

Yearly Status Report - 2018-2019

Part A		
Data of the Institution		
1. Name of the Institution	JOGAMAYA DEVI COLLEGE	
Name of the head of the Institution	Dr.Srabani Sarkar	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	919883177733	
Mobile no.	9883177733	
Registered Email	principal.jdc26@gmail.com	
Alternate Email	srabani_sarkar@rediffmail.com	
Address	92, S. P. Mukherjee Road	
City/Town	KOLKATA	
State/UT	West Bengal	
Pincode	700026	
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr Ruma Basu
Phone no/Alternate Phone no.	919433115930
Mobile no.	9433115930
Registered Email	b_ruma@yahoo.com
Alternate Email	principal.jdc26@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://jogamayadevicollege.ac.in
4. Whether Academic Calendar prepared during the year	Yes

5. Accrediation Details

Weblink:

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
1	В	2.10	2014	10-Dec-2014	09-Dec-2019

https://jogamayadevicollege.ac.in

6. Date of Establishment of IQAC 08-Aug-2013

7. Internal Quality Assurance System

if yes, whether it is uploaded in the institutional website:

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by Date & Duration Number of participants/ beneficiaries			
PLEASE VIEW FILE FOR 02-Jul-2018 2400 DETAIL 365			
<u>View File</u>			

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NO SUCH FUND AVAILABLE	NA	UGC & OTHERS	2018 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
10. Number of IQAC meetings held during the year :	4
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	<u>View File</u>
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)

Encouraging departments to organize Student centric program / Transnational Communication through Invited Lecture

Employability & Value Developing Programmes

Generation of Awareness through outreach programme / Environment Awareness Generating Programme

Expedite processing of students scholarship application /Expedite search for land for 2nd Campus of college

Women and Transgender Centric Programme / Introduction of Scheme of Small Research Grant for Part Time and Contractual Teachers

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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	
PLEASE VIEW FILE FOR DETAIL	PLEASE VIEW FILE FOR DETAIL	
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14. Whether AQAR was placed before statutory body ?	Yes	
Name of Statutory Body	Meeting Date	
Governing Body	14-Feb-2020	
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes	
Date of Visit	13-Feb-2018	
16. Whether institutional data submitted to AISHE:	Yes	
Year of Submission	2019	
Date of Submission	13-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)	Institutional Management Information System has Students Management Module, Accounts Management Module, Library Management Module, scholarship Management, Attendance Management Module, Bulk SMS Facility, Online Feedback Module, Online Opinion Pole Module.	

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

The institutional strategy for ensuring effective curriculum delivery lays emphasis on the following: • Efficient management and implementation of the three core aspects of curriculum- Teaching-learning, Assessment and Resources • Providing quality education through the implementation of modern learner-centric methodologies • Adherence to the Academic Calendar provided by the university in the conduct of internal examinations. • Maximizing the use of ICT in curriculum delivery. • Up gradation of teacher quality through in-service training of teachers. • Regular monitoring and evaluation of curriculum

implementation and the extent to which the learning objectives have been fulfilled. • Regularly reviewing the internal assessment methods and introducing reforms in them whenever necessary. • Continuous internal assessment in the form of class tests, surprise tests, open book exams, quizzes, group discussions, projects,etc. • Supplementing regular classes with online teaching and evaluation. • Holding seminars, workshops, invited lectures on curriculum-related topics to expand the students' understanding of their respective subjects. • Improving communication and writing skills through addon courses. • Remedial coaching and tutorial classes to address the problems of slow learners. • Continuous up gradation of library facilities for the benefit of both teachers and students • Promoting inclusiveness in learning and optimization of student performance by addressing the needs of students from diverse backgrounds • Deployment of substantial resources towards the enrichment and modernisation of the teaching-learning process

