

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

2012-13

I. Details of the Institution

1.1. Name of the Institution

Goenka College of Commerce and Business Administration

1.2. Address Line 1

210 Bepin Bihari Ganguly Street

Address Line 2

Kolkata – 700012

City/Town

Kolkata

State

West Bengal

Pin Code

700012

Institution e-mail address

info@goenkacollege.net

Contact Nos.

033-2241-2216

Name of the Head of the Institution:

Dr. Debasish Banerjee

Tel. No. with STD Code:

033-2219-2056

Mobile:

9830093222

Name of the IQAC Co-ordinator:

Dr.Sujit Kumar Roy

Mobile:

9830227372

IQAC e-mail address:

info@goenkacollege.net

1.3. NAAC Track ID

OR

1.4. NAAC Executive Committee No. &Date:

March 31, 2007/ 259

1.5. Website address:

<http://www.goenkacollege.net/>

Web-link of the AQAR:

http://www.goenkacollege.net/AQAR2012_13.pdf

1.6. Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	NA	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

21/12/2008

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2007-08 01/04/2009 (DD/MM/YYYY)
- ii. AQAR 2008-09 01/02/2010 (DD/MM/YYYY)
- iii. AQAR 2009-10 07/12/2015 (DD/MM/YYYY)
- iv. AQAR 2010-11 07/12/2015 (DD/MM/YYYY)
- v. AQAR 2011-12 07/12/2015 (DD/MM/YYYY)

1.9. Institutional Status

University State Central Deemed Private

Affiliated College	Yes	v	No	
Constituent College	Yes	v	No	
Autonomous college of UGC	Yes		No	
Regulatory Agency approved Institution	Yes	v	No	

Type of Institution	Co-education	v	Men		Women	
	Urban	v	Rural		Tribal	
Financial Status	Grant-in-aid	v	UGC 2(f)	v	UGC 12B	v
	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)	Master of Business Administration							

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

University of Calcutta, Kolkata

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

Autonomy by State/Central Government / University

University with Potential for Excellence UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1. No. of Teachers

2.2. No. of Administrative/Technical staff

2.3. No. of students

2.4. No. of Management representatives

2.5. No. of Alumni

2.6. No. of any other stakeholder and community representatives

2.7. No. of Employers/ Industrialists

2.8. No. of other External Experts

2.9. Total No. of members

2.10. No. of IQAC meetings held 02

2.11. No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni 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. International National State Institution Level

(ii) Themes

2.14. Significant Activities and contributions made by IQAC

- ◆ Maintaining and strengthening the academic ambience of the institution.
- ◆ Encouraging the students to maintain stipulated attendance.
- ◆ Suggesting the Principal about the need for infrastructure development.
- ◆ To deal with minor research project proposals of the faculties and finalising the same before submission.

- ◆ Giving suggestions to the Principal regarding enhancement of qualitative upliftment of the academic and non-academic events.
- ◆ Identifying the beneficiaries among needy students for suggesting their names for external scholarships.

2.15. Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Restructuring the Raman Monument existing in college premise	The proposal of restructuring the Raman Monument has been approved by the Department of Higher Education, Government of West Bengal and it is now awaiting the 'No Objection Certificate' of the PWD, Government of West Bengal
Construction of new auditorium for the college	Design for new auditorium made by the PWD, Civil of Government of West Bengal is under revision for necessary alteration.
Installation of closed circuit cameras with monitoring system	A proposal for installation of closed circuit cameras with monitoring system has already been submitted to the Higher Education Department, Government of West Bengal. It is expected that this work will be completed in this financial year

* Attach the Academic Calendar of the year as Annexure.

2.16. Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed in Teachers' Council (TC) Meeting. TC approved the AQAR and encouraged the initiatives taken by the Internal Quality Assessment Cell (IQAC).

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	Nil	Nil	Nil	Nil
PG	2	Nil	Nil	Nil
UG	1	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	Nil
Annual	2

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

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

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

No Revision of Syllabi was made by the University of Calcutta in the current Academic Year

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	6	23	Nil	Nil

2.2. No. of permanent faculty with Ph.D.

11

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
2						3		5	19

2.4. No. of Guest and Visiting faculty and Temporary faculty

16	Nil	11
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2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		5	
Presented papers		5	
Resource Persons			

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

- Arrangement of tutorial classes.
- Organizing class tests and college examinations.
- Improvement in the Information Technology Lab.
- Improvement in library facility and service.
- Improvement in general office services and student section.
- Summer Internship programmes for the MBA students were introduced.

