Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**UMESCHANDRA COLLEGE**
Name of the head of the Institution	**DR. MD. TOFAZZAL HAQUE**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**919831691903**
Mobile no.	**9330869435**
Registered Email	**umeschandracollege@gmail.com**
Alternate Email	**drthaque@rediffmail.com**
Address	**13 SURYA SEN STREET**
City/Town	**KOLKATA**
State/UT	**West Bengal**
Pincode	**700012**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. PRAKRITIRANJAN DAS**
Phone no/Alternate Phone no.	**919831476233**
Mobile no.	**9831476233**
Registered Email	**umeschandracollege@gmail.com**
Alternate Email	**drthaque@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.umeschandracollege.ac.in /images/stories/aqar/aqar- year-2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.umeschandracollege.ac.in/pd f/academic-calendar/UCC-Academic- Calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**0**	**2005**	**28-Feb-2005**	**27-Feb-2010**

6. Date of Establishment of IQAC	**11-Dec-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Seminar on Emerging	**07-Jul-2018**	**20**

Trends and Challenges in Banking and Financial Services	1	
Library Day Celebration	30-Aug-2018 1	34
Observation of World Environment and Ozone Day	15-Sep-2018 1	44
Camping on Clean and Green Earth	21-Sep-2018 1	50
Colloquium on Social Pollution and Mental Hygiene	18-Mar-2019 1	54
Seminar on Current Issues in Intellectual Property Rights in India	30-Mar-2019 1	76
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
National seminar on "Emerging Trends and Challenges in Banking and Financial Services"	

State Level Seminar on "Current Issues in Intellectual Property Rights in India"
Student orientation programme to aware the students about new syllabus of semester system under CBCS.
Observation of National Librarians' day and awards given to best library users
One day colloquium on "Social Pollution and Mental Hygiene".

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
IQAC recommended preparation of Academic Calendar for the year 201819	Academic Calendar was prepared for the year 201819 on the basis of new semester system under CBCS course.
IQAC recommended for organisation of seminar, workshop, lectures etc.	• Conducted one national seminar on "Emerging Trends and Challenges in Banking and Financial Services" jointly by Umeschandra College and Indian Accounting Association Research Foundation on 07th July 2018. Resource persons: Prof: Bhabatosh Banerjee, Prof: Ranjan Kr. Bal, Dr. Sajal Das & Mr. Chandrasekhar Ghosh, MD, CEO, Bandhan Bank. • Conducted one day seminar on "Current Issues in Intellectual Property Rights in India" on 30th March 2019. Resource persons : Prof. Ashis Sana of University of Calcutta and Prof. M K Sanyal of IIEST Shibpur
IQAC recommended introduction of student orientation programme	Student orientation programme was held on 25th September 2018 to aware the students about new syllabus of semester system under CBCS course, to clear the doubt about the importance of attendance and internal examination
IQAC recommended observation of National Librarians' day and library users awareness programme	National Librarians' day was observed on 12.8.2018 and on same day best Library user awards were distributed among the students who used the maximum number of library books.
IQAC recommended to organise NSS special camp, social activities, awareness drives during the present Academic Year.	• Cleaning drive was conducted in college campus and surrounding area by NSS on 20.8.2018. • Special Camping Programme was held from 15.9.2018 to 22.9.2018. • The World Ozone Day was observed on 15.9.2018 • Malaria

	awareness campaign was held on 15.9.2018 • A one day colloquium was held on " Social Pollution and Mental Hygiene" on 18.3.2019 • World Environment Day was observed on 10.6.2019
IQAC recommended Cultural Committee to take active part to observe various festivals, birth anniversaries, and events of national and international importance.	The Cultural Committee observed the following days • Munshi Premchand's Birth Anniversary celebration on 31.7.18 • Independence Day on 15.8.18 • Teachers' Day on 5..9.18 • National Youth Day - Birth Anniversary of Swami Vivekananda on 12.1.19 • Birth Anniversary of Netaji Subhas Chandra Bose celebration on 23.1.19 • Republic day on 26.1.19 • Saraswati Puja on 10.2.19 and 11.2.19 • International language day on 21.2.19 • Holi Preet Sammelan on 19.3.19 • Birth Anniversary of Rabindranath Tagore on 9.5.19
IQAC recommended for constructions of the incomplete boundary wall of the Extended Campus at Salt Lake	The extended campus was fortified by the boundary wall.
IQAC recommended for filling up the vacant post of teacher in substantive post	College took initiative to get the teacher in substantive post and Ms Srotoswini Dey, Assistant Professor in English joined the college on 8th February 2019
IQAC recommended the process of uploading the required information on AISHE portal for the Academic Year 2018-19	College uploaded the required information on the AISHE portal well before the stipulated time on 26th February 2019
IQAC recommended students' participation in inter college sports events	College participated in State Level Inter College Cricket Tournament in 2018-19
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	05-Aug-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	2019

