

## 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**

**2017-18**

### 1. 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. Sujit Kumar Roy

Tel. No. with STD Code:

033-2219-2056

Mobile:

9830093222

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3.NAAC Track ID

OR

1.4.NAAC Executive Committee No. &Date:

1.5.Website address:

Web-link of the AQAR:

**1.6. Accreditation Details**

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	NA	2007	5 years
2	2 <sup>nd</sup> Cycle	A	3.02	2016	5 Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

**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
- ii. AQAR 2008-09 01/02/2010
- iii. AQAR 2009-10 07/12/2015
- iv. AQAR 2010-11 07/12/2015
- v. AQAR 2011-12 07/12/2015

- vi. AQAR \_\_\_\_\_ 2012-13 \_\_\_\_\_ 07/12/2015 \_\_\_\_\_
- vii. AQAR \_\_\_\_\_ 2013-14 \_\_\_\_\_ 07/12/2015 \_\_\_\_\_
- viii. AQAR \_\_\_\_\_ 2014-15 \_\_\_\_\_ 07/12/2015 \_\_\_\_\_
- ix. AQAR \_\_\_\_\_ 2015-16 \_\_\_\_\_ 07/12/2016 \_\_\_\_\_
- x. AQAR \_\_\_\_\_ 2016-17 \_\_\_\_\_ 07/12/2017 \_\_\_\_\_

**1.9. Institutional Status**

University  State  Central  Deemed  Private

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

Type of Institution	Co-education	√	Men		Women	
Financial Status	Urban	√	Rural		Tribal	
	Grant-in-aid	√	UGC 2(f)	√	UGC 12B	√
	Grant-in-aid + Self Financing		Totally Self-financing			

**1.10. Type of Faculty/Programme**

Arts	Science		Commerce	√	Law		PEI(PhysEdu)	
	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-CE

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**

07

**2.2. No. of Administrative/Technical staff**

03

**2.3. No. of students**

01

**2.4. No. of Management representatives**

01

**2.5. No. of Alumni**

01

**2. 6. No. of any other stakeholder and Community representatives**

**2.7. No. of Employers/ Industrialists**

02

**2.8.No. of other External Experts**

**2.9. Total No. of members**

15

**2.10. No. of IQAC meetings held**

3

**2.11.No. of meetings with various stakeholders**No.Faculty

Non-Teaching  Student  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 institutional effectiveness;
- ◆ Encouraging the students to attend the maximum number of classes held;
- ◆ Suggesting the Officer-in-Charge about the need for infrastructure development;
- ◆ Dealing with minor research project proposals of the faculties and finalising the same before submission.
- ◆ Giving suggestions to the Officer-in-Charge regarding qualitative Upliftment of the academic and non-academic events;
- ◆ Career advancement of teachers and librarians of the college;
- ◆ Identifying the beneficiaries for need-based 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
Organising workshop	A half-day workshop on 'Business Combinations – IFRS 3 and GST' has been organised in the college premise in July 2017.
Organising staff seminar	Dr. Shrabani Saha, Associate Professor, Lincoln University (UK) has been invited to deliver a lecture on 'Corruption, Democracy, Economic Freedom and Government Size' in a staff seminar at college premise in August 2017.