2.7. Total No. of actual teaching days

During this academic year

198 for UG and PG-M.Com
237 for PG-MBA

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

Introduction of MCQ system for admission of M.Com Students

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

2		
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2.10. Average percentage of attendance of students

67%

2.11. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	326		69.32	26.68		96
M.Com	39		43.58	56.42		100
MBA	21		100	--		100

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

- ◆ Maintaining and strengthening the academic ambience of the institution.
- ◆ Encouraging the students to maintain stipulated attendance.
- ◆ Suggesting the Principal about the need for infrastructural development.
- ◆ To deal with minor research proposals of the faculties and finalising the same before submission.

2.13. Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
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	23	4	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The institution has a Research Committee to monitor and address the issues of research
 Research Committee Recommendations:

- i) The faculty members are always encouraged to be involved in Minor / Major research projects
- ii) The faculty members are encouraged by the IQAC for increasing their participation in national/international seminars, research oriented programmes, conference, workshops, etc.
- iii) The college intends to conduct research related training programme for the in-house faculty in future.
- iv) To make aware the faculty on the availability of research grant from different funding agencies.

Research Activities taken up

- a) Numbers of major/minor research projects are sanctioned and funded by state and national bodies :2
- b) Faculties have completed their Ph.D degree during last four years: 1
- c) Many faculty members presented their research paper in state/national/international seminar/conferences.

Measures taken by the Institute to Improve Research Environment

- a) Autonomy to the principal investigator
- b) Timely availability or release of resources
- c) Adequate infrastructure and human resources
- d) Reducing teaching load and granting special leaves to the teachers
- e) Support in terms of technology and information needs

- f) Facilitating timely submission of utilisation certificate to the funding authorities

Efforts made by the institution in developing research culture and aptitude among students

- a) The college authority encourages students to organise and participate in different student seminars on current topics so that they may be interested in research carrier in near future.
- b) Wide participation of students in national conferences/seminars encourages them to do research and acquired knowledge in latest development of the subjects.
- c) The College Authority helps the students of MBA to carry out empirical research work for submitting dissertation project as per the course requirement.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs.			227000	

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	2	1
Outlay in Rs.	113500	207500	193000	113500

3.4. Details on research publications

	International	National	Others
Peer Review Journals		4	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		5	

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		UGC	420000	
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from: NIL

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

3.9. For colleges: NIL

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					1
Sponsoring agencies					

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

3.13. No. of collaborations International National Any other

3.14. No. of linkages created during this year

3.15. Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16. No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
			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): Nil

JRFSRF Project Fellows Any other

3.21. No. of students Participated in NSS events: Nil

University level State level
National level International level

3.22. No. of students participated in NCC events: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23. No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24. No. of Awards won in NCC: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25. No. of Extension activities organized

University forum	<input type="text"/>
College forum	<input type="text"/>
NCC	<input type="text"/>
NSS	<input type="text"/>
Any other	<input type="text" value="v"/>

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

- Students, teachers and non-teaching staff of the college contributed funds for the Blind Persons' Association, Narendrapur, 24Parganas (South).

- Students and all teachers and non-teaching staff participated in campus cleaning and overall beautification of the college.
- A Blood Donation Camp was organised by the Students' Union and the NSS unit of the college.

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	7932 Sq. Ft.	Nil	Higher Education Department, Government of W.B.	7932 Sq. Ft.
Class rooms	26	Nil	Higher Education Department	26
Laboratories	2	Nil	Higher Education Department	2
Seminar Halls	3	Nil	Higher Education Department	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	Higher Education Department	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Higher Education Department	Nil
Others	Nil	Nil	Higher Education Department	Nil

4.2. Computerization of administration and library

Administration

The admission process of the college is fully computerized and college-updates are regularly posted on the website of the college. The College also publishes computer-processed results and issues computerised mark sheet to the students. There is no scope of full digitization of administrative work as the college, being a government run institute does not have any authority to introduce such a system.

