

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

2014-15

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/AQAR2014_15.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)
- vii. AQAR____2013-14_____07/12/2015____ (DD/MM/YYYY)

1.9. Institutional Status

University State Central Deemed Private

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 (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

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.	<input style="width: 80px; text-align: center; value: 2;" type="text"/>	International	<input style="width: 80px;" type="text"/>	National	<input style="width: 80px;" type="text"/>	State	<input style="width: 80px;" type="text"/>	Institution Level	<input style="width: 80px; text-align: center; value: 2;" type="text"/>
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(ii) Themes

2.14. Significant Activities and contributions made by IQAC

- ◆ Maintaining and strengthening the institutional effectiveness
- ◆ Encouraging the students to attend the maximum number of classes held
- ◆ 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
Installation of close-circuit cameras with monitoring system	Close circuit cameras with monitoring system have been installed in the college premises to ensure security and security of our stakeholders.
Renovation and repair of administrative block	The renovation and repair of administrative blocks and setting up of paver blocks on the open spaces within the college premises were completed by the PWD, Civil Central Kolkata Division 1 in the last financial year.
Installation of 2 nd lift of the college.	The Government of West Bengal has already released necessary fund for the installation of second lift of the college. The work is expected to be completed by the PWD, Electrical Division 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 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 this 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
28	6	22	Nil	

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

9

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
4		2				4			20

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

20		9
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2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		13	
Presented papers		13	
Resource Persons			

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

- Encouraging teachers to increase the contact hours with the students
- Organising centrally the internal assessment process for the post graduate students
- Improving the Information Technology Lab
- Improving the reading room facility of the library
- Computer and Internet facilities are provided to the students
- Summer internship programmes for the M.B.A. students are conducted

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

196 for UG and PG-M.Com. 234 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

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	351		60.40	31.62		92.02
M.Com	16		81.25	18.75		100
MBA	12		100			100

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

- ◆ Promoting and strengthening inclusive education
- ◆ 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.	2

Others	
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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	20	7	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

- 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 :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.

2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs.				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		3	2
Outlay in Rs.	193000		442000	193000

3.4. Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	442000	
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					2
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 State level
 National level International level

3.23. No. of Awards won in NSS: Nil

University level State level
 National level International level

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 Flag Day. Communal Harmony Campaign and Fund Raising Week for the National Foundation for Communal Harmony were held.
- Students, teachers and non-teaching staff of the college participated at the 64th TB Seal Sale Campaign for Bengal Tuberculosis Association.
- Campus cleaning voluntarily taken up by the students under the supervision of teachers 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 equipment 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. In certain cases computerisation has been initiated as per Government policy. As per Government decision, all pay bills and all other bills are done by E-pradan and/or E-billing through the IFMS Website of the Government of West Bengal.

Library

A plan was made to purchase the KOHA software for computerization of the library services. The plan is still awaiting the approval of the Department of Higher Education, Government of West Bengal.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	59486		598		60084	
Reference Books	14870		149		15019	
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	90	2	Broadband	34	-	7	-	-
Added	4		Wifi					
Total	94	2	Wifi+ Broadband	34	-	7	-	-

4.5. Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (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) Equipment

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: 1213

(b) No. of students outside the state

190

(c) No. of international students

00

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
871	284	26		11	1192	844	300	32	27	10	1213

Demand ratio: 19.06 : 1

Dropout %: 0%

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 Data is not available with 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	<input checked="" type="checkbox"/>	State PSC	<input checked="" type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	Others	<input 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

120

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
2	70	3	32

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	38	689300
Financial support from other sources		
Number of students who received International/ National recognitions		

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

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 time-table 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 (including 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 latest 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

- ◆ Availability of e-books and e-journals in the library
- ◆ Cataloguing of books purchased during the year
- ◆ Improving the reading room facilities
- ◆ Installation of close-circuit cameras with monitoring system
- ◆ 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 the Government of West Bengal on recommendation of the West Bengal Public Service Commission (WBPS). Advertisement for recruitment of Full Time teachers (in Commerce and Economics) was published by the Public Service Commission, Government of West Bengal in this financial year. It is expected that the appointment of teachers in Commerce, Economics and English will be done within a few months.
- ◆ 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 fourth batch of students of the MBA course were sent for summer internship programme after successful completion of their second semester to United Bank of India, BCCL, SAIL, ITS Ltd., TVS Motors Ltd., SUL Steel Pvt. Ltd., Getz Pharma Research Pvt. Ltd. and Somani Realtors.

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 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 Kanyashree Prakalpa</p> <p>3. Sheela Kanoria Foundation offers scholarships for needy girl students.</p> <p>4. Prof. N.R.Bardhan, an Ex-teacher of this college had donated Rs.7 lakhs and Rs.3 lakhs respectively in 2014 for creating endowment fund in his name and in the name of her late mother for providing assistance to the needy and meritorious students of this college. The process of giving assistance to the students from this fund has been initiated on 27.11.2014 i.e on the 110th Foundation Day of the college..</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?

