretical examinations. Students have to take provisional admission.

## II

Apart from the curricular activities the college also offers a certificate course in **Spoken English** which is conducted by the Department of English in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata. Classes are taken by the teachers of the School of Languages as well as the Department of English. **Entry- in-Service** is a short-term programme started for the benefit of the economically and socially challenged students. Another short-term course on **Computerised Accounting** has recently been introduced.

Over the years the college has consistently arranged both **National and State level seminars** as part of UGC and NSS based programmes. Various seminars on science, sports, women's empowerment, multiculturalism, literature, environment and economic issues have attracted an impressive audience and participation. In October 2015 a seminar on "Goods and Services Tax" was organised by the **Alumni Association** of our college. In April 2014, a UGC-sponsored seminar on "Rethinking Multiculturalism: Some Reflections" was organized by the Humanities departments of the college. In March 2013, a seminar on Swami Vivekananda was organized by the NSS unit of the college and the main speaker was Swami

Tyagrupananda of the Ramakrishna Mission, Belur. In 2012, Dr. Soumitra Sengupta, a Senior Scientist of the Indian Association for the Cultivation of Science, Kolkata, spoke on “God Particle”. These seminars were well attended and both the teachers and the students found them informative and interesting. Dr. Sushanta Bhattacharjee, a renowned mountaineer of West Bengal spoke on different aspects of Mountaineering in March 2011. A seminar on “Women’s Empowerment” was organised in March 2010, as a part of NSS activity. The speakers were our Ex-Principal Prof. Anjan Sengupta, Dr. Mukul Sengupta, Ex-Principal of Maharani Kasiswari College, Prof. Mohua Das, Principal of Baghbazar Women’s College and Prof. Provat Dutta of University of Calcutta. In April 2010, a seminar was organised on Astronomy by Dr. Debi Prasad Duari, the Director of Birla Planetarium, Calcutta. A seminar on “Buddhadeb Basu: Life and Literature” was organised by the Department of Bengali in December 2008. Our ex-professor Dr. Snigdha Bandyopadhyay delivered a talk on the subject. The Students’ Union organised a seminar “Industrialisation is our future” in September 2008 and the main speaker was the then Honourable Labour Minister Sri Anandi Sahoo. A seminar on “Manav Sampad Unnayan e Vidyasagar er Swapno” (Vidyasagar’s Dream about Human Resource Development) was held in September 2007 and Sri Biman Basu and Dr. Pratap Chandra Chunder spoke on the occasion. A seminar on “Industrialization Debate in West Bengal” was also held in September 2007. This seminar was organized in collaboration with Bangiya Arthaniti Parishad (BAP) and was attended by eminent economists. In 2007 the Bengali Department organised a UGC-sponsored seminar on “Bish Shataker Bangla Sahitya O Tar Mullayan” (Twentieth Century Bengali Literature and its Evaluation). Noted scholars, poets, litterateurs and eminent personalities graced the occasion. The Department of Political Science organised a seminar on “Human Rights: Appearance and Reality” and the speakers were Justice Shyamal Sen, Chairman of the Human Rights Commission and noted human rights activist Prof. Sujato Bhadro and Dr. Radharaman Chakravarti of the Department of International Relations, Jadavpur University. The History Department in collaboration with the Teachers’ Council organized a seminar on the Partition of Bengal and the main speakers were Dr. Pratap Chandra Chunder and Centenary Professor, Bhaskar Chakraborty of the Department of History, University of Calcutta. A UGC-sponsored programme on “Indian Writing in English” conducted by the English Department with noted writer Dr. Amit Choudhury saw great enthusiasm from the teachers of English literature of different colleges and universities.

For exploring the possibilities of restructuring the B.Com examination system, a **workshop** was held on 13.04.2013. A students' seminar was organised on revised schedule VI. On 23.12.2013 a workshop on Financial Education of Young Investors was held and the speech was delivered by Dr. Ram Prahlad Chaudhury on behalf of SEBI. A workshop on the incorporation of New Companies Act 2013 in the B.Com syllabi was held on the same day. A zonal workshop on examination system was held in 2008 and was attended by the Ex-Vice Chancellor of Calcutta University Prof. Suranjan Das, the Controller of Examinations, University of Calcutta Sri Onkar Sadhan Adhikari, and many officials of the University of Calcutta, Principals, teachers and non-teaching staff of different colleges under the University of Calcutta. The workshop was a huge success.

The college organizes **extension lectures** on various subjects from time to time. Dr. Anindya Sinha of National Institute of Advanced Studies, Bangalore gave an interesting talk on "Human Cloning". An audio-visual presentation was made by Dr. Pranabesh Sanyal, retired Principal Chief Conservator of Forest, on "Project Tiger". Justice Bhagabati Prasad Banerjee gave a talk on "Environment and Pollution". Lectures on "Women's Empowerment" were also held, apart from many others. In tune with the world-wide protests that were held against the British-American attack on Iraq, the Students' Union of the college had organized an "Anti-War" seminar with speeches, anti-war songs and a poster exhibition.

The college also organised **Youth Parliament** competition at Kolkata District Level on 4<sup>th</sup> February 2010. The number of participants was around four hundred. The competition was a grand success. M.L.A.s, M.P.s and Councillors were invited. The Director of Public Instruction, Government of West Bengal also visited the college. In the year 2015-2016, our College won the third position at the Kolkata District Youth Parliament Competition and Quiz Contest in the category of Character Building.

Apart from academics the college looks after the overall development of its students by inculcating a spirit of leadership, social service and character building amongst its students. NCC or the **National Cadets Corps** and NSS, the **National Service Scheme** are the two important areas that have played an important role in the all-round development of our students. The NCC unit of Maharaja Srischandra College is functioning as Company - 4 under 19 Bengal Battalion since September 1988 under the guidance of Major Prof. Arup

Kumar Bhattacharya. From the last session Prof. Prem Bahadur Manjhi has taken over the charge of the NCC unit. The cadets of this Company perform the following activities:

- a) Attend regular parade
- b) Supervise polio-vaccine administering centres
- c) Assist police in traffic control on various occasions
- d) Donate blood at blood donation camps
- e) Participate in
  - i) Annual training camp
  - ii) National integration camp
  - iii) Republic Day camp (state and national level)
  - iv) Army attachment camp, trekking camps

Our NCC unit has won accolades for their services over the years. Our college stood first in Traffic Control in 2010-2011.

The motto of our NSS unit is “Not Me, But You” and accordingly it works for the greater good of society. Founded in the year 2008 and under the mentoring and able guidance of Prof. Sujatra Bhattacharyya, our NSS unit actively participates in various social welfare programmes. It conducts special camps as per the Calcutta University norms. But on a regular basis the unit conducts regular health awareness programmes and campaigns, book distribution among slum children of the neighbourhood and planting of saplings in the locality. Further the NSS unit adopted a slum and conducted various social awareness programmes there, throughout the year 2008-2009. The NSS team organizes a special camp for seven days once every financial year. Each year a topic of social relevance is selected and seminars, workshops and other activities as part of a special camp programme are undertaken. The topics so far have been on issues of child labour, women’s empowerment, environmental degradation and so on. Eminent speakers like Swami Tyagrupananda spoke on the relevance of Vivekananda. Noted journalist Sri Raghav Bandyopadhyay and eminent environmentalist Sri Subhas Dutta enriched us in these sensitizing programmes. We are proud of the fact that our college NSS unit received the “Best College” award in the special camp activities for the year 2011-2012.

Though the college has no playground of its own to promote outdoor **games**, neighbourhood playgrounds such as the Shyam Park, Gourimata Udyan or the Nivedita Park are used as practising grounds. Inter-class football or cricket tournaments, Annual Sports and friendly matches among the teachers, non-teaching staff and students are also held here. The Deshbandhu Park has often been used to conduct **Annual Sports Day**. The College also provides facilities for indoor games like carom and table tennis. The college also encourages its students to participate in several state-level competitions as well as Inter-College and University Tournaments and Championships, and long term coaching camps. The students of our college have participated in the Cricket Association of Bengal Inter-College Cricket tournament, Kabbadi, Football, Archery, Athletics, Badminton and Swimming competitions organised by the University of Calcutta. The college cricket team won the Inter-College Cricket Championships Trophy organized by Serampore College in 2007. The cricket team also performed extremely well in the cricket tournaments organised by CAB and Calcutta University. In 2011, our college team succeeded in Inter-College Cricket tournament organised by the University of Calcutta and reached the Semi-finals. In 2013-2014 most of our students represented their club in the 1<sup>st</sup> and 2<sup>nd</sup> division cricket league organised by the CAB. Our Football team reached the semi-finals of North Calcutta District Sports championship organised by the Government of West Bengal. Prof. Sujatra Bhattacharyya, the Professor-in-Charge of Sports has encouraged and guided the students to compete in sports. Apart from all these, every year the Annual Sports of the College is held in the winter season with great enthusiasm and active participation of students, teaching and non-teaching staff.

Our college holds **cultural activities** among students under the auspices of the Students' Union. Cultural programmes to mark important national events and memorable dates in the college calendar form a part of the college life. In sync with the Bengali campus traditions the Devi Vandana or "Saraswati Puja" is celebrated with great enthusiasm and fervour by the students. An art exhibition is held on the same day eliciting enthusiastic participation from our students. For the past few years the students have been celebrating "Iftaar" on the occasion of Ramzan, to foster a feeling of brotherhood and harmony. The teaching, non-teaching staff, students, ex-students and people of the locality participate in the Iftaar party wholeheartedly. Apart from this, the Freshers' Welcome, the college Social or the annual function are organised with much fervour and fanfare. Our students make the "Teachers' Day" a very special occasion for not only our teachers but also for the non-teaching staff. The

day is celebrated by students with cultural programmes, friendly football matches, gifts and sweets followed by sumptuous dinner. The teachers reciprocate by distributing sweets among the students. The Bengali Department organizes “Rabindra Jayanti” and “Bhasha Divas” every year. The Hindi Department celebrates “Munshi Premchand Divas” on 31<sup>st</sup> July each year.

The college also encourages students and teachers alike to contribute to the **College magazine** every year. There is also provision for **Wall magazines** and students are encouraged to contribute both literary and art work. The students are also encouraged to conduct competitions in Music, Recitation, Debate etc. and prizes are given to successful candidates.

**Educational excursions** are also an integral part of our curriculum. The Geography Department takes their students for field study and excursions as per the norms of the University of Calcutta. The History and Bengali departments take their students for a day-long visit to the Indian Museum, Jorasanko Thakurbari, Victoria Memorial and other such places of relevance. The Economics Department takes its students to the Indian Statistical Institute of Kolkata. The Department of Political Science has plans to take their students to the West Bengal Legislative Assembly for a day trip.

### III

The philanthropy of our founder Maharaja Srischandra has been our guiding philosophy and is still retained to a notable extent. Since a considerable number of our students come from a very weak economic background and low income groups, the college through its Concession Sub-Committee monitors the system of giving **concessions** by way of fee waiver to deserving students. The basis of these concessions is a student’s financial background, merit and attendance and a meeting with the parents or the guardian of the student. Students belonging to the Reserved Category enjoy stipends sanctioned by the Government of West Bengal. The stipends are directly credited to the bank accounts of the students on submission of a duly filled prescribed form. To further help a needy student there is a Student’s Aid Fund.

The **Students Endowment Fund** encourages students in their holistic development. This fund was created in 2000 by the teachers of the College both past and present for awarding prizes and scholarships to the deserving students. The college holds **Prize Distribution**

**Ceremony** for good results, sports, attendance and overall performance. Though we have not been able to hold this every year we shall endeavour to do so in future. The money accrued by way of interest is used to buy prizes for the students. Prizes were given away for the years 2000-2003, and the prizes for 2004-2009 were given away in a programme held on 23.12.2010. Preparations are being made to hold the next prize distribution ceremony in early 2016.

Our college had a successful inspection by **SLAP (State Level Assessment of Performance)** on 23.03.2010. A sum of Rs. 9 Lakh was sanctioned in favour of our college after the visit of the DPI team (Govt. of West Bengal) under the scheme of “Performance cum Need-based Incentive Scheme for Government-Aided General Degree Colleges”. The college also conducts annual **auditing** each year to keep its financial matters up-to-date. Under the **UGC 12<sup>th</sup> Plan Grant**, our college received Rs. 11,39,590.

### SWOC

Strengths:	Weaknesses:
<ul style="list-style-type: none"> <li>• The college enjoys an excellent location being situated adjacent to the Shyambazar Metro Station and very close to Shyambazar five-point crossing. This enables the students to commute from different parts of the city, its outskirts and the suburbs.</li> <li>• The college caters to the academic interests and needs of the students from economically challenged sections of the society.</li> <li>• It prides itself in having a well-stocked library with a huge collection of books and journals and good reading room facilities. It also has a library with E-resources that are student-friendly.</li> <li>• It has the privilege of smart classrooms with Wi-Fi connectivity where audiovisual aids and smart boards are used regularly by the teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Space constraint is a serious problem as the main building of the college is used by three colleges in different shifts---Maharani Kashiswari College in the morning, Maharaja Manindra Chandra College during the day and our college Maharaja Srischandra in the evening. So expansion is extremely difficult and the annexe building is in optimum use.</li> <li>• The sharing of space also leads to the problem of time constraint. Therefore, it is difficult to introduce laboratory-based pure science and biological science subjects.</li> <li>• The college does not have a playground. So students go to nearby Shyam Park and Nivedita Park for outdoor games and sports.</li> <li>• The college not only caters to economically</li> </ul>

besides the traditional chalk and board.

- A transparent and democratic governance is in place with proper representation and active participation of all categories of stakeholders.
- The office of the college is fully computerized and managed by a group of very committed and efficient staff.
- A very competent Accounts section enables the college to maintain an up-to-date audited accounts.
- Being affiliated to Calcutta University, one of the oldest universities of India, our college enjoys the privilege of sharing its rich academic and cultural heritage.
- The faculty and non-teaching staff of our college are always encouraged and given ample scope to attend self-advancement programmes such as seminars, workshops and various training courses.
- In order to cater to the economically challenged sections of the society, the college has kept its admission fees very low despite financial constraints.
- Our college has a completely ragging-free environment.
- There are many dedicated teachers who, besides teaching, provide moral and financial support to economically disadvantaged and disturbed families.
- Bilingual lectures are often delivered for the benefit of weaker students and slow learners. Sometimes subject handouts are also given to

disadvantaged students but also to first generation learners. As a result there is a dearth of good quality students and high achievers.

- There is no provision for faculty exchange and student exchange programmes.
- Since many students are compelled to work during daytime for earning a livelihood, their attendance in the class and their overall academic performance suffer.
- Being an evening college, the enrolment of female students is very low.
- There is a dearth of full-time teachers in many departments. The departments of Education and Hindi are run by part-time teachers and guest faculty.



<p>provide academic support.</p> <ul style="list-style-type: none"> <li>• The college also provides financial support to economically challenged students by giving concessions and tuition waiver.</li> <li>• The college has a special Lady attendant to look after the problems and issues of female students.</li> </ul>	
<p><b>Opportunities:</b></p>	<p><b>Challenges:</b></p>
<ul style="list-style-type: none"> <li>• To renovate the property at Padmanath Lane and build a second campus.</li> <li>• To introduce new and interdisciplinary subjects with focus on career opportunities.</li> <li>• To introduce value education and health awareness programmes for the students.</li> <li>• Resource sharing by the three colleges functioning in the same premises to optimize the use of the existing infrastructure.</li> <li>• To widen the scope of the Spoken English course in order to include larger number of students.</li> <li>• To make the campus eco-friendly and conduct a Green Audit.</li> <li>• Complete digitization of the main library.</li> <li>• The Governing Body of our college has approved the purchase of solar panels which will enable us to economize power consumption.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no space for either horizontal or vertical expansion of the college premises. Hence huge number of students seeking admission in our college cannot be accommodated.</li> <li>• No property is available in the immediate vicinity of the college which could be used for the introduction of new departments and extension of the campus.</li> <li>• Mushrooming of technical institutions poses a challenge to availability of quality students.</li> <li>• Poor language competence of students make teaching-learning difficult. Teachers often have to teach bilingually or trilingually which poses a great challenge.</li> </ul>

**PART – I**  
**B. PROFILE OF THE AFFILIATED COLLEGE:**

1. Name and Address of the College:

Name:	<b>MAHARAJA SRISCHANDRA COLLEGE</b>		
Address:	<b>20, RAMKANTO BOSE STREET</b>		
City:	<b>KOLKATA</b>	Pin:	<b>700003</b>
		State:	<b>WEST BENGAL</b>
Website:	<u><a href="http://www.msccollege.org">www.msccollege.org</a></u>		

2. for Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
<b>Principal</b>	Dr. SHYAMAL KUMAR CHAKRABORTY	O: 033-25432949 R: 03212269588	8900131541		<u><a href="mailto:skchak2003@gmail.com">skchak2003@gmail.com</a></u>
<b>Vice Principal</b>	NA	O: R:	-		
<b>Steering Committee Co-ordinator</b>	Dr. SUNANDA RAY	O: 033-25436687 R:	9433638563		<u><a href="mailto:sunandaray61@gmail.com">sunandaray61@gmail.com</a></u>

3. Status of the of Institution :

<b>Affiliated College</b>	<input checked="" type="checkbox"/>
<b>Constituent College</b>	-
<b>Any other (specify)</b>	-

4. Type of Institution:

a. By Gender

- i. For Men  
ii. For Women  
iii. Co-education

✓

b. By Shift

- i. Regular  
ii. Day  
iii. Evening

✓

5. Is it a recognized minority Institution?

- Yes  
No

✓

If yes, specify the minority status (Religious/Linguistic/Any other) and provide documentary evidence - NA

6. Source of funding	Government	-
	Grant-in-aid	✓
	Self-financed	
	Any other	-

7. a. Date of Establishment of the College: 15.07.1964

b. University to which the College is affiliated/or which governs the College (If it is a Constituent College)

- University of Calcutta

University of Calcutta Affiliation Letter - Please see Annexure 1

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	15.07.1964	Sanctioned
ii. 12 (B)	15.07.1964	Sanctioned

- UGC recognition enclosed: Please see Annexure 2

d. Details of recognition/approval by statutory/ regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) NA

Under Section /Clause	Recognition/Approval Details Institution/Department/ Programme	Day, Month And Year (dd-mm-yyyy)	Validity	Remarks
NA	NA	NA	NA	NA

(Enclose the recognition/approval letter –NA)

8. Does the affiliating university Act provide for conferment of autonomy (as Recognized by the UGC), to its affiliated Colleges?

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

9. Is the College recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition.....NA..... (dd/mm/yyyy): NA

b. for its performance by any other governmental agency?

Yes  No

If yes, Name of the agency..... and Date of recognition...NA.....  
(dd/mm/yyyy)

**10. Location of the campus and area in sq.mts:**

Location *	Urban
Campus area in sq. mts.	3344
Built up area in sq. mts.	2849

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

- Auditorium/seminar complex with infrastructural facilities -✓
- Sports facilities
  - \* Play Ground - NO
  - \* Swimming Pool – NO
  - \* Gymnasium – NO
- Hostel
  - \* Boys Hostel
    - i. Number of Hostels- NA
    - ii. Number of inmates - NA
    - iii. Facilities (Mention Available facilities) – Mess hall, Reading room, Recreation room with audio visual facilities - NA
  - \* Girl's Hostel
    - i. Number of Hostels - NA
    - ii. Number of inmates - NA
    - iii. Facilities (Mention Available facilities) - Mess hall, Reading room, Recreation room with audio visual facilities.-NA
  - \* Working women's Hostel- NA
    - i. Number of inmates
    - ii. Facilites (Mention Available facilites)
- Residential facilities for teaching and non-teaching staff (give numbers available and cadre wise)
  - For teaching staff: NA

- For non-teaching staff: 02
- Cafeteria - ✓
- Health Centre –
  - First aid- ✓
  - Qualified doctor: Full time  Part-time ✓
- Facilities like banking, post office, book shops -✓ (Cheap Book Store)
- Transport facilities to cater to the needs of students and staff - NO
- Animal House - NO
- Biological waste disposal - NO
- Generator or other facility for managing constant supply and voltage of electricity and voltage- ✓ (Generator)
- Solid waste management facility- NO
- Waste water management - NO
- Water harvesting - NO

**12. Details of programmes offered by the College (Give data for current academic year - 2014-15)**

Sl. No .	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved Student Places	No. of Students Admitted
1.	Under-Graduate	BA, B.Sc & B.Com	3 Years	10+2	English, Bengali, Hindi		
2.	Post-Graduate	NA	NA	NA	NA	NA	NA
3.	Integrated Programmes PG Ph.D	NA	NA	NA	NA	NA	NA
4.	M.Phil	NA	NA	NA	NA	NA	NA
5.	Ph.D	NA	NA	NA	NA	NA	NA
6.	Certificate Courses	Spoken English &	NA	10+2	NA	NA	NA

		<b>&amp; Short-Term Accounting course</b>					
7.	<b>UG Diploma</b>	NA	NA	NA	NA	NA	NA
8.	<b>PG Diploma</b>	NA	NA	NA	NA	NA	NA
9.	<b>Any other (Specify and provide details)</b>	<b>UGC funded Entry in Services Remedial Course</b>	NA	<b>10+2</b>	NA	NA	NA

13. Does the College offer self-financed Programmes?

Yes  No

If yes, how  many?

14. New programmes introduced in the College during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

15. List of the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	Economics (Hons), B.Sc(General) including Geography(Gen) and Maths(Gen)	NA	NA
Arts	Bengali(Hons), English(Hons), Hindi (Hons), History(Hons), Pol.Sc. (Hons), B.A. (General) including Education (Gen)	NA	NA
Commerce	Finance & Accounts	NA	NA

Any other not covered above	NA	NA	NA
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**16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)**

a. annual system	10
b. semester system	-
c. trimester system	-

**17. Number of Programmes with**

a. Choice based credit system	-
b. Inter/multidisciplinary approach	-
c. Any other (specify and provide details)	-

**18. Does the College offer UG and/ or PG programmes in Teacher Education?**

Yes  No

If yes,

a. Year of Introduction of Programme (s) ..... (dd/mm/yyyy)  
and number of batches that completed the programme NA

b. NCTE recognition details (if applicable)

Notification No: ....NA.....

Date: .....NA..... (dd/mm/yyyy)

Validity:.....NA.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes  No

**19. Does the College offer UG or PG programme in Physical Education?**

Yes  No

If yes,

a. Year of Introduction of Programme (s)  
and number of batches that completed the programme NA

b. NCTE recognition details(if applicable)

Notification No: .....NA.....

Date: ..... NA ..... (dd/mm/yyyy)

Validity:..... NA .....

**c. Is the institution opting for assessment and accreditation of Physical Education**

**Separately?**

Yes  No

**20. Number of teaching and non-teaching positions in the Institution  
As per RCI Norms:**

Positions	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		* M	* F	* M	F
	* M	* F	* M	* F	* M	* F				
Sanctioned by the UGC/University/State Government ( RCI Requirements) Recruited Yet to recruit			04	07	06	04	09	01	01	00
Sanctioned by the Management/ Society or other authorized bodies Recruited Yet to recruit							07	01		
							N.A			

\* M-Male \*F-Female

**21. Qualifications of the teaching staff**

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	01	04	01	--	06
M. Phil.	--	--	01	00	02	03	06
PG	--	--	02	03	03	01	09
<b>Temporary teachers</b>							
Ph.D.	--	--	01	--	--	--	01
M. Phil.	--	--	--	--	01	03	04
PG					05	04	09
<b>Part-time teachers</b>							
Ph.D.					--	--	--
M. Phil.					--	02	02
PG					03	04	07



22. Number of Visiting Faculty Guest Faculty engaged with the College:

14

23. Furnish the number of the students admitted to the Institute during the last four Academic years.

Categories	Year 1(2011-12)		Year 2(2012-13)		Year 3(2013-14)		Year 4(2014-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	43	22	74	7	72	12	83	10
ST	2	2	2	1	5	0	9	1
OBC	0	0	0	3	0	1	16	1
General	1873	230	1834	231	1842	212	1565	261
Others	2	0	0	0	0	0	0	0

24. Details on students enrollment in the College during the current academic year:[ Data based on 2014-15]

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the College is located	1861	-	-	-	-
Students from other states of India	85	-	-	-	-
NRI Students	-	-	-	-	-
Foreign students	-	-	-	-	-
<b>Total</b>	<b>1946</b>	-	-	-	-

25. Dropout rate in UG and PG (average for the last two batches)

Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout.

(e.g. enrolled in 2007, 100. Minus those who appeared for final exams in 2010, 85 = dropout 15)

UG

11.39%

PG

-

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)[ Based on 2014-15 Data]

(a) Including the salary component  
[Salary = Disbursed by Govt.]

Rs. 13820.82

(a) Excluding the salary component

Rs. 1332.06

27. Does the College offer Distance Education Programme (DEP)?

Yes  No

The college has applied for the study centre under the distance education course of Rabindrabharati University and it is expected to commence on the next academic session.

If yes,

a) Is it a registered center for offering distance education programmes of another University: NA

Yes  No

b) Name of the University which has granted such registration.

NA

c) Number of programmes offered

NA

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered – 1:43

29. Is the College applying for Accreditation:

Cycle 1

Cycle 2

Cycle 3

Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of Accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re- assessment only)

Cycle 1:.....NA.....(dd/mm/yyyy) Accreditation outcome/Result.....

Cycle 2:.....NA .....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3:..... NA .....(dd/mm/yyyy) Accreditation Outcome/Result.....

\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year

256

**32. Number of teaching days during the last academic year**

210

(Teaching days means on which lectures were engaged excluding the examination days)

**33. Date of establishment of Internal Quality Assurance Cell (IQAC)**

- IQAC...04.03.2014..... (dd/mm/yyyy)

**34. Details on submission of Annual Quality Assurance Reports (AQAR) to NAAC**

AQAR (i).....NA... .. (dd/mm/yyyy)

AQAR (ii).....NA..... (dd/mm/yyyy)

AQAR (iii).....NA..... (dd/mm/yyyy)

AQAR (iv).....NA..... (dd/mm/yyyy)

**35. Any other relevant data (not covered above) the College would like to include.**

(Do not include explanatory/descriptive information)

NO

## **SELF STUDY REPORT**

### **MAHARAJA SRISCHANDRA COLLEGE**

#### **KOLKATA**

#### **Criteria – wise Inputs**

#### **CRITERION 1:**

#### **Curricular Aspects**

#### **1.1 Curriculum Planning and Implementation:**

**1.1.1 State the vision, mission and objectives of the Institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

#### **Vision:**

Our logo **Vidyam Amritamashnutey** meaning **Immortality is achieved through Knowledge** is a sloka taken from the **Ishopanishads**. Indeed knowledge is a self imbibing process and an atmosphere of congeniality should be maintained when imparting education and the recipients of this knowledge should receive it like nectar, or the **Som Ras** and become immortal like the sages of our country in ancient times would do. This is indeed an ancient philosophy that our country believed in from the Vedic times where the Guru-Shishya Parampara was an ideal situation while imparting education. Over the years Maharaja Srischandra College (estd. 1964) has indeed tried to spread this nectar of knowledge amongst all strata of the society. Our college mainly attracts students from economically weaker classes and the institution extends its help to these students to achieve overall excellence. Within its limited scope, our college has helped students from many needy families to complete their college education and establish themselves in life. It is a matter of great satisfaction and pride to see our students becoming self sufficient in their future life. The teachers, staff and the management are very sympathetic to the cause of the students and a close relationship is built, true to the spirit of a Guru-Shishya Parampara. We are humbled to note that the philanthropy of our founder Maharaja Srischandra has helped to empower many young minds over the years.

**Mission of the College:**

- \*To provide empowerment through education
- \*To maintain gender equality
- \*To address the problems of the socially and economically weaker section of our students
- \*To impart education through modern technical knowhow
- \*Pursue the holistic development of a student

Despite our many weaknesses, amongst them the most challenging being space and infrastructural constraints, we have remained true to our philosophy of providing education to the needy. Most of the departments strictly adhere to the University of Calcutta admission guidelines and the minimum marks requirement for admission. In a competitive world where academic excellence is the chosen parameter for admission, our college prides in giving mediocre students from economically disadvantaged families an opportunity to pursue higher education.

Being an evening college has its limitations. Though the area is safe at night with police vigil from our local Shyampukur Police Station and congenial for girl students, the number of enrolment of female students is not encouraging because not many families like their daughters to stay out late in the night. Some female students who take admission do not attend later classes on a regular basis. Many male students work in the daytime at call centres and factories where shift duties affect their attendance in college. But despite difficulties we have addressed this problem by giving fee concessions and waiver as an incentive to encourage families to send their children to attend classes.

**Basic objectives of our college:**

- \*To provide need-based education to the student community.
- \*Widening the scope of the teaching-learning process.
- \*Catering to the academic interests of pupils suffering from financial deprivation.
- \*Providing scope of education to students who have discontinued studies for a certain period.

\*Spreading consciousness among students against social prejudice, discrimination and inequality.

\*Motivating our students towards various cultural activities, physical activities and health awareness.

\*To develop career consciousness, self-reliance and self-sufficiency among the students.

\*The college tries to maintain a philanthropic attitude towards the underprivileged students.

\*Above all, to develop as an institution of academic excellence.

The vision/mission/objectives are made known to the students, teachers, staff and other stakeholders through –

\*College website

\*Annual Prospectus

\*Students' orientation conducted by teachers

\*Displays in the college notice board

\*Parent – teacher meeting

\*Alumni Association

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.**

The main subjects offered by the college:

**Bachelor's Degree in Commerce** in both Honours and General Course,

**Bachelor of Arts (Honours)**

English

Bengali

Hindi

History

Political Science

**Bachelor of Arts/Science (Honours)**

Economics

## **Bachelor of Arts/Science (General)**

Education

Geography

Honours course in Commerce, English and Bengali are in great demand as a career option. The demand for other subjects is not the same and varies from year to year. However, there is a great demand for the study of History and Education as general subjects.

- The Institution implements the curricula set by its mother university, the University of Calcutta in all its Undergraduate Courses.
- Courses and subject combinations are so framed to attract students of all categories, from ordinary, mediocre to the brilliant. A holistic development is ensured by imparting education through both modern and conventional methods. Hence the use of technology and innovative practices along with community services has become the backbone of our teaching methodology.
- It has structured its internal evaluation system in a need-based manner with reference to the broad guidelines of the University. It organizes class tests regularly for examining the receptivity and academic performance of the students through unit-based questions. This ensures proper assessment of students' academic performance.
- Midterm exams are held in all three years to expose students to comprehensive pattern of university examinations.
- Practical and demonstrative teaching is undertaken in laboratories and through excursions and educational visits.
- The Departments of Political Science, History and Bengali have a tradition for participating in Inter-College Mock Parliaments.
- Commerce department students are provided with extensive e-literacy and use of e-resources.
- In non-lab based subjects like English, students are shown cinematic adaptations of literary texts. Use of E-resources, audio-visual aids like LCD projectors and Power Point Presentations are an integral part of teaching literature.

- Educational visits are undertaken by many departments.
- Students are encouraged to present papers in Student seminars on topics of their curriculum.
- Students are encouraged to present papers, write articles in the College Magazine, Wall Magazine and departmental magazines and also give talks in Departmental Seminars and Conferences held in and outside the College.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

- The college is affiliated to the University of Calcutta. Thus it has to abide by and follow the curricula as designed by the Board of Studies of each subject, and approved by the University of Calcutta.
- It is a common curriculum shared by all colleges affiliated to the university and there is really no scope for individual designing and implementation of the curricula.
- The University provides the entire course of syllabus, text books, a list of reference books, question bank, projects areas for the departments of Commerce and Economics, and in many subjects the number of lectures to be taken per topic, which enable teachers of all affiliated colleges to follow each year in the B.A, B.Sc, B.Com (Honours and General) 1+1+1 Examination system.
- The admission process of the university gives concessions to the reserved classes. As these students at the entry point come with much lower marks a teacher identifies the weaker students amongst them by taking class tests. The results of the class tests and the midterm exam enable the teachers to provide remedial classes to these students.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.**



- It is not feasible to make any significant change at the undergraduate level because the University of Calcutta sets uniform curricula for all its affiliated colleges. In spite of this handicap, this College teaches the given syllabus innovatively and gives the students the widest perspective possible. The teaching is library- centric and demonstrative.
- Our college encourages every teacher to make a detailed lesson plan to ensure effective class teaching. For a proper management of time, an academic calendar for each class is followed. Every year, before the commencement of classes, each department arranges a departmental meeting to earmark portions of the syllabus for every teacher.
- The syllabus is unitized on the basis of:
  - a) Recommended lectures per topic.
  - b) Number of teaching days available per year.
- The syllabus is normally followed as per the teaching plan. If there are any modifications, the changes are communicated to the students and the schedule is accordingly changed.
- A detailed lesson plan is submitted by each teacher to the Principal and Academic Calendar for each department is published. The academic calendar contains detailed account of the syllabus to be covered in each term and for specific examinations. The periodic and yearly progress of the syllabus and problems related to it are discussed in the departmental meetings held periodically throughout the academic year. Academic calendar of all departments are uploaded in the College website. Many departments also distribute printouts of the academic calendars to their students. The Head of the Department of each subject monitors the progress of the lesson plan in a departmental meeting of teachers, where student progression and attendance and ways of improvement of teaching are discussed.
- Despite the fact that the University of Calcutta's question bank, prepared by the various Boards of Studies are available in the market; teachers prepare their own question banks written in a much simplified manner in order to enable them to prepare well for the university exams.

- Students' Seminars are conducted by respective departments. A topic is given to the students to prepare, so that they can come up to the podium and address the class. After all the students have presented their papers, group discussions are held for a better understanding of the subject. Students are graded on their performance.
- Class tests and midterm exams are a way to determine a student's capability in understanding and grasping a topic that is taught by the teacher in the class.

### **1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

As per Calcutta University norms the compulsory B.A/B.Sc. Part II Geography General, Field Work should be restricted within the administrative boundaries of West Bengal. The following are the year-wise details of Field Work conducted by the Department of Geography which involved interaction with the industry:

- During the Academic Session 2010-2011, students were taken to Digha, Shankarpur and Mandarmoni to show the growth and development of Tourism industry and its impact on the coastal environment and the socio-economic conditions of the people of that area.
- In the Academic Session 2011-2012, students were taken to Manikanchan to explain the concept of SEZ (Special Economic Zone) in the vicinity of Kolkata, highlighting its performance and the resultant impact on the economy.
- In the Academic Session 2013-2014, students were taken to East Kolkata Wetlands, a "wetland of international importance" under the Ramsar Convention of 9 August 2002, to explain the concept of Wetland and the importance of Wetland Management for the Sustainable Development of Kolkata and its surrounding areas.
- In the Academic session 2014-2015, the students were taken to Dooars (Door to Bhutan), the region of dense natural forests to explain the concept and importance of Biodiversity, National Park, Sanctuary, Protected Forest and Reserved Forest.
- The Department of History conducts day trips to the Indian Museum for 1<sup>st</sup> Year students for a study of Prehistoric artefacts, samples of art and sculpture of Ancient India and the various samples of Archaeological sources which help in the study of

ancient Indian History and Culture. A trip to the Victoria Memorial helps students to understand Colonial Indian architecture, British paintings and sculpture. A few years back students were taken to the excavation site at Clive House in the Nager Bazaar area.

- The Bengali Department takes their Honours students for a day trip to Jorasankho Thakurbari (Rabindra Bharati University, Rabindra Museum) and Gurusaday Dutta Museum for Folklore and Culture.
- The Department of English conducts a day trip to the Victoria Memorial for a study of colonial paintings and literature.
- The Economics Department conducts a day tour for its students to the Indian statistical Institute for an investigation of Journals and Books and Records kept in its Libraries.

**1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, Specific suggestions etc.).**

- Our teachers from time to time have been members of the Board of Studies and have collaborated in the formulation of the syllabus. Our faculty Dr. Sonali Banerjee had been a member of the Board of Studies in History. At present our retired teacher from the Department of Hindi Dr. Sahab Upadhyaya, who is also serving as a Guest Faculty in our college is a member of the **Board of Studies in Hindi** and has served the Board for three consecutive terms.
- Our teachers have also been members of the Senate, Syndicate and the Council for Undergraduate Studies in Commerce and hence have been active partners in the academics and governance of the University. Therefore, we have not been passive recipients of the University guidelines but have had a role to play in its formulations.
- The University of Calcutta does not have any provision for the College other than induction of Faculty members in BOS to forward suggestions for designing the UG

syllabus. But whenever workshops are held on syllabus the College always sends the concerned Faculty members with suggestions.

- Student feedback is taken especially from the 3<sup>rd</sup> year in a question – answer format. Necessary feedback is conveyed to the department or faculty concerned.
- The Academic Sub-committee also discusses ways and means for further academic and infrastructural development.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.**

Yes, the college develops curriculum for the UGC-aided courses offered by it.

The college offers a short-term UGC-aided course in **Spoken English** to interested students of our college in collaboration with the **School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata**. The students are taught basic grammar and given intensive practice in verbal communication. The aim is to develop their communication skill and make them well-equipped to face the interview board and enter the job market.

Other short-term UGC-aided courses are on Computerised Accounting and Entry- in- Service, details of which are given below.

### **ENTRY- IN- SERVICE PROGRAMME**

#### **OBJECTIVE OF THE COURSE**

The syllabus of entry-in-service programme has been designed to prepare our students for all types of competitive examinations held at state and national level, particularly Grade B & C jobs at private and government sectors. All students (Second Year, Third Year and Passed Out) and unemployed youth belonging to **SC/ST/OBC/Minority** of adjacent locality are eligible to enroll their names in the ‘**ENTRY- IN- SERVICE**’ programme of our college

free of cost. The economically weaker general category students are enrolled if applications from SC/ST/OBC/Minority candidates are less than the number of seats available.

### **Syllabus of the Course**

The course curriculum has five broad subjects, namely 1) General Intelligence & Reasoning; 2) General Awareness; 3) Quantitative Aptitude; 4) English Comprehension; 5) Basic Computer Knowledge & Proficiency. The curriculum covers **IBPS Syllabus, UPSC Syllabus, WBPS, MAT Examination**, Combined Graduate Level Examination of Staff Selection Commission (SSC), and WEST BENGAL Staff Selection Commission (SSC).

### **Details of syllabus**

#### **Module I - General Intelligence & Reasoning both verbal and non-verbal type:**

This component includes topics on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

#### **A. Module II - General Awareness:**

This component is aimed at raising the candidates' general awareness of the environment around him and its application to society. Syllabus covers current events and matters of every day observations and experience in their scientific aspect as may be expected of any educated person. It also includes topics relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

### **B. Module III - Quantitative Aptitude & Ability:**

The course material is designed to enhance the ability of appropriate use of numbers and number sense of the student. The scope of the syllabus covers computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

### **C. Module IV: English Language & Comprehension:**

The curriculum is designed to increase the candidate's understanding and knowledge of English Language. The module covers spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage and comprehension passage.

The module also includes writing skills: Letter Writing, Essay Writing, Précis and Report Writing.

### **D. Module V: Basic Knowledge on Computer and Computer Proficiency:**

The module aims at imparting general knowledge about the computer and data entry.

Concepts of data, information and computer based information system; **Number System and Representation of Data in Computing System**; Components of digital computer and their functions; Concepts of Internet Intranet and Extranet; Security threats; MS word, excel and PPT.

Course Duration: 6 months and contact hours – 100 hours.

**Evaluation:**

The students are evaluated through mock test besides home work and class test conducted by the instructors.

**Study material:**

Every teacher has to give study material of each lecture and photocopies are distributed to the students free of cost. Good number of books are distributed from the library of our college.

**Monitoring:**

The coordinator interacts with the students and selects instructor of various subjects. A strong student feedback system is in place to achieve the objective of the course.

### **SHORT-TERM COURSE IN COMPUTERISED ACCOUNTING**

**Objective of the course:**

**The Course covers Tally.ERP 9, e-filing of Income Tax, Sales Tax including VAT, service Tax and Professional Tax)**

The syllabus of the programme has been designed to develop skills of our B. Com students on preparation of books of accounts in computerised environment, e-filing of Income Tax, Sales Tax including VAT, Service Tax and Professional Tax. It aims at making our students employable in the job market. All students (Second Year, Third Year and Passed Out) and unemployed youth belonging to the adjacent locality are eligible to enroll their names in the programme of our college. The economically weaker students are given preference.

**Syllabus of the Course:**

Basic knowledge in computer and accounting, Tally.ERP 9, e-filing of Income Tax, Sales Tax including VAT, service Tax and Professional Tax.

**Course Duration:** 6 months and contact hours – 48 hours.

**Evaluation:**

The students are evaluated through mock tests besides regular tests conducted by the instructor.

**Study material:**

It is a practical course. The class is taken in the computer laboratory of our college. The instructor / faculty gives study material of each lecture. Photo copy of study material is provided free of cost.

**Monitoring:** A strong student feedback system is in place to achieve the objective of the course.

**1.1.8. How does the institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

- Departmental meetings are held regularly to discuss the syllabus covered, class test results and students' attendance.
- Class Test level performances are deliberated over by the Heads and Faculty at the departmental level. Any serious anomalies are addressed in departmental meetings and contact levels are intensified at the class and tutorial levels to smoothen out the difficulties.
- College Test level performances are discussed at Staff Meetings and results are prepared on the basis of student to student scrutiny. Cases requiring considerations are deliberated upon and attempts are made to ascertain whether implementation of curricula was done adequately or whether strategies have to be revised, whether a particular student had reception problems or whether student-teacher contact level needed to be re-negotiated.
- Implementation strategies are debated over in the Governing Body level if such a need arises.

**1.2 ACADEMIC FLEXIBILITY**

**1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.**

The College tries to impart holistic education and specially addresses the economic empowerment of its students as one of the key areas of concern. All the short-term courses offered by the college have the primary aim of making the students employable and preparing them for the job market.

**See for Reference 1.1.7.**

**1.2.2. Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.**

No



**1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:**

Range of Core /Elective options offered by the University and those opted by the college :

The College has Core options at the UG level in English, Bengali, Hindi, History, Education and Political Science in Arts. It has Core options in Economics and Geography, in both Arts and Science. All these subjects are available in Elective mode. It has Core options in Finance and Accounts in Commerce. In addition, Information Technology and its Application in Business is a compulsory subject for both Honours and General students of Commerce. With reference to the University range, the range in this College is determined by the demands of the student community.

- Choice Based Credit System and range of subject options – The University of Calcutta does not allow choice-based credit system. The range has been explained in its operational reality in the previous point.
- Courses offered in modular form – At the UG Level the University has introduced annual evaluation and has restructured syllabi in subjects offered at this college in unit models.
- Credit transfer and accumulation facility – The University of Calcutta does not allow transfer of credit and accumulation between institutions or courses between institutions.
- Lateral and vertical mobility within and across programmes and courses. – This is not permissible under the existing norms for affiliated colleges of the University of Calcutta. The College takes initiative by encouraging students of other disciplines to attend seminars of other departments and take part in interactive sessions. This is an initiative to disseminate a wider range of knowledge despite the restrictions of the University.
- Enrichment courses - The Certificate Courses in Spoken English, Computerised Accounting and Entry-in-Services are designed and taught to enhance applied level knowledge and skill with an eye to progression. Value education seminars and talks ranging from spiritual education to women empowerment also aim at enrichment of young minds.

**1.2.4. Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

No.

**1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

Yes. See for reference 1.1.7.

**1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/ combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

No. Teaching in the institution is conventional face-to-face mode as the University of Calcutta does not provide any scope for flexibility of combining the conventional mode with Distance Mode of Education.

