NARASINHA DUTT COLLEGE

Annual Quality Assurance Report – 2016-17

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Submitted to:
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
NAGARBHAVI, BANGALORE-560072

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Narasinha Dutt College

1.2 Address Line 1

> 129, Bellilious Road

Address Line 2

> 129, Bellilious Road, Howrah

City/Town

> Howrah

State

> West Bengal

Pin Code

> 711101

Institution e-mail address

> info@narasinhaduttcollege.edu.in

Contact Nos.

> College Office :033-2643-8049

Name of the Head of the Institution:

> Dr. Soma Bandyopadhyay

Tel. No. with STD Code:

> 033-2643-8049/4259

Mobile:

9433987377 / 9433865011

Name of the IQAC Co-ordinator:

Prof. Rajkumar Gangopadhyay

Mobile:

9830750383

IQAC e-mail address:

iqac@narasinhaduttcollege.edu.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN 13151

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

EC(SC)20/A&A/48.2 DATED 16/12/2016

1.5 Website address:

www.narasinhaduttcollege.edu.in

Web-link of the AQAR:

www.narasinhaduttcollege.edu.in/AQAR2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	CGPA score was not awarded then.	2007	5years
2	2nd Cycle	B++	2.77	2016	5years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 15.04.2008 |

1.8 AQAR for the year *(for example 2010-11)* | 2016-17 |

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

  i. AQAR 2015-16 submitted to NAAC on_   10/02/2017
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

  University   State [ ] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [√] No [ ]

  Constituent College   Yes [ ] No [√]

  Autonomous college of UGC Yes [ ] No [√]

  Regulatory Agency approved Institution   Yes [ ] No [√]

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

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

                      Urban [√] Rural [ ] Tribal [ ]

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

                Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

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

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify) | . Two self financed PG courses in Mathematics and English |

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

| University of Calcutta |

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | No | DST-FIST | No |

UGC-Innovative PG programmes | No | Any other *(Specify)* | No |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers | 8 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

community representatives | 1 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members   16

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   4   Faculty   2

     Non-Teaching Staff Students   1   Alumni   1   Others   nil

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

     If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

     Total Nos. ☐   International ☐   National ☐   State ☐   Institution Level ☐

     (ii) Themes

2.14 Significant Activities and contributions made by IQAC

- A three-storied construction connecting the West Block and Gallery Building with a lift and a toilet complex is in the process of getting the sanction from Howrah Municipal Corporation and the same is proposed to be built from the RUSA grant as applied by the college.
- Construction of virtual class room with financial assistance from state Government.
- Remodelling of the playground in the college campus.
- Remodelling and renovation of the administrative offices of the college along with the Principal's chamber for the purpose of proper storage and maintenance of records and other official documents and the inception of a common office for Post Graduate courses.
- A two day UGC sponsored National Seminar on "'Cultural Heritage of Bengal-Some Perspectives'" was held in collaboration with Cultural Research Institute, BCW & TD Department, Govt. Of West Bengal, on 17-18, February, 2017.
- Publication of the Proceedings of the said National Seminar.
- Installation of D-Space digital library software for initiating a digital library in offline mode.
- Spine level pasting of the books for proper restoration of the old and rare books in the library.
- Barcode generation of the books by using KOHA software has been initiated to automatise the library activities.
- Departmental seminars/invited lectures/student seminars/workshops etc were organised at departmental levels with UGC fund support.
- Social outreach/awareness programmes were organised by NCC/ NSS wings and St. John Ambulance and Nursing Division of the college.
- Installation of Wi-Fi facility for students and teachers all over the college campus.
- Installation of water cooling machine and public address system in the staff room.

