The Annual Quality Assurance Report (AQAR) 2015-16

Submitted to
National Assessment and Accreditation Council

Internal Quality Assurance Cell
Jogamaya Devi College
92, S.P. Mukherjee Road
Kolkata 700026, India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-2016

1. Details of the Institution

1.1 Name of the Institution

JOGAMAYA DEVI COLLEGE

1.2 Address Line 1

92, S.P. Mukherjee Road (Academic Building)

Address Line 2

5A, Rejeswar Dasgupta Road (Administrative Building)

City/Town

Kolkata

State

WEST BENGAL

Pin Code

700026

Institution e-mail address

principal@jogamayadevicollege.org

Contact Nos.

+919883177733

Name of the Head of the Institution:

Dr. Srabani Sarkar

Tel. No. with STD Code:

+919883177733

Mobile:

+919883177733

Name of the IQAC Co-ordinator:

Dr. Ruma Basu

	Mobile:	+919433115930

	IQAC e-mail address:	iqac@jogamayadevicollege.org

1.3 NAAC Track ID *(For ex. MHCOGN 18879)*

OR

1.4 NAAC Executive Committee No. & Date:

EC(Sc)/04/A&A/89 dated 10.12.2014

1.5 Website address:

http://www.jogamayadevicollege.org

Web-link of the AQAR:

http://www.jogamayadevicollege.org/iqac/

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.1	2014	5 yrs

1.7 Date of Establishment of IQAC:

IQAC has been re-established as per new guide line on 08/08/2013

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

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

(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		☐	

1.10 Type of Faculty/Programme

| Arts | ☑ | Science | ☑ | Commerce | ☑ | Law | ☐ | PEI (Phys Edu) | ☐ |
| TEI (Edu) | ☐ | Engineering | ☐ | Health Science | ☐ | Management | ☐ |

Others (Specify)

1.11 Name of the Affiliating University

(for the Colleges)

University of Calcutta, Kolkata

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: NA

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	☐	UGC-COP Programmes	☐

Any other (*Specify*)

2. <u>IQAC Composition and Activities</u>

2.1	No. of Teachers	07
2.2	No. of Administrative/Technical staff	01
2.3	No. of students	00

2.4	No. of Management representatives	02
2.5	No. of Alumni	01
2.6	No. of any other stakeholder and community representatives	01
2.7	No. of Employers/ Industrialists	00
2.8	No. of other External Experts	01
2.9	Total No. of members	10
2.10	No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders:

No. of meetings with various stakeholders: ~~No.~~ Faculty 01 Students 01

Non-Teaching Staff 01 Alumni 00 Others 00

2.12 Has IQAC received any funding from UGC during the year? Yes ☑ No ☐

If yes, mention the amount 3,00,000/-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 07 International 00 National 00 State 00 Institution Level 07

(ii) Themes

o   Endowment and seminars organised by department on the following topics:

o   Way of life in the light of Bengali proverbs

o   Moral issues in Women Characters of the Mahabharata

o   Swami Vivekananda and Indian women

- o Human Rights and Women's Rights
- o Employability skills and self-employment
- o Rainwater harvesting
- o Violence against women

2.14 Significant Activities and contributions made by IQAC

- o Online admission and creation of student database.
- o Promotion of Research by faculty members (both inter and intra disciplinary)
- o Soft-skill and personality development programs for students.
- o Active involvement in the innovations in curricular, co-curricular and extra-curricular activities of the institution.
- o Process of the end-of-session student feedback data (collected in prescribed format) and the implementation of necessary corrective measures wherever possible
- o Process and analysis of student result data, identification of slow learners and arrangement academic counselling and remedial classes.
- o Internet connections made available for both academic and administrative purposes.