Date of Submission	**26-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**A management information system presupposes wellstructured management process of an organisation and tailoring all the necessary components of the information technology support system to meet its needs. In Umeschandra College, we have MIS only partially technology supported. The apex body is the Governing body formulating the policy the Principal being exofficio secretary of the GB, implements the policy through different committees formed for the purpose of which three committees viz, IQAC, Finance Committee and Teachers' Council are statutory in nature and others are supportive. The information communication follows both topdown and bottomup approach. The information relating to administrative purpose are communicated through college website. Besides, other information is communicated through different committees partially technology supported. The college library has been made automated and accession register of books have been prepared electronically. The main purpose of this is the introduction of KOHA database through which students can access books online. Moreover, through our vendor the 'Best computers' admission has been started online. Teachers also use ICT for effective teachinglearning system. The accounting system of the college has been made computerised via Tally ERP9.0. Besides, the salaries of the teachers who are in the Government paypacket system are billed through HRMS of the Government of West Bengal. While policy information is communicated through topdown approach but the outcomes of the policy implemented are communicated in a bottomup approach through different reports to the committee coordinators.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Umeschandra college offers B.Com Degree Course at the undergraduate level with Honours in Accounting and Finance and in General course under the University of Calcutta and adheres to the curriculum formulated by the affiliating University. At the beginning of every academic session the senior faculty in consultation with the routine committee, chalk out a detailed timetable wherein time slots allocated for both academic and co-curricular activities based on the timelines provided by the affiliating university to cover the syllabus in detail within the available timeframe, yet which is flexible enough to permit changes, if necessary. Furthermore, each head of the department frames their own teaching plan for each semester, outlining the entire distribution of the syllabus as well as the duration for the entire faculty after discussion and deliberations among faculties in departmental meetings. A Teacher's Diary is provided to the teaching faculty for effective curriculum planning, implementation, and review to facilitate timely completion of the syllabus. Various teaching methods, such as lecture, group discussion, and chalk talk, are used in classes. Interactive learning is encouraged during class among students through participation in group discussions, quizzes, and seminars. Students in their second semester and third semester are assigned project works in accordance to the curriculum under faculty supervision to enhance their learning experience. Students in the final semester have to undertake a commerce project such as case study and research which helps them to organise their ideas, develop research skills and acquire presentation skills. The teachers also provide a framework for further learning by assigning reading assignments, small group activities, and facilitating discussions. The college attempts to provide an effective curriculum delivery through a holistic approach whereby multiple efforts are taken to integrate value oriented and skill enhancement programmes such as environmental education, human rights and ICT as per the curriculum. Different sub-committees set up by the IQAC frame the academic guidelines for each academic year to ensure effective functioning of the Institution. An Academic sub-committee prepares the yearly plan for the ensuring academic session which is conveyed to the respective departmental heads by the Principal. The Head of the Institution keeps in touch with the departmental heads to monitor the effective and successful implementation of the curriculum regularly. Further, in order to assess the progress of students and the effectiveness of our endeavour to implement the curriculum, class test, internal assessments are held periodically and meticulously evaluated. These evaluative reports prepared by the teachers are discussed in the departmental meetings and remedial measures are adopted accordingly. Regular monitoring of students attendance, careful observation by teachers, discussions in class rooms, tests in various forms are taken to assess the students' learning abilities. Besides, periodic IQAC meetings, among other things, also take stock of the progress of teaching and learning, and parent-teacher meetings are other forums where progress of curriculum delivery is constantly reviewed and required course adjustments are implemented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting and Finance	1195
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Umeschandra College implemented regular feedback system where the four important stakeholders, students, ex-students, teachers and parent can provide their feedback through a structured questionnaire given in our website. Analysis of the given feedback has a significant impact in assessing students learning and the problems encountered by them and it improves achievements. Feedback is an important part of assessment process. It is the task of IQAC to revise the questionnaire provided in feedback form and to make aware the students about giving feedback regularly. Also the teachers made a random survey with the questionnaire of the 3rd year outgoing students. Umeschandra College follows online feedback process with its stakeholders and has a robust system of collecting feedback from students, teachers, alumni regarding the teaching-learning process and infrastructural facilities. The continuous evaluation and suggestions given by the stakeholders are regularly analyzed and

appropriate action is taken to incorporate such suggestions into all aspects of functioning in the institution. The robust evaluation process is an important parameter to assess the integrity of the teaching-learning process. There is also a strong online feedback system in place, which is critically analyzed and addressed to ensure quality enhancement. After completion of the even semester, students are instructed to submit their feedback within stipulated time frame. The IQAC monitors the overall teaching and learning process by collecting the stakeholders' feedback through structured questionnaire, ensuring effectiveness of curriculum. At Umeschandra College, the feedback system gives it the transparency and accountability. Feedback is taken through links available on website and the data is compiled, analyzed with computer based programming and shared with each department and concerned authority for prompt action. The analyzed feedback report is placed in meeting of the IQAC to undertake self-assessment. On the basis of feedback interpretation IQAC of the college recommended to start coeducation at extended campus of the college and implemented few years back. This approach supports the amalgamation of the interests of the stakeholders as well as the institution. The structured curriculum feedback gathered from students, alumni, teachers and employers were analyzed by the IQAC for continuous improvement. Feedback on syllabus is taken from students and the same is shared with the members of IQAC for necessary action. The feedback analysis and action taken report are updated in the website on a regular basis.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accounting & Finance	1623	6149	1618
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1618	0	25	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
25	6	7	2	0	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The role of a mentor is to provide guidance and support to their mentees, to help them develop professional and personal skills for their respective workspaces. In a mentor-mentee relationship, a mentor will foster their mentees career goals. What makes this relationship unique is how the mentor is personally invested in the mentees professional and personal growth. This relationship transcends to a life-long friendship. For mentees, roles and responsibilities tend to overlap. A mentee takes the initiative to schedule meetings, provide agenda, and create action plans for their short and long-term goals. Essentially, a mentees primary responsibility is to be proactive. A mentee maintains a flow of communication with open-ended questions and regular follow-up. As the mentee prepares to enter the workforce, they soak knowledge and expertise from their well-experienced mentor and find opportunities to learn through various challenges. There's no such thing as the perfect mentor - mentee relationship. Each relationship is unique to the person(s) involved. While exchanging career advice or sharing personal stories, a mentor and mentee should have mutual respect for each other. A Student Mentoring System is maintained by our College. All the full time teachers are involved in this mentoring process. Every mentor is allotted about 50 to 60 students to take under their wing depending on their programme and division. Every mentor prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E-Mail Id. The mentor has an innate responsibility of guiding all the mentees such as providing career and personal counselling, supporting them through any difficulty faced in their curriculum and making provision of remedial coaching for them and always supporting them as and when required. Mentor-mentee interactions are an essential part of the higher education experience. The college prepares a list as soon as the semester 1 class stats, from which the students can determine who their mentor is. Mentor of the concerned students will handle any academic and other issues that may arise during his study period in the college. The mentor also keeps an eye out and encourages students to excel in various aspects of academic and extra-curricular activities to promote their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required. When seeking a potential mentor, an individual may have a list of desired attributes. So, to better understand how these mentoring relationships are structured, we asked mentors and mentees to characterize their relationships on the basis of gender, ethnicity, workplace status (peer or manager), and stage in career.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1618	25	1:65