15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To expedite the proposed three storied construction connecting the West Block and Gallery Building with a lift and a toilet complex as per the recommendation of the NAAC peer team, with the financial assistance from State Government / UGC /other sources.	• A three-storied construction connecting the West Block and Gallery Building with a lift and a toilet complex is in the process of getting the sanction from Howrah Municipal Corporation under the RUSA grant.
• To construct a virtual class room with financial assistance from State Government.	• Construction of virtual class room with financial assistance from state Government on the first floor of computer building.
• To raise the level of the playground in the college campus and to do necessary remodelling for further promoting outdoor sports activities among the students	• Remodelling of the playground in the college campus is in progress.
• To renovate and remodel the administrative offices and Principal's chamber and to set up a common office for PG courses.	• Remodelling and renovation of the administrative offices of the college along with the Principal's chamber for the purpose of proper storage and maintenance of records and other official documents, and the setting up of the common office for PG courses
• To organise successfully the two day UGC sponsored National Seminar on "Cultural Heritage of Bengal-Some Perspectives" in collaboration with Cultural Research Institute, BCW & TD Department, Govt. Of West Bengal.	• A two day UGC sponsored National Seminar on "Cultural Heritage of Bengal-Some Perspectives" was held in collaboration with Cultural Research Institute, BCW & TD Department, Govt. Of West Bengal on 17-18, February, 2017.
• To publish the proceedings of the National Seminar.	• Publication of the Proceedings of the National Seminar.
• To upgrade the library services.	• Installation of D-Space digital library software for initiating a digital library in offline mode.
	• Spine level pasting of the books for proper restoration of the old and rare books in the

	library.
• To encourage teaching–learning process and research orientation among students and teachers, all academic departments were motivated to organise seminars/invited lectures/ student seminars etc.	• Barcode generation of the books by using KOHA software has been initiated to automatise the library activities.
	• Departmental seminars/invited lectures/student seminars/workshops etc were organised at departmental levels with UGC fund support.
▪ The co-curricular and social service wings of the college were urged to initiate more outreach/awareness programmes for the residents in the vicinity of the college.	• Social outreach/awareness programmes were organised by NCC/ NSS wings and St. John Ambulance and Nursing Division of the college to instil the value of social responsibility among the students.
▪ To facilitate all round connectivity in the college among the college authority, students, teachers and staff members.	• Installation of Wi-Fi facility for students and teachers all over the college campus.
▪ To provide proper drinking water for the teaching and non-teaching staff members especially during summer.	• Installation of water cooling machine with Aquaguard.
▪ To install a public address system for holding meetings and other functions.	• Installation of public address system in the staff room.
▪ To upgrade the student canteen facilities.	• Remodelling and renovation of the existing set-up is part of the proposed development work to be done from the applied RUSA grant.

Attach the Academic Calendar of the year as Annexure.

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

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

Provide the details of the action taken

Ratified by the Governing body of the college in its meeting held on 3/09/2017

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02		02	
UG	06			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				03
Others				
Total	08	Nil	02	03

Interdisciplinary				
Innovative				

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

Pattern	Number of progra
Semester	01 (PG Mathematics)
Trimester	
Annual	06 (UG)+01 (PG English)

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

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

*Please provide an analysis of the feedback in the Annexure

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

> Syllabi revision and upgradation is implemented as prescribed by the university

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

> None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85	23	31		31

2.2 No. of permanent faculty with Ph.D.

41

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	10	nil	nil	nil	nil	nil	nil	nil	nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

36		26		05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	23	3
Presented papers	7	16	1
Resource Persons		3	

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

Audio visual teaching modes, project work by students, institution visits and participation in interactive programmes like quiz, student seminar and educational tours

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

210

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

All examinations are conducted as per university rules. The institution is not entitled to introduce examination/evaluation reforms on its own.