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
HRD	
Student data	Data entry is partially completed
Preparation and submission of DPR to RUSA	2nd instalment of RUSA Fund received
Soft-skill Development programme	Computer training to library and administrative staff.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body Governing Body of the college

Provide the details of the action taken

Endorsement and support received from Governing Body

Part – B

Criterion – I

1. Curricular Aspects

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	06**	01#	12	00
UG	18	00	01	01
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	24	01	13	01

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

** Affiliated to Vidyasagar University (Distance Mode)

Affiliated to Calcutta University

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

Curriculum and syllabus are formulated by the University of Calcutta.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06+1 (All M.Sc Courses)
Trimester	
Annual	18 (All B.Sc Courses)

1.3   Feedback from stakeholders[1]
       (On all aspects)
       Alumni ☑   Parents ☑   Employers ☐   Students ☑

       Mode of feedback:
       Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

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

NO

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

No

Criterion – II

2.   Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	22	31	00	30

2.2   No. of permanent faculty with Ph.D. | 36 |

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
9	14	-	-	-	-	-	-	9	14

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[1] *Please provide an analysis of the feedback in the Annexure*

Total	Govt. Approved PTT	Govt. Approved CWTT
48	14	5

PG Guest teachers	College Approved PTT and CWTT
51	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	21	25	08
Presented papers	08	13	01
Resource Persons			

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

Use of computer aided teaching, classroom with projector and PA system, chemical models and special subject related software.

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

~~289~~ days (Regular) + Additional 50 days (Distance Classes : Sundays & Recess)

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

- o Surprise Test
- o Evaluation with Multiple Choice Questions
- o Examination through Double Valuation Process.

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

02	02	02

2.10 Average percentage of attendance of students

72%

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 Course	208	-	14	192	-	206

B.A. General Course	123	-	00	123	-	123
B.Com in Accounting & Finance	206	-	10	194	-	204
B.Com General Course	250	-	00	249	-	249
B.Sc Honours Course	257	-	67	189	-	256
B.Sc General Course	103	-	02	101	-	103
Total			**93**	**1048**	**-**	**1141**
Distance Curriculum						
M.Sc Course		-			-	
M.Com Course.		-			-	
Total		**-**				

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

IQAC provides the quality benchmarks/parameters for the various academic and
administrative activities of the institution by adopting the following measures:
o   Online admission and creation of student database.
o   Promotion of Research by faculty members (both inter and intra disciplinary)
o   Encouragement of holistic development of the students through the introduction of soft-
    skill and personality development programs.
o   Active involvement in the innovations in curricular, co-curricular and extra-curricular
    activities of the institution.
o   Process of the end-of-session student feedback data (collected in prescribed format) and
    the implementation of necessary corrective measures wherever possible
o   Process and analysis of student result data, identification of slow learners and arrangement
    of academic counselling and remedial classes.
o   BSNL Internet connection in all the laboratories and computer room.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	01
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--

Summer / Winter schools, Workshops, etc.	03
Others (Short-Term Course)	03

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	08	30	00	14
Technical Staff	14	10	00	05

Criterion – III

3.   Research, Consultancy and Extension

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

- o Encouraged research proposals from faculty members for submission to nodal funding agencies such as University Grants Commission (henceforward known as UGC), Department of Science & Technology (henceforward known as DST) etc.
- o Publication of annual report of the research, consultancy and extension activities of the faculties of this college.
- o Promoted interdisciplinary research especially among faculty members from the departments of Geology, Economics and Mathematics in particular have made commendable contributions to narrow down the knowledge gap across various disciplines.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	38,25000			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02		01

Outlay in Rs. Lakhs		7,64,000/-		2,87,000/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	16	11	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	5	-	-

3.5   Details on Impact factor of publications:

Range | 0.5-3.9 | Average | 2.39 | 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	3	DRDO	38,25000	38,25000
Minor Projects	2	UGC	1,77,000	1,77000
*Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			40,02,000	40,02,000

* Major project interdisciplinary in nature.