Library

A plan has also been made to purchase the KOHA software for computerization of the library services. It has been decided to purchase the necessary software and to write to the Higher Education Department for necessary fund.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58142		986		59128	
Reference Books	14535		246		14781	
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	22		Nil	Nil		
e-Journals	02		Nil	Nil		
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4. Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	84	2	Broadband	34	-	7	-	-
Added								
Total	84	2	Broadband	34	-	7	-	-

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

- ◆ Installation of LCD Projectors;
- ◆ Installation of noise free generator;
- ◆ Adding more computers in the computer laboratory.

4.6. Amount spent on maintenance in lakhs: Maintained by PWD, Government Of West Bengal. No Information is available to us

i) ICT	NA
ii) Campus Infrastructure and facilities	NA
iii) Equipments	NA
iv) Others	NA
Total :	NA

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

- ◆ Maintaining and strengthening the academic ambience of the institution;
- ◆ Encouraging the students to maintain stipulated attendance;
- ◆ Identifying the beneficiaries among needy students for suggesting their names for external scholarships.

5.2. Efforts made by the institution for tracking the progression

- ◆ Evaluation of academic results;
- ◆ Organising Placement of Students;
- ◆ Organising Quiz Competition;
- ◆ Encouraging students to submit articles for Students' Seminar.

5.3 (a) Total Number of students: 1208

(b) No. of students outside the state 198

(c) No. of international students 04

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
890	267	34		17	1208	890	267	34	-	17	1208

Demand ratio: 19.74 : 1

Dropout %: 0.52%

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

No. of students beneficiaries

5.5. No. of students qualified in these examinations: Exact Number is not available to the college

NET	<input checked="" type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input type="checkbox"/>	CAT	<input checked="" type="checkbox"/>
IAS/IPS etc. State	<input checked="" type="checkbox"/>	PSC	<input checked="" type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

5.6. Details of student counselling and career guidance

With a view to preparing the students for the job market, the college maintains a Guidance and Counselling Cell. The functions of the cell are as follows:

- a. Development of spoken and communicative English,
- b. Development of writing technique,
- c. Interview procedure learning,
- d. Speech procedure learning,
- e. Dialogue procedure learning,
- f. Etiquette learning
- g. General knowledge development

No. of students benefitted

85

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
6	70	20	15

5.8. Details of gender sensitization programmes: Not Applicable

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: Nil

Sports: State/ University level 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	Nil	Nil
Financial support from government	11	Rs. 188100
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11. Student organised / initiatives: Nil

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

3

5.13. Major grievances of students (if any) redressed: Students do not have any specific grievances.

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

Vision

To maintain the recognition as a pre-eminent institution for Commerce education in India and to concentrate on providing quality education with individual focus and global vision.

Mission

We demonstrate excellence in the social pursuit of developing individuals as valued contributors to the society by:

- Creating, delivering and supporting quality education
- Inculcating value education among the students
- Instilling confidence in the ability of the students to achieve his or her potential
- Equipping them with the skills and abilities to succeed in an increasingly globalized environment
- Providing further opportunities for education at the highest academic level
- Disseminate knowledge to the society through seminars and workshops

6.2. Does the Institution has a management Information System

The college does not have any Management Information System.

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

6.3.1. Curriculum Development

- ◆ Goenka College of Commerce & Business Administration being affiliated to the University of Calcutta, has to abide by the curriculum designed by the parent University for all its courses.
- ◆ Teachers of different departments of our institution helped the Board of Studies in designing/ developing the curriculum in UG/PG course.

- ◆ Regarding the operational part, the different departments plan and implement the curricula of the B.Com. course by dividing it into two major periods - pre and post autumn vacation. The curriculum is informally communicated to the students at the beginning of each academic year and is also displayed on the notice board at the beginning of the session. The curricula contained in the modules are made effective through rigorous and interactive classroom teaching following a well-distributed class-routine which is centrally designed.
- ◆ For the distribution of the syllabus of the M.Com. and MBA Courses, meetings are held with all the teachers. For the M.B.A. course, several guest teachers were appointed through a formal interview process, mainly for the special papers in the 3rd and 4th semester.
- ◆ The College prospectus, academic calendar (include the proposed date of tests, project synopsis & submission) offer the idea about the delivery and transaction of the curriculum. These documents are reviewed and renewed every year by the teachers who incorporate recent and necessary information.