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	13	7	1	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	111-2010	3rd Year	25/04/2019	25/06/2019

	Regulation	(2018-19)		
BCom	111-2010 Regulation	3rd Year (2018-19)	30/05/2019	14/08/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college adheres to the internal evaluation system allotting 20 marks per paper in each semester consisting of 10 marks for class attendance and 10 marks for internal assessment with MCQ and non-MCQ pattern as implemented by Calcutta University under CBCS for UG level from the academic session 2017-18. Each subject faculty develops plans and strategies to achieve the teaching-learning objectives through allotting and taking classes as well as making evaluation through internal assessment. Internal evaluation method by the teachers is mainly based on knowledge sharing to enhance the students knowledge base and practical thinking process. After evaluation, assessment sheets are shown to the students by faculty members along with the performance report submitted for office record. Evaluators can choose to put specific remarks for awarding less mark on some questions. Such measures also present an opportunity to review teaching techniques and modify them as needed to improve students' performance. Students are notified well in advance about the schedule of Internal Assessment. Overall evaluation is done with transparency based on different parameters like regular attendance monitoring, teachers' assessment, assignment reports, performance in various examinations. The college keeps record of the results of continual internal evaluation, attendance progress and syllabus coverage on a regular basis The HODs and other senior faculties attend meetings at Calcutta University to discuss changes to the evaluation system and new procedures ensuring transparent internal assessment for ensuing academic session.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar is drawn month-wise, with corresponding internal activities scheduled well ahead of time and in accordance with the schedule of commencement of classes and examinations notified by the affiliating University. It specifies the schedule of regular classes, institutional and internal examinations. This information is disseminated among students through regular notifications on both the college website and notice boards. Under the CBCS, classes for 1st semester usually begin in the second/third week of August while classes for the other semesters begin within 7 to 10 days from completion of the previous semester exams. The class tests are taken all year round to ensure continued evaluation of students' progress. Parent-teacher meetings are held periodically where parents are given feedback about their wards and are offered suggestions by teachers as to how they could contribute to their wards' improved performance. The teaching faculty also offers weekly tutorial classes resolving students doubts, enhancing their answer writing skills. The 2nd and 6th Semester students are assigned project under faculty supervision helping them develop research skills, acquire presentation skills by providing extensive exposure to the practical world though case studies. The internal assessments are organised a month before University examinations. Each subject faculty prepares its own teaching plan for each semester. The teaching faculty is provided with a Teacher's diary for effective planning, implementation and review of the curriculum so that the timeliness of the academic calendar can be maintained in the best way possible.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

| 2.6.2 – Pass percentage of students |

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
111 -2010 Regulation	BCom	Accounting & Finance	997	599	60.08%
1+1+1 -2010 Regulation	BCom	Accounting & Finance	279	59	22.10%
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.umeschandracollege.ac.in/pdf/iqac/summary-report-2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Not Applicable	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Emerging Trends and Challenges in Banking and Financial Services	Commerce	07/07/2018
Current Issues in Intellectual Property Rights in India	Commerce	30/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	7
International	Commerce	4	5

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
VIKOR based MAGDM Strategy with Trapezoidal Neutrosophic Numbers	Rama Mallick	Neutrosophic Sets and Systems	2018	5	Assistant Professor in Mathematics, Umeschandra College	31
TODIM strategy for multi-attribute group decision making in trapezoidal neutrosophic number environment	Rama Mallick	Complex and Intelligent Systems	2018	5	Assistant Professor in Mathematics, Umeschandra College	28
Contributions of Selected Indian Res	Rama Mallick	Neutrosophic Sets and Systems	2019	5	Assistant Professor in Mathema	27

earchers to Multi Attribute Decision Making in Neutrosophic Environment: An Overview.						tics, Umes chandra College

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
VIKOR based MAGDM Strategy with Trapezoidal Neutrosophic Numbers	Rama Mallick	Neutrosophic Sets and Systems	2018	5	31	Assistant Professor in Mathematics, Umeschandra College
TODIM strategy for multi-attribute group decision making in trapezoidal neutrosophic number environment	Rama Mallick	Complex and Intelligent Systems	2018	5	28	Assistant Professor in Mathematics, Umeschandra College
Contributions of Selected Indian Researchers to Multi Attribute Decision Making in Neutrosophic Environment: An Overview.	Rama Mallick	Neutrosophic Sets and Systems	2019	5	27	Assistant Professor in Mathematics, Umeschandra College

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	7	7	0

Presented papers	2	2	1	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observation of World Ozone Day	NSS Unit, Umeschandra College	7	34
Visit to Children Mother Hub in Medical College, Kolkata	NSS Unit, Umeschandra College	5	33
Visit to Footpath Dwellers near CU, Kolkata	NSS Unit, Umeschandra College	5	37
Tree Plantation	NSS Unit, Umeschandra College	10	54
Awareness for protection against Malaria	NSS Unit, Umeschandra College	12	38
Social Pollution and Mental Hygiene	NSS Unit, Umeschandra College in collaboration with Red Ribbon Club	9	44
Campus Cleaning	NSS Unit, Umeschandra College	3	29
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS Unit, Umeschandra College	Visit to Children Mother Hub in Medical College,	5	33

NSS	NSS Unit, Umeschandra College	Kolkata		
NSS	NSS Unit, Umeschandra College	Awareness for protection against Malaria	12	38
NSS	NSS Unit, Umeschandra College in collaboration with Red Ribbon Club	Social Pollution and Mental Hygiene	9	44
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IQAC, Prafulla Chandra College	22/04/2019	Academic Activities	1
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7.2	5.78