### **1.3 CURRICULUM ENRICHMENT**

**1.3.1. Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?**

- As has been stated earlier that the present affiliation format does not allow much leeway. However the teaching methodology with personal level interaction adapts the syllabus to the goals and objectives of the institution.
- Admission tests, student counselling and interviews enabled the college to test student’s aptitude in a particular subject before and even after a student had attended a few classes especially in the Arts streams. This helped the students to identify their natural orientation and interest towards a particular subject and make the right choice in selecting a subject of their interest possible. However, as notified in March 2014, the Govt. of West Bengal and the University of Calcutta made policy changes, followed by the introduction of Centralised

Online Admissions. This has immensely lessened our scope for counselling students at the outset to select a subject in which they have an aptitude.

- The constant exposure of students to intra and inter departmental seminars and library facilities widen their horizons beyond the curriculum.

### **1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

Students are supported by an active Career Counselling Cell which acts as a liaison between the College and corporate houses such as Bajaj Allianz. The cell prepares the students to face the job market.

### **1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

Over the years the college has consistently arranged both **National and State level seminars** as part of UGC and NSS based programmes. Various seminars on Gender, Climate Change, Environmental Education, Human Rights, ICT, science, sports, women's empowerment, post-modernism, literature and philosophy have attracted an impressive audience and participation.

- A UGC-sponsored interdisciplinary seminar on “Rethinking Multiculturalism: Some Reflections” was organized by the Humanities departments of the college, 2014.
- For exploring the possibilities of restructuring the B.Com examination system, a **workshop** was held on 13.04.2013.
- A student seminar was organised on revised schedule VI.
- On 23.12.2013 a workshop on Financial Education of Young Investors was held and the speech was delivered by Dr. Ram Prahlad Chaudhury on behalf of SEBI. A workshop on the incorporation of New Companies Act 2013 in the B.Com syllabi was held on the same day.
- Dr. Soumitra Sengupta, a Senior Scientist at the Indian Association for the Cultivation of Sciences, Kolkata, spoke on “God Particle”. These seminars were well attended and both the teachers and students found them informative and interesting, 2012.

- Dr. Sushanta Bhattacharjee a veteran mountaineer spoke on different aspects of Mountaineering in March 2011.
- Dr. Debi Prasad Duari, the Director of Birla Planetarium Calcutta, spoke on Astronomy, 2010.
- A seminar on Women's Empowerment was organised in, as a part of NSS activity, 2010
- A seminar on "Buddhadeb Basu: Life and Literature" was organised by the department of Bengali on our ex-professor Dr. Snigdha Bandyopadhyay delivered a talk on the subject, 2008.
- A zonal workshop on Examination system was held in 2008 and was attended by the Ex-Vice Chancellor of Calcutta University Prof. Suranjan Das, the Controller of Examination, University of Calcutta Sri Onkar Sadhan Adhikari, and many officials of the University of Calcutta, Principals, teachers and non-teaching staff of different colleges under the University of Calcutta. The workshop was a huge success.
- The Students' Union organised a seminar "Industrialization is our future" and the main speaker was the then Honourable Labour Minister Sri Anandi Sahoo, 2008.
- A seminar on "Industrialization Debate in West Bengal" was attended by eminent economists, 2007.
- A seminar on "Manav Sampad Unnayan e Vidyasagar er Swapno" and Sri Biman Basu and Dr. Pratap Chandra Chunder spoke on the occasion, 2007.
- The Bengali department organised a UGC sponsored seminar on "Bish Shataker Bangla Sahitya – O- Tar Mullayan" (Twentieth Century Bengali Literature and its Evaluation). Noted scholars, poets and eminent personalities graced the occasion, 2007.
- The Department of Political Science organised a seminar on "Human Rights: Appearance and Reality" and the speakers were Justice Shyamal Sen, Chairman of the Human Rights Commission and noted human rights activist Prof. Sujato Bhadro and Dr. Radharaman Chakravarti of the Department of International Relations, Jadavpur University.
- The History Department in collaboration with the Teachers' Council organized a seminar on the Partition of Bengal and the main speakers were Dr. Pratap Chandra

Chunder and Centenary Professor, Bhaskar Chakraborty of the Department of History, University of Calcutta.

- A UGC- sponsored programme on “Indian Writing in English” conducted by the English Department with noted writer Sri Amit Choudhury saw great enthusiasm from the teachers of English literature of different colleges and Universities.
- The college organizes **extension lectures** on various subjects. It is the duty of an academic institution to develop its students as conscious social beings. We are proud to note that in tune with the world-wide protests that were held against the British – American attack on Iraq, the Student’s Union of the college had organized an “Anti-War” seminar with speeches, anti-war songs and a poster exhibition.
- Lectures have also been held from time to time. Dr. Anindya Sinha of National Institute of Advanced Studies, Bangalore gave an interesting talk on “Human Cloning”.
- An audio-visual presentation was made by Dr. Pranabesh Sanyal, retired Principal Chief Conservator of Forest, on “Project Tiger”.
- Justice Bhagabati Prasad Banerjee gave a talk on “Environment and Pollution”.
- Lectures on “Women’s Empowerment” were also held, apart from many others.
- ICT based teaching is the norm in most English, Bengali and Commerce departments and the use of OHP and Laptop is commonplace. The Department of English has its own modest audio-visual set up for screening films based on literature. Smart boards are becoming more common. Extensive use of the Internet is also common place with regard to research.
- The Geography Department covered a vast range of topics on Climate Change and Environmental Education in its syllabus by conducting its projects on these areas. The department took their students to Digha, Shankarpur and Mandarmoni to show the growth and development of Tourism industry and its impact on the coastal environment and the socio-economic condition of the people of that area. A trip to Manikanchan was undertaken to explain the concept of SEZ (Special Economic Zone) in the vicinity of Kolkata, highlighting its performance and the resultant impact on the economy. Students were taken to East Kolkata Wetlands, a “wetland of international importance” under the Ramsar Convention on 9 August 2002, to explain the concept of Wetland and the importance of Wetland Management for the Sustainable Development of Kolkata and its surrounding areas. In the Academic session 2014-

2015, the students were taken to Dooars (Door to Bhutan), the region of dense natural forests to explain the concept and importance of Biodiversity, National Park, Sanctuary, Protected Forest and Reserved Forest.

- Environmental Studies are part of the structured UG Syllabus and the students have to submit an Annual Project Work as a mandatory sensitizing effort.
- The Political Science Syllabus includes wide exposure to the Study of Human Rights.

#### **1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- The NSS unit of the college organizes seminar on Swami Vivekananda was by and the main speaker was Swami Tyagrupananda of the Ramkrishna Mission. This was part of our value education programme.
- Value education on moral and ethical values, sensitivity programmes on social and political role and justice are held in the College. The college also organised **Youth Parliament** competition at Kolkata District Level on 4<sup>th</sup> February 2010. The number of participants was around four hundred. The competition was a grand success. M.L.A.s, M.P.s and Councillors were invited. The Director of Public Instruction, Government of West Bengal, also visited the college. The Political Science department encourages students to participate in the Youth Parliaments. The department also took its students to rural areas on a day trip to study the Panchayat system.
- Employable and life skills- health awareness programmes and talks on health risk management are held.
- Community-orientated NSS activities, organization of seminars and college festivals provide scope for holistic development to students.
- Counselling Cell supports students with advice and also underlines the significance of values in life.
- The Student Concession sub-committee interacts with parents or guardians to understand the extent of a family's disability to pay fees and encourages both the parents/ guardians to send their ward to the college and the students to perform well and extend fee waiver to needy students.

### **1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

- There is no formal feedback system for stakeholders for specifically enriching curricular in deference to the norms of the affiliating University.
- However the College holds interactive parent-teacher meeting to discuss areas of concern and collectively resolve the relevant problems.
- The College encourages students to come out with any personal problems standing in the way of their development. It encourages them to avail free psychological counselling, and parents are kept notified in discreet fashion in order to minimize stress upon the ward.
- The Anti-Ragging and Sexual Harassment Cell of the College are created to respond to any report on the students' conduct and performance and immediately tries to address the problem.
- Being an Evening College, the Principal, Teachers, Staff and the College Union is vigilant and carefully monitors any untoward incident in any part of the College. The close circuit TV monitored from the room of the Principal keeps a close vigil on disturbance prone areas of the college.
- All the above steps are taken to maintain a stress- free learning system where the student is never allowed to feel isolated, nor posed with any threat that he/she cannot cope with the University determined syllabus.

### **1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?**

- The Departments are personally acquainted with each student of the Major programmes and are especially watchful when the student is challenged in any way.
- The IQAC and the GB (Governing Body) are always sensitive to the various enrichment programmes running in the College and always watchful of gaps and ready with suggestions of improvement.
- The Grievance Redressal Cell and a box to receive the grievances of the students are in place.

- NSS and other outreach programmes and community activities like “Saraswati Puja”, “Iftaar”, “Vanamohatsav” and Bhasha Divas etc. Departmental Projects, excursions, day trips, picnics etc provide opportunity to monitor the quality of enrichment programmes.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

The University of Calcutta does not give academic autonomy to its affiliated colleges. However teachers of the college always respond actively to any call for workshop on change in syllabus. They prepare suggestions according to their expertise in the area and from their pool of experience as University paper setters, moderators and examiners, and submit these for consideration by the University. Our faculty have also been members of Board of Studies in various subjects and member of the Under Graduate Council of the University, Senate and the Syndicate and thus have been participants in formulation of syllabus, preparation of Question Bank and other academic activities of the University of Calcutta.

### **1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

There is a student feedback system in place. However, the thrust area in the questionnaire targeted at 3rd year students is the implementation of the curriculum rather than curriculum enrichment because there is no scope for introducing changes due to absence of academic autonomy at UG level.

The feedback system is however read carefully by the Principal and the grievances, if any, with regard to application are noted. Problem areas are communicated by the Principal to the respective teachers and an effort is made to bring better understanding between the teacher and the students.

### **1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?**

The institution has introduced three new courses in the last four years:

- 1) Short-term Certificate Course in Spoken English



- 2) Short-term Certificate Course in Computerised Accounting
- 3) Short-term Entry-in-Service Programme.

The College tries to impart holistic education and specially addresses the economic empowerment of its students as one of the key areas of concern. All the short-term courses offered by the college have the primary aim of making the students employable and preparing them for the job market.

## **Criterion II:**

### **Teaching – Learning and Evaluation:**

#### **2.1 Student enrolment and profile:**

##### **2.1.1 How does the institution ensure wide publicity to the admission process?**

Our Institution makes serious efforts for wide publicity of the admission procedure through:

#### **A. College Website:**

The College has developed its own website for the benefit of all the existing students and the students seeking admission in the college. The website comprises all the relevant information about the admission criteria in all the subjects. Besides this, the website provides various information about the college. The website is updated frequently. The merit lists and admission-related notices are published frequently during the time of admission. Our college website is [www.msccollege.org](http://www.msccollege.org).

#### **B. Leaflets:**

Except for the last two years the college distributed leaflets to all interested candidates assembling in the college for relevant information regarding admission. The leaflet consists of the admission criteria for all the subjects, subject combinations along with the fee structure in various streams. The important dates related to the admission procedure are also mentioned in the leaflet.

#### **C. Prospectus**

The college also provides all necessary information related to admission in the prospectus published at the beginning of every session. In the prospectus the rules and regulations of University of Calcutta and the college are clearly mentioned. The selection procedure, fees structure, and the subject combinations are mentioned thoroughly in the prospectus. The students admitted in the college are eligible to receive the prospectus at the time of

admission. The prospectus gives an overall view of the college including the detailed description of the admission procedure.

#### **D. Flex and Hoarding**

Our college uses flex and hoarding to inform the interested candidates about the admission procedure. These are placed against the outer wall of the college and in some strategic points in the locality. The admission criteria, important dates and the subject combinations are mentioned in the flex.

#### **E. Telephone calls**

A number of phone calls from the candidates seeking admission are attended by the teaching and non-teaching staff every year. The teaching and non-teaching members of the admission cell are patient enough to answer all the admission related queries of the candidates or their parents.

#### **F. Advertisement in Newspapers**

The college is planning to publish the admission related information and criteria specifically for some Arts subjects to fill up the vacant seats. The admission committee will decide about this in the next session and the proposal may be sent to the Governing Body for their approval.

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

For the last four years the college has been following the online admission process. However, from 2015-16 the online admission process was declared as mandatory. We have followed centralised admission process. The candidates deposit the application fee in different

branches of Indian Bank. The selected candidates are also asked to deposit the admission fee in the Indian bank.

The college admission committee has the principal/ teacher-in-charge as the convenor. The committee also comprises some teaching and non-teaching members, student union representative and some external GB members. The respective departments fix the norms of admission of their departments and accordingly the interested candidates apply online. The college sets a higher criterion for admission in the department of Commerce and English. The merit list is prepared on the basis of applications and it clearly includes all valid **GEN/SC/ST/OBC/PH** applicants as per norms. The merit list is prepared on the basis of marks obtained by the candidates at the plus-two level in their respective boards/council (enlisted in the relevant site).

**Admission is offered purely on the basis of merit.**

The college also provides admission under **sports quota** for the outstanding sportspersons. For selection under sports quota, trials are taken under the supervision of some ex-players.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city / district.**

It is observed from the last few years' records that the number of applications has decreased specifically in some Arts departments like Bengali, English, Hindi, History and Political Science. Accordingly, a declining trend has been observed regarding the number of students admitted in these departments. Since its inception the only Science department of the college, i.e. the department of Economics also suffered from a serious dearth of students, in spite of being the only evening college of the locality which is offering Economics Honours. This declining trend has occurred both in case of applications and admission. However, this year there is an increase in the number of admissions in the department of Political Science, Bengali and English. Still some of the seats remain vacant. Earlier many students with a science background would offer to take up Literature and other Arts subjects. But lately there is an inclination on the part of the students to take admission in various technical courses offered by the private engineering colleges instead of taking admission in the general stream. Another reason may be the reluctance of some students, especially the female students to get

admitted in the evening colleges. The scenario is same for some of the day colleges and all the evening colleges of the locality.

In the department of Commerce the entry level is fixed at 60% in Honours and 50% in General course. In all other subjects the entry level is the minimum university norms. In the department of English the minimum admission criteria has been fixed at 60% in the aggregate and 60% in the subject. This is almost at par with the other colleges in the vicinity.

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If “yes”, what is the outcome of such an effort and how has it contributed to the improvement of the process?**

The admission procedure of the college is supervised by the admission committee. The centralised online process of admission as directed by the Higher Education Department, Govt of West Bengal is followed in the college. During and after the admission procedure the members of the admission committee sit together to analyse and review the entire admission process of that year. Since the centralised admission process is new to most of the colleges, there should be a strong coordination among the college, software service provider-cum - website developer and the relevant bank. There is every possibility of some minor mistakes associated with the admission process. The admission committee has identified the problems faced and rectified it accordingly to make the admission procedure of the coming years sound and perfect. “Learning by doing” policy is adopted and this ensures an improved policy in the coming years.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

**SC/ST**

**OBC**

**Women**

**Differently abled**

**Economically weaker sections**

**Minority community**

**Any other**

**a) SC/ST/OBC :**

SC/ST/OBC students are provided with different facilities by the college. Regarding admission of these students we are following the rules laid down by University of Calcutta and Higher Education Department. However, for the benefit of these students our admission committee has decided to set the minimum criterion for admission in different streams for them. These students receive financial assistance in the form of stipend from Govt of West Bengal through the college. The college arranges remedial classes for them along with other academically weaker section of students. Recently, the college has introduced special coaching classes for them under the “Entry in Service” programme as per the guidelines of University Grants Commission. No course fee is charged for this programme. The course comprises training and coaching by experienced professionals for entry in different services through competitive examinations.

Moreover, the college has started providing special care to this section of students. The students belonging to this category are classified under different groups. Each and every group is under the supervision of different teachers for mentoring. The respective teacher looks after the attendance, academic performance, behaviour and progress of the students under his group and acts accordingly. The teacher also tries to solve the personal non-academic problems faced by the student.

**b) Women:**

Though our college is an evening college, still a considerable number of female students are admitted every year. However, the number of female students admitted is declining sharply in the recent years specifically in the commerce department possibly due to the introduction of B.Com course by our sister college in the morning shift, which is purely a girls’ college.

We have a separate girls’ common room. The lady teachers and the office staff are always available for any problem faced by the female students. A special Lady Attendant is there to look into any problems faced by the girl students. The students union also comprises many female students as portfolio holders and the union is keen to help and provide any type of assistance to all the female students along with other students. The college has a Grievance

Redressal Cell, Anti-Sexual Harassment Committee and Anti-Ragging Cell for preventing any type of unrest or disturbance on the campus. The NCC and NSS units of the college encourage the participation of female students in the units.

The college is also providing the necessary assistance to its eligible female students so that they can avail the benefits of “Kanyashree” scheme as introduced by the Government of West Bengal.

**c) Differently abled:**

A very few differently-abled students are admitted to our college every year. They are provided with proper seating facilities. For physically challenged students, efforts have been made by the authority to arrange the classes on the ground floor. Besides this, the coordination committee comprising representatives of the three colleges has decided to construct a ramp in the front gate of the college for their benefit. The committee also proposed the installation of a lift inside the college.

**d) Economically weaker sections:**

The college authority has identified the students belonging to economically weaker sections from the information provided by the students in the admission form. These students are given stipends / concessions by the college authority. Apart from this, these students can avail the ‘Entry in Service’ course free of cost. Sometimes the teachers collectively pay the admission fees of the needy meritorious students if required. There is also a fund run by Prof. Debjani Lahiri and Prof. Soma Sengupta for helping the economically weaker students of the college.

**e) Minority community :**

The economically weaker students belonging to minority community receive concessions/stipends from the Govt of West Bengal through college authority. The college ensures equal rights and opportunities for them.

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement :**

**Programmes/No of Applications/Number of students admitted/Demand Ratio**

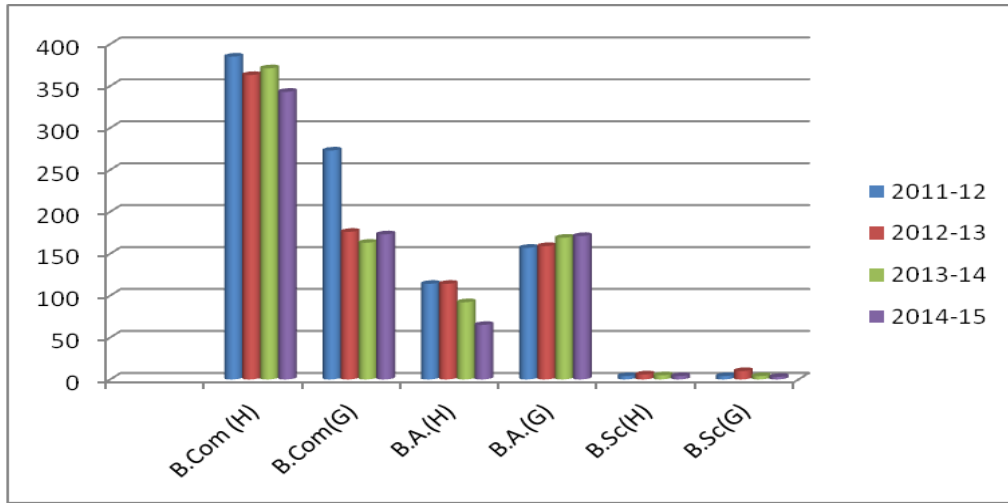
UG: 1. Arts; 2. Commerce ; 3. Science

**STUDENT ENROLMENT AND PROFILE**

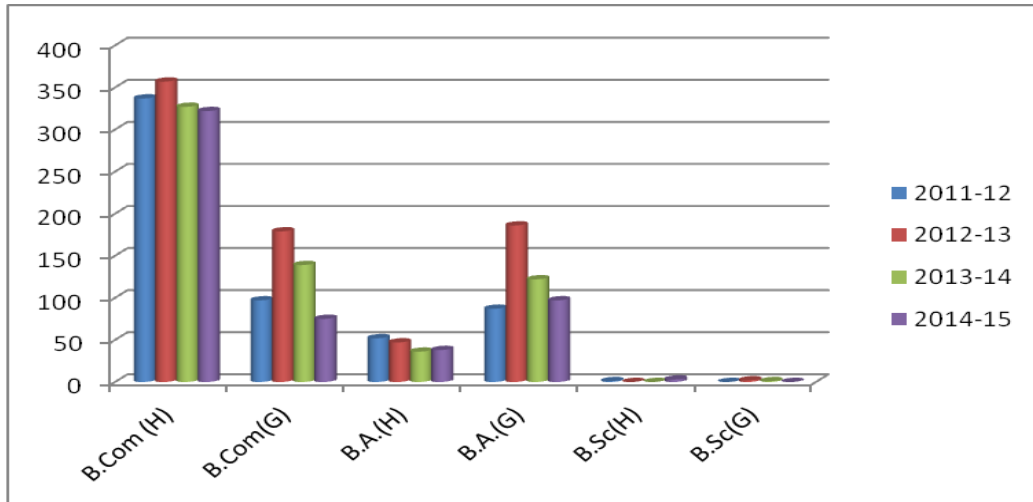
<b>Stream (Year-wise)</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
<b>1st Year</b>				
<b>B.Com (H)</b>	385	363	371	343
<b>B.Com(G)</b>	273	176	163	173
<b>B.A.(H)</b>	114	114	92	65
<b>B.A.(G)</b>	157	159	169	171
<b>B.Sc(H)</b>	4	6	5	4
<b>B.Sc(G)</b>	4	10	4	3
<b>2nd Year</b>				
<b>B.Com (H)</b>	337	357	327	322
<b>B.Com(G)</b>	97	179	139	75
<b>B.A.(H)</b>	52	47	36	38
<b>B.A.(G)</b>	87	186	122	97
<b>B.Sc(H)</b>	1	0	0	3
<b>B.Sc(G)</b>	0	2	1	0
<b>3rd Year</b>				
<b>B.Com (H)</b>	273	312	268	254
<b>B.Com(G)</b>	218	122	323	182
<b>B.A.(H)</b>	71	40	37	27
<b>B.A.(G)</b>	99	78	84	97
<b>B.Sc(H)</b>	0	1	0	0
<b>B.Sc(G)</b>	2	0	0	2



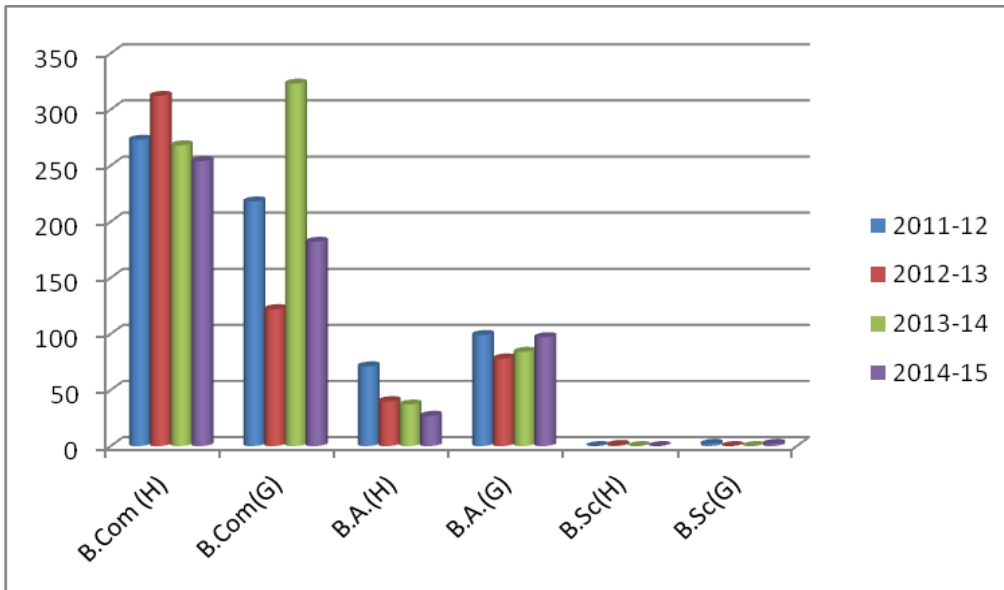
**Year wise 1<sup>st</sup> Year students Data of different steams**



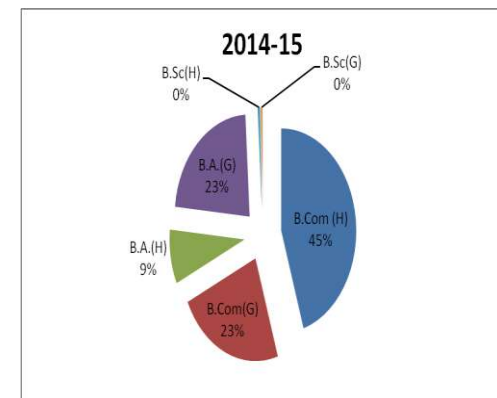
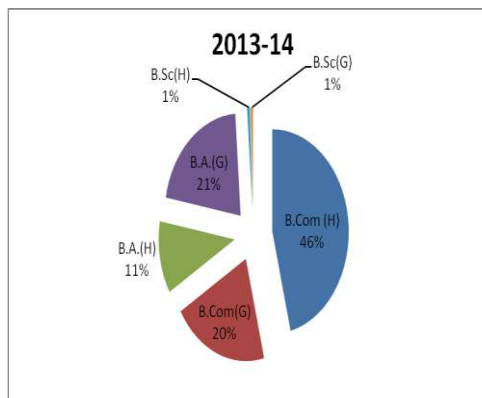
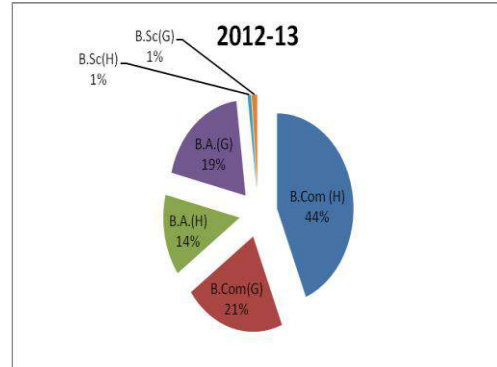
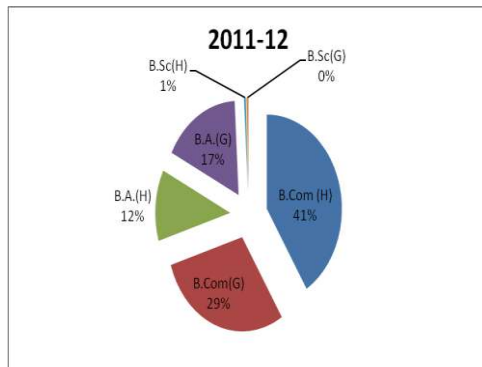
**Year wise 2<sup>nd</sup> Year students Data of different steams**



### Year wise 3<sup>rd</sup> Year students Data of different steams



### Enrolement of Students(% wise) in 1<sup>st</sup> Year (Stream-Wise)



It is observed from the last few years' records that the number of applications has decreased specifically in some Arts departments like Bengali, English, Hindi, History and Political Science. Accordingly, a declining trend has been observed regarding the number of students admitted to these departments. Since its inception the only Science department of the college i.e the department of Economics also suffered from the serious dearth of students. It should be noted that in spite of being the only evening college of the locality, which is offering Economics Honours, there is a declining trend both in case of applications and admission. However, this year there is an increase in the number of admissions in the departments of Political Science, Bengali and English. Still some of the seats have remained vacant. The reason behind this is the possible inclination of the students to seek admission in various technical courses offered by the private engineering colleges instead of taking admission in the general stream as was seen a few years back. Another reason may be the reluctance of some students, especially the female students to get admitted in the evening colleges. The scenario is same for some of the day colleges and all the evening colleges of the locality.

Though our college is an evening college, still a considerable number of female students are admitted every year. However, the number of female students admitted has reduced sharply in the recent years specifically in the commerce department possibly due to the introduction of B.Com course by our sister college in the morning shift, which is purely a girls' college. Apart from this an old reputed co-educational college of the locality had also introduced B.Com courses in the morning shift, which is also responsible for the declining trend of the female students in the B.Com courses.

The college has introduced various courses like the Entry-in-Service course, short-term course in Computerised Accounting and Spoken English course (in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata) to attract the new students of the Humanities department, who can pursue these courses along with their regular courses. The SC/ST/OBC/Economically weaker students can avail these courses free of cost while the economically affluent general students have to pay a nominal fee for these courses.

## **2.2 Catering to Student Diversity:**

### **2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The college is extremely sympathetic to the differently-abled students and tries to ensure helping hands for them. However the number of differently-abled students taking admission in the college is very low. The college authority is providing the following assistance to them:

- Allotment of maximum classes in the ground floor
- Extension of manual help for the blind and physically challenged students
- Construction of ramp in the front gate of the college especially for the students using wheel-chairs as per Government Regulations (passed in the meeting of coordination committee)
- Construction of the lift inside the college ( passed in the meeting of coordination committee)
- Assistance by the NSS unit of the college

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If “yes”, give details on the process.**

Yes. The institution assesses the students' needs in terms of knowledge and skills before admission in the respective courses. This year, the admission process is purely online. But in the previous years when the candidates were assembled in the college, the faculties on duty assessed the marks of the candidates' Higher Secondary or equivalent examinations. Students were counselled whenever needed regarding the selection of courses. The faculties considered the following issues before counselling the candidates:

- The total marks at the plus two level
- The marks obtained in English and Mathematics
- The economic background of the student
- The need and objective of the student for pursuing graduation
- Any special aptitude
- Speaking ability and communication skills

### **2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)**

After the admission in the respective courses of their choice the students have to face interactive sessions, class tests, personal interviews and on the basis of that the faculties of the department identify the deficiencies of the students. Accordingly following steps are taken:

- The slow learners are identified on the basis of marks obtained in the class test
- The slow learners are provided with remedial classes and special care for catching up with the general students
- Another class test is taken and the marks of this test are compared with the marks of the previous test. The progress of the student is thus obtained and accordingly proper measures are taken.
- The college is planning to introduce classes of moral values and ethics.
- A Spoken English course has been introduced for developing the communication skills.
- A short-term course on Computerised Accounting and Entry-in-Service programme have been introduced for all the students (a nominal fee for affluent general students and no fees for others)

### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment, etc.?**

The college took great initiative to sensitise its staff and students on various issues relating to gender, inclusion and environment. The seminars were organised in order to provide relevant information and awareness among the students and staff.

- Seminar organised by the NSS unit on **Women empowerment**. Eminent academician **Prof. Mukul Sengupta** was the main speaker
- Seminar organised by the NSS unit on **Child Labour**. Famous author and social activist **Raghav Bandyopadhdhyay** was the keynote speaker

- Seminar organised by the NSS unit on **Environmental Awareness**. Reputed environmental activist **Subhas Dutta** delivered speech.
- Seminar organised by the NSS unit on **Challenges to Higher Education**. **Sri Anjan Sengupta**, Ex-president, WBBSE and reputed academician was one of the speakers.
- Seminar organised by the NSS unit on importance of **Social service in human life** on the occasion of the 150<sup>th</sup> birth anniversary of Swami Vivekananda. **Swami Tyagrupananda**, principal, Ramkrishna Mission, Vidyamandir, Belur delivered an erudite lecture
- Seminar organised by the NSS unit on **Awareness on traffic rules and regulations**. **Dr. Shashi Panja**, Minister for Women and Child Development and Social Welfare and Sergeant Avishek Bhattacharya were the main speakers
- The NSS unit visited the slum of the local area and conducted various health awareness programmes
- **Dr. Debiprasad Duari**, an eminent scientist delivered a lecture on environment and the solar system.
- The college is planning to organise different seminars on environment in the coming days to raise environmental awareness of the students and staff. The classes on ethical and moral values will be introduced shortly which will provide a fair idea about empowerment and inclusion.
- The Governing Body of the college approved the proposal for the installation of solar panel on the roof of the college for conservation of energy.

All these programmes mentioned above were undertaken by the college to create awareness among the students and staff about the environment, social inclusion and empowerment.

### **2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?**

On the basis of performance in the class and the marks obtained in the class test, the college authority tries to identify the advanced learner. The marks obtained in the consecutive two class tests are compared and on the basis of the progress report, the advanced learners are identified. The following steps are taken to cater to the needs of these advanced learners:

- Special care is taken to answer their queries inside and outside the class
- Soft and hard copies of the important articles are provided to the interested students
- They are given opportunity to present paper in the students' seminar organised by the respective departments.
- They are encouraged to take part in the various competitions and seminars off-campus. For instance, the Political Science and History departments send the advanced learners of the department to the Youth Parliament Competition.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections, etc.)?**

As we have mentioned earlier, the academic performance of the students is mainly determined by the class tests and midterm tests taken by the respective departments of the college. The results of the class tests of every individual student are compared and thus their progress is recorded, sometimes even by using statistical tools. The teachers also keep a close watch on their class performance, class interactions and problem areas.

From these measures the slow learners are identified and accordingly remedial classes are arranged for them. In recent years the college authority is also analysing the performances of the students coming from disadvantaged sections of the society and also the students who are physically challenged and the students who are not well-off economically. In most of the cases, the number of drop-outs is generated from this category of students. So along with analysing their academic performance, the college also tries to understand the basic and perpetual non-academic problems of these students. Their academic progress has been recorded from the marks obtained in the class tests. But for non-academic issues, the college provides the facility of mentoring of these students by the respective teachers. The respective teacher provides active support to them and inform about the opportunities which he/she can get from the college in the form of concession, remedial classes, stipend, etc. In this way we are expecting to reduce the drop-out rates in the coming years.

## **2.3 Teaching and Learning Process**

### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The institution is pretty serious about the academic performance of the students and in accordance with that opts for several measures to improve the teaching-learning process. The actions taken by the college in this context involve the following:

- The academic calendar is prepared on the basis of guidelines provided by the University of Calcutta. The different topics of the syllabus are allocated uniformly to the respective full-time, part-time and guest teachers (if any) of the department. The college is planning to upload this teaching plan on their website
- There is a time-table committee in the college which prepares the time table of all the departments (master routine) on the basis of their discussion with the principal and the heads of the departments. The time table is prepared by maintaining compatibility with the needs and objectives of the respective departments.
- The respective departments arrange for their departmental meeting where the syllabus is distributed. The dates of class tests, departmental seminars, classes on group-discussion and extension lectures have been fixed. The question-setters of the respective papers of the examinations are also decided. The overall lesson plan is formulated.
- The college decides to take two class tests for every subject before the Autumn Recess (Puja Vacation) and the academic performance of the students are recorded on the basis of the marks obtained in these tests. Accordingly, parent-teacher meetings are organised by the departments to improve the academic performance and the attendance of the students. Apart from this, midterm tests and selection tests are held every year.



### **2.3.2 How does IQAC contribute to improve the teaching–learning process?**

There is an IQAC cell in the college which comprises teaching and non-teaching members of the college along with some distinguished persons of the locality. The cell was formed in 2014 and afterwards it was active in ensuring the academic quality of the college. The measures taken by IQAC for improving the teaching-learning process comprises the following:

- Establishment of smart class rooms
- Quality upgradation of the departments through more participation of the faculty in workshops, seminars etc.
- Provision for new infrastructural facilities which are conducive to advanced teaching-learning process.
- Upgradation of the library

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students.**

The college authority focuses on the student-centric learning. The college provides infrastructural support systems to initiate the process of interactive, collaborative and independent learning.

- The smart class rooms enable the teachers to deliver their lecture in the form of power point presentations. Laptops, LCD projectors are used. This also involves interactions between the teacher and students.
- The teacher has a specific lesson and teaching plan by which he/she can execute his/her plan of teaching.
- The class taken by a teacher involves recapitulation of previous lecture, teaching of new topic, interactive or question/answer sessions and sometimes group-discussions. The individual department organises departmental seminars in which the students can present a paper.

- The teachers assess the academic performance of the students of their classes and accordingly take necessary actions. This may involve remedial classes for the slow-learners or providing advanced articles or study materials to the good students.
- The teachers are also granted on-duty leave for the seminars and workshops which deal with the improved and innovative techniques of teaching-learning process.

#### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

As an evening college one of our prime objectives is to ensure higher education and bachelor's degree especially to the students of the disadvantaged and economically weaker sections of the society who are compelled to work in the day-time for the survival of their family. Still looking at the changing scenario of the global and local environment the institution adopts some measures which can initiate critical thinking and creativity among the students.

- Though there is no pure science department in the college, still many departmental and national seminars are organised by the college which will develop the scientific temper and spirit of the students.
- Students are encouraged to be a member of NCC and NSS units of the college, so that apart from obtaining academic degrees they develop holistically. They participate in various social awareness programmes and efforts have been made to make them aware about the importance and value of discipline and social service.
- The field visits and study arranged by the departments of Geography, Economics, History, Bengali and English, help the students to develop the power of creativity and critical thinking.
- A student-centric environment is created so that the students are able to achieve the desired outcome through proper teaching-learning procedure.

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on**

**Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The institution provides all sorts of support to the faculty in spite of the difficulties of sharing a common building with the two sister colleges. The institution ensures effective teaching by the faculty by providing the following facilities:

- The faculty in most of the cases follow a blending of modern and traditional methods of teaching. On the one hand, conventional class lectures are delivered and on the other hand, audio-visual means are used and power point presentations are made along with group discussions and interactive sessions.
- Wi-Fi facilities are available to the faculty inside the college premises which enable them to get access to any e-resources.
- The library is well-equipped with computers and internet facilities for both students and teachers. Many important and relevant journals are subscribed which are of great help to the faculty.
- The honours departments of the college are successfully running departmental seminar library which is extremely beneficial for the students. This helps the teachers in executing their teaching plans.

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops, etc.)?**

All the departments of the college organise different seminars and workshops which actually help the students academically. Sometimes the teachers from other departments also deliver lectures as resource persons in the seminar organised by a particular department.

- Blended learning is more familiar in postgraduate studies which are not applicable in our institution. However, as mentioned earlier, interdisciplinary activities are always there at the undergraduate level. For instance, the college had organised a UGC-sponsored seminar on multiculturalism in 2014.

- Expert lecture is very much present in our different departments. Some of the departments invite resource persons for delivering lectures in their departmental seminars. The expert provides the opportunity to the students to acquire advanced knowledge in a particular topic which is in their syllabus.
- The college encourages participation of students and teachers in different seminars and workshops. The teachers also participate in various faculty development programmes organised by other institutions. From these seminars and workshops the teachers are able to know the recent developments in the subject.

**2.3.7 Detail (process and the number of students \ benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling / mentoring / academic advise) provided to students?**

The college is seriously focusing on professional counselling and mentoring of students for the past few years. The students are provided with academic advice and psycho-social support. The college also runs some mechanisms successfully to prevent sexual harassment, ragging etc in the college premises.

- There is an anti-sexual harassment committee for prevention of any sexual harassment.
- There is also an anti-ragging sub-committee in the college. We are pleased to inform that in the last few years not a single case of ragging was reported.
- On the very first day Freshers are addressed by the Principal and senior teachers and are made aware of campus discipline and the consequences of ragging. The students' union is also vigilant against any sexual harassment and ragging incidents.
- There is a grievance redressal cell in the college and students can register their grievances in the box kept in the corridor of the college. They can also register their grievances at [mccgrievances@gmail.com](mailto:mccgrievances@gmail.com). As mentioned earlier, the students from disadvantaged and economically weaker sections are provided with mentoring by the respective teachers. Not only them, but all students are encouraged to discuss their

academic and non-academic problems with the teachers without inhibition outside the classroom.

- The college is thinking of organizing some career-counselling programmes in the near future. We have already started Entry-in-Service course, a short-term course on Computerised Accounting and a Spoken English course which are likely to help the students in their career building.

There is an official record of the participation of the students in Spoken English, Entry-in-Service and Computerised Accounting courses. However, a considerable number of students often approach their teachers for guidance on their future plans and career building and the faculty always extend their helping hand.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years. What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

According to the changing scenario, especially in the field of academics, the institution tries to cope with new and innovative techniques used in education. The faculty members are using the following tools:

- Information and communication technology in broader aspect
- Smart class rooms which are equipped with LCD projectors and white boards
- Power point presentations of the topic
- Online resources and journals
- Case studies and real life examples

We have observed a positive and encouraging response from the students regarding these innovative approaches used in the method of teaching. The students have started taking greater interest in their studies. Moreover, such innovative techniques have improved both their receptive and retentive power. Hence the college authority plans to continue its efforts

to provide education to its students through the innovative techniques especially based on information technology.

### **2.3.9 How are library resources used to augment the teaching and learning process?**

The college library is well-equipped with books, journals etc. which are immensely beneficial for the students. The basic features of the college library are:

- Presence of sufficient number of books and journals available to both teachers and students
- Both text and reference books are available in adequate quantity
- Subscription of reputed journals like EPW
- Subscription of online journals (password is provided to the faculty)
- Facilities of online search of articles by the students.
- Provision of scanners and question papers of the previous years
- Maintenance of the record of daily attendance of the students and faculty in the library. After analysing the response measures are taken to improve the attendance.

### **2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

There are commerce, arts and science departments in the college. The honours course is available in Commerce, Bengali, English, Hindi, History, Political Science and Economics. Mathematics, Geography and Education are taught as general subjects. The college has also applied for the introduction of Geography Honours. Thus there is a huge requirement of teaching staff. However the number of students in the department of commerce is quite high. Accordingly, they are put into separate sections for better teaching-learning process. The B.A General course also comprises fair amount of students every year. Unfortunately the number of full time staff is inadequate and hence the college is compelled to employ part-time and guest faculty in different departments.

At the beginning of the session the academic calendar for every department is prepared and the topics are distributed in an efficient manner by the departmental head as decided in the departmental meeting. The load is distributed uniformly. Still guest lecturers are employed by the authority in different subjects as per requirement. The individual teachers have a lesson plan or a teaching plan, which they try to execute in order to complete the syllabus. Sometimes if the syllabus is not completed within targeted time schedule (due to unscheduled holidays, election procedure etc.), extra classes are taken by the faculty.

### **2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

The institution is keen to monitor and analyse the quality of teaching-learning in order to improve it. The college considers the following issues in evaluating and assessing the quality of teaching-learning:

- Performance of students in the class tests. If there is no improvement but deterioration, then the student is provided with remedial classes and sometimes the concerned teacher prefers to meet the guardian.
- Students' feedback information by which a teacher can understand the reasons for the communication gap, if any, and accordingly modify his/her way of teaching.
- The University results are analysed and on the basis of that measures for improvement are adopted as suggested by the academic sub-committee and examination sub-committee of the college.

## **2.4 Teacher Quality:**

### **2.4.1. Strategies adopted by the college in the recruitment and retention of its human resources to meet the changing requirements of the curriculum:**

HIGHEST QUALIFICATION	PROFESSOR		ASSOCIATE PROFESSOR		ASSISTANT PROFESSOR		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
PERMANENT TEACHERS			5	7	6	4	22
D.Sc/D.litt							

Ph.D			2	4	1		
M.Phil			1	1	2	3	
PG			2	2	3	1	
CONTRACTUAL TEACHERS							
Ph.D							
M.Phil							
PG							
PART TIME TEACHERS					3	6	
Ph.D							
M.Phil						2	
PG					3	4	

All the teachers in substantive posts are recruited through the West Bengal College Service Commission. For a teaching position they had to qualify NET/SLET/SET examination and they are empanelled on the basis of the interview held by the commission. The full time teachers who were recruited by commission prior to 1992 were not required to qualify NET/SLET/SET. All the part time teachers in this college are Government approved part-timers, who were selected by extant regulatory norms. In most of the cases they were recruited on the basis of interviews in the presence of a University expert from Calcutta University. In recent times, in order to meet the dearth of full-time teachers, some guest lecturers have been recruited through advertisement and interview.

