

NARASINHA DUTT COLLEGE



Annual Quality Assurance Report – 2014-15



129 BELILIOUS ROAD, HOWRAH 711101

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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

AQAR for the year (for example 2013-14)

2014-2015

I. Details of the Institution

1.1 Name of the Institution

NARASINHA DUTT COLLEGE

1.2 Address Line 1

129, BELLILIOUS ROAD, HOWRAH.

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 - 033-2643-8049/4259;
Prof. Pralaydeb Mukhopadhyay, Teacher-in-Charge, M: +91 94338 65011;
Prof. Rajkumar Gangopadhyay, Coordinator, IQAC, M: +91 98307 50383;

Name of the Head of the Institution:

Prof. Pralaydeb Mukhopadhyay

Tel. No. with STD Code:

033-2643-8049/4259

Mobile:

+91 94338 65011

Name of the IQAC Co-ordinator:

Prof. Rajkumar Gangopadhyay

Mobile:

+91 98307 50383

IQAC e-mail address:

iqac@narasinhaduttcollege.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN13151

OR

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)

1.5 Website address:

<http://www.narasinhaduttcollege.edu.in>

Web-link of the AQAR:

http://www.narasinhaduttcollege.edu.in/AQAR2014_15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2007	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

15/04/2008

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

- i. AQAR _____ for 2013-2014 _____ 31.12.2015 _____ (DD/MM/YYYY)
- ii. AQAR _____ for 2012-2013 _____ 31.12.2015 _____ (DD/MM/YYYY)
- iii. AQAR _____ for 2011-2012 _____ 31.12.2015 _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Two self-financed PG Courses: Mathematics and English

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

University of Calcutta

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders:

No. 08

Faculty

04

Non-Teaching Staff & Students

02

Alumni

01

Others

01

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

Rs.3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

1

International

National

State

Institution Level

(ii) Themes

CAS related matters

2.14 Significant Activities and contributions made by IQAC

- Department of Chemistry, in collaboration with Indian Academy of Sciences (Bangalore), Indian National Science Academy (New Delhi), and The National Academy of Sciences (Allahabad), organized a two-day Lecture Workshop, *Spectroscopic Methods in Chemistry*, at Sarat Sadan auditorium, Howrah.
- The entire admission process was successfully done online. This was in perfect consonance with the directive of the department of Higher Education, Govt. of West Bengal.
- Construction of the make-shift Chemistry Laboratory was done so that the renovation of the old Chemistry Laboratory after its demolition can commence soon.
- Beautification of the college Campus is in progress with the installation of a statue of Swami Vivekananda, gardening in patches, lighting, and a fountain.
- A new car-parking plaza has been constructed and will be inaugurated very soon.
- Construction of a modern and well-equipped Gymnasium for students is in progress, and expected to be ready within a couple of months.
- 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. The construction project is to be funded under the MPLAD Scheme.

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • To construct a make- shift Chemistry laboratory so that the renovation of the old Chemistry laboratory after its demolition can commence soon. • To beautify the college campus with gardening, more lighting and decorative fountain. • To cultivate a medicinal plant garden in the college campus. • To renovate and convert s room on the 1st floor of the East Block into a seminar /AV room. • To build ramps for the physically challenged in the administrative block as well as in all the academic blocks of the college. • To specially furnish two ground floor toilets, one for the boys and the other for the girls and the physically challenged. • To conduct as short course in communicative English • To make the entire process in U.G. and P.G. fully online. • To make the university registration filling up process fully online. • To construct a well equipped gymnasium. 	<ul style="list-style-type: none"> • The make-shift Chemistry Laboratory is constructed and the renovation of the old Chemistry laboratory is soon to begin. • Campus beautification is in progress. A decorative fountain has been set up with some decent lighting. Gardening work shall commence soon. • The proposal of the medicinal plantgarden is in its preparatory phase of realisation. • The proposed ramps for the physically challenged are being constructed. • The proposed toilettes for the physically challenged are under construction. • As in the previous year, a course in communicative English is successfully conducted. • The entire admission process in U.G and P.G. is done fully online.

* Attach the Academic Calendar of the year as Annexure. (Refer to Prospectus)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Verified and Approved by the Governing body of the College.

