# NARASINHA DUTT COLLEGE

## Annual Quality Assurance Report – 2017-18


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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 | Howrah--711101 |
| City/Town | Howrah |
| State | West Bengal |
| Pin Code | 711001 |
| Institution e-mail address | info@narasinhaduttcollege.edu.in |
| Contact Nos. | 91 33 2643 8049/91 33 2643 4259 |
| Name of the Head of the Institution: | Dr. Soma Bandyopadhyay |
| Tel. No. with STD Code: | 91 33 2643 8049/91 33 2643 4259 |
| Mobile: | +91 9433987377 / +91 9433865011 |

Name of the IQAC Co-ordinator: Dr. Kuntal Chattopadhyay

Mobile: +91 9339726520

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

1.5 Website address: www.narsinhaduttcollege.edu.in

Web-link of the AQAR: http://narsinhaduttcollege.edu.in/AQAR2017-18.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++ | Was not awarded | 2007 | 5 years |
| 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)*** 2017-18

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 2016-17 submitted to NAAC on 23/09/2017

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 | N.A | | |
| University with Potential for Excellence | N.A | UGC-CPE | N.AN.A |
| DST Star Scheme | N.A | UGC-CE | N.A |
| UGC-Special Assistance Programme | N.A | DST-FIST | N.A |
| UGC-Innovative PG programmes | N.A | Any other (*Specify*) | N.A |
| UGC-COP Programmes | N.A | | |

## 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 | | |

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. [Nil] International [ ] National [ ] State [ ] Institution Level [ ]

(ii) Themes [ ]

2.14 Significant Activities and contributions made by IQAC

- A special fund has been allocated for partial financial assistance to the teachers interested in research.
- An automatic volumetric sampler was installed with the help of IQAC at the roof top of west block of college to record ir borne bio pollutants like spore and pollen grains inducing respiratory allergy and asthma in the nearby locality.
- College has a tie-up with health unit of Howrah Municipal Corporation and runs health check up camp on first Wednesday of every month for free check up of all the stakeholders and poor people of locality
- A room has been constructed at the Ground Floor of the Computer Science building for the said health check up O.P.D.
- College has published its peer reviewed multilingual multi disciplinary academic journal *JOCAS* .
- A volume of seminar papers presented at the National Seminar held in the college in Feb. 2017 has been published with ISBN.
- College Prospectus for 2018 has been published.
- A two day National Seminar has been organized by the Urdu department of the college in collaboration with West Bengal Urdu Academy on April 28-29, 2018 in the college.
- Seminars, seminar lectures and student seminars have been organized by various departments.
- Social outreach/awareness programmes were organized by NCC/ NSS wings and St. John Ambulance and Nursing Division of the college.
- Students Feed Back Analysis has been completed under the supervision of IQAC.
- Proposal for Infrastructure development assistance under RUSA 2.0 has been successfully submitted.
- Preparations towards Academic and Administrative Audit have been initiated by IQAC.
- College has geared up its academic infrastructure including online admission process to successfully cope up with the newly introduced Choice Based Credit System under semesterized pattern.
- A CBCS cell has been constituted to monitor the newly introduced Choice Based Credit System under semesterized pattern.
- A separate PG Office has been instituted in a renovated set-up with a PG Examination-in-charge, an Office-in-charge, 2 Gr. C & 1 Gr. D staff members.
- Recruitments have been made in Gr. D of NTS to revamp Principal's Office and the departments.
- Digitization of records and software based office management system has been introduced.
- Almost all the books in the central library have barcode identity for digital record.
- The Book Bank of the college is being specially taken care of to render better services to the members.
- Annual Convocation Ceremony of the PG departments of English & Mathematics has been successfully held on March 9, 2018
- Departmental meetings and parents-teachers meetings have been regularly held.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| 1. To set up a separate PG office for the PG courses.<br>2. To organize more seminars and seminar lectures for bettering the teaching-learning process.<br>3. To further upgrade the library service.<br>4. Construction of wash room facilities in the West Block<br>5. To expedite the publication of the college journal.<br>6. To publish a volume of seminar papers with ISBN.<br>7. To introduce regular clinical check up of students, teachers, staff members and local residents in collaboration with Howrah Municipal Corporation.<br>8. To promote research interest/activity of the faculty members.<br>9. To organize a National Seminar.<br>10. To arrange disposal of huge volumes of waste papers and old useless documents/materials. | 1. A separate PG Office has been instituted in a renovated set-up with a PG Examination-in-charge, an Office-in-charge, 2 Gr. C & 1 Gr. D staff members.<br>2. Seminars, seminar lectures and student seminars have been organized by various departments.<br>3. Almost all the books in the central library have barcode identity for digital record.<br>4. 3 new wash-rooms are constructed on the terrace of the West Block.<br>5. College has published its peer reviewed multilingual multi disciplinary academic journal *JOCAS.*<br>6. A volume of seminar papers presented at the National Seminar held in the college in Feb. 2017 has been published with ISBN.<br>7. College has a tie-up with health unit of Howrah Municipal Corporation and runs health check up camp on first Wednesday of every month for free check up of all the stakeholders and poor people of locality. A room has been constructed at the Ground Floor of the Computer Science building for the said health check up O.P.D.<br>8. A special fund has been allocated for partial financial assistance to the teachers interested in research.<br>9. A two day National Seminar has been organized by the Urdu department of the college in collaboration with West Bengal Urdu Academy on April 28-29, 2018 in the college.<br>10. Huge volumes of waste papers and old useless material have been shredded and disposed of by certified agency. |