Organising national seminar	A national seminar on 'Goods and Services Tax' has been organised at the college premise in December 2017 in collaboration with the Institute of Cost Accountants of India (ICAI).
Acquisitions of books and other resources for the library	A grant of Rs. 10 lakh has been received for the purpose of purchasing books and journals of the library in addition to the contingency grant of Rs. 4 lakh. Most of the grant has been utilised. Data processing in the library has been resumed.
Annual maintenance of college garden	In May 2017, a tender of 'Prakriti', for annual maintenance of the college garden (that includes maintenance of trees, lawns, planting permanent hedges, planting of trees, fixing grass tiles, etc.) for the amount of Rs. 79668 has been accepted by PWD, Central Sub-division.
Renovation and repair work	<p>a) In July 2017, a work order has been issued to PWD (civil) to complete a few repairing and renovation work on an urgent basis. The works are – renovation of guard room, renovation of office toilet, painting of Principal and office room, repairing of sliding windows, painting of entire building, sign board (6 pieces), renovation of class room desks, renovation of Principal's toilet, supply of 50 labours for shifting of material and furniture for the whole year, renovation of stairs in the auditorium, pipe line repairing of girl's toilet, etc.</p> <p>b) In November 2017, PWD (electrical) has submitted its cost estimate bearing number 154/KED of 2017-18 amounting to Rs. 176768 for comprehensive servicing and maintenance of 6 water purifiers and coolers.</p> <p>c) In November 2017, a work order has been issued to PWD (Electrical) to complete a few repair and renovation work on urgent basis. The works include (a) all electrical line check-up with sound system; (b) check-up of all fire system; (c) repair and servicing of water-purifiers.</p> <p>d) In January 2018, has sought an estimate from PWD (civil) to complete painting of 6 R.C. loft, MBA floor (Administrative building 2<sup>nd</sup> floor), replacing of door in the MBA floor, repairing of all doors, installation of 6 glow sign boards, 10 dias, and disposal of rubbish.</p>
Arrangement of sound system for important events at the college	The college has requested PWD (electrical) to make necessary arrangements for sound system and a back-up electrician for a few programmes at the college, such as NSS programme, Foundation day, and seminar and republic day celebration, etc. vide Memo No. G-543 dated 15.11.17 & G-626 dated 11.1.18. .
Colouring of college campus	In October 2017, a work order has been issued to PWD (civil) for colouring and up keeping of college campus vide Memo No. 183-Edn/CG/4C-58/2016 Pt-1 dated 24.10.2017.
Cleaning and disinfecting overhead tank at the college	In July 2017, a work order has been issued to PWD to clean and disinfect the underground overhead tank at the college. The work was completed in January 2018. Vide Memo No. 542 dated 2.1.18.
Installation of intelligent addressable fire alarm system	The work of installation of intelligent addressable fire alarm system has not yet been implemented in the academic and administrative block of the college. For this work, an amount of Rs. 2686907 was sanctioned and released to the PWD, Kolkata Electrical Division by the Government.
Installation of solar panel	PWD, Kolkata Electrical Division, the West Bengal Renewable Energy Development Agency (WBREDA) had submitted an estimate of Rs.

	1840000 for setting up of grid connected rooftop solar panel plant of capacity of 20 KW with net metering arrangement. Accordingly a proposal for sanctioning and releasing the required funds were submitted to the Department of Higher Education, Government of West Bengal vide our letter No. G-323 dated 13.07.2016. However, the administrative approval has not yet been received.
Organising placement drives	The college arranged in-campus and off-campus placement drives for students of B.Com, M.Com and MBA organised by Deloitte (USA) and Ernst and Young.
Organising Summer Internship	The 7 <sup>th</sup> batch of MBA students were sent for summer internship programmes to Britannia Industries Ltd., Simpolo Ceramics Ltd., WBSEDCL, Tata Steel Ltd., MSTC Ltd., ACC Ltd. after successful completion of their 2 <sup>nd</sup> semester.
Organising other events	The Republic Day and Independence Day celebration, Campus Cleaning Campaign and seminar on awareness of Dengue, Health Awareness Camp in adopted in slum area – all these activities under the banner of NSS were organised. The annual athletic meet and students' seminars were also held during the current academic year. The Students' Union of the college organised the Fresher's Welcome Programme, Quest 2017, Blood Donation Camps and Saraswati Puja.

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

### 1. Curricular Aspects

#### 1.1. Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	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
<b>Total</b>	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	2
Trimester	Nil
Annual	1

- 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.

Revision in the syllabi, course structure and admission guideline for 3-year B.Com (Honors and General) course under CBCS system from 2017-18 onwards under semester system

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

Nil

**Criterion – II**

**2. Teaching, Learning and Evaluation**

Total	Asst. Professors	Associate Professors	Professors	Others



<b>2.1.Total No. of permanent faculty</b>	36	14	22	Nil	
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**2.2.No. of permanent facultywith Ph.D.** 20

<b>2.3.No. of Faculty Positions Recruited (R) and Vacant(V) during the year</b>	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	18	00	0	0	0	0	0	02	18

**2.4.No. of Guest and Visiting faculty and Temporary faculty** 00 01

**2.5.Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended	05	02	00
Presented	05	05	00
Resource Persons	00	00	00

**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

**2.7.Total No. of actual teaching days Duringthis academic year** UG – 234  
PG (M.Com) – 198  
PG (MBA) - 234

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

**2.9.No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop** 1

**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	405	-	49	51		100
M.Com	27	-	37	63	-	100
MBA	14	-	57	22		79

**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	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (National seminar)	02

**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	16	6	Nil	Nil

Technical Staff	Nil	Nil	Nil	Nil
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### Criterion – III

#### 3. Research, Consultancy and Extension

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

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

Research Committee Recommendations:

- i) The faculty members are encouraged by IQAC for participating in national/international seminars, workshops, research oriented programmes, etc.;
- ii) The college intends to conduct research related training programme at regular intervals.
- iii) To encourage 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;
- b) Faculties have completed their PhD degree during last four years;
- c) 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 need;
- f) Facilitating timely auditing and submission of utilisation certificate to the funding authorities.