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Nill
Seminar halls with ICT facilities	Existing
Video Centre	Nill
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	**Fully**	**NIL**	**2022**
KOHA	**Partially**	**3.18.03**	**2016**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30277	711780	299	86006	30576	797786
Reference Books	362	122352	0	0	362	122352
e-Books	0	0	0	0	0	0
Journals	24	43130	3	6520	27	49650
e-Journals	0	0	1	5900	1	5900
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	1	30000	0	0	1	30000
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	2	79728	0	0	2	79728

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

		is developed	content
NA	NA	NA	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	37	13	3	0	0	12	12	175	26
Added	1	0	0	0	0	0	1	0	28
Total	38	13	3	0	0	12	13	175	54

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

175 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3	2.54	3.5	2.08

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

In addition to main campus at 13, Surya Sen Street, Kolkata 700012, the college has one extended campus at Salt Lake area at Block FC-129, Sector III, Salt Lake, Kolkata 700106. The main campus admits only boys students and the extended campus admits both girls students and boys students. In total, the college has: • Two Principal's cabin • 34 fully functional classrooms • one girls common room • two boys common rooms • two computer laboratories • two staff rooms • one NSS / NCC room • a seminar hall • two libraries • a NAAC cell • one examination department. The main campus library has three WIFI/LAN enabled computers for teachers use and one computer for students' use. Two ICT-enabled classrooms with a projector connected to an audio system, a podium, a desk, and other amenities. The computer laboratory has 13 machines for students to use, while the principals chamber has one computer in both the campuses for his use. The extended campus has eight classrooms, one audio-visual class room, one computer laboratory, and a library with reading facilities for students. For teachers usage, there is one computer in the second campuss staff room. The college encourages students who are interested in games and sports and various types of cultural activities which are very much essential for all round development of the student community. Those students can participate in various State or National level events. Since the main campus is situated at the heart

of the city with space shortage, we cannot provide the students any playground. But, at our extended campus, the students are provided the facility of playing on a green lush ground which is used by the students from both the campuses to play different outdoor games. This playground provides the students ample opportunities for doing some physical activities to balance their busy academic schedules. There are Students' Common Rooms at both the campuses. However, at extended campus separate arrangement of common rooms for boys and girls has been made. The indoor games like table tennis, carom and chess, are played and enjoyed by the students during their leisure hours. Various cultural competitions like are singing, debate, elocution, quiz etc. are organized in the common rooms and at seminar room. The main campus is the accommodation for three educational institutions, namely the Umeschandra College in the morning, City College School in the day time and City College of Commerce and Business Administration in the evening. Therefore, the maintenance of common building, furniture and fixture and other common support facilities are vested upon the "Surya Sen Street Accommodation Coordination Committee". However, all the academic physical and support facilities are supervised by different committees formed in the Governing Body for the specific purpose, such as Library committee takes care of purchase of books and up gradation of library, Finance Committee approves the proposal for purchase of assets of respective institution.

https://www.umeschandracollege.ac.in/index.php?option=com_content&view=article&id=110&Itemid=0

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Freeship	235	651970
Financial Support from Other Sources			
a) National	Scholarship from Government	270	1955800
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NA
No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	NIL	0	0	0	0

| 2019 | NIL | 0 | 0 | 0 | 0 |

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	85

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NA	0	0

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	0	0	NA	NA	NA
2019	0	0	NA	NA	NA

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Activities: Munshi Premchand Cultural Event Celebration	Institutional	25

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nill	Nill	NA	NA
2019	NIL	National	Nill	Nill	NA	NA
2018	NIL	International	Nill	Nill	NA	NA
2019	NIL	International	Nill	Nill	NA	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student's council, better known as The Students' Union of Umeschandra College, is a statutory body. It is elected on voluntary participation of the students. The main objective of this students' union is to serve and fulfil the essential basic educational facilities to all the students irrespective of their caste and communities. Formation of Students' Union: There is a constitution of Students' Union and the formation of Students' Union is held according to the rules and regulation stipulated therein. All the regular students are the members of Students' Union which is formed by the election of the Students' Union. Procedure: Like general election, the election of the Students' Union of Umeschandra college is guided by the norms mentioned in the constitution of the Students' Union. Those regular students who have cleared their tuition fees (last six months) and attended 75 per cent of the classes are eligible to cast their votes. The dates of the distribution, submission and withdrawal of nomination paper are informed beforehand to the Students' Union giving a notice mentioning 'Election to the Students' Union for the session…' on the Notice Board. Thus the procedure begins. Each student casts his/her vote to elect the class representative of his/her section. Each section can send two class representatives (CR) to the Students' Union. Then all the elected class representatives select their different portfolios. Functions of the Students' Union: The Students' Union performs various duties in the college by co-operating the college authority and maintaining disciplines in the college looking forward to the students' welfare. Students' Union performs the following duties: a) It acts as a liaison between college authority and the students. b) It tries to fulfil the legitimate demands of the students. c) It notices the grievances of the students and also finds the solutions discussing with college authority. d) It negotiates with the college authorities to provide better amenities to the students. e) It organizes various cultural functions, festivals, competitions, annual socials, freshers' welcome, annual sports etc. f) It also publishes wall magazines and printed college magazines. g) It takes part in national service schemes activities and other social welfare activities mentioned by the parent universities. Representation of the Students' Union in various academic/ administrative bodies: The students' Union is always under the surveillance of the Principal of the college. No students' activities could be done without the permission of the principal. At the same time the Students' Union also assists and helps the principal playing a vital role in college administrations. The students' Union also sends their representatives to the following statutory and non-statutory committees e.g.

