The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2017-18

1. Details of the Institution

1.1 Name of the Institution   SHRI SHIKSHAYATAN COLLEGE

1.2 Address Line 1   11, LORD SINHA ROAD

Address Line 2   KOLKATA - 700071

City/Town   KOLKATA

State   WEST BENGAL

Pin Code   700071

Institution e-mail address   shikshayatan@shrishikshayatancollege.org

Contact Nos.   033-2282 6033/7296

Name of the Head of the Institution: DR. (SMT.) ADITI DEY

Tel. No. with STD Code: 033-2282 6033/7296

Mobile: | 9830639872

Name of the IQAC Co-ordinator: | SMT. SUCHHANDA GHOSH

Mobile: | 9831029720

IQAC e-mail address: | principal@shrishikshayatancollege.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | WBCOGN10410

OR

1.4 **NAAC Executive Committee No. & Date:** | EC/51/RAR/38
(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)

1.5 Website address: | www.shrishikshayatancollege.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+		2003	30.09.2008
2	2nd Cycle	A	3.16	2010	31.12.2014
3	3rd Cycle	A	3.24	2016	05.11.2021
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 08/04/2004

1.8 AQAR for the year(*for example 2010-11)*   2017-18

1.9 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)*

   i. AQAR _____2016-17 submitted on____29.06.2017_____ (DD/MM/YYYY)

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)   .B.Ed., P.G. (English and Commerce)

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   **NA**

University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (*Specify*)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers   8 + 1 (Principal)

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   0

2.4 No. of Management representatives   4

2.5 No. of Alumni   0

2. 6 No. of any other stakeholder and
     community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   0

2.9 Total No. of members   17

2.10 No. of IQAC meetings held   15

2.11 No. of meetings with various stakeholders:

No.   02   Faculty   02

Non-Teaching Staff   -   Students   -   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. | 02 | International | 0 | National | 0 | State | 01 | Institution Level | 01

(ii) Themes

> 1. The Challeges and Prospects of Social Outreach Programmes in City-based Colleges.
>
> 2. Workshop on Mental Health of the students

2.14 Significant Activities and contributions made by IQAC

> Structured Interanl Academic Audit, University Result Analysis, Annual Analysis of the Students' Feedack, Organisation of Workshops related to mental well being of the students, Participation in various workshops and seminars held on quality related issues in differet institutions in the city and the affiliating University and dessimination of the informations obtained amoung the inhouse stakeholders

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
To send proposal for an IQAC conducted seminar funded by UGC	The proposal has been framed with the identification of the focal theme and is inthe process to be finalised
To enhace environment friendly practices in the campus	The Annual Green Audit programme has been undertaken The campus is a plastic free zone Waste segregation and e-waste management is done on a regular basis with professional help The institution has received a certificate of ENVIRONMENTAL EXCELLENCE by Vital Waste, a recycling and waste management company The institution has registered with WWF
Councelling workshops for students	A workshop has been organised in the campus for its students related to mental health with an expert team more such programmes to follow One-one concelling facilities in place with professional inhouse councellor
Structured, regular industry-academia interface	The institution is the only all girls' college in eastern India to have an ongoing collaboration with the NEN and Global Links that gives its students opportunity to inteact with the leading industries and entreprenueres as a part of its yearly schedule
Sustained used of ICT	Regular class room lectures as well as invited lectures are being recorded and archieved
Enhanced social outreach impact	The various social outreach units apart from their already running programmes have made an effort to reach the target groups away from the campus and hence increase the effectivity of the service rendered

To enhance interaction with renowned scientific and educational institutions in the city	The institute has collaborated with Centil, Jadavpur University; West Bengal Pollution Control Board; University of Calcutta; Women's Christian College; Scottish Church College; International Business School and many others for workshops, seminars, collaborative student's summer projects.

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 ☐

Provide the details of the action taken

NA

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				
PG	2			
UG	18			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	5			
Others	2			
Total	27			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	06

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☐ Students ☑
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

> **NA**

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

> Permission granted by affiliating university for introduction of honours in Chemistry for the academic session 2018-19

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	22	20		4

2.2 No. of permanent faculty with Ph.D.

> 28

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
-	-	-	-	-	-	4	1	4	1

(Contractual - 04)

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 47

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	54	36
Presented papers	20	12	03
Resource Persons	02	04	03

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

> CBCS for the Commerce sction started in the current session

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

> 208

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

- Introduction of CBCS
- Open book examination
- MCQ based online examination
- Internal assessmet
- Mock tests
- Tutorial
- Peer evaluation (Studts correcting each others' scripts)

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

02

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.	162	-	2%	96.29%	-	98.76%
B.Sc.	54	-	38.88%	59.25%	-	98.14%
B.Com.	673	-	40.4%	59.5%	-	99.8%
BBA	56	-	50%	48.21%	-	98.21%
P.G. ENGLISH	56	-	NIL	96.42%	-	96.42%
M.COM.	56	-	25%	67.85%	-	92.85%
B.Ed. (* Grades)	NIL	-	NIL	NIL	-	NIL