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

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

Provide the details of the action taken

The IQAC with the guidelines of the management reviewed the extent of implementation of the plans conceived for some effective quality enhancement and monitored the formulation of policies for the successful implementation of the CBCS curriculum from the next session (2018-19).

# 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 | 2 | Nil | 2 | |
| UG | 18 | Nil | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| **Total** | 20 | Nil | 2 | Nil |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | | | | |
| Innovative | | | | |

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

| Pattern | Number of programmes |
|---|---|
| Semester | |
| Trimester | |
| Annual | √ |

1.3 Feedback from stakeholders* Alumni [ ] Parents [ ] Employers [ ] Students [√]
***(On all aspects)***

Mode of feedback : Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

*Annexure - II*

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

Revision and updating done according to Calcutta University guidelines

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

No

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 95 | 32 | 32 | Nil | 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 |
| 9 | 13 | | | | | 5 | 2 | 14 | 13 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 26 | 21 | 14

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 20 | 30 | 11 |
| Presented papers | 14 | 12 | 0 |
| Resource Persons | 0 | 2 | 1 |

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

Field visits, special lectures through virtual classrooms, students' seminars.

2.7 Total No. of actual teaching days during this academic year 226

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

| | | |
|---|---|---|
| 6 | 0 | 3 |

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 | | | | |
|---|---|---|---|---|---|---|
| | | INC% | PNC % | I % | II % | Pass without division% |
| BA PART III HONS | 215 | 0.46 | 17.21 | 2.80 | 68.37 | 6.98 |
| B.SC PART III HONS | 164 | 1.22 | 2.44 | 39.02 | 44.51 | 3.66 |
| BAPART III GEN | 317 | - | 19.24 | - | 4.42 | 19.56 |
| BSC PART III GEN | 117 | - | 17.95 | 13.67 | 42.73 | 5.98 |
| BCOM PART III HONS | 148 | - | 13.51 | 2.70 | 28.38 | 2.03 |
| BCOM PART II GEN | 265 | - | 4.53 | 0.38 | 3.78 | 20.37 |
| BA/BSC PART-II HONS AND GEN | 1253 | - | - | 59.06 | 4.90 | 17.40 |
| BCOM PART II (HONS AND GEN | 291 | - | - | 5.72 | 13.74 | 20.62 |
| BA/BSC PART-I HONS AND GEN | 1259 | - | - | 57.19 | 13.74 | 55.60 |
| BCOM PART I (HONS AND GEN | 291 | - | - | 5.72 | 34.36 | 20.62 |

| PG Courses | Appeared | 1st Class | 2nd Class | Total |
|---|---|---|---|---|
| PG in English | 17 | 0 | 17 | 17 |
| PG in Mathematics | 26 | 26 | 0 | 26 |

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

IQAC evaluates the feedbacks of the students and guides the departmental faculty accordingly. Departmental seminars are organised with the consultation and support of the IQAC

2.13 Initiatives undertaken towards faculty development

| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
|---|---|
| Refresher courses | 10 |
| UGC – Faculty Improvement Programme | 1 |
| HRD programmes | 0 |
| Orientation programmes | 4 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 2 |
| Staff training conducted by other institutions | 15 |
| Summer / Winter schools, Workshops, etc. | 12 |
| Others | - |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 6 | 0 | 6 | 0 |
| Technical Staff | 9 | 0 | 9 | 18 |

