

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

2013-14

I. Details of the Institution

1.1. Name of the Institution

Goenka College of Commerce and Business Administration

1.2. Address Line 1

210 BepinBihari 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/AQAR2013_14.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)
- vi. AQAR 2012-13 _____ 07/12/2015 _____ (DD/MM/YYYY)

1.9. Institutional Status

University	<input type="checkbox"/>	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
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Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		<input type="checkbox"/>

1.10. Type of Faculty/Programme

Arts	Science		Commerce	√	Law		PEI(PhysEdu)	
	TEI (Edu)		Engineering		Health Science		Management	√
Others(Specify)	Master of Business Administration							

1.11.Name of the Affiliating University

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.IQACComposition and Activities

2.1. No. of Teachers

08

2.2. No. of Administrative/Technical staff

01

2.3. No. of students

01

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 03

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 proposals of the faculties and finalising the same before submission;
- ◆ Giving suggestions to the Principal regarding enhancement of qualitative Upliftment of the event cell of 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
Installation of close-circuit cameras	Proposal for installation of closed circuit cameras with monitoring system have been sanctioned and the work order has already been issued
Construction of underground water reservoir	An additional underground water- reservoir has already been constructed by the PWD, Central Kolkata Division-1 for which necessary fund has been sanctioned and released by the Higher Education Department, Government of West Bengal. An additional water supply connection has already been sanctioned by the KMC of this purpose
Renovation and repair of both academic and administrative building	The renovation of and repair proposal both for the academic and administrative buildings inclusive of class rooms, corridors, stair cases have been submitted by the PWD, Central Kolkata Division-1, through different estimates. Some of these estimates have already been sanctioned by the Government And some are in the pipeline
Setting up of second lift of the college	The civil and electrical estimates for the setting up of the second lift of the college as submitted by the Executive Engineers of the PWD have already been submitted to the Dept. of Higher Education. It is expected that the necessary sanction and the release of fund for this purpose will be done within this financial year

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* Alum

Parents

Employers

S

ts

(On all aspects)

Mode of feedback: Online

Manual

Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (Annexure-II)

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 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	5	24	Nil	Nil

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

10

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

17		11
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2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		7	
Presented papers		7	
Resource Persons			

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

- Full coverage of the syllabus.
- Arrangement of tutorial classes.
- Organizing class tests and college examinations.
- Improvement in the Information Technology Laboratory.
- Improvements in games and sports facility with additional facilities provided in the Multi-gym.
- Improvement in the drinking water and sanitation facility.
- Improvement in library facility and service.
- Improvement in general office services and student section.
- Computer and Internet facilities provided to the students.

**2.7. Total No. of actual teaching days
During this academic year**

198 for UG and PG-M.Com. 235 for PG-MBA
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**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

65%

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	315		73.96	22.22		96.18
M.Com	24		37.50	62.50		100
MBA	19		68.42	26.32		94.74

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 infrastructure 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	1
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	22	5	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;

- i) The faculty members are encouraged by the IQAC for increasing their participation in national/international seminars, research oriented programmes, conference, workshops, etc.
- ii) The college intends to conduct research related training programme for the in-house faculty in future.
- iii) 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 : 1
- 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	1	
Outlay in Rs.		23500	100000	

3.4. Details on research publications

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

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
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Major projects				
Minor Projects	1	UGC	100000	
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 collegesNIL

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 thisyear: Nil

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

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

Total	International	National	State	University	Dist	College
1						1

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 F 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 State level
 National level International level

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="√"/>

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 and observed the Communal Harmony Campaign and Fund Raising Week for the Foundation for Communal Harmony.
- Students, teachers and non-teaching staff of the college participated at the 63rd TB Seal Sale Campaign 2012-13 for Bengal Tuberculosis Association.
- Campus cleaning was also voluntarily taken up by the students, teachers and no- teaching staff of the college under the banner of NSS for 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.

Government has not yet initiated computerisation of administration process. As per Government decision, all pay bills and all other bills are done by E-pardon and/or E-billing through the IFMS Website of Government of WB.

Library

Proposal has been sent to the Government of West Bengal for permission for inviting tender for purchase of Library Software.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	59128		358		59486	
Reference Books	14781		89		14870	
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	6							
Total	90	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.)

- ◆ Maintenance of LCD Projectors;
- ◆ Maintenance of noise free generator;
- ◆ Maintenance of computer lab.