Governing Body, Admission Committee, IQAC, Anti-ragging committee, Grievance Redressal Cell, Sports and Games committee, Cultural and Magazine committee. Present Status: At present there is no existence of the students' union as per Govt. order.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

We are taking initiatives to register our Alumni Association

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The effective leadership is reflected through proper decentralisation and participatory management followed by the institution. For the purpose of decentralisation and participative management the college has formed different sub committees, that manage and control the total system in an effective and meticulous way. The said committees look after the smooth running of the college including academic and administrative fields. These sub committees prepare their annual plan such as academic sub-committee prepares academic calendar, different departments formulate their respective lesson plans etc. In the context of participative management, collection of feedback and representation of students in different sub committees are exemplary activity. Our practices of decentralization and participative management mainly in the area of academic and administrative functioning can be traced in the activities of various sub committees. The committees and sub-committees look after the academic ambience and administrative operations of the college. The few of these sub committees look after the academic and students related aspects of the college. They are: Admission Committee-All the admission related activities, like monitoring application for new admission, finalization of merit list and approval for admission are done by this committee. Work Load Committee-Before beginning of classes of odd and even semester work load committee distributes the class load among the teachers and in addition administrative work is also distributed by this committee. Examination Committee-Both college exams and university exams are accomplished under the guidance of this committee. Website development and management Committee-Regular updation and information sharing through college website are done by this committee. Sports Committee- Every year this committee arranges a sports meet at the Calcutta University Sports Ground. Many eminent personalities from different colleges and Universities come to add on to grandeur of the Sports Meet. Cultural Committee - Different cultural activities are organised by the cultural committee like Rabindra Jayanti, Independence Day, Munshi Premchand Day etc. Magazine Committee- Our college under supervision of this committee publishes a magazine 'UMANG' every year where students and teachers contribute articles. Placement Committee-Placement Committee looks after the job

opportunities of the final semester students. Seminar Committee-The Seminar Committee in association with different departments organises seminars, conferences, webinars etc. from time to time. Student Grievances Cell- Several grievances of the students are dealt with by this cell. The following committees look after the Administrative aspects of the college: Building Committee- This committee looks after any new construction to be made and physical maintenance of the campus. Finance Committee- Finance committee takes decision regarding the expenditure to be made and approves various bills and vouchers. College Welfare Committee-In case of any needs of the students, teachers and supporting staff this committee sanctions financial aid to be given to the concerned candidate. P.F and E-Pension Committee-This committee arranges necessary papers and takes initiatives to fulfil different formalities for provident fund settlement, sanctioning of loan and pension related issues. Internal Complaint Committee-In case of any complaint regarding sexual harassment in the workplace or any other grievances, the committee primarily investigates and presents report to the Governing Body.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our college is affiliated to the Calcutta University and there is a prescribed curriculum of the university. The college adheres to B. Com CBCS Syllabus with Honours in Accounting and Finance introduced by Calcutta University from 2017. The departments follow the syllabus and program in accordance with the university norms. At the beginning of every academic session, the senior faculties, in consultation with the workload committee, devise a detailed time table wherein time slots are allocated for both academic and co-curricular activities based on the timelines provided by the affiliating university to cover the syllabus within the available time frame.
Teaching and Learning	At the beginning of all academic session, students are provided with academic calendar in which academic and co-curricular activities are scheduled. Teachers try to identify the students' potential so as to devise strategies to bridge the gap between knowledge and skill. The teachers mentor the students in order to improve their performance in every sector and willingness in participating in extra-curricular activities. Library provides all necessary reading materials for both faculties and students. Furthermore,

	faculty members promote holistic learning environment by offering rich, multi-faceted teaching that aids the simultaneous study of papers for B.Com. as well as numerous professional courses.
Examination and Evaluation	Teachers participate in various activities relating to assessment and evaluation of the affiliating university. Apart from serving as a centre for the University examinations each year, the college conducts internal assessments to evaluate the progress of the students. Under the current CBCS system implemented by Calcutta University in 2017-2018, 20 of the total weightage of each 100-mark theory paper is set aside for internal evaluation by the colleges. In accordance with this method, 10 of the marks for each paper are allotted for class attendance and the rest 10 for internal assessment.
Research and Development	IQAC encourages the faculty to undertake doctoral research work. Most of the teachers are engaged and registered in Ph.D. In the year 2018-19 out of 26 full time teachers, 7 of them have the degree of Ph. D. Faculty members are motivated to publish their research papers in reputed National and International journals/conferences. While drafting the Research Articles, the teachers often take assistance from the college library itself in order to conduct their own Research programs. Study leave is granted to the teachers for research work. Library has been well equipped for providing the teachers with updated books and journals.
Library, ICT and Physical Infrastructure / Instrumentation	The library at the main campus has recently been renovated, and has a diverse collection of books, including some rare and out-of-print titles. A reading area is available to students. The room is designed to accommodate fifty students. In the year 2018-19 annual expenditure for books and journals out of college fund was Rs. 98,426. Further, the library also has three WIFI/LAN enabled computers for teachers use and one for students. College has organised training on use of ICT for teachers. The available ICT facilities in the institution are computer system along with

	scanner/printers, CCTV surveillance with monitor, projectors, micro-phone.
Human Resource Management	The human resource of the college is managed in free and democratic manner. The college's aim is to make optimum use of the available human resource. Teachers are allotted classes and duties as per the University norms, Government regulation and UGC directives. Non-teaching staff are allotted duties for which they have been appointed as per statutes of Calcutta University. Faculty and staff are encouraged to participate in self-development programme. Administration supports faculty, staff and students with necessary technical aid to optimize their work. Teachers and non-teaching staff are generally granted casual leave, earned leave, medical leave and leave on duty.
Industry Interaction / Collaboration	Our departments do not have any industry interaction /collaboration.
Admission of Students	The institution strictly adheres to the admission policy of the Government of West Bengal and Calcutta University, ensuring transparency, inclusiveness and equity. The admission process begins with constituting the Admission Committee with one teacher convener, along with other teacher members and one student representative. Applications are invited by the college through online admission portal and a merit list is prepared on the basis of best of four subjects. Admission list is published according to intake capacity and enlisted student can take admission by paying admission fees through online payment methods.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College Website has been developed and upgraded by the Infotech Lab which is used as communication and intimation hub.
Administration	• KOHA Database (Version: 3.18.03) – Introduced in the year 2016, for modernisation of library • Payment Gateway- ? Through Razor Pay - Introduced in the year 2018 for making online payment by the students at the time of admission and payments during their academic session, besides this office payments required online payment