## Criterion – III

## 3. Research, Consultancy and Extension

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

Research committee has been constituted to promote in house research activities. Project proposals are submitted to the committee and evaluated.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 1 | 5 | 5 | 1 |
| Outlay in Rs. Lakhs | 0.45 | 8.30 | 4.9 | |

3.4 Details on research publications

| | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 8 | 13 | 3 |
| Non-Peer Review Journals | | | 12 |
| e-Journals | | 1 | |
| Conference proceedings | 1 | 4 | |

3.5 Details on Impact factor of publications:

Range 0.91 Average [ ] h-index [ ] Nos. in SCOPUS [ ]

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | | | | |
| Minor Projects | 2016-18 | UGC | 8.3 | 4.9 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects *(other than compulsory by the University)* | | | | |
| Any other(Specify) | | | | |
| Total | | | 8.3 | 4.9 |

3.7 No. of books published i) With ISBN No. 4 Chapters in Edited Books 5

ii) Without ISBN No. 2

3.8 No. of University Departments receiving funds from

UGC-SAP | CAS | DST-FIST

DPE | DBT Scheme/funds

3.9 For colleges Autonomy | CPE | DBT Star Scheme

INSPIRE | CE | Any Other (specify)

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | | 2 | | | |
| Sponsoring agencies | | UGC | | | |

3.12 No. of faculty served as experts, chairpersons or resource persons 4

3.13 No. of collaborations International | National | Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency 8.3 From Management of University/College Nil

Total 8.3

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | NA |
| | Granted | NA |
| International | Applied | NA |
| | Granted | NA |
| Commercialised | Applied | NA |
| | Granted | NA |

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| | 1 | | | | | |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

| | |
|---|---|
| 4 | |
| 6 | |

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

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

JRF NA SRF NA Project Fellows NA Any other NA

3.21 No. of students Participated in NSS events:

University level NA State level NA

National level NA International level NA

3.22 No. of students participated in NCC events:

University level 2 State level 1

National level NA International level NA

3.23 No. of Awards won in NSS:

University level NA State level NA

National level NA International level NA

3.24 No. of Awards won in NCC:

University level NA State level NA

National level NA International level NA

3.25 No. of Extension activities organized

University forum NA College forum 3

NCC 5 NSS 9 Any other 3

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

- Blood donation camp, Evaluating bio social profile of the foundry workers of the area, sit and draw competition for the children of the adjoining areas

- Medical free health check up OPD in every month on the first Wednesday in collaboration with Howrah municipal corporation

# 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 | 6336.18sq m | Nil | | 6336.18sq m |
| Class rooms | 46 | Nil | | 46 |
| Laboratories | 19 | Nil | | 19 |
| Seminar Halls | 0 | Nil | | 0 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | NA | NA | | NA |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 2.710 | 1.56 | General fund | 4.27 |
| Others | Nil | Nil | | Nil |

4.2 Computerization of administration and library

1. Almost all the books in the central library have barcode identity for digital record.
2. Fully computerised administrative office
3. A new system named CARE (College Administrative Record Engine) has been purchased from a company COSMAT to keep the administrative system for the college entirely computerized. It has several sub-modules e.g. Student Management, Employee Management, Fees Collection, Payroll/Establishment etc.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 41322 | 2451093 | 308 | 93649 | 41630 | 2544742 |
| Reference Books | 2443 | 376901 | 20 | 32332 | 2463 | 409233 |
| e-Books | 0 | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Journals | 0 | | | | | |
| e-Journals | 0 | | | | | |
| Digital Database | N-List | 31500 | | 5900 | | 37400 |
| CD & Video | 0 | | | | | |
| Others (specify) | BCL | 8500, international membership | Renewal | 8500 | | 17000 |

4.4 Technology up-gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 109 | 34 | 20 | 1 | 0 | 11 | 52 | 2 |
| Added | Nil | Nil | 2 | Nil | Nil | Nil | Nil | Nil |
| Total | 109 | 34 | 22 | 1 | 0 | 11 | 52 | 2 |

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

Three (3) new Wi-Fi Internet connections have been introduced.