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

		08

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(HONS)	210	80.30	2.40	97.6	-	97.11
BSC (HONS)	169	85.91	34.91			93.46
BCOM(HONS)	115					92.17
BA (GENERAL)	307					30.89
BSC (General)	107		07	52	3.5	84.58
B.Com (General)	279					88.53

RESULTS OF PG ENGLISH

1st class	2nd class	Drop out
-	17	02

RESULTS OF PG MATHS

1

O	A+	A	B+	PASS OUT STUDENTS
9	16	0	0	25

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

 Apart from innovative teaching learning process like ICT, power point presentation and AV class room, IQAC suggests monthly evaluation of the students. It also monitors Feedback from the students and guardians which is integral part of the evaluative process. Again IQAC takes part in the decision making process in consultation with Academic sub-committee to enrich academic atmosphere of the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	6

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	6		21
Technical Staff	1	36		

Criterion – III

3. Research, Consultancy and Extension

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

> There is a Research Committee which acts in consultation with the IQAC team of the college. Teachers are informed, updated and encouraged to apply for various research activities sponsored by the UGC/DST and other funding agencies. The team also follows up the progress and keeps a track of the completed and ongoing projects.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	5	2
Outlay in Rs. Lakhs		16.9	16.9	12.725

3.4   Details on research publications

	International	National	Others
Peer Review Journals	8	2	2
Non-Peer Review Journals	-	1	-
e-Journals	6	-	-
Conference proceedings	2	4	-

3.5 Details on Impact factor of publications:

Range 1-5   Average ☐   h-index 1-5   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	5	UGC	16,90,000	12,72,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. ___3___   Chapters in Edited Books ___4___

ii) Without ISBN No. ___5___

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [Nil]   CPE [Nil]   DBT Star Scheme [Nil]

INSPIRE [Nil]   CE [Nil]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons [6]

3.13 No. of collaborations   International [ ]   National [2]   Any other [ ]

3.14 No. of linkages created during this year [Nil]

3.15 Total budget for research for current year in lakhs :

From Funding agency [Nil]   From Management of University/College [Nil]

Total [Nil]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Not applicable
	Granted	Not applicable
International	Applied	
	Granted	
Commercialised	Applied	Not applicable
	Granted	Not applicable

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
Nil				2		

3.18 No. of faculty from the Institution
who are Ph. D. Guides

2

and students registered under them

6

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

Nil

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

JRF   N.A   SRF   N.A   Project Fellows   N.A   Any other   N.A

3.21 No. of students Participated in NSS events:

University level   Nil   State level   9

National level   nil   International level   Nil

3.22 No. of students participated in NCC events:

University level   Nil   State level   30

National level   33   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.25 No. of Extension activities organized

	University forum		College forum			
NCC	4	NSS	2		Any other	

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

- "Swachh Bharat" campaign in neighbouring slum areas

- Observance of Women's day on 8th march by distributing fruits among mothers in neighbouring slum areas

- Planting of tree saplings on World Environment day on 5th June, 2017

- Celebration of World Yoga day, on 21st June 2017 day to educate about the benefits of yoga on health

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6336.18 sq m			6336.18 sq m
Class rooms	46			46
Laboratories	19			19
Seminar Halls				
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year.	Nil	Nil		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)		2.710	-UGC-MRP -COLLEGE -SAC	2.710
Others				

4.2 Computerization of administration and library

College office is fully computerised and the library is partially computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40608	2240165	715	210927	41322	2451093
Reference Books	2409	359086	34	17815	2443	376901
e-Books						
Journals						
e-Journals						
Digital Database	N-LIST	25750	N-LIST	5750	N-LIST	31500
CD & Video						
Others (specify)	Inflibnet BCL	5750 Institutional membership 8500	Renewal Renewal			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs (no of computers)	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	108	2 (34)	19	1	Nil -	11	52	2
Added	01	Nil	01	Nil	Nil	Nil	Nil	Nil
Total	109	2 (34)	20	1	Nil -	11	52	2

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

- A virtual classroom has been developed with short-head projector, Codec, camera etc. (from grant of State Govt).

- Public address system has been installed in the Teachers' room

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.57631

ii) Campus Infrastructure and facilities   12.403

iii) Equipments   2.435

iv) Others   9.27877

                    Total :   24.69308

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC in consultation with the Governing Body and the Academic sub- committee sets out rules and regulations of the college annually. Students are informed through the prospectus, college website and notices about the various support services available in the college. Principal, senior teachers and staff members also address the students on the first day in college about various rules and regulations as well as facilities available to them. IQAC members along with the various subcommittees monitor the teaching learning and other needs of the students. Special attention is paid to the disputations/problems through Anti Ragging cell and Internal Complaint cell. Student mentoring in groups has been initiated in laboratory based subjects. Psychological counselling and health clinic for students was organised on a weekly basis.