	too.
Finance and Accounts	• Human Resource Management System (HRMS) - Employee salary and other benefits such as loan from P.F etc are passed through this system, introduced in the year 2017. • Tally. ERP 9 - The entire accounting system of the institution is maintained through this software, introduced in the year 2016.
Student Admission and Support	• Online Admission and Student Support ? AIMES CLOUD – A web based back office student management system was introduced in 2018. ? Entire admission process of the students in the college is made online. In 2018, Infotech Lab was the vendor. ? The students also apply for their scholarship online which is managed by the above vendor through Government Scholarship Portal.
Examination	• Examinations of the students are conducted for internal assessment by well organised process through the institution's examination committee formed for the purpose. Online support is received from Infotech Lab.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NA	NA	0
2019	NIL	NA	NA	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration

development programme				
Refresher Course	0	Nill	Nill	0
Faculty Development Programme	0	Nill	Nill	0
Refresher Course	0	Nill	Nill	0
Orientation Programme	0	Nill	Nill	0
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Group insurance policy ? Provident Fund which was controlled by the trustee of the Brahmo Samaj Education Society under the name of city college of commerce Department Provident Fund.On the instruction of the govt. of west Bengal this Provident Fund has been transferred to the government. ? Employees Provident Fund.which was introduced 2017. ? The City College co-operative credit society Ltd. ? Umeshchandra College Staff Mutual Fund ? Festival Advance ? Festival Ex-gratia	? Group insurance policy ? Provident Fund which was controlled by the trustee of the Brahmo Samaj Education Society under the name of city college of commerce Department Provident Fund.On the instruction of the govt. of west Bengal this Provident Fund has been transferred to the government. ? Employees Provident Fund.which was introduced 2017. ? The City College co-operative credit society Ltd. ? Umeshchandra College Staff Mutual Fund ? Festival Advance Festival Ex-gratia	• Students are allowed an outright concession in their tuition fees at the time of admission in the college. Another benefit in the form of adjustment in the admission fees is allowed from Students' Mutual Aid fund to further reduce their admission fees for economically and financially weak students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The daily collections of tuition fees from the students are regularly deposited with the specified Bank Account of the college. The disbursement of salary for the Teaching and non-teaching staff of the college are made after verification by accountant and approval by the Bursar. The accounts section of the college ensures the compliance of the TDS, PF Rules and checks the payment invoices for valid GSTIN and PAN number of the dealer. All accounts books are maintained by the accountant for fair presentation of the financial statements in accordance with the Accounting standards and as required by law. The statutory audit of

the books and accounts of the college is conducted by the external auditor recommended by the Department of Higher Education, Government of West Bengal. The external auditor vouches the Grants-in-aid from the Government to ensure that funds are not misappropriated. The college abides by the Government Rules for submitting its regular audit reports to appropriate authorities. The college has completed and submitted its External Audit (Statutory Audit) up to the financial year of 2018-19. The Department of Higher Education, government of West Bengal has not yet nominated the auditor for the rest of the periods.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – 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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The college arranges an orientation programme with parent for anti-ragging and a declaration is received from the parents and students regarding this. All the parents promise to support the anti-ragging initiatives taken by the college. 2. Parents are informed on a regular basis about the class attendance of the students and a parent-Principal meet is also arranged after a regular interval. 3. Parents provide us their valuable feedback about the difficulties faced by their wards and the problem is addressed on a case to case basis.

6.5.3 – Development programmes for support staff (at least three)

1. Training programme on digitized operation. 2. Colloquium on enhanced coordination among departments 3. Training on ways to improve office management.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. To increase the number of computers: To enhance the number of computers, which is now essential for modern learning process, two computer labs have been set up at both campuses with internet facilities. 2. Introduction of Wi-Fi facilities, LAN connections and NLIST: Due to heavy demand for internet facilities from all the stakeholders particularly from the students and teaching staff internet connection was provided on the basis of urgency. At the same time LAN connection was also provided in the library. An 'E-Gate' has also been installed at the entrance of the library reading room. 3. Encouraging Faculties to participate in different Professional Development Programme: Initiatives have been taken to encourage the faculties to participate in various faculty development programmes like Orientation Programme, Refresher Course etc. and also to publish papers in various journals. 4. Installation of CC camera and Biometric System of attendance: Following the Government rules

and regulations CC camera was installed at both the campuses. At the same time biometric system of attendance for the teachers and support staff was also installed in both the campuses. 5. Construction of ICT enabled classroom: One classroom (room no-20) of the main campus and another room at the extended campus have been converted to smart classroom for greater use of ICT based teaching. 6. Introduction of co-education and general section: There was a heavy pressure from the student community for starting coeducation at the main campus. But due to dearth of space and fulfilment of other basic amenities at this campus it was difficult to start coeducation at this campus. But initiatives were taken to introduce co-education at the extended campus. As a result in academic year 2017-18 Calcutta University (the affiliating university) permitted for the commencement of coeducation at this campus. Apart from this the university also permitted to open a general section at this campus. 7. Subscription of more Research and other Journals: Efforts have been taken to purchase more journals such as Management Accountant, Down to Earth, Economic Political Weekly etc. Together with these news bulletin like Employment News, Rojgar Samachar and employment related magazines like Chronicle, Employment Success Review, Banking Service News etc. are also purchased on a regular basis. 8. Digitization of Library: The library started to digitize the book accession process for both old and new books and good numbers of books have already been digitized. 9. Encouragement to improve the research qualifications of the teachers: The IQAC along with the Governing Body of the college has taken initiatives to encourage the facilities to improve their research qualifications further. As a result some faculties have already been awarded Ph. D degrees and some of them are now pursuing Ph. D degree.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on Emerging Trends and Challenges in Banking and Financial Services	07/07/2018	07/07/2018	07/07/2018	20
2018	Library Day Celebration	30/08/2018	30/08/2018	30/08/2018	34
2018	Observation of World Environment and Ozone Day	15/09/2018	15/09/2018	15/09/2018	44
2018	Camping on Clean and	21/09/2018	21/09/2018	21/09/2018	50