There is no scope of exchange programmes but still the institution is encouraging its teachers to pursue their research projects in foreign institutions or under the supervision of some internationally renowned teachers of institutions outside West Bengal. Dr Sunanda Ray was awarded her doctoral degree by State University of New York at Buffalo. Under the supervision of Prof. Arup Mitra, a renowned faculty of IEG, New Delhi, Dr. Sujatra Bhattacharyya wrote his doctoral dissertation.

**2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being**



**introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

As mentioned earlier, all full-time teachers of the college are appointed on the basis of the recommendations of the West Bengal College Service Commission. So it is not possible for the college to appoint any full-time staff. Apart from this, no new Government – approved part-time teachers can be appointed due to present rules and regulations of the Government.

As per the growing requirements, some senior retired teachers are appointed as guest lecturers to meet the dearth of teachers in some of the subjects taught in the college. In the departments of Hindi and Education the retired teachers of the college are appointed as guest lecturers. However, in the subjects like Commerce, English, Bengali, Hindi and Education some guest lecturers are also recruited in order to complete the syllabus of the respective subjects. Especially the requirement is huge for subjects like Commerce and Education, as these two subjects have more than one section in each of the years and the number of faculty is inadequate to cater to all the sections.

For Information Technology (IT) trained teachers are appointed and apart from this some of the existing teachers are also taking care of this subject. Sometimes in order to cope with the growing demand students' seminars are organised by the respective departments. In addition to this few resource persons are invited to deliver lectures on the related topic.

In the last three years 14 guest lecturers have been appointed. (Commerce-8, Hindi-2, Education-3, English-1,). They applied in response to the newspaper advertisements given by the college and selected on the basis of interviews in the presence of subject experts sent by the University of Calcutta. These teachers have been recruited purely on a temporary basis.

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

## A) Nomination to staff development programmes

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<b>ACADEMIC STAFF DEVELOPMENT PROGRAMMES</b>	<b>NUMBER OF FACULTY NOMINATED</b>
<b>Refresher courses</b>	<b>5</b>
<b>HRD Programmes</b>	
<b>Orientation programmes</b>	<b>4</b>
<b>Staff training conducted by the University</b>	
<b>Staff training conducted by other institutions</b>	
<b>Summer/winter schools, workshops</b>	<b>7</b>

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### b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

#### • Teaching learning methods/approaches

The teachers are provided with on-duty leave for participation in the orientation and refresher courses organised by the academic staff colleges of different universities. These courses are expected to enhance the teaching skills and enable the teachers to use various tools and technologies for improved teaching-learning. Sometimes the technicians from reputed IT companies are invited to train the teachers to use the smart classroom effectively.

#### • Handling new curriculum

To handle the new curriculum and change of syllabus or introduction of a new subject, the departmental head and the teachers recommend purchase of some materials and books to the library which will be beneficial for the student and staff. For lab-based subjects the Governing Body grants permission to purchase the new equipment as per the recommendation of the finance committee. The other options are:

- Appointment of guest teachers through advertisement and interviews if the number of existing faculty is inadequate to cater to the students.
- Appointment of retired senior teachers of the college as guest lecturers unless and until vacant full- time posts are filled.
- Review of the needs and requirements of the students under the new curriculum and assessing whether application of IT is necessary there.
- Preparation of new question banks for the students.
- Workshop organised by the department of Commerce in 2013

• **Content/knowledge management**

The teachers are encouraged to participate and present papers at the seminars and workshops organised by different colleges and universities or professional bodies on recent developments in their subjects. They are provided with on-duty leave. The teachers are also encouraged to apply for the minor research projects funded by UGC.

• **Selection, development and use of enrichment materials**

The teaching-learning methods are changing rapidly these days. According to the changing scenario, especially in the field of academics, the institution is adopting new tools and techniques to educate and enrich the students. Accordingly, the college tries to cope with the new and innovative techniques used in education. In different sub-committee meetings the faculty members assess the needs and requirements of the students which will be compatible with the new curriculum and select the procedure of effective teaching. The faculty members are using the following tools:

- Information and communication technology in broader aspect
- Smart class rooms which are equipped with LCD projectors and white boards
- Power point presentations of the topic
- Online resources and journals
- Case studies and real life examples
- New and current study materials

- **Assessment**

The college authority reviews the faculty profile and on the basis of that assesses the next course of action. The teachers are encouraged to upgrade themselves by conducting research activities and present papers in different conferences and seminars.

- **Cross cutting issues**

Faculty members of the college participated in various seminars like women empowerment, child labour, challenges to higher education, environmental awareness, traffic rules and regulations, relevance of social service in recent times etc, mainly organised by the NSS unit of the college.

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- **Audio Visual Aids/multimedia**

Most of the faculty members have developed skills to use the smart-classroom facilities with audio-visual aids and ensure effective use of IT in recent times, wherever necessary.

- **OER's**

Not applicable

- **Teaching learning material development, selection and use**

Although no such training programmes are held in the college, however some faculty members develop teaching-learning materials during delivering extension lectures to the students of other colleges/ universities.

**c) Percentage of faculty**

- **Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

9.09%

- **Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

100%

- **Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

60%

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

- Provision of on-duty leave to the teachers acting as a resource person or moderator or rapporteur in the seminars/conferences organised by different colleges/universities/ professional bodies
- Provision of on-duty leave to the teachers presenting paper in the seminars/conferences organised by different colleges/universities/ professional bodies
- Provision of on-duty leave to the teachers attending workshops organised by different colleges/universities/ professional bodies
- Provision of FIP leave for (2+1) years for Ph.D, subject to the approval of the Governing Body
- Provision of study leave or extraordinary leave for Ph.D and other academic advancement, subject to the approval of the Governing Body
- Encouragement for conducting minor research projects funded by the UGC
- Provision of a preparatory day once a week for self-upgradation.
- Wi-Fi facilities for the teachers in the staff room and the library
- Subscription of important journals by the library which will facilitate the staff for conducting research-oriented activities.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

**Number of faculties who received awards/ recognition: (last four years)**

- Dr Sunanda Ray has completed doctoral research and Ph.D. dissertation in 2014. (Title: Towards an Ethno-Global Cosmopolitanism: Self-Fashioning in South Asian American Women's Literature.) She was awarded the Doctoral Fellowship of the Department of American Studies, State University of New York at Buffalo.

- She was also elected to Who's Who among Students in American Universities and Colleges in recognition of her academic achievement as a doctoral student at State University of New York at Buffalo.
- Dr Sonali Banerjee of the department of History was awarded Ph.D. by University of Calcutta on 26.2.2014 (Title : Mobilizing Women : The Experience of the Left in West Bengal : 1947-1964)
- Dr Supti Kotal of the department of Commerce was awarded Ph.D. in 2010 by University of Calcutta.  
(Title: The Development of the Financial Market in India and Public Investment in the Perspective of New Economic Policy Regime (1991-2001)).
- Dr Asim Kumar Das, librarian was awarded Ph.D degree in 2014 by Netaji Subhas Open University.  
(Title: Information Services of Libraries of Institute of Management Education, recognised by the Higher Education Department, Government of West Bengal: A Critical Study)
- Dr Sujatra Bhattacharyya was awarded a PhD degree by Jadavpur University in 2015.  
(Title: Trade Growth and Well-Being: An Exploratory Study with Reference to IT and ITES in India)
- Dr Sahab Upadhyay, department of Hindi (now retired but working here as a guest faculty) is presently a member of Board of Studies, University of Calcutta since 2008.
- Dr Sonali Banerjee, department of History was a member of senate, University of Calcutta, 2008-2012
- Dr Sonali Banerjee, department of History was a member of Board of Studies, University of Calcutta, 2004- 2008
- Prof Arup Kumar Bhattacharyya, department of Commerce, was a member of UG Council , University of Calcutta, 2003-2011
- Prof Arup Kumar Bhattacharyya, department of Commerce, was a member of West Bengal School Service Commission
- Dr Sonali Banerjee, department of History was the Centre Coordinator , West Bengal School Service Commission, 2000-2011
- Prof Krishnapada Dash is an Executive Committee member, WBCUTA

- Prof Sujatra Bhattacharyya, was an executive committee member, Bangiya Arthaniti Parishad, 2005-2008
- Prof Sujatra Bhattacharyya, was the Joint Secretary, Bangiya Arthaniti Parishad, 2008-2011.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

The feedback forms are given to the students for the evaluation of teachers. These forms are scrutinised by the principal/teachers and appropriate and corrective measures are taken, if necessary. Apart from this, external peers also evaluate the performance of the teachers during their promotion from one stage to another.

**2.5 Evaluation Process and Reforms:**

**2.5.1. How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The college follows the standard evaluation process as prescribed by the University of Calcutta. Both the teachers and the students are made aware of the entire evaluation process through notices issued by the college authority, departmental meetings and examination committee meetings. The performances of the students in the examination are scrutinised and proper measures are taken to improve the situation every year. The evaluation process involves the following:

- There is an examination committee in the college which decides the examination and evaluation process throughout the year.
- The provisional academic calendar published at the beginning of the session provides the tentative dates of the part-1, part-2 and part-3 examinations. The university also prescribes the time of the commencement of midterm examinations and selection test. The college examination committee fixes the dates of these examinations maintaining consistency with the academic calendar of University of Calcutta.

- The respective departments also take class tests frequently to judge the progress of the students. The results give them a fair idea about the problems faced by the students. The progress of the students is recorded. Accordingly, remedial classes are arranged for the slow learners and advanced study materials are provided to the good students.
- The university examinations generally occur between April and July. Hence the selection tests of the college are conducted approximately three months prior to that.
- Candidates having the required attendance and qualifying marks in the selection test are eligible to appear in the final examinations of the university. The college attendance norms are sometimes relaxed for the students who have not done well in the selection test but have performed consistently well in the class tests and the mid-term examinations. The criteria for minimum attendance are sometimes relaxed for the working students and the students admitted under sports quota and involved in regular games, practice and training etc, if proper documents are furnished by them.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

Since the institution is affiliated to the University of Calcutta, hence most of the evaluation reforms, if applicable are adopted by the institution.

- At the Undergraduate level the university has introduced 1+1+1 system of examination for three-year degree course from 2009.
- The pattern of questions has been re-formulated in the respective subjects. This question and evaluation pattern is made consistent with the all India entrance examinations of reputed institutes for postgraduate level and enable the students to compete in the professional competitive examinations.
- Many of the faculty members are involved in the examination and evaluation process as they take the responsibilities of moderation and paper-setting in the university examinations. All the faculty act as examiners of their respective subjects in the university examinations. Few teachers are selected as the member of the board of studies of their subjects.
- As per C.U rules and regulations the minimum qualifying marks for honours subjects is 35% in part 1 and part 2. In part 3, at the time of completion of the course a student



should obtain at least 40% in the aggregate for getting the degree. The students under general stream should secure at least 30% in the aggregate for obtaining the degree.

- The college has been selected as the zonal centre of examinations for the subjects, viz. Bengali, Economics and History in the last few years.

Since the evaluation procedure is followed according to the rules and regulations of the University of Calcutta, it is not really possible for the college authority to initiate any reforms in the examination and evaluation process. However, the faculty members who are involved in the evaluation process of the university as moderator, paper-setter and the member of board of studies, can present their opinions and suggest some reform measures for the overall development of the system. Apart from this, the college has introduced “Entry- in- Service” course in recent times to enable the students to cope with competitive examinations.

Internally, we have made some alterations in the examination and evaluation system every year as per requirement. We have arranged class tests frequently to assess the performance of the students. On the basis of their performance and progress the concerned teacher can meet the guardian of the students and arrange for the remedial classes. These decisions are generally passed in the meeting of the examination committee. The committee also assesses the university results and on the basis of that take proper measures or corrective measures if there are disparities between the desired and actual outcome.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The institution ensures the effective implementation of the evaluation reforms of the university by mentioning all the rules and regulations in the college prospectus every year. The important dates related to evaluation system are mentioned in the prospectus. The important notifications are circulated in all corners of the college. The college authority is also planning to circulate all the rules and evaluation reforms in the official website of the college. The own initiative of the college regarding the evaluation process will also be mentioned there. All these measures are expected to ensure effective implementation of the evaluation reforms.

**2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.**

Apart from university examinations the college frequently conducts internal examinations. The class tests are taken on a regular basis by the departments and performance chart of every student is prepared. Accordingly, corrective measures are adopted in the form of remedial classes, parent-teacher meeting etc. Sometimes the faculty members are involved in the counselling process to rectify the shortcomings of the students concerned. This helps the students to perform better in the university examinations.

Since most of the students who are admitted in the institution are engaged in various income-earning activities in the day time to serve their families, the college tries to ensure a bachelor's degree for them, which will be useful for their career. Naturally, in some subjects the results are not very good, as the students are primarily concerned with passing the exam and acquiring the degree. Nevertheless, the college and the faculty try their best to ensure good results for the students. As mentioned earlier, the teachers are also involved in counselling outside and inside the class and provide advice to the students even outside the domain of academics.

For instance, our college student Umra Saba was admitted to the Economics Honours course. Due to some academic and social problems she had decided to discontinue the honours course. However, continuous monitoring, counselling and mentoring by the departmental teachers enabled her to obtain the B.Sc degree in Economics with honours. Samir Halder, a student of B.A. General course and Kisholoy De, a student of B.Sc. General course gave up studies altogether. Through continuous persuasion, encouragement and guidance of some of our teachers they were able to resume their studies and get their Bachelor's degree. There are also many instances in the college where the teachers, irrespective of the departments arrange for the examination fees or the admission fees for the meritorious and needy students.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the**

**overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)**

- In the previous years, there were no specific and dedicated plans and programmes to ensure rigour and transparency in the internal assessment system. However different departments undertook different measures but there was no unified attempt or plans.
- From this year we have started to compare the results of the students in the consecutive class tests and assess the progress of the students. Our institution has also started to keep records of the performance and progress of the students in recent times.
- The answer scripts are examined thoroughly and on the basis of the performance of a particular student, remedial classes, counselling sessions are arranged. Sometimes the teachers meet the parents in order to discuss the problems of the student, as identified by them.
- The internal examinations involve a strict and appropriate invigilation mechanism.
- The anti-sexual harassment committee, the anti-ragging sub-committee and the other disciplinary committees maintain the discipline in the college
- The NCC unit of the college is extremely sincere about ensuring the discipline among the students. The students maintain punctuality, discipline and prevent any sort of misconduct in the college.
- The NSS unit of the college concentrates on social service and awareness. The unit organises relevant seminars every year to enable overall development of the students. They are made aware of the importance of social service at the present time.
- The students' union of the college organises various cultural programmes throughout the year which also contribute a lot to the overall development of the students

- The college has introduced ‘Spoken English’ course this year in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata in order to develop good communication skills among the students

**2.5.6 What are the graduate attributes specified by the College/ affiliating university?  
How does the college ensure the attainment of these by the students?**

The institution provides the opportunity of learning for general students along with those needy students who have to work in the daytime for earning a livelihood. The faculty members are sympathetic enough to cater to these students in a different manner. They try to improve the academic performance of these students and provide relevant advice for their career building. In recent times along with regular courses, the Entry-in-Service course, Spoken English course and short-term Computerised Accounting course have been introduced primarily to help the students who are academically and socially challenged. The college is also planning to start its value-education programmes for holistic development of the students

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?**

- In the college, in most of the cases the students can view their evaluated answer scripts and if there is any confusion, the concerned teacher generally provides clarification.
- At the university level, if the student is dissatisfied with his/her marks he/she can opt for the following:
  - a) Post-publication scrutiny of the answer script
  - b) FSI under RTI
  - c) FSI under RTI with review.

## 2.6 Student Performance and Learning Outcomes:

### 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

As mentioned earlier the performance of the students can be judged from the internal examinations organised by the college authority in the form of class tests, midterm tests and selection tests. The departments publish the results and outcome of these tests. The performance or progress of the students is reviewed in the departmental meeting and in the meeting of examination committee. The University results are also reviewed by the examination committee. The office keeps all the records of the University results.

The respective departments of the college compare the results of the students in the consecutive tests and submit the report to the examination committee. The examination committee analyses the progress and performance of the student and accordingly take necessary measures through the departments. The departments announce a date for parent-teacher meeting and in the meeting discuss the performance of the students with their parents.

### 2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

#### Result of 1<sup>st</sup> Year Student

Subject	2011-12	2012-13	2013-14	2014-15
<b>B.Com (H)</b>	93.95	94.15	95.22	Yet to be Published
<b>B.Com(G)</b>	68.10	78.24	74.82	Yet to be Published
<b>B.A.(H)</b>	83.02	85.57	82.61	Yet to be Published
<b>B.A.(G)</b>	82.21	67.15	64.52	Yet to be Published
<b>B.Sc(H)</b>	50.00	50.00	66.67	Yet to be Published

### Result of 2<sup>nd</sup> Year Student

Subject	2011-12	2012-13	2013-14	2014-15
B.Com (H)	96.97	95.76	97.41	96.45
B.Com(G)	92.63	95.24	93.67	97.85
B.A.(H)	89.83	81.40	98.00	Yet to be Published
B.A.(G)	59.20	50.86	62.87	Yet to be Published
B.Sc(H)	No Student	No Student	50.00	Yet to be Published
B.Sc(G)	No Student	50.00	66.67	Yet to be Published

### Result of 3<sup>rd</sup> Year Student

Subject	2011-12	2012-13	2013-14	2014-15
B.Com (H)	98.61	97.44	98.60	98.18
B.Com(G)	90.60	69.01	95.09	98.41
B.A.(H)	98.65	100.00	93.75	73.68
B.A.(G)	76.92	98.17	95.28	97.32
B.Sc(H)	No Student	No Student	100.00	100.00
B.Sc(G)	50.00	No Student	No Student	100.00

#### 2.6.3 How are the teaching and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The college focuses on the best possible result by a student subject to the various constraints. The institution also makes effort so that the passed-out students can compete in the job market. For this purpose the institution takes the following steps:

- Organising UGC- sponsored seminars and workshops
- Organising workshops in collaboration with University of Calcutta on the changed curriculum
- Departmental seminars and group discussion
- Provision of latest course material and relevant articles by the library

- Introduction of various courses like Entry-in-Service, Spoken English and short-term course in Computerised Accounting.
- The faculty provides necessary guidance to the students for appearing in NET, SET, CAT, GMAT etc.

**2.6.4 What are the measures /initiatives taken by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

The institution takes initiatives to help the students through enhancing the social and economic relevance of the courses offered. The measures taken are—

- Introduction of Entry-in-Service course for the economically and socially challenged students along with other students
- Introduction of Spoken English course in collaboration with School of languages, Ramakrishna Mission Institute of Culture, Golpark
- Introduction of short- term course on Computerised Accounting
- The college is planning to start various lectures on moral and ethical values which will enhance the social relevance of the courses offered.

**2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

As mentioned earlier the performance of the students can be judged from the internal examinations organised by the college authority in the form of class tests, midterm tests and selection tests. The departments publish the results of these tests. The performance or progress of the students is reviewed in the departmental meeting and in the meetings of the examination sub-committee. The University results are also reviewed by the examination sub-committee. The office keeps all the records of the University results.

The respective departments of the college compare the results of the students in the consecutive tests and submit the report to the examination sub-committee. The examination

sub-committee analyses the progress and performance of the students and accordingly takes necessary measures through the departments. The departments announce a date for parent-teacher meeting and in the meeting the performance of the student is discussed with their parents.

The IQAC also keeps a close watch on the students' performance and takes appropriate measures when required.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

- By monitoring the students' performance in the class tests and the midterm tests
- The students' progress in group discussion and students' seminar in the class
- The results in the University examinations

**2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

The individual teachers and the department are very concerned about the performance and progress of the students. The results in the class tests and in the University examinations are monitored and corrective measures are adopted if and when required. For example, the slow learners are identified from the performance in the class tests and responses in the class. Hence remedial classes are arranged for them. Conversely, the faculty members are keen to upgrade the standards of the advanced learners also by providing them latest course materials and solving the harder problems for them. They are also provided with proper guidance by the faculty outside the class room.



<b>Name of the Student</b>	<b>Subject</b>	<b>Year of Passing Out</b>	<b>Present Status</b>
Keya Dutta	History Honours	2000	Assistant Professor
Ajoy Saha	English Honours	2004	English Teacher
Avishek Ghosh	History Honours	2012	Publisher
Sudipto Mandal	History Honours	2014	Freelance Photographer and Law student
Avik Mohan Roy	Accountancy Honours	2002	Railway Officer
Md khurshed Alam	Accountancy Honours	2005	Sub-inspector

## **CRITERION III**

### **RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 PROMOTION OF RESEARCH**

##### **3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?**

The institution does not have recognized research centre/s of the affiliating University or any other agency/organization.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

The institution has Research Sub-Committee that monitors all the research work that is pursued by the teachers especially the MRPs under UGC. This committee looks after the problems faced by the researchers and the proper communication to UGC for Work report and Audit report of the projects. The IQAC comprising Senior Faculty members headed by the Principal looks after various aspects of research promotion in its regular meetings. Whenever need arises the IQAC keeps open the option of expert consultation.

##### **3.1.3 What are the measures taken by the institution to facilitate smooth progress implementation of research schemes/projects?**

The college authority encourages the teachers to apply for the minor research project under UGC. If the proposal of the teacher is accepted, then college provides autonomy to the principal investigator and helps in the quick disbursement of the funds to the concerned teacher (principal investigator). The teacher is provided with all types of technical and infrastructural support by the institution.

##### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The college has no pure science department due to shortage of space and other relevant infrastructure. So there is no such scope of developing scientific temper among the students. However, in accordance with the syllabus of University of Calcutta, the teachers of the departments of Commerce, Geography and Economics supervise the projects of their

students. They provide advice and try to motivate the students in order to develop a research culture among them.

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)**

The Principal of the institution Dr. Shyamal Kumar Chakraborty is involved in various research projects funded by ISRO and DST. He has also guided some students in the project.

Prof Arup Bhattacharyya and Prof Pranab Kumar Chakraborty had guided some students in the M.Phil course under Annamalai University.

One teacher from the department of Bengali and the other from Economics are pursuing their Minor Research Project funded by UGC.

Several other teachers have also applied for MRP in the current plan. Apart from this the number of teachers pursuing PhD is given in the following table:

<b>DEPARTMENT</b>	<b>No of Teachers</b>	<b>No of PhD Awarded</b>	<b>Submitted PhD</b>	<b>Pursuing PhD</b>
<b>BENGALI</b>	<b>3</b>			<b>2</b>
<b>ENGLISH</b>	<b>3</b>	<b>1</b>		
<b>HINDI</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>COMMERCE</b>	<b>18</b>	<b>2</b>		<b>2</b>
<b>POLITICAL SCIENCE</b>	<b>3</b>			<b>2</b>
<b>HISTORY</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>EDUCATION</b>	<b>3</b>			<b>2</b>
<b>GEOGRAPHY</b>	<b>2</b>	<b>1</b>		<b>1</b>
<b>ECONOMICS</b>	<b>4</b>	<b>1</b>		<b>2</b>

**3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

Many workshops are organized by Commerce and Arts departments of the Institution with focus on capacity building in terms of research.

**3.1.7. Provide details of prioritised research areas and the expertise available with the institution.**

The institution encourages research activities among the faculty. The faculty in most of the departments are pursuing their doctoral research under various universities. The respective departments give priorities to some research areas during teaching and self-development. The resources are available in the library and the institution tries to provide various infrastructural facilities to help the researchers.

**English**

1. Indian Writing in English
2. Postcolonial Literature
3. Gender Studies

**Hindi**

1. Feminism and Media
2. Dalit Sahitya

**Bengali**

1. Medieval Bengali Literature
2. Absurd drama
3. Comparative literature
4. Tagore literature

**History**

1. Medieval period
2. Woman's History in Independent India
3. Modern History

4. Social History

5. Tribal History

### **Political Science**

1. International Relations

2. Gender Studies

3. Socialist Thoughts and Practices

4. Indian Political Thoughts

### **Geography**

1. Industrial Geography, Social, Cultural Geography,  
Environmental Geography

2. Environmental and Community Health Geography

3. Regional Planning

4. Population Geography

5. Urban Geography

6. Social, Political and Urban Geography

### **Economics**

1. Microfinance and Development

2. Impact of Information Technology in Indian Economy

3. Financial Reforms

4. Groundwater Management

5. Population Growth and Resource Optimisation

### **Commerce**

1. Corporate Governance

2. Corporate Social Responsibility

3. Business Process Outsourcing

4. IFRS

**3.1.8. Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

The eminent resource persons are invited to the institution to deliver lectures at the UGC-sponsored seminars and departmental seminars. In every seminar an interactive session is kept so that the students and the faculty can interact with the expert. Some of the eminent resource persons invited in various departments are:

- Bratya Basu (Eminent Actor, Director, Minister of Travel & Tourism)
- Dr Debiprasad Duari (Space Scientist)
- Prof Avirup Sarkar (Eminent Economist & Statistician, Chairman of West Bengal Infrastructure Development Finance Corporation Ltd.)
- Raghav Bandyopadhyay (Eminent Academician and Litterateur)
- Subhas Dutta (Eminent Environmentalist)
- Swami Tyagrupananda (Principal, Ramakrishna Mission, Belur)
- Prof. Suranjan Das (Ex-VC University of Calcutta, at present VC Jadavpur University)
- Prof Anjan Sengupta (President, Board of Secondary Education)
- Dr Soumitra Sengupta (Eminent Scientist, IACS)
- Dr Amit Chowdhuri (Eminent writer in English Literature)
- Rosinka Chadhuri (Eminent writer in English Literature)
- Mrityunjoy Acharjee (Vice President, Finance, Balmer Lawrie)
- Prof. Bhaskar Chakrabarty (Centenary Professor in the Dept. Of History, CU)
- Dr. Anindya Sinha ( Senior Scientist, National Institute of Advanced Studies)

**3.1.9. What percentage of the faculty has utilized Sabbatical Leave for research activities?**

**How has the provision contributed to improve the quality of research and imbibe research culture on the campus?** Not Applicable

### **3.1.10. Provide details of the initiatives taken up by the institution in creating awareness/ advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

The institution tries to create awareness among the students and the faculty to encourage research-oriented activities especially through various departments. Faculty and students are sent to the relevant places for awareness:

- Dakshin Raypur Water Treatment Plant
- Kolkata Book Fair
- Indian Statistical Institute
- Different field visits conducted by the Dept. of Geography — North Bengal (2015)
- Different field visits conducted by the Dept. of History
- Students from Dept of Commerce are encouraged to learn about the relevant jobs in an Audit Firm

## **3.2 RESOURCE MOBILIZATION FOR RESEARCH**

### **3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

- The Institute is not empowered to allot any funds for research. Other sponsoring agencies are approached such as the UGC to fund Minor and Major Projects.

### **3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

- As mentioned earlier the college is not financially autonomous and does not have the liberty to either generate funds or to invite sponsorship from funding authorities in a holistic capacity.
- The Institution is mainly involved in UG teaching.
- Individual teachers are recipients of research grants from UGC and non-UGC sources.

### **3.2.3 What are the financial provisions made available to support student research projects by students?**

- UG students are not in the research bracket.

### **3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.**

The institution has a limited scope to undertake inter-disciplinary research projects. Still there are some interdisciplinary activities which are supposed to initiate inter-disciplinary research.

- A UGC- sponsored seminar was organized on Multiculturalism which involved the departments of English, Bengali, History, Political Science and Economics
- The Dept. of Economics sometimes provide necessary advice to the students of the Dept. of Commerce for preparing their term paper which is based on Economics
- The Dept. of History provides inputs to the Dept. of Economics related to Economic History of India
- The Dept. of Economics sometimes render their assistance to the Dept. of Political Science for the topics related to international policies and trends
- The Dept. of Political Science provides assistance to the Dept. of Economics for the topics included in the Political Economy

### **3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The institution is keen to ensure maximum utilisation of its infrastructural facilities in the form of equipment.

- The teachers frequently use LCD projectors, Laptops in the smart class rooms to facilitate the students
- The Dept. of Geography utilises various instruments for the purpose of the students
- The college provides Wi-Fi facilities to facilitate research work
- The departmental laptops are provided by the institution
- The portable microphones are provided by the institution
- The computers are provided for students and staff in the library.



**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If ‘yes’ give details.**

No

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

The institution encourages the teachers of different departments to conduct minor research projects funded by UGC. Several teachers have applied for the MRP in 2015.

No Grant was received in the last four years; however one project was submitted by our Librarian.

### **3.3 RESEARCH FACILITIES**

**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

- Internet facility
- Well-equipped computer laboratories
- Enriched computerized library with modern books and journals of various fields
- Excursions and field work

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

Though there are limited infrastructural facilities in the college, as the same building is shared by two other sister colleges, still the college authority tries its best to provide opportunities to the researchers. Many of the faculties are conducting research these days — they are either involved in doctoral research or pursuing MRP. The strategies adopted by the college in this context are given below:

- Provision of internet facilities and Wi-Fi network inside the college premises

- Develop the library to a greater extent
- Generator for uninterrupted power supply
- FIP and study leave for the researchers
- The students of the Commerce and Economics departments are provided with all research facilities to complete their term papers.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If ‘yes’, what are the instruments/facilities created during the last four years.**

UGC provides grants for MRP to the individual teacher, if his/her proposal for MRP is accepted. There is no provision for Grants from Industry till now.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

There is no such mechanism at present but college is planning for outside library membership for students (at least two cards).

**3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**

The college provides library facilities to the teachers who are pursuing their research work in the college premises. The college also provides Wi-Fi facilities and other possible infrastructure to them.

For more details, please refer to 4.2.1 and 4.3.1

**3.3.6 What are the collaborative researches facilities developed / created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.**

A Spoken English course has been introduced in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata.

**3.4 RESEARCH PUBLICATIONS AND AWARDS**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- **Patents obtained and filed (process and product) - NA**
- **Original research contributing to product improvement - NA**
- **Research studies or surveys benefiting the community or improving the services**

There are few studies which are as follows:

The Ph.D. thesis of Dr Sonali Banerjee titled : Mobilizing Women : The Experience of the Left in West Bengal : 1947-1964.

The Ph.D. thesis of Dr Sujatra Bhattacharyya titled: Trade Growth and Well-Being: An Exploratory Study with Reference to IT and ITES in India.

A minor research project submitted by Prof Sujatra Bhattacharyya titled “Economics of child labour: A case study of Kolkata”

Research of Prof. Debasree De – 1) Her study on Tribal women of the eastern parts of India have ignited consciousness among the rural poor adivasi women. An article published in the Community Development Journal titled “The Impact of Development - induced Displacement on Tribal Women of Odisha” (Oxford University Press) has discussed the issue of development – induced displacement in Orissa by which the future researchers will definitely be benefitted.

2) Another article published in South Asia Research titled “Nehruvian Vision of Tribal Development in India” (Sage Publications) reveals the Nehruvian paradigm of development, that has no doubt changed the prevailing nation of utopian Indian tradition of the “dams are the temples of modern India” propounded by Jawaharlal Nehru.

- **Research inputs contributing to new initiatives and social development**

The ongoing research of Debasree De, Faculty member, Department of History titled “Adivasi Women in Eastern India: 1947-2010” has opened up new areas of social development by initiating the process of mainstreaming the Adivasi culture by focusing on

the contribution of their womenfolk. She had talked to her respondents and stored their day to day problems, suggested the use of contraceptives and convinced them to visit the local health centres in times of severe ailments.

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

No.

**3.4.3. Give details of publications by the faculty and students:**

Name	No. of Papers Nat/Int	No. of Publications listed in Int. data base	Monograph	Chapter in Books	Books Edited	Books/Books with ISBN/ ISSN	Citation Index	SNIP	SJR	Impact factor	H-index
BENGALI	30			9	3	1					
ENGLISH	7	-	-	6	1	1	-	-	-	-	-
HINDI	9	-	-	-	-	-	-	-	-	-	-
POLITICAL SCIENCE	2	-	-	-	-	2	-	-	-	-	-
HISTORY	26	-	-	-	-	1	-	-	-	-	-
GEOGRAPHY	-	-	-	-	-	-	-	-	-	-	-
EDUCATION	4	-	-	-	-	-	-	-	-	-	-
ECONOMICS	11	-	-	-	-	1	-	-	-	-	-
COMMERCE	29	-	-	-	-	4	-	-	-	-	-

### 3.4.4 Provide details (if any) of

- **Research awards received by the faculty**

<b>DEPARTMENT</b>	<b>NO OF FACULTY AWARDED PhD DURING 2007-15</b>
<b>BENGALI</b>	
<b>ENGLISH</b>	<b>1</b>
<b>HINDI</b>	<b>1</b>
<b>POLITICAL SCIENCE</b>	
<b>HISTORY</b>	<b>1</b>
<b>EDUCATION</b>	
<b>GEOGRAPHY</b>	
<b>ECONOMICS</b>	<b>1</b>
<b>COMMERCE</b>	<b>1</b>
<b>LIBRARY</b>	<b>1</b>

- **Recognition received by the faculty from reputed professional bodies and agencies nationally and internationally**

No.

- **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

No

### 3.5 CONSULTANCY

**3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

The institution is making serious efforts in recent times to establish institute-industry interface. The career counselling cell of the college is working for this purpose. Recently a MOU was signed with Bajaj Allianz by which the students of this institution can be absorbed in the company.

The college has also started some career- oriented courses like Spoken English, Entry- in- Service, Computerised Accounting in accordance with the current employment scenario which are offered free of cost. These courses are expected to be beneficial for the participating students.

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

Till now there is no such mechanism in this context.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The institution has no such provision to encourage the staff to utilise their expertise and available facilities for consultancy services. However some of the faculty are engaged in various consultancy services, workshops, counselling etc. in their personal capacity. In those cases the respective departments cooperate and adjust the classes.

**3.5.4. List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

All services provided by the Faculty are honorary; hence no revenue is generated by the college. Some of the activities are listed below:

- Dr. Sunanda Ray rendered her consultancy services in Kendriya Vidyalayas as resource person in teachers' workshops.
- Prof Arup Kr Bhattacharyya, Prof Sonali Bannerjee and Prof Sahab Upadhyay rendered their services as Experts in the interview organised by West Bengal School Service Commission.
- Prof Kuntal Mitra rendered his service as a resource person.

- Prof Sujatra Bhattacharyya has rendered his services as a resource person in Shri Shikshashayatan College and Scottish Church College in 2015.
- NSS unit of the college organised health awareness programmes in the slum. In addition to this, the unit conducts seminars every year. The issues covered are women empowerment, environmental pollution, child labour, traffic rules, importance of service and problems of higher education. The college students and the local slum-dwellers attended these seminars.

**3.5.5. What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

- Consultancy services are provided free by the faculty of the College.

**3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR):**

**3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college through its NSS unit along with NCC unit make serious efforts to develop institution-neighbourhood-community chain to engage students in the acts of social responsibility. The NSS and NCC unit focus on the community development and they are involved in the various social service programmes. The motto of the NSS unit is “not me but you”. Accordingly, the members of the unit extend their service into the local slums. The college authority encourages the NSS unit of the college to organise development programmes in the local slums. Few years back the college NSS unit adopted a slum and conducted various health awareness programmes and competitions there. In the recent times the college conducted health camps in the slum area. The student members have shown their interest in organising various development programmes and awareness programmes, which is a mark of good citizenship. The NSS unit of the college organises seminars in the college with the active help of the college authority on different relevant issues like traffic awareness, environmental awareness, women empowerment, child labour, challenges of higher education, importance of service etc.

The college is also planning to start some value-education programmes in the near future which will help in the holistic development.

### **3.6.2. What is the Institutional mechanism to track students' involvement / activities which promote citizenship roles?**

There is a NSS committee and a NCC committee in the college under the supervision of the teachers. The teachers with the help of the college authority conduct various regular and special camping activities. After the completion of graduation, the member receives a certificate from the University of Calcutta. Apart from this the college authority also provides a certificate of appreciation to the members every year.

### **3.6.3. How does the Institution solicit stakeholder perception on the overall performance and quality of the Institution?**

The institution always focuses on the overall uplift of the college in terms of performance and quality. The institution knows the importance of the stakeholders and hence makes serious efforts to provide improved services to the stakeholders.

- For smooth running of the institution Governing Body meetings and regular sub-committee meetings are held. Several issues are resolved in those meetings.
- The faculty members are provided with all types of infrastructural support for their research work and teaching. There are Wi-Fi facilities in the college premises.
- The meetings of the non-teaching staff are regularly held.
- The students come to know about their college through the college website and prospectus. These sources provide various information regarding the rich heritage of the college. From these sources the students are informed about the courses offered, list of faculty and other facilities. The students' union of the college extend their hands of cooperation to the students. Various cultural programmes are organised by them throughout the year which is indicative of our rich cultural background.
- All departments of the college arrange regular parent-teacher meeting in which the attendance and performance of the students are analysed. The teachers provide advice and are often involved in counselling of students.



- For upgradation of the teaching-learning process the institution encourages the outgoing students to fill up the feedback form. The form comprises the students' feed -back on general teaching, academics and library.
- The institution encourages increased participation and activities of the alumni association.

**3.6.4. How does the institution plan and organize its extension and outreach programme? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The institution plans and organises its extension and outreach activities through its NSS unit. The unit was introduced in the college in 2008. The members of the unit extend their cooperation to the society and are involved in various social service programmes. The student members, teaching and non-teaching members and other staff participate in various programmes organised by the unit. These programmes motivate the students to take part in the different community services. The student members have shown their interest in organising various development programmes and awareness programmes, which is a mark of good citizenship.

In our college the programme officer initially bears the expenses which are reimbursed by the University of Calcutta after the submission of the audited report of expenses. The expenditure in the last four years is given in the following table:

<b>YEAR</b>	<b>Regular activities</b>	<b>Special camp activities</b>	<b>Red ribbon programme</b>
2011-12	Rs. 22500	Rs. 22500	
2012-13	Rs. 22500	Rs. 22500	
2013-14	Rs. 13500	Rs. 15000	Rs. 4000
2014-15	Rs. 13500	Rs. 15000	Rs. 4000

**3.6.5. How does the Institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International Agencies.**

The institution promotes the participation of students and teachers in extension activities in the following way—

- Organising seminars in the relevant topic pertaining to social problems, health hazards, environmental pollution etc
- Survey work by the NSS volunteers in the slum areas and also in the locality
- Training of volunteers so that they can conduct the survey work effectively
- Students are encouraged to participate in the Kolkata district Youth parliament competition and quiz contest
- Training of the NCC cadets so that they can take part in the traffic control programmes in the festive seasons.

**3.6.6. Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under privileged and vulnerable sections of society.**

- The college conducts class tests and midterm tests and identifies the performance of the students from the backward, underprivileged and vulnerable sections of the society. Accordingly, the weak students from this section are provided with remedial classes. The faculty members motivate them to continue education and to improve their performance.
- The students from underprivileged sections of the society are provided with various financial assistance such as concessions, fee waiver etc. These students are identified on the basis of their admission forms, interaction with their parents and the certificate of the councillor.
- The institution provides special support and assistance to the girl students through gender –specific counselling. There is an anti-sexual harassment cell in the college. There is also a lady attendant to look after them.

- An Entry-in-Service course, funded by UGC is introduced for the benefits of the students of vulnerable sections which will help them to perform well in the various competitive examinations.

**3.6.7. Reflecting on objectives and expected outcomes of the extension activities organized by the Institution, comment on how they complement students' Academic learning experience and specify the values and skill inculcated.**

- To work with/among people in a united manner;
- To engage in creative and constructive social activities with a mind of sympathy and dedication
- To enhance the knowledge of the community
- To develop the leadership skills
- To gain skills in programme development to enable him/her for self employment
- To establish coordination between the educated and the uneducated masses
- To serve the weaker sections of the community
- To perform civic responsibility
- To gain skills in mobilizing community participation
- To enhance the awareness of the people regarding health, environment, social equity and justice and empowerment of the disadvantaged.
- To develop the sharing habits

**3.6.8. How does the Institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The NSS unit of the college conducts various programmes in the locality which actually enhance the awareness regarding health, cleanliness and social responsibility. The local people are extremely cooperative in executing the different extension programmes undertaken by NSS unit. Even in the various health camps, the local clubs and some clinics provided assistance for smooth functioning of the programme.

**3.6.9. Give details on the constructive relationship forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

There are no such relationships with any other institutions of the locality. However, when seminars are organised by the NSS unit of the college, the sister colleges viz. Maharaja Manindra Chandra College and Maharani Kasiswari College render their cooperation by allowing us to use the class rooms of the common building in daytime and in the morning shift.

**3.6.10. Give details of awards received by the Institution for extension activities and / contributions to the social/ community development during the last four years.**

The NSS unit of the college was adjudged the “Best special camp” by the University of Calcutta in the year 2011-12.

### **3.7 COLLABORATION**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives- collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

Our institution is not involved in such courses.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

In recent times the institution has signed an agreement with Bajaj Allianz for absorption of our students in their company. We are expecting a positive outcome from this venture.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student**

**and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

Not applicable.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

- Dr Soumitra Sengupta, Indian Association for Cultivation of Science
- Dr Debiprasad Duari, Director, Birla Planetarium

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated.**

No formal MOU is signed till now, however the institution is planning to establish links with some reputed institutes and companies.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The career counselling cell is involved in planning, establishing and implementing the initiatives of the linkages/ collaborations.

## CRITERION IV

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 PHYSICAL FACILITIES

##### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The existing policy of the institution involves the following:

- To plan for sustainable expansion so as to-
  - a) Ensure academic growth and allied activity promotion,
  - b) Improve existing facilities,
  - c) Expand according to new requirements
- To submit plans and proposals for infrastructural extension to the government for approval and financial sanction.
- To mobilise funds from the government and from other sources such as the UGC and the State Government for academic growth.
- Reconstruction and Renovation of different portions of the building (meant for exclusive use of Maharaja Srischandra College) enabling maximum utilisation of available space.

##### 4.1.2 Detail the facilities available for:

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

##### **Curricular and co-curricular activities:**

- **Classrooms:** All the classrooms are equipped with black/white board, and if any teacher requires, he / she can use (Interactive Ultra short-throw, Short-throw, Normal LCD) projectors, Document Cameras and laptop with LCD screen. Presently there are 20

classrooms, 2 laboratories, 1 Store Room, 1 NAAC Room, 2 special rooms for remedial classes.

- **Technology enabled learning spaces:** A Computer Laboratory with 21 computers with internet facilities is often used for teaching purpose and other UGC Funded Courses/ Certificate Courses particularly for teaching in specified areas of Commerce department. Other departments also take classes whenever needed.

- **Improvised Seminar Halls:**

Three large classrooms (Room No-8, 13 & 21) are equipped with microphone and computer connectivity where departmental seminars are held. State-Level Seminars, Workshops and Cultural Programmes are often held in Room no-8.

- **Tutorial spaces:** The classrooms are used for tutorial purposes during slack session. 2 special rooms are also available for seminar library & remedial classes.

- **Laboratories:** As stated above there is a Computer Laboratory. There is also a Geography Laboratory.

- i. Classrooms – 20
- ii. Technology enabled learning space- 12
- iii. Laboratories – 2 [Information Tech-1 & Geography Lab-1].
- iv. Botanical garden-0
- v. Seminar hall – Improvised [Room No 8 is used as the seminar hall.]

**(b) Extra-curricular activities:**

**i. Sports –**

The College does not have its own playground. The restricted campus area does not allow the scope for one. But within a few yards from college a large play ground named Shyam Park serves as the play ground for the college. The other playgrounds of the neighbourhood, Nivedita Park, Chandranath Chatterjee Memorial Cricket Coaching ground, Deshbandhu Park, Laha Colony Playground serve for larger tournaments, Sports Day programmes and Coaching Camps. However, there is a sports room and a games & sports sub-committee to look into the needs and demands of the students.