Part - B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02		02	
UG	06			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	8	0	02	0
Interdisciplinary	02			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01(PG Mathematics)
Trimester	
Annual	06 (U.G.) +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)

* Annexure III

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

Syllabi upgradation as prescribed by the University of Calcutta

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
62	31	31		

2.2 No. of permanent faculty with Ph.D.

38

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	16								

2.4 No. of Guest and Visiting faculty and Temporary faculty

24

27

30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		07	
Presented papers	01	18	
Resource Persons		02	

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

Audio-visual teaching modes, Power point presentation

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

214

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

- ✓ Regular class tests are held for Hons. students .
- ✓ Mid-term tests are held for the General course students of the First year.
- ✓ Test Examinations are held for all students of 1st, 2nd, and 3rd year.
- ✓ All examinations are conducted as per University Rules.

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

5 Faculties as member of Board of Studies.
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2.10 Average percentage of attendance of students

72.7%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Hons.)	322	-	1.24	73.91	7.14	97.43
B.A.(Gen.)	416	-	-	2.40	24.05	44.00
B.Sc. (Hons.)	163	-	45.39	33.70	4.90	93.84
B.Sc. .(Gen.)	89	-	-	6.74	43.82	83.33
B.Com. .(Hons.)	71	-	2.81	26.76	30.98	62.26
B.Com. .(Gen.)	143	-	-	-	14.68	23.42

PG results

English

1 st class	2 nd class	Drop out
-	27	01

RESULTS OF PG MATHEMATICS

Grade				PASS OUT STUDENTS
O	A+	A	B+	
7	16	1	0	24

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

IQAC suggests innovative teaching –learning processes/facilities like ICT, Power point presentations and AV classroom. It takes part in decision making process in consultation with Academic Sub-committee to develop academic aspects and activities in the college. Furthermore, it monitors students’ feedback which is an integral part of the evaluative process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	06
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	07	01	-	02
Technical Staff	06	36	-	18

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: **None in this session**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04		
Outlay in Rs. Lakhs		12,95,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	26	
Non-Peer Review Journals	-	06	
e-Journals		04	
Conference proceedings	01	18	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-2015	UGC	Rs.12,95,000	Rs.8,47,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs.12,95,000	Rs.8,47,500

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

None

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year: 02 PhD degrees

Total	International	National	State	University	Dist	College
				2		

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): None

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum
College forum
NCC NSS Any other

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

- Health check up by NSS in the adjacent slum area
- Bio diversity awareness by Nature Club /Eco Club

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	4047 sq m	Nil		4047 sq m
Class rooms	46	Nil		
Laboratories	19	Nil		
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	4	Nil		Rs.16,200
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil		Nil
Others (Bank)	Nil	Nil		

4.2 Computerization of administration and library

College Office is fully computerized, and the library is partially computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs	No.	Value in Rs	No.	Value in Rs
Text Books	39050	19,74,474	1188	200720	40238	21,72,197
Reference Books	1294	204090	89	42568	1383	346658
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	5	2400	8	Nil	3	18,200
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	N-List	15,000	N-List	5000	N-List	20,000
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs (no of computers)	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	96	2 (34)	17	1	Nil	8	52	2
Added	12	(1)	2		Nil	3	8	Nil
Total	108	34	19	1	Nil	11	54	Nil

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

Short- term Certificate courses in Computer Literacy are provided to Students from the Humanities Departments.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,50,527
ii) Campus Infrastructure and facilities	3,30,805
iii) Equipments	1,63,537
iv) Others	17,02,046
Total :	23,46,915

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 rule and regulations of the college annually. Students are informed through the prospectus, college website and notices about the various aspects of the college. 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, Grievance Redressal cell and Anti-harassment cell.

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. 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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4485	99	N.A	N.A

(b) No. of students outside the state

None

(c) No. of international students

None

Men	No	%	Women	No	%
	Nil	Nil		Nil	Nil

No	%
Nil	Nil

	Last Year (2013-2014)						This Year (2014-2015)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	3630	755	94	236	01	4716	3452	718	90	224	01	4485
PG	69	07	00	02	00	78	87	04		08	00	99

Demand ratio 2.45 Dropout 12%

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

College arranges counselling/ coaching for students for competitive career options.

No. of students beneficiaries

52

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	05	00	00

5.8 Details of gender sensitization programmes

Awareness programme was organized for Lady Students and lady teachers on Breast Cancer in collaboration with the West-Bank Hospital, Narayana Hridalaya

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support: None

	Number of students	Amount
Financial support from institution	92	Rs 45,900
Financial support from government	537	Rs. 12,62,800
Financial support from other sources	Nil	-
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives: None

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

‘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 have 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 a system analyst to monitor the system.