6.3.2. Teaching and Learning

- ◆ Teachers of our college regularly attend syllabus related seminars and workshops sponsored by different funding agencies like UGC, the affiliated University for effective implementation of the curriculum.
- ◆ The teachers also attend various Orientation Programmes, Refresher Courses, Seminars, and Workshops outside the College for which duty leaves are granted by the institution. Moreover, they also conduct research projects under various schemes for achieving the aforesaid purpose.
- ◆ The teachers get technical support from the institution in the teaching learning process in the form of laptops, overhead projectors, for the post graduate students.
- ◆ The institution subscribes to different journals and e-journals which are available to all the teachers, helping them enrich their knowledge regarding classroom teaching as well as their research work. There is a huge collection of books in the library to cater to the need of the teachers and the students.
- ◆ Teachers have their own study room where the departmental computers are kept with internet connection to gather information from online sources and to communicate with the students.

6.3.3. Examination and Evaluation

- ◆ Ensuring transparency in evaluation process
- ◆ Facilitating the work of University appointed examination officer for smooth conduct of examination
- ◆ Sudden inspection by the members of IQAC during examination process
- ◆ Analysing the results of the students in Teachers' Council Meetings
- ◆ Discussing with the students about their performance and suggesting remedies

- ◆ Evaluation of answer scripts of different University Examinations

6.3.4. Research and Development

- ◆ Encouraging the teachers to take up Minor and Major research projects
- ◆ Scrutinising Major and Minor Research Projects of faculties before their approval
- ◆ Encouraging teachers to present research papers in national and international conference and publish them

6.3.5. Library, ICT and physical infrastructure / instrumentation

- ◆ Cataloguing of books purchased during the year
- ◆ Improving the reading room of the library
- ◆ Computers and Library Equipments like ladder, trolley and index card boxes have been purchased.
- ◆ A plan has also been made to purchase the Library software for computerization of the library services.
- ◆ Two e- journals i.e. J-GATE and RMIT have been subscribed in the current academic year.
- ◆ Availability of computer, laptop, LCD projector with internet access for the students of UG/PG departments.

6.3.6. Human Resource Management

There is no mechanism of Human Resource Management in this college as this is a Government Institution.

6.3.7. Faculty and Staff recruitment

- ◆ Full time faculties and staff are recruited by West Bengal Public Service Commission (WBPS);
- ◆ Guest Faculties for PG Departments are recruited through a Selection Committee comprising the Principal, other internal faculties and external members nominated by the University of Calcutta.

6.3.8. Industry Interaction / Collaboration

- ◆ The corporate houses which extended their patronage through recruitment of our MBA students are: Federal Bank, Invertis Knowledge Solutions Ltd., Nicco Ventures Ltd., Somani Realtors Pvt. Ltd., MTS Group of Companies, Charnock Hospitals.
- ◆ Companies who provided summer internship programme for our MBA students are: Power Grid Corporation Ltd., UCO Bank, United Bank of India, SUL Steel Pvt. Ltd., Bharat Coking Coal Ltd., Axis Bank Ltd., Careerflier, Kanoria Chemical and Industries Ltd., J.K. Paper Ltd., Steel Authority of India Ltd., and Somani Realtors Pvt. Ltd.

6.3.9. Admission of Students

- ◆ B.Com students are admitted strictly based on their results in Class XII examination under different boards.
- ◆ For the M.Com. course 60% of the seats is reserved for candidates of university of Calcutta and admission is based on result of B.Com. Final examination. Admission to the remaining 40% of the seats is based on results of an admission test conducted by the college and students from other universities including the University of Calcutta are eligible for this.
- ◆ MBA Students are admitted based on their CMAT score and overall academic performance. Final selection is made based on Group Discussion and Personal Interview.

