

The Annual Quality Assurance Report (AQAR) of the IQAC

2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution

SOUTH CALCUTTA GIRLS' COLLEGE

1.2 Address Line 1

72, SARAT BOSE ROAD

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700025

Institution e-mail address

southcalcuttagirlscollege@yahoo.com

Contact Nos.

(033)2475-3785

Name of the Head of the Institution:

Dr. Aparna De

Tel. No. with STD Code:

033-2454-2265

Mobile:

98361 95339

Name of the IQAC Co-ordinator:

SANJUKTA CHATTERJEE

Mobile:

98302 47541

IQAC e-mail address:

sanjukta.chatterjee0@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

WBCOGN11360

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/32/355 dated 3-5-2004

1.5 Website address:

<http://www.southcalcuttagirlscollege.com>

Web-link of the AQAR:

<http://www.southcalcuttagirlscollege.com/AQAR2017-2018.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.25	2004	2009
2	2 nd Cycle	B++	2.82	2016	2021
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

23/05/2014

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ 2006-2007 _____
- ii. AQAR _____ 2007-2008 _____
- iii. AQAR _____ 2010-11 sent on 27/06/2015 _____
- iv. AQAR _____ 2011-12 sent on 07/08/2015 _____
- v. AQAR _____ 2012-13 sent on 27/09/2015 _____
- vi. AQAR _____ 2013-14 sent on 02/12/2015 _____
- vii. AQAR _____ 2014-15 sent on 02/12/2015 _____
- viii. AQAR _____ 2015-16 sent on 14/04/2017 _____
- ix. AQAR _____ 2016-17 sent on 16.12.2017 _____

1.10 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

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / 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. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held: 6 (six)

2.11 No. of meetings with various stakeholders: Students Faculty
Non-Teaching Staff 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

Implementation of Choice-based Credit System by Prof. Sanat Kumar Ghosh (Former Dean and Head, Department of Education, Rabindra Bharati University) System Pattern Examination System of CBCS Syllabus.

2.14 Significant Activities and contributions made by IQAC

- **IQAC of South Calcutta Girls' College has undergone the 2nd Cycle of Accreditation of NAAC on and from 28th to 30th November, 2016.**
- **The College has published a Refereed Journal in May 2018, named "Beekshan: A Multidisciplinary Academic Journal" in which teachers have contributed their original papers.**
- **Scope for one more subject option has been created- Chemistry (General) has been introduced with Botany and Zoology Honours.**
- A new plan and detailed vetted Quotation for the remaining part of the College and Hostel Building is received from PWD and the College is trying to seek Grants from State Government for construction of new block for Hostel purposes.
- IQAC together with the Project Management Unit have made a detailed Project Proposal for securing grant from RUSA 2.0.
- Internal Academic Audit of every department has been done by the other department to assess the performance of each department.
- Every department has done their own SWOC Analysis for future improvements.
- Feedback from the students as well as from the guardians were taken for the future planning of the Institution.
- The subject-combination was revised to satisfy the needs of CBCS.
- The College timing is increased by 30 minutes and the duration of each period has been changed to 1 hour to match the CBCS requirements.
- Two Assistant Professors have been promoted from Stage 1 to Stage2 and the Librarian from Stage 2 to Stage 3 under the scope of CAS.

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
<ul style="list-style-type: none"> • IQAC regularly monitor the academic and infrastructural progress of the Institution. • IQAC tries to fulfil the recommendations of the Peer Team Members of the 2nd cycle of accreditation and prepare the College for the 3rd cycle of accreditation. 	<p>The College has secured B++ Grade in the NAAC Assessment in the 2nd cycle of accreditation.</p> <p>The College has been selected for a grant of Rs. 2 Crores from RUSA 2.0</p>

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

Governing body has rendered all possible help to materialize the suggestions given by IQAC.

To cope up with the financial requirements of the Institution, the Governing Body of the College always arrange for funds to support the requirements.

Members of the Governing Body had an interaction with Project Monitoring Unit of RUSA 2.0 regarding the development of infrastructure of the College and had rendered all possible cooperation.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	61	25	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	61	25	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	61

1.3 Feedback from stakeholders*

(On all aspects)

Mode of feedback :

Alumni	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>		

[Annexure.-II- analysis of the Students' Feedback.](#)

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

Teachers attended various workshops conducted by the Calcutta University for acquainting the teachers with the new syllabi to be taught in the new CBCS pattern that was implemented in July 2018.