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Add on Course on In terdisciplin ary Studies		22/04/2019	12	Employabilit Y	Skill Development
Communicativ e English Personality Development		03/09/2018	90	Employabilit Y	Skill Development
French Language Training		11/09/2018	180	Employabilit Y	Skill Development
Human Rights with a special emphasis on Womens Rights		27/08/2018	120	Employabilit Y	Skill Development
Basic First Aid Disaster Management Training-Red Cross Society		25/01/2019	7	Enterpreneur ship	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction	
BA	NO NEW PROGRAMME	02/07/2018	
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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

BA	Hons General	02/07/2018
BSc	Hons General	02/07/2018
BCom	hons general	02/07/2018

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

	Certificate	Diploma Course
Number of Students	1439	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
PLEASE VIEW FILE FOR DETAIL	01/09/2018	1398
<u>View File</u>		

1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships		
BA	PLEASE VIEW FILE FOR DETAIL	1742		
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1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	
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

360 degree Online feedback taken, analyzed and generated reports are sent to teachers for self inspection and action

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	
BA	PLEASE VIEW FILE FOR DETAILS	370	2589	277	
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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	institution	Number of teachers teaching both UG and PG courses
2018	3684	134	86	0	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning 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
115	80	125	9	3	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)

YES. Mentor-Mentee system is present in the institution. Moreover, College has own Medical and Psychological Cell where registered medical practitioner and psychologist are available throughout the year to help students and staff in need.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3818	86	1:20

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
92	82	6	1	41

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)

receiving awards from		state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized bodies		
	2018	Lecturer	NA			
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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 semesterend/ year- end examination
BA	PLEASE VIEW FILE FOR	3	25/04/2019	25/06/2019

DETAILS

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

The college lays emphasis on continuous internal assessment while at the same time adhering to the end of semester internal assessment system stipulated by the university. CIE in the college is implemented as follows: • The internal assessment tests are conducted as per the university schedule and communicated to the students well in advance through Academic Calendar published on college website. Evaluation process is also explained to students on the day of orientation program during first semester. Staff meetings are conducted periodically to review the evaluation process. • Regular unit tests, surprise tests, Quizzes, Home Assignments, Peer group teaching, student seminars, project-based assignments, group discussions, field visits and surveys, presentations, team-work activities are held to evaluate students' progress. All evaluation results are communicated to the students either directly in the classroom or through notice boards and class mentors. • Tutorial classes andremedial classes beyond college hours are held prior to University examinations to clarify doubtsand solve previous years' question papers. • The reports of field visits /Industrial visits/ internship programmesare evaluated by the faculty. • Online evaluation of home assignments and online tests are regularly conducted. • Evaluated answer scripts/assignmentsare distributed to the students for clarifications or re-correction.

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

Academic Calendar prepared and adhered to

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)

https://jogamayadevicollege.ac.in

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
PLEASE VIEW FILE FOR DETAIL	BA	PLEASE VIEW FILE FOR DETAIL	230	174	75.6

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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://jogamayadevicollege.ac.in

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	Total grant	Amount received
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		agency	sanctioned	during the year
Any Other (Specify)	365	College	1	1
		<u>View File</u>		

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
Five Days Workshop on Women Entrepreneurship Development Program	Sociology	07/08/2018
How to Use Story Telling in Advertising Campaigning	Communicative English	28/09/2018
Quiz Competition - Gyanyoga 2019	Communicative English	28/03/2019
Workshop on Save Adi Ganga	IQAC	18/04/2019

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
NO SUCH DATA	NA	NA	02/07/2018	NA
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement	
NO SUCH DATA	NA	NA	NA	NA	02/07/2018	
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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

Туре	Department	Number of Publication	Average Impact Factor (if any)		
National	ALL DEPARTMENT	15	0		
International	ALL DEPARTMENT	17	2.5		
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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	
ALL DEPARTMENT TOGETHER	10	
Viev	7 File	

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
NA	NA	NA	2018	0	0	0
	No file uploaded.					