Efforts made by the institution in developing scientific temper and 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 acquire knowledge in latest development of the subjects

- c) All the post graduate class rooms and the seminar hall are well-equipped with modernised sound system/LCD projectors and the students are acquainted with the development of modern technology used in education
- d) The College Authority encourages the students of MBA to carry out field work for their dissertation and to participate in seminars and conferences.

### 3.2.Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs.	Nil	Nil	Nil	Nil

### 3.3.Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	02	00
Outlay in Rs.	Nil	400000	510000	Nil

### 3.4.Details on research publications

	International	National	Others
Peer Review Journals	03	06	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	00	02	Nil

### 3.5.Details on Impact factor of publications:

Range  average h-ir  os. in SCOP

### 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	Nil	Nil	Nil	Nil
Minor Projects	2 years	UGC	510000	
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	2 years	UGC	510000	

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

ii) Without ISBN No.

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

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

**3.9.For colleges:** NIL

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

**3.10.Revenue generated through consultancy**

**3.11.No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		ICAI			

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

**3.13. No. of collaborations** International  National

**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
03				03		

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

**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**

JRF/SRF  Project  Fellows  Any other

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

University level  State level   
National level  International level

**3.22.No.of students participated in NCC events: 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  State level   
National level  International level

### 3.25. No. of Extension activities organized

University forum	<input type="checkbox"/>
College forum	<input type="checkbox"/>
NCC	<input type="checkbox"/>
NSS	<input checked="" type="checkbox"/>
Any other	<input checked="" type="checkbox"/>

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

#### Academic

1. Currently, there are 1343 students in the college from three different courses, out of which 725 students are male and rests are female.
2. Fulfilling the regulation with respect to reservation, the college admitted 338 students from scheduled caste, 59 students from scheduled tribe, 161 students from other backward classes, and 8 physically challenged students. Rests are general students.
3. The final year students of B.Com Honors have been successful in maintaining the tradition of remarkable success in the academic session 2017-18. Out of 405 Students appeared in the B.Com Final examination, 199 got first class.
4. In M.Com Part-II examination, out of 27 students appeared, 10 got first class and in MBA final semester, 8 out of 14 students got first class.
5. One of the faculties of the college is in the Board of Studies of the University of Calcutta.

#### Infrastructure development

##### Civil works

1. In May 2017, a tender of 'Prakriti', for annual maintenance of the college garden (that includes maintenance of trees, lawns, planting permanent hedges, planting of trees, fixing grass tiles, etc.) for the amount of Rs. 79668 has been accepted by PWD, Central Sub-division.
2. In July 2017, a work order has been issued to PWD (civil) to complete a few repairing and renovation work on an urgent basis. The works are – renovation of guard room, renovation of office toilet, painting of Principal and office room, repairing of sliding windows, painting of entire building, sign board (6 pieces), renovation of class room desks, renovation of Principal's toilet, supply of 50 labours for shifting of material and furniture for the whole year, renovation of stairs in the auditorium, pipe line repairing of girl's toilet, etc.
3. In January 2018, has sought an estimate from PWD (civil) to complete painting of 6 R.C. loft, MBA floor (Administrative building 2<sup>nd</sup> floor), replacing of door in the MBA floor, repairing of all doors, installation of 6 glow sign boards, 10 dias, and disposal of rubbish.
4. In October 2017, a work order has been issued to PWD (civil) for colouring and up keeping of college campus vide Memo No. 183-Edn/CG/4C-58/2016 Pt-1 dated 24.10.2017.

5. In July 2017, a work order has been issued to PWD to clean and disinfect the underground overhead tank at the college. The work was completed in January 2018. Vide Memo No. 542 dated 2.1.18.