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
- ◆ Encouraging students to participate in on-campus and off-campus placement drives
- ◆ Organising Quiz and debate Competition
- ◆ Encouraging students to participate actively for Students’ Seminar
- ◆ Encouraging students to submit business plan proposals

5.3 (a) Total Number of students: 1192

(b) No. of students outside the state 184

(c) No. of international students 03

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
890	267	34	-	17	1208	871	284	26		11	1192

Demand ratio: 19.51 : 1

Dropout %: 1.10%

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: Nil

NET	<input checked="" type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IAS/IPS etc	<input checked="" type="checkbox"/>	State 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. Training the students about the etiquettes and procedures for facing an interview
- d. General knowledge development
- e. Creating awareness about corporate culture among the students

No. of students benefitted

95

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
4	60	12	12

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: Nil

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		
Financial support from government	18	402600
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11.Studentorganised / 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

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 potentials;
- 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 routine which is centrally designed.
- ◆ For the distribution of the syllabus of the M.Com. and M.B.A 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 updated 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. For the MBA students the teachers also get the scope of using smart boards with sound system.
- ◆ 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 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 research projects
- ◆ Scrutinising Major and Minor Research Projects of faculties before their approval
- ◆ Encouraging teachers to present research papers in national and international conference
- ◆ Encouraging the students to carry out field work for their projects

6.3.5. Library, ICT and physical infrastructure / instrumentation

- ◆ Cataloguing of books purchased during the year

- ◆ Improving the reading room facilities
- ◆ Acquisition of Smart Board
- ◆ Installation of new sound system for auditorium and seminar rooms
- ◆ Availability of e-books and e-journals in the library
- ◆ 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 University of Calcutta.

6.3.8. Industry Interaction / Collaboration

- ◆ Of the big recruiters who visited our campus last year the names of Federal Bank Ltd and Variety Knowledge Solutions Ltd must be separately mentioned.
- ◆ Students of the MBA course were sent for summer internship programme after successful completion of the second semester to Axis bank Ltd, Indian Oil Corporation Ltd, Peerless Developers Ltd, V.C. Corporate Pvt. Ltd., Air India Ltd, Steel Authority of India Ltd, Mecon Ltd, United Bank of India, Tata Steel, JUSCO, Tata Motors Ltd, Karam Chand Thapar & Bros (Coal sales) 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 are 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 style="margin-left: 40px;">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>2. 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 KanyashreePrakalpa</p> <p>3. SheelaKanoria 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.
In M.Com Examination, Internal Assessment has been introduced as a part of Final Assessment.

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. To encourage the present students of the college the Ex-students Association is giving awards, both need based and merit based to the students of this college. These awards are given on the Foundation Day of the college. Nirmalendu Dasgupta memorial award for the need and merit based scholarship 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 the certificates of recognition and a token gift of honour.

6.12. Activities and support from the Parent – Teacher Association

Not Present

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, 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 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-biodegradable are separately collected before disposal
- ◆ College campus is cleaned with the help of the students and the teachers

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 Smart Board
- ◆ Installation of sound system in the seminar room
- ◆ The facilities of the existing placement cell are extended to M.Com. and B.Com. students
- ◆ Grooming session for MBA students was introduced for the first time with the assistance from the Ex-Students Association

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

- Proposal for installation of closed circuit cameras with monitoring system have been sanctioned and the work order has already been issued.
- An additional underground water- reservoir has already been constructed by the PWD, Central Kolkata Division-1 for which necessary fund has been sanctioned and released by the Higher Education Department, Government of West Bengal. An additional water supply connection has already been sanctioned by the KMC of this purpose.
- The renovation of and repair proposal both for the academic and administrative buildings inclusive of class rooms, corridors, stair cases have been submitted by the PWD, Central Kolkata Division-1, through different estimates. Some of these estimates have already been sanctioned by the Government and some are in the pipeline.
- The civil and electrical estimates for setting up of the second lift of the college as submitted by the Executive Engineers of the PWD have already been submitted to the Dept. of Higher Education, Government of West Bengal. It is expected that the necessary sanction and the release of fund for this purpose will be done within this financial year.

7.3. Give two Best Practices of the institution

Annexure-IV

7.4. Contribution to environmental awareness / protection

- ◆ Although the campus is situated at the heart of the city, every 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 wastes are separated 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

7.6. Any other relevant information the institution wishes to add.

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 curriculum oriented teaching
- Providing counselling to students
- Collaborative programmes with other academic institutions and corporate bodies
- Conducting more number of workshops on business ethics

8.Plans of institution for next year

- Installation of close-circuit cameras with monitoring system
- Installation of Wi-fi System in selected areas and in Post Graduate Section in the 4th floor of the Academic Block
- Renovation and repair of administrative block
- Setting up of paver block in the open space
- Installation of second lift of the college.