3.7   No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 1 |

ii) Without ISBN No. | 0 |

3.8   No. of University Departments receiving funds from: *Not Applicable*

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   [00]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					7
Sponsoring agencies					College

3.12   No. of faculty served as experts, chairpersons or resource persons   [1]

3.13   No. of collaborations   International [02]   National [07]   Any other [   ]

3.14   No. of linkages created during this year   [2 (International Collaboration) + 4 (National collaboration)]

3.15   Total budget for research for current year in lakhs:

From Funding agency [45,89000/-]   From Management of University/College [   ]

Total [45,89000/-]

3.16   No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	
	Granted	

	Applied	
Commercialised	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
00						

3.18 No. of faculty from the Institution who are Ph.D. Guides

03

and students registered under them

08

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

01

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

JRF	0	SRF	0	Project Fellows	0	Any other	0

3.21 No. of students Participated in NSS events:

College level   100   State level   0

National level   0   International level   0

3.22 No. of students participated in NCC events:

College level   105   State level   75

National level   35   International level   00

3.23 No. of Awards won in NSS:

College level   0   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

| College level | 02 | State level | 12 |

| National level | 05 | International level | 00 |

3.25 No. of Extension activities organized

| University forum | 00 | College forum | 10 |

| NCC | 10 | NSS | 10 |

| Any other | 00 |

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

- o Students have participated in a camp organized in collaboration with Vivekananda Nidhi
- o Community development and social work by the NSS unit of the college
- o Environment awareness i.e., sensitizing people to develop a pollution free and green habitat.
- o Health awareness and Health camp.
- o Thalasemia awareness programme and Blood Donation Camp.
- o Awareness of Women against exploitation and abuse of any kind.
- o Observance of Earth Day and Environment Day

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	1.17 acre	00	-	1.17
Class rooms	43 (OC) + 20 (NC)	02	JDCDLC#	43+22
Laboratories	25	01	College	26

Seminar Halls	00	00	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	6.0	-	6.0
Others (Toilet)	-	01	-	01

* OC: Old Campus NC: New Campus

#JDCDLC: Jogamaya Devi College Distance Learning Centre, Vidyasagar University.

4.2 Computerization of administration and library

- o Computers installed in all the sections of administrative departments.
- o Office administration is fully computerised by using *SmartCollege* software.
- o Computeratisation and data-entry processes are initiated in the Central Library. *SOUL* software has been procured for the Library.
- o Ten broadband connections from BSNL have been installed. Departments like Geology, Physics and Botany are Wi-Fi enabled.
- o Introduction of online admission system for ongoing academic session.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	43569	3993252.11	788	384314.00	44357	4377566.11
Reference Books	8589	718593.87	154	91843.00	8743	810436.87
e-Books	-	-	-	-		
Journals	750	+5365.00	2	4766	752	10131.00
e-Journals	-	-	-	-		
Digital Database	-	-	-	-		
CD & Video	-	-	-	-		
Others (specify)	-	-	-	-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	71	1	12	2	1	2	18	0
Added	05	0	0	0	1	4	2	0

Total	76	1	12	2	2	6	20	0

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

- o Compulsory Computer training has been organized for all newly-admitted first-year students.
- o Internet access to the departments and necessary training for the same.
- o Broadband connections are available for students.
- o Where necessary all computers are connected by LAN and required softwares as well as technical support is provided.
- o For technology upgradation most of the administrative works have been computerised with modern software's. Library works are partly computerised.
- o Non-teaching Staffs (NTS) are trained with upgraded version of *SmartCollege* Software.

4.6 Amount spent on maintenance in lakhs:

i) ICT — Rs. 4.4lakh

ii) Campus Infrastructure and facilities — Rs. 58.6 lakh

iii) Equipments — Rs. 3.3 lakh

iv) Others — Rs. 93.3 lakh

Total: — Rs. 159.6 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The following support services are extended to the students. They are made aware of these services through the college prospectus, regularly-updated website and the notice boards.
- o Counselling services
- o Student grievance cell
- o Annual appraisal of teachers by students

- o Anti-ragging committee
- o Welfare schemes
- o Remedial coaching
- o Placement cell

5.2 Efforts made by the institution for tracking the progression

- o Feedback forms are filled up by students
- o Suggestions are taken and implemented from alumni
- o Parent Teachers meet are organized on a regular basis
- o Regular interaction with Students' Union

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
4896	22 (Reg.) + 377 (Dist.)	00	00

(b) No. of students outside the state

8

(c) No. of international students

01

Men	No.	%
	00	00

Women	No	%
	All	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC & Minority	Physically Challenged	Total
4014	334	26	70	01	4445	4058	378	33	66+361	47	4896