	Green Earth				
2018	Colloquium on Enhanced coordination among departments.	13/12/2018	13/12/2018	13/12/2018	42
2019	Colloquium on Social Pollution and Mental Hygiene	18/03/2019	18/03/2019	18/03/2019	54
Nill	Holi Preet Sammelan	19/03/2019	19/03/2019	19/03/2019	144
Nill	Seminar on Current Issues in Intellectual Property Rights in India	30/03/2019	30/03/2019	30/03/2019	76
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
We have no such facilities

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar	No	0

	facility						

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	Nill	Nill	NA	NA	Nill
2019	Nill	Nill	Nill	Nill	NA	NA	Nill
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
General Conduct of the Students	06/01/2017	All the students are advised to adhere to the code of conduct and discharge his/her responsibilities as a student. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give an opportunity for hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.
Ethics and Conduct for the Teachers	06/01/2017	Being the cadres of West Bengal Education Service, the teachers of this College should follow the code of conduct laid down in West Bengal Government Service Rules (https://wbxpress.com/west-bengal-service-rules). But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a

		profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.
Ethics Conduct of the Governing Body	06/01/2017	The general principle of transparency of the Governing Body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing Body. All sorts of agendas of meetings, draft minutes (if cleared by the Chairman) and the signed minutes of Governing Body meetings together with the papers considered at the meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.
Code of Conduct for Non-Teaching Staff	06/01/2017	All staff members employed in the College shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Management. They should display the highest possible standards of professional behaviour and should be punctual and disciplined

towards their work. The staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters and they should cooperate with students, colleagues superiors. Every staff member should follow all norms and job details assigned by the Management, Superior from time to time with full dedication.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Munshi Premchands Birthday celebration	31/07/2018	31/07/2018	25
Celebration of Independence Day	15/08/2018	15/08/2018	28
Celebration of Teacher's Day	05/09/2018	05/09/2018	86
Observation of World Environment and Ozone Day	15/09/2018	15/09/2018	44
Camping on Clean and Green Earth	21/09/2018	21/09/2018	50
Librarians Day Celebration	09/10/2018	09/10/2018	34
College Freshers Utsav	10/10/2018	10/10/2018	458
College Foundation Day	06/01/2019	06/01/2019	29
Saraswati Puja	22/01/2019	23/01/2019	67
Birthday Celebration of Netaji Subhash Chandra Bose	23/01/2019	23/01/2019	24
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Initiative was taken to segregate e-waste and its proper preservation.
2. Tree/Sapling plantation at extended campus to create green campus.
3. Spreading awareness through NSS volunteers on sustainable use of water in washrooms.
4. Ban on carrying plastic and polythene bags etc. inside the college campus.
5. The volunteers of the NSS unit of the college clean the campuses at certain

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1. Title of the Practice: Retirement benefits for Casual Employees. Objective: The objective is to provide post retirement financial security to the employees of the college who are not under the Government pay packet. Before the implementation of EPF scheme in the college, employment of most of the employees was casual in nature. After retirement there was financial uncertainties and insecurity. Thus, during the year 2015-16, after joining of the Principal (since 1980 the college was managed by Teacher-in-charge till 2015), the college started taking initiative to implement this scheme. Context: Since there was no arrangement for any financial benefits to casual employees of the college at the time of retirement till the academic year 2015-16, the college initiated the process of allotment of code number under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 during the year and the college started contributing towards the EPF from the same year. As per the instruction from EPF the college had to make the payment of dues and interest due to non-deposition of PF and allied dues for the period from April 2003 to November 2015. Practice: In addition to the salary paid by the college to the casual employees, the college contributes 13.61 (12 employer's share towards EPF and 1.61 towards Administration charges) and 12 of the salary is contributed by the employees per month under Employees' Provident Fund and Miscellaneous Provisions Act, 1952. At the time of retirement, if an employee completes 10 years of service in the institution, the concerned employee is eligible to receive the total amount deposited in EPF along with monthly pension. Evidence of Success: 1. Document showing the payment detail of employers' contributions to EPF. 2. Document showing settlement of claim regarding EPF of retiring employees. Problems encountered: During the implementation of the scheme the college has to bear the extra financial burden for 13.61 contribution towards EPF in addition to the salary of the casual employees every month. The total amount pending was Rs. 23,47,057 towards the dues from 1st April 2003 to 30th November 2015 along with interest of Rs. 20,33,543 for the college. Though the arrear amount was to be paid equally by the college and the employees but accepting the request from the employees, 70 percent of the amount was paid by the college and 30 percent of the dues were paid by the employees. However, it is to be noted that the interest amount (Rs. 20,33,543) was fully paid by the college, considering the poor financial condition of the casual employees of the college. 2. Students Freeships Benefits from Students Mutual Aid Fund Objectives • To support all the deserving poor students financially without any discrimination by caste, creed, or gender. • To promote the concept of equality amongst the students. • To inculcate the practise of generosity and bring a sense of social responsibility amongst the students. It is expected that today's beneficiary-students will be able to complete their degrees with good marks, and tomorrow they will adopt the principle of lending a helping hand without discrimination. Context In a third world country like India, economic disparity has an ill effect on education. A number of meritorious students coming from poor economic backgrounds find it difficult to bear the fees of higher studies and are deprived of job opportunities. It is their aspirations, sincerity, and dedication that make them no less deserving than those who are economically well-off. In order to facilitate the regular studies of this poorer section and stop the wastage of such valuable human resources, the institution should provide financial back-up to those candidates, irrespective of their caste, creed, gender, religion, etc. In this way, we can bring them into the mainstream of society and bring about all-round social change. The Practice Thousands of students get admission every year to this college. However, many