Name:Dr.Sujit Kumar Roy

Name:Dr. Debasish Banerjee



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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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 syllabus. The part related to academic matter is communicated to the University by the members of the Board of Studies in academic meetings. Principal being a member of the highest body of the University 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 parents-teacher meeting the feedback from the parents are obtained. Seminars and meetings organised by the Ex-Students' Association help us to get the 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.
- ◆ 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: Best Practices of the Institution

There are two Best Practices of the Institution:

1. Effective Teaching-Learning System
2. Creating Consciousness: Promoting Self-growth and Self-reliance

Best Practice – I

1. Title of the Practice

Formation of an Effective Teaching-Learning System

2. Goal

The objectives/intended outcomes of this best practice are:

- Ensure effective delivery of the contents across all the students
- Improve students' learning experiences and outcomes
- Strive for clarity of teaching-learning process and establish clear expectations for analytical performance and quality assurance
- Provide a consistent framework for future enhancement of teaching – learning methods
- Encourage the staff with facilities in regard to 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
- Practical implementation of curriculum

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 institutions need 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 documentation of individual teaching plans/lessons, which in turn help 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 heads of departments and the examination committee to plan the academic calendar for the forthcoming 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.
- ❖ Self-appraisals submitted by the 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 fortnightly 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 the performance audit of the departments, which includes course review, review of teaching-learning methodologies, result 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. The minutes are documented and signed by the Head of the Departments.
- ❖ 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 a part of their curriculum which helps them in the job market.
- ❖ In addition, feedback is taken from the students for evaluating the teachers' performance of the respective department. Thus, the regulatory mechanism of timely checks on teachers' quality has the double advantage of improving not only teacher but also student performances.
- ❖ To encourage the students, the College authority felicitates the students who secure good marks in the University examinations. Those who secure First Rank 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.

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.
- ❖ Two students held 10th rank in B.Com. Final examination at the University level. The College has occupied the top position in the state of West Bengal and it has been recognized as one of the best commerce Colleges in India.
- ❖ Better placement of the students of the institution both in private and well as public sectors.
- ❖ This is the only Government College in West Bengal in which M.B.A. course has been successfully conducted for last three years.
- ❖ The fluency and writing skill of students are manifested through the publication of an excellent annual magazine "Wide Angle". This magazine is designed and developed by the students under the guidance of the teachers of the college.

- ❖ The College has emerged as a trusted name for the commerce discipline and value based education.

6. Problems Encountered and Resources Required

- ❖ There was a problem of shortage of teaching staff. Also, there is shortage of non-teaching staff in the college
- ❖ 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.
- ❖ For each development work, the administrative approval of the Government and sanction of fund is required. This constraint delays the implementation of programme.

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: Promoting self-growth and self-reliance

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:

- ❖ Building confidence and self-reliance
- ❖ To manifest the inherent perfection within the students

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 and 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.
- ❖ Some students, teachers and non-teaching staff of our institution went to the district of Purulia, West Bengal, in the year 2013, to distribute cloths, woolen, biscuits, educational stationeries among the tribal populations.
- ❖ Blood donation camp is organised by the Students' Union like each year
- ❖ 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 where of all the students, teachers and non-teaching staff participate.
- ❖ The College helps students to overcome their inhibitions by organizing extra-curricular activities. Focus is given to the performing arts to instil in students a sense of confidence and self-esteem.
- ❖ Our institution has started grooming up session for the MBA students to empower them to cope up with the problems prevailing in the complex outer world. This program also enables them to compete in the job market.
- ❖ 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.

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.

- ❖ 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.
- ❖ Students have won prizes in various competitions outside 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 preponderant part of the students of the College have been selected by Larsen & Toubro Ltd., MGH Logistics Pvt. Ltd., S&P Capital IQ, KPMG, Dynamic Digital Technology Pvt. Ltd., Eximius Research and Nicco Ventures Ltd.

6. Problems Encountered and Resources Required:

- The college does not have a modern auditorium and there is an 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 has to hire others' 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 is urgently required
- The tender-aged students like 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 stands as a major impediments to give their 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.

Contact Details:

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