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

One new Department is added -Chemistry

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	15	12	1	1(Librarian)+ 1(graduate laboratory instructor)

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

CWTT-7	PTT- 8	GUESTS-16
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	26	5
Resource Persons	-	2	-

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

Audio- visual methods are applied in class teaching like PowerPoint presentation, use of overhead projector, movies etc.

Slide Shows, Film and Documentaries are shown to create interest in various subjects.

Tutorial Classes, Special Classes are taken regularly whenever necessary.

Access to Departmental Library is maintained to stimulate referencing.

Regular Class Tests are taken to assess the progress of the students.

Students' Seminars are organised and departmental journals and wall magazine are regularly published to make the learning process interactive.

2.7 Total No. of actual teaching days

during this academic year

211

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

REGULAR CLASS TEST AND TUTORIALS ARE TAKEN FOR ALL STUDENTS.

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

3	3	-
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2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A.(HONOURS)	78	-	2.5%	64%	10%	76.5%
B.Sc(HONOURS)	65	-	18%	75%	6%	99%
B.A.(GENERAL)	216	-	1%	15%	46%	62%
B. Sc(GENERAL)	136	-	36%	5%	-	87%

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

- IQAC monitors academic progress through Internal Academic Audit.
- Library has procured **CDs of films, documentaries** on various subjects to promote audio visual lectures in classes.
- Teachers maintain **Self-appraisal Diary** to regularise the classes according to **academic calendar**.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (Workshop on Concept of Philosophy by RKM)	-
10 months course on “Major Religions of the World” by RKM.	-

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	9	6	-	5
Technical Staff	5	1	-	-

Criterion – III

3. Research, Consultancy and Extension

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

<p>IQAC has created a guiding body for research promotion consisting of five members-Principal, Coordinator IQAC and three senior teachers.</p> <p>The body encourages the teachers to avail of FDP and MRP to UGC.</p>

3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	7	-
Non-Peer Review Journals	-	-	1. 1(Lab-journal published by the Department of Journalism and Mass-communication) 2. Department of Botany published magazine on "Kash ful"
e-Journals	-	1	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
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	-	-	7
Sponsoring agencies	-	Indian Council of Philosophical Research	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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
-	-	-	1	-	-	-

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

-

-

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 100 State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -
National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -
National level - International level -

3..25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="-"/>	NSS	-	<input type="text" value="4"/>	Any other <input type="text" value="-"/>

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

- **NSS:**
- Disinfection of College campus from vector-borne diseases; anti-dengue campaigning in Pyarabagan slum on 07.09.17
- Diabetes awareness programme on 07.11.17
- Observation of Language Movement Day with the department of Bengali on 21.02.18.
- Collection and donation of old clothes for an NGO “Goonj” .

NSS Special Camp 2017-18 (19.03.18 to 25.03.18)

DAY-1. Inauguration of Special Camp by the Principal Dr. Aparna De- The slum chosen for the activity was **PEYARA BAGAN SLUM Ward No- 69.**

DAY-2. Local area survey by the volunteers.

DAY-3. Local area survey to assess the educational level and medical help required by them.

DAY-4. Check-up by General Physician Dr. Sujit Chakraborty.

DAY-5 Eye check-up camp for old and visually challenged people by Siridi Sai Foundation

DAY-6 Date-08/02/2017-Health Check-up by Dr.Sujit Ckakraborty.

DAY-7 Counselling of Alcoholics by professional counselor.

the same day **Sit and draw** competition for slum children. 130 children had participated in the competition.

Valedictory Programme.

COLLEGE FORUM:

1. One day workshop on **JWELLARY MAKING** for in-house students as well as slum children in summer recess organised by **Prof. Susmita Mandal**, Assistant Professor in Geography.
2. Campaign on Communal Harmony.

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	3598.00 sq.m	-	-	-
Class rooms	17	-	-	17
Laboratories	8	1	College fund	9
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	Nil	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	92,343	College fund	92,343
Others	-	-	-	-

4.2 Computerization of administration and library:

14,000 books of the College library are in digital database through KOHA.

Online Admission had been introduced and payment was made through **online mode only**.