6.4. Welfare schemes for

Teaching	<p>1. The college maintains a first aid centre to combat emergency. The college also provides medical benefits to the existing and retired employees of the colleges and their family members vide notification no. 7287-F-19-09-2008 issued by Government of West Bengal. The following services are provided under this scheme:</p> <p>a) Medical treatment as an indoor patient in a hospital or medical institution and b) Medical treatment as an outdoor patient in a hospital or medical institution.</p> <p>c) As the college is a government college all the employees are covered under group insurance scheme of the state government and an amount is deducted from the salary with a savings and a premium component.</p>
Non teaching	Same as above
Students	<p>1. Students of this college can also avail medical facilities from Students' Health Home</p> <p>2. Students can avail various schemes offered by the central and the state government like railway concession, scholarship for SC and ST students, merit cum means scholarships Kanyashree Prakalpa</p> <p>3. Sheela Kanoria Foundation offers scholarships for needy girl students.</p>

6.5. Total corpus fund generated

Nil

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	NA	No	NA
Administrative	No	NA	No	NA

No system of academic and administrative audit has been introduced by the Government in any Government college

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?

MCQ has been introduced in Admission Test for M.Com

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

Not Applicable

6.11. Activities and support from the Alumni Association

The College has distinguished and vibrant alumni. They actively take part in many academic and administrative matters. They also help College Placement Cell in providing jobs to the college students. Goenka College of Commerce & Business Administration Ex-students' Association was registered in 2011-12. After the registration was made under the Society Act, the Association started its functioning with the vision and mission of keeping a close liaison with the administration of the college. Nirmalendu Dasgupta Memorial Award for the needy and meritorious students was initiated by his niece, an ex-student Mrs. Parama Dasgupta from the year 2012-13. Some members of the ex students' association were also invited by the administration to deliver lectures on corporate grooming to the MBA students

during last two years. Ex-students' Association felicitated retired teachers and support staff of this college and presented them with the certificates of recognition and a gift of honour.

6.12. Activities and support from the Parent – Teacher Association

No such Association has yet been formed as it is a Government institution

6.13. Development programmes for support staff

- ◆ Counselling of support staff with the help of Government Officials and Academicians

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

- ◆ Although the campus is situated at the heart of the city, the building in the campus is surrounded by trees and lawns.
- ◆ Automobiles are not permitted inside the campus except a few to keep the campus pollution free.
- ◆ Beautification of the college garden is done periodically.
- ◆ Plantation of saplings by the NSS unit of the college is done in each year.
- ◆ The College is situated at the heart of the city and there is limited scope for plantation of trees because of limited space in the campus. We always try to conserve all the existing trees. Apart from that the college buildings have lawns, flower pots and trees.
- ◆ Soak pits are built separately for discharging waste water from the buildings.
- ◆ Polythene bags and other non-decomposable articles are separately collected before disposing the organic wastes.

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.

- ◆ Installation of Projector
- ◆ Installation of White Board for MBA classes
- ◆ Installation of sound system in the auditorium
- ◆ Setting up of placement cell for the MBA students

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

- ◆ Getting approval of Department of Higher Education, Government of West Bengal for restructuring the Raman Monument.
- ◆ Designing new auditorium made by the PWD, Civil of Government of West Bengal.
- ◆ Submitting proposal for setting up of close circuit cameras is submitted to the Higher Education Department, Government of West Bengal. It is expected that this work will be completed in this financial year.

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

Annexure-IV

7.4. Contribution to environmental awareness / protection

- ◆ Although the campus is situated at the heart of the city, the college building in the campus is surrounded by trees and lawns.
- ◆ Automobiles are not permitted inside the campus except a few to keep the campus pollution free.
- ◆ The College is situated at the heart of the city and there is no scope for plantation because of limited space of the campus. We always try to conserve all the existing trees. Apart from that the college buildings have lawns, flower pots and trees.
- ◆ Soak pits are built separately for discharging waste water from the buildings.
- ◆ Polythene bags and other non-decomposable are separated and cleaned by municipality before disposing the organic wastes.
- ◆ Classes for environmental studies, as a part of B.Com course are regularly held.
- ◆ Teachers arranged field tour for the students to generate environmental consciousness.