4.6 Amount spent on maintenance in lakhs :

| | |
|---|---|
| i) ICT | 2.09 |
| ii) Campus Infrastructure and facilities | 23.08 |
| iii) Equipments | 2.70 |
| iv) Others | 2.07 |
| **Total :** | 29.94 |

# 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.

- 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 organized regularly to enrich their outlook and communicative skill.
- Two new internet Wi Fi connections has been introduced

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 4276 | 107 | 0 | 0 |

(b) No. of students outside the state: Nil

(c) No. of international students: Nil

| Men | No | % |
|---|---|---|
| | 2132 | 48.61 |

| Women | No | % |
|---|---|---|
| | 2251 | 51.39 |

| | Last Year (2016-17) | | | | | | This Year (2017-18) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| UG | 3825 | 521 | 28 | 46 | 0 | 4420 | 2634 | 416 | 28 | 196 | 14 | 4276 |
| PG | 81 | 12 | 1 | 8 | 0 | 102 | 92 | 5 | 0 | 10 | 0 | 107 |

Demand ratio 10:34 Dropout 13%

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

None

No. of students beneficiaries | NA |

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

1. Details of student support mechanism for coaching for competitive examinations (if any). No. of Student beneficiaries.

2. Details of student counselling and Career guidance –

a. **Workshop** on **SPSS** (20th -22nd September, 2017)

Conducted in collaboration with **ISI,** experts – Dr Subrata Roy and Dr Baidyanath Pal

No. of Participants - 25 students, 25 teachers including 5 teachers from other colleges

b. **Seminar** conducted by **Institute of Chartered Accountants of India** on 8th November 2017 (12 noon – 1 PM) and **Triumphant Institute of Management Education Private Limited** (1PM – 2 PM)

No. of Participants – 158 students and 10 teachers

c. **Test** conducted **by Tata Consultancy Services Certificate Program** for Science Students on 23rd December, 2017

d. **Workshop** on Career Awareness by **Institute of Banking Training** on 22nd February, 2018

No. of Participants – 83 students and 7 teachers

e. **Workshop** conducted by **Gurukul** (A perfect Activity Centre) on 23rd February, 2018 (11.30 PM – 1.00 PM) and **Career Launcher** (1.00 PM – 2.00 PM) for discussing Career opportunities after Graduation

No. of Participants – 112 students and 5 teachers

f. **Training Program** through direct interaction with the students available in the Campus conducted by **Brainware** under National Skill Development Corporation (**NSDC**) on 26th and 27th February, 2018 (11.00 AM – 2.00 PM)

g. **Seminar** conducted by **Anadabazar Patrika (ABP)** in association with **Gillette Guard** on 5th April, 2018 (12noon – 1.00 PM)

No. of Participants – 55 students and 3 teachers

**Note: Saikat Jana**, a student of B. Com 3rd Year (Hons) Roll No: 150, ID No. 2015-1565, was selected by ABP for facing the final round of interview for a placement in MNC.

h. **Seminar** conducted by **Vodafone** to provide information about different Scholarships on 5th April, 2018 (1.00 PM – 1.30 PM)

No. of Participants – 55 students and 3 teachers

i. **Seminar** conducted by **George Telegraph Training Institute** on 27th July, 2018 (for B. Com students) and 28th July, 2018 (for B. A., B. Sc. Students)

No. of students benefitted | 591

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 |
| NA | NA | NA | NA |

5.8 Details of gender sensitization programmes

An awareness seminar on "Women's Health" was organised by the NSS unit on 31st August, 2017, where Dr. Queen Aditya, consultant gynaecologist, Ruby Hospital, Kolkata delivered lecture and interacted with girl students of our college for their clarification on health awareness.

5.9 Students Activities

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

State/ University level | 45 | National level | | International level | |

No. of students participated in cultural events

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

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

Sports : State/ University level | 2 | National level | | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|---|---|
| Financial support from institution | 125 | 75000 |
| Financial support from government | 250 | 62,50,000 |
| Financial support from other sources | 124 | 4,00,000 |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11 Student organised / initiatives

| | | | | | |
|---|---|---|---|---|---|
| Fairs | : State/ University level | | National level | | International level | |
| Exhibition: | State/ University level | 5 | National level | | International level | |

5.12 No. of social initiatives undertaken by the students 2

5.13 Major grievances of students (if any) redressed: _____Nil_____

# Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

'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.
- A new system named CARE (College Administrative Record Engine) has been purchased from a company COSMAT to keep the administrative system for the college entirely computerized. It has several sub-modules e.g. Student Management, Employee Management, Fees Collection, Payroll/Establishment etc.