The College has only academic autonomy for PG courses. Full autonomy can not be
sought for without the Government decision

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. N. Dasgupta Memorial Endowment Fund was initiated by his niece Mrs. P Dasgupta for the needy and the meritorious students. These awards are given on the Foundation Day of the college. 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, token gift of honour on the Foundation Day of the college. The Ex-students Association has started organising reunion and invites the current teachers and non-teaching staffs, thereby strengthening the institutional bonding

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 is done at regular interval.

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.
- ◆ 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 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.

- ◆ Installation of Close-circuit cameras
- ◆ Setting up of paver block in the open space
- ◆ Installation of second lift of the college
- ◆ Career counselling programmes were introduced for all the students

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

- Close circuit cameras with monitoring system have been installed in the college premises to ensure security and security of our stakeholders.
- The renovation and repair of administrative blocks and setting up of paver blocks on the open spaces within the college premises were completed by the PWD, Civil Central Kolkata Division 1 in the last financial year.
- The Government of West Bengal has already released necessary fund for the installation of second lift of the college. The work is expected to be completed by the PWD, Electrical Division within this financial year.

7.3. Give two Best Practices of the institution

Annexure-III

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 collected separately before disposing the organic wastes.

7.5. Whether environmental audit was conducted?

Yes

No

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

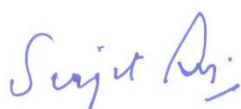
- Fulfilment of multifaceted requirements of curriculum oriented teaching
- counselling the students for managing stress
- Collaborative programmes with other associations
- Conducting more number of soft skill development and entrepreneurship development workshops

8. Plans of institution for next year

- ◆ Renovation and repair of academic block
- ◆ Installation of 2nd lift
- ◆ Enabling Wi-fi in Teacher's Room, Teacher's Study Room and Library
- ◆ Introduction of solar panel
- ◆ Organising Students' Seminar
- ◆ Organising National Seminar
- ◆ Introduction of digital cataloguing and acquiring related software

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 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 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 alumni. But during parents- teacher meeting the feedback from the parents are obtained. Seminars and meetings organised by alumni 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 M.B.A. courses.

Annexure-III: Best Practices of the Institution

There are two Best Practices of the institution:

1. Promoting and sustaining effective teaching-learning system
2. Stakeholders' involvement in quality enhancement : Promoting self-growth and self-reliance

Best Practice – I

1. Title of the Practice

Promoting and sustaining effective teaching-learning system

2. Goal

The objectives/intended outcomes of this best practice are:

- Imparting quality commerce education to students across all sections of the society
- Ensure effective planning and delivery of the course curriculum across all the students
- Improve students' learning experiences and outcomes
- Strive for simplicity and clarity of teaching and learning
- Designing appropriate assessment and feedback method
- Analysis and appraisal of the students' feedback
- Provide consistent framework for future enhancement of teaching – learning methods
- Disseminate information to enhance effectiveness of the teaching learning system

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 the students overcome 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. 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.

Imparting quality education to students across all sections of the society is a continuous endeavour of any academic institution. Effective planning and delivery of the course curriculum across all the students is the main component of such an effort. Students' learning experiences and outcomes reflects simplicity and clarity of teaching and learning methods adopted.

Appropriate assessment and feedback method enriches the teaching-learning system provided analysis and appraisal of the students' feedback are regularly conducted. In the process, that will provide consistent framework for future enhancement of teaching – learning methods.

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 and implementation 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.

The institution should find scope to identify areas of deficiencies and also take up appropriate faculty development programmes for the betterment of their professional effectiveness and also for quality enhancement.

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 scheme of the affiliated university, i.e. University of Calcutta. At the end of each academic year, the Principal holds consultations with the faculties and examination committee to plan the academic calendar for the forth-coming academic year.
- ❖ The departmental heads conduct meetings at the beginning of the academic session to distribute the subject syllabus among the teachers

- ❖ The course outlines and the course schedules are drawn well ahead of the course commencement in every department of the College. The departments strictly adhere to the norms and regulations of the affiliated university with respect to course curriculum and examination schedule. Each faculty of the department has an individually drafted lesson plan indicating the time frame along with the references used following the departmental academic calendar.
- ❖ The course outlines along with the references are spelt out to the students by the concerned teacher at the beginning of the session.
- ❖ Self-appraisals submitted by the individual teachers gives 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 and self-appraisals of the teachers. The effectiveness of this process 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 communicates to the Principal about academic activities, research and extension activities, innovations in teaching-learning, publications, staff and student achievements, extra and co-curricular activities.
- ❖ To ensure quality sustenance and enhancement, the Principal regularly meets the teachers and discusses course review, review of teaching- learning methodologies, research output, extension activities, co-curricular and extra-curricular activities conducted throughout the academic session.
- ❖ 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.
- ❖ 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 the highest marks in the respective courses are awarded with the gold medal along with prizes on the College Foundation Day in each year. Students, those who acquire 60 per cent to 75 per cent marks are also awarded with books and certificates.
- ❖ In addition, meritorious poor students are encouraged by providing special prizes in cash from N.R. Bardhan endowment fund, scholarships from Sheela Kanoria Foundation, Prof. N. Dasgupta Memorial Fund and also the recently initiated scholarships donated by the alumni association of the college.
- ❖ The college assists students to avail funds from various government schemes, e.g., railway concession, scholarship for ST, SC, OBC students, scholarship under Kanyashree Prakalpa.