### **Electrical Works**

1. In November 2017, PWD (electrical) has submitted its cost estimate bearing number 154/KED of 2017-18 amounting to Rs. 176768 for comprehensive servicing and maintenance of 6 water purifiers and coolers.
2. In November 2017, a work order has been issued to PWD (Electrical) to complete a few repair and renovation work on urgent basis. The works include (a) all electrical line check-up with sound system; (b) check-up of all fire system; (c) repair and servicing of water-purifiers.
3. The college has requested PWD (electrical) to make necessary arrangements for sound system and a back-up electrician for a few programmes at the college, such as NSS programme, Foundation day, and seminar and republic day celebration, etc. vide Memo No. G-543 dated 15.11.17 & G-626 dated 11.1.18. .
4. The work of installation of intelligent addressable fire alarm system has not yet been implemented in the academic and administrative block of the college. For this work, an amount of Rs. 2686907 was sanctioned and released to the PWD, Kolkata Electrical Division by the Government.
5. PWD, Kolkata Electrical Division, the West Bengal Renewable Energy Development Agency (WBREDA) had submitted an estimate of Rs. 1840000 for setting up of grid connected rooftop solar panel plant of capacity of 20 KW with net metering arrangement. Accordingly a proposal for sanctioning and releasing the required funds were submitted to the Department of Higher Education, Government of West Bengal vide our letter No. G-323 dated 13.07.2016. However, the administrative approval has not yet been received.

### **Research**

1. A half-day workshop on 'Business Combinations – IFRS 3 and GST' has been organised in the college premise in July 2017.
2. Dr.ShrabaniSaha, Associate Professor, Lincoln University (UK) has been invited to deliver a lecture on 'Corruption, Democracy, Economic Freedom and Government Size' in a staff seminar at college premise in August 2017.
3. A national seminar on 'Goods and Services Tax' has been organised at the college premise in December 2017 in collaboration with the Institute of Cost Accountants of India (ICAI).
4. Faculties during this tenure have participated in 5 international and 2 national seminars outside the college.
5. One of the faculties has been invited as a resource person in a workshop during the tenure.
6. UGC has sanctioned two minor research projects to two faculties of the organization amounting to Rs. 510000.
7. Publications by faculties during the tenure:
  - a) Book: 04
  - b) Chapter in edited book: 02
  - c) Journal publication: 09
8. Three faculties of the college are now supervising Ph.D. students and around 10 students are pursuing their research under their supervision.

### **Library**



A grant of Rs. 10 lakh has been received for the purpose of purchasing books and journals of the library in addition to the contingency grant of Rs. 4 lakh. Most of the grant has been utilised. Data processing in the library has been resumed.

### Student Scholarships

1. The alumni association of the college provided a financial incentive of Rs. 3000 to five meritorious and needy students of B.Com (H) course.
2. Seven merit based award and 34 need based awards are given out of N.R. Bardhan Endowment fund and Late LabonyaPrabha Memorial Fund which was originally received in 2013-14 and 2014-15 respectively from ex-teacher Prof. Nikhil RanjanBardhan.
3. The Kanyashree scholarship has been disbursed to 24 needy girl students during the tenure.

### Placement

1. The college arranged in-campus and off-campus placement drives for students of B.Com, M.Com and MBA organised by Deloitte (USA) and Ernst and Young.
2. The 7<sup>th</sup> batch of MBA students were sent for summer internship programmes to Britannia Industries Ltd., Simpolo Ceramics Ltd., WBSEDCL, Tata Steel Ltd., MSTC Ltd., ACC Ltd. after successful completion of their 2<sup>nd</sup> semester.

### Social participation

The Republic Day and Independence Day celebration, Campus Cleaning Campaign and seminar on awareness of Dengue, Health Awareness Camp in adopted in slum area – all these activities under the banner of NSS were organised. The annual athletic meet and students' seminars were also held during the current academic year. The Students' Union of the college organised the Fresher's Welcome Programme, Quest 2017, Blood Donation Camps and Saraswati Puja.

## 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 (≥ I-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

KOHA software is in use which proved to be very beneficial for computerisation of library activities.