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, introducing course in communicative English.

6.3.3 Examination and Evaluation

Internal examinations as well as final selections are conducted as per the university norms and guidelines given through the academic calendar.

6.3.4 Research and Development

Faculties are encouraged in research projects and pursuits of individual research. Research Committee extends all possible support. Faculties are encouraged to publish their research articles.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Books and journals are regularly purchased from the UGC & college fund. ICT enabled teaching is introduced. Infrastructural facilities are regularly reviewed. Modern/upgraded instruments are purchased as and when required.

6.3.6 Human Resource Management

Principal/TIC is entrusted with the management of available human resources with the support extended by the Teachers/Staff Councils and as per advices of the IQAC.

6.3.7 Faculty and Staff recruitment

Full time faculties in substantive posts are recruited as per the recommendations of West Bengal College Service Commission. Full time support staffs in substantive posts are recruited as per order/guidelines of the State Govt. 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

Industry Interaction/Collaboration is yet to be explored except on occasions for organising career awareness among the students.

6.3.9 Admission of Students

Admissions in both UG and PG programmes are made online, strictly as per the guidelines of the State Govt. and the affiliating university with absolute transparency.

6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

6.5 Total corpus fund generated

Rs. 20,19,035/-

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declare 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 midterm 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?

No such efforts are as yet initiated by the affiliating university.

6.11 Activities and support from the Alumni Association

The newly formed 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

Various departments hold Parent-teacher meetings regularly and seek the suggestions/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

No specific programme has yet been organized.

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.

Introduction of ICT, construction of smart class rooms and green policy initiatives are some of the innovations which have created a positive impact on the functioning of the institution.

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

The plan of Action as resolved and forwarded by the IQAC to the college management was duly approved and acted upon. IQAC supervised the action plan being implemented.

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

Best Practice I: Full fledged online admission

Best Practice II: Certificate course in Communicative English

7.4 Contribution to environmental awareness / protection

The college has adopted a Green policy and awareness programmes have been organised. Cleaning, waste management, gardening, planting of trees and overall maintenance of the campus environment have been prioritised.

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 and dedicated faculty, healthy relation with students, individual care for Hons students by some departments.

Weakness: Space crunch, Inadequate funding, Record section of some of all the departments is not satisfactory.

Opportunities: Imparting knowledge to the socially and economically backward communities of this industrial hinterland, to have a second campus.

Challenges: Academically weak students can be taken care of by individual teachers.

8. Plans of institution for next year

- To overcome the space constraints by seeking sanction for addition of floors in different sections
- Reorientation and modernisation of Hons and General practical laboratories,
- Renovation and upgradation of toilet facilities,
- Continuation of computer literacy courses in software.
- Renovation of ground floor of administrative block.
- Publication of journals and newsletters.
- Internal internet network upgradation of computer.
- To enhance the internal security system.
- To encourage students to take up more initiatives regarding social responsibility.
- Upgradation of website.
- To create multiple Wi-Fi zones in the college.

Name __Prof. Rajkumar Gangopadhyay__

Name __Prof. Pralaydeb Mukhopadhyay__

Raj Kumar Gangopadhyay

P Mukherjee

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Co-ordinator, IQAC,
Narasinha Dutt College, Howrah**

**Teacher-in-Charge
Narasinha Dutt College
Howrah-711 101**

Online Admission Process 2014

The Admission procedure in Under-graduate level was entirely framed as per the guidelines issued by the affiliating university i.e. University of Calcutta vide Ref No. CS/985/Adm.(Cir.) dated 29/05/2014.