5.2 Efforts made by the institution for tracking the progression

- Class tests, mid-term tests and test examinations are held regularly.

- Slow learners are provided with remedial classes. Special attention is paid to slow learners from underprivileged backgrounds, like SC, ST and OBC.

- Departmental meetings are held regularly to assess the students' progress and the authority is informed accordingly.

- Parent –teachers meetings are held by the Departments regularly. Guardians of students with inadequate attendance are called upon and informed accordingly. All these efforts are carried out under the leadership of the IQAC through the Academic sub-committee and HODs.

- Student seminars are organised regularly to enrich their outlook and communicative skill.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4420	102		

(b) No. of students outside the state

None

(c) No. of international students

None

Men

No	%
Nil	

Women

No	%
nil	

	Last Year (2015-16)						This Year (2016-17)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	4253	470	28	14	00	4765	3825	521	28	46	0	4420
PG	38	07	00	05	00	50	81	12	1	8	0	102

Demand ratio 2.15   Dropout   11 %

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET   5   4   SET/SLET   Nil   GATE   Nil   CAT   Nil

IAS/IPS etc   Nil   State PSC   2   UPSC   Nil   Others   Nil

5.6 Details of student counselling and career guidance

- Counselling is given by the faculties at the departmental level. Lectures and seminars are occasionally arranged for career awareness.

Revis

- Dr. Bhaskar Chakrobarty, Associate Professor, Indian Institute of Management, Joka, Kolkata, delivered a lecture on career counselling options.

No. of students benefitted

<div style="border:1px solid black; width:150px; padding:10px">105</div>

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

No such programmes were organised

5.9 Students Activities

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

State/ University level 5   National level Nil   International level Nil

No. of students participated in cultural events

State/ University level Nil   National level Nil   International level Nil

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

Sports : State/ University level ☐ 3   National level ☐ Nil   International level ☐ Nil

Cultural: State/ University level ☐ Nil   National level ☐ Nil   International level ☐ Nil

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	126	64,600
Financial support from government	578	19,86,700
Financial support from other sources	4	15,286
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level ☐ Nil   National level ☐ Nil   International level ☐ Nil

Exhibition: State/ University level ☐ Nil   National level ☐ Nil   International level ☐ Nil

5.12   No. of social initiatives undertaken by the students   ☐ 4

5.13 Major grievances of students (if any) redressed: drinking water problem during summer season and proper food from canteen

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

'Jnanat Paratarm Nahi' (There is no higher attainment than knowledge) being the motto of the

college, this institution of higher learning envisions an honest, positive and compassionate approach to education with a view to transforming the learners' attitudes to life and society. Our mission is to impart value-oriented quality education for all learners, especially from the backward and minority communities.

6.2 Does the Institution has a management Information System

- Our college has developed a largely computerized system to conduct most of its major activities like students' admission, academic jobs in the college and those relating to the University, financial transactions and accounting, functioning of the central library etc.

- The college has two system analysts to monitor the system.

- Important and urgent official correspondences are communicated to HODs and members of the various sub-committees through electronic mail/ text messages.

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

6.3.1 Curriculum Development

All curricula are designed and developed by the affiliating university. College implements them as per rules and regulations.

6.3.2 Teaching and Learning

ICT enabled teaching, Tutorial & Remedial classes, increasing computer support,

introducing smart class rooms, AV room, virtual class room and introducing courses in communicative English and computer applications.

6.3.3 Examination and Evaluation

Internal examinations as well as final selections are conducted as per the university norms. Results are published before filling-in of University Examination form and students are intimated of their weaknesses.

6.3.4 Research and Development

- Faculties are encouraged in research projects and pursuits of individual research.

- Research Committee extends all possible support by evaluating and recommending the Major/Minor projects to be submitted by the teachers to various funding agencies.