The College office is in the process of Automation through customised software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21,782	25,73,683/-	58	9,280/-	21,840	25,82,963/-
Reference Books	294	71,096/-	9	255/-	303	71,351/-
e-Books	97,000 (Through Nlist)	36,4505/-	Through Nlist	5900/-	31,35,000 +6000 (nlist)	42,350/-
Journals	6	91,284/-	5 (contd)	9.320/-	5 (contd)	1,00,604/-
e-Journals	6000 (Through Nlist)	-	Through Nlist	-	6000	-
Digital Database	14000 in KOHA software	-	12200 in KOHA Software	-	18,356/-	-
CD & Video	47	10,741	-	-	48	12,720/-
Others (specify)	Maps	transferred				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	21	ALL	-	-	7	GEO-9 JOUR-10 HIST-1 BOT-1 PSYCH O-1	8
Added	-	-	-	-	-	-	-	-
Total	37	21	ALL	-	-	7	22	8

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

- Q-GIS software is introduced in Geography as new Remote-sensing Software.
- The College Campus has become Wi-Fi enabled.
- Library and Office were connected with high speed **BROADBAND INTERNET** replacing VPN connection.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.30
ii) Campus Infrastructure and facilities	8.00
iii) Equipments	3.02
iv) Others	0.90
Total :	15.22 (APPROX. AND UNAUDITED)

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has started to look after the existing student support services and to extract more benefits out of it.

A Grievance Redressal Cell is functioning according to UGC Guidelines.

A structured Counselling Cell and Career Advancement and Placement Cell are functioning in the College.

Facilities of Hostel, Gymnasium, Common Room, Canteen and Cheap Store are extended.

Students enjoy facilities from "Students' Health Home.

Rotary Club, Metro City organizes health awareness camps.

5.2 Efforts made by the institution for tracking the progression

- REMEDIAL CLASSES FOR ALL STUDENTS.
- INTERACTIVE PROGRAMMES like students' seminar, debate and quiz competition are regularly organized to make the students knowledgeable and smart .
- CLASS TEST, MID-TERM TEST
- PRACTICALS & PROJECT WORK

5.3 (a) Total Number of students :780

(b) No. of students outside the state

(c) No. of international students

	No	%
Men	-	-

	No	%
Women	-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
819	109	14	40	-	982	648	90	07	35	-	780

Demand ratio 1: 4.7 Dropout % - 18

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

Books on Competitive examinations are kept in the Library.

Employment News and other magazines are taken regularly to supply information regarding employment.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Students' orientation programs are organised regularly in collaboration with different career guidance institutions.
- A Counselling session is held once a week by a qualified counsellor to provide help to students in distress and also to take right career choices and to explore the interest, goal and aspiration of the student.
- College library keeps guide books for competitive examinations.
- College library also keeps '**Employment News**' to provide job related information.
- Webel Informatics is running a course on Graphics Editing Tools, Graphics Designing, 2D Multimedia and Animation and Web Designing from December 2016.
- Kolkata branch of Tata Consultancy Service arranged for an interview for campus recruitment for projects in Business Process Services (BPS) division and Data Processing Role (non-voice). Eight students were finally selected for the job in this session .

No. of students benefited

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
1	84	8	Data not available

5.8 Details of gender sensitization programmes

The Social Awareness Cell had organized a documentary presentation and a poster-making and discussion on women issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

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	FULL FREE- 5 HALF FREE- 0 BOOK GRANT-5	Book Grant- @ Rs.500
Financial support from government(GOVT. OF WEST BENGAL)	KANYASREE (K2)- 48 TALENT SUPPORT FOR MUSLIM MINORITY-32 SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP-68	Rs- 25,000/- @ PER CANDIDATE. VARIABLE ACCORDING TO THE REQUIREMENT OF THE COURSE.
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

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: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Not only basic education, higher education is also essential for women of our country. College education would make them better citizens of the nation. So our Institution extends all possible academic help to women from all sections of the local as well as surrounding communities.
- Our vision is to educate students in such a manner so that they become self-sufficient, responsible, open-minded and liberal in thought.
- Our mission is to spread education to the under-privileged and financially weaker section of the locality.
- Our institution lays emphasis on the all-round development of the students as many of them come from the families of first learners.
- To secure grant from RUSA, UGC and Government of West Bengal for the completion of the remaining part of the college building.
- To construct a Hostel Block with improved facilities of lodging .
- Complete automation of office and digitalization of library.
- To extend Adult Literacy Programme in nearby slum to make the students aware and connected with the society.