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
PLEASE VIEW FILE FOR DETAIL	PLEASE VIEW FILE FOR DETAIL	ENVIRONMEN T: A MULTI DISCIPLINA RY APPROACH	2018	0	0	0
			View File			

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

Number of Faculty	International	National	State	Local
Attended/Semina rs/Workshops	14	14	32	0
Presented papers	10	13	9	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		
PLEASE VIEW FILE FOR DETAIL	NCC AND OTHERS	36	334		
<u>View File</u>					

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		
SPORTS AND CULTURAL PLEASE VIEW FILE FOR DETAILS		STATE GOVT AND OTHERS	285		
<u>View File</u>					

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites		
PLEASE VIEW FILE FOR DETAIL	COLLEGE AND OTHERS	PLEASE VIEW FILE FOR DETAIL	55	404		
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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		
COLLABORATIVE RESEARCH AND OTHERS	PLEASE VIEW FILE FOR DETAIL	COLLEGE AND OTHERS	365		
<u>View File</u>					

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	
OTHER INSTITUTIONS	INTERNSHIP AND OTHERS	PLEASE VIEW FILE FOR DETAILS	02/07/2018	31/05/2019	67	
<u>View File</u>						

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		
Talent Hub Jobs others	22/09/2018	On Campus Placement Drive	80		
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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		
300000	3570928		

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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
View	v File

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	
SOUL	Partially	SOUL 2.0	2017	

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total		
Text Books	18387	2064266	414	496641	18801	2560907	
Reference Books	9035	994873	221	122315	9256	1117188	
Journals	2	5250	3	5610	5	10860	
CD & Video	4	0	11	0	15	0	
Others(spe cify)	1	0	1	0	2	0	
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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 is developed	Date of launching e- content		
PLEASE VIEW FILE FOR DETAILS	PLEASE VIEW FILE FOR DETAIL	PLEASE VIEW FILE FOR DETAIL	02/07/2018		
<u>View File</u>					

4.3 - IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	129	50	129	4	0	12	59	125	4
Added	10	0	10	0	0	0	9	0	1
Total	139	50	139	4	0	12	68	125	5

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

125 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
NO SUCH FACILITY	https://jogamayadevicollege.ac.in

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
3500000	3643097	1500000	1345672

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)

Sufficient number of support staff to run Office, Library, Laboratories and Canteen Annual Maintenance Contract for Computers, Instruments, Water Purifiers and CCTV In-House Doctor and Psychological Counselor Sufficient numbers of Sweepers and Security Guards Regular cleaning of underground and overhead water tanks Regular maintenance of Botanical Garden by students and staff

https://jogamayadevicollege.ac.in

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	PRIZE AND AWARDS	117	70000		
Financial Support from Other Sources					
a) National	KANYASRI / OTHERS	273	5519926		
b)International	0	0	0		
<u>View File</u>					

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		
PLEASE VIEW FILE FOR DETAILS	01/09/2018	1237	PIMT/OTHERS		
<u>View File</u>					

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	PLEASE VIEW FILE FOR	0	238	0	0

DETAILS View File

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
14	13	30

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	
TALENT HUB JOBS	40	10	NA	12	12	
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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	510	3RD YEAR HONOURS ONLY	PLEASE VIEW FILE FOR DETAIL	IIT / OTHERS	PG / OTHERS
<u>View File</u>					

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			
Any Other	0			
No file uploaded.				

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

Activity	Activity Level				
SPORTS /CULTURAL COLLEGE / OTHERS		6296			
<u>View File</u>					

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	SPORTS/CUL TURAL	National	5	6	0	PLEASE VIEW FILE FOR DETAIL
<u>View File</u>						

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

Students Council organizes Annual Freshers Welcome, Annual Sports, Saraswati Puja, Common Room Competition apart from observing special days throughout the year under guidance of teachers. Secretary of Students Council is member of college Governing Body.

5.4 – Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the institution is a registered one and is almost 23 years old. It has its own office bearers who maintain a cordial relation with the institution. The Association conducts various social and cultural programmes apart from Annual Alumni Meet.