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

- Admission of students with excellent academic performance
- Presence of senior and experienced guest faculties
- Association of former pupils with the departments
- A well-stocked Library

- Close relationship between teaching and non-teaching staff

Weakness

- Vacant teaching and non-teaching posts

Opportunity

- Establishment of book bank
- Setting up of an auditorium with modern amenities
- Publishing academic journal

Challenge

- Fulfilment of multifaceted requirements of syllabus oriented teaching
- Conducting interdisciplinary workshops
- Collaborative programmes with industry and corporate sector
- Conducting more number of seminars and workshops

8. Plans of institution for next year

- Installation of close-circuit cameras
- Construction of underground water reservoir
- Renovation and repair of both academic and administrative building
- Setting up of second lift of the college
- Acquisition of smart boards
- Installation of new sound system for the seminar room

Name: Dr. Sujit Kumar Roy

Name: Dr. Debasish Banerjee



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure-I

Abbreviations:

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

Annexure-II: Analysis of Feedback

- ◆ The College has a regular mechanism to obtain feedback from students and other stakeholders on different issues. Formal student feedback is taken at the final year when the student has developed their mature opinion about the implementation of the curriculum. The part related to academic matter is communicated to the University by the faculties who are members of the Board of Studies in the academic meetings. The Principal being a member of the highest body of the College plays an active role in this regard.

- ◆ There is no formal mechanism to obtain feedback from the other stakeholders like the parents and the Ex-students' Association. But during the meetings with the parents, their feedback is obtained. Meetings with the Ex-Students' Association help us to get their feedback regarding the institute.
- ◆ We also get feedback regarding the implementation of the syllabus, references from the esteemed professors of different universities and colleges who act as the moderators in M.Com. and MBA Examination process of the College.
- ◆ A close ended structured questionnaire in 5 point scale is distributed to the students at the end of the respective courses of the college. From their responses, it is observed that course curriculum designed by University of Calcutta is satisfactorily implemented by the college. Presence of a good educational environment and erudite faculty add up to the pride of this age old institution. The college administration is also very strict about ragging and other disciplinary issues.

Annexure-III: Academic Calendar

Annexure-IV: Best Practices of the Institution

There are two Best Practices of the Institution:

1. Effective Teaching-Learning System
2. Creating consciousness and commitment to the society

Best Practice – I

1. Title of the Practice

Effective Teaching-Learning System

2. Goal

The objectives/intended outcomes of this best practice are:

- Ensuring effective delivery of the contents across all the students
- Improving students' learning experiences and outcomes
- Striving for simplicity of teaching-learning method and establishing clear expectations for analytical performance and quality assurance
- Providing a consistent framework for future enhancement of teaching – learning methods
- Providing all the staff with information for their professional development needs

Underlying principles or concepts of this practice:

- For ensuring the holistic development of the students in the sphere of education
- Building confidence and self-reliance of the students

- To enable self-growth by overcoming social and economic constraints and gender stereotype

3. The Context

Quality teaching is defined in terms of effective pedagogical techniques to produce learning outcomes for students. It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes. The institution needs to ensure that the education they offer meets the expectations of students and the requirements of employers, both today and for the future.

One of the most challenging paradoxes in the world of academics is the fact that while innovativeness in teaching is largely agreed upon as the most desired aspect of teaching, it is also equally a fact that innovativeness as a tangible teaching component had failed to be designed and promoted properly. To meet the challenge of promoting innovativeness of teachers the best way was found to be insisting on the preparation of individual teaching plans/lessons, which in turn help them to identify the most creative methodologies /approaches that can be shared with others who are not spontaneously creative.

4. The Practice

The procedures which constitute the implementation of the practice are as follows:

- ❖ The institution has meticulously organized and clearly planned teaching, learning and evaluation schedule, well integrated into the total institutional scheme. At the end of each academic year, the Principal holds consultations with the faculties and the examination committee to plan the academic calendar for the forth-coming academic year.
- ❖ The course outlines and the course schedules are drawn well ahead of the course commencement in every department of the College. Each faculty of the department has an individually drafted lesson plan, which reflects how each topic is taught by indicating the time frame along with the mention of the methodologies/references used and modes of evaluation practiced.
- ❖ The course outlines are spelt out given orally to the students by the course teacher in the orientation session. Necessary hand outs prepared by the faculties are distributed to the students.
- ❖ Self-appraisals submitted by the individual teachers give a clear indication of the teachers' contributions in various categories - academic, administrative and extension activities. The head of each department ensures the effectiveness of the process by regular check of the attendance of the students, academic records, self-appraisals and syllabus completion statements submitted by the faculties. The effectiveness is further ensured through cross verification by the Principal.
- ❖ The teaching-learning process is continuously reviewed by the respective head of the department and the Principal of the College by taking into account the feedback given by the students.
- ❖ Each department submits a quarterly report on the activities comprising academic activities, research and extension activities, innovations in teaching-learning, publications, staff and student achievements, extra and co-curricular activities to the Convener of the Research Committee and the Principal of the College.
- ❖ Each department submits an annual report on the activities comprising academic activities, research and extension activities, innovations in teaching-learning, publications, staff and student achievements, extra and co-curricular activities to the IQAC of the institution.