Demand ratio 8125:759=10.70   Dropout %   6.09

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Not Applicable

NET ☐ SET/SLET ☐ GATE ☐ CAT ☐

IAS/IPS etc. ☐ State PSC ☐ UPSC ☐ Others ☐

5.6 Details of student counselling and career guidance

- o Career Guidance seminars and programmes are organized by the Commerce and Communicative English Departments.
- o Individual department provides academic counseling to slow and fast learners.
- o Also we have a Placement Assistance Cell to look after the career needs and requirements of students.
- o Socio-psychological counseling has been given by the counseling Cell of the Psychology Department.

No. of students benefitted

Placement Assistance Cell: 147
Departmental Assistance for academic counseling: Not recorded
Socio-psychological counseling by the Psychology Department: 293

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	23	05	69%

5.8 Details of gender sensitization programmes:

- o On 8th of March of every year International Women's Day is celebrated.
- o Awareness programme among students held in the campus in regular basis for the gender sensitization.
- o The self defence programme is run by the college under the guidance of College NCC Troop.

5.9 Students Activities

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

College level ☐ 400 ☐ National level ☐ 16 ☐ International level ☐ 01 ☐

No. of students participated in cultural events

| College level | 35 | National level | | International level | |

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

| Sports: State level | | National level | | International level | |
| Culture: State level | | National level | | International level | |

5.10   Scholarships and Financial Support

	Number of students	Amount (INR)
Financial support from institution	23	1,38,000
Financial support from government	190	5,70,000
Financial support from other sources		
Number of students who received International/ National recognitions (INSPIRE scholarship)	01	80,000

5.11   Student organised / initiatives

| Fair: State/ University/College level | | National level | | International level | |
| Exhibition: State/ University/College level | 3 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students

| 1 |

5.13   Major grievances of students (if any) redressed:

| - |

Criterion – VI

6.   <u>Governance, Leadership and Management</u>

6.1   State the Vision and Mission of the institution

Our Vision

- *AATMA DEEPO BHAVA* (Let the light within guide you)
- To empower women from all sections of society through holistic education centred on academics.
- To instil in our students moral values, discipline and dynamism along with imparting quality education.
- To sustain the rich legacy of excellence of the college

Our Mission
- To cater to the ever-increasing need for women's education in West Bengal, its neighbouring States and countries like Nepal, Bhutan and Bangladesh.
- To impart quality education to women students from backward classes and first-generation learners from economically challenged backgrounds, thereby encouraging inclusive growth.
- To provide an ambience that makes our students ethically strong and professionally competent and, thereby, contributing to a healthy and prosperous society.
- To encourage innovative thinking and creativity and inculcate research skills in our students.
- To optimize the use of available infrastructure for sustained development of the college.
- To supplement and enrich the existing curriculum through seminars and extension lectures by eminent scholars.
- To adequately assess and address the special needs of backward students through the implementation of Remedial Programmes.
- To encourage greater participation of students in various academic, cultural and social activities and to develop healthy co-curricular and extra- curricular activities.

6.2   Does the Institution has a management Information System

The management Information System of the college functions through the college website, notice board, prospectus, IQAC meetings with stake holders and is used for
- Student information – academic and extra curricular,
- academic calendar
- Admissions procedure (merit list publication, fee structure, registration, transfer etc.)
- Processes related to examinations and results (both internal and university)
- Finance & Accounting
- Information disseminated through college website, Social Network

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

6.3.1 Curriculum Development

- As the college is affiliated to the University of Calcutta, the College has no direct scope for curriculum development.
- However those teachers, who are members of the Board of Studies of the University, take part in the curriculum design and development.
- Teachers, in general, participate in the workshops on the implementation of new syllabus organised by the University.