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. Eight of our students secured ranks (2nd, 3rd, 4th, 5th, 6th, 7th, 8th and 9th) in the B.Com Final Examination under the University of Calcutta.
- ❖ According to the reports in different national rating agencies our 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.
- ❖ Two courses of master degree (M.B.A. and M.Com.) are running simultaneously in 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 four years.
- ❖ 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 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.
- ❖ The College has emerged as a trusted name for the commerce discipline & value based education.

6. Problems Encountered and Resources Required

- ❖ There is a problem of shortage of teaching staff. This acts as an impediment to impart quality education.
- ❖ There has been a severe shortage of non-teaching staff also which has been affecting the smooth functioning of the college office.
- ❖ The implementation of the effective teaching-learning process requires improved infrastructural facilities, such as well-equipped class rooms with supporting staff, necessary electronic gazettes (computer, printer and twenty-four hour internet facilities) which are not always available.

Best Practice – II

1. Title of the Practice:

Stakeholders' involvement in quality enhancement: 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 all the stakeholders of the institution
- ❖ To ensure inclusive education with active participation of the stakeholders
- ❖ To develop the students as agents of social change
- ❖ To facilitate students to assess their own skills and provide opportunities 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:

- ❖ Encouraging involvement of all the stakeholders for enhancing institutional effectiveness
- ❖ Ensuring quality education for the students
- ❖ Overall improvement of the students by inculcating confidence, self-reliance and self-esteem
- ❖ To manifest the perfection within the students

3. The Context:

Educational institution is an ideal platform to build resources of social change – a true citizen who leads social transformation. 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.

Thus in order to inculcate a value system, create consciousness and instil sense of commitment among the students towards the society, intuitions should take initiatives to encourage participation of all the stakeholders. Novel ideas and dynamic thinking in designing curriculum and institution specific academic programme are imperative in this regard.

4. The Practice:

- ❖ The students of our College collect money and clothes and distribute those among the weaker section of our society. These activities are generally carried out under the leadership of the NSS unit of the institution along with the active involvement of the Students' Union.
- ❖ To generate self-esteem and self-belongingness among the students, our College observes important cultural and national events. Independence Day, Republic Day and College Foundation Day are observed, where participation of all the students, teachers and non-teaching staff are encouraged.
- ❖ The College encourages the students to participate in extra-curricular activities to instil among them a sense of confidence and self-esteem. Annual Athletic Meet, Annual College Fest, Freshers Welcome Programme, Foundation Day celebration, inter class debate, quiz, singing and dancing competition, Business Plan competition, Students' Seminar are the occasions round the year, in which they participate enthusiastically.
- ❖ The academic faculty and administrative staff, both current and retired along with the members of the alumni association actively join in all the above mentioned programmes and ceremonies.
- ❖ The Students' Union together with the NSS unit of the College organise Blood Donation Camp every year.
- ❖ The College regularly conducts grooming session for the students, particularly for the M.B.A. course, to enable them to cope up the problems prevailing in the complex corporate world. This program also enables them to compete in the job market.

- ❖ The Placement Cell of the College organizes regular lectures by consultants from the corporate sector to assist 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 Ex-students' Association of the College actively contribute in these sessions.

- ❖ Regular admission of students from the neighbouring states and countries has been enhancing cross-cultural camaraderie and promoting inclusive education.

- ❖ Active and spontaneous co-operation of all the stakeholders, their togetherness and zeal to ensure quality education has been contributing effectively for achieving and maintaining academic excellence of the College.

5. Evidence of Success:

- ❖ Students have developed a sense of bonding through interacting and mingling with the stakeholders of the college.

- ❖ They have developed a sense of confidence and self-esteem.

- ❖ A "Run for Unity" was organised by the teachers and the students on 31.10.2014.

- ❖ Students have been able to better integrate with corporate requirements.

- ❖ The holistic development of our students are manifested through the publication of an excellent annual magazine "Wide Angle". This magazine is entirely designed and developed by the students under the guidance of the teachers of the college.

- ❖ The practice has had a strong impact on the student community. An increasing number of students are coming forward, discarding their inhibitions and expressing a strong desire to participate in the various activities of the College.

- ❖ As per the India Today All India Survey of Commerce Colleges published in India Today Magazine – Special Issue, June 16, 2014, the college was ranked as the best commerce college in the state of West Bengal and it was given 34th rank on all India basis among all commerce colleges in India. It is really a great achievement on the part of our institution.

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 has 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 which needs to be urgently filled up.

- 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 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.

Contact Details:

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