**ii. Outdoor and Indoor Games –**

The above stated playgrounds serve for Outdoor practices in cricket, football and other sports. Indoor games like carrom, chess or table tennis are provided for in the Girls' and Boys' common room situated within the College building.

**iii. Auditorium –**

Improvised; [cultural programmes are often held in Room no-8.]

**iv. NSS –**

Now regarded as the third dimension of education after teaching/learning and research, the NSS provides ample scope to teachers and students to engage in extension activities like community and social service.

NSS volunteers are allowed to participate in different programmes like Orientation Programme, Special Camping programme, etc.

The NSS unit of this college established in 2008 is affiliated to the University of Calcutta. It operates from the NSS room under the guidance of teachers and non-teaching members of NSS Sub- Committee. (Ref. to 5.3.1)

**v. NCC –**

The NCC staff work from the designated NCC room in the college. The NCC unit of the college is affiliated to the West Bengal and Sikkim Directorate, Kolkata B Group.

NCC has become popular among the students as it develops qualities of discipline and leadership.

Every year cadets participate in several National and State Level camps on National Integration, Rock Climbing and Republic Day Parade etc. Presently there are about 30 boys in this unit. (Ref. to 5.3.1)

**vi. Cultural Activities –**

The Students' Union of the college holds the Annual Day cultural programme every year in public auditorium. College fests with intra-college competitions are held within the college premises itself.

The teaching Staff holds half-yearly cultural programmes just before each vacation.



#### **vii. Communication Skills Development & Public Speaking –**

Student Seminars, Project Presentations, Business Communication and Communicative English classes are some of the ways and means for developing communication skills.

A short-term course in Spoken English has been introduced by the college in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata to hone our students' communication skills.

#### **viii. Cheap store –**

The college cheap store offers books and stationery at a reasonably lower price compared to the market rate. Every student, teacher and staff of the college as well as other colleges can avail of this opportunity.

#### **4.1.3 How does the institution plan and ensure that the available infrastructure in line with academic growth is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during last four years:**

The infrastructure is developed and modernized every year. There are regular restructuring and overhauling of the available space to meet new and emerging demands. There is no such Master Plan of the institution or the campus. The three colleges have a combined coordination committee to look into all matters of infrastructural development. In case of upgradation, development or maintenance of the property under the sole ownership of our college, the decisions made in the Building Sub-Committee meeting are recommended to the Governing Body for implementation.

- All the space is optimally used by the college and over the last few years space has been created –
  - a) To accommodate new subjects,
  - b) To accommodate zonal centres for university exams,
  - c) To create storage space for university examination scripts and project works,
  - d) To set up new laboratories,
  - e) To make provisions for ICT facilities.

However, owing to non-availability of adjacent land space, paucity of accommodation shall always remain a perennial problem unless alternative modes such as new premises or new floors are created.

- In full session every classroom and laboratory is in use during college hours indicating the optimum use of the available space. The College offers around 10 programmes which is as many as the existing infrastructure permits.
- The computer network infrastructure in the College provides an efficient, unlimited, campus wide intranet with secured accessibility for the users.
- Local Area Network (LAN) has been installed in our Computer Laboratories. Each machine is connected with 3 switches and 3 Modems cum switches and each machine is connected with internet. At present there are around 7 nodes throughout the college office (ground floor and mezzanine floor) and connected with an IBM server, 4 machines are connected through Wi-Fi and 1 machine is kept for COSA software. Each machine is connected with internet. The library is fully Wi-Fi enabled, Laptops are issued against library cards for internet access. Several rooms are Wi-Fi enabled which helps teachers and students to use the internet for academic purposes.
- Teachers carry out research in the college premises with the help of Laptops (provided to each department) and internet facilities in the Teachers' Room which is Wi-Fi enabled with unlimited internet facilities.
- The academic curriculum also involves the regular organising of seminars and workshops by different departments.
- During Polio vaccination drives the College is always used as a centre for administering polio drops.
- During Parliamentary, Assembly and Municipal elections, the College campus is requisitioned as polling centre and on occasions as the regional election office.

### Expenditure Statement for last four years

YEAR	COMPUTER	SOFTWARE	EQUIPMENTS	BOOKS	BUILDING	FURNITURE	MAINTENANCE
2011-2012	27545	0	108415	366588	80000	16300	28393
2012-2013	47116	81376	30596	78427	0	0	21609
2013-2014	19370	75558	0	6000	0	0	86037
2014-2015	1009257	214922	1384979	123285	0	244567	69343

#### 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- In the ground floor there is one ramp which facilitates the movement of wheel chair.
- The college is pursuing to install a lift in the college premises and the proposal has already been placed and accepted in the co-ordination committee meeting.
- The College has a Lady Attendant as a support staff for catering to the needs of female students with physical disabilities.

#### 4.1.5 Give details on the residential facility and various provisions available within them:

- There is no hostel facility or any other accommodation for students, teaching or non-teaching staff except 1(one) room for Darwan / Night Watchman, as space is a big constraint for our college.
- 1 (one) room is allotted for a part-time staff.

- There is a doctor-on-call.
- Safe drinking water facilities are available in the premises.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

- The college office and the NSS unit have a First Aid Box for minor injuries of staff and students.
- The students have access to medical advice and treatment from specialized medical practitioners at the Students' Health Home, a state-level autonomous health organization, on payment of a subsidized annual subscription of Rs. 5.00 only.
- All staff and the students of this College get prompt medical attention if needed, in the nearby R.G.Kar Medical College and Hospital.
- Seminars and workshops are held in the college to address medical awareness of the students.
- Sick room facilities are provided to examinees (for both College and University examinations) as and when required.
- In the college premises, sick students are readily attended to by Doctors-on-Call.
- Regular visits are conducted by KMC teams to prevent the fostering of mosquito bred infectious diseases.

**4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

- **IQAC:** College has set up an Internal Quality Assurance Cell for the supervision of teaching-learning process and overall infrastructural development of the college. There is a separate NAAC as well as IQAC room for the coordinators and members to work from there.

- **Grievance Redressal Unit:** A box is kept in the corridor outside the library for the purpose and a committee under Teachers' Council takes care of those problems. Students can register their grievances or complaints in the following email ID [mcccgrievances@gmail.com](mailto:mcccgrievances@gmail.com)
- **The Anti-Sexual Harassment Sub-Committee:** Being a Co-Educational institution, the college takes adequate steps in safeguarding the misconduct of the students especially against the female students. For this a sub-committee is entrusted with the responsibility of looking into the safety of the girl student. This becomes imperative as ours is a night College and student safety is upper most in our mind. We are proud to say that till date there have been no major cases that we had to deal with. The teachers are also very strict in dealing with any such case.
- **Counselling and Career Guidance:** Career counselling is generally done through a career counselling cell. In the past, professional counselling was undertaken by NIIT and Technable Solutions, but this has to be reintroduced again in future.
- **Placement Unit:** This unit is to be developed soon.
- **Health Centre:** The College does not have its own medical room but whenever need arises our in-house doctor (Dr. Prasun Ghosh) is called or the patient (Staff or Student) is sent to Dr. Ghosh. The college maintains a First-Aid box for immediate emergencies.
- **Canteen:** Three canteens are running successfully within the college campus. There are two students' canteen (one on the ground floor and the other on the second floor) and one staff canteen on the 2<sup>nd</sup> Floor.
- **Recreational spaces for staff and students:** In the office room one Colour T.V. is installed along with cable connection and in the Principal's Room another Colour TV is installed with cable connection.
- **Safe drinking water facility:** 2 water purifiers are installed (One in Teachers' Room and one in Office Room) in the college. A cooler-cum-purifier is installed for students on the ground floor and 2<sup>nd</sup> floor of the main building.
- **Auditorium:** Improvised; [cultural programmes are often held in Room no-8.]

### Facilities developed during last four years:

The old common building and the space exclusively meant for Maharaja Srischandra College are restructured in such a way so that optimum utilization of space can be made.

In the ground floor a proper store room has been built to store University answer scripts for zonal centre and a NAAC office room- cum- IQAC unit on the Mezzanine floor. A well-equipped Geography Laboratory is there on the Mezzanine Floor. A substantial amount of SLAP fund has been utilized for the construction of this wing.

### Facilities developed in last 4 years [At a Glance]

SI No	Types of facilities	Remarks
1	For Students	<p>(a) 21 Computers are available in Computer Lab including unlimited internet connection</p> <p>(b) 2 Note Books and 4 Desktops are available in the Library for internet browsing.</p> <p>(c) Remedial classes are taken not only for SC, ST &amp; OBC students, this facility is also provided to economically backward general students.</p> <p>(d) Students are facilitated by arranging special classes under Entry in Services, Equal Opportunity Cell etc.</p> <p>(e) Attempted to give some variety in the menu of the Students Canteen.</p> <p>(f) Pure and Cold water are available in the college.</p>
2	For Teachers	<p>(a) Each department is provided with a laptop and the Principal's Room, Teachers' Room, Visitors Corner, Library</p>

		<p>is Wi-Fi enabled for the use of all members.</p> <p>(b) All the Rooms in Main building are equipped with interactive or normal Projectors along with 3 DC-11 Document Camera.</p> <p>(c) 8 portable speakers cum wireless microphones are available in college for taking large classes.</p> <p>(d) A few printers (Colour Laser, Multifunction Laser , Normal Laser) are available for giving notes to students and other personal developmental activities.</p> <p>(e) 1 multifunction Photocopying machine is available for preparing question papers for college internal exams and for other academic purpose.</p> <p>(f) E-resources are available in library. Our college is a member of Inflibnet.</p> <p>(g) Air Conditioning is done in the Principal's Room, NAAC Room, Computer Lab, Geography Lab, Store Room, Library etc.</p>
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		<p>(h) A separate enclave prepared for Commerce Department in Computer Lab and Geography Department in Geography Lab.</p> <p>(i) Safe drinking water is available in the teachers room</p>
3.	For Non-Teaching Staff	<p>(a) All most each member of non-teaching staff is provided with a Desktop with internet facility either through Wi-Fi or through LAN.</p> <p>(b) All the Cash Collection from students is made through customized software, where all the information is available in one click of mouse regarding a particular student.</p> <p>(c) Accounting work became fully computerized through Tally ERP 9.</p> <p>(d) A few non-teaching staff is appointed by the college authority to enable the faster service for students.</p>



## INFRASTRUCTURE AND LEARNING RESOURCES:

### IT INFRASTRUCTURE DEVELOPED IN LAST 4 YEARS

SI No	Items	Description	No.	Cost
1	Laptop	HP [ Corei5]	5	193725
2	Laptop	HP [ Corei3]	5	167500
3	Note Book	Asus	5	85575
4	Server [Systemx3100 M4, 2X500 GB NL NAS HDD, 8 GB RAM, Xeon Processor]	IBM	1	116950
5	All in One Desktop	Dell	2	68040
6	All in One Desktop	HP	10	279300

7	Wi-Fi Modem	De-Link DSL-2750U WIRELESS N ADSL2+ 4- PORT WI-FI ROUTER	5	10875
8	24 Port Switch	De-link DGS 1024D 10/100/1000 MBPS Switch	2	12338
9	Ultra Short-Throw Interactive Projector [with hanging kit and White Board connected with USB Cable and VGA Cable]	Epson	3	339723
10	Short-Throw interactive Projector [with hanging kit and White Board connected with USB Cable]	Epson EB 421i	3	236970
11	LCD Projector [with hanging kit and White Board or Instalock projector screen	Epson W03	5	197450

	Connected with Rj 45 Cable and LAN to USB connectors]			
12	Mini Portable LED Projector	LG PB-62	1	42340
13	Document Camera	Epson DC-11	3	99375
14	Portable wireless Microphone system	NX Audio	8	105000
15	Photocopy Machine including scanner and printer with LAN and duplex facility [iR 2520] Plus 1 Trolley	Canon	2	121950
16	Printer [Colour laser network Printer- CP1920nw]	HP	1	17325
17	Printer [Multifunction Network Printer- Mfp 128fw]	HP	1	15125

18	Laser Printer [HP1020 Plus + HP P1008	HP	5	
19	Scanner	HP Scanjet 200	1	3465
21	Video Camera	Sony	1	18200
22	UPS	APC BACK 1100VA 230V 1.1 KVA	1	5617
23	Digital Camera	Cannon	1	26600
24	Software [ Windows 8.1, Windows Server 2012 with CAL , SQL Server 2014 with CAL]	Microsoft	10/1/1	154922
25	College Student	Infotech Lab (formerly Sristi	1	35000

	Management Software	Technologies )		
26	Virus Scanner [ Total Securities 10 users for 3 years ]	Quick Heal	3	28125

## 4.2 Library as a Learning Resource

The Library was started with the establishment of the college in 1964 in order to cater to the information needs of the faculty and students. Since then, the library has been rendering service as a learning resource centre and has gone from strength to strength in providing necessary information.

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has an advisory committee in the form of Library Sub-Committee consisting of the following members:

1. Principal – Chairman
2. Librarian - Convener
3. All Departmental Heads

The Library Sub-Committee meets once a year and discusses several issues like needs of the students and faculty members, distribution of funds received from the UGC Grants or other funds, procurement of books, journals, e-resources and other reading materials. The library procures career guidance books like Competition Success Review, Protijogita Darpan, several job related newsletters like All India Appointment Gazette, Employment News, Karmashetra. Some significant initiatives have been taken by the Library Sub-Committee. These are:

- i. Latest edition of books to be procured;
- ii. More books to be purchased according to students' demand
- iii. More Internet facility to be provided
- iv. Old syllabus books to be taken off from the stack room from time to time;
- v. OPAC facilities with LAN (Local Area Network) to be installed.

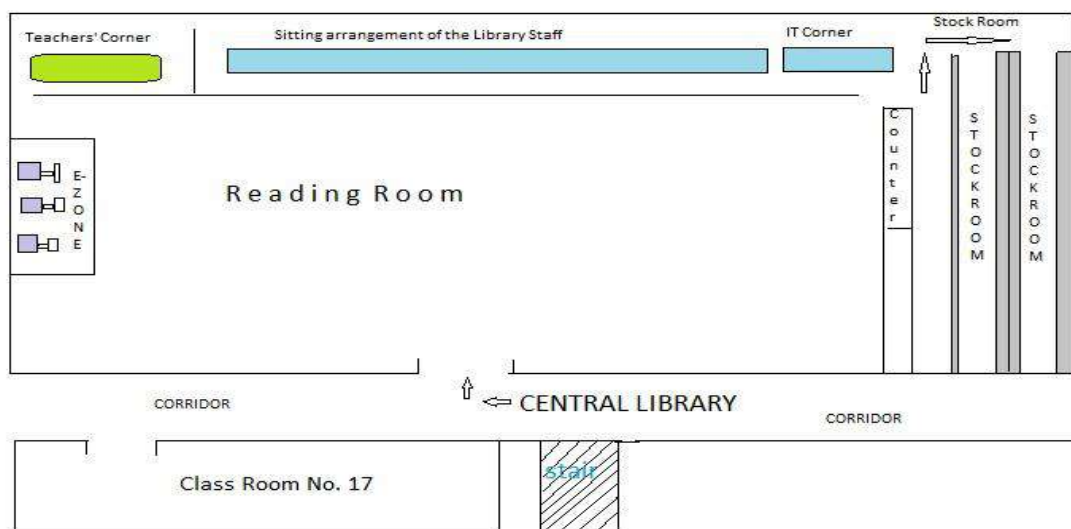
**4.2.2 Provide details of the following:**

- Total area of the library (in Sq. Mts.): **196 Sq. Mts.**
- Total seating capacity: **80 Students + 6 teachers**
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

On Working Days	Monday to Friday: 2.30PM – 9.00 PM Saturday: 5.00PM – 8.30 PM
Before examination days	Monday to Friday: 2.30PM – 9.00 PM Saturday: 5.00PM – 8.30 PM
During examination days	Monday to Friday: 2.30PM – 9.00 PM Saturday: 5.00PM – 8.30 PM
During Vacation	Monday to Friday: 2.30PM – 9.00 PM Saturday: 5.00PM – 8.30 PM
Holiday	Closed

**Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):**

There is a separate reading carrel for teachers in the library. Desktop and laptop computers are installed in the library for the students and the teachers and a Wi-Fi connection has also been set up in the library. Teachers and students can access e-resource at any place in the reading room.



LIBRARY LAYOUT

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

Amount received from different grants like UGC grants or State Government grants are allotted department wise in the Library Sub-committee meeting. After that, the concerned departments prepare list of books and the said list is approved by the principal and then the approved list is given to the vendors for supply of the books. After receiving the books, it is accessioned and the bill is forwarded to the Accounts Section for payment.

Library holdings	Year -2011-12		Year – 2012-13		Year – 2013-14		Year – 2014-15	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	1568	349487	334	71742	Nil	Nil	396	1,03,045
Reference Books	14	10731	4	3471	Nil	Nil	-	-
Journals/ Periodicals	9	6090	9	5790	9	6240	9	5050
e-resources(n-list)	-	-	-	-	-	-	-	5000
Any other (specify)								

#### **4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- \* **OPAC:** Yes
- \* **Electronic Resource Management package for e-journals:** n-list consortium
- \* **Federated searching tools to search articles in multiple databases:** Yes, the Google Chrome is used as search engine to access online books, journals or any other reading materials.
- \* **Library Website:** Included with college website
- \* **In-house/remote access to e-publications:** Yes
- \* **Library automation:** Partial (Cataloguing, OPAC searching)
- \* **Total number of computers for public access:** 2
- \* **Total numbers of printers for public access:** 1
- \* **Internet bandwidth/speed** ☐ 2mbps ☐ 10mbps ☐ 1gb (GB): 1Mbps, NMEICT connections (unlimited download)
- \* **Institutional Repository:** No
- \* **Content management system for e-learning:** No
- \* **Participation in Resource sharing networks/consortia (like Inflibnet):** Yes (Inflibnet consortia)

#### **4.2.5 Provide details on the following items:**

- \* **Average number of walk-ins:** 75/day
- \* **Average number of books issued/returned:** 60/day
- \* **Ratio of library books to students enrolled:** 1:14
- \* **Average number of books added during last three years:** 734
- \* **Average number of login to opac (OPAC):** 5/month
- \* **Average number of login to e-resources:** The library provides User name and password to teachers. The facility has been extended to the students from this academic year.
- \* **Average number of e-resources downloaded/printed:** There is no mechanism to monitor the browsing history of a student. Printing is negligible in the library so no account has been



kept.

\* **Number of information literacy trainings organized:** Information literacy training program in the form of Library Orientation Programme is arranged every year at the beginning of the session for 1st year students.

\* **Details of “weeding out” of books and other materials:** Old syllabus books are withdrawn from the stack and it has been maintained in a separate register.

#### **4.2.6 Give details of the specialized services provided by the library**

\* **Manuscripts:** NA

\* **Reference:** Yes, the library staff help users as per their requirement

\* **Reprography:** Nil

\* **ILL (Inter Library Loan Service):** Nil

\* **Information deployment and notification:** Yes, all library-related information pertaining to the students are put up on the Notice Board.

\* **Download:** Yes, user can download their required information while accessing it.

\* **Printing:** Yes, printing facility is available in the library.

\* **Reading list/ Bibliography compilation:** Yes

\* **In-house/remote access to e-resources:** Yes, teachers can access e-resource (n-list) from anywhere and a student can also access the same in the library.

\* **User Orientation and awareness:** Yes

\* **Assistance in searching Databases:** Yes

\* **INFLIBNET/IUC facilities:** Yes, Inlibnet (n-list)

#### **4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- i. The Library staff members always help users (students and teachers) to locate the books and other reading materials as required;
- ii. Display of new arrivals of journals and magazines;
- iii. Maintain discipline in the reading room;

- iv. Provide reading room service;
- v. Provide information about new additions to the library to faculty and departments.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

Students with physical disabilities can use the library and they can keep borrowed books for a longer time than usual, if required. The library staffs reach out to the student if necessary.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

- Student’s feedback of the library has been included with the institutional feedback form and it has been considered to improve the library service;
- Faculty can place their demands through Principal or directly to the library staff;
- Students’ needs are measured by their demand of requisition of books and that demand is placed in the library committee meeting for improving the library services.

**4.3 IT Infrastructure**

**4.3.1. Give details on the computing facility available (hardware and software) at the institution.**

	<b>Description</b>
Number of Computers with Configuration (Provide Actual number with exact configuration of each available System)	a) Computer Lab- 21 Desktop (Core2Duo, 2GB RAM, 500 GB HDD)  b) Geography Lab- 1 Computer (HP all-in-one Machine (Intel Pentium Quad Core, 2GB RAM , 500 GB HDD) and 1 Laptop (Corei3, 4GB RAM, 500 GB HDD)  c) Principal Room- 1 Dell all-in-one Machine (Core

	<p>i3, 2GB RAM , 500 GB HDD) and 1 (Core2Duo, 2GB RAM, 500 GB HDD), 1 Laptop ((Core i3, 2GB RAM , 500 GB HDD)</p> <p>d) Office – 1 Server (IBM server x3100 m4) 7 Computers(Core2Duo, 2GB RAM, 500 GB HDD), 4 HP all-in-one Machine (Intel Pentium Quad Core, 2GB RAM , 500 GB HDD), 1 Dell all-in-one Machine (Core i3, 2GB RAM , 500 GB HDD),</p> <p>e) NAAC Room- 4 HP all-in-one Machine (Intel Pentium Quad Core, 2GB RAM , 500 GB HDD)</p> <p>f) Library – 4 HP all-in-one Machine (Intel Pentium Quad Core, 2GB RAM , 500 GB HDD), 1 Computer (Core2Duo, 2GB RAM, 500 GB HDD), 1 Computer (Core2Duo, 2GB RAM, 500 GB HDD) and 2 Mini Laptops( Intel Celeron, 2GB RAM, 300 GB HDD).</p> <p>g) NCC Room- 1 (Core2Duo, 2GB RAM, 500 GB HDD)</p> <p>h) Teachers Room – 5 Laptops (Corei5, 4GB RAM, 500 GB HDD) and 4 Laptops (Corei3, 4GB RAM, 500 GB HDD) for</p>
Computer-Student Ratio	1946 : 62 = 31.38 : 1
Stand alone facility	All the Machines of our college can be used as a stand alone machine.
LAN facility	<p>21 Computers are connected in LAN through 3 switches and 3 Modem-Cum Switches</p> <p>The IBM server and 7 nodes are connected through</p>

	LAN.
Wi-Fi facility	Principal Room, Teachers Room, NAAC Room, Library College Office are Wi-Fi enabled.
Licensed Software	<p>All the Laptops and All in One Desktops are preloaded with Licensed Software.</p> <p>IBM Server has Windows Server 2012 and SQL Server 2014.</p> <p>For other Machines we have taken Microsoft Volume Licensing</p> <p>In Library we are using SOUL Software.</p> <p>We are using Anti- virus software (Quick Heal Total Security and Windows Defender for different machines)</p>
Number of Nodes/Computers with Internet Facility	<p>There are 11 nodes in College Office</p> <p>All the Desktops and Laptops in Principal Room, Office, Teachers Room, Computer Lab, Geography Lab and NAAC Room are connected through internet.</p>
Any Other	Other than the laptops of the College authority many teachers, Student and non-teaching staff used to use their own laptops and smart phones using our Wi-Fi network.

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus.**

**Computer Lab**

<b>Items</b>	<b>Description</b>	<b>No.</b>
Desktop	Core2Duo, 500GB HDD, 2GB RAM, Intel Original MBD, I Ball CPU Cabinet Piano, Logitech KBD & Mouse, LG DVD RW, APC UPS	<b>21</b>
Modem	Teracom [Supplied by BSNL]	<b>3</b>
Network Switch	De-link 8 Port	<b>3</b>

**Geography Lab**

<b>Items</b>	<b>Description</b>	<b>No.</b>
Desktop	HP 15-r062tu Laptop  Processor: Intel Core i3 (4th Generation)- 4005U, Memory (Ram) : 4 GB, Screen Size : 39.62cm (15.6), Win8.1	<b>21</b>

<b>Items</b>	<b>Description</b>	<b>No.</b>
Desktop	HP AIO 20-2115il Desktop  Intel Pentium J2900 Processor ,2GB DDR3 RAM, 500GB Hard Disk, Integrated Intel HD Graphics, Win 8.1	<b>1</b>
Laptop	HP 15-r062tu Laptop  <ul style="list-style-type: none"> <li>Processor: Intel Core i3 (4th Generation)- 4005U, Memory (Ram) : 4 GB, Screen Size : 39.62cm (15.6), Win8.1</li> </ul>	<b>1</b>

**IT INFRASTRUCTURE DEVELOPED IN LAST 4 YEARS**

<b>SI No</b>	<b>Items</b>	<b>Description</b>	<b>No</b>
1	Laptop	HP [ Corei5]	5
2	Laptop	HP [ Corei3]	5
3	Net Book	Asus	5

4	Server [Systemx3100 M4, 2X500 GB NL NAS HDD, 8 GB RAM, Xeon Processor]	IBM	1
5	All in One Desktop	Dell	2
6	All in One Desktop	HP	10
7	Wi-Fi Modem	De-Link	5
8	24 Port Switch	De-link	2
9	Ultra Short-Throw Interactive Projector [with hanging kit and White Board connected with USB Cable and VGA Cable]	Epson	3
10	Short-Throw interactive Projector [with	Epson	

	hanging kit and White Board connected with USB Cable]		3
11	LCD Projector [with hanging kit and White Board or instalock projector screen Connected with Rj 45 Cable and LAN to USB connectors]]	Epson	5
12	Mini Portable LED Projector	LG	1
13	Document Camera	Epson	3
14	Portable wireless Microphone system	NX Audio	8
15	Photocopy Machine including scanner and printer with LAN and duplex facility [ir 2520]	Cannon	2
16	Printer [Colour laser network Printer- CP1920nw]	HP	1



17	Printer [Multifunction Network Printer- Mfp 128fw	HP	1
18	Laser Printer [HP1020 Plus + HP P1008	HP	5
19	Scanner	HP	1
20	External HDD [500 GB]	Seagate	1
21	Video Camera	Sony	1
22	Digital Camera	Cannon	1
23	Software [ Windows 8.1, Windows Server 2012 with CAL , SQL Server 2014 with	Microsoft	10/1/1

	CAL]		
24	College Student Management Software	Infotech Lab (formerly Sristi Technologies )	1
25	Virus Scanner [ Total Securities 10 users for 3 years ]	Quick Heal	3

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

Our institution makes a conscious effort for excellence in academics and extracurricular activities.

- A thrust in the improvement of the working of the library was contemplated. The optimum utilization of the grant received from the UGC and State Government (SLAP) has been successfully implemented in our college.
- An online procedure for admission was introduced in our college for the last 4 years even when government was in a dilemma whether it should be introduced or not, is definitely one of our achievements.
- Student fees collection scheme through bank (started just last year for 1<sup>st</sup> year students) was planned and successfully implemented. Before last year we were collecting student fees using Fees Management Software.
- Computerization of the preparation of monthly salary bills using software package 'COSA' (Computerization of Salary Accounting) has been implemented in our college a few years back. In the year 2015, an upgradation of this software has also been done. At

present the COSA software is being successfully used for the smooth running of the preparation of monthly salary bills for all the employees.

**4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

YEAR	COMPUTER	SOFTWARE	EQUIPMENT	MAINTENANCE
2011-2012	27545.00	0.00	108415	28393
2012-2013	47116.00	81376.00	30596	21609
2013-2014	19370.00	75558.00	0	86037
2014-2015	1009257.00	214922.00	1384979	69343

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

- To teach the student in a more illustrative and understandable way, teachers are using laptops, LCD projectors, Interactive Projectors and Document Camera in the class room.
- Students are given internet access for using e-library under the supervision of the teachers.
- The already existing computer network infrastructure in the college was extended and enhanced into an efficient, campus- wide intranet with secure internet accessibility for the users.

- Assistance to students is provided for in-house e-resources by using different open source journal facilities. Teachers can also access a good number of International as well as National level journals using infolibnet facility to acquire an updated knowledge regarding their research activities.
- Using different kinds of Projectors, various seminars and conferences are conducted.
- Beginners and advanced learners are encouraged to enrol in the UGC- sponsored short-term Computerised Accounting Course to become more proficient, so that they can be inducted in the e-learning process.

**Modern ICT Infrastructure in our college:**

- 12 Class Rooms in our main building have ceiling mounted Ultra Short Throw / Short Throw /Normal Projectors. 1 mini LED projector is kept for projection in such rooms where ceiling mounting is not possible.
- 3 Document Cameras are used for projecting any object (books or questions) through projectors.

<b>Items</b>	<b>Description</b>	<b>No.</b>
No of Class Room	Room No. 4,7,8,11,12,13,17,20,21,22,23,28 32,33,34,36,36A,37,40,41,42	21
No of tech Enabled Classes	Room No. 4,7,8,11,12,13,17,20,21,22,23,28	12
No. of Class room having Ultra Short	Room No. 11,12,13,17,21,28	6

Throw/Short Throw Interactive Projector		
No. of Class rooms that has Normal LCD Projector	Room No. 4,7,8,20,22,23	6

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The Wide-Area Network connection existing in the college enables both faculty members as well as students to remain connected (via the Local Area Network) and access the internet.

- Different advanced Teaching Aids are being used in the classrooms e.g. :
  - a) Epson Make Ultra Short Interactive Throw , Short Throw Interactive projectors
  - b) Epson DC-11 Document Camera
  - c) Epson LCD Projector.
- Assistance to students is provided for in-house e-resources by using different open source journal facilities. Teachers can also access a good number of International as well as National level journals using internet facilities.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

College library uses N-list programme as a National Knowledge Network to give access to all the faculty members and students to renowned e-journals like journals published by

- 1) American Institute of Physics
- 2) JSTOR
- 3) Indian Journals
- 4) Oxford University Press
- 5) Sage Knowledge eBooks
- 6) Springer eBooks

#### **4.4 Maintenance of campus facilities**

##### **4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

The major sources of Institutional receipts are

- i) Development Grant from State Govt. (SLAP),
- ii) UGC Grants,

Apart from these, the college receives grants from Govt. of West Bengal for payment of salaries to its staff. After receiving the sanction letter, Principal, along with the concerned Heads of the Departments and TCS, IQAC Convener, TCS and Librarian, decides democratically about the disbursement of sanctioned money among all claimants according to the need of all concerned. Principal's office, for Development grant and concerned committees for other grants, arrange for external audit done by reputed Chartered Accountants. Then, the audited Utilization Certificate is sent to the sanctioning authority.

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
<b>Building</b>	80000	-	-	-
<b>Furniture</b>	16300	-	-	244567
<b>Equipment</b>	108415	30596	-	1384979
<b>Computers</b>	27545	47116	19370	1009257
<b>Software</b>	-	81376	75558	214922
<b>Vehicles</b>	-	-	-	-
<b>Any Other (Maintenance)</b>	28393	21609	86037	69343

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

**The institution takes following steps to maintain, upkeep its infrastructure, facilities and equipment of the college:**

- Periodically maintains Dead Stock Register to keep account of the non-functional equipment and infrastructure, like computers, furniture, machinery etc. for disposing them.
- Maintenance of computer and other equipment are done as and when required. The college is planning to make an Annual Maintenance Contract (AMC) for computers used in different departments, library, Labs and office.
- AMC for Aquaguard Water Purifier, Intercom etc. are renewed regularly to ensure their good service through coordination committee.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

NA

#### **4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

- To maintain the cleanliness in the Computer Laboratory and keeping the Laboratory dust free as much as possible, students are asked to remove their shoes outside the lab. The floor is covered with vinyl sheet and its cleanliness is maintained regularly. In the Computer lab and Geography lab AC machines have already been installed.
- All laboratories are equipped with Fire Extinguisher.
- Computers of the College are UPS protected.
- There are Fire Extinguishers in the Principal's Room, Staff Room, Office and other places in the campus.
- 2 Generators (1 big and 1 small) are installed on the college ground floor to provide uninterrupted power supply to the main building and annex building.
- The college website [www.msccollege.org](http://www.msccollege.org) was launched in 2011 and regular updation is being used successfully for entire admission process.
- The College has a Cheap Store within the campus which provides books and stationery to students and staff at competitive prices.

#### **Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

College is planning to reconstruct the college office.

College is also planning to reconstruct the Padmanath Lane building, which can solve the space problem to some extent.



## Criterion v:

### Student Support and Progression

#### 5.1. Student Mentoring and Support

##### **5.1.1. Does the institution publish its updated prospectus / handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Our college publishes updated prospectus annually before the admission of new students in the First Year. The information disseminated to students through the prospectus is as follows:

- a) A brief history of the college.
- b) Location of the college.
- c) Infrastructural facilities like library, common room, college canteen, cheap store, computer lab etc.
- d) Information regarding N.C.C., N.S.S., Students Health Home, Students' Union, Sports, College Magazine.
- e) Courses offered
- f) Subject combinations for honours and general subjects.
- g) University rules and regulations regarding attendance.
- h) Discipline and code of conduct.
- i) Prizes and awards.
- j) Fee structures of different courses.
- k) General information regarding admission.
- l) Details of the departments and faculties.
- m) Governing Body of the college.
- n) Details of the official staff.
- o) List of Holidays

##### **5.1.2. Specify the type, number and amount of institutional scholarships / free studentships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

The college grants students' concession or tuition fee waiver to the students on merit- cum- means basis.

The financial aid distributed in last four academic years is mentioned below:

<b>Particulars</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
Students Concession / Monthly Tuition Fee Waiver	Rs. 138620	Rs. 49800		Rs. 15765

**5.1.3. What percentage of students receives financial assistance from the state government, central government and other agencies?**

<b>Particulars</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
West Bengal Minorities Development Corporation Scholarship	Rs. 52200 (29 Students @ Rs. 1800)	NIL	Rs. 48895 (11 Students @ Rs. 2200) (8 Students @ Rs. 2100) (2 Students @ Rs. 1800) (11 Students @ Rs. 2295)	NIL
SC/ST	NA*	NA*	NA*	NA*

- The data regarding students (SC/ST) receiving financial assistance from the State Government is not available as the amount is directly credited in the bank accounts of the reserved candidates. But the college authority helps to fill up the forms for submission of relevant documents regarding financial assistance both for minority and SC/ST.

**5.1.4 What are the specific support services / facilities available for**

➤ **Students from SC/ST, OBC and economically weaker section**

Students' concessions are given to economically backward students which are mentioned above. Arrangement is made for regular remedial classes for students from SC/ST/OBC and minority community.

➤ **Students with physical disabilities**

Within our limited resources special attention is paid to address their needs. Construction of a lift and a ramp in the main building (as passed in the Coordination committee) is in process to provide support to those students.

➤ **Overseas students**

There is no overseas student at present in the college but we have students from neighbouring states like Bihar and Jharkhand.

➤ **Students to participate in various competitions /National and International** Ketan Gupta, a B.Com (General) student represented the University of Calcutta Cricket Team in the All India Inter-University cricket tournament and he was a member of the winning team. He was supported by relaxation of College attendance and excused from the class tests. The college sent his name for representation in the Indian Rim Asian University games held in Perth, Australia and the team stood third though all expenses were borne by the University of Calcutta.

➤ **Medical assistance to students: health centre, health insurance etc.**

College has a long association with the Students Health Home, Kolkata. The Student Members get medical assistance at subsidised rates.

➤ **Organizing coaching classes for competitive examinations**

The college does not have formal coaching centre to provide students the necessary support for competitive examinations. But the faculties are always giving their valuable suggestions and guidance to the students to achieve success in examinations like NET, SET, Civil Services, SSC, Bank PO, CAT, MAT etc.

➤ **Skill Development (Spoken English, Computer Literacy, etc.)**

- A short-term course in Spoken English is conducted in collaboration with the School of Languages, Ramakrishna Mission Institute of Culture, Kolkata.

- A short term Computer Accounting Course is offered.
- We plan to begin a Computer Literacy course in the College for students from the Arts stream with the help of our in-house teachers. The Commerce students already have a Computer Application course in place.

➤ **Support for “slow learners”**

- Students are helped beyond class hours.
- Simplified versions of books are recommended and simple hand outs are distributed to them.
- Bilingual and often Trilingual (English, Bengali and Hindi) explanations and discussions are made in class.
- Lecture notes are provided.
- Academic counselling is done at departmental level.

➤ **Exposures of students to other institution of higher learning / corporate /business house etc.**

The college is planning to provide such opportunities to the students in future.

➤ **Publication of student magazines**

The Students’ Union publishes the Annual Magazine “Pathapradarshak”. It contains poems, stories, essays, snippets, sketches and articles, etc. both by students and Faculty.

Some departments publish wall magazines which depict subject-related as well as contemporary issues. The Department of Bengali and English publish Departmental Magazines.

**5.1.5. Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The college has recently organized a workshop on entrepreneurship.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extra-curricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- **Additional academic support, flexibility in examinations:** The College waives attendance criterion for the students participating in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debates and discussions, culture activities etc. The concerned departments take additional care to complete the syllabus for them.
- **Special dietary requirements, sports uniform and materials:** The College provides Sports uniform and dress to students participating in Inter-College and Intra-College tournaments and sports equipment to participating students. Tiffin is provided to participants by the College.
- **Any other:** The achievements of the students are duly appreciated by the college authority. The successful students are felicitated by the college.

**5.1.7.Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/ CAT/ GRE/ TOEFL / GMAT / Central/ State services, Defence, Civil Services, etc.**

Being an undergraduate college, there is no scope to provide coaching to students for appearing in examinations such as UGC-CSIR-NET, UGC-NET, SLET, ATE/ CAT / GRE/ TOEFL / GMAT/ Central/ State services, Defence, Civil Services, etc. are very much limited. However, teachers always encourage and provide guidance to interested students in preparing for competitive examinations such as the NET, SET, Civil Services, Central/ State Services, CAT, GRE etc. As formal guidance is not provided by this institution, details on the number of students coached, appeared and qualified in various competitive examinations, cannot be given.

**5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

The faculty whole-heartedly participate in academic and personal counselling of the students. Counselling starts at the time of the admission in first year. Teachers meet the candidates seeking admission to the institution in order to test their aptitude for the subject of their choice and also guide them to choose appropriate elective subjects with each Honours subject. Throughout the academic session, the faculty provides academic and personal counselling services to the students according to their individual needs. This is a routine affair in this institution and hence no detail record on academic and personal counselling by the faculty has been maintained so far.

Career counselling and psycho-social counselling are also carried out by the faculty.

**5.1.9 Does the institution have a structural mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

There is a Career Counselling Cell which helps in guiding students for placements. Recently a MOU has been signed with Bajaj Allianz to absorb the students of this college. In addition the college is also running some courses like Entry in Service and Spoken English to further develop student skills catering to the job market.

**5.1.10 Does the institution have a student grievance cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

The college has a student grievance redressal cell. The students are free to voice their complaint through this cell. But it is a matter of pride that no grievance letter has been dropped in the grievance cell box since its inception about seven years back. The students of the college have direct access to the Principal everyday and can express their emotions and grievances, if any, and immediate action is taken thereof. If needed, proper counselling is done for the student involved.

**5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The college has an anti-sexual harassment cell. But no case of sexual harassment has been reported till now.

**5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The college has 100% ragging free environment and a very warm and cordial relationship among the senior students and newcomers. In the Freshers' Welcome programme the Principal informs the newly admitted first-year students about the Honourable Supreme Court's verdict regarding ragging within the college campus.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- Economically challenged students on submitting application get student's concession on merit cum means basis.
- Remedial coaching is given to weaker students.
- Cheap canteen of the college offers nutritious food at subsidised rate.
- Cheap store of the college provides books and other educational materials at concessional rate.
- Spacious common room with indoor game facilities.
- There is safe drinking water on all the floors.
- There are clean toilets on each floor.
- There are first-aid boxes in the common room, Principal's room and NSS room.
- We have long association with Students' Health Home which offers medical service at subsidised rate.

**5.1.14. Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?**

The institution has an Alumni Association and its registration is under process. The Alumni Association organizes an annual get-together in which present and ex-teachers are invited.

The Alumni Association organized a seminar on ‘Goods and Services Taxes’ in October 2015. A lecture was delivered by Mr. Mrityunjoy Acharjee, Vice President of Balmer Lawrie.

**5.2. STUDENT PROGRESSION**

**5.2.1. Providing the percentage of students progressing to higher education or employment (for the last four batches). Highlight the trends observed.**

This is an undergraduate college. Students passing from over here take admission in different Universities and Institutions across the country. So it is difficult to quantify student’s progression in this regard. As such there is no mechanism to monitor this trend.

See Annexure 2.

**5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/ batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the College of the affiliating university within the city/district.**

Comparison of student’s performance with other colleges is difficult to assess as the performance data of other colleges are not publicly available. We have provided year- wise success rate of our students for kind perusal.

See Annexure 1

**5.2.3 How does the institution facilitate student progression to higher level of education and / or towards employment?**



Teachers of the respective departments constantly motivate the outgoing students for higher studies and help them to explore admission opportunities in different Universities within and outside the state.

#### **5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?**

In this, the first and foremost task is to find out the reasons for failure and drop out. If the problem seems to be economical then the student concerned is granted financial help by the teachers. The College always gives opportunities of fee waiver to deserving students after an interview with their parents/guardians. If the students face some family related and personal problems that induce them to discontinue their studies, counselling is provided to them by the faculty. Often parents are also counselled in this regard. Some students are forced to take jobs in order to help their families. In such cases the teachers help them personally by taking extra classes at students' affordable time and by providing notes. Overall a very sympathetic approach is taken while handling such cases.

### **5.3. Student Participation and Activities**

#### **5.3.1. List the range of sports, games, cultural and extracurricular activities available to students. Provide details of participation and programme calendar.**

The college participates in various sports & games events every year. It takes part in the inter-college cricket & football tournament organised by university of Calcutta, every year. Football tournament generally commences on August and the cricket tournament will generally start from the month of February. Apart from these the college also participates in the invitational cricket and football tournaments. In addition to this, the college regularly takes part in the athletics and football tournament organised by North Calcutta District Sports Association.

Sometimes the students participates in the individual events like Swimming, Athletics, etc. organised by University of Calcutta . In spite of lack of proper infrastructural support the college team performed satisfactorily.

- Every year Students' Union of the college arranges Annual Sports.
- The College celebrates Saraswati Puja, Iftaar, Bhasha Divas, Munshi PremChand Divas, Martrys Day, Independence Day etc with the active participation of the Students' Union.
- Students union organises Freshers' Welcome in a manner to showcase the bonding among the students.
- Students' Union organises Annual Day/ Cultural programme.
- The participation of students in sports and games of the University/ National/ State level to be mentioned in details later.
- Teachers' Day is celebrated with much enthusiasm and fervour.
- The details of NCC activities are as follows:

The NCC unit has been functioning as Company-4 under 19 Bengal Battalion since Sept 1988 under the able guidance of Major A. K. Bhattacharya. Now Prof. Prem Bahadur Manjhi has taken over the charge of the NCC unit since the last academic session. The cadets of this company perform the following activities:

- a. Attend regular parade
- b. Supervise polio-vaccine administering centre
- c. Donate blood at various blood donation camps
- d. Assist police in controlling traffic on various occasions
- e. Participate in
  1. Annual training camp
  2. National Integration camp
  3. Republic Day camp (state and national level)
  4. Army attachment camp, trekking camp.

The NCC unit of our college stood first in Traffic Control in 2010-11.

- The details of the activities of the NSS unit of our college are given below.