5.4.2 - No. of enrolled Alumni:

200

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

15000

5.4.4 - Meetings/activities organized by Alumni Association:

During present academic year, Alumni Association held 5 meetings on various ocassions. Among different activities, Annual Reunion, observing Birthdays of social reformers, Bijaya Sammilani after Durga Puja are worth mentioning. The Association helped 4 poor students by giving prize during Annual

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)
 - 1. Every year 4 Memorial Lectures are held in college where eminent speakers are invited to deliver lectures. This activity is totally designed and conducted by teachers with the help of non-teaching staff and students. 2. Every year a huge number of students apply for Kanyasri Scholarship given by state government through institution. The designated teacher-coordinator along with the help of office staff deals with the students regarding this and it was so successfully done in last year that college was awarded 2nd Best College in Kolkata Prize by West Bengal State Government. Both these reflect the decentralization and participative management policy of the institution.
- 6.1.2 Does the institution have a Management Information System (MIS)?

Yes

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
Admission of Students	The admission procedure to first semester/ year was chalked out at the joint meeting of Academic Sub-Committee and Admission Committee like every year. Necessary changes to the

admission software package were proposed to take into account the University regulation for the coming session. Changes were incorporated to create a comprehensive students data base. The admission process was transparent and all grievances were speedily redressed. Teachers and administrative staff cooperated in completing admission related work. Sustained emphasis is laid on the Human Resource Management maintenance of an ambience conducive to maximum all-round productivity. A healthy and positive relation is maintained among all stake holders. College-Aided-PPF scheme continues for college appointed nonteaching staff as a part of their retirement benefit. Staff performance appraisal carried out regularly through efficient online feedback system. Annual Fair held in college to boost up entrepreneurial acumen of students. Free-Breakfast Scheme for students, Free Medical and Psychological Counselling for student and staff are there as part of well being of stakeholders. College has existing scheme of disbursing festival ex-gratia to NTS, refundable festival advance to all, Winter garment allowance to support staff, Canteen grant, Field shoe allowance to staff of field going department Library, ICT and Physical • New laboratory equipment, instruments Infrastructure / Instrumentation and Library books purchased, up gradation of physical infrastructure carried out in accordance with the requirements of the newly introduced CBCS curriculum. • Maintenance of Smart class room, other ICT facilities, and other infrastructure through annual maintenance contracts. • Old books regularly sent for pest control and binding. Institutional memberships of BCL and American Centre Library have been renewed. The library provided with wi-fi facility, e-content (CDs, DVDs) and Digital Catalogue. The IQAC encourages all faculty members Research and Development to engage in research activity. A research grant from college fund has been started for part time teachers to enable them to carry out small research projects. Seminars on frontier areas of research emerging social issues, Gender issues, opportunities and entrepreneurship have been held. The

	Second volume of the college e- book with the theme 'Sustainable Development' has been published. A Series of 21 lectures on Interdisciplinary topics has been held. A workshop on Environmental Sustainability with special focus on Remediation measures for Adi Ganga was held in collaboration with West Bengal Pollution Control Board in which students from all streams actively participated.
Teaching and Learning	The IQAC has adopted the following strategies for ensuring greater effectiveness of the teaching-learning methods followed in the college: • use of ICT, online classes, and innovative teaching methods, • improvement in teacher quality through participation in refresher courses, seminars, etc • engagement of qualified guest lecturers to address shortfalls in teachersstudent ratio, • lectures on recent advances in curriculum related topics by invited speakers • initiating improvement measures based on the analysis of online feedback • addressing the special needs of students from different learning levels through remedial coaching and mentoring, • continuous internal evaluation
Curriculum Development	CBCS curriculum for B.Sc. and B.A. programmes has been smoothly implemented. Necessary infrastructural and library up gradation for the same have been carried out. Curriculum enrichment implemented through various Add-on courses/ Seminars/ Workshops on Human Rights and Women's Rights, Communicative English and Personality Development, Basic First Aid and Disaster Risk Reduction, Environmental Sustainability with special focus on Remediation measures for Adi Ganga, Gender Equality and other Women's Issues. A Series of 21 lectures on Interdisciplinary topics was held. A Value Orientation Camp for students was held at Vivekananad Nidhi, Serampore. Field trips/ Internships/ projects were undertaken by all Departments.
Examination and Evaluation	• Internal assessment tests conducted as per university academic calendar. • Regular unit tests, surprise tests, practical examinations and viva-voce sessions, Quizzes, Home Assignments,