### 4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60767	31040950	1885	761264	62652	31802214
Reference Books	15282	7811311	471	190316	15753	8001627
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	23		Nil	Nil	23	
e-Journals	02		Nil	Nil	02	
Digital Database	1	83100	Nil	Nil	1	83100
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

### 4.4. Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	96	2	Broadband	34	-	7	-	2
Added	-	-	-	-	-	-	-	-
Total	96	2	Wi-Fi+ Broadband	34	-	7	-	2

### 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
<b>Total:</b>	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: 1343

(b) No. of students outside the state 180

(c) No. of international students 00

Men      725                                      Women 618

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
892	307	55	117	7	1378	778	338	59	161	8	1343

Demand ratio:20.92

Dropout %:

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

College often organised tutorial classes for students of M.Com who aspired to sit for NET Examination.

No. of students beneficiaries

10 (Approx)

**5.5.No. of students qualified in these examinations:** Exact data is not available with the college

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

**5.6.Details of student counselling and career guidance**

The college does not have any dedicated cell for student counselling and career guidance.

No. of students benefitted

Nil

**5.7.Details of campus placement**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	134	17	20

**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	5	15000
Financial support from government	24	600000
Financial support from other sources	41	100000
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;
- Disseminating 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. The curriculum is informally communicated to the students at the beginning of each academic year/ semester 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.

- ◆ 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 on-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 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.
- ◆ Guest Faculties for PG Departments are recruited through a selection committee comprising the Officer-in-Charge, other internal faculties and external members nominated by the University of Calcutta.

#### **6.3.8. Industry Interaction / Collaboration**

- The college arranged in-campus and off-campus placement drives for students of B.Com, M.Com and MBA organised by Deloitte (USA) and Ernst and Young.
- The 7<sup>th</sup> batch of MBA students were sent for summer internship programmes to Britannia Industries Ltd., Simpolo Ceramics Ltd., WBSEDCL, Tata Steel Ltd., MSTC Ltd., ACC Ltd. after successful completion of their 2<sup>nd</sup> semester.

#### **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>The college maintains a first aid centre to combat emergency. The college also provides medical benefits to the existing and retired employees of the colleges and their family members vide notification no. 7287-F-19-09-2008 issued by Government of West Bengal. The following services are provided under this scheme:</p> <p>a) Medical treatment as an indoor patient in a hospital or institution and b) Medical treatment as an out-patient department of a hospital or an institution.</p> <p>6. 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,</p> <p>3. Merit cum means scholarships Kanyashree Prakalpa</p> <p>4. Prof. N.R. Bardhan, an Ex-teacher of this college had donated in 2015 for creating endowment fund in his name and in the name of his late mother for providing assistance to the needy of meritorious students of this college.</p> <p>5. The alumni association of the college also provides scholarship to the meritorious and needy 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 the internal assessment and final examination of a few subjects of B.Com (Honours) course

**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 cannot 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
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## 6.13 Development programmes for support staff

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

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

- ◆ Although the campus is situated at the heart of the city, the building in the campus is surrounded by trees and lawns.
- ◆ Automobiles are not permitted inside the campus except a few to keep the campus pollution free.
- ◆ 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

- ◆ Improvement in infrastructural facilities
- ◆ Organising seminars

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

1. A half-day workshop on 'Business Combinations – IFRS 3 and GST' has been organised in the college premise in July 2017.
2. Dr. Shrabani Saha, Associate Professor, Lincoln University (UK) has been invited to deliver a lecture on 'Corruption, Democracy, Economic Freedom and Government Size' in a staff seminar at college premise in August 2017.
3. A national seminar on 'Goods and Services Tax' has been organised at the college premise in December 2017 in collaboration with the Institute of Cost Accountants of India (ICAI).