6.3.2 Teaching and Learning

- Technology-enabled effective teaching and learning procedures
- Renovation of existing infrastructure or enhancement by creating new structures,
- Fully equipped computer center with the latest software catering to the special needs of departments like Geography , Mathematics
- Remedial coaching for students with special needs
- Field studies and social surveys undertaken as part of the curriculum in order to broaden the students' learning experience
- Students made aware of the frontier areas of research in their respective disciplines through regularly held seminars and lectures by experts.
- Academic counselling provided to slow-learners, drop-outs and unsuccessful students
- Introduction of new course B.Com (hons) in taxation

6.3.3 Examination and Evaluation

- Tutorials and Assignments
- Internal, Mid-Term and Selection examination
- Practical examinations conducted after completion of individual topics. Each teaching class followed by an exercise covering previous topics. Surprise tests also taken. Students evaluated on the basis of exams after every short course.
- Students awarded with certificates according to their efforts and merit.
- Regular written work assigned to students in tutorials duly examined and discussed with students every week. Internal examination scripts of mid-term and annual examinations corrected, returned and discussed with students. Teachers meet students and discuss their scripts at a mutually convenient time
- Internal Assessment through Terminal Exam (1st year) and Selection Exams
- Evaluation through assignments and tutorials
- Open book assessment encouraged to enable students to read, research in the library and present creatively written assignments
- Power-point assessments encouraged

6.3.4 Research and Development

- o Research Cell enables students to carry out research work
- o Publication of Annual Departmental Journals motivates students to publish well- researched articles
- o Motivating students to present papers in inter-college competitions
- o Faculty encouraged to attend seminars, symposia, to upgrade and renew themselves; to pursue research write papers, edit and publish books - an on-going process - departments' own publications of books (with ISBN/ISSN nos), peer-reviewed journal (with its own ISSN no.)

6.3.5 Library, ICT and physical infrastructure / instrumentation

- o Upgrading and augmentation of central and seminar library collection
- o Access to e-books and e-journals □ Digitalization of old and rare books
- o Networking of various departments and sections within the college led to streamlining of college functioning. Implementation of Wi-Fi technology, sharing of e-resources in the classrooms, improving ICT and computer- based learning
- o The library fully computerized with integrated open source library management software KOHA. Repository using DSpace set up.
- o Security Gate
- o CCTV

6.3.6 Human Resource Management

- o Staff Development Seminar
- o Orientation by the College for new Staff members
- o Student Development programmes-Students' Day
- o Retreat for students

6.3.7 Faculty and Staff recruitment

- o Advertisement – newspaper and college website
- o Through Selection Committee

6.3.8 Industry Interaction / Collaboration

- o Introduction of short courses on Vocational Training organised in collaboration with **Pranabananda Institute**.
- o English Department - Inter-disciplinary programme on Literature and Music on-going.
- o Our students have been associated with various training programmes and internship with the following organisations: Times of India, Radio Mirchi, RedFM, Akashbani, The Statesman etc.

6.3.9 Admission of Students

- o Counselling and guidance for choice of subjects for incoming students before submission of Application Forms for admission
- o On-line Admission Policy w.e.f. 2012
- o Merit list prepared on the basis of Index score
- o Some Departments conduct their own admission tests.
- o Interface with faculty members and Principal

6.4   Welfare schemes for

Teaching	o College co-operative
	o Provident funds
Non teaching	o College co-operative
	o Provident funds
Students	o Students Health Home
	o Scholarships and stipends
	o Prizes and awards
	o Students' Group Insurance
	o Free Studentship
	o Student Aid Fund
	o Placement Assistance Cell
	o Students' Welfare Cell
	o SC/ST/OBC Welfare Cell
	o Grievance Redressal Cell

6.5   Total corpus fund generated   37.5 lakhs

6.6   Whether annual financial audit has been done   Yes ☑   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	College
Administrative	No		Yes	College

6.8   Do the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐ NA

For PG Programmes   Yes ☑   No ☐

6.9   What efforts are made by the University/ Autonomous College for Examination Reforms?

o   Internal assessment on regular basis.

6.10   What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? Not applicable

6.11   Activities and support from the Alumni Association

o   Annual Reunion and cultural programme. o   Awards given by the Alumni Association

6.12   Activities and support from the Parent - Teacher Association

o   Parent - Teacher meetings are held on regular basis. o   Suggestions from parents are adopted if possible.