Peer group teaching, student seminars, project-based assignments, field visits and surveys, presentations, are also held to track the student's progress throughout the course and assess the extent of fulfilment of learning outcomes . • Evaluation results are communicated to the students either directly in the classroom or through notice boards and class mentors. • All examination related grievances are redressed by the HODs and mentors. • Staff meetings are conducted periodically to review the evaluation process. Industry Interaction / Collaboration The following Interactions with industry have been carried out: Internships in media houses, visits to Industry, mines and science and technology museums Collaborative Research with IACS, Jadavpur University, Narula Institute of Technology. Five Days Workshop on Women Entrepreneurship Development Program Seminar on 'Entrepreneurship development and Business Ethics'. A Career Awareness Program in collaboration with IISWBM, Kolkata. Human Resource Management Courses (Levels 1 and 2) and Montessori Training Course in collaboration with Pranabananda Institute of Management Training. Communicative English and Personality Development Course in collaboration with George Telegraph. Two teachers deputed to participate in a Workshop on Entrepreneurship Development at EDI, Kolkata.

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

E-governace area	Details
Administration	Student Management Software, Library Management Software, Scholarship Module, Bulk SMS facility, Online Feedback system, Online Opinion Poll Module, Online Attendance Module help administration in giving good governance
Finance and Accounts	Accounts Management Software deals with detail accounting system
Student Admission and Support	Students admission is totally software and portal oriented that goes hand in hand with other areas of e-governance
Examination	Though as per university regulation, end-semester examination process is not entirely online, but from form filling

	up to marks uploading, whole system is e-governed. College teachers conducted online class test as part of CIE.
Planning and Development	E-governance in Admission, Examination, Staff Welfare, Academic Affairs, Students WelfarePlus optimal use of college website for all purposes

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 NA		NA	NA	0
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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	NA	NA	02/07/2018	30/06/2019	0	0
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 development programme	Number of teachers who attended	From Date	To date	Duration	
PLEASE VIEW FILE FOR DETAIL	13	02/07/2018	30/06/2019	365	
<u>View File</u>					

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

Teac	hing	Non-te	aching
Permanent Full Time		Permanent Full Time	
1	1	0	0

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students	
Provident fund, Gratuity, Leave Encashment,GI, Staff Cooperative,Swasthy a-Sathi, Small-Research- Grant	PF, Grauity, College- aided-PPF for college appointed NTS, GI, Employees Cooperative, Swasthya-Sathi, Non- refundable Festival	Half Freeship, Full Freeship, Students Aid Fund, Accident Insurance, Free Breakfast Scheme	

exgratia, Refundable
festival Advance, Wintergarment Allowance for
college appointed support
staff, Canteen Grant,
Field-Shoe for staff of
Field-going department

6.4 - Financial Management and Resource Mobilization

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

Yes, External Financial Audit is done by Government Appointed Auditors

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	
P. C Chandra Group-CSR	125000	Library Upgradation / Rain Water Harvesting	
<u>View File</u>			

6.4.3 - Total corpus fund generated

8536339

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	Yes	Government	No	NA
Administrative	Yes	Government	Yes	GB

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

Regular Parent-Teacher Meeting / Assisting teachers during field tour / Help college to progress through positive feedback

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

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

Emphasis on conducting Career-Oriented Course, Emphasis on finding Land for 2nd Campus of college, Expedite processing of students Kanyasri scholarship application so that maximum number of students get benefitted

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	
c)ISO certification	
d)NBA or any other quality audit	

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of conducting IQAC	Duration From	Duration To	Number of participants
	initiative by 1QAO	conducting texto			participants