Since its inception the college aimed at providing services to the community and society. As an evening college it provides the opportunity of learning and getting bachelor degree especially to the needy students who have to work in the daytime for the sake of their family. The college also focuses on the services to the community and tries to develop a sympathetic

and sensitive mind. Accordingly, initiatives had been made to open a NSS unit in the college. However due to various reasons, that unit became non-functioning. In 2004 the college approached the authority for revival of the unit. Finally, in ref no **NSS/PC /1355/New unit**, the Vice-chancellor allowed the college to open a new unit in the college from 2006-2007. The erstwhile principal Sri Anjan Sengupta appointed Sri Sujatra Bhattacharyya to take charge of NSS unit of the college as the Programme Officer according to the directives of the governing body (meeting on 06.02.2008).

An important feature of the NSS in our college is that the students themselves organize its programmes under the guidance of their teachers as Programme Officers. The work undertaken by the college units are divided into Regular Activities and Special Camping. NSS activities have during the years increased further as evident from the variety of programmes undertaken. The NSS Cell of the college has initiated innovative programmes to increase community outreach and create a lasting impact on society.

The National Service Scheme primarily stands for channelising the students and youth for building the nation. The unit aims at the development of the personality of students through community service. The principal objectives are--

- To work with/among people.
- To engage in creative and constructive social action with a mind of sympathy and dedication.
- To enhance his/her knowledge of himself/herself and the community.
- To acquire skill in the existence of democratic leadership.
- To gain skills in programme development to enable him/her for self employment.
- To establish coordination between the educated and the uneducated masses.
- To serve the weaker sections of the community.
- To perform civic responsibility.
- To gain skills in mobilizing community participation.

### **Elements of the NSS Programme in the college**

We have identified three principal elements in the NSS programming process. They are the teachers, the students and the programme content. Each of these elements has many

components. The first two components have to perform their duties for smooth functioning of the unit. The programme content is designed to meet the needs and interests of the students. There are two types of programmes. They are:

(a) Regular NSS programmes under which students undertake various activities in the adopted villages, campuses and urban slums.

(b) Special programmes, which include special activities and special camps of 10(now 7) days duration, organized in adopted villages or urban slums with some specific themes, project in hand and with involvement of local community.

### **RED RIBBON PROGRAMME**

The NSS unit of the college with the help of a reputed clinic in Laketown, organized Red Ribbon programme in Salt lake. The programme comprised of AIDS awareness and Diabetic-care.

### **REGULAR ACTIVITIES**

Regular activities include various programmes in the adopted villages, campuses and urban slums. Our college unit undertook various programmes in the local slums in the past. The unit distributed books, exercise books, pencils etc. in the slums of different areas with the help of local clubs and residents of that particular locality. The NSS unit of the college organizes health camp on a regular basis in some areas of Kolkata and suburbs with the help of some clinics in Kestopur and Laketown. The needy aged persons and diabetic patients of the slum are invited for health check-up. Sometimes the camps are organized for women and children of the slums.



## **SPECIAL CAMP**

Special Camping forms an integral part of National Service Scheme. It has special appeal to the youth as it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

1. Special camps are organised generally on various developmental issues of national importance. Every year 50 percent of the volunteers of each NSS unit are expected to participate in special camps which is of seven days duration.

### **Contributions of Special Camping Programme**

The NSS unit should adopt a village or group of villages/urban slums for intensive social development, where special camps can be organized. Our NSS unit had adopted a slum in the college area in 2009 and arranged health awareness programmes and drawing competitions there. The NSS unit of the college focuses on the relevant social issues in the special camping activities and conducts survey works to determine policy goals and prescriptions.

### **Objectives of the Special Camping programme**

Our SPECIAL CAMPING PROGRAMME is based on the following objectives. The primary objectives of the special camping programmes are:-

- (i) Making education more relevant to the present situation to meet the needs of the communities.
- (ii) To provide opportunities to students to play their due roles in the implementation of various development programmes.
- (iii) Encouraging the students and non-students youth to work along with the adults in rural areas and urban slums.
- (v) Emphasizing the dignity of labour
- (vi) Encouraging youth to participate enthusiastically in the process of national development,

## **SPECIAL CAMP ORGANISED BY NSS UNIT OF THE COLLEGE**

The NSS unit of the college organizes special camp in March every year. The programme is actively supported by the local youths, and the NCC unit of the college. The college authority, teachers, non-teaching staffs, and students union lend their hand of co-operation and support, to make the programme a grand success.



### **The drawing competition in the special camp at the slum**

The 7-days camp include the following events—

- Door to door Survey regarding social service, and education of the person residing in the slum. Questionnaires are given to the members, working in various teams. From these filled-up questionnaires, the NSS unit analyzes the data, and prepares some policy prescriptions.

The college organizes different seminars on the issues on which the special camp is based. The college takes serious initiatives to sensitise its staff and students on various issues relating to gender, inclusion, and environment. The seminars are organised in order to provide relevant information and awareness among the students and staff. The following are the Seminars organised by the college NSS unit over the years:

- **Women Empowerment** - Eminent academician Prof. **Mukul Sengupta** was the main speaker
- **Child Labour** - Famous author and social activist **Raghav Bandyopadhyay** was the keynote speaker

- **Environmental Awareness** - Reputed environmental activist **Subhas Dutta** delivered speech.
- **Challenges to Higher Education** - Sri Anjan Sengupta, our Ex-Principal and Ex-President, WBBSE (West Bengal Board of Secondary Education) and reputed academician was one of the speakers
- **Social Service in Human Life** (On the occasion of 150<sup>th</sup> birth anniversary of Swami Vivekananda) - **Swami Tyagrupananda**, Principal, Ramkrishna Mission Vidyamandir, Belur (District:Hooghly) delivered an erudite lecture
- **Awareness on Traffic Rules and Regulations** - **Dr Shashi Panja**, Honourable Minister for Women and Child Welfare (Government of West Bengal) and our respected President of the Governing Body and Sergeant Avishek Bhattacharya of Shyambazar Traffic Gaurd, were the main speakers



**Dr Shashi Panja, the Minister of State for Women and Child and Social Welfare and President Governing Body MSCC, addressing the audience at the seminar in a special camp organized by the NSS unit, 2014-15**

## **FUTURE PLANS**

Our college unit plans the following list of activities during Regular as well as Special Camping. Although the focus of the Special Camps change periodically and regular programmes are organized in response to the community needs at the micro-level, some broad areas of activities are--

(a) Environment Conservation

(b) Health, Family Welfare and Nutrition Programme

(c) Awareness Programmes For Improvement of The Status of Women

(d) Social Service Programmes

**The college received the award for “Best College for Special Camp” in 2011-12 from University of Calcutta.**

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

The details of student participation and achievement in co-curricular, extracurricular and cultural activities at different levels are as follows:

- Ketan Gupta B.Com (gen), 2009-10, was the part of University of Calcutta Cricket Team, which had won the Bronze in World University Cricket Champion ship held in Perth, Australia.
- The NSS unit of the college had won “Best College” award for Special Camping Activities 2011-12
- The College football team was the Runner Up in the North Calcutta District Football tournament in 2013-14
- College Cricket team reached the Semi-Final of Inter-College Cricket Tournament organized by the Calcutta University, 2012-13
- Our College won the third position at the Kolkata District Youth Parliament Competition and Quiz Contest in the category of Character Building. 2015-2016



**5.3.3. How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

The college seeks feedback from its outgoing third year students with at least 50% attendance on curriculum, teaching and infrastructure through questionnaires framed specifically for this purpose. Such feedback is used to review annually the performance of faculty, and the adequacy/inadequacy of infrastructural facilities. The IQAC and Academic Sub-committee have taken appropriate measures to rectify the short-comings for improving performance and quality.

**5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.**

The students of our college are actively involved in the publication of the college magazine “Pathapradarshak” showcasing the literary and artistic talent of students and teachers. Some departments publish wall magazines which depict the subject-related as well as contemporary issues. The Bengali and English departments used to publish their departmental magazines “Shanjhati” and “Dateline” respectively in the past and plan to resume its publication in the near future.

**5.3.5. Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

The college has a democratically elected Students’ Union. It is constituted by University Rules & Regulations. The different activities undertaken by the Students’ Union are annual sports, Intra & Inter college cultural competitions, publication of annual magazine, organising Freshers’ welcome, celebration of Teachers’ Day, Saraswati Puja, Iftaar, college Picnic, Annual Function etc. Students’ Union maintains harmony and brotherhood and promote academic environment in the college campus.

There is a Students’ Union Fund which is created with the contribution from students and included in the Annual Fee charges. Extra funding for larger programmes are made from the college fund.

**5.3.6. Give details of various academic and administrative bodies that have student representatives on them.**

- The General Secretary of the Students' Union (GS) is a member of the highest administrative body, i.e. the Governing Body of the institution. The Governing body is the final decision making authority on all administrative and financial matters.
- IQAC (GS is a member),
- Academic (Student's Representative),
- Admission ( do ) ,
- Anti-Ragging ( do ) ,
- Anti – Sexual Harassment ( do ) ,
- Games ( do ) ,
- NSS ( do ) ,
- Student's All-Round Development & Welfare ( do ) .

**5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

Contacts with former faculty of the institution are kept through concerned Departments, The Teacher's Council and administrative office. The Former Faculty members are invited to take class as Guest Lecturers.

The college has an Alumni Association called "Praktani". The Students' Union and the college office as well as the faculty take the responsibility to network and collaborate with the Alumni. The Alumni are in constant touch with the Principal and plan their programmes in collaboration with the faculty.

Both the Former faculty and Alumni are invited to Seminars, Annual functions, Annual Prize distribution, Picnics, Get-togethers, Teacher Council programmes and other ceremonies. Many former faculty members have made generous donations for prizes and books. In this way the college has maintained a bridge.

## **Criterion VI:**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1. Institutional Vision and leadership**

**6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc?**

##### **Vision:**

We had begun by stating the vision of our institution at the outset. However, it is pertinent to emphasize here that the college is committed to the education and empowerment of the economically disadvantaged students. Being an evening college, we provide opportunities of higher education to students who have to work throughout the day to earn a livelihood and support their families. It also caters to the academic interests of the lesser privileged social groups such as the tribal and backward classes, women and other vulnerable sections of the society. Being situated in the heart of North Calcutta and close to the Shyambazar Metro Station, our college caters to the needs of all students in the vicinity as well as the students who come from distant places. Our college aims at an integrated and personalized education of the young so as to produce intellectually competent, morally upright, socially committed and nationally dedicated men and women in the service of India, today and tomorrow.

##### **Mission:**

However lofty the vision is, to implement the vision into reality we must proceed through a pragmatic mission. Think globally, but act locally---goes the age-old wisdom. The mission of our college is:

- \*To provide empowerment through education
- \*To maintain gender equality
- \*To address the problems of the socially and economically weaker sections of our students
- \*To impart education through modern technical knowhow

\*Pursue the holistic development of a student

The creation of a complete human being who is the foundation of today's society and nation is our primary goal. We try to impart best of education to our students so that they can become responsible and dutiful citizens of the country. A sound mind dwells in a sound body. We also lay emphasis on physical education and activities. Students are encouraged to take part in NCC, NSS, Sports and other Co-Curricular activities.

### **6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The role of top management, the Governing Body of the college, the Principal, including the faculty members, is to lay emphasis on quality education through proper policy and planning which are stated below:

1. Improvement of teaching and learning process.
2. Improvement of the performance of the students.
3. Establishing a healthy camaraderie between students and teachers.
4. Identifying the need and requirement relating to learning process of the students.
5. Upgradation of infrastructure and equipment required to modernise the education system.
6. Computerisation of the Office and the library for better and quicker service.
7. Air conditioned computer lab for the students and teachers with internet facilities.
8. Implementation of university curricula and all rules and regulations.

### **6.1.3. What is the involvement of the leadership in ensuring:**

- **The policy statements and action plans for fulfillment of the stated mission.**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

- The involvement of the leadership in ensuring the **policy statement and action plans for fulfilment of the mission** which we have already stated are as follows:
  - Healthy, transparent and cordial atmosphere within the college is the prime objective of the leadership.
  - The Governing Body of the college, the Principal, the teaching and non-teaching staffs play the leading role in ensuring the policy statements and action plans for the smooth functioning of the college.
  - The Heads of the Departments, the Faculty and the Principal are empowered to take decisions regarding academic calendar and other work pertaining to academic progression which is the core part of the mission of the college.
  - The Principal and the Finance Committee allocate the funds received from the Government and UGC.
  - The Principal, Bursar, some faculty members, the Head Clerk, the Account and the Cashier are mainly responsible for planning and implementing matters relating to accounts.
  
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:**

The action plans are formulated and incorporated for all operations through the Governing Body meetings and Teachers' Council meetings. Details pertaining to various examinations are taken into account. Seminars and other such programmes are held periodically at different levels--departmental, college and national. Proposals are placed before the UGC for financial grants for updating Library, Computer facilities and Infrastructure of the college. Action plans are also prepared for the works concerning construction and renovation in collaboration with the Co-ordination Committee which has members from all the 3 colleges sharing the same college premises.

- **Interaction with stakeholders**

Interaction with stakeholders is ensured through regular meetings of the designated administrative and academic bodies:

- The Governing Body of the college meets several times a year.
- Meetings of the Academic Sub-Committee are held several times a year as per requirement.
- The Teacher's Council arranges meetings six times a year for discussions on teaching, learning, welfare of the teachers and the students.
- The IQAC meetings are held at least twice a year.
- The Finance Committee meets very often.
- The Departmental Heads conduct Departmental meetings generally twice a year for allotment of topics of the syllabus to the teachers and other necessary discussions and meet as and when required.
- Non-teaching staff meets once or twice a year.
- Parent-Teacher meetings are held on regular basis.
- There are different sub-committees which look after different problems as and when needed.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:**

The Governing Body and the Principal render full support for policy and planning and this is done through need analysis, research inputs and consultation with stakeholders. Meetings are held from time to time with all the stakeholders to discuss the requirements and needs of the different departments. Interface discussions with the students are also conducted as demanded by the situations. The teachers who aspire for updating their qualifications through research fellowships and minor research projects are required to consult the Research Sub-Committee so that their applications for research fellowships and MRP (Minor/Major Research Project) are sent to the UGC in complete form.

- **Reinforcing the culture of excellence:**

A passion for the pursuit of excellence is the motto and guiding principle of our college. The Governing Body and the Principal always try to make us aware that it is not enough simply to

get the work done, but to get it done with perfection. This is the culture of excellence our college authority tries to inculcate in us. They keep a constant vigil over every department so that the works of the departments are executed smoothly and perfectly. The top management tries to provide the students with a friendly and cordial atmosphere so that they can progress with their academic and co-curricular activities. The top management holds in high esteem an atmosphere of freedom also in which students can grow, blossom and flourish.

- **Champion organizational change:**

Our college always champions the cause of organization. The top management makes it absolutely explicit that without organization even an inch of progress is inconceivable. The college gives topmost priority to an organizational development. The college authority receives feedbacks from various forums to understand the needs and requirements of organizational works. Since organization acts as a binding and cohesive force, so college authority always tries to strengthen and boost organization.

#### **6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

- Regular meeting of the statutory and advisory bodies.
- Teachers' council, Non-teaching staff, students' union through regular discussion with Principal and Governing Body implement their regular plans and policies.
- Heads of the Departments and faculty of all departments and Principal meet regularly to discuss various issues and problems.
- Financial transactions are carried out by the Purchase sub-committee and later recommended by the Finance sub-committee and approved by the Governing Body of the college.
- Feedback works are done from time to time for review and evaluation through Grievance Cell.

### **6.1.5. Give details of the academic leadership provided to the faculty by the top management?**

- The Research sub-committee guides faculty members in their research projects.
- Teachers who have not yet completed their Ph. D are encouraged to complete the same.
- Teachers are encouraged to take up minor research projects.
- Apart from the above, they are further requested to participate in Seminar, workshops and other related programmes.
- If possible, teachers are encouraged to take part in international seminars also.
- A cubicle in the library has been provided to the teachers for the preparation of their lectures and other works related to their studies.
- An air-conditioned lab with internet facilities has been set up in the college.
- Each department is provided with laptops so that the teachers can carry out their research and teaching-related work.

### **6.1.6. How does the college groom leadership at various levels?**

As we know, our college has a goal to implement and it can only be realised through proper leadership. The college, from time to time, organizes meetings and entrusts competent teachers and non-teaching staff with responsibilities relating to the different aspects of the college. Teachers are convenors of the various sub-committees and conduct various activities of the college with a team of faculty members, non-teaching staff and students. Students are asked to conduct various cultural, social activities and sports. The NSS and NCC collaborate in grooming leadership at the level of not only students but also faculty. A teacher undergoes strict training to become an NCC officer of the College unit. The NSS coordinator is also a faculty member. Teachers and staff members are given the charge of conducting the University and other competitive examinations in the college centre. The college encourages its faculty to participate in the activities of the University. Teachers are given “on duty” leave to complete their university assignments as scrutineer, moderators etc. For participation in NCC camps the officer-in-charge of the unit and a faculty is given on-duty leave and relaxation in attendance for the cadets are granted. In this way, we hone and groom leadership at various levels.



**6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

For smooth, effective and efficient governance the college delegates authority to the different departments so that the individual department can work with autonomy and independence. Centralized operation impedes and sometimes damages the growth of progress. We believe in decentralized governance with proper co-ordination which alone can goad us to achieve our goal. There are several academic, administrative and financial sub-committees. The college follows a hierarchy in governance at the top level but decentralization by way of distribution of work through the sub-committees has worked towards a democratic and de-centralized system of governance.

**6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.**

Yes, the college promotes a culture of participative management for the improvement and smooth running of Governance and Leadership. The composition of the Governing Body of the college reflects the representation of all the key stakeholders. The G.B consists of the President, the Principal(Secretary), DPI Nominee(2), CU Nominee(2) Teacher representatives(4), Non-teaching representatives(2), Local Councillor, Students representative(1). The administrative work is decentralised through a number of statutory and non-statutory committees.

**6.2. Strategy Development and Deployment.**

**6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

Yes. The motto of the institution is “Empowerment through Education”. The pursuit of excellence in this field is something that the college holds sacrosanct. The maintenance of quality is also integral to the pursuit of excellence. For developing, driving and deploying its policy and plans effectively our College has an efficient co-ordination and internal

management system under the leadership of the Principal and the Governing Body. Several committees constituted by the Governing Body and all the teaching and non-teaching staff are always working together and offering their advice and insights for the designing and implementation of quality policy.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

Yes. The college has been tirelessly engaged in the task of academic growth and infrastructure development. The members of management consider several factors while making future plans. The factors they keep in mind are as follows:

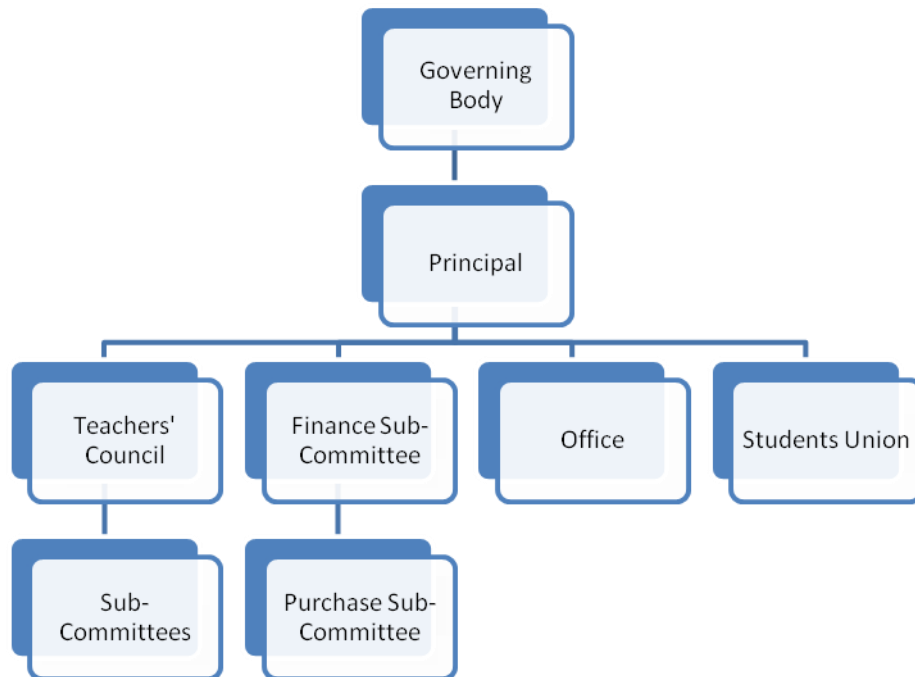
- The changing scenario in the field of education.
- The ever increasing number of students.
- The needs of students.
- The needs of society.

The college considers the following aspects for inclusion in the plan:

- Expansion of its campus. As this is not possible in the present location, the institution is considering renovation of the property at Padmanath Lane.
- Introduction of viable and relevant career oriented/skill developmental courses.
- Special coaching facilities for students for competitive and entrance examination.
- Complete digitization of the central library.
- Purchasing more books and journals
- Publication of seminar proceedings.
- Inculcating the spirit of research among students by introducing projects and assignments.

**6.2.3. Describe the internal organizational structure and decision making processes.**

- **The internal organizational structure is as follows:**



- The Governing Body and Teachers' Council are statutory bodies
- Several committees are also formed with the endorsement of the Governing Body for planning and decision making processes:

I. Finance Sub-Committee

II. Academic Sub- Committee

III. Library Sub-Committee

IV. Research Sub-Committee

V. Students' All-Round Development and Welfare Sub- Committee

VI. Admission Sub-Committee

VII. Examination Sub-Committee

VIII. Routine Sub-Committee

IX. Website Development Sub-Committee

X. Purchase Sub- Committee

XI. Seminar and Cultural Sub-Committee

XII. Election Sub-Committee

XIII. NAAC Steering Committee

XIV. Anti-Sexual Harassment Sub-Committee

XV. Concession Sub-Committee

- Decision making process:

The internal organizational structure of the College is very strong and it has developed efficient internal co-ordinating and monitoring mechanisms. The organization of Teaching Staff, Non-teaching staff, Library staff and different sub- committees play significant role along with the Principal to monitor the progress and carry out the decision making process. Some proposals are forwarded to the governing body for final approval. After the approval of the G.B, Principal executes the decisions and they are implemented thereafter.

**6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following**

- **Teaching and learning**
- **Research & Development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**
- **Teaching and learning.**

The college has ten departments teaching the B.A, B.Sc, and B.Com Honours and General courses. These are run by highly qualified and enterprising faculty. The faculty constantly upgrade themselves by participating in Refresher and Orientation Courses, Seminars, Conferences and Workshops on current trends in their subjects.

To make the curriculum interesting and effective for the students, the College has adopted learner-centric education approach, academic planning, use of improved and modern teaching learning aids.

To facilitate effective learning outcome, the College promotes learner-centric education approach through Academic Calendar, interactive instructional techniques, projects, presentations and field work. Academic Calendar ensures clarity, co-ordination, planning and distribution of classes properly. The lab based departments of the college such as Geography

are provided with air-conditioned and well-equipped laboratories required for practical classes.

The main Library of the college is spacious and well lit and has adequate reading room facilities. It has a stock of more than 35,000 books and various important journals. Departments offering Honours have well-stocked individual seminar libraries for the use of their Honours students.

The college has its own website ([www.msccollege.org](http://www.msccollege.org)) which provides up-to-date information on the college.

- **. Research and Development:**

Encouragement and assistance are provided to the faculty members to carry out research activities.

They are given required permission and leave to attend Orientation Programmes, Refresher Courses and workshops organized by the Academic Staff Colleges of the Universities. Teachers are also encouraged to present papers in different International and National conferences and seminars and are granted leave for the same. They are encouraged to attend Seminars, Workshops etc. organized by other colleges. Seminars and Workshops are also organized on different subjects by the different departments of the college.

- **Community engagement**

Community development and social work are done by the NSS unit of the college such as organizing blood donation camp and planting of saplings in the neighbourhood. College also promotes cultural and extracurricular activities to develop creative instinct of the students. The annual magazine of the college provides opportunity to showcase the literary talents of the students and teachers. The college encourages its students to participate in both inter-college and intra- college sports events and is proud to have produced many sports persons who have played at the State level.

- **Human resource management**

The college provides welfare schemes for teaching and non-teaching staff through Group Insurance Scheme and loan from Provident fund. It also recruits from time to time Guest

lecturers and non-teaching staff who have the appropriate qualifications, knowledge and skills.

The Students Health Home has a long association with the college. The student members are offered the benefit of a whole range of medical treatment at subsidised rates.

The college offers the benefit of concession to good students who come from economically backward or 'Below Poverty Line' families.

SC/ST/OBC Welfare cell looks after the interest of the SC/ST/OBC students of the college.

- **Industry interaction:**

The college has no record of industry interaction.

**6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institutions?**

The Head of the institution maintains personal contacts with the students, teaching and non-teaching staff to review the teaching quality and extra-curricular activities, infrastructural facilities etc.

**6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The management encourages and supports the involvement of the staff for improvement of the effectiveness and efficiencies of the institutional processes. The management with the help of the Principal involves the staff members through committees and cells e.g. Admission committee, Seminar and Cultural Committee, Sports Committee, Election Committee, Admission Committee, Grievance Cell etc. The suggestions of the different committees are taken into consideration and decisions are taken accordingly.

**6.2.7. Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

GB- date, agenda, status of implementation

- The last four academic sessions i.e 2011-2012, 2012-2013, 2013-2014 and 2014-2015 has witnessed frequent changes in the Head of the Institution of our college.
  - a) Our full time Principal went on lien to assume charge as President, West Bengal Board of Secondary Education from 01.02.2011 to 30.06.2012. But he expressed a desire to resume his duty as the Principal w.e.f. 17.08,2011, thus not completing the full tenure of his lien. A senior teacher had taken over as the Teacher-in-Charge meanwhile serving from 01.02.2011 to 16.08.2011.
  - b) On the retirement of our full time Principal on 30.06.2012, the senior teacher again took over as the Teacher-in-Charge from 01.07.2012 and was in office till his resignation was accepted 07.12.2013.
  - c) According to the University guidelines the next senior teacher willing to be Teacher-in-Charge served from 07.12.2013 to 22.01.2015 when she put up her resignation from the post.
  - d) Consequently the next senior teacher took over charge and served as teacher-in-charge from 22.01.2015 to 05.07.2015.
  - e) Our present full time Principal joined on 06.07.2015.
- The tenure of the old Governing Body was also extended from time to time. Firstly it was extended until 29/2/2012 vide letter no. c/1041/148-GB dated 26/8/2011, 16/4/2012 and again till 10/5/2012.
- A letter dated 11/5/2012 vide No. R/55/College (2012) from the Registrar, University of Calcutta informed that the Registrar of the University of Calcutta would henceforth act as the Administrator of the College till further notice.
- The existing Governing Body was duly formed on 20.11.2012.
- Despite these frequent changes at the level of governance, our college tried to adapt itself with the cooperation of all the stake holders. The important agendas discussed were mostly implemented. Below is an overview of most of the agendas and their status of implementation.
  - a) All **leave** related matters of the Teaching and Non-Teaching staffs were granted as per rule i.e “Calcutta University 1<sup>st</sup> Statute 1979 Section 123” in case of Earned leave and Casual Leave and “Calcutta University 1<sup>st</sup> Statute 1979 vide Chap. XIII (U) Page 130 for other leaves. Maternity Leave for Part-Time teachers were recommended as per Government rules were granted.

- b) **Provident Fund** loans and Non-Refundable withdrawals of the teaching and non-teaching staffs and Final Payment of Provident Fund for retiring teachers and staffs were granted according to Government rules.
- c) On the recommendation of the Finance sub-committee proposal on various **Fixed Deposits, Fee Revision proposals** were implemented.
- d) Recommendations of the Finance sub-committee about purchases were approved.
- e) Audit work by Directorate of Public Instruction appointed Auditor for every financial year is reported to the GB before sending the report to appropriate authority.
- f) Recommendations of the **lien** of Principal and teachers and the **appointment of the Teacher –in- Charge** were implemented.
- g) Recommendation of **Confirmation of Services, Continuation of Service** of Teachers, Teachers participation as **Visiting Faculty** in Science College (Calcutta University) to take MCA and B.Tech classes; **requisition for vacant posts; Re-Designation of teachers; Appointment of NSS convener, recruitment of part-time and guest-faculty, promotions,** were recommended and approved.
- h) Rules for the **Grant of Concessions** as Fee waiver and **Stipends** were recommended, discussed, and implemented as per rule.
- i) **Interest free Festival Advance** granted to all the staffs of the institution. Recommendations for **increase in salary of a few non-teaching staffs in non-substantive posts** were made and implemented.
- j) Routine meetings to take appropriate academic, administrative, financial and other measures subsequent to the appointment of the Teacher-in-Charge were recommended and implemented.
- k) Report on **vacancy position** of our college was discussed and steps to be taken were recommended.
- l) **Appointment on compassionate ground** in the post of peon was recommended and implemented.
- m) **Career advancement schemes** of teachers were implemented.
- n) Encroachments of corridors and obtrusive blockade of the librarian's table by our sister colleges were discussed.
- o) College allowance for Teacher-in-Charge and Bursar were recommended and granted.



- p) A proposal by the Teacher-in-Charge to launch a “Fitness Centre” and thereby purchase of fitness equipments was recommended and sanctioned.
- q) Resolution to build a bust of our Founder, Maharaja Srischandra in consultation and approval of Sri Saumendra Chandra Nandy was approved and implemented.
- r) Formation of “Praktani”, our **Alumni Association** was resolved vide GB meeting dated 7.5.2012 and a meeting of the Alumni was called on 19.5.2012 to form an Organizing Committee.
- s) Recommendation of Admission sub-committee for **Online Admission System** and **CMS based website systems** vide Administrator-Teacher-in-Charge meeting dated 26/5/2012 were resolved and implemented.
- t) Recommendations for computerized cash collection, software for Students Module for computerizing all student related information (admission, registration, C.U. exams, Form fill up, attendance, and exam results), currency counting machine, forged currency detection machine etc and necessary software system in the office to facilitate computerized cash collection were made.
- u) Recommended the formation of a **Staff Benefit Fund** which was implemented.
- v) **Installation of CC T.V. cameras** in non-Govt. colleges vide Govt. of West Bengal Order No. 1326-Edn(CS)10M-53/11 dated 6.9.2011 was recommended on 6.12.2012 following a Govt. rule Notice dated 5.10.2012, and implemented.
- w) Utilization of UGC Fund in the 11<sup>th</sup> Plan, proposal for smart class rooms and up gradation of “Computer software”, Laptops for each Departments and the up gradation of the Geography laboratory were recommended vide GB meeting dated 16.01.2013 and later implemented.
- x) Recommendation for NAAC Accreditation and formation of IQAC vide GB meeting dated 18.12.2013, item was resolved and implemented.
- y) Recommendations for solving the problem of our property at Padmanath Lane and to build a second campus there were discussed (GB meeting dated 14.3.2014 and thereafter) in many meetings but the issue has not been fully sorted as yet.
- z) Recruitment of casual staffs was resolved and implemented. (GB meeting dated 14.3.2014)

**6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

No.

**6.2.9. How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?**

- Students can express their grievances in writing and drop them in the grievance redressal box. But not a single letter has been received. This may be because:
  - The college has a 100% ragging free environment. The safety of the students and staff is ensured by a team of efficient security personnel, teaching and non-teaching staff and an alert administration. The college is under constant surveillance by CCTV cameras.
  - The teacher-student relationship is a pleasant one. The teachers are sympathetic and approachable and are always ready to counsel students both inside and outside the classroom. The college is equally proud to have a well behaved, respectful and co-operative student community.
  - The administration is accessible to students. Students can meet the Principal everyday and express their grievance if any. Principal takes initiative and immediate action to solve the problem and counsel the students if necessary. The relationship is so cordial that till date no student needed to formalise their grievance in writing.

**6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

No, during the last four years there have not been any instances of court cases filed by and against the institute.

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**6.2.11. Does the Institution have a mechanism for analyzing student feedback on**

**institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?**

Yes, The Institution has a mechanism for analyzing student feedback on institutional performances. The college invites feedback about the Institution, Departments and teachers from third year students having minimum 50% attendance or more. In this matter confidentiality and official secrecy is maintained strictly. On the basis of the feedback IQAC recommends improvements and amendments

**6.3. Faculty Empowerment Strategies.**

**6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?**

- Efforts are taken to enhance the professional development of the teaching and non-teaching staff through academic planning and modern teaching-learning aids, along with the training relating to various official work, especially for the non-teaching staff.
- The college authority provides encouragement and assistance to the faculty members to carry out all sorts of research activities.
- Our college provides permission and leave to the teachers whenever required to attend Refreshers Courses, Orientation programmes and the like organised by the Academic Staff Colleges of the different universities.
- The college encourages paper presentation by the faculty members in different national and international conferences and arranges leave for the same.
- The college is always encouraging the teachers to attend Seminars, Workshops etc. organised by other colleges.
- The Institution is organising seminars and workshops by the different departments on different subjects.
- The college promotes Skill Development and Training for non-teaching staff through computer training etc.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

- The College has created a nice and safe ambience along with a healthy and pleasant relationship among the teaching staff, non-teaching staff and students which helps in improving the work culture.
- The Institution provides infrastructure and space to the faculty to carry out their work effectively.
- . The college provides required permission and leave to participate in Refresher Courses, Orientation Programmes and short term workshops to the teaching staff for professional development.
- The Institution encourages organising Seminars, Conferences, and Workshops.
- Staff development programmes are organised sometimes for skill upgradation and training of the staff.
- The college has created a decentralized structure of the administrative system in planning and implementation in all activities. It motivates the employees for the roles and responsibilities they perform. It has also developed an atmosphere of cooperation which is a necessary requisite for the overall development of the college.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal?**

- Performance appraisal system of the staff is maintained only in promotional cases. At the time of placement at higher scale, teachers fill up self assessment forms. The expert committee for placement and promotion interviews the teacher-candidate and recommends for promotion.

**6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate Stakeholders?**

The management makes an assessment of these performance appraisal forms and accordingly takes major decisions for the promotions of the teachers. They are communicated to the appropriate stakeholders and necessary steps are taken for the overall development of the college.

**6.3.5. What are the welfare schemes available for teaching and non teaching staff?  
What percentage of staff have availed the benefit of such schemes in the last four years?**

The welfares schemes available for teaching and non-teaching staff:

- ✓ Payment of salaries is given on the first day of every month from college-fund even if the college has not received the pay-packet on time.
- ✓ Group Insurance Policy for all teaching and non-teaching staff.
- ✓ Provident fund loan facility for all the applicants from the teaching and non-teaching staff.

**6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The college provides ample scope and opportunity to its faculty to do independent research, publish and go abroad for higher studies and also for attending international workshops and seminars.

**6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION**

**6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

The chief financial resources of the college are:

- 1. Collection from students,**
- 2. State Govt. Grant.**
- 3. UGC grant.**

There are established procedures and processes for planning and allocation of financial resources. The institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution.

For effective and efficient use of available resources all grants are channelized through relevant committees to different administrative and academic units – Departments, Library, Laboratory, Infrastructure , Sports and Games, and the like. Collection from students is utilized for development work and day to day expenses of the college.

There are supporting personnel for day to day maintenance of accounts. Moreover, an external auditor is appointed every year by the Education Directorate, Govt. of West Bengal. The last Statutory Audit done was for the year 2013-2014. There is no adverse remark regarding financial audit till date.

There has been no deficit during the last four years. The Audited pages of income, expenditure and investment for the last four years are in **Annexure 3**

The income and expenditure of the institution are subject to regular internal and external audit.

- Fund dispensation meetings under Purchase Committee after getting requisition from departments. Sealed quotations are invited by giving advertisement in news papers, Website, Notice Board of College. After receiving quotations the purchase committee opened the tender documents in front of bidders, who want to remain present in the meeting. Then a comparative study has been made and order is place to the lowest bidder (L1) if other factors remain satisfactory. The whole procedure is used to be done under observation of Bursar of the college.
- Internal funds managed by Bursar. Each Voucher has to be signed by Accountant, Bursar, and Principal before payment to the respective party. The cheque prepared for payment is sent to the President, Governing body for her signature along with the resolution of purchase committee or Finance Sub-Committee. This internal control system automatically creates a good financial monitoring system.
- Internal auditing is done at the end of each year by a Chartered accountant for the last accounting year.
- Audit and utilization certificate Created and submitted for external funds such as UGC & SLAP.

- Seminars and Projects have dedicated a treasurer who maintains account for receipts and expenditures of the seminar.
- Computerization of salary, arrear and fees collection by using COSA and a customized software for fees collection.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

Internal audit is done by a Chartered Accountant engaged by the Governing Body.

External audit is done by Government Auditors. Audit of other grants (UGC, SLAP) is done by reputed Chartered Accountants.

The last Government Audit was conducted in 2015 for the financial year 2013-14. There is no objection raised by the Government auditor and Internal Auditor regarding the financial audit.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major sources of Institutional receipts are

- (i) Admission and Tuition fees of the students
- (ii) Development grant from State Government
- (iii) UGC grants

Apart from these, the college receives grants from the Govt. of West Bengal for payment of salaries to its staff.

Expenditures are incurred and controlled in such a way that there is no deficit.

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The college sends proposals for additional equipment grants to the UGC and UGC allocated a large amount of such fund. All the fund allocated in the name of our college utilised fully.

In order to meet seminar expenses the college generally took registration fees from the participants and some of the expenses of the seminar are met by some sponsors.

As the college building is in the name of Maharaja Manindra Chandra College, UGC and other Grant giving body allocate the building fund in the name of Manindra Chandra College. So we cannot ask for the building grant.

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

#### **a. Has the institution established an Internal Quality Assurance Cell (IQAC)?**

**.6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

- An Internal Quality Assurance Cell (IQAC) was conceptualized by the governing body and subsequently a NAAC committee meeting held on 13/02/2014. The first meeting of the IQAC was held on 04/03/2014.
- The institutional policy with regard to quality assurance are as follows:
  1. To ensure systematic monitoring and evaluation of teaching and learning process through an established institutional framework.
  2. To ensure that students' entitlements are understood by all stakeholders.
  3. To identify the areas of students' entitlements those require further improvement with regard to capacity building for providing better quality services.
  4. To ensure transparency and equity in provisioning services to the students.
  5. To engage all stakeholders in the process of quality of services.
  6. To establish a feedback system to evaluate the quality of services and plan for further improvement.



**b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

- An academic Calendar has been developed and well circulated.
- ICT (Information and Communication Technology) has been introduced in teaching learning process and a good number of class rooms have been fitted with interactive projectors and LCD projectors.
- The cell aimed at publishing all notices on the college website and the process has been started.
- The college website is to be remodelled and it has been done to large extent by the subcommittee formed the purpose and it will be a continuous process.
- The academic departments allocate syllabus among their respective departmental teachers and regular monitoring of progress of syllabus is done by the departmental heads and reported to the principal on regular basis and department wise teachers' assignments are uploaded in the website to apprise all stakeholders.
- Profile of faculty members are uploaded on the college portal to apprise about quality of faculty members.
- The quarterly statistics of number of lectures delivered using ICT is to be recorded in a register by the departmental heads. Heads of the departments have started to maintain the records from the current academic year.
- The attendance of students be improved bringing all stakeholders into confidence, the students and their parents, the students' union, the outside members of the governing body. In every function organised by the students' union, a strong message is being given by the principal, external member of the governing body and teachers to the students having attendance below satisfactory level. Parents are also apprised of the poor attendance when they meet principal and teachers at various occasion like students' concession meet, guardian call etc.
- Remedial classes are offered to the students who did not score minimum marks in the university as well as college examination every year.
- A mechanism is there to evaluate the university examination results by every concerned department and concerned subject teachers are apprised of the fact of poor performance in the departmental meeting. The department including the concerned

teacher analyse the reason of performance and on the basis of mutual discussion number of classes and timing of classes are rearranged, supply of study material and question bank of the subject is updated and provided to the students to improve the performance in the examination result.

- Internet Facility in the library has been introduced long before. Recently numbers of computers have been increased to expand the facilities.
- The office software has been improved and the process is continued to generate reports and statistics for fulfilling various requirement of regulatory bodies. An outside software agency has been engaged for the purpose. The agency also gives on job training to the administrative staff regularly.
- The college has been taking utmost care to ensure transparency and equity in the admission process complying all regulatory norms.
- Medical facilities to students have been provided through collaboration with Students Health Home. The NGO has been providing community health insurance since 1952 at minimum cost.

**c. Does the IQAC have external members on its committee?**

**If so, mention any significant contribution made by them.**

Yes, there are three external governing body members – Prof. Abhijit Chakrabarti and Prof. Pijush Kumar Basu .

They contributed in framing the policy in the following manner:

- 1.Record of all classes taken by using ICT to be maintained by all the departments.
- 2.If necessary, students' attendance should be monitored through engagement of the external members of the governing body.

A. Prof. Pijus Kumar Basu contributed in framing the policy in the following manner: He stressed that students feedback system should be structured in proper manner and the feed backs be communicated by the principal to every teacher.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

We have a vibrant group of alumni who organise many programmes to help the current students in many ways. They donate books to poor and meritorious students. They formed

a group in social networking site to share their experience about the college and have been constantly trying to establish a place of their beloved college among the society at large. They provide useful information to improve the existing infrastructure of the college, as like establishment of book bank, seminar library, internet facility to the general students and smart classrooms. They provide information about the vacancy at their work place and always strive to absorb their alumni in their organisation. They organise yearly picnic.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

1. The decisions of IQAC are well circulated in the teachers' notice book and published on the website.
2. Through continuous interactions with the teaching and office staff, students' representative and general students the IQAC policies are propagated.
3. All members of IQAC always persuade all stakeholders about the expectations of the institution from them in terms of implementation and maintaining records.
4. The teachers' council, students' union and governing body are the platforms used to implement the decisions of IQAC.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

1. Academic activities:
  - a. An orientation programme on the use of ICT at the beginning of the academic session is organised.
  - b. At least one laptop has been provided to each department.
  - c. There is one academic subcommittee which is entrusted with preparation of the academic calendar and monitoring of teaching learning process.
  - d. There is one time table subcommittee which is entrusted with preparation of time table at the beginning of the academic session.
  - e. One teacher is given the responsibility of each department. The departmental

head is a member of the academic subcommittee. The head of the department is overall in- charge of the concerned department. The head is entrusted with

- Unitization of syllabus with the help of teachers of the respective subject
  - Teacher -wise distribution of the syllabus.
  - Assessment of progress of syllabus in departmental meetings as well as continuous interaction in the staff room.
  - Use of ICT and audio visual aids in teaching learning process and maintenance of record.
  - Students' attendance with the help of administrative staff.
  - Midterm exam to evaluate the progress of work.
  - Remedial classes for weaker section.
  - Arrangement of students' seminar to meet the need of advanced students.
  - Submission of requisition of books for library.
- f. There is an admission committee that ensures merit based admission and compliance of all regulatory norms with full transparency.
- g. In addition to that there are several numbers of subcommittees like games and sports, anti ragging, library etc. to address issues of their respective areas in case of necessities.

## **2. Administrative Activities:**

- a. The administration of the college is constituted as per the directives of the statute of the Calcutta University, affiliating university from time to time. At present, there is a Governing Body duly constituted under the statute 93 of the Calcutta University Act. It supervises the functioning of the college.
- b. The governing body takes all decision on the following matters :
1. Framing policies on various academic issues conforming to the norms of regulatory bodies.
  2. Appointment of Principal, teaching staff and office staff conforming to the norms of regulatory bodies.
  3. Constitution of finance committee and consideration of all decision of finance committee.
  4. Constitution of various subcommittees on the recommendation of teachers' council to ensure participation of all stakeholders in the day to day

administration of college.