eligible candidates find the expense economically burdensome in spite of our affordable fee structure. To pursue their regular studies, these deserving candidates desperately need financial support from the college, which is provided through Students Free ship and/or Students Mutual Aid Fund, irrespective of their caste, creed, gender, religion, etc. Students Free ship: Tuition fees are fully waived off, or reduced considerably. This is done in the final year of study. The entire amount is borne by the college. Students Mutual Aid Fund: This financial benefit is given in the form of a reduction in other admission fees. The reduction is made up of different amounts as per the different requirements of the students. It is maintained by collecting a certain amount from students at the time of admission. To avail these benefits, students apply to the principal in written format. After confirmation of the genuineness of their requirements, students are sanctioned with their amounts. In case the money available in SMAF is not sufficient to help many students, the college fulfils the requirements of the students from the Umeschandra College Outright Fund. Evidence of Success Needless to say, these facilities help a large number of students each year to continue their regular studies. The beneficiaries come from all caste, creed and religion. Almost all of them are graduated with distinction and have chosen their desired career option. 171 candidates were given concession exclusively in tuition fees and the total amount was Rs 80,980. Out of student mutual aid fund 235 students were given concession in tuition fees and the total amount spent was Rs 5,70,990 Problems Encountered • The real challenge of following this humanitarian practice lies in designing and implementation of the system. This is because it involves huge number of students, sometimes the figure reaches 20 percent, or 30 percent, or more of the whole lot even after very careful screening. • Verification of the financial backwardness of the aspirants is another major challenge. • Pooling up of the required resources is a tough task. Resources Required In future Endowment Scholarships (out of interest earned on endowments) may be provided to the students on many different purposes of endowments like scholarship to the meritorious and poor students, sports students, topper of marks from the College, girls topper of marks from the College, etc. This will enhance the students' quality of study and competitiveness.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.umeschandracollege.ac.in/index.php?option=com_content&view=article&id=182&Itemid=0

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Being a renowned Commerce College of Kolkata Umeschandra College provides its students top quality academic infrastructure. These academic facilities along with professional mentorship of highly qualified faculty assist students not only to score good marks in examination but also to acquire skill and knowledge essential for commerce related jobs. Library of Umeschandra College is an area distinctive to its priority and thrust which provides students elicited positive response so far. Umeschandra College has a big spacious library on the 1st Floor of the main campus with huge collection of books on commerce and literature and of journals and magazines. This library provides top quality academic resources to both students and teachers and plays instrumental in advancement of learning. A small library was also established in extended campus in Salt Lake in 2011 as a branch of the Central Library. The Library has more than 30,000 books (according to Accession Register). 8 Newspaper and 12 Journals and Magazines are purchased by the Library on regular basis. Besides these, 4 career oriented journals and 2 career oriented newspapers are

purchased regularly for students so that they make themselves prepared for different competitive examinations. Besides the syllabus books, the Umeschandra College Library is also enriched with the old books on Economics, Political Science, Law, bound volume old journals etc. The Library has good collection of Reference books, Career Guidance books. Every year some English and Bengali Literature books are purchased by the Library to extend the knowledge of the student on Indian Culture and Literature. The Library is a member of UGC-NLIST Consortium. An average of 30 students uses the Library regularly. Teachers and Non-Teaching staff also use the Library on daily basis. The whole Library is under the surveillance of CCTV. The Computerization / Retro-Conversion work of books has been started using KOHA software. Both Open and Close Access System have been maintained simultaneously in the Library. Students are allowed to choose their books from the shelves. Different services are regularly being rendered such as: Lending Service: Students can borrow only One book for Seven days. UGC Teachers are issued 10 books at a time. SACT Teachers and Non-Teaching Staff members may borrow 4 books at a time. Reading Room Service: Students, Teachers and other staff members may read Journals, Newspapers, Career Guidance books and journals, Reference books in Reading Room, which is spacious and has adequate sitting arrangement, and provides ideal atmosphere for reading. Reference Service: All members including Students, Teachers and Non-Teaching Staff are provided with required reference service. Online Library Catalogue: KOHA Library Management Software has been installed in the Library in 2016. Members of the Library can access Library books through OPAC (Online Public Access Cataloguing) system. E-Service: The College Library is the member of UGC- NLIST Consortium. Members of the Library may access E-books and E-journals through NLIST. Users are also provided with the remote access facility of using NLIST. Internet Service: Wi-Fi facility is available to all members of the Library.

Provide the weblink of the institution
https://www.umeschandracollege.ac.in/index.php?option=com_content&view=article&id=179&Itemid=0

8.Future Plans of Actions for Next Academic Year

1. Initiatives to be taken to obtain Building Grants from government of W.B., Department of Higher Education for the construction of two (02) more floors on the existing building at Extended Campus at Salt Lake. 2. Renovation and Repairing of the Establishment section in the main campus is to be initiated. 3. Any value added or certificate course on GST is to be started. Any professional institute is to be consulted for signing MoU in this regard. 4. Various sub committees are to be renewed and new committees are to be formed, if needed. 5. Remuneration of the Guest Lecturers and College Contractual Teachers is to be revised. 6. Steps to be taken to fulfill the three vacant post of teachers in economics and two vacant posts in commerce. 7. For girl students in extended campus a self-defense course is to be started. 8. Formalities to be initiated for filling the post of librarian. 9. All the faculties to be encouraged for participation in Refreshers' course/Orientation Programme/ FD Programmes and involving more research activities. 10. Steps to be taken to increase the number of NSS activities and outreach programmes.