6.2 Does the Institution has a management Information System

- Management circulates information through college website.
- Website is regularly updated for convenience of Viewers.

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

6.3.1 Curriculum Development

- Module based lesson plans for all subjects of each course have been developed for systematic progress of teaching and timely completion of syllabus of undergraduate Courses.
- A new time-specific lesson plan has been made to complete the syllabus of First Semester under CBCS pattern.

6.3.2 Teaching and Learning

- Regular lecture classes are organised.
- Practical and project works are done regularly.
- Seminars are organised for the academic benefit of the students.
- Debate, quiz etc are organised to augment general knowledge of the students.
- To create academic interest among the students, group discussions, students' seminars, talks etc. are organised regularly.
- College magazine and departmental wall-magazines are published to enhance their power of expressions.

6.3.3 Examination and Evaluation

- MID-TERM EXAMINATION FOR 1ST, 2ND & 3RD YR STUDENTS.
- SELECTION TEST BEFORE UNIVERSITY FORM FILL-UP.
- REGULAR CLASS TESTS ARE TAKEN.

6.3.4 Research and Development

- IQAC has formed an internal research promotion team comprised of the Chairperson of IQAC, IQAC Coordinator and three senior teacher members to encourage the teachers in submission of RESEARCH PROJECTS to UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- E-BOOKS, E-JOURNALS, EMPLOYMENT RELATED JOURNALS ARE AVAILABLE IN THE LIBRARY.
- INTERNET ACCESS IS MADE AVAILABLE TO THE STUDENTS THROUGH N-COMPUTING SYSTEM AND WI-FI ENABLED CLASSROOMS AND COMMONROOM.
- TWO VIRTUAL CLASSROOMS ARE FUNCTIONING FOR STUDENTS' BENEFIT.
- A CHEMISTRY LABORATORY IS ADDED .
- LABORATORY FACILITIES ARE EXTENDED WITH NEW EQUIPMENT.

6.3.6 Human Resource Management

- IQAC always encourage the teachers and staff to maintain punctuality and regularity at work.

6.3.7 Faculty and Staff recruitment

- JOINED FACULTY- 2

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- **ADMISSION IS CONDUCTED THROUGH ONLINE ONLY.**
- **PAYMENT IS MADE THROUGH ONLINE MODE ONLY.**
- **STUDENTS ARE SELECTED ACCORDING TO MERIT.**

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Membership of Students' Health Home

6.5 Total corpus fund generated

Rs.1,03,18,360/-

6.6 Whether annual financial audit has been done

Yes Y No -

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Y	-
Administrative	-	--	-	-

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?

-

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

-

6.11 Activities and support from the Alumni Association

- An EXHIBITION **cum SALE** was organised by the **alumni** members to showcase their own handicrafts.
- They have extended full moral support on every aspect of college development.

6.12 Activities and support from the Parent – Teacher Association

The College invites one Guardian as the IQAC member.

- The college has collected a systematic feedback from the parents.
- Teacher regularly keep connection with the parents regarding their daughter's attendance, educational performance and social and moral values through Departmental Parent-Teacher Meeting.
- Guardians have furnished following suggestions:

Teachers may take bi-lingual classes and provide notes in Bengali and English separately.

Regularity in attendance should be seriously enforced.

More class tests and surprise tests may be taken.

Special classes may be arranged for weak students.

Guardians have unanimously offered their full cooperation regarding the developmental activities of the College.

6.13 Development programmes for support staff

- Principal, IQAC coordinator, Bursar and faculties from different departments attended workshops on Choice Based Credit System before implementation in the University of Calcutta.
- Principal had attended workshop on RUSA 2.0.
- Principal had attended workshop by HRDC ,University of Calcutta.
- IQAC Coordinator had attended workshop on NAAC by HRDC ,University of Calcutta

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

- Initiative has been taken to maintain cleanliness and to make the college plastic free.
- Initiative has also been taken towards the **plantation of trees**.
- A pit is dug to collect Canteen and Hostel kitchen residue to make compost fertilizer.

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.