5. Allotment of fund for capacity building and infrastructure development.
  6. Maintaining all records, registers, accounts and reports up to date and submission of them to all regulatory bodies through the offices of the principal.
  7. Maintenance and preservation of the college property and control of funds.
  8. Annual audit of books of accounts with help of bursar and principal.
- c. There are various sub committees to monitor the day to day functioning of the college to look after the well being of students as follows:
1. There is one students' union election sub- committee which is entrusted with the timely and yearly election of students' union.
  2. There is one Students concession subcommittee which ensures equity, transparency and justice in the selection of poor and meritorious students for financial assistance.
- d. The bursar and principal with the help of his secretarial staff maintain all administrative records and provide them to regulatory bodies as when asked for.
- e. To improve capacity of the office, to a large extent it is computerised and an integrated information system has been developed through networking offices and continuous endeavour is being made for its further improvement with the help of outside agency.
- f. The members of the office staff are now to a certain extent accustomed with the computerised system and regular on- job training is provided by the teachers and outside agency hired for the purpose.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

Yes.

1. Arrangement of orientation programme on the use of ICT at the beginning of the academic session.
2. The office staff are now to a certain extent accustomed with the computerised system and regular on job training is provided by the teachers and outside agency hired for the purpose. All records are being computerised.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?**

Yes. In the year 2010, a team of higher education department of Government of West Bengal visited the college to assess its overall performance. By the SLAP or State Level Assessment Plan the college obtained Rs. 9 lakh grant after the visit for overall capacity building of the college.

**6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

Internal quality assurance mechanism like teacher wise allocation of syllabus, framing of academic calendar, regular monitoring of progress of syllabus, continuous evaluation of learning process through class tests, provision of remedial classes for weaker students, computer with internet facilities to the student at library for accessing e-resources, feedback mechanism, computerisations of office are some examples that aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

- Students’ feedback – communicating it to the concerned teachers.
- Evaluation of teaching learning through class tests, university examination and analyzing the Students’ performance graph.
- Remedial class is provided and performance of students evaluated periodically by the departments and follow up action is taken.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The college prospectus, Class Notice, notice boards, Website, all parent - teacher meetings, every event organised by students union, various meetings of governing body, teachers and staff council, departmental subcommittees' meetings are the vehicles used to communicate quality assurance policies of the college.

## CRITERION VII

### Innovations and Best Practices

#### 7.1 Environment Consciousness

##### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No, the Institution does not conduct any Green Audit.

##### 7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?

- **Energy conservation**

Solar energy can be harnessed and used to produce electricity with the help of photovoltaic cells or solar cells. Solar energy is an extremely clean source of energy which produces neither any air pollution nor any hazardous waste. Our College has planned to set up **Solar Panels** on the roof of the main building to lower our dependence on thermal electricity. The solar energy thus produced can be used to run the various electrical gadgets and can also be used for lighting of our campus.

Our college also plans to replace old tube lights with energy-saving LED lights.

Energy conservation is ascertained also in the following manner:

- Lights and fans are turned off when students are not around.
- Doors and windows have tight seals and are closed when the air conditioner is running. Printers, copiers are turned off at the end of the day.
- “Sleep” mode on computers and monitors are activated.
- **Use of renewable energy**

The institution plans to use solar energy on the College campus.

- **Water harvesting**

The college has no provision for water harvesting.



- **Check dam construction**

Not applicable since our college is located in the heart of the city of Kolkata.

- **Efforts for Carbon neutrality**

- Our College keeps and maintains potted green plants on the stairs and in the corridors of the main building. Green plants are instrumental in consuming Carbon-dioxide (mainly released as an automobile exhaust and also during exhalation) and releasing oxygen which is vital for respiration.

- All the cars owned by the faculty maintain anti-pollution standards. This minimizes the release of carbon dioxide and carbon monoxide, the key ingredients of automobile waste.

- Our college turns off equipment when not in use.

- Air-conditioners are also efficiently used.

- **Plantation**

Our college keeps a few potted plants in the main building.

- **Hazardous waste management**

As the college does not have any laboratory-based pure science or biological science departments, there is no scope for hazardous waste management.

- **E-waste management**

E-waste has been disposed of for the first time this year.

## 7.2 INNOVATIONS

### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

- The institution has introduced an Entry-in-Service course especially for the economically and socially challenged students free of cost, so that they can compete at the entry level of various jobs.

- The institution has introduced a short-term Spoken English course for the disadvantaged sections of the students so that they can improve their communication skills.
- A short-term Computerised Accounting course has been recently introduced by the college.
- The department of English screens movies for the students which are relevant to their syllabus.
- The departments publish wall magazines which help the students improve their creativity.
- The college is planning to introduce value education seminars to develop moral and ethical values
- The NSS unit of the college arranged various seminars on the relevant issues like women's empowerment, child labour, social service etc which will develop the feelings of sympathy and humanitarian values among the students.
- The institution is conducting online admission process for the last four years, which definitely enhances the transparency of the admission procedure.
- All the fees paid by the students are directly submitted to the bank which actually reduces the pressure and burden of the office staff. This also ensures optimal utilisation of resources.
- The salaries of the teaching and non-teaching staff are directly deposited in the bank which reduces various complications and paper work.
- The college has a treadmill for the exclusive use of the teachers.
- There is a generator in the college which ensures uninterrupted power supply in the college. This is very much essential for the smooth running of the college especially in the evening.
- The library is equipped with huge number of text and reference books and also computers and internet facilities for the students and teachers. The students can also search for online journals and books.
- The college provides concessions and tuition waiver to the eligible students which actually leads to reduction in the drop-out rate.

- The college conducts frequent class tests. The performance and progress of the students are discussed in the departmental and Academic Sub-committee meetings. Accordingly the slow learners are identified and remedial classes are arranged for them. The advanced learners are provided with latest and advanced course material and guidance. Also the departmental teachers often arrange parent-teacher meeting in order to ensure smooth academic progress of the students.
- The economically and socially disadvantaged students are identified and they are provided with the parenting/mentoring of the teachers. The teachers take care of their problems inside and outside the domain of academics. This mentoring is supposed to reduce the drop-out rates and encourage the students from the disadvantaged sections to participate in all sorts of college activities.
- The Governing body of the college granted permission for the installation of solar panels on the roof in order to conserve the energy. This is also a social responsibility of the college.
- The introduction of smart classrooms in the college with the facilities of LCD projector enable the teachers to teach in an effective manner which often lead to better understanding of the content on the part of the students.
- All the departments provide question banks for the students and assist them to solve the problems when necessary.
- The department of English is planning to re-introduce their magazine 'Dateline' on a regular basis.
- The department of Bengali is also going to re-introduce their magazine soon.

### **7.3. Best Practices**

**7.3.1. Elaborate on any two best practices which have contributed to the achievement of the institutional objectives and/or contributed to the quality improvement of the core activities of the college.**

#### **Best Practice-1:**

##### **1. Title of the Practice**

**Empowerment of weak, economically challenged and reserved category students through mentoring and counselling**

##### **2. Goal**

Our institution has recently started the practice of assessing the needs of economically challenged and reserved category students, slow learners and first generation learners and to help them achieve their academic goals. Under this practice these students are attached to certain teachers for the purpose of counselling as and when necessary. The teachers make a conscious effort to understand and address academic, financial and psychological problems faced by these students. They become mentors and help the students through intensive counselling. They try to create a friendly and conducive learning environment for the students. Psycho-social counselling and moral support are also provided by the teachers to students whose studies get adversely affected by personal or emotional problems. Their primary goal is to motivate these students to perform better by providing them with mental, psychological, academic and financial support.

##### **3. The Context**

We believe that education is the most important tool for empowerment. The college acknowledges the greater responsibility associated with education of the disadvantaged sections of our society. It makes utmost effort not only to create an environment conducive to learning for all these students, but also to equip them with life skills which will support and sustain them throughout their life. As members of economically weaker sections of the society they confront greater difficulties in pursuing higher education. Therefore, a proper

support system would help them realize their potential and fulfil their dreams of establishing themselves as valuable members of society.

#### **4. The Practice**

The teachers of the institution first identify the economically challenged students, first generation learners and students belonging to SC, ST, OBC and other reserved categories by going through the Student's Profile. Each teacher chooses a few students from his own department for mentoring. He also selects weak students and slow learners. Then he becomes a mentor and academic counsellor of a small group of these students and carries out one-on-one counselling. He assesses the academic, financial and psychological needs of these economically challenged and reserved category students, slow and first generation learners and helps them achieve their academic goals. Each teacher creates a friendly and conducive learning environment for the students and also provides moral and economic support to students from repressed and emotionally unstable environments and financially disadvantaged families. He motivates these students to perform better through constant encouragement and individual mentoring.

Our college also extends financial support to good but economically disadvantaged students in the form of tuition fee concessions. Although tuition fee waiver is mostly granted on merit-cum-means basis, the conditions are often relaxed for students who do not fulfil the criteria of merit but will be unable to continue their education without financial aid. Students of the college who are incapable of paying University examination fees but not fulfilling the criteria for student's concession are supported by funds raised through contributions by teachers. The admission fees for good but economically disadvantaged students are often paid by the teachers who are mentoring them. These students are encouraged to complete their education and become self-reliant. They are regularly given personal advice on academic and psychological matters by their mentors/ teachers of their departments. The teachers frequently come to college before college hours to provide such counselling. The college also has a relaxed attendance policy for students who need to work to support their families. The teachers also lend their maximum support to such students. Remedial coaching and special classes are organised for the benefit of these students.

## **5. Evidence of Success**

Though the college has started this practice very recently, such intra-departmental mentoring and counselling have proved to be extremely effective in improving the academic performance as well as the emotional stability of the students.

## **6. Problems Encountered and Resources Required**

The primary constraint in the implementation of the practice mentioned above is the shortage of time and space and the timely detection of students' needs. The college functions in the evening hours and has to share classroom space with its sister colleges. This leaves us with limited time and space for teacher-student interaction and counselling. The college tries its best to overcome this problem by making use of the annex building and having these sessions scheduled before college hours. The college has to contend with a growing number of students and shortage of staff. This severely affects the much needed one-to-one interaction between teacher and student.

### **Best Practice-2:**

#### **1. Title of the Practice**

#### **Internet Facilities in the Library for Students**

#### **2. Goal**

The basic objective of providing the facilities is to reduce the digital divide. The college has good number of students who are from the working class and slums of the locality. It helps this disadvantageous class to get access to e-learning and e-resources. The facilities cater to all categories of students, both weak as well as advanced to meet their diverse needs. Weaker students can have access to the study material and advanced students get their quest for knowledge satisfied. In the classroom teachers give them clues to raise their inquisitiveness.

#### **3. The Context**

Our evening college shares the building as well as the library space with two other sister colleges. Therefore, providing of computers, preservation and maintenance of them, expanding facilities require consensus among them. As the college is in the evening shift and the students of the day college have access till 5 pm, the students of our college have limited space and access though the library opens from 2.30 pm.

### **3. The Practice**

The college library has an e-corner where students can surf internet and download study materials. The download facility is unlimited. There are several desktops and two laptops. The reading room of the library has unlimited Wi-Fi connectivity. The first generation learners and students who are not accustomed to internet browsing are guided by the librarian of our college. In addition, the computer laboratory is equipped with 25 computers with internet facilities. The campus is also under Wi-Fi cover.

- . The following are the constraints encountered by the college:
- i. It was a cumbersome process to get permission for installing the desktops in the library from the coordination committee (comprising representatives of all the three colleges) due to space constraint.
  - ii. The first generation learners are not equipped with adequate knowledge on how to surf internet.
  - iii. The students are interested in using social network.
  - iv. Initially, the students often locked computers with passwords and constant monitoring and register maintenance is difficult because of paucity of employees in the library.

### **5. Evidence of Success**

There has been a substantial increase in the number of students using the internet for study materials. Teachers are giving clues to students from where study materials will be available. A register is being maintained to record the use by students.

## 6. Problems Encountered and Resources Required

The college needs a separate library and study room.

- One dedicated employee is needed to monitor the system.
- The number of desktops should be increased to 20.
- The library should be airconditioned.
- Printing facilities should be provided in a limited way.

## 7. Notes (Optional)

## 8. Contact Details

Name of the Principal	: Dr. Shyamal Kumar Chakraborty
Name of the Institution	: Maharaja Srischandra College
City	: Kolkata
Pin Code	: 700003
Accredited Status	: NO
Work Phone	: 033-25432949
Fax	: NA
Website	: <a href="http://www.msccollege.org">www.msccollege.org</a>
E-mail	: <a href="mailto:msccollege20@yahoo.com">msccollege20@yahoo.com</a>
Mobile	:



## PRINCIPAL'S PROFILE

**NAME : SHYAMAL KUMAR CHAKRABORTY**

**DESIGNATION : PRINCIPAL**

**MAHARAJA SRISCHANDRA COLLEGE**

**KOLKATA-700003**

**QUALIFICATION: MSc, PhD**

**SPECIALISATION : Space Science (Ionospheric Physics)**

### **List of Publications**

1. Postsunset ambient ionization and Ionospheric scintillations in the Equatorial region under solar activity maximum and minimum conditions, S.K.Das, A.DasGupta, A.Maitra and S.K.Chakraborty, Investigation of the Ionosphere by means of beacon satellite measurement, ed. Cao Chong, International Academic Publishers, Pergamon Press, p.50-57, 1988.
2. Daytime amplitude scintillation at a low latitude station, Calcutta, S.K.Das, S.K.Chakraborty and A.DasGupta, Indian Journal of Radio and Space Physics, 25, p.163-167, 1996.
3. Longterm observations of the VHF scintillation and total electron content near the crest of the equatorial anomaly in the Indian longitude zone, S.K.Chakraborty, A.DasGupta, S.Ray and S.Banerjee, Radio Science(USA),34, p.241-255,1999.
4. Estimation of Satellite-Based Augmentation System Grid Size at Low Latitudes in the Indian Zone,A.Paul,ADas,S.K.Chakraborty and A.DasGupta, NAVIGATION (USA), 52,1,p15-22, Spring-2005
5. Solar control of ambient ionization of the ionosphere near the crest of the equatorial anomaly in the Indian zone, S.K.Chakraborty and R.Hajra, Bull. Astr.Soc. India,2007,35,599-505
6. Solar control of ambient ionization of the ionosphere near the crest of the equatorial anomaly in the Indian zone, S. K. Chakraborty and R. Hajra, *Annales Geophysicae (France)*, 26 (1), 47-57, **2008**.

7. Ionosphere near the anomaly crest in Indian zone during magnetic storm on 13-14 March 1989, S. K. Chakraborty, R. Hajra, and A. Paul, *Indian Journal of Radio & Space Physics (India)*, 37 (6), 396-407, **2008**.
8. Electrojet control of ambient ionization near the crest of the equatorial anomaly in the Indian zone, S. K. Chakraborty and R. Hajra, *Annales Geophysicae (France)*, 27 (1), 93-105, **2009**.
9. Electrodynamical control of the ambient ionization near the equatorial anomaly crest in the Indian zone during counter-electrojet days, R. Hajra, S. K. Chakraborty, and A. Paul, *Radio Science (USA)*, 44, RS3009, doi: 10.1029/2008RS003904, **2009**.
10. Variability of Total Electron Content near the crest of the equatorial anomaly during moderate geomagnetic storms, S. K. Chakraborty and R. Hajra, *Journal of Atmospheric and Solar-Terrestrial Physics (UK)*, 72, 900-911, doi:10.1016/j.jastp.2010.05.006, **2010**.
11. Ionospheric effects near the magnetic equator and the anomaly crest of the Indian longitude zone during a large number of intense geomagnetic storms, R. Hajra, S. K. Chakraborty, and A. DasGupta, *Journal of Atmospheric and Solar-Terrestrial Physics (UK)*, 72, 1299-1308, doi:10.1016/j.jastp.2010.09.015, **2010**.
12. Equatorial ionospheric responses in relation to the occurrence of main phase of intense geomagnetic storms in the local dusk sector, R. Hajra and S. K. Chakraborty, *Journal of Atmospheric and Solar-Terrestrial Physics (UK)*, 73, 760-770, doi:10.1016/j.jastp.2011.02.014, **2011**.
13. Ionospheric scintillation near the anomaly crest in relation to the variability of ambient ionization, S.K.Chakraborty, R.Hajra and A.DasGupta, *Radio Science (USA)*, 47,RS2006, doi.10.1029/2011RS004942, 2012
14. Evolution of equatorial irregularities under varying electrodynamical conditions:A multitechnique case study from Indian longitude zone, R.Hajra,S.K.Chakraborty, S.Majumdar,S.Alex, *Journal of Geophysical Research (USA)*,117,doi:10.1029/2012JA017808,2012
15. Summer time scintillations near the transition zone of the Indian longitude sector, S. Chatterjee, S.K. Chakraborty and S. Majumder, *Journal of Atmospheric and Solar-Terrestrial Physics (UK)*,95-96, 102-115,doi:10.1016/j.jastp.2013.01.017, 2013
16. Variability of ionospheric scintillation near the equatorial anomaly crest of the Indian zone, S.Chatterjee and S.K.Chakraborty, *Annales Geophysicae (France)*,31,697-711,doi:10.5194/angeo-31-697-2013, 2013

17. A study on ionospheric scintillation near the EIA crest in relation to equatorial electrodynamic, S. Chatterjee and S. K. Chakraborty, B. Veenadhari, S. Banola, Journal of Geophysical Research (USA), doi: 10.1002/2013JA019466,2014
18. SBAS operation in the Indian sector under simultaneous scintillation on different GNSS link, S. K. Chakraborty, S. Chatterjee, A. Dasgupta, Journal of Atmospheric and Solar-Terrestrial Physics (UK),114,50-57, doi:10.1016/j.jastp.2014.04.005, 2014

### **Conference /Seminar Publications**

1. Nighttime ionospheric scintillation and F-region ambient ionization near the crest of the equatorial anomaly, A. DasGupta, A. Maitra, S. K. Das, and S. K. Chakraborty, International beacon satellite symposium on Radio beacon contribution to the study of ionization and Dynamics of the Ionosphere and to Correction to geodesy and technical Workshop, Oulu, Finland, 131-136, 1986.
2. Solar activity dependence of daytime VHF scintillation in the low latitude region, A. DasGupta, S. K. Das, S. K. Chakraborty, and A. Maitra, *ibid*, 137-142, 1986.
3. L-band microwave signal scintillation near the crest of the equatorial anomaly in the Indian zone, S. Ray, K. Basu, S. K. Chakraborty and A. DasGupta, Proc. X National Space Science Symposium, 177, 1997.
4. A Comparison of observed Ionospheric electron content with model calculations near the crest of the equatorial anomaly, S. K. Chakraborty, A. Paul and A. DasGupta, Proc. XI National Space Science Symposium, 154, 2000.
5. Validation of a total electron content model for application in the Global Positioning System, S. K. Chakraborty, A. Paul and A. DasGupta, Proc.XII National Space Science Symposium, 261, 2002.
6. Modeling the low latitude ionospheric electron content: A first step, S. K. Chakraborty, A. Paul, A. Das and A. DasGupta, Proc. of Conference on Horizons of Telecommunication, 5, 2003.
7. Solar and electrojet control over equatorial ionization anomaly, S. K. Chakraborty, A. Paul and A. Das, Proc. National Conference on Radio Science in India, 111, 2003.
8. Long-term variation of total electron content near the northern crest of the equatorial anomaly, S. K. Chakraborty, A. Paul and A. Das, Proc.XIII National Space Science Symposium, 71, 2004.
9. Ionosphere near the Anomaly crest in the Indian zone during the Magnetic storm on March 13, 1989, S. K. Chakraborty, A. Paul, A. Das and D. Hui; Proc.XIV National Space Science Symposium, 95,2006.
10. Solar control of ambient ionization of the ionosphere near the crest of the Equatorial anomaly in the Indian zone, S. K. Chakraborty and R. Hajra, Proc.2<sup>nd</sup> UN/NASA Workshop on International Heliophysical Year and Basic Space Science, 107, 2006.

- 11.** A study on variability of ionospheric total electron content during geomagnetically disturbed period, S. K. Chakraborty and R. Hajra, Proc. INCURSI-2007, SW-34, 2007.
- 12.** Long term studies on variability of Ionospheric total electron content near the crest of the equatorial anomaly in the Indian zone, S. K. Chakraborty and R. Hajra, Proc. International Beacon Satellite Symposium-2007.
- 13.** Variation of ambient ionization near the crest of the equatorial anomaly in the Indian zone during counter-electrojet events, S. K. Chakraborty, R. Hajra and A. Paul; Proc. National Space Science Symposium, 2008.
- 14.** Equatorial scintillation near the anomaly crest in relation to the ambient conditions of the ionosphere, S. K. Chakraborty, R. Hajra, and A. DasGupta, 2010 Beacon Satellite Symposium, P. Doherty and M. Hernandez-Pajares (Eds.), CIMNE, Barcelona, 2009.
- 15.** Ionosphere near the anomaly crest under geomagnetically disturbed conditions, S. K. Chakraborty and R. Hajra, 16<sup>th</sup> NATIONAL SPACE SCIENCE SYMPOSIUM, (NSSS-2010), Saurashtra University, Rajkot (Gujarat) – 360 005, 2010.
- 16.** A study on the variability of equatorial scintillation around the anomaly crest of the Indian zone, R. Hajra, S. Mazumdar, S. K. Chakraborty, K. Basu (Roy), XVII National Space Science Symposium, S. V. University, Tirupati, 2012.
- 17.** Summer time amplitude scintillation around the equatorial anomaly crest, S. Mazumdar, S. Chatterjee, S. K. Chakraborty, K. Basu (Roy), XVII National Space Science Symposium, S. V. University, Tirupati, 2012.
- 18.** Scintillation in relation to equatorial electrodynamics, S.K.Chakraborty and S.Chatterjee, International Symposium on Solar-Terrestrial Physics, IISER, Pune, 2012.
- 19.** SBAS operation in the Indian sector under simultaneous scintillation on different GNSS links, S. K. Chakraborty, S.Chatterjee & A.DasGupta, The International Beacon Satellite Symposium BSS2013, Bath (UK), 2013.
- 20.** SBAS operation near the EIA crest in relation to ionospheric scintillation (oral presentation). S.Chatterjee, S.K.Chakraborty & Ashish DasGupta, NATIONAL SPACE SCIENCE SYMPOSIUM (NSSS), Dibrugarh University, Assam, 2014
- 21.** Multistation scintillation observations around the EIA crest of the Indian longitude zone, S. Dey, S.Mazumdar, S.K.Chakraborty and S.Chatterjee, Krishnakali Basu (Roy), NATIONAL SPACE SCIENCE SYMPOSIUM (NSSS), Dibrugarh University, Assam, 2014.

## Research Projects carried out

**1. Project Title:** A Study on the variability of Total Electron Content near the  
Crest of the equatorial anomaly in the Indian zone

**Project Status:** **Completed**, duration 12-01-06 to 11-01-09

**Funding agency:** Indian Space Research Organization under RESPOND program

**Total cost:** Rs.8,49,000/

**2. Project Title:** A study on variability of post-sunset total electron content and scintillation  
near the crest of the equatorial anomaly in the Indian zone

**Project Status:** **Completed**, duration 29-04-09 to 28-04-12

**Funding Agency:** Indian Space Research Organisation under RESPOND program

**Total cost:** Rs. 10, 95,000/

**3. Project Title:** Electrodynamical control over the ionization processes near the northern  
crest of the equatorial ionization anomaly and beyond.

**Project Status:** **Completed**, duration 22-09-2010 to 30-09-2013

**Funding Agency:** Department of Science & Technology (DST) under SERC Program in  
Atmospheric Sciences

**Total cost:** Rs. 54, 05,400/

### Projects ongoing

**Name of PI:** Shyamal Kumar Chakraborty,

**1. Project Title: Longitudinal and Latitudinal variability of GNSS scintillations in the Equatorial Anomaly of the Indian zone**

**Project Status: Ongoing**, Implemented on July5, 2014

**Funding Agency: Department of Science & Technology (DST), Government India under SERB Program in Atmospheric Sciences**

**Total cost: Rs.40.65 lakh**

**2. Project Title: Multi frequency Microwave Scintillation Studies with specific emphasis to navigation over the Indian longitudes**

**Project Status: Ongoing**, Implemented on December24, 2014

**Funding Agency: Indian Space Research Organization, Department Space, Government of India, under RESPOND program**

**Total cost: Rs.35.41lakh**

## EVALUATIVE REPORT OF THE DEPARTMENT

1. **Name of the Department : Bengali**
2. **Year of Establishment : 2000**
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate**
4. **Names of Interdisciplinary courses and the departments/units involved : Commerce, Science**
5. **Annual/ semester / choice based credit system (programme wise) : Annual**
6. **Participation of the department in the courses offered by other departments : Yes, Commerce & Science (as all streams has Modern Indian Language)**
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.**
8. **Details of courses / programmes discontinued (if any) with reasons : N.A.**
9. **Number of Teaching Posts:**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	0	0
Associate Professors	1	1
Assistant Professors	2	1
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	1
Guest Teacher	NA	0

10. **Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
<b>Prof. Kuntal Mitra</b>	<b>M.A</b>	Associate Professor	Sahityer itihaas, Sesher Kobita, tiner talowar	18 Years	-
<b>Prof. Kaushik Ghosh</b>	<b>M.A., M.Phil</b>	Assistant Professor	Baishnob padaboli,	5 Years	-

			Chandimangal, Muktadhara		
<b>Prof. Sara Basu</b>	<b>M.A</b>	Govt. Approved PTT	Aranyer adhikar, Shakto Padaboli	7 Years	-

11. List of Senior visiting faculty: N.A.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : NA

13. Student-Teacher Ratio (programme wise):[Based on Data of 2014-15]

Course	Basis	Ratio
Honours	<b>50:3</b>	<b>17:1</b>
General		
Compulsory		

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A.

15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:

Qualification	No.
<b>DSc</b>	<b>0</b>
<b>D. Litt.</b>	<b>0</b>
<b>Ph.D</b>	<b>0</b>
<b>MPhil</b>	<b>1</b>
<b>PG</b>	<b>2</b>

16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : 1 MRP funded buy UGC

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received : None

18. Research Centre / facility recognized by the University : None

19. Publications :

Name	No. of Papers /Books Nat/Int	No. of Publications listed in Int. data base	Monograph	Articles	Chapter in Books/ book	Books/ Journal	Books with ISBN/ ISSN	Citation Index	SNIP	SJR	Impact factor	H-index
<b>Prof. Kuntal Mitra</b>	7 +18	-	-	9	3	1	-	-	-	-	-	-
<b>Prof.</b>	1	-	-	3		-	-	-	-	-	-	-



<b>Kaushik Ghosh</b>											
<b>Prof. Sara Basu</b>	4	-	-	-	-	-	-	-	-	-	-

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in :**

<b>Name</b>	<b>National Committee</b>	<b>International Committee</b>	<b>Editorial Boards</b>
<b>Prof. Kuntal Mitra</b>			3
<b>Prof. Kaushik Ghosh</b>	-	-	
<b>Prof. Sara Basu</b>	-	-	-

**22. Student Projects**

**(a) Percentage of students who have done in-house projects including inter departmental / programme : NA**

**(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.**

**23.Awards / Recognitions received by faculty and students : N.A.**

**24. List of eminent academicians and scientists/ visitors to the department : N.A.**

**25. Seminars / Conferences / Workshops organized & the source of funding :**

**a) National : 1 UGC Sponsored State Level Seminar**

**b) International : Nil**

**26. Student profile programme / course wise:**

**Name of the Course/programme (refer question no 4)**

<b>Name of the Course/programme (refer questions no. 4)</b>	<b>Applications received 1st Year Hons.</b>	<b>Selected</b>	<b>Enrolled</b>		<b>Pass Percentage</b>
			<b>M</b>	<b>F</b>	
Honours	41	41	17	8	*

**\*See annexure-1 for pass percentage.**

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	96	4	0

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? 3**

**29. Student progression Against % enrolled**

UG to PG	Annexure-2
PG to M. Phil	Annexure-2
PG to Ph.D	Annexure-2
Ph.D. to Post-Doctoral	Annexure-2
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	Annexure-2
Entrepreneurship / Selfemployment	Annexure-2

**30. Details of Infrastructural facilities**

- (a) **Library :** Bengali Books in the library as well as in the seminar library
- (b) **Internet facilities for staff & Students:** Free wi-fi facilities.
- (c) **Class rooms with ICT facility-** 4
- (d) **Laboratories :** NA

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Free Studentship/ Concession, 3. For SC/ST 4. For Minority Students.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** NA

**33. Teaching methods adopted to improve student learning:** i) Audio-Visual ii) departmental students' seminar

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in NSS activities through Regular & Special Camp.

**35. SWOC analysis of the department and Future Plans :**

Let us narrate the Internal & External factors in the following order-

**Strength - Location :** Our campus is situated in the heart of Kolkata at an excellent place connected with Shambazar Metro-rail Stn. And plenty of buses & mini buses routes. It is a very favourable location for both the teachers & students.

**Weakness** – lack of good quality students, shortage of space for keeping books

**Opportunities**—good seminar library and experienced faculty

**Challenges**—motivate the students to read books and essays outside the syllabus.

## **PUBLICATION DETAILS:**

### **1. KUNTAL MITRA**

- Absurd natok: matrivashay bivashay(2002)—Off-beat publishing
- Swapnaphool—Off-beat publications
- Golur kandokarkhana—Patralekha
- Otal jol e abesh—Ekaler raktakarabi
- Totoner prajapati—Das publishing
- Totai o taar bondhu randar—Off-beat publishing
- Editor, Dotara, comprehensive bengali journal, ISSN 2320-7361
- Tusur tiya (1999)—Bharati Sahityo prokashoni
- Editor—Rangalal bandyopadhyay er shreshtho kobita—Varbi
- Sub-editor—Aaruni (1999)
- Editor—Shabnam (magazine)
- “Tanwee kobita: torun kobi. Sudhindranath dutta –jibon o sahityo, eds Dhruvakumar Mukhopadhyay.—Pustok biponi, 2002
- Titas ekti nodeer naam: onyotoro paath. Titas prosongo: onushongo –edited by Sushanto Das, Paandulipi, 2000.
- Patriotism in 19<sup>th</sup> century Bengali literature and its influence on the freedom movement of India. Proceeding of the Indian history congress, 58 th session,, Bangalore, 1997
- Chaalchitro: a folk art tradition. Poetry and art. Oct-nov 96
- “Deshar kotha thakle valo hoto”—Anandabajar patrika, 2001
- Diner seshe notun paala: punoscho path, sahityo o sonskriti, Rabindra sankhya 1999
- Nazrul islaam : krishnanagar parbo, korok sahityo potrika, Nazrul sonkhya, boimela, 1998
- Nobbui er kobita; समय o somokaal. Avivob, 2001
- Aadhunik jibon jotilotar duti uponyas—onushtup, praak sarodiya 1998
- Chaalchitrer chitropot, uttorapoth, 1991
- Kinnor roy er golpo: jiboner abohomaan chhobi, sahityo o sonskriti, 2002
- Ekaaler chhotogolpo: bohuswor, bohumatraa. Bohuroop., ebong mushaira, apr-june 2002
- Ononyo roy: Ostitwer britto porikromon, utsorgo, sept-oct 1996

- Saadhu kalchaand choritrom, sandhyovasha, Shyamal Gangopadhdhyay somman sonkhya, boimela 1998
- Sorol soja golpo, nandan, 1998
- Ekghore Dwijendralal , Sarodiya bangaratna, 1989
- Modhyobitto jiboner atmodwondwer chaalchitro, poshchimbongo, 1992
- Pagoler collage, bikolpo somoy, 1995
- Pradipchandra Basur kobita, sahityo o sanskriti, sharod sankhya, 2000
- Sanskrito sahitye chumbon, kinjol, 2002
- Baanglar chaalchitro: Ostitwer sonkot, protiborto, 1997
- “Ebong natyokotha: Dr Sadhan kumar Bhattacharyya smarok grontho” Baangla absurd natok: ekti ruprekha: ISBN 978-93-83200-95-5
- “ Mahashwetar chhotogolpo: sworheener swor: tobu ekoloby” issue 1 vol 2 no 13, ISSN 0976-9463
- Bangla sufir pronoyopakhyan: pragadhunik bangla sahityo—purnango mulyayan ISBN 978-81-922989-0-0
- Ashokbijoyer atti chithir jhanpi: patrashtokTristor, 2009
- Sukh noy, samarponer kobitaay jiboner chaal chitro, tamsuk, 2011
- ‘Sesher kobita: naam naammatro noy: Rabindranather sesher kobita: firedekha nana chokhe, ISBN 978-93-81329-13-9

## 2. KAUSHIK GHOSH

- “Muktadhara o Raktakarabi natoke shashok o shositer chitra rupayane Rrabindranath” (2012)page no 28-34, Rabindranataker prasangikata, ISBN: 978-81-910832-4-8
- “Rabindranather shiksha chinta o tar prasangikata” Rabindranather prabandha sahitya ebong tar charcha dese bidese, ” (2014), page no 21-24,
- “Bangla bhasar adwitiya primar barnaparichay” (2014), page nos-188-197, Unish shatak : Fire dekha, ISBN :978-932-81170-78-6,
- Pragadhunik bangla sahitye nari sramojibi manus (2011)
- Samalochanar Prekshapate Nirbachito Madhyayuger Bangla Sahitya (2007), Suhrid Publication

## 3. SARA BASU

- “Adhunik chhotogolpe myth”—puraner ashroy: ashapurnar chhotogolpo—ISSN 2231-5802
- “Akasher aadhkhana: ekti tatwik vabna”—Boktoby, 2010
- “Golpokar Premendra Mitra: mon theke monone”—Sahityo tokko, 2013
- “Ekti naribadi vabna”—Dotara, 2012

## EVALUATIVE REPORT OF THE DEPARTMENTS

1. **Name of the Department : English**
2. **Year of Establishment : 2000**
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc.) : Under Graduate**
4. **Names of Interdisciplinary courses and the departments/units involved:**  
Commerce and Science
5. **Annual/ semester / choice based credit system (programme wise) : Annual**
6. **Participation of the department in the courses offered by other Departments:**  
Yes. Compulsory English is taught in Science and Commerce stream. .
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** N.A.
8. **Details of courses / programmes discontinued (if any) with reasons :** N.A.
9. **Number of Teaching Posts:**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	0	0
Associate Professors	2	2
Assistant Professors	1	0
Govt. Approved CWTT	NA	0
Govt. Approved PTT	1	1
Guest Teacher	NA	1

### 10 . Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
<b>Prof Debjani Lahiri</b>	<b>M.A</b>	Associate Professor	History of Lit, Modern	<b>27 years</b>	<b>0</b>

			drama		
<b>Dr Sunanda Ray</b>	<b>M.A, M.Phil, Ph.D</b>	Associate Professor	Romantic poetry, hist of lit	<b>25 years</b>	0
<b>Prof. Sarita Mal</b>	<b>M.A, M.Phil</b>	Govt Approved PTT	Philology, history of lit	<b>9 years</b>	0
<b>Prof Parjanya Sen*</b>	<b>M.A, M.Phil</b>	Govt Approved PTT	Left college in early 2015	<b>7 years</b>	
<b>Prof Ankita Mukherjee</b>	<b>M.A, M.phil</b>	Guest Teacher	Victorian age, Indian writing in English	<b>1 year</b>	0

\*Parjanya Sen has served here as a part-time lecturer in English till April, 2015. Afterwards he was appointed as an assistant professor in Sonada Degree College through WBCSC

**11. List of Senior visiting faculty: N.A.**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 10%**

**13. Student-Teacher Ratio (programme wise): on the basis of 2014-15**

<b>Course</b>	<b>Basis</b>	<b>Ratio</b>
Honours	<b>33:5</b>	<b>6.6:1</b>
Compulsory	<b>759:5</b>	<b>151.8:1</b>

**14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A.**

**15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

<b>Qualification</b>	<b>No.</b>
<b>DSc</b>	<b>0</b>
<b>D. Litt.</b>	<b>0</b>
<b>Ph.D</b>	<b>1</b>
<b>MPhil</b>	<b>2</b>
<b>PG</b>	<b>1</b>

**16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : NIL**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received : None**

**18. Research Centre / facility recognized by the University : None**

## 19. Publications :

Name	No of papers (Nat/Int)	No of publications listed in international database	monographs	Ch in books/ book articles	Books edited	Books with ISBN/ISSN	Cit ind	SN IP	SJR	Impact factor	h-index
<b>Prof Debjanilahari</b>					1						
<b>Dr Sunanda Roy</b>	5					1**					
<b>Prof. Ankita Mookherjee</b>	1										
<b>Prof Parjanya Sen *</b>	1			6							

\* Parjanya Sen left our college in 2015 as he was appointed in a substantive post through CSC

\*\* Forthcoming

## 20. Areas of consultancy and income generated : None

## 21. . Faculty as members in :

a) National Committees b) International Committees c) Editorial Boards.

N.A

## 22. Student Projects

(a) Percentage of students who have done in-house projects including inter departmental / programme : NIL

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

23. Awards / Recognitions received by faculty and students : PhD awarded to Dr Sunanda Roy.

24. List of eminent academicians and scientists/ visitors to the department : N.A.

25. Seminars / Conferences / Workshops organized & the source of funding : N.A.

a) **National** : A seminar was organised by the dept

b) **International** : Nil

**26. Student profile programme / course wise:**

**Name of the Course/programme (refer questions no. 4)**

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	43	43	12	11	*

\*For pass percentage see annexure-1

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	93.94	6.06	0

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? :**

**29. Student progression Student progression Against % enrolled**

UG to PG	See annexure-2
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Self employment	

**30. Details of Infrastructural facilities**

(e) **Library** : huge number of relevant books in Seminar library and main library

(f) **Internet facilities for staff & Students:** Free wi-fi facilities for students/teachers

(g) **Class rooms with ICT facility-6**

(h) **Laboratories** : Not applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies** : Scholarship for Students : 1. Kanyasree, 2. Fees concession for needy Students 3. For SC/ST 4. For Minority



**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** Nil

**33. Teaching methods adopted to improve student learning:** i) Case Studies, ii) provision of relevant e-resources iii) Audio-Visual aid

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**  
Students participation in  
a) Special and regular camp as an extension programme of NSS

**35. SWOC analysis of the department and Future Plans :**

#### **STRENGTHS**

1. A very well-equipped Seminar library to help students and teachers.
2. Regular class tests to monitor the progress of the students.
3. The teacher-student ratio is ideal for personal interaction with students.
4. A qualified and good faculty.
5. Smart classrooms to enable teachers to use audio-visual aids.
6. A very convenient location of the college.

#### **WEAKNESSES**

1. Shortage of space resulting in the lack of dedicated ICT-enabled classrooms for English only.
2. Shortage of full-time permanent teachers.
3. As our college is held in the evening, the last two periods are very often skipped by the students, specially girls.

#### **OPPORTUNITIES**

1. A command of English enables a student to face the job market with confidence.
2. A short Certificate course in Spoken English has been introduced in collaboration with The School of Languages, Ramkrishna Mission Institute of Culture, Gol Park, Kolkata whereby a student may equip her/himself with the basics of communication.

## CHALLENGES

- 1.To improve the overall performance of the students, specially those coming from the economically weaker section and working students.
- 2.To motivate students to pursue higher education.
- 3.To make the subject and the curriculum more acceptable, familiar and attractive through the audio-visual teaching aids, films, lectures and seminars by invited guests.

## PUBLICATION DETAILS

### DEBJANI LAHIRI

- Editor of the book, “The Sundarbans: the hinterland of wilderness”, by Tanmay Choudhury, Charchapada Pvt Ltd, 2011

### SUNANDA RAY

- A concise history of American literature---Orient Blackswan( Forthcoming)
- “Trauma, Testimony and the Partition of India.” *Re-Thinking the Partition of India: Historical and Literary Perspectives*.Ed. Rumpa Das. Avenel Press, Kolkata.
- “Derek Walcott and the Discourse of Romantic Landscape.” *Romanticism and Its Legacies*. Ed. Ralla Guha Niyogi. Calcutta: Fine Prints.
- “Inscribing the Feminine in *Mrs Dalloway*.” *Ritichhanda*, a literary journal of Kolkata.
- “Failure of Personal Relations in *A Passage to India*.” *Words’ Worth*, a journal of Dept. of English, Shivnath Shastri College, Kolkata.
- “Identity and South Asian Subculture in the United States .” (Forthcoming).

### PARJANYA SEN\*

- 2015: appendix ii, ‘Buddhadeb’s basu’s bangla critical essay on *gora* (translation),’ in *rabindranath tagore gora: a critical companion*, ed. Nandini bhattacharya, delhi: primus (isbn: 978-93-84082-42-0)
- February, 2014: “The ‘local’ and the ‘historical’: gaur as told through legend,” in *urbanity and economy: the pre modern dynamics in eastern india*, ed. Ratnabali chattopadhyay, suchi (society for understanding culture & history in india), kolkata: setu prakashani. (isbn: 9789380677477).

- December, 2013: “Gaur as ‘monument’: the making of an archive and tropes of memorializing,” in *journal of art historiography*, ed. Richard woodfield, uk: the barber institute of fine arts, university of birmingham. (issn 2042-4752).
- November, 2013: “Mapping medieval bengal: claims, identities and the politics of monumentality,” in *politics, identity, ideology histart '13 conference proceedings*, mimar sinan fine arts university, istanbul, turkey. (isbn: 978-975-6264-98-0).
- October, 2013: “India’s queer expressions on screen: the aftermath of the reading down of section 377 of the indian penal code,” in *new cinemas: journal of contemporary film* 10, 2 & 3, special issue: “queer cinema in the twenty-first century,” ed. Kylo-patrick r. Hart, uk: intellect journals (co-written with kaustav bakshi). (issn 1474-2756).
- August, 2013: “Desire-in-play: the three edwards of marlowe, brecht and jarman,” in *apperception*, journal of the department of english and other modern european languages vi, “the renaissance and its afterlife,” ed. Ananya dutta gupta and swati ganguly, santiniketan: visva-bharati. (issn: 2321-1261).
- September, 2010: “Long-distant homemakers: immigrant women and helpmeet labour,” in *journal of humanities and social sciences* 7, “culture and society,” ed. Pradip basu, kolkata: scottish scurch college. (issn 0973-8738).
- October, 2007: “Shadow of the self: aspects of wilde’s sexuality,” in *journal of humanities and social sciences* 4, ed. Pradip basu, kolkata: scottish church college. (issn 0973-8738).

\*Parjanya Sen has served here as a part-time lecturer in English till April, 2015. Afterwards he was appointed as an assistant professor in Sonada Degree College through WBCSC.

## EVALUATIVE REPORT OF THE DEPARTMENTS

1. **Name of the Department : Hindi**
2. **Year of Establishment : 2000**
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate**
4. **Names of Interdisciplinary courses and the departments/units involved**  
Commerce & Science
5. **Annual/ semester / choice based credit system (programme wise) : Annual**
6. **Participation of the department in the courses offered by other departments :**  
Yes, Commerce & Science (as all streams has Modern Indian Language)
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.**
8. **Details of courses / programmes discontinued (if any) with reasons : N.A.**
9. **Number of Teaching Posts:**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	0	0
Associate Professors	0	0
Assistant Professors	2	0
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	1
Guest Teacher	NA	2

10. **Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Spacialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
<b>Prof. Pratima Shukla</b>	<b>MA</b>	Govt. Approved PTT	Munsi Premchand	<b>11 Years</b>	NA
<b>Dr. Sahab Upadhyay</b>	<b>MA, Ph.D</b>	Guest Teacher	Nirala Sahitya		NA
<b>Prof. Pushpa Mishra</b>	<b>MA, M.Phil</b>	Guest Teacher	Modern Hindi Poetry	<b>2 Years</b>	NA

**11. List of Senior visiting faculty:** Dr. Sahab Upadhyay is working as a visiting Guest Faculty after retirement from this college.