- ❖ To ensure quality sustenance and enhancement, the college periodically conducts meetings to teaching-learning methodologies, academic performance analysis, research output, faculty development programmes attended/conducted and extension activities, co-curricular and extra-curricular activities conducted during the year.
- ❖ Departmental meetings are conducted regularly and whenever needed.
- ❖ Analyzed results of different examinations are submitted by the members of the examination and tabulation committee before the teachers' council presided by the Principal of the College.
- ❖ Syllabus completion statements as well as the performance s of the students accordingly are also periodically submitted by the individual faculty, in order to ensure timely completion of the syllabus and desired achievement of the students.
- ❖ The College conducts special classes in English Communication skills. B.Com and MBA students learn computer skills as part of their curriculum which helps them in the job market. This initiative was propelled by a growing need to integrate the learning process with the job market as it exists in the present day.
- ❖ In addition, feedback is taken from the students for evaluating the teachers' performance of the respective departments. Thus, the regulatory mechanism of timely checks on teachers' quality has the double advantage of improving not only teachers' but also students' performances.
- ❖ To encourage the students, the College authority felicitates the students who secure good marks in the University examinations. Those who secure highest marks in B.Com. M.Com. and MBA examinations are awarded with the Gold Medals along with prizes and certificates on the College Foundation Day in each year. Students, those who acquire above 60 per cent to marks are also awarded with books and certificates.
- ❖ In addition, meritorious poor students are encouraged by providing assistance individually by the teachers

5. Evidence of Success

The evidence of success could be observed in achieving the targets/benchmarks/distinctions mentioned below:

- ❖ Our institution is the best Commerce College in terms of the performance of the students in all examinations under University of Calcutta.
- ❖ Students of B.Com. course are regular rank holders in the University Examinations. In 2012-13 Two students secured 7th and 8th position in B.Com final examination at the University level.
- ❖ Better placement of the students of the institution both in private and well as public sectors.
- ❖ Two courses of Master degree (M.B.A. and M.Com.) are running simultaneously in the College with good reputation. This is the only Government College in West Bengal in which M.B.A. course has been successfully conducted for last two years.
- ❖ MBA students do internship in different corporate houses as part of their curriculum.

- ❖ The holistic developments of our students are manifested through the publication of an excellent annual magazine “Wide Angle”, participation in Students’ Seminar, debate and quiz competition etc.
- ❖ The College has emerged as a trusted name for discipline & value based commerce education.

6. Problems Encountered and Resources Required

- ❖ There has been shortage of teaching staff in majority of the departments.
- ❖ The implementation of the effective teaching-learning process requires improved infrastructural facilities, such as well-equipped class rooms with supporting staff, necessary electronic equipment (computer, printer and twenty-four hour internet facilities) which are not always available.

7. Contact Details:

Name of the Principal: Dr. Debasish Banerjee

**Name of the Institution: Goenka College of Commerce & Business Administration
210, B. B. Ganguly Street,
Kolkata – 700012.**

Best Practice – II

1. Title of the Practice:

Creating consciousness and commitment to the society

2. Goal:

In its focus on the all-round development of the students, the College adopts a need-based approach that substantiates in facilitating comprehensive and balanced education for the students. The aims of this practice are –

- ❖ To create consciousness and instil sense of commitment among the students about their role in society as agents of social change
- ❖ To learn to assess their own skills and identify areas of personal development
- ❖ To promote self-reliance through acquisition of skills, widening the scope of alternative job avenues

Underlying principles or concepts of this practice:

- ❖ Overall improvement of the students.
- ❖ Building confidence and self-reliance.
- ❖ The tender age of the college students is ideal and effective to pursue this practice.