- The initiatives taken in the previous year are maintained regularly in this year also.
- Different departments organize students' seminars to extend their areas of learning and also to enhance their power of expression.
- Department of Bengali had arranged a lecture on "Bhasha Andolon, Antorjatik Matribhasha Dibas and Ajker Prithibi" on the occasion of Language Day.
- Students from the department of Botany and Zoology had participated in a Seminar held on Science Day at Acharya Bhaban.
- All the departments of our College put up wall Magazines on relevant topics.
- Department of Education had organized an extension lecture and workshop on "Implementation of Meaningful E-Learning in Higher Education". The speaker was Prof. Badrul Huda Khan.
- Students of 1st year Honours of the Department of Geography had shown power-point presentation on selected topics from their syllabus.
- A Two-day Workshop on Q-GIS was organized by the Department of Geography as this software has been recently introduced in the syllabus.
- A Poster Presentation Competition was organized by the department of History on topics from the syllabus. Out of twenty two participants, the best paper was put up as wall magazine to encourage the students.
- The Department of Journalism & Mass Communication had organized a seminar on "T.3-The Life Enhancement Programme" in collaboration with The Telegraph. A debate on "Biasness of News" was also organised.
- A seminar on "Tagore's Aesthetics" was organized by the Department of Philosophy. The speaker was Colette Walker, Research Fellow from University of Barkley.
- A seminar on "Western Marxism: A Critical Analysis" was organized by the Department of Political Science. The speaker was Dr. Prasenjit Pal, Assistant Professor in Political Science from Burdwan University.
- Department of Zoology had organized an essay competition on "Conservation Other Than Tigers."

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

- The admission of session 2017-18 is done through online process only.
- Chemistry General Course is introduced successfully.
- Proposal for RUSA 2.0 is submitted for a Grant of Rs. 2 Crores.
- A Project Monitoring Unit is formed to work on the proposed projects.
- The College has applied for State Government Grant for infrastructure development.
- Library facilities are extended with addition of sixty seven new books including reference books.
- To encourage e-learning College Library has introduced over one lakh e-books and e-journals through NLIST.
- The library has extended its video library by purchasing new videos.
- Wi-Fi connection is available in Principal's room, office, library, staff-room, virtual classrooms and audio-visual room.
- More General Combinations have been introduced to match with the CBCS System.

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

- The College regularly organise knowledgeable and inspiring talks by eminent resource persons.
- Students are connected with adult literacy programmes in the nearby locality.

7.4 Contribution to environmental awareness / protection

- AWARENESS AGAINST NOISE POLLUTION.
- AWARENESS PROGRAMME AGAINST USE OF PLASTIC

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

- The College has gone through The SECOND CYCLE OF ACCREDITATION by NAAC on and from 28th to 30th November 2016 and is awarded B++ Grade.
- A Refereed Journal “Beekshan” is published with academic papers from faculties at College level.
- The pass percentage of the students is very high provided they come from mediocre background.
- Students actively participate in all extra-curricular activities.
- College encourage the successful students by awarding prizes and certificates in a social ceremony.

8. Plans of institution for next year

- The College is expecting a sanction of Rs. 2 Crores from RUSA.
- Vertical extension of 2nd floor to 5th floor of the sixth Bay of the College Building.
- Construction of a LANGUAGE LABORATORY for Bengali, English and Sanskrit Departments, a FILM PROCESSING LABORATORY AND RECORDING STUDIO for the Department of Journalism and Mass Communication and a GIS LABORATORY for the Department of Geography will be done after completion of vertical extension of the building.
- All the existing laboratories will be modernised with new equipment to meet the requirements of the CBCS .
- New books will be purchased according to the requirements of CBCS.
- RFID with KOHA ILMS Integration will be implemented in College Library.
- D-Space software will be introduced in College Library.
- Seminar Hall in the 3rd floor and the College Office will be renovated if the fund from RUSA is available.
- The Dining Hall and reading room of Hostel building will be repaired.
- College Gymnasium will be modernised.
- To obtain ISSN for the already published refereed journal.
- To apply to Higher Education Department of Govt. of West Bengal to provide financial help to complete the Hostel Block.
- Departments of Botany, Zoology and Physiology will apply for DST and DBT Research Grants.

Name: Sanjukta Chatterjee _____

Name : Dr. Aparna De _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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