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 33%**

**13. Student-Teacher Ratio (programme wise):**

Course	Basis	Ratio
Honours	18:3	6:1
General	23:3	7.33:1

**14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A.**

**15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

Qualification	No.
DSc	0
D. Litt.	0
Ph.D	1
MPhil	1
PG	1

**16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : N.A.**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR ,etc. and total grants received : None**

**18. Research Centre / facility recognized by the University : None**

**19. Publications :**

Name	No. of Papers /Books Nat/Int	No. of Publications listed in Int. data base	Monograph	Chapter in Books	Books/ Journal	Books with ISBN/ ISSN	Citation Index	SNIP	SJR	Impact factor	H-index
Prof. Pratima Shukla	1	-	-	-	-	-	-	-	-	-	-
Dr. Sahab Upadhyay	3	-	-	-	-	-	-	-	-	-	-
Prof. Pushpa Mishra	5	-	-	-	-	-	-	-	-	-	-

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in : None**

a) National Committees b) International Committees c) Editorial Boards ....

**22. Student Projects**

(a) Percentage of students who have done in-house projects including inter departmental / programme : NIL

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

23. Awards / Recognitions received by faculty and students : N.A.

24. List of eminent academicians and scientists/ visitors to the department : N.A.

25. Seminars / Conferences / Workshops organized & the source of funding : N.A.

a) National : Nil

b) International : Nil

**26. Student profile programme / course wise:**

Name of the Course/programme (refer questions no. 4)

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	28	28	3	7	*

\*For pass percentage see annexure-1

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	88.89	11.11	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Nil

**29. Student progression Student progression Against % enrolled**

UG to PG	Annexure-2
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Self employment	

### **30. Details of Infrastructural facilities**

- (i) Library : Hindi Books-**
- (j) Internet facilities for staff & Students:** Free Wi-Fi
- (k) Class rooms with ICT facility-** 1
- (l) Laboratories :** No

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Free Studentship, 3. For SC/ST

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** seminar on Munshi Premchand ( Munshi Premchand: Ek Prastuti)

**33. Teaching methods adopted to improve student learning:** i) Student Seminar ii) Discussion of relevant topic

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in Extension Activities Through NSS

### **35. SWOC analysis of the department and Future Plans :**

Let us narrate the Internal & External factors in the following order-

#### **Strength:**

- Student strength is average.
- There are one part -timer teacher and two guest teacher in our department.
- Enough class rooms are available for the students.
- Audio-visual class rooms available.
- Our curriculum seems to be appropriate.
- Faculties are well educated.
- Best location and convenience for the students

#### **Weakness:**

- Student turn out is average in the classroom.
- Qualities of the students are also average.
- Less student are interested in attending the library.

### **Opportunity:**

- Student get various entrance and government job counselling facilities
- Fees concession is provided to the weaker section students

### **Challenges:**

- Evening college
- More student from backward classes
- Students also from slum area
- A challenge to the teachers to teach poor quality student.

### **Publications details.**

#### **PRATIMA SHUKLA**

1. “Premchand ki kahaniyo mein Dalit chetna” (2015) –, Volume 11-12, Viksha, ISSN-0975-3788

#### **DR SAHAB UPADHYAY**

- “Nirala ke kathasahitya mein saundarya kendrit prem”(2007-08), Nirala Viseshank, Hindi Vidyapeeth Patrika
- “Nirala ke kathasahitya mein saundarya kendrit prem”(2006-07), vol-3, Anusandhanika
- “Prem ki manaweey udatta dishaen aur nirala”, (2006), Anu Vol-2, Anusandhanika,

#### **PUSHPA MISHRA**

- “Jay jatra ki sarthakata sandarbh atmakatha”(2015), paschimbanga rashtra vasha prachar samiti
- “Yaspal aur Bhagat Singh Sandarbh atmakatha”, (2013-14), University of Calcutta, ISSN 2278-4195
- “Sambhavnaon ke jharokhe se Hindi sandarbh bachchan” (2013), University of Calcutta, ISBN 978-81-925313-3-5
- “Vichar ki arthvatta sandarbh bachchan ki aatmakatha”(2012-13), University of Calcutta, ISSN 2278-4195.
- “Jankavi Nagarjun ki prakriti chetna” (2012), Vidyasagar Vishwavidyalaya
- “Sampradayikta aur samajik awamulyan ke daur mein bhish sahani ke natakon ke auchitya”( ), ISBN 978-81-924075-2-4



**EVALUATIVE REPORT OF THE DEPARTMENT  
THE DEPARTMENTS**

1. **Name of the Department: History**
2. **Year of Establishment : 1964**
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate**
4. **Names of Interdisciplinary courses and the departments/units involved : NA**
5. **Annual/ semester / choice based credit system (programme wise) : Annual**
6. **Participation of the department in the courses offered by other departments : NA**
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.**
8. **Details of courses / programmes discontinued (if any) with reasons : N.A.**
9. **Number of Teaching Posts:**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	0	0
Associate Professors	1	1
Assistant Professors	3	2
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	1
Guest Teacher	NA	0

10. **Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Dr. Sonali Banerjee Satpathy	<b>M.A, Ph.D</b>	Associate Professor	Modern History, women and	24 Years	-

			European history		
Prof. Bidyut Sarkar	<b>M.A.</b>	Assistant Professor	Modern History, Mediaval, ancient Indian history	5 Years	-
Prof. Debasree De	<b>M.A, M.Phil</b>	Assistant Professor	Gender Studies Ancient Indian History, Indology	1 Year	-
Prof. Amrita Saha	<b>M.A</b>	Govt. Approved PTT	Ancient and Modern history	6 Years	-

11. **List of Senior visiting faculty:** N.A.

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** NA

13. **Student-Teacher Ratio (programme wise):**[Based on Data of 2014-15]

Course	Basis	Ratio
Honours	<b>20:4</b>	<b>5:1</b>
General	<b>208:4</b>	<b>52:1</b>

14. **Number of academic support staff (technical) and administrative staff, sanctioned and filled :** N.A.

15. **Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

Qualification	No.
<b>DSc</b>	<b>0</b>
<b>D. Litt.</b>	<b>0</b>
<b>Ph.D</b>	<b>1</b>
<b>MPhil</b>	<b>1</b>
<b>PG</b>	<b>2</b>

16. **Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received :** NA

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received :** None

18. **Research Centre / facility recognized by the University :** None

**19. Publications :**

Name	No. of Papers /Books Nat/Int	No. of Publications listed in Int. data base	Monograph	Chapter in Books	Books/ Journal Edited	Books with ISBN/ ISSN	Citation Index	SNIP	SJR	Impact factor	H-index
Dr. Sonali Banerjee Satpathy		-	-	1		1	-	-	-	-	-
Prof. Bidyut Sarka	-	-	-	-	-	-	-	-	-	-	-
Prof. Debasree De	24					1					
Prof. Amrita Saha	-	-	-	-	-	-	-	-	-	-	-

20. Areas of consultancy and income generated : None

21. . Faculty as members in :

Name	National Committee	International Committee	Editorial Boards
Dr. Sonali Banerjee( Satpathy)	-	-	-
Prof. Bidyut Sarkar	-	-	-
Prof. Debasree De			
Prof. Amrita Saha	-	-	-

**22. Student Projects**

(a) Percentage of students who have done in-house projects including inter departmental / programme : NA

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

**23.Awards / Recognitions received by faculty and students :**

- i) PhD was awarded to Dr Sonali Banerjee.
- ii) UGC JRF awarded to Prof Debasree De

24. List of eminent academicians and scientists/ visitors to the department : Prof Bhaskar Chakraborty, Centenary Professor, University of Calcutta, 2005

**25. Seminars / Conferences / Workshops organized & the source of funding :**

UGC sponsored seminar on multiculturalism

**26. Student profile programme / course wise:**

**Name of the Course/programme (refer questions no. 4)**

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	19	4	4		*

For pass percentage see annexure-1

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	100%	0%	0%

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : 3**

**29. Student progression Student progression Against % enrolled**

UG to PG	Annexure-2
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Selfemployment	

**30. Details of Infrastructural facilities**

(m) **Library** : History Books –text and references

(n) **Internet facilities for staff & Students:** Free Wi-FY.

(o) **Class rooms with ICT facility-** 3

(p) **Laboratories** : NA

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Free Studentship/ Concession, 3. For SC/ST 4. For Minority Students.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :**

**33. Teaching methods adopted to improve student learning:** i) Powerpoint presentations with conventional lectures ii) students seminar iii) visit to National museum and other historical places.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in NCC, NSS Special Camp & Regular Camp and union.

**35. SWOC analysis of the department and Future Plans :**

### **Strengths**

- Well experienced, supportive and excellent teaching staff
- Continuous monitoring of the progress of the students
- Departmental Seminar Library with reference books pertaining to syllabus
- The department organizes educational tours and field trips
- Good co-ordination with other departments

### **Weaknesses**

- Vacancy of one permanent post
- Lack of infrastructure
- There is no in-house project for students in recent years
- Teaching heterogeneous group of students
- Bilingual teaching
- Frequent absenteeism

### **Opportunities**

- Seminars for the students to prepare them to face the audience and to make them confident
- Good scope for higher studies, which are job oriented
- There is good scope for research
- Scope for introduction of short term interdisciplinary courses

### **Challenges**

- Demand for traditional courses is decreasing over the years.
- Lack of availability of meritorious students as it was there earlier
- There has been a gradual decline in the enrolment as well as in the interest of the students in Arts
- To conduct more student oriented workshops and seminars and to publish articles in journals of good repute

## PUBLICATION DETAILS:

### 1. SONALI BANERJEE

- “Mahila Atma-Raksha Samiti (MARS) Organizing Women for Self-Assertion;” Bengal Past And Present Vol. 132 Year 2013; Calcutta Historical Society; Zenith Offset; Kolkata.
- “Peasant women and the urban left leadership: West Bengal (1947-1960)” Bengal past and present, Vol. 134, Calcutta Historical Society, Zenith Offset, Kolkata, ( to be published soon)

### 2. DEBASHREE DE

**Book:** *Purba Bharater Adibasi Nari Brittanta: 1947-2010* (in Bengali), Setu Prakashani, Kolkata, 2012, ISBN 978-93-80677-27-9

### Articles in Edited Volume:

- “Ecology and the Status of Tribal Women in Jangal Mahal of West Bengal”, in *Exploring the Green Horizon: Aspects of Environmental History*, edited by Amit Bhattacharyya, Nupur Dasgupta, Rup Kumar Barman, Kolkata: Setu Prakashani in association with UGC-SAP Phase II, History Department, Jadavpur University, 2013, pp. 111-139, ISBN: 978-93-80677-38-5
- “Podu: Encountering a ‘Primitive’ Mode of Subsistence in Tribal Odisha”, in *History and the Changing Horizon: Science, Environment and Social Systems*, edited by Amit Bhattacharyya and Mahua Sarkar, Kolkata: Setu Prakashani in association with UGC-SAP Phase II, History Department, Jadavpur University, 2014, pp. 165-212, ISBN: 978-93-80677-70-5
- “Margins Reconsidered: Tribal Women’s Livelihood Security and ‘Sustainable Development’”, in *History and Beyond – Trends and Trajectories* edited by Jenia Mukherjee and Chittabrata Palit, New Delhi: Kunal Books, 2014, pp. 213-233, ISBN: 978-93-82420-38-5
- “Folksongs: Reconstructing Tribal History through Reminiscence”, in *History Through Reminiscences: Diaries, Memoirs & Oral History – UGC Sponsored National Level Seminar Volume*, edited by Kakoli Sinha Ray, Published by Department of History, Lady Brabourne College, Kolkata, 2014, pp. 77-90, ISBN 978-81-928421-0-3
- “Tribal Displacement – The Real Impact of ‘Sustainable Development’ in Post-Colonial India”, in *Indian National Congress: From Party to Movement, From Movement to Governance*, edited by Dr. Nurul Islam and Dr. Rajlakshmi Kar, Kolkata: Laser Tech, 2012, pp. 107-113, ISBN: 01-901265-5-5
- “Folksongs: Reconstructing Tribal History through Reminiscence”, in *History Heritage and Culture*, edited by Samir Saha and Joyesh Rajguru, Siliguri (Darjeeling): Nepali Sahitya Prachar Samiti, pp. 39-54, ISBN: 978-81-927509-8-9

## Journal:

- “Nehruvian Vision of Sustainable Development for Tribals in India: A Critique”, in *South Asia Research*, Sage Publications, 2014, Vol. 34(1), pp. 1–18, ISSN: 0262-7280, eISSN: 1741-3141
- “Development-Induced Displacement: Impact on Adivasi Women of Odisha”, *Community Development Journal*, Oxford University Press, Vol. 50 (3), pp. 448-462, ISSN 0010-3802
- “The Forests and the Palaces”, in *Economic & Political Weekly*, February 4, 2012, Vol- XLVII, No. 5, pp. 19-20, ISSN: 00129976
- “The Impact of Globalization on Tribal Women of India”, in *Man in India: An International Journal of Anthropology*, Vol- 94, Nos-1-2, January-June, 2014, Serials Publications, New Delhi, pp. 203-212, ISSN: 0025-1569
- “My Days with the Starving Rich – A Visit to Dandakaranya”, in *The Eastern Anthropologist* (ISSN: 0012-8686), Serials Publications, Ethnographic & Folk Culture Society, Vol-67, No-1-2, January-June 2014, pp. 89-98
- “Evaluating Forest Rights Act of 2006”, in *Asian Studies* (ISSN 0970-7301), Netaji Institute for Asian Studies, Vol-XXX, No. 1, January-June 2012, pp. 65-80
- “Tribal Women in Chipko Movement – An Appraisal” in *Man and Life* (ISSN 0972-4109), A Journal of the Institute of Social Research and Applied Anthropology, Vol-37, No- 1 & 2, January-June, 2011
- “The Onslaught of Globalization on Adivasi Economy and its Environment in Post-Colonial India”, in *SubalternSpeak: An International Journal of Postcolonial Studies* (ISSN 2277-3959), Vol- I, Issue- II, April 2012, pp. 107-118
- “Tribal Women’s Empowerment and National Rural Employment Guarantee Act, 2005”, in *Asian Journal of Research in Social Sciences and Humanities*, A Peer Reviewed Monthly International Journal by Asian Research Consortium, Haryana, Vol. IV, Issue-III, March 2014, pp. 90-100, ISSN (print) 2250-1665 (Online version, pp. 165-183, ISSN 2249-7315)
- “Adhunik Itihascharchar Bibhinodharae Adibashi Samaj” (in Bengali), in *Itihas O Sanskriti*, Paschimbanga Anchalik Itihas O Loksanskriti Charcha Kendra, Vol. I, Year 2015, pp. 51-59, ISSN 2394-5737
- “Prantiker Prantik: Adivasi Nari O Prachalita Otikothon (Myth)”, in *Itikotha* (An Interdisciplinary Half Yearly Research Oriented Refereed Journal Of History in Bengali) Bangiya Itihas Samiti, Kolkata, Vol. II, No. 1, January, 2014, pp. 201-220, ISSN: 2320-3447.
- “Adivasi Samaje Daini Pratha” (Reviewed by Professor Susanta Das, Dept. of History, Rabindra Bharati University), in *Antorjatik Pathsala* (ISSN 2230-9594), April-June, 2012, Vol-I, Issue-III, pp. 30-48,
- “Evaluating Forest Rights Act of 2006”, in *Exploring History* (ISSN-2230-8490), Vol-3, No-1, January-June 2012, pp. 64-83
- “Barter System In India”, in *Deccan Review: An International Multidisciplinary Journal of Humanities and Social Sciences* (ISSN 2278-506X), Volume I, Issue II, July-August 2012, available at [www.refereedjournals.com/deccan-review](http://www.refereedjournals.com/deccan-review)

- “The Interface Between The Tribal Customary Law And The ‘Modern’ Law In Post-Colonial India”, in *Alternative Discourse: A Journal of Postcolonial, Queer, Dalit, Feminist Literature and Theory* (ISSN 2278-5078), Volume I, Issue II, July-August 2012, available at [www.refereedjournals.com/alternative-discourse](http://www.refereedjournals.com/alternative-discourse)
- “Adivasis of the Crushers of Birbhum: A Dismal State of State-led Development Initiatives”, in *International Journal of Physical and Social Sciences* (International Journal of Multidisciplinary Research Academy), Volume-4, Issue-3, March, 2014, pp. 221-235, ISSN: 2249-5894, available at [www.ijmra.us](http://www.ijmra.us)
- “Adivasi Women in the Bengali Literature and Cinema”, in *Journal of Bengali Studies: Bengali Cinema: Bengalis and Cinema* (ISSN: 2277-9426), Vol. 1, No. 2, August 9, 2012 pp. 76-86, available at <http://www.scribd.com/doc/103590907/Journal-of-Bengali-Studies-Vol-1-No-2>
- “Bibartaner Pothe Adivasi Samaj: Vivah, Parivar, Uttoradhikar O Kortrittva” (in Bengali), in *Varnaparichay*, Vol- I, Issue-III, Regn. No. WBBEN/2012/43944, February 2014, pp. 182-201



## EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the Department : Political Science

2 Year of Establishment : 1964

3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate

4. Names of Interdisciplinary courses and the departments/units involved: N.A

5. Annual/ semester / choice based credit system (programme wise) : Annual

6. Participation of the department in the courses offered by other Departments: N.A

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: N.A.

8. Details of courses / programmes discontinued (if any) with reasons : N.A.

9. Number of Teaching Posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Assistant Professors	4	3
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	0
Guest Teacher	NA	0

10. Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof Debjani Kundu	M.A, M.Phil	Assistant Professor	Political theory and thought	14 years	0
Prof Prembahadur Manjhi	M.A, M.Phil	Assistant Professor	IR, Comparative politics	1 year	0
Prof. Rosni Lakandri	M.A, M.Phil	Assistant Professor	IR, Political sociology	1 year	0

**11. List of Senior visiting faculty:** Prof. Kaushika Ray worked as a guest faculty after her retirement from this college.

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** N.A

**13. Student-Teacher Ratio (programme wise): on the basis of 2014-15**

Course	Basis	Ratio
Honours	7:3	2.33:1
General	150: 3	50:1

**14. Number of academic support staff (technical) and administrative staff, sanctioned and filled :** N.A.

**15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

Qualification	No.
DSc	0
D. Litt.	0
Ph.D	0
MPhil	3
PG	0

**16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received :**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :** None

**18. Research Centre / facility recognized by the University :** None

**19. Publications :**

Name	No of papers (Nat/Int)	No of publications listed in international database	monographs	Ch in books/ book articles	Books edited	Books with ISBN/ISSN	C it in d	SN IP	SJ R	Impa ct facto r	h- ind ex
<b>Prof Debjani Kundu</b>						1					
<b>Prof. Prembah adur Manjhi</b>	1					1					

<b>Prof Rosni Lakandri *</b>	1										
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The details are given in annexure 1

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in : NIL**

b) National Committees b) International Committees c) Editorial Boards.

**22. Student Projects**

(a) Percentage of students who have done in-house projects including inter departmental / programme : N.A

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

**23.Awards / Recognitions received by faculty and students : N.A.**

**24. List of eminent academicians and scientists/ visitors to the department : N.A.**

**25. Seminars / Conferences / Workshops organized & the source of funding : N.A.**

a) National : Nil

b) International : Nil

**26. Student profile programme / course wise:**

Name of the Course/programme (refer questions no. 4)

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	12	12	3	0	*
General					

See Annexure-1 for pass percentage

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	71.43	28.57	0%
General			

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Nil**

**29. Student progression Student progression Against % enrolled**

UG to PG	Quite a few
PG to M. Phil	NA
PG to Ph.D	NA
Ph.D. to Post-Doctoral	NA
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	NA
Entrepreneurship / Selfemployment	NA

**30. Details of Infrastructural facilities**

- (q) **Library : huge number of relevant books in Seminar library and main library**
- (r) **Internet facilities for staff & Students: Free Wi-Fi facilities for students/teachers**
- (s) **Class rooms with ICT facility-3**
- (t) **Laboratories : Not applicable**

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Fees concession for needy Students 3. For SC/ST 4. For Minority

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil**

**33. Teaching methods adopted to improve student learning:** i) Case Studies, ii) provision of relevant e-resources and journals iii) Audio-Visual aid

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in  
a) Special and regular camp as an extension programme of NSS

**35. SWOC analysis of the department and Future Plans :**

**Strength:**

- Student strength is high pass/general course in our department.
- There are three full -time teachers in our department.
- Audio-visual class rooms available.

- Our curriculum seems to be appropriate.
- Faculties are well educated and skilled.
- Best location and convenience for the students
- Seminar library facilities is provided to the honours students

**Weakness:**

- Student turn out is average in the classroom.
- Qualities of the students are also average.
- Most of the students are not interested in attending the library.
- Not enough smart class rooms are available.
- Being an evening college we do not get enough honours students.
- Need more faculties in our department.

**Opportunity:**

- Our department provide opportunity to take part in various inter college competition and contest in the subject.
- Students get various career counselling facilities .
- Fees concession is provided to the weaker section students.

**Challenges:**

- Greater percentage of students from lower sections of society
- Students also from slum area.
- Teachers face challenge of teaching poor quality students.

**PUBLICATION DETAILS**

**1. DEBJANI KUNDU**

- Women in the novels of Bankimchandra: a study of protest and compromise, 2012, book space

**2. PREMBAHADUR MANJHI**

- Book published titled “socialism in france revival of marxism in europe”, 2013 lap lambert academic publication, saarbrucken, germany isbn: 978-3-659-38352-6,

- **News paper article** published title on “india china relations: an overview” in 2009, sikkim now daily news paper

### 3. **ROSNI LAKANDRI**

- Article “Bangladeshi Migration and Indo Bangladesh Relations” in India at the Cross Roads: The Way Ahead.

## EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the Department : Economics
2. Year of Establishment: 2010
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate
4. Names of Interdisciplinary courses and the departments/units involved: Commerce & Arts.
5. Annual/ semester / choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other Departments:  
Yes. The teachers of this department also teach economics and IFSFMO in the B.com curriculum. .
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: N.A.
8. Details of courses / programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching Posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors	2	2
Assistant Professors	2	2
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	0
Guest Teacher	NA	0

10. Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof Soma Sengupta	M.Sc	Associate Professors	Econometrics , Statistics and Macro economics	26 years	0

<b>Prof. Ruby Bandyopadhyay</b>	<b>M.A</b>	Associate Professors	Agricultural Economics, Public Finance & Planning	<b>25 years</b>	0
<b>Prof. Sujatra Bhattacharyya</b>	<b>M.Sc, PhD*</b>	Assistant Professor	International Economics and Micro	<b>14 years</b>	0
<b>Prof Debasis Mukherjee</b>	<b>M.A</b>	Assistant Professor	Macro, development and eco history	<b>5 years</b>	0

\* PhD degree in late 2015

**11. List of Senior visiting faculty: N.A.**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : N.A**

**13. Student-Teacher Ratio (programme wise):**

<b>Course</b>	<b>Basis</b>	<b>Ratio</b>
Honours	<b>8:4</b>	<b>2:1</b>
General	<b>27:4</b>	<b>6.75:1</b>

**14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A.**

**15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

<b>Qualification</b>	<b>No.</b>
<b>DSc</b>	<b>0</b>
<b>D. Litt.</b>	<b>0</b>
<b>Ph.D</b>	<b>1</b>
<b>MPhil</b>	<b>0</b>
<b>PG</b>	<b>3</b>

**16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : 1 UGC MRP**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received : None**

**18. Research Centre / facility recognized by the University : None**



## 19. Publications :

Name	No of papers (Nat/Int)	No of publications listed in international database	monographs	Ch in books/ book articles	Books edited	Books with ISBN/ISSN	Cit ind	SN IP	SJ R	Impact factor	h-index
<b>Prof. Ruby Bandyopadhyay</b>	1										
<b>Prof. Sujatra Bhattacharyya</b>	9					1					
<b>Prof Debasis Mukherjee</b>	1										

The details are given in annexure 1

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in :**

a) National Committees b) International Committees c) Editorial Boards.

**Sujatra Bhattacharyya**—Joint secretary, Bengal economic association, 2008-11

**Sujatra Bhattacharyya**—Executive committee member,, Bengal economic association, 2005-08

**22. Student Projects**

**(a) Percentage of students who have done in-house projects including inter departmental / programme : All third year hons students**

**(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies: N.A.**

**23.Awards / Recognitions received by faculty and students : PhD awarded to Prof Sujatra Bhattacharyya.**

**24. List of eminent academicians and scientists/ visitors to the department: N.A.**

**25. Seminars / Conferences / Workshops organized & the source of funding :**

a) **National : Joint organiser of Mid-year seminar of Bengal Economic Association, 2007.**  
The funds were generated from the registration fees, advertisement in the souvenir and college fund.

b) **International : Nil**

**26. Student profile programme / course wise:**

**Name of the Course/programme (refer questions no. 4)**

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	13	7	7	0	*

\*For pass percentage see annexure-1

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	100%	0%	

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Nil**

**29. Student progression Student progression Against % enrolled**

UG to PG	Annexure 2 -
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Selfemployment	

**30. Details of Infrastructural facilities**

- (u) **Library : huge number of relevant books in Seminar library and main library**
- (v) **Internet facilities for staff & Students: Free wi-fi facilities for students/teachers**
- (w) **Class rooms with ICT facility-12**

(x) **Laboratories** : 1 computer laboratory used with commerce department

**31. Number of students receiving financial assistance from college, university, government or other agencies** : Scholarship for Students : 1. Kanyasree, 2. Fees concession for needy Students 3. For SC/ST

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : students seminars on effect of tariff, global economic crisis, Indian Planning

**33. Teaching methods adopted to improve student learning:** i) Case Studies, ii) provision of relevant e-resources iii) Audio-Visual aid

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**  
Students participation in  
a) Special and regular camp as an extension programme of NSS

**35. SWOC analysis of the department and Future Plans :**

**Strength:**

- Good number of teachers teaching economics
- ICT class room for teaching economics in modern approach
- Availability of library books and journals on economics
- Number of students from other discipline taking economics as their elective
- Rich seminar library

**Weakness:**

- Very few students enrolled in Hons. section of economics
- Poor attendance of Hons. students
- Quality of students is average or sometimes below the average
- Results in consequence not satisfactory

**Opportunities:**

- Good transportation because of Convenient location of the college
- No dearth of faculties teaching economics in Hons. and General
- Audio-visual class room infrastructure
- Students' concession for weaker section
- Entry-in –service programme for passed-out candidates

**Challenges:**

- Classes run in evening shift
- Working students doing job at day time and attending college at night

- Students from financially insolvent backward classes
- To teach very poor quality of students.

## 1. SUJATRA BHATTACHARYYA

- “Marketing of indian it and it-enabled services: an international perspective and issue of sustainability” (2015)—in *indian business environment –the changing scenario, nsou*, ISBN: 978-93-82112-16-7
- “Toththyoprojektite utkorsher porompora” (2014) in *bishoy, porompora, dotara*, ISSN: 2320-7361
- “Basis and economics of ict mediated open and distance learning in india”(2013) in *open and distance learning: future perspective, nsou*, ISBN: 978-93-82112-10-5
- “Indian software exports—study of past, present and future” (2012)—vol 21. No 2 *arthabeekshan*, ISSN: 0972-1185
- “Toththyo o jogajog projektir unnoyon: myth ba baastob”(2012) in *bishoy myth, dotara*
- “Bharotiyo arthik byabostha o arthik bajarer karjokolap”(2010), *vrinda publications*, ISBN: 978-81-8281-325-0
- “ Defence expenditure, globalisation and growth in india” (2007), *Rabindra bharti university journal of economics*
- “Scope of cooperation in the context of nationalism and international arms race” (2004), *vol-8, issue1, Jadavpur journal of international relations*
- “ Understanding MNCs in third world economies with reference to private foreign investment”(2003), *volume 11, Occasional papers, rbu*
- “ Trade-off between culture and trade”(2001), *volume 9, Occasional papers, rbu*

## DEBASIS MUKHERJEE

- “Thoughts on population & resources—a retrospect in miniature” working paper, vol 3, A.K.Dasgupta centre for planning and development, 2015

## EVALUATIVE REPORT OF THE DEPARTMENTC

1. Name of the Department : Geography
2. Year of Establishment : 2005
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate
4. Names of Interdisciplinary courses and the departments/units involved: N.A
5. Annual/ semester / choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other Departments:  
In commerce, arts and science through environmental studies
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: N.A.
8. Details of courses / programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching Posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Assistant Professors	1	1
Govt. Approved CWTT	NA	0
Govt. Approved PTT	N.A	0
Guest Teacher	NA	0

10. Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr Sanjukta Guhashyam	M.A, Ph.D	Associate Professor		22 years	0
Prof Munmun Saha	M.Sc	Assistant Professor		5 years	0

11. List of Senior visiting faculty: N.A.
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : N.A

**13. Student-Teacher Ratio (programme wise): on the basis of 2014-15**

Course	Basis	Ratio
General	7:2	3.5:1

**14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil.**

**15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

Qualification	No.
DSc	0
D. Litt.	0
Ph.D	1
MPhil	0
PG	1

**16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : 1**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received : None**

**18. Research Centre / facility recognized by the University : None**

**19. Publications :**

Name	No of papers	No of publications listed in	monographs	Ch in books/	Books edited	Books with ISBN/IS	Cit ind	SNIP	SJR	Impact factor	h-index
Dr Sanjukta Guhashyam	-	-	-	-	-	-	-	-	-	-	-
Prof Munmun Saha	-	-	-	-	-	-	-	-	-	-	-

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in : NIL**

c) National Committees b) International Committees c) Editorial Boards.

**22. Student Projects**

(a) Percentage of students who have done in-house projects including inter departmental / programme : NA

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

23. Awards / Recognitions received by faculty and students : N.A.

24. List of eminent academicians and scientists/ visitors to the department : N.A.

25. Seminars / Conferences / Workshops organized & the source of funding : N.A.

a) National : Nil

b) International : Nil

26. Student profile programme / course wise:

Name of the Course/programme (refer questions no. 4)

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
General	As Geography (hons) is not yet introduced				

27. Diversity of Students :

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
General	As Geography (hons) is not yet introduced		

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Nil

29. Student progression Student progression Against % enrolled

UG to PG	Hons course is not yet introduced
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Selfemployment	

### **30. Details of Infrastructural facilities**

- (y) **Library : huge number of relevant books in** Seminar library and main library
- (z) **Internet facilities for staff & Students: Free wi-fi facilities for students/teachers**
- (aa) **Class rooms with ICT facility-? Not yet in the laboratory**
- (bb) **Laboratories : 1**

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Fees concession for needy Students 3. For SC/ST 4. For Minority

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** Nil

**33. Teaching methods adopted to improve student learning:** i) Case Studies, ii) provision of relevant e-resources iii) Audio-Visual aid iv) Field work v) project vi) group discussion vii) independent learning (blended learning approach)

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**  
Students participation in  
a) Special and regular camp as an extension programme of NSS

### **35. SWOC analysis of the department and Future Plans :**

Let us narrate the Internal & External factors in the following order-

#### **STRENGTH :**

- Though it is only a General Department it has two full time faculty members.
- Fully air conditioned separate laboratory space, where teachers and students can work together to fulfil their practical and theoretical assignments.
- Individual light tracing tables with locker facilities for students.
- The department tries to keep all its records up to date.

#### **WEAKNESS :**

- The department does not have any Laboratory Assistant since its inception.
- There is no desktop, scanner and printer facility in the laboratory.
- The laboratory is not under Wi Fi coverage.
- The laboratory needs to be equipped with some constructional features, barring which the instruments, maps, rock specimens, etc. cannot be displayed properly.

#### **OPPORTUNITIES :**

- The department has optimum number of instruments to enhance the teaching – learning process.



- The department follows blended – learning approach, which includes (i) Interactive learning, (ii) Collaborative learning and (iii) Independent learning.
- The number of books in the College Library is satisfactory.
- Seminar Library facility is provided to the students in the laboratory itself.
- The students are provided with Academic Calendar, Theoretical and Practical Question Banks at the onset of the academic session.
- To make the class rooms more student centric lessons are taught through Power Point presentations.
- Study materials for various topics are provided to them.
- Keeping in mind the weak economic background of the students the department organises low budget field excursions for the students.
- As the students are unable to bear the monetary expenditures of field excursions our college provides monetary assistance to all students to go for field excursions.
- Scientific calculators , German Rotring pens and other expensive instruments of the department are made available to the students who are economically deprived for completion of their practical assignments.

## **CHALLENGES**

- It is only a General Department though there is a strong demand for Honours Course in Geography in the locality.
- The teachers need to motivate a considerable number of students to attend classes as in most cases the students are first generation learners.
- Since many students belong to the economically weaker section of the society, monetary assistance is rendered to the students by the teachers themselves to continue their studies.
- There is a tendency among students coming from poor economic background to leave their studies in the middle and take up petty jobs to support their family. So, the teachers have to constantly motivate, counsel and make the students understand the importance of completion of their graduation degree so that they can get better jobs in the dynamic employment market and earn a healthy living.

## EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the Department : Education

4. Year of Establishment : 1964

5. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate

6. Names of Interdisciplinary courses and the departments/units involved : NA

7. Annual/ semester / choice based credit system (programme wise) : Annual

8. Participation of the department in the courses offered by other departments : N.A.

9. Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.

10. Details of courses / programmes discontinued (if any) with reasons : N.A.

11. Number of Teaching Posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Assistant Professors	1	0
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	0
Guest Teacher	NA	3

12. Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Spacialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. Rama Pal	MA	Guest Teacher	Agencies of education, development		NA

			of the child, relation between edu and psychology		
<b>Prof. Samir Kumar Naskar</b>	<b>MA</b>	<b>Guest Teacher</b>	Concept, Aims & Factors of edu, attention, emotion habit formation		NA
<b>Prof. Avisekh Chakraborty</b>	<b>MA, M.Phil</b>	<b>Guest Teacher</b>	Remembering & forgetting, learning		NA

13. **List of Senior visiting faculty** : Prof. Rama Pal working as a visiting Guest Faculty after retirement.

14. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : 100%

15. **Student-Teacher Ratio (programme wise):**

Course	Basis	Ratio
General	202:3	67.3:1

16. **Number of academic support staff (technical) and administrative staff, sanctioned and filled** : N.A.

17. **Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:**

Qualification	No.
DSc	0
D. Litt.	0
Ph.D	0
MPhil	1
PG	2

18. **Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received** : N.A.

19. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received** : None

20. **Research Centre / facility recognized by the University** : None

**21. Publications :**

Name	No. of Papers /Books Nat/Int	No. of Publications listed in Int. data base	Monograph	Chapter in Books	Books/ Journal	Books with ISBN/ ISSN	Citation Index	SNIP	SJR	Impact factor	H-index
Prof. Rama Pal	-	-	-	-	-	-	-	-	-	-	-
Prof. Samir Kumar Naskar	2	-	-	-	-	-	-	-	-	-	-
Prof. Avishek Chakraborty	2	-	-	-	-	-	-	-	-	-	-

22. Areas of consultancy and income generated : None

23. . Faculty as members in : None

a) National Committees b) International Committees c) Editorial Boards ....

**22. Student Projects**

(a) Percentage of students who have done in-house projects including inter departmental / programme : NIL

(b) Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.

23.Awards / Recognitions received by faculty and students : N.A.

24. List of eminent academicians and scientists/ visitors to the department : N.A.

25. Seminars / Conferences / Workshops organized & the source of funding : N.A.

a) National : Nil

b) International : Nil

**26. Student profile programme / course wise:**

Name of the Course/programme (refer questions no. 4)

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
General	As Education (hons) is not yet introduced				

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
General	As Education (hons) is not yet introduced		

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Nil**

**29. Student progression Student progression Against % enrolled**

UG to PG	Hons is not yet introduced
PG to M. Phil	NA
PG to Ph.D	NA
Ph.D. to Post-Doctoral	NA
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	NA
Entrepreneurship / Self employment	NA

**30. Details of Infrastructural facilities**

- (cc) **Library : Education Books-**  
 (dd) **Internet facilities for staff & Students:** Free Wi-Fi facilities.  
 (ee) **Class rooms with ICT facility-** 1  
 (ff) **Laboratories :** NA

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Free Studentship, 3. For SC/ST

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** Nil

**33. Teaching methods adopted to improve student learning:** i) Student Seminar , ii) Audio-Visual Aid.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in NSS Extension Activities & Special Camp.

**35. SWOC analysis of the department and Future Plans :**

Let us narrate the Internal & External factors in the following order-

**Strength**

Location, large number of students

**Weakness**

No full time faculty, no hons course

Publication details:

**Abhshek Chakraborty**

- Seminar proceeding Volume:“Education of People with Special Needs” ISBN: 978-81-927525-7-0. Jadavpur University. March, 2014.
- Publication: Edulight International, Multi-disiplinary, Bi annual & peer reviewed journal, ISSN: 2278-9545. VOL 4, July 2015

**Samir Naskar**

- The relationship between teacher and the thought at present day and an analysis of swamiji’s view, Edulight, vol-4, no-2 July. International.
- Relevance of swami Vivekananda in modern education, Edulight, vol-4, no-2 July.

## EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the Department : Commerce

2. Year of Establishment : 1964

3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate

4. Names of Interdisciplinary courses and the departments/units involved : Economics, Mathematics and Languages

5. Annual/ semester / choice based credit system (programme wise) : Annual

6. Participation of the department in the courses offered by other departments : Economics (Prof. Prabir Kumar Dutta and Prof. Pradip Mukherjee)

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.

8. Details of courses / programmes discontinued (if any) with reasons : N.A.

9. Number of Teaching Posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors	4	4
Assistant Professors	2	1
Govt. Approved CWTT	NA	0
Govt. Approved PTT	NA	5
Guest Teacher	NA	8

10. Faculty profile with name, qualification, designation, specialization, (D. Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Pranab Kumar Chakrabarti	M.Com, Ph.D	Associate Professors	Management & Accounts		0
Prof. Arup Kumar Bhattacharya	M.Com, M.Phil	Associate Professors	Costing, Statistics & Accounts		0
Prof. Nabarun Bhattacharya	M.Com	Associate Professors	Tax & Accounts		0

<b>Dr. Supti Kotal</b>	<b>M.Com, Ph.D</b>	Associate Professors	Tax & Accounts		0
<b>Prof. Krishnapada Dash</b>	<b>M.Com</b>	Assistant Professors	Audit, Cost & Accounts		0
<b>Prof. Prabir Kumar Dutta</b>	<b>M.Sc</b>	Govt. Approved PTT	Math		0
<b>Prof. Supriya Bhattacharyya</b>	<b>M.Com, LLB</b>	Govt. Approved PTT	Law & Management		0
<b>Prof. Pradip Mukherjee</b>	<b>M.Sc.</b>	Govt. Approved PTT	Financial Management & Maths		0
<b>Prof. Anindita Bhattacharya</b>	<b>M.Sc.</b>	Govt. Approved PTT	Information Tech.		0
<b>Prof. Sucharita Bhattacharyya</b>	<b>M.Com, M.Phil</b>	Govt. Approved PTT	Cost and Management accounts		0
<b>Prof. SK. Shakeel</b>	<b>M.Com, CA, ICWA, CS</b>	Guest Teacher	Accounts & Cost		0
<b>Prof. Swarup Saha</b>	<b>M.Com</b>	Guest Teacher	Information Tech & Management	1 Year	0
<b>Prof. Debjani Kundu</b>	<b>M.Com, CS</b>	Guest Teacher	Law & Management	1 Year	0
<b>Prof. Sarodiya Dutta</b>	<b>M.Com, M.Phil, PGDBA</b>	Guest Teacher	Accounts & Management	1 Year	0
<b>Prof. Shreya Basu</b>	<b>M.Com</b>	Guest Teacher	Accounts & Bus. Comm	1 Year	0
<b>Prof. Abhijit Mitra</b>	<b>M.Com</b>	Guest Teacher	E-Com & Management	1 Year	0
<b>Prof. Surajit Chandra</b>	<b>M.Com</b>	Guest Teacher	Accounts & Audit	1 Year	0
<b>Prof. Camelia Sarkar</b>	<b>M.Com</b>	Guest Teacher	Accounts & Management	1 Year	0

**11. List of Senior visiting faculty : N.A.**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 25%**



13. Student-Teacher Ratio (programme wise):[Based on Data of 2014-15]

Course	Basis	Ratio
Honours	924:18	51:1
General	494:18	27:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A.

15. Qualifications of teaching faculty with DSc/ D. Litt. / Ph.D./ MPhil/ PG.:

Qualification	No.
DSc	0
D. Litt.	0
Ph.D	2
MPhil	3
PG	12

16. Number of faculty with ongoing projects from (a) National (b)International funding agencies and grants received : N.A.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc. and total grants received : None

18. Research Centre / facility recognized by the University : None

19. Publications :

Name	No. of Papers Nat/Int	No. of Publications listed in	No. of Publications	Monogr	Books in	Chapter Edited	Books Edited	Books with	Books/B	Citation Index	SNIP	SJR	Impact factor	H-index
Dr. Pranab Kumar Chakrabarti	7							2						
Prof. Arup Kumar Bhattacharya	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Prof. Nabarun Bhattacharya	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dr. Supti Kotal	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Prof. Krishnapada Dash	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Prof. Prabir Kumar Dutta	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prof. Supriya Bhattacharyya	1	-	-	-	--	-	-	-	-	-	-	-	-	-
Prof. Pradip Mukherjee	-	-	-	-	-	-	-	-	-	-	-	-	-	-

<b>Prof. Anindita Bhattacharya</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Prof. Sucharita Bhattacharyya</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Prof. SK. Shakeel</b>											
<b>Prof. Swarup Saha</b>	1										
<b>Prof. Debjani Kundu</b>											
<b>Prof. Sarodiya Dutta</b>	1										
<b>Prof. Shreya Basu</b>	1										
<b>Prof. Abhijit Mitra</b>	7										
<b>Prof. Surajit Chandra</b>											
<b>Prof. Camelia Sarkar</b>											

**20. Areas of consultancy and income generated : None**

**21. . Faculty as members in : None**

<b>Name</b>	<b>National Committee</b>	<b>International Committee</b>	<b>Editorial Boards</b>
<b>Krishnapada Dash</b>	Executive committee, WBCUTA		-

**22. Student Projects**

(a) **Percentage of students who have done in-house projects including inter departmental / programme : NA**

(b) **Percentage of students place for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : N.A.**

**23. Awards / Recognitions received by faculty and students : Dr Supti Kotal was awarded PhD degree.**

**24. List of eminent academicians and scientists/ visitors to the department : N.A.**

**25. Seminars / Conferences / Workshops organized & the source of funding : N.A.**

**a) National : Nil**

**b) International : Nil**

**26. Student profile programme / course wise:**

Name of the Course/programme (refer questions no. 4)

Name of the Course/programme (refer questions no. 4)	Applications received 1st Year Hons.	Selected	Enrolled		Pass Percentage
			Male	Female	
Honours	843	343	296	47	*
General	381	173	160	13	

\* See Annexure 1

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Honours	95.67	4.33	0
General	97.58	2.42	0

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ? : Few**

**29. Student progression Student progression Against % enrolled**

UG to PG	Annexure-2
PG to M. Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed <input type="checkbox"/> Campus Selection <input type="checkbox"/> Other than campus	
Entrepreneurship / Selfemployment	

**30. Details of Infrastructural facilities**

(gg) **Library :** Commerce Books

(hh) **Internet facilities for staff & Students:** 20 PCs for students connected with internet.