6.3.6 Human Resource Management

IQAC guidelines are adhered to by the Principal 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. are 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 31,16,206/-

6.6 Whether annual financial audit has been done Yes √ No

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

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

6.8 Does the University/ Autonomous College 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

- Dengue awareness programme
- 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

- Campus development committee ensures that the campus remains a no smoking zone
- The entire campus has been declared as Plastic free zone.
- The medicinal plant garden of the college was cleaned by NSS students
- Green policy has been adopted for effective waste management
- The water body is regularly cleaned and maintained.

## 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.

- Admission system has been completely online including online counselling.
- Full computerisation of the administrative office. A new system named CARE (College Administrative Record Engine) has been purchased from a company COSMAT to keep the administrative system for the college entirely computerized. It has several sub-modules e.g. Student Management, Employee Management, Fees Collection, Payroll/Establishment etc.
- Introduction of two new internet Wi Fi systems

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

1. A separate PG Office has been instituted in a renovated set-up with a PG Examination-in-charge, an Office-in-charge, 2 Gr. C & 1 Gr. D staff members.
2. Seminars, seminar lectures and student seminars have been organized by various departments.
3. Almost all the books in the central library have barcode identity for digital record.
4. 3 new wash-rooms are constructed on the terrace of the West Block.
5. College has published its peer reviewed multilingual multi disciplinary academic journal *JOCAS* .
6. A volume of seminar papers presented at the National Seminar held in the college in Feb. 2017 has been published with ISBN.
7. College has a tie-up with health unit of Howrah Municipal Corporation and runs health check up camp on first Wednesday of every month for free check up of all the stakeholders and poor people of locality. A room has been constructed at the Ground Floor of the Computer Science building for the said health check up O.P.D.
8. A special fund has been allocated for partial financial assistance to the teachers interested in research.
9. A two day National Seminar has been organized by the Urdu department of the college in collaboration with West Bengal Urdu Academy on April 28-29, 2018 in the college.
10. Huge volumes of waste papers and old useless material have been shredded and disposed of by certified agency.

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

1. Estimation of particulate matter in the air which acts as allergen to individuals causing various types of respiratory diseases.
2. Free OPD clinic organised on first Wednesday of every month in the college campus in collaboration with Howrah Municipal Corporation.

*Annexure - III*

7.4 Contribution to environmental awareness / protection

- Plantation of saplings on world environment day, Awareness campaign against use of tobacco, prevention of use of plastics in the campus'

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

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

- Strength- Efficient administrative and teaching staff
- Weakness- water logging in the college during monsoon and transport problem
- Opportunity- to provide educational exposure to the industrial hinterland and provide other support
- Threats- Recurrent water-logging problem

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

- Introduction of CBCS system
- Allotment of research grant from Research committee instituted by college
- Screening for thallasaemia among the students in collaboration with Howrah municipal corporation
- Implementation of the proposals as sanctioned by RUSA
- Establishment of distance education learning centre
- To mitigate the long-standing problem of water-logging

Name Dr.Kuntal Chattopoadhyay

Name Dr.Soma Bandyopadhyay

kchattopadhyay

*Signature of the Coordinator, IQAC*
*Narasinha Dutt College*

Coordinator, IQAC
Narasinha Dutt College
Howrah

Soma Bandyopadhyay

*Signature of the Chairperson, IQAC*
*Narasinha Dutt College*

Principal
Narasinha Dutt College
Howrah-711101

...