2018	PLEASE VIEW FILE FOR DETAIL	31/07/2018	02/07/2018	29/06/2019	13953	
<u>View File</u>						

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
Five Days Workshop on Women Entrepren eurship Development Program	07/08/2018	11/08/2018	55	2
Seminar on Gendar and Politics: Basic Issues	14/08/2018	14/08/2018	57	3
Invited lecture titled 'Economic empowerment of Women-changing Social Attitude'	14/03/2019	14/03/2019	70	8
Seminar Entitled 'The time is Now: Psychological Contributions to Global Gender Equality'	25/04/2019	25/04/2019	40	5
Add on Course on Human Rights with a special emphasis on Women's Rights	27/08/2018	12/11/2018	41	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

Environment Science Field Trip for all final year students, Publication of E-Book by College, Workshop on Save Adi Ganga in collaboration with west Bengal Pollution Control Board, Wildlife Awareness Rally

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	3

Ramp/Rails	Yes	3
Rest Rooms	Yes	5
Any other similar facility	Yes	3

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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	3	2	02/07/201	365	PLEASE VIEW FILE	PLEASE VIEW FILE	497
View File							

<u>View File</u>

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

Title	Date of publication	Follow up(max 100 words)	
Code of Conduct for Students	02/07/2018	Published and available in college website	
Code of Conduct for Teaching Staff	02/07/2018	Published and available in college website	
Code of Conduct for Non- Teaching Staff	02/07/2018	Published and available in college website	

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From Duration To		Number of participants		
PLEASE VIEW FILE FOR DETAIL	27/08/2018	03/05/2019	435		
<u>View File</u>					

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

Proper Handling of chemicals and proper disposal of chemical waste, Declare campus smoke-free, plastic-free, Generating awareness regarding use of energy through boards, flex etc, minimising use of AC, Conducting Awareness Rally by students, Students are trained about bio hazards.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title: Facilitating Speedy Implementation of "KANYASRI PRAKALPA" 2. Title: Practice of Decentralization and Participative Management 3. Title: College-Aided-PPF-Scheme for College Appointed Non-Teaching Staff

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

https://jogamayadevicollege.ac.in

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

Expedite Processing of students' scholarship application-- Being dedicated to spreading of women's education, college expedites processing of different kinds of scholarship applications by students and thus in 2018-19, 390 students have been awarded various scholarships by institution, governments and independent agencies. Small-Research-Grant-for-Part-time Contractual Teachers---- Acknowledging importance of independent research by teachers, college introduced Small-Research-Grant for Part-Time and Contractual Teachers who are otherwise not eligible for research funding by funding agencies. In 2018-19, 3 part-time Contractual Teachers availed the facility. Annual Value Education Programme with Vivekananda Nidhi Trust--- It's another area where this college is distinct from other colleges. Every year students and teachers of college attend Value Education Programme arranged in collaboration with Vivekananda Nidhi Trust in Serampore. This year 30 participants from college joined the programme held during 27-3-2019 to 30-3-2019.

Provide the weblink of the institution

https://jogamayadevicollege.ac.in

8. Future Plans of Actions for Next Academic Year

• Existing Career, Value, Life Skill oriented programmes to continue • Existing welfare schemes to continue except for economically binding situations • Followup action regarding purchase of land for 2nd campus of college • A comprehensive list of all add-on Multi-Skill development courses offered by the college to be prepared and made available to all students at the time of admission so that students can choose from these courses according to their interests • A focused program to motivate the students to participate in these courses be initiated by the Career Counselling Cell • The possibility of introduction of special careeroriented courses and self-defence training for final-year passed out students be explored • Efforts be made to optimize the academic performance of students coming from diverse backgrounds and learning levels. A Learning Level Admission Test is to be held directly after admission to the first semester to evaluate the learning levels of the newly admitted students. • Necessary remedial measures, like remedial coaching and academic counselling, to be taken to address the special needs of the slow learners . Special measures to be taken to guide advanced learners towards the attainment of academic excellence. Participation in peer group teaching, quizzes, seminar and workshops on emerging areas of development in their subjects, summer internship be encouraged to develop further the talents of the advanced learner. • Necessary preparations be made for Central online admission to be introduced from next academic session . A tea and coffee vending machine be installed next to the canteen in Administrative Building • A 50-hour German language course be held in the next academic session