- Faculties are encouraged to publish their research articles.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> N-LIST software has been upgraded in the library. Books and journals have been purchased both from UGC and college fund. Inflibnet and British Council Library membership has been continued. Upgradation of infrastructural facilities is being done periodically. To meet the demands of the syllabi and students, instruments are purchased as and when required.

6.3.6 Human Resource Management

> IQAC guidelines are adhered to by the Principal and TIC for effective human resource management with the support extended by the teachers and staff council of the college.

6.3.7 Faculty and Staff recruitment

> Recruitment of full time faculties in substantive posts is done as per recommendations of West Bengal College Commission. Order and guidelines of the State Govt. Is adhered to regarding recruitment of support staffs in substantive posts. Recruitment of Part time/ Guest/ contractual teachers as and when required and need based support staff recruitment are made by the college as per the guidelines set forth by the State Govt .and the affiliating university.

6.3.8 Industry Interaction / Collaboration

> Plans are in the pipeline for exploring industry interaction and collaboration.

6.3.9 Admission of Students

> UG and PG admissions are made fully online, strictly on merit and as per the guidelines of the Sate Govt and the affiliating University with absolute transparency.

6.4 Welfare schemes for

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated

Rs. 38,74,279/-

6.6 Whether annual financial audit has been done   Yes ☑   No ☐

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

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

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

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

> The affiliating university has introduced a three part examination system with mid-term and selection tests for every part of the degree programme.

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

> Such initiatives are yet to be undertaken by the affiliating university.

6.11 Activities and support from the Alumni Association

> The alumni association extends its support in the all round development of the college by offering their valuable suggestions and general resources.

6.12 Activities and support from the Parent – Teacher Association

> Although there is no Parent-Teacher Association, various departments hold parent teacher meetings regularly and seek the suggestions and opinions of the parents on issues relating to the teaching learning process, campus environment and other facilities available in the college.

6.13 Development programmes for support staff

None

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

Apart from keeping the campus clean and plastic free, the college has adopted a green policy to initiate effective measures of waste management.

Criterion – VII

7. Innovations and Best Practices

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

- Environmental monitoring of air borne allergic fungal spores and pollen grains in the college campus and the adjoining areas. Pollen calendar preparation for assessment of direct exposure of aero allergen in susceptible allergic population.

- Observance of International days like World Environment Day, International Yoga Day, Women's Day, No Tobacco Day and Swachh Bharat Campaign.

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

Remodeling of the playground, construction of virtual classroom, installation of water cooling system, installation of public address system in the teachers' room.

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

- Installation of Environmental monitoring system.
- Observance of International days like Women's day, World environment day, No Tobacco Day, World Yoga Day and Swachh Bharat Campaign.

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

7.4 Contribution to environmental awareness / protection

- Observing World Environment Day (5th June,2017) by planting of trees in college compound

- Observing No Tobacco Day (31st May, 2017), to spread awareness about the ill effects of tobacco consumption

- To spread awareness about the ill effects of stagnant water, an awareness seminar was held in collaboration with Howrah municipal corporation, about Vector borne diseases like dengue in August 2016..

- Green audit of campus area is carried out routinely.

- Maintenance of medicinal garden

√

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

- Strength: cordial relations among teachers and non-teaching staff and students; dedicated and efficient faculty and office staff, individual care for Hons. Students, awareness programmes for the students.
- Weakness : space crunch, lack of seminar hall and auditorium, inadequate funding, water logging problems, transport and communication problem
- Opportunities: scope of introducing new UG and PG courses and vocational courses. To increase the participation of socially and economically backward communities of the industrial hinterland in the academic activities of the college.
- Threats : water logging problem during rainy season, marked decline in student enrollment in UG courses due to communication problem on the one hand and growth of vocational and technical colleges, environmental pollution due to industrial waste.