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

Annual Internal Academic Audit, University result analysis, feedback analysis, students' summer projects, conduction of meetings with the faculty about the newly introduced CBCS, regular interface with the Library Advisory Committee and the Central Research Committe

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Regional Staff training conducted by the university	-
Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	28
Others	

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	02	-	-	-
Technical Staff	51	03	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC is works in association with the Central Research Committee who acts as the nodal unit for creating a research friendly atomosphere in the college

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
Outlay in Rs. Lakhs	-	-	-	Rs 20,00,000/-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	Rs.90000/-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	10	02
Non-Peer Review Journals	-	02	01
e-Journals	-	-	-
Conference proceedings	01	04	03

3.5 Details on Impact factor of publications:

Range 0.5-3.0   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 (Rs.)	Received (Rs.)
Major projects				
Minor Projects	2016-17	UGC	Rs. 125000/-	Rs. 90000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	2017-18	COLLEGE	Rs.36837/-	Rs.36837/-
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   13

                         ii) Without ISBN No.   NIL

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

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy x   CPE x   DBT Star Scheme x

                 INSPIRE x   CE x   Any Other (specify) x

3.10 Revenue generated through consultancy

> NIL

3.11 No. of conferences

organized by the Institution

Level	National	State	College
Number	08	02	03
Sponsoring agencies	College	College	College

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

> 12

3.13 No. of collaborations   International [x]   National [x]   Any other [x]

> x

3.14 No. of linkages created during this year

> x

3.15 Total budget for research for current year in lakhs :

From Funding agency [--]   From Management of University/College [Rs.69816/-]

Total [Rs.69816/-]

3.16 No. of patents received this year   **NIL**

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

> 02
>
> (01 International, 01 National)

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

> 03

and students registered under them

> 03

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) – **NA**

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 | 01

National level | 01 | International level

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: National level | 01 | International level

3.25 No. of Extension activities organized

University forum | x | College forum | 01

NCC | [ ] | NSS | 07 | Any other | 08

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

Responsibility

- Students collected money on door to door campaign and amount was handed over to officials of " Pratibandhi Kalyan Kendra" for development of differently abled children.
- Donation to Ramkrishna Mission Belur Math for flood victims of West Bengal.
- Distribution of winter garments at Lord Sinha Road, Barrackpore railway station and Cheshire Home ,Serampore
- Visit to Society For Indian Childrens' Welfare and distribution of school supplies and snckes.
- Special camp held at Ektara, a NGO at Topsia, organised by NSS.
- Women's Day celebration at Little Sister Of The Poor. Breakfast and Dinner sponsored by the NSS cell of the college.
- Fruits distributed to the children of Society For Indian Childrens' Welfare.
- Green Audit 2017 conducted.

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	718.579 sq.m	0	Internal	718.579 sq.m
Class rooms	55	0	Internal	2185 sq.m
Laboratories	4			197 sq.m
Seminar Halls	01			83 sq.m
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	-			NIL
Others				

4.2 Computerization of administration and library

Library Modules:

- Book Accessioning
- Issue-return
- Web OPAC
- Partial Report Generation

Library Services:

- Library Orientation Programme
- Lending Service
- Reference Service
- Reading Room service
- Computer Printout from selected website for teachers only.
- Referral service
- Internet Searching

4.3 Library services:

General

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books(till April)	671	441827	551	496451	1222	938278
Reference Books (till April)	379	296466	449	404549	828	701015
e-Books	-					
Journals	41	48978			41	48978
e-Journals	7	37140			7	37140
Digital Database	2	19470			2	19470
CD & Video	130	25021			130	25021
Others(specify) 1.Magazine	18	19475			18	19475
2. NLIST						
3.Newspaper	11	17119			11	17119

B.Ed.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60	7330.75	157	26870	217	34200.75
Reference Books	48	29655.38	7	3977	55	33632.38
General	24	7044.30	8	1712.50	32	8756.80
Journals	8	2820	9	3073	17	5893
e-Journals						
Digital Database						
CD & Video						
Others(specify) Periodicals	13	9071	13	11253	26	20324

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Depart-ments	Others
Existing (up to June 2013)	502	8 Labs (Laptops-175 Workstations -82 Mac-2	4	14 Desktops + One New Browsing Centres with 9 Workstatons	14 Desktops + added One New Workstation	Laptop-90 Desktops-19 (Replaced existing desktops with Workstations-10)	Laptop-17 Desktops-58 Lib Corridor-12 B.ED. wings- 9
Added (July 2013 – May 2018)	26 (I- Mac + Mac Pro) + 70 HP Elite Book	-	01 BSNL Broadband converted to Airtel 1:1 10 mbps leased line	04 Browsing Centres + Campus WIFI Internet Browsing (Replaced existing Desktops with Workstations)	06 New Work stations added	--	70HP Elite Book +01 OMR Software with Scanner +01 ID Card Printer + Lecture Capture solutions with 08 Servers +225 Campus Licencing Renewal
Total	598	8	4				