6.13   Development programmes for support staff:

o   Some of our Non-teaching Staffs (NTS) are trained with the new module of *SmartCollege* Software.

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

o   Garbage bins have been introduced in sufficient number in both the buildings of the college to ensure adequate disposal of waste. An efficient team of personnel attend to the general cleanliness of the college.
o   Steps have been taken to ensure safe disposal of hazardous chemical waste.
o   The campus is a plastic free zone.
o   The wastage of paper has been considerably reduced by adopting the following measures:
    o   Optimum use of the college website
    o   Online admission
    o   Computerization of office work and other administrative functions
    o   Library computerization
o   Both buildings have been designated as 'no smoking zones'.
o   Use of mobile phones is restricted in the college campus.
o   The students and staff are encouraged to switch off all electrical appliances when they are not in use thereby ensuring minimal wastage of electricity.

o   Earth Day and Environment Day are observed
o   Seminars related to Ecology and Environmental Studies are organized.
o   Environmental awareness among the students is increased through field trips to surrounding areas ,e.g., the East Kolkata Wetlands.

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.

o   Computerization of Library in progress.
o   Faculty members have disseminated the outcome of their research activities through regularly held seminars, thereby creating an environment conducive to interdisciplinary research.
o   Computerization of office works completed.
o   Free Wi-Fi access has been extended over larger area and user
o   Students have participated in Value Orientation Camp organised in collaboration with Vivekananda Nidhi

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

o   Free Wi-Fi access in libraries and laboratories have been set up
o   Digital record keeping of students' result has been completed
o   Online admission process is going on successfully by rectifying the errors of the previous year
o   Office and library automation processes are near completion.
o   Extension of Annexe is under construction.

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

o   ***Installation of free Wi-Fi facility***
o   ***Dissemination lectures by faculty members and students.***

Practice I
Title of the practice: Installation of free wi-fi facility
Goal: To provide internet accesses for academic and administrative purposes
The Context: The use of internet has enormous impact on education, making it easier for individuals to engage in online learning and communicating.
The Practice: Free internet facility has been available for academic activities and administrative jobs
Evidence of success: Every section of the college has been benefited by this installation.
Problems encountered & resource required: Sometimes connectivity problems have occurred and took time to get repaired by BSNL.

Practice : II
Title of the practice: Dissemination lectures by faculty members
Goal: To create an environment conducive to interdisciplinary research.
The Context: Many of our faculty members are actively engaged in research activities in disparate fields. IQAC
The Practice: Dissemination lectures have been organized on a regular basis where the faculty members have disseminated the outcome of their research activities.
Evidence of success: Interested teachers as well as students have participated in the series of lectures and exchanged their views, which is prerequisite for improvement of research environment. Some interdisciplinary research activities have been initiated.
Problems encountered & resource required: The lectures cannot be arranged during university examinations. Proper infrastructure is yet to be developed.

7.4   Contribution to environmental awareness/protection

- Garbage bins have been introduced in sufficient number in both the buildings of the college to ensure adequate disposal of waste. An efficient team of personnel attend to the general cleanliness of the college.
- Steps have been taken to ensure safe disposal of hazardous chemical waste.
- The campus is a plastic free zone.
- The wastage of paper has been considerably reduced by adopting the following measures:
    - Optimum use of the college website
    - Online admission
    - Computerization of office work and other administrative functions
    - Library computerization
- Both buildings have been designated as 'no smoking zones'.
- Use of mobile phones is restricted in the college campus.
- The students and staff are encouraged to switch off all electrical appliances when they are not in use thereby ensuring minimal wastage of electricity.
- Earth Day and Environment Day are observed
- Seminars related to Ecology and Environmental Studies are organized.
- Environmental awareness among the students is increased through field trips to surrounding areas like the East Kolkata Wetlands.

7.5   Whether environmental audit was conducted?   Yes ☐   No ☑

7.6   Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength
1. Situated at the heart of South Kolkata and well connected to all parts of the city through different modes of public transport like bus, tram, metro, train etc. this is helpful for students commuting even from extreme rural fringes.
2. Perfect secular and democratic working atmosphere which caters to students from all sections of society.