(ii) **Class rooms with ICT facility-** 12

(jj) **Laboratories :** 1 (Computer Lab)

**31. Number of students receiving financial assistance from college, university, government or other agencies :** Scholarship for Students : 1. Kanyasree, 2. Free Studentship/ Concession, 3. For SC/ST 4. For Minority Students.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** 1 (Mrityunjoy Acharya on Revised Schedule VI and on goods and service tax.

**33. Teaching methods adopted to improve student learning:** i) Projects as per CU syllabus, ii) Audio-Visual

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Students participation in NSS Special Camp & Regular Camp.

**35. SWOC analysis of the department and Future Plans :**

Let us narrate the Internal & External factors in the following order-

**Strength - Location :** Our campus is situated in the heart of Kolkata at an excellent place connected with Shambazar Metro-rail Stn. And plenty of buses & mini buses routes. It is a very favourable location for both the teachers & taught.

**Weakness** –Only few good quality students, lack of full- time teachers, lack of proper infrastructure

**Opportunities**—utilisation of locational advantage, entry-in-service for the passed out

**Challenges**—students from very poor background, mainly working student, whose only aim is to achieve a degree.

## **PUBLICATION DETAILS**

### **DR PRANAB KUMAR CHAKRABORTY**

- “Adhunik byabosay byabosthaponā (modern business management)”—kalyani publishers, 1993
- “Byabasthaponā riti nite o uddyog unnayan”—somila press and publications
- “Mergers and acquisitions: an accounting approach studies in finance and account”, dept of commerce, university of calcutta
- “Corporate financial reporting, edited by dr m.saeed, anmol publications”, 1990
- “Quality circle-a tool for organisational effectiveness through employee participation”—core, journal of the wbses finance and accounts, 1997
- “Development of corporate accounting practice—the role of disclosure”, seminar proceedings international accounting conference developments in on accountings and auditing, 1991
- “Ethics in accounts—‘user primary’ objective”, seminar proceedings, international accounting conference on accounting and reporting, 1993
- “Corporate reporting practices in india: an overview”, seminar proceedings, national conference on corporate reporting practice in india, 1991

- “Accounting for the local self—government: in the context of municipality”, seminar proceedings, national conference on accounting for the local self-government, indian accounting association, 1991

### **ARUP KUMAR BHATTACHARYYA**

1. “Two Indian Arunan Populations on the decline.
2. Business Mathematics

### **SUPTI KOTAL**

- Gambling with NPA of the public sector banks of India—Inspira—journal Modern Management & Entrepreneurship, vol-5, no-3, 2015, ISSN: 2231-167X
- “Bandhan bank—steps into a new era of modern banking”, Spark, 2015, ISSN 2348-625

### **KRISHNAPADA DASH**

#### **National**

- **Academic Accounting System in Higher Education, The Management Accountant, Vol 50, No. 11, November 2015;** ISSN 0972- 3528; Publisher- The Institute of Cost Accountants of India, Editorial Office CMA Bhawan, 4th Floor, 84, Harish Mukherjee Road, Kolkata-700 025
- **Title of the Paper: A study on the impact of organised retail on unorganised retail business with special reference to Salt Lake City, Kolkata, 2015;** Title of the Book: Contemporary Issues on Accounting, Finance and Management, Page No. 94-101; Edited by Prof. Pema Lama; ISBN: 978-93-5255-005-0; Publisher - New Central Book Agency (P) Ltd., 8/1 Chintamani Das Lane, Kolkata-700009, India, Year of Publication: October 2015
- **Title of the Paper: Goods and Service Tax Reforms in India: An Overview [In press]**
- **Title of the Paper: A Critical Review of Revised Schedule VI**  
Title of the Book: Contemporary Issues on Accounting and Finance, Page No. 78-83, Name of the Editor: Dr. Anupam Parua, ISBN: 978 81 7381 942 1, Publisher - New

Central Book Agency (P) Ltd., 8/1 Chintamani Das Lane, Kolkata-700009, India,  
Year of Publication: August 2014

- **Title of the Paper: Integrated Reporting: An Initiative to Capture the Future.**

Title of the Book: Emerging Issues in Finance- Leading Thoughts and Ideas, Page No. 226- 241, Name of the Editors: Prof. Dhruva Ranjan Dandapat & Dr. Dipankar Dasgupta, Publisher- Elegant Publication, Kolkata, West Bengal, ISBN:-978-93-83360-01-7, Year of Publication:2013

- **Title of the Paper: Community Based Health Insurance: A Protective Tool of the Poor in India.**

Title of the Book: Insurance & Social Security, Page No. 84-96, Name of the Editor: Dr. Jaydeb Bera , Publisher- acb publication, P 757, Block A, Lake Town, Kolkata 700089,ISBN:978 - 93 - 82472-68-1, Year of Publication: 2013

- **Title of the Paper: Fair Value Measurement: IFRS 13**

Title of the Book: Seminar Volume on Indian Accounting Standards: Convergence with IFRS, Page No –149-160, Name of the Editor: Prof. Amal Bhakat; Publisher- Lawpoint Publications; 6C, R. N. Mukherjee Road, Kolkata 700001; ISBN: 978-93-82472-68-1, Year of Publication: 15 October, 2012

### **International**

**Title of the paper: Compatibility Study of Revised Schedule VI with ASs and Ind ASs**

Name of the Journal and Issue: Business Perspectives; Page No. 96-100 Volume 5, December 2014, ISSN: 0975-0746, Publishers: Department of Commerce, University of Kalyani and West Bengal

- **Title of the paper: Financial Accounting and Reporting Practices of Urban Local Bodies in West Bengal: A Study of the Level of Compliance with New Regulatory Requirements**

Name of the Journal and Issue: Tactful Management Research Journal, Vol. 2, Issue 1, Oct 2013 Page No. 01-03, Name of the Editor-in-Chief: Dr. Rajendra Shendge; 258/34, Raviwar Peth, Sholapur, Maharashtra, Pin- 413005; ISSN: 2319-7935(Print) & 2319-7943(Online);

Webpage: <http://tmgt.lsrj.in/UploadedArticles/91.pdf>

### **SUPRIYA BHATTACHARYYA**

Business Regulatory Framework, Elegant Publication

## ABHIJIT MITRA

- **“IFRS convergence in India: an overview”** in ugc sponsored state level seminar-*“changing world of finance”* organized by department of commerce, serampore college, in collaboration with icai (formerly icwai), serampore chapter, on 15<sup>th</sup> march, 2012.
- **“Mobile communication devices as a tool of educational process: a brief reference to indian scenario”** in *bhatter college journal of multidisciplinary studies*, (issn 2249-3301), vol. Ii, december, 2012.
- **“Environmental management accounting: an overview”** in *open eyes journal of s r l mahavidyalaya*, (issn 2249-4332), vol. 9, number 1&2, june-december, 2012.
- **“Electronic waste management- indian context”** in *international journal of management, it and engineering*, (issn 2249-0558), vol. 3, issue 1, january, 2013.
- **“E-commerce in india- a review”** in *international journal of marketing, financial services & management research*, (issn 2277-3622), vol. 2, no. 2, february, 2013.
- **“Mobile commerce beyond electronic commerce- brief reference to indian scenario”** in *international journal of multidisciplinary educational research*, (issn 2277-7881), vol. 2, issue 4(1), march, 2013.
- **“Environmental accounting: a quick look”** in *international journal of management, it and engineering*, (issn 2249-0558), vol. 3, issue 5, may, 2013.

## SARODIYA DUTTA

- **“Micro insurance-a means to insure the least insured one in impact of reforms on indian insurance sector”**, eds, manas naskar., isbn978-93-80332-45-1

## SWARUP SAHA

“Bandhan bank—steps into a new era of modern banking”, spark, 2015, issn 2348-625

## SHREYA BASU

Gambling with NPA of the public sector banks of India—Inspira—journal Modern Management & Entrepreneurship, vol-5, no-3, 2015, ISSN: 2231-167X

## **LIBRARIAN'S PROFILE**

1. Name: **Dr. Asim Kumar Das**
2. Faculty(Arts/Science/Commerce):
3. Department: **Library**
4. Designation: **Librarian**
5. Qualification (D.Sc/D.Litt/Ph.D/M.Phil/PG) : **M.Com.; MLISc; Ph.D.**
6. Specialization:
7. Date of Joining service: **01.12,1998**
8. Date of Joining this college: **01.12.1998**
9. No. of years of Experience: **16yrs +**
10. NET/SLET/SET qualified: **NET**
11. Is your post UGC sanctioned or Management supported? **Yes**
12. No. of Ph.D students guided for the last 4 years:
13. Any other qualification (PG Diploma/ Diploma, Certificate etc) : **B.Ed.**
14. Publication with details (National/ International):
  - i. *Growth of College Libraries in West Bengal and its human resources management: an observation.* 2013. College libraries in West Bengal: Challenges and Opportunities, proceeding of XXV Annual Conference and Seminar, 2012, Kolkata, 2<sup>nd</sup> December, 2012, editor, Prof. Bhubaneswar Chakrabarti; West Bengal College Librarians' Association, **ISBN:978-81-927032-0-6.** p64-68.
  - ii. *Participation of the Librarian in decision making in the college administration: a study.* 2011. College Libraries: an English quarterly. West Bengal College Librarians' Association: Kolkata. **ISSN 0972 1975.** vol. 26, No. I-IV, p13-17.
  - iii. *Information systems and services of Management Institutes: a case study of IISWBM.* 2009. Proceeding of access to social science information/edited by Pijush Kanti Jana and Durga Sankar Rath. Prova Prakashani: Kolkata. **ISBN 81-86964-95-9.** p303-314.
  - iv. *Using twitters for extending library service in colleges,* Joint authors (Dr. Nitai Roy Chowdhury, Librarian, City College, Kolkata). 2009. College Libraries: an English quarterly. West Bengal College Librarians' Association: Kolkata. **ISSN 0972 1975.** vol. 24, No. I-IV, p33-37.
  - v. *Impact of Web on the library services.* 2007-08. College Libraries: an English quarterly. West Bengal College Librarians' Association: Kolkata. **ISSN 0972 1975.** vol. 22 & 23, No. I-IV, p42-45.
  - vi. *Total Quality Management (TQM): concepts and its relevance in library and information system and service.* 2004-05. College Libraries: an English quarterly.



West Bengal College Librarians' Association: Kolkata. **ISSN 0972 1975**. vol. 20-21, No. I-IV, p15-19.

- vii. *Need for information kiosks for community development in the present era of information divide. 2010.* Academic libraries: a new venture. Central Library Department; Mahishadal Girls' College: Purba Medinipur. p1-6.
- viii. *Swanirbhar prakalpa ebang granthagar o tathyavigyaner bhumika. 2000.* Ganthagar. Bengal Library Association: Kolkata. **ISSN 0017-324X**. vol. 50, no. 7, p 3-4.
- ix. *Medinipur jelar matsya utpadan sankrnata tathya: uttsa, sanrakshan. 1998.* Ganthagar. Bengal Library Association: Kolkata. **ISSN 0017-324X**. vol. 47, no. 12, p 20-21.

15. Attended Workshops/Seminars/Conference conducted or Recognized by National/ International/Professional Bodies during the last 4 years as a Resource Person/ Paper presenter/ Participants:

**Participation on Workshops, Seminars, Conferences, etc.**

Sl No	Particulars	Sponsoring Agent	Place & Date
1	Use of Free and Open Source Software in Library ( GSDL & e-Granthalaya by NIC)	Administrative Training Institute, Govt. of West Bengal	Salt Lake, Kolkata 18.03.2013 – 22.03.2013
2	Seminar on “Virtual Library: challenges and choices”	The American Library, Kolkata	3 <sup>rd</sup> June, 2011
3	N-List Program of UGC-INFLIBNET	Organised by Central Library, CU	30 <sup>th</sup> March, 2010
4	Seminar on “Report of Yashpal Committee on Higher Education”	Organised by WBCUTA	5 <sup>th</sup> December, 2009
5	Seminar on “ Reversing the Digital Divide: reaching out to the information have-nots”	The American Library, Kolkata	14 <sup>th</sup> April, 2009
6	Digital Library Management & services	Computer Society of India & Bengal Industrial Training Centre	20 <sup>th</sup> Sept. 2008
7	National Seminar on “ National Knowledge	Organised by WBCUTA	24 <sup>th</sup> November, 2007

	Commission – new commandments in Higher Education”		
8	National Conference on “Report of National Knowledge Commission and Higher Education in India”	Sponsored by UGC, organized by Scottish Church College, Kolkata	24-25 <sup>th</sup> March, 2007
9	One-day tutorial on building Digital Library, using Greenstone Digital Library Software and DSpace”	Organized by Library, Documentation & Information Science Division, ISI, Kolkata	11 <sup>th</sup> December, 2006
10	Human Rights: appearance and reality	Sponsored by Govt. of West Bengal, Organised by Maharaja Srischandra College, Kolkata	19 <sup>th</sup> November, 2005
11	Bish shatker bangla Sahitya ebang tar mulyayan”	Sponsored by UGC, Organised by Maharaja Srischandra College, Kolkata	30 <sup>th</sup> April, 2005
12	Automation & Networking of the College Libraries of West Bengal in the changed IT environment	Sponsored by UGC, Organised by Maulana Azad College, Kolkata	13 & 14 <sup>th</sup> March , 2004
13	Standardization and development of College library services in West Bengal	Organized by BLA, WBCLA, SMLA, Youth Centre, Kolkata	15 <sup>th</sup> December, 2002
14	One day program on “Software for University Libraries(SOUL).	Sponsored by INFLIBNET, organized by Central Library, CU	27 <sup>th</sup> July, 2002

### Paper Presentation

Sl No	Title of the Paper	Sponsoring Agent & Organiser, Place	Date
1	Growth of College Libraries in West Bengal and its human resource management: an observation	West Bengal College Librarians’ Association, Vidyasagar Sabha Ghar, Vidyasagar College, Kolkata	2 <sup>nd</sup> December, 2012
2	Information seeking behaviour of the faculty members of degree colleges in North Kolkata in the changing scenario of the library	UGC sponsored National Seminar, organized by Satyapriya Roy College of Education, Salt Lake,	21 <sup>st</sup> & 22 <sup>nd</sup> January, 2012

	environment: a study	Kolkata	
3	Need for information kiosks for community development in the present era of information divide	UGC sponsored State level seminar, Conducted by Mahishadal Girls' College, Purba Medinipur	5 <sup>th</sup> & 6 <sup>th</sup> February, 2010
4	Information systems and services of Management Institutes: a case study of IISWBM	National Seminar on "Access to social science information" sponsored by NASSDOC, ICSSR, New Delhi, organized by DLIS, Vidyasagar University, Midnapur	7 <sup>th</sup> & 8 <sup>th</sup> February, 2007

16. No. of On duty Leave granted for Paper Presentation /Conference attendance:

17. Attended Academic Staff Development Programme during the last 4 years (Refresher Courses/HRD Programmes/ Orientation Programmes/ Summer/Winter Schools/ Workshops etc):

18. Have you applied for/granted special/ study leave for research/ conference/ summer school?

19. Research Projects (Ongoing/ Completed) during the last 4 years – (Minor/Major/Interdisciplinary/ Industry Sponsored/Any other): (Mention nature of the project, duration, Title, Name of the Funding Agency etc.)

i. Name of the Project: **Minor Research Project**

ii. Duration: **15.09.2009 to 30.04.2011**

iii. Title of the Project: **Organization and Dissemination of E-resources in the College Libraries in West Bengal: a critical study**

iv. Name of the Funding Agency: **UGC**

20. Minor/Major Projects—past, current, planning stage

21. Engaged with any other College/ University (Visiting Faculty/Guest Faculty):  
Academic Counsellor: IGNOU

22. Extension Programme attended during the last 4 years

23. Course taught in the college—paper/ topic :

24. Teaching Plan:

25. Innovative teaching methods used:

26. Impact of teaching methods:

27. Do you use computers/ projectors/ technical aids in class? Give Details

28. Awards/ Recognition at the State/ National/ International Level for excellence in teaching during the last 4 years:

29. Receive research/ any other grants:
30. Those planning to do Doctoral research, have you completed your course work?  
Present Status:
31. Member of college sub-committees:
- i. Library Sub-committee- Convener**
  - ii. NAAC – Member**
  - iii. IQAC- Member**
32. Library membership other than college library:
33. Interdisciplinary activity (Lectures etc):
34. Member of any association, administrative body etc:
- i. West Bengal College Librarians’ Association – Life Member, Treasurer**
  - ii. Indian Association of Special Libraries and Information Centre- Life Member**
  - iii. West Bengal College and University Teachers’ Association- Member**

# **ANNEXURE - 1**

Results of University Examination (2011-12) 1st Year													
Subject	Student Appeared		QH/QG		QX1		X1		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	365	15	134	9	209	5	0	0	22	1	343	14	93.95
B.Com(G)	264	15	26	0	155	9	0	0	83	6	181	9	68.10
B.A.(H)	74	32	23	11	15	7	21	11	15	3	59	29	83.02
B.A.(G)	135	28	8	4	103	19	0	0	24	5	111	23	82.21
B.Sc(H)	1	1	0	0	0	0	0	0	1	0	1	0	50.00
B.Sc(G)	2	1	0	0	2	0	0	0	0	1	2	0	66.67
Results of University Examination (2011-12) 2nd Year													
Subject	Student Appeared		QH/QG		QX2		X2		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	341	22	210	14	76	4	44	4	11	0	330	22	96.97
B.Com(G)	88	7	10	2	71	5	0	0	7	0	81	7	92.63
B.A.(H)	38	21	26	19	3	0	4	1	5	1	33	20	89.83
B.A.(G)	100	25	32	10	27	5	0	0	41	10	59	15	59.20
B.Sc(H)	0	0	0	0	0	0	0	0	0	0	0	0	NA
B.Sc(G)	0	0	0	0	0	0	0	0	0	0	0	0	NA

**Results of University Examination (2011-12)**

**3rd Year**

Subject	Student Appeared		QH/QG		QX		PNC		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>B.Com (H)</b>	273	15	200	13	7	0	62	2	4	0	269	15	98.61
<b>B.Com(G)</b>	251	15	150	12	18	0	59	2	24	1	227	14	90.60
<b>B.A.(H)</b>	47	27	36	17	1	2	9	8	1	0	46	27	98.65
<b>-Bengali(H)</b>	14	18	10	12	1	2	3	4	0	0	14	18	100.00
<b>-English(H)</b>	14	5	11	5	0	0	3	0	0	0	14	5	100.00
<b>-Hindi(H)</b>	0	4	0	0	0	0	0	4	0	0	0	4	100.00
<b>-Pol. Sc(H)</b>	7	0	6	0	0	0	1	0	0	0	7	0	100.00
<b>-Hist(H)</b>	12	0	9	0	0	0	2	0	1	0	11	0	91.67
<b>B.A.(G)</b>	102	28	27	13	34	7	12	7	29	1	73	27	76.92
<b>B.Sc(H)</b>	0	0	0	0	0	0	0	0	0	0	0	0	NA
<b>B.Sc(G)</b>	2	0	0	0	0	0	1	0	1	0	1	0	50.00

Results of University Examination (2012-13)1st Year													
Subject	Student Appeared		QH/QG		QX1		X1		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	314	28	125	3	172	22	0	0	17	3	297	25	94.15
B.Com(G)	179	14	1	1	139	10	0	0	39	3	140	11	78.24
B.A.(H)	71	26	28	8	9	3	22	13	12	2	59	24	85.57
B.A.(G)	114	23	11	2	69	10	0	0	35	10	80	12	67.15
B.Sc(H)	1	1	0	0	10	0	0	0	0	1	1	0	50.00
B.Sc(G)	6	0	0	0	3	0	0	0	3	0	3	0	50.00

Results of University Examination (2012-13) 2nd Year													
Subject	Student Appeared		QH/QG		QX2		X2		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	404	21	158	7	159	4	71	8	16	2	388	19	95.76
B.Com(G)	181	8	39	0	134	7	0	0	8	1	173	7	95.24
B.A.(H)	32	11	10	6	12	5	2	0	8	0	24	11	81.40
B.A.(G)	137	38	16	13	46	14	0	0	75	11	62	27	50.86
B.Sc(H)	0	0	0	0	0	0	0	0	0	0	0	0	NA
B.Sc(G)	2	0	0	0	1	0	0	0	1	0	1	0	50.00



**Results of University Examination (2012-13)**  
**3rd Year**

Subject	Student Appeared		QH/QG		QX		PNC		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	292	21	160	9	86	10	39	1	7	1	285	20	97.44
B.Com(G)	132	10	27	4	25	3	37	2	43	1	89	9	69.01
B.A.(H)	23	16	17	20	0	0	2	0	0	0	19	20	100.00
-Bengali(H)	12	7	12	7	0	0	1	0	0	0	13	7	105.26
-English(H)	6	7	5	7	0	0	0	0	0	0	5	7	92.31
-Hindi(H)	1	0	0	0	0	0	1	0	0	0	1	0	100.00
-Pol. Sc(H)	0	2	0	2	0	0	0	0	0	0	0	2	100.00
-Hist(H)	4	0	0	4	0	0	0	0	0	0	0	4	100.00
B.A.(G)	91	18	35	8	44	7	10	3	2	0	89	18	98.17
B.Sc(H)	0	0	0	0	0	0	0	0	0	0	0	0	NA
B.Sc(G)	0	0	0	0	0	0	0	0	0	0	0	0	NA

Results of University Examination (2013-14) 1st Year													
Subject	Student Appeared		QH/QG		QX1		X1		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>B.Com (H)</b>	473	50	174	21	278	25	0	0	21	4	452	46	95.22
<b>B.Com(G)</b>	254	20	36	4	154	11	0	0	64	5	190	15	74.82
<b>B.A.(H)</b>	67	25	25	14	14	7	15	1	13	3	54	22	82.61
<b>B.A.(G)</b>	192	56	28	15	90	27	0	0	74	14	118	42	64.52
<b>B.Sc(H)</b>	3	0	0	0	2	0	0	1	1	0	1	1	66.67
<b>B.Sc(G)</b>	5	0	0	0	0	0	1	0	1	0	1	0	20.00

Results of University Examination (2013-14) 2nd Year													
Subject	Student Appeared		QH/QG		QX2		X2		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>B.Com (H)</b>	453	10	184	4	184	1	73	5	12	0	441	10	97.41
<b>B.Com(G)</b>	146	12	44	3	92	9	0	0	10	0	136	12	93.67
<b>B.A.(H)</b>	39	11	22	4	16	7	0	0	1	0	38	11	98.00
<b>B.A.(G)</b>	135	32	20	9	57	19	0	0	58	4	77	28	62.87
<b>B.Sc(H)</b>	1	1	0	0	0	1	0	0	1	0	0	1	50.00
<b>B.Sc(G)</b>	3	0	0	0	2	0	0	0	0	0	2	0	66.67

Results of University Examination (2013-14)													
3rd Year													
Subject	Student Appeared		QH/QG		QX		PNC		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>B.Com (H)</b>	339	17	174	8	93	8	67	1	5	0	334	17	98.60
<b>B.Com(G)</b>	252	13	25	2	124	3	96	2	7	6	245	7	95.09
<b>B.A.(H)</b>	24	8	14	4	1	0	7	4	2	0	22	8	93.75
<b>-Bengali(H)</b>	7	8	3	4	0	0	4	4	0	0	7	8	100.00
<b>-English(H)</b>	5	0	4	0	1	0	0	0	0	0	5	0	100.00
<b>-Hindi(H)</b>	1	0	0	0	0	0	1	0	0	0	1	0	100.00
<b>-Pol. Sc(H)</b>	4	0	2	0	0	0	1	0	1	0	3	0	75.00
<b>-Hist(H)</b>	7	0	5	0	0	0	1	0	1	0	6	0	85.71
<b>B.A.(G)</b>	79	27	23	14	43	6	5	10	3	2	71	30	95.28
<b>B.Sc(H)</b>	1	0	0	0	0	0	1	0	0	0	1	0	100.00
<b>B.Sc(G)</b>	0	0	0	0	0	0	0	0	0	0	0	0	NA

Results of University Examination (20114-15)													
1st Year													
Subject	Student Appeared		QH/QG		QX1		X1		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	<b>Result Not Yet Published</b>												
B.Com(G)													
B.A.(H)													
B.A.(G)													
B.Sc(H)													
B.Sc(G)													

Results of University Examination (20114-15)													
2nd Year													
Subject	Student Appeared		QH/QG		QX2		X2		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
B.Com (H)	443	36	176	13	140	2	112	19	15	2	428	34	96.45
B.Com(G)	168	18	59	10	105	8	0	0	4	0	164	18	97.85
B.A.(H)	<b>Result Not Yet Published</b>												
B.A.(G)													
B.Sc(H)													
B.Sc(G)													

Results of University Examination (20114-15)													
3rd Year													
Subject	Student Appeared		QH/QG		QX		PNC		Fail		Total No. of Pass		Over All Pass%
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>B.Com (H)</b>	309	20	148	11	58	7	97	2	6	0	303	20	98.18
<b>B.Com(G)</b>	232	20	32	3	130	5	67	11	3	1	229	19	98.41
<b>B.A.(H)</b>	25	13	23	5	0	0	0	0	2	0	23	5	73.68
<b>-Bengali(H)</b>	11	5	10	5	0	0	0	0	1	0	10	5	93.75
<b>-English(H)</b>	5	0	5	0	0	0	0	0	0	0	5	0	100.00
<b>-Hindi(H)</b>	0	0	0	0	0	0	0	0	0	0	0	0	NA
<b>-Pol. Sc(H)</b>	0	0	0	0	0	0	0	0	0	0	0	0	NA
<b>-Hist(H)</b>	9	8	8	0	0	0	0	0	1	0	8	0	47.06
<b>B.A.(G)</b>	85	27	27	10	55	17	0	0	3	0	82	27	97.32
<b>B.Sc(H)</b>	0	1	0	1	0	0	0	0	0	0	0	1	100.00
<b>B.Sc(G)</b>	2	0	0	0	2	0	0	0	0	0	2	0	100.00

## **ANNEXURE-2**

### **STUDENT PROGRESSION**

In recent times, a mechanism for collecting the progression data is introduced. When the passed-out students come to the college to collect their graduation certificate, then the office staff gather information of their whereabouts and their current occupation. Apart from this, Alumni association is entrusted with the responsibility of incorporating the passed out students as members of the Alumni association and gathering information about them. Moreover, the teachers often enquire about the present academic activities of their ex-students from time to time over phone and social media. From now on, when the students come to collect their graduation certificate the college plans to give them a form to be filled up by them stating their progression to higher studies or employment.

# **Annexure-3**

**MAHARAJA SRIS CHANDRA COLLEGE**  
**20, RAMKANTO BOSE STREET KOLKATA-700003**

**BALANCE SHEET AS AT 31ST MARCH"2012**

	SCHEDULE	Amount(Rs.) 31.03.2012
<b>SOURCES OF FUNDS</b>		
General Fund	A	2,556,996.90
Reserve & Surplus Grants	B	5,180,565.00
Sub-Fund		30,229,121.93
Provident Fund Account	C	14,852,371.00
		<b>52,819,054.83</b>
<b>APPLICATION OF FUNDS</b>		
<b>FIXED ASSETS</b>		
(a)Fixed Assets (Purchased out of College Fund)	D	1,561,600.17
(b)Fixed Assets (Purchased out of Grants)		2,984,763.81
Gross Block		4,546,363.98
Less :- Depreciation		141,692.63
<b>Total</b>		<b>4,404,671.35</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
(a) Investment	E	21,395,123.00
(b) Loan & Advances	F	133,327.00
(c) Provident Fund Account	G	14,852,371.00
(d) Cash & Bank Balances	H	12,040,762.48
		48,421,583.48
Less: Current Liabilities & Provisions		
(a) Current Liabilities	I	7,200.00
<b>Net Current Assets</b>		<b>48,414,383.48</b>
<b>Total</b>		<b>52,819,054.83</b>

In terms of our report of even date  
For **ABHIJIT DUTT & ASSOCIATES**  
Chartered Accountants

  
**Partner**

8/2, KIRAN SHANKER ROY ROAD  
2nd Floor, Rooms# 2 & 3  
Place : Calcutta-700001  
Dated : The 14th day of June ,2012



*Accepted*  
14/6/12  
Principal  
Maharaja Sris Chandra College  
Kolkata-3





**MAHARAJA SRIS CHANDRA COLLEGE**  
**20, RAMKANTO BOSE STREET KOLKATA-700003**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012**

	SCHEDULE	Amount (Rs.) 31.03.2012
<b>INCOME</b>		
Fees & Fines	J	3,564,987.00
Miscellaneous Receipt Account	K	1,770,284.00
Fee Receipt agnst Cal. University A/C.	L	1,437,385.00
		<b>6,772,656.00</b>
<b>EXPENDITURE</b>		
Salary Account	M	492,490.00
University Expenses A/C.	N	1,279,720.00
Administrative Expenses Account	O	747,987.00
Depreciation on Fixed Assets (College Fund)		141,692.63
		<b>2,661,889.63</b>
<b>Excess of Income Over Expenditure</b>		<b>4,110,766.37</b>
<b>Balance carried forward to Reserve Fund Account</b>		<b>4,110,766.37</b>

In terms of our report of even date  
For **ABHIJIT DUTT & ASSOCIATES**  
Chartered Accountants

  
Partner

8/2, KIRAN SHANKER ROY ROAD  
2nd Floor, Rooms# 2 & 3  
Place : Calcutta-700001  
Dated : The 14th day of June ,2012

*Apersueta*  
14/6/12  
**Principal**  
**Maharaja Srischandra College**  
**Kolkata-8**



**MAHARAJA SRIS CHANDRA COLLEGE**  
**20, RAMKANTO BOSE STREET KOLKATA-700003**

**BALANCE SHEET AS AT 31ST MARCH"2013**

	SCHEDULE	Amount(Rs.) 31.03.2013
<b>SOURCES OF FUNDS</b>		
General Fund	A	2,556,996.90
Reserve & Surplus Grants	B	4,175,109.00
Sub-Fund		33,017,533.40
Provident Fund Account	C	14,040,792.00
		<b>53,790,431.30</b>
<b>APPLICATION OF FUNDS</b>		
<b>FIXED ASSETS</b>		
(a) Fixed Assets (Purchased out of College Fund)	D	1,451,500.54
(b) Fixed Assets (Purchased out of Grants)		3,112,836.81
Gross Block		4,564,337.35
Less :- Depreciation		126,796.73
<b>Total</b>		<b>4,437,540.62</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
(a) Investment	E	26,365,000.00
(b) Loan & Advances	F	176,645.00
(c) Provident Fund Account	G	14,040,792.00
(d) Cash & Bank Balances	H	9,008,328.68
		49,590,765.68
Less: Current Liabilities & Provisions (a) Current Liabilities	I	237,875.00
<b>Net Current Assets</b>		<b>49,352,890.68</b>
<b>Total</b>		<b>53,790,431.30</b>

In terms of our report of even date  
For BANDHU & CO.

Chartered Accountants  
FRN 313002E

917, Lake Town ,  
Block'A'  
Place : Kolkata-700089  
Dated : The 12th day of July ,2014

*Debjani Lahiri*  
Chartered Accountant  
Maharaja Sris Chandra College  
Kolkata-700003



*B.K. Bandhu*

CA B.K. BANDHU  
Proprietor  
Membership no.050911

**MAHARAJA SRIS CHANDRA COLLEGE**  
20, RAMKANTO BOSE STREET KOLKATA-700003

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013**

		Amount (Rs.)
	SCHEDULE	31.03.2013
<b>INCOME</b>		
Fees & Fines	J	2,954,107.00
Miscellaneous Receipt Account	K	2,092,490.40
Fee Receipt agnst Cal. University A/C.	L	1,479,063.00
		<b>6,525,660.40</b>
<b>EXPENDITURE</b>		
Salary Account	M	865,091.00
University Expenses A/C.	N	1,332,635.00
Administrative Expenses Account	O	1,602,263.20
Depreciation on Fixed Assets (College Fund)		126,796.73
		<b>3,926,785.93</b>
<b>Excess of Income Over Expenditure</b>		<b>2,598,874.47</b>
<b>Balance carried forward to Reserve Fund Account</b>		<b>2,598,874.47</b>

In terms of our report of even date  
For **BANDHU & CO.**  
Chartered Accountants  
FRN 313002E

917, Lake Town ,  
Block 'A'  
Place : Kolkata-700089  
Dated : The 12th day of July ,2014

*Dejani Lahiri*  
Tax/MS-in-Charge  
Maharaja Sris Chandra College  
Kolkata-700003

*B.K. Bandhu*  
CA B.K. BANDHU  
Proprietor  
Membership no.050911



**MAHARAJA SRIS CHANDRA COLLEGE**  
**20, RAMKANTO BOSE STREET KOLKATA-700003**

**BALANCE SHEET AS AT 31ST MARCH"2014**

	SCHEDULE	Amount(Rs.) 31.03.2014
<b>SOURCES OF FUNDS</b>		
General Fund	A	3,796,111.43
Reserve & Surplus Grants	B	5,806,998.00
Sub-Fund		33,696,742.39
Provident Fund Account	C	14,517,641.00
		57,817,492.82
<b>APPLICATION OF FUNDS</b>		
<b>FIXED ASSETS</b>		
(a) Fixed Assets (Purchased out of College Fund)	D	1,324,703.80
(b) Fixed Assets (Purchased out of Grants)		3,188,394.81
Gross Block		4,513,098.61
Less :- Depreciation		110,893.54
Total		4,402,205.07
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
(a) Investment	E	26,378,367.00
(b) Loan & Advances	F	268,211.00
(c) Provident Fund Account	G	14,517,641.00
(d) Cash & Bank Balances	H	12,397,521.75
		53,561,740.75
Less: Current Liabilities & Provisions		
(a) Current Liabilities	I	146,453.00
Net Current Assets		53,415,287.75
Total		57,817,492.82

In terms of our report of even date  
For **BANDHU & CO.**  
Chartered Accountants  
FRN 313002E

*B. B. Bandhu*

CA B.K. BANDHU  
Proprietor  
Membership no.050911

917, Lake Town ,  
Block 'A'  
Place : Kolkata-700089  
Dated : The 22nd day of May ,2015

*Soma Sengupta*  
Teacher-in-Charge  
Maharaja Sris Chandra College  
Kolkata-700003



**MAHARAJA SRIS CHANDRA COLLEGE**  
20, RAMKANTO BOSE STREET KOLKATA-700003

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2014**

	SCHEDULE	Amount (Rs.) 31.03.2014
<b>INCOME</b>		
Fees & Fines	J	2,397,856.00
Miscellaneous Receipt Account	K	733,129.07
		<b>3,130,985.07</b>
<b>EXPENDITURE</b>		
Salary Account	L	1,020,380.00
Administrative Expenses Account	M	1,003,946.00
Depreciation on Fixed Assets (College Fund)		110,893.54
		<b>2,135,219.54</b>
<b>Excess of Income Over Expenditure</b>		<b>995,765.53</b>
<b>Balance carried forward to Reserve Fund Account</b>		<b>995,765.53</b>

In terms of our report of even date  
For **BANDHU & CO.**  
Chartered Accountants  
FRN 313002E

*B.K. Bandhu*

CA B.K. BANDHU  
Proprietor  
Membership no.050911

917, Lake Town ,  
Block'A'  
Place : Kolkata-700089  
Dated : The 22nd day of May ,2015

*Soma Sengupta*  
Teacher-in-Charge  
Maharaja Sris Chandra College  
Kolkata-700003



**Audit of the year 2014-15 yet to be done, as the auditor is out of station.**

Ph. 23236351, 23232701, 23237721  
23234116, 23235733, 23232317  
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)  
UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)  
F. No. 1-1/2013 (CPP-I/C)



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

March, 2015

The Principal,  
Maharaja Srischandro College,  
20 - Ramkanta Bose Street,  
Calcutta - 3, District Calcutta  
West Bengal

3 MAR 2015

**Sub: - Recognition of Maharaja Srischandra College, 20 - Ramkanta Bose Street, Calcutta - 3, District Calcutta, West Bengal under Section 2 (f) & 12 (B) of the UGC Act, 1956.**

Sir,

With reference to the letter nil dated 21.02.2014 on the above subject, I am directed to say that the name of **Maharaja Srischandra College, 20 - Ramkanta Bose Street, Calcutta - 3, District Calcutta, West Bengal** established in the year of **1964**, affiliated to **Calcutta University, Kolkata** is included in the list of Colleges maintained under Section **2(f) & 12(B)** of the UGC Act, 1956 under the head **Non-Government College** teaching upto **Bachelor's Degree**.

Yours faithfully,

*Charan Dass*  
(Charan Dass)  
Under Secretary

*Seen*  
*14.3.15.*





**UNIVERSITY OF CALCUTTA**

**SENATE HOUSE**

87/1, College Street, Kolkata - 700 073

**Prof. (Dr.) Basab Chaudhuri**

Registrar

Phone : 2241-0071/4984

Fax : 91-033-2241-3222

E-mail : basabc@vsnl.net

অধ্যাপক (ডঃ) বাসব চৌধুরী

নিবন্ধক

**TO WHOM IT MAY CONCERN**

This is to certify that **Maharaja Srischandra College, 20, Ramakanta Bose Street, Kolkata-700 003, West Bengal** is affiliated to the **University of Calcutta** and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval:

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three Year B.A. Honours Courses in English, Bengali, Hindi, History, Political Science, Economics	NA		Affiliation stands valid till date
2.	Three Year B.A. General Courses in Political Science, Education, Economics, History, Geography, Elec. Bengali, Elec. English, Elec. Hindi	NA		Do
3.	Three Year B.Com. General Course in Accounting and Finance	NA		Do
4.	Three Year B.Com. Honours Course in Accounting and Finance	NA		Do
5.	Three Year B.Sc. Honours Courses in Economics	NA		Do
6.	Three Year B.Sc. General Courses in Geography, Economics, Mathematics	NA		Do

Date: 17.07.2015

Place : Kolkata

  
(Prof. B. Chaudhuri)  
Registrar

## **Annexure -4**





UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098

**GRANT-IN-AID BILL**

**Name of the Section: Accounts Department.**

1. Name of the beneficiary Institution: **Maharaja Sris Chandra College**  
ID No. **WC2-076** 20 Ram Kanto Bose Street, Kolkata  
S. No. **220850** West Bengal 700003

(Under University)

Calcutta

2. Sanction number and date: F. **IQAC-W-133/13-14** Date: **19-Mar-14**

3. Amount sanctioned : Rs.

4. Purpose of the grant-in-aid : Establishment and monitorin

Head of Account : 4.(xvi)

6. Designation and address of Authorized Officer: Principal

7. Payment Details:

(a) Name of the Bank : Indian Bank, Shyam Bazar

(b) Account No.: 926382920

(c) Type of Account: (SB/Current/Cash Credit)

(d) IFSC Code: IDIB000S054

(e) MICR Code Branch: 700019020

(f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both

(g) Name & address of Account Holder:Principal,

**Maharaja Sris Chandra College**  
**20 Ram Kanto Bose Street, Kolkata**  
**West Bengal 700003**

Received a sum of Rs.

in rupees **Three lakh only**

being the amount sanctioned vide sanction No. F. IQAC-W-133/13-14 Dated 19-Mar-14

( Copy enclosed) for disbursement to the Principal,

Maharaja Sris Chandra College

Certified that the conditions of the grant have been accepted by the grantee.

Necessary entries in GIA/Budget Control Register have been made.

**You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.**

*LEE.*  
Signature with stamp of the Officer

Accounts Officer  
University Grants Commission  
Eastern Regional Office  
Kolkata

All communications are to be addressed to the Joint Secretary by designation and not by name



UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098  
Phone : (033) 2335 4767  
Fax : (033) 2335 0586  
E-mail : ugcero\_kolkata@yahoo.in

March, 2014

No: F.IQAC-W-133/13-14 (ERO)

√ The Accounts Officer  
Eastern Regional Office,  
University Grants Commission,  
Kolkata.

Sub: Release of Grant under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period.

Sir/Madam,

The UGC Head Office orders No.F.6-2/2014(IQAC)/ERO/RO dated 13.03.2014. The Commission has decided to release of grants under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period Accordingly, I am directed to convey the approval of Chairman, UGC to allocate and sanction of Rs.3,00,000/- to Maharaja Sris Chandra College, 20 Ram Kanto Bose Street, Kolkata, West Bengal 700003 for the XII Plan period as detailed below:

Sl No.	Purpose of grant (Head of Account 4(xvi))	Amount allocated (Rs.)	Grant already sanctioned (Rs.)	Grant now being sanctioned (Rs.)	Total Grant (Rs.)	Balance grant (Rs.)
<b>A Capital Head-35</b>						
1.	Office Equipment	60,000/-				
	Total:A	60000/-				
<b>B General Head-31</b>						
1.	Honorarium to the Director/Coordinator, IQAC @Rs.1000 X 12 X 5	60,000/-				
2.	Hiring Services for Secretarial & Technical Services	60,000/-				
3.	ICTs Communication expenses	70,000/-				
4.	Contingencies	50,000/-				
	Total:B	2,40,000/-				
	<b>Grand Total:A+B</b>	<b>3,00,000/-</b>	<b>NIL</b>	<b>3,00,000/-</b>	<b>3,00,000/-</b>	<b>NIL</b>

2. The sanctioned amount is debitible to Head of Account as detailed below.

Amount sanctioned (Rs.)	For General (77.5%) (Rs.)	For SC 15% (Rs.)	For ST 7.5% (Rs.)
3,00,000/-	232500/-	45000/-	22500/-

3. The sanctioned amount is debitible to 4(xvi) and is valid for payment during the financial year 2013-2014 only.

4. The XIIth plan guidelines available in the UGC website www.ugc.ac.in may be referred by the college for the composition of the committee, function and follow-up actions of IQAC. The college shall incur expenditure on items as given in the guidelines.

5. The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (Drawing and Disbursing Officer), University Grants Commission, on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following detail

(a) Details (Name & Address) of Account Holder:

Principal,

(b) Account No.: 926382920

(c) Name & Address of Branch: Indian Bank, Shyam Bazar

(d) MICR Code of Branch: 700019020

(e) IFSC Code: IDIB000S054

(f) Type of Account: SB/Current/Cash Credit.

6. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the College/Institution.

7. The University/College shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend Their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't



## MAHARAJA SRISCHANDRA COLLEGE

20, RAMKANTO BOSE STREET, KOLKATA - 700 003  
Phone : 2555 5810 (Office), 2543 2949 (Principal), 2543 6687 (Teachers' Room)  
E-mail : msccollege20@yahoo.com, Website : www.msccollege.org

Ref. No. ....

Date..15..12..2015..

### Declaration by the Head of the Institution

I certify that the data included in the Self-study Report (SSR) are true to the best of my knowledge.

The SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

*Shyamal Kr. Chakraborty*

Signature of Head of the institution



With seal

*Principal*  
Maharaja Srischandra College  
Kolkata - 700 003

## Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Maharaja Srischandra College (Name of the institution) fulfils all norms

- ✓1. Stipulated by the affiliating University and/or
- ✓2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
- ✓3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 15/12/2015  
Place: Kolkata



*Shyamal Kr. Chakraborty*  
**Principal/Head of the Institution**  
(Name and Signature with Office seal)

Principal  
Maharaja Srischandra College  
Kolkata - 700 003