## *Annexure – I: Academic Calendar 2017-18*

**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***

**Annexure: II**

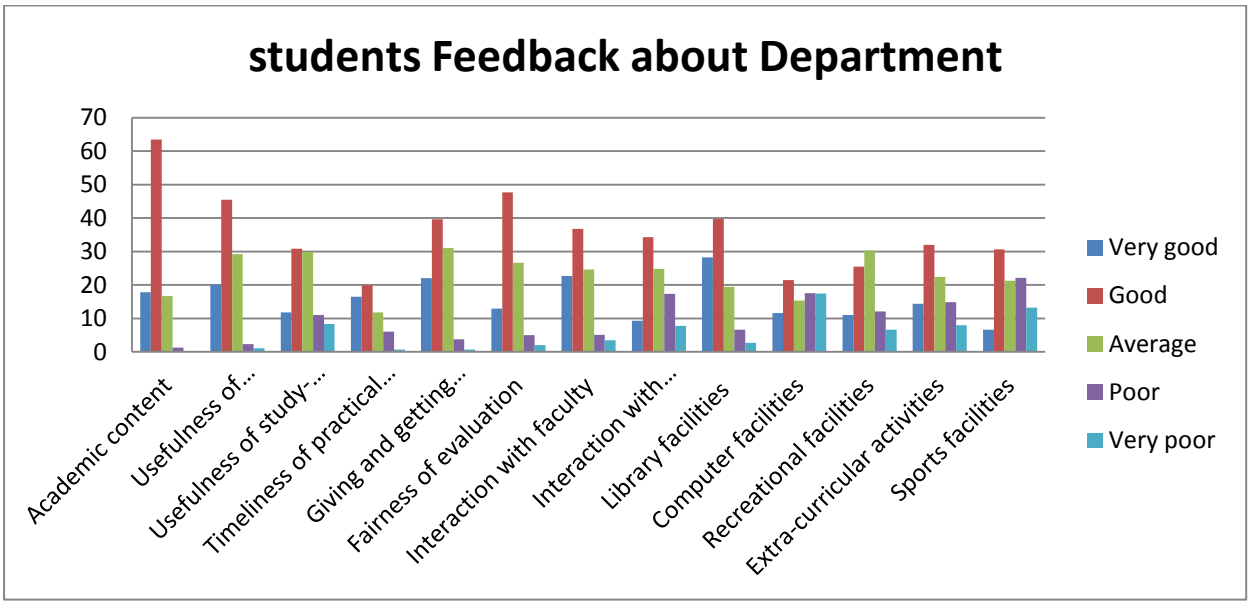
**Students' feedback about department**

**Total 17 departments, score calculated in percentage.**

## ALL DEPARTMENTS DO NOT HAVE COMPUTER FACILITIES.

| Sl No | Questions | Very good | Good | Average | Poor | Very Poor |
|---|---|---|---|---|---|---|
| 1 | Academic content | 18 | 63 | 17 | 1 | 0 |
| 2 | Usefulness of Teaching materials. | 20 | 45 | 29 | 2 | 1 |
| 3 | Usefulness of study-groups in furthering learning. | 12 | 31 | 30 | 11 | 8 |
| 4 | Timeliness of practical work | 16 | 20 | 12 | 6 | 1 |
| 5 | Giving and getting helpful feedback | 22 | 40 | 31 | 4 | 1 |
| 6 | Fairness of evaluation | 13 | 48 | 27 | 5 | 2 |
| 7 | Interaction with faculty | 23 | 37 | 25 | 5 | 3 |
| 8 | Interaction with administration | 9 | 34 | 25 | 17 | 8 |
| 9 | Library facilities | 28 | 40 | 19 | 7 | 3 |
| 10 | Computer facilities | 12 | 21 | 15 | 18 | 17## |
| 11 | Recreational facilities | 11 | 25 | 30 | 12 | 7 |
| 12 | Extra-curricular activities | 14 | 32 | 22 | 15 | 8 |
| 13 | Sports facilities | 7** | 31 | 21 | 22 | 13 |

** LACK OF PLAY GROUND IN THE COLLEGE CAMPUS AND WATER LOGGING IN THE COLLEGE CAMPUS RESTRICTS OUTDOOR GAMES.



*Annexure - III*

## BEST PRACTICES

### BEST PRACTICE 1

Atmospheric pollen and spores are well-known trigger of respiratory allergy and asthma and hence called environmental bio-pollutants. Keeping this in view, airborne allergenic pollen and fungal spore survey has been carried out with Burkard 7-day sampler (Burkard Manufacturing Co., U.K.) at the West Block in the college campus. The trapped pollen and spores are microscopically studied to form a local pollen-spore calendar. More than 36 pollen types and 24 fungal spores were recorded, among which some are allergenic. This is helpful to get idea about airborne allergen exposure. In addition, airborne particulate matter (PM10 and PM2.5) level is also being recorded and correlated with the respiratory health effect among industrial workers and local children using peak flow meter. The students of NSS unit of the college are involved with the study. Population health survey has been performed with questionnaire around the college campus, in the industrial area and slum area of Ashu Bose Lane.