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

- Merging of PG administrative offices
- Installation of more audio visual equipment
- Introduction of more UG and PG courses
- To introduce electronic notification system for both the teaching and non-teaching staff
- To organise more seminars and workshops for the students' enhancement of knowledge
- To take initiative for a second campus in the nearby areas
- To introduce online feedback system for the stakeholders (students, alumni, parents and staff)
- To upgrade the library service
- Construction of wash room facilities in the west block
- Publication of college journal
- Construction of seminar hall
- Extension of social outreach activities
- To take initiative for campus placement of the students
- To introduce regular clinical check up for assessment of physical and mental health in collaboration with Howrah Municipal Corporation.
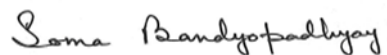- To form parent teacher association at college level.

Name __Prof. Rajkumar Gangopadhyay_____   *Name _ Dr. Soma Bandyopadhyay_____*

Co-ordinator, IQAC,
Narasinha Dutt College, Howrah

_____   _____
NARASINHA DUTT COLLEGE
HOWRAH

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

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ANNEXURE I

BEST PRACTICE I-

Title: Installation of Environmental monitoring system for airborne allergenic fungal spores & pollen grains in Howrah city

Objective

To conduct a continuous qualitative & quantitative monitoring of airborne bio particles (fungal spores and pollen grains) in the industrial area of Howrah city and to assess their potential to induce respiratory allergy and asthma in susceptible local industrial suffering from respiratory disorders.

Context

Airborne suspended particles often cause different kinds of respiratory problems upon inhalation. In addition to inorganic particles, there are varieties of particles having biological origin, which become airborne. Among airborne bioparticles, pollen grains and fungal spores are important trigger to induce respiratory and allergic asthma, lung infection, allergic sinusitis, rhinitis, conjunctivitis, etc. Hence these are termed as environmental biopollutants.

According to World Allergy Organization, 400 million world population suffer from allergic rhinitis and 350 million from bronchial asthma. The rate of increase in respiratory allergy and asthma is too rapid for the change in human genetic pool. Hence it has been suggested that this increase may be primarily due to increased exposure level to airborne allergens. In a survey of national burdens of disease in Indian population, it was reported that more than one-third (34%) 'sick days' were caused by allergic rhinitis and asthma, especially in cities. About 15–20 million asthmatic patients live in India and the number increases rapidly with industrialization.

The study is being conducted in Howrah, the twin city of Kolkata on the west bank of Hoogli river, and the second largest city of West Bengal. The railway station of this million-plus industrial city serves as a terminal of Eastern and South Eastern Railways, connecting Kolkata-Howrah to other parts of country through its vast network of tracks. The railway regularly unloads thousands of migrants, who eventually settle down in the numerous slums and unauthorized settlements, resulting into steep population rise. Often termed 'Sheffield of the East', Howrah is one of the most important industrial hubs, mainly for light engineering industry and others. It is estimated that 20% of the population of Howrah lives in slums and unauthorized settlements with remarkably unhygienic and polluted environment.

There is no record of the effect of airborne biopollutants on respiratory health of the people in this city till date. A comprehensive and correlative study of airborne allergenic pollen and fungal spores of this city will provide valuable and useful data for environmental policy-makers

and health-care providers serving the asthmatics of the world's one of the most populated country.

Practice

Continuous monitoring of atmospheric bioparticles (pollen and spores) is conducted with a 7-Day recording Volumetric Sampler (Burkard Manufacturing Co., Hertfordshire, United Kingdom). The device has been installed in college to provide continuous hourly airborne pollen-spore record. The data will be useful to assess the exact level of pollen-spore exposure, which have the potential to induce allergic problems and asthma.

Success Indicator

The management of respiratory allergy/asthma depends on two factors – avoidance of exposure and therapy. In this respect, avoidance is the best measure. To do this, awareness development about allergen particle exposure is very important. Regarding this point of view, our mission to measure the bioparticle exposure level is appreciated by a number of people. Students are also inspired and they are the most energetic group to help in the awareness development in local population suffering from respiratory disorders.