4. A grant of Rs. 10 lakh has been received for the purpose of purchasing books and journals of the library in addition to the contingency grant of Rs. 4 lakh. Most of the grant has been utilised. Data processing in the library has been resumed.
5. In May 2017, a tender of 'Prakriti', for annual maintenance of the college garden (that includes maintenance of trees, lawns, planting permanent hedges, planting of trees, fixing grass tiles, etc.) for the amount of Rs. 79668 has been accepted by PWD, Central Sub-division.
6. In July 2017, a work order has been issued to PWD (civil) to complete a few repairing and renovation work on an urgent basis. The works are – renovation of guard room, renovation of office toilet, painting of Principal and office room, repairing of sliding windows, painting of entire building, sign board (6 pieces), renovation of class room desks, renovation of Principal's toilet, supply of 50 labours for shifting of material and furniture for the whole year, renovation of stairs in the auditorium, pipe line repairing of girl's toilet, etc.
7. In November 2017, PWD (electrical) has submitted its cost estimate bearing number 154/KED of 2017-18 amounting to Rs. 176768 for comprehensive servicing and maintenance of 6 water purifiers and coolers.
8. In November 2017, a work order has been issued to PWD (Electrical) to complete a few repair and renovation work on urgent basis. The works include (a) all electrical line check-up with sound system; (b) check-up of all fire system; (c) repair and servicing of water-purifiers.
9. In January 2018, has sought an estimate from PWD (civil) to complete painting of 6 R.C. loft, MBA floor (Administrative building 2<sup>nd</sup> floor), replacing of door in the MBA floor, repairing of all doors, installation of 6 glow sign boards, 10 dias, and disposal of rubbish.
10. The college has requested PWD (electrical) to make necessary arrangements for sound system and a back-up electrician for a few programmes at the college, such as NSS programme, Foundation day, and seminar and republic day celebration, etc. vide Memo No. G-543 dated 15.11.17 & G-626 dated 11.1.18. .
11. In October 2017, a work order has been issued to PWD (civil) for colouring and up keeping of college campus vide Memo No. 183-Edn/CG/4C-58/2016 Pt-1 dated 24.10.2017.
12. In July 2017, a work order has been issued to PWD to clean and disinfect the underground overhead tank at the college. The work was completed in January 2018. Vide Memo No. 542 dated 2.1.18.
13. The work of installation of intelligent addressable fire alarm system has not yet been implemented in the academic and administrative block of the college. For this work, an amount of Rs. 2686907 was sanctioned and released to the PWD, Kolkata Electrical Division by the Government.
14. PWD, Kolkata Electrical Division, the West Bengal Renewable Energy Development Agency (WBREDA) had submitted an estimate of Rs. 1840000 for setting up of grid connected rooftop solar panel plant of capacity of 20 KW with net metering arrangement. Accordingly a proposal for sanctioning and releasing the required funds were submitted to the Department of Higher Education, Government of West Bengal vide our letter No. G-323 dated 13.07.2016. However, the administrative approval has not yet been received.
15. The college arranged in-campus and off-campus placement drives for students of B.Com, M.Com and MBA organised by Deloitte (USA) and Ernst and Young.
16. The 7<sup>th</sup> batch of MBA students were sent for summer internship programmes to Britannia Industries Ltd., Simpolo Ceramics Ltd., WBSEDCL, Tata Steel Ltd., MSTC Ltd., ACC Ltd. after successful completion of their 2<sup>nd</sup> semester.
17. The Republic Day and Independence Day celebration, Campus Cleaning Campaign and seminar on awareness of Dengue, Health Awareness Camp in adopted in slum area – all these activities under the banner of NSS were organised. The annual athletic meet and

students' seminars were also held during the current academic year. The Students' Union of the college organised the Fresher's Welcome Programme, Quest 2017, Blood Donation Camps and Saraswati Puja.

### 7.3. Give two Best Practices of the institution

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

### 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.
- ◆ In order to justify environmental awareness, the college utilised the rooftop of the academic block of the college for installation of solar panel for generation of electricity.
- ◆ The college from time to time involves PWD (civil) to remove the pile of garbage from the campus.
- ◆ The college also takes up campus cleaning programme in association with students' union.
- ◆ The college from time to time organises environmental awareness programmes for benefits of the students and other stakeholders.

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
- Association of former pupils with the departments
- A well-stocked Library
- Close relationship between teaching and non-teaching staff
- Conducting seminars and workshops in a regular interval

### Weakness

- Vacant teaching and non-teaching posts

### Opportunity

- Establishment of book bank
- Setting up of an auditorium with modern amenities
- Setting up of a research block and computer centre for faculties

### 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**

- *Creating book bank*
- *Organising seminars on contemporary issues*
- *Organising workshop on research methodology*
- *Taking up renovation and repairing works in the college campus*
- *Completing colouring of college campus*
- *Installation of intelligent addressable fire alarm system*
- *Installation of solar panel*
- *Organising placement drives*
- *Conducting environmental and social awareness programmes*
- *Taking campus cleaning drive*
- *Monitoring construction of G+2 building with provisions of students' canteen, computer centre, and administrative department under RUSA 2.0*
- *Monitoring construction of mini auditorium under RUSA 2.0*
- *Harvesting rainwater in the college campus under RUSA 2.0*

Name:Prof. UdayanRoychowdhury



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Signature of the Coordinator, IQAC

Name:Dr.Sujit Kumar Roy



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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

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