3. Completely ragging-free environment.
4. Easy access to Principal of the college during stipulated time to discuss problems or grievances which are duly sorted out.
5. Academic discipline is maintained and no activity detrimental to academic pursuit is allowed.
6. Healthy teacher-student ratio successfully addresses individual need of students.
7. Dedicated team of teachers who, besides teaching, provide moral and financial support to students from economically challenged and disturbed families.
8. ICT usage for teaching besides traditional chalk and board method.
9. Remedial coaching is offered to SC/ST/OBC and minority students.
10. Delivery of bilingual lectures for weak students/ slow learners. Subject handouts of simple version are given to them to provide academic support.
11. The academic support and effort of teachers are reflected in the overall pass percentage which is more than 80%.
12. All science laboratories are upgraded with equipment as per university curriculum. It is renovated at regular intervals.
13. There is a separate computer laboratory with 26 desktop computers which is upgraded at regular intervals. In addition, we have a large number of departmental laptops for use of students.
14. We have compulsory computer literacy programme for all first year students. Relevant computer courses are offered to students in of nominal fees.
15. We have a very old but active NCC unit. An NSS wing has been recently introduced which is also gearing up.
16. The college provides financial support to economically challenged students. We have an intention to give freeship to 30% of the students' strength.
17. Students are encouraged and motivated to participate in sports, cultural and different co-curricular activities. Teachers provide guidance to students taking part in intra and inter college competitions.
18. Students participating in State, National and International competitions are provided with all types of academic support, including flexible internal exam date.
19. We inculcate moral values through different value-added programs.
20. Literary talent hunt of our students are carried out through printed magazines/ wall magazines.
21. Teachers interested in career advancement are provided with 100% support by our administration.
22. Complete digitization of Library is under process.
23. Each department has separate seminar library for their respective honours students.
24. We have a placement cell which organizes annual campus interview and different career guidance programs in collaboration with different reputed external bodies.
25. Soft skill development programmes are organized to meet the requirement of students with poor language competence to make them eligible for the job market.
26. Extension lectures are organized to cover topics of frontier areas and inter- disciplinary subjects.
27. Democratically elected students union is an important force to carry out co-curricular activities and administrative discipline. It acts as a strong bondage among students', teachers and college authority.

28. Morning hours are conducive to the warm weather conditions prevailing in the city for the major part of the year. The time is also suitable for girl students taking care of their family and for those engaged in part-time job to provide financial assistance to their family or those who pursue additional courses during day time.

Weakness

1. The college does not have a playground and hence has to limit itself to indoor games & fitness activities.
2. Space constraint is a serious problem. We have large demand for admission and enquiry about subjects in frontier areas. We are yet to make faculty exchange and student exchange programmes feasible. Lack of space is a major impediment for research activities.
3. Add-on-courses or competitive exam guidance programmes are yet to be introduced due to time, space and manpower problem.
4. We have no hostel facility; hence, outstation students face lodging problems.

Opportunity

1. Complete digitization of administrative work.
2. Introduction of unique identification number for employees and students
3. Introduction of self-defence training programme for students relevant for a women college
4. Introduction of yoga, meditation for improvement of mental & physical health.
5. Introduction of new and interdisciplinary subjects with focus on current career opportunity.
6. Resource is being shared with other colleges functioning in the same premises to optimize the infrastructural use.
7. Developing a mechanism to optimize the performance of the students to their maximum potential.
8. To widen the ambit of the existing soft skill development programme to include larger no of students to compete in the technological era.
9. To provide necessary training to Teachers and Staff taking up administrative work

Challenges

1. There is paucity of land in the immediate surrounding which can be acquired for development of the college.
2. Mushrooming of technical institutions poses a dearth in availability of quality students in the graduate science courses.
3. Poor language competences of students lead to unsatisfactory level of comprehension and communication. This is a challenge to face the job market and develop global competencies.

Ruma Basu
_____
Signature of the Coordinator, IQAC

Srabani Sarkar
_____
Signature of the Chairperson, IQAC

Name: Dr. Ruma Basu

Name: Dr. Srabani Sarkar