Resources required

Environmental bioparticle exposure assessment for respiratory allergic population of an industrial area requires the involvement of academicians, researchers, medical experts, institutional co-operation, students' involvement and participation of local people. In the long run of time, along with the positive approach from all aspects, our mission will certainly be a success. There is already a preliminary collaboration with the Division of Plant biology, Bose Institute, Kolkata, at initial level. Further involvement of the scientists of West Bengal Pollution Control Board is included in the plan of near future.

Problems enquired

Except some technical problems regarding the export and instalment of the 7-day recording volumetric sampler, everything is perfectly alright until now.

ANNEXURE II

OBSERVANCE OF INTERNATIONAL DAYS

The United Nations General Assembly designates a number of "International Days" to mark important aspects of human life and history. But to the International community and United Nations, World's Important Days may be treated as favourite holidays for they have something to commemorate, promote or mobilize. World's Important Days or International Days are days to observe issue of world's concern and interest. These international days are really days used by the world community to commemorate, promote and mobilize for certain action. To create an awareness about the significance of International Days among the students, NSS and NCC wings of Narasinha Dutt College, observes International days like, Women''s day, World Yoga day, Anti Tobacco Day, World Environment Day. In keeping with the motto of social initiative undertaken by Govt. Of India, Swachh Bharat Campaign is also undertaken by the students of the NSS wing.

International Women's day was observed by distributing fruits and sweets among the mothers of lactating children of the adjoining slum areas of the college.

The world yoga day was observed to make students aware about the natural benefits of Yoga, to allow people to connect with nature, to draw the attention of students towards the benefits of Yoga, to reduce the rate of health challenging diseases all over the world, to bring communities much closer together to spend a day devoted to good health way from their busy schedules.

Swachh Bharat campaign was observed among the slums adjoining the railway tracks adjacent to the college (Ward No 22) to promote cleanliness awareness among the residents of the slums in keeping with the initiative undertaken by Govt. Of India.

ANNEXURE III

UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of
Studies (under 1+1+1 System of Examinations) for the Academic Session **2017-2018**

Last date of admission to the 1st year Degree Courses : 21.7.2017
Last date of change of subject(s)/ stream : 25.8.2017

Course of Studies	Date of Commencement of Classes	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for University Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
							Theoretical	practical	
Part-I	3rd week of July'17	05.9.2017 (without late fine) (Application forms for Registration be submitted by the students to the college within 28.8.17) 15.09.17 with late fine. 07.9.17 (by the Student to the College)	Oct.'17	1st week of March, 2018	Last week of March, 2018	1st week of April, 2018	B.Com. (H+G) (For the students of previous academic sessions)*** 06.7.18--19.7.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 24.7.18--27.7.18 B.A./B.Sc. (G) 01.8.18--10.8.18	B.A./B.Sc. (H & Major) & B.Com. (Major) 14.8.18--06.9.18	Within 90 days from the last date of Exam.
Part-II	within 7 days from the completion of Part-I Exam.	---------	Oct.'17	Last week of January, 2018	2nd week of February, 2018	Last week of February, 2018	B.Com. (G+H) 03.5.18--25.5.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 31.5.18--05.6.18 B.A./B.Sc. (G) 08.6.18--03.7.18	B.Com. (G+H) 29.3.18--24.4.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 02.5.18--22.5.18 Genl. 05.7.18--24.7.18	-Do-
Part-III	within 7 days from the completion of Part-II Exam.	---------	Oct.'17	2nd week Of December, 2017	1st week of January 2017	Last week of January, 2018	BA/B.Sc./B.Com. (Hons. & Major) 04.04.18--13.4.18 (General) 16.4.18--23.4.18	(Honours & Major) 08.3.18--28.3.18 Genl. 29.3.18--13.4.18	Within June, 2018
Part-I Compulsory Language, 2018							20.2.18--27.2.18	--------------	
Part-I & II Supplementary Examination, 2017			Filling up of check list: 3rd week of December, 2017				08.2.18--18.2.18	20.02.18-- 05.3.18	

***Schedule for the B.Com. (H&G) fresh candidates (Academic Session 2017-18) will be published later on.

(NISHAT ALAM)
Secretary