3. The Context:

Despite the speedy development in every sphere of life, the modern civilization failed to remove the evils of poverty, hunger, terrorism and widespread fundamentalism and war. Only traditional and orthodox education will not be able to address these emerging issues of the society. The traditional education produces successful skilled workers for corporate and public sectors, but it fails to produce a man who would be an agent of social change in positive direction, where the world is full of truth, virtues and good values – a civilized society in true sense.

Educational institution is an ideal platform to build these resources of social change – a true citizen who leads social transformation. Within the periphery of usual syllabi and curriculum it is not possible to produce the ideal citizen. Novel ideas and dynamic thinking in designing curriculum and institution specific academic programme are imperative in this regard.

Our institution needs to be mentioned specially in respect of pursuing these programmes, particularly co-scholastic aimed to develop the ideal citizen of the nation.

4. The Practice:

- ❖ The students of our College collect money & cloths and distribute those money and dresses to the weaker section of our society. These activities are generally carried out under the leadership of the NSS unit of the institution.
- ❖ A Blood Donation Camp is organised by the Students' Union under the guidance of the NSS unit of the college.
- ❖ To generate self-esteem and self-belongings among the students, our institute observes important national and international events. Independents day, Republic day and College Foundation day are observed ritually, where attendants of all the students, teachers and non-teaching staff are mandatory. Students are apprised with the long freedom struggle history of our independence movement and they are made aware regarding their duties and responsibilities as a true responsible citizen of the great nation.
- ❖ The College helps students to overcome their inhibitions by organizing extra-curricular activities. Focus is given to the performing arts to instil a sense of confidence and self-esteem among them. Students enthusiastically take part in the College Foundation Day Programme, Annual College Fest, Fresher's Welcome Programme and the Annual Sports Meet.
- ❖ A One Day Seminar for the students was held as part of the 150th Birth Anniversary of Swami Vivekananda. Students elaborated on the life, workings and philosophy of Swami Vivekananda.
- ❖ The Placement Cell of our College has organised regular lectures by consultants from the industry to help the students to identify job opportunities and seek career guidance. The Cell also organizes soft-skills development programmes that help students to acquire appropriate skills and etiquette for the job market.
- ❖ The college on behalf of students, teachers and non-teaching staffs contributed funds for the Blind Persons' Association, Narendrapur, 24 Parganas(S).

5. Evidence of Success:

- ❖ Students have developed a sense of bonding through interacting and mingling with all the stakeholders of the institution.
- ❖ They have developed a sense of confidence and self-esteem.
- ❖ They have been better able to integrate with corporate etiquettes.
- ❖ The practice has had a strong impact on the student community. An increasing number of students are coming forward, expressing a strong desire to participate in the various activities of the College.
- ❖ In the previous academic years students from all courses (B.Com., M.Com. and M.B.A.) participated in the placement drives organized by a considerable number of corporate houses. A significant part of the students of the College have selected by Larsen & Tubro Ltd., MGH Logistics Pvt. Ltd., S&P Capital IQ, KPMG, Dynamic Digital Technology Pvt. Ltd., Eximius Research and Nicco Ventures Ltd.

Problems Encountered and Resources Required:

- The college does not have a modern auditorium and there is the urgent need for it.
- The college does not have any land space for construction of boys' and girls' hostel.
- The college does not have its own playground and it is to hire other grounds for holding the annual athletic meet.
- The college has many vacant posts of teachers, the filling up of which depends on the government's policy and action.
- Some non-teaching posts are lying vacant, the filling up of which depends on the government's policy and action.
- The students like all other tender-aged persons are living in the world with widespread consumerism and confined by materialism with full of electronic gazettes. They are usually sticky in nature regarding their comfort and pleasure, which prevent them to think for others. This peculiar social and cultural environment as emanated as a by-product of the so called civilization is one of the major impediments to pursue them for uninterrupted attention to the class room teaching.
- The College needs the following resources for effective and smooth functioning
 - Land for second campus
 - Own play ground
 - Fund for modernisation of undergraduate class rooms
 - Fund for arrangement for industrial visit for the students for giving them practical exposure.

7. Contact Details:

Name of the Principal: Dr. Debasish Banerjee

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