### BEST PRACTICE 2

Regular OPD clinic has been conducted in collaboration with Howrah Municipal Corporation for the students, staff and industrial workers outside college campus. In these OPD clinics, free medicines are distributed among patients after the health check-up by clinicians accompanied by pharmacist and sister nurse of HMC health department. Eye check-up had also been carried out for the residents of nearby industrial area by NSS unit. On World Environment Day, plantlets were distributed in the locality outside the campus, whose growth status is regularly monitored by the students of the college.

***Annexure – IV***

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*

# Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Narasinha Dutt College
Howrah, affiliated to University of Calcutta, West Bengal as
Accredited
with CGPA of 2.77 on seven point scale
at $B^{++}$ grade
valid up to December 15, 2021

Date : December 16, 2016

Director

EC(SC)/20/A&A/48.2

***Annexure – V***

23236735/ 23239437/23235733
23232701
23237721/ 23232317/23234116/
23236351

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAGAR MARG
NEW DELHI-110002
विश्वविद्यालय अनुदान आयोग
बहादुरषाह जफर मार्ग
नई दिल्ली – 110 002

ज्ञान–विज्ञान विमुक्तये

UGC Website : www.ugc.ac.in

No. F.1-1/2015 (CPP-I/C)

December, 2015

The Principal
Narasinha Dutta College
129, Bellilius Road
Howrah
District Howrah – 711 101
**West Bengal**

18 DEC 2015

**Subject :** Inclusion of Narasinha Dutta College, 129, Bellilius Road, Howrah, District Howrah – 711 101, West Bengal under Section 2(f) and 12 (B) of the UGC Act, 1956.

Sir/Madam,

With reference to your letter dated 02.11.2015 on the above subject, I am to inform you that the name Narasinha Dutta College, 129, Bellilius Road, Howrah, District Howrah – 711 101 established in the year of **1924,** affiliated to **Calcutta University, Kolkata** has **already** been 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 **Bechelor's** Degree.

Yours faithfully,

Charan Dass

**(Charan Dass)**
Under Secretary

***Annexure – VI***


**UNIVERSITY OF CALCUTTA**

**SENATE HOUSE**

**87/1, College Street, Kolkata – 700 073**

***Prof. (Dr.) Soma Bandyopadhyay***
**Registrar (Acting)**

**Phone : 2241-0071/4984**
**Fax : 91-033-2241-3222**
**E-mail : somabando@yahoo.co.in**

প্রফেসর (ডঃ) সোমা বন্দ্যোপাধ্যায়
*কার্যনির্বাহী নিবন্ধক*


**TO WHOM IT MAY CONCERN**

This is to certify that **Narasinha Dutt College , 129, Belilious Road, Howrah-711101, 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, Education, History, Political Science, Sanskrit, Philosophy, Geography | NA | | Affiliation stands valid till date |
| 2. | Three Year B.A. General Course in English, Bengali, Education, History, Political Science, Sanskrit, Philosophy, Geography, Urdu | NA | | Do |
| 3. | Three Year B.Sc. General Course in Economics, Mathematics, Physics, Chemistry, Botany, Zoology, Anthropology, Computer Science | | | |
| 4. | Three Year B.Sc. Honours Course in Economics, Mathematics, Physics, Chemistry, Botany, Zoology, Anthropology, Computer Science | | | |
| 5. | Three Year B.Com. Honours Course | NA | | Do |
| 6. | Three Year B.Com. General Course | NA | | Do |

Date: 21.12.2015
Place : Kolkata

Prof. (Dr.) S. Bandyopadhyay
Registrar (Acting)
21.12.15

Registrar (Acting)
University of Calcutta

***Annexure – VI(a)***


UNIVERSITY OF CALCUTTA
SENATE HOUSE
87/1, College Street, Kolkata – 700 073

*Prof. (Dr.) Soma Bandyopadhyay*
Registrar (Acting)
Phone : 2241-0071/4984
Fax : 91-033-2241-3222
E-mail : somabando@yahoo.co.in

প্রফেসর (ডঃ) সোমা বন্দ্যোপাধ্যায়
*কার্যনির্বাহী নিবন্ধক*


**TO WHOM IT MAY CONCERN**

This is to certify that **Narasinha Dutt College, 129, Belilious Road, Howrah-711101, 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. | Two year Postgraduate Degree Course in English, Mathematics | N.A. | | Affiliation stands valid till date |

08.01.16

Date: 08.01.2016
Place: Kolkata

(Prof. (Dr.) Soma Bandyopadhyay)
Registrar