- 'Online Admission Committee' was constructed to operate the process
- A '**Data-sheet**' related to online admission was submitted in person to Inspector of Colleges, C.U. on a meeting dated 17/04/2014
- A meeting at University of Calcutta in relation with online admission was attended by Convenor, Academic Committee & Jt. Convenor, Online Admission Committee on 16/04/2014
- The procedure was **partially online** for our college. The process was totally online from 'Application Receiving' to 'Merit List Publication'.
- Criteria for admission in different courses was set in a meeting of Academic Committee on May'2013
- Dates and steps are given below:

07.06.2014	On-line application portal opens at 10.00am
16.06.2014	Last date for submission of on-line application and taking printout of Form and Challan
17.06.2014	Last date of payment of processing fee at AXIS Bank Branches
19.06.2014	Publication of acknowledgement list of candidates who have successfully submitted their application and paid their processing fee
21.06.2014	Settlement of disputes in relation to application and payment of processing fee
25.06.2014	Publication of merit list & counselling schedule

- After publication of Merit List, the document verification and counselling procedure started **from 30/06/2014 and continued till 14/07/2014.**
- Students appeared for counselling:
 - ✓ **B.A. – 1677 (No. of applicants – 3003)**
 - ✓ **B.Sc. – 721 (No. of applicants – 2507)**
 - ✓ **B.Com – 682 (No. of applicants – 1205)**
- Admission Fees was received in College Branch of Central Bank of India
- As per directives a report on Merit List was sent to HE Department, Govt. of W.B on 25/06/2014
- **SMS Alerts** was provided to Applicants' Mobile in different phases of admission
- **Help Line** for applicants has been provided.

Title - Skill Enhancement Programme (Certificate Course in Communicative English)

Objective - The aim of the practice, which the college has been following since 2013, is to enable the students to communicate fluently and confidently in English, to pronounce English words and expressions correctly, identify problems and work out their solutions, complete projects assigned to them from time to time and submit reports. It also aims to encourage them to engage in group discussions and/or dialogues on various burning topics and contemporary issues. The underlying concept or principle of the practice is to help the students to make proper use of their knowledge of English language and develop their communicative skills. This communicative approach to teaching English helps them very much to overcome their hesitation and nervousness in using the language in real life.

Context - As a part its competence enhancing strategies, the college introduced a certificate course in functional/Communicative English mainly for the students from the year 2013. The immediate context of introducing the course was a challenge that our students were facing at the time. The students of the courses/programmes faced difficulties in speaking/communicating in English during the campus interviews for jobs. They had command over the subjects they were taught in their classes but they could not speak fluently in English. The college authority felt that in a highly competitive job market, the students must develop communicative skills. With this end in view, the IQAC advised the English department to start a certificate course in communicative English. A language lab was set up and resource persons from within and outside the department were engaged.

Practice - The course, conducted by the department of English, is of 60 hours duration. It is divided into theoretical lectures and projects. Each lecture is of one hour duration. The course content are carefully selected to teach the students various grammatical functions like the use of articles and tenses, voice and narration change, phrasal verbs, modal auxiliaries and writing skills like reporting, dialogue and letter writing, responding to advertisements, preparation of resume/curriculum vitae, comprehension etc. Various topics are selected for the students to enable them to speak extempore. Group discussions on various contemporary issues are also organized. The objective is to encourage the students to speak fluently. They are also allowed to use microphones in the language lab so that they themselves can understand whether they

are pronouncing a word correctly or not. Special emphasis is given on pronunciation drills. Daniel Jones' English Pronouncing Dictionary and A.S.Hornby's Advanced Learner's Dictionary are used for this purpose. English Grammar books written by Wren and Martin and P.K.DeSarkar are used to teach grammatical functions. Home tasks are given regularly and they are corrected by the instructors. The students are also required to prepare various projects on local fairs, pujas, health centres, municipal service, NSS activities etc. The objective of these projects is to help them develop their linguistic and communicative skills, identify problems and work out solutions. At the end of the course class tests are held and mock interviews are organized. The successful candidates are given certificates signed by the Principal/TIC and the course co-ordinator.

Success indicator – As evidence of success of the course we collect feedback from the students. The overall impression of the learners is that they have benefitted from it. They now feel at ease to converse in English and face any interview conducted in the English language.

Resources Required – No resources are required except extra time involvement from our faculties.

Problems encountered – The main problems that we have faced in implementing this practice is lack of qualified resource persons, financial support and more space., photo- copying facility and payment of remuneration to the instructors. We have discussed the problems with the Principal and requested him to (a) apply for UGC grant and (b) share the financial responsibility for implementing this best practice. His response so far is positive and encouraging.

Students' Feedback 2015

Attributes	Rating
Communication	8.8
Interest Generation	8.5
Degree of Integration	8
Accessibility	8.4
Evaluation Process	8.3
Provision of timely feedback	7.8
Knowledge	9
Sincerity	8.7
Overall Rating	8.6

Analytical Representation