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

- Plan for introduction of learnig management system as a part of regular campus life
- Upgradation of existing computers
- Availability of DELNET and INFLIBNET facilities in library
- SPSS software available
- IRP upgraded and maintained
- Orientation of new students about the available library resources during the initiation of each programmen
- Regular training of library staff

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 992298.77/-

ii) Campus Infrastructure and facilities

Rs.1314089.99/

iii) Equipments

Rs. 726008.63/-

iv) Others

Rs.27619.00/-

Total :

Rs. 3060646.39

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Sustanied collaboration of the institute with a leading health service provider in the neighbourhood, continuing tie-up with a private hostel for secured and convenient students' accommodation, sustained tie-up for off campus sporting facilities, organization of mental health awareness workshops for the students

5.2 Efforts made by the institution for tracking the progression

- Evaluated answer scripts and observations of college examinations are communicated to and discussed with parents of current students (both at departmental level and by the Principal)

- Awarding ex-students for their outstanding contributions and achievements on the College Foundation Day, Departments are encouraged to keep a databank of their alumni, Interface with ex-students of some departments who have achieved success in their respective fields of study

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (B.Ed.)
3738	214	--	179

(b) No. of students outside the state   760

(c) No. of international students   02

		Last Year						This Year			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3892	103	13	44	-	4052	3979	91	14	47	-	4131

Demand ratio   1:4   Dropout rate   : 9.99%

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

- The institution has a tieup with Roads Academy and Collegify for preparing students to appear for GRE/GMAT examinations
- NET/SET/SPSS coaching classes by the M.Com. Department

No. of students beneficiaries   60

5.5 No. of students qualified in these examinations   05

NET	02	SET/SLET	-	GATE	-	CAT	-

IAS/IPS etc	-	State PSC	-	UPSC		Others	03

5.6 Details of student counselling and career guidance

Date	Particulars	Conducted by
February, 2018	Orientation for facing an interview	Omnifin Solutions Pvt. Ltd.

No. of students benefitted   100

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Particpated	Number of Students Placed	Number of Students Placed
07	300	96	25

5.8 Details of gender sensitization programmes

- Invited Lecture on Womens' Empowerment for students – Department of Geography – 31.08.2017.
- Orientation by in-house faculty on gender sensitization- Department of Political Science – 20.02.2018.

5.9 Students Activities

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

State/ University level   76   National level   02   International level   -

No. of students participated in cultural events

State/ University level   05   National level   -   International level   -

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

Sports : State/ University level   05   National level   01   International level   -

Cultural: State/ University level   01   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	50	1035000/-
Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | 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: The canteen is now catering a wider options of food at cheap rates

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To impart, promote and spread holistic education among girls to make them self - reliant and responsible members of the community

MISSION:

- Empowerment of women in an environment of multiculturalism and egalitarianism

- To uphold universal, moral and social values

- To make the students globally competent through development of communication skills and use of modern technology

- To develop commitment towards preservation of environment and sustainable development

6.2 Does the Institution has a management Information System

Yes, the organisation has MIS in place. The entire administrative functions are based on computer based systems. Many computer based processes are in place which help in organising , evaluating and analysing to enable informed decision making. and management of the organisation. Continuous upgradation as per requirement.

Introduction of Learning Management System is also in the plan of action of the college

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

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

- Usage of smart board
- Usage of lecture capture device in teaching learning
- Workshops conducted in some departments
- Enhancing academic competence through field trips, competitions and presentations (posters, quiz, seminars etc.)

6.3.3 Examination and Evaluation

- Introduction of CBCS
- Open book examination
- MCQ based online examination
- Internal assessmet
- Mock tests
- Tutorial
- Peer evaluation (Studts correcting each others' scripts)

6.3.4 Research and Development

- Sustained activities of the Central Research Committee
- Ongoing students' summer projects with institutional seed money
- Organizing national and international seminars, workshops and symposia funded by college and other recognized funding agencies
- Special lectures by eminent speakers organized by different departments
- Encouraging faculty research through projects funded by recognized funding agencies
- Seed money for faculty research

6.3.5 Library, ICT and physical infrastructure / instrumentation

- IRPC, lecture capture devices in place
- Regular maintanence and upgradatiom of the existing imfrasrtucture
- Procurement of instruments by different departments
- LED lighting in class rooms and corridoors for lowering consumption of electricity.

6.3.6 Human Resource Management

Human Resource planning on the basis of departmental workload; Timely recruitment of teaching and non-teaching staff; Facilitating timely promotion of UGC staff; Providing timely increment to college appointed staff; Empowerment of faculty by facilitating training and development programmes; Various practices to encourage participative management; Welfare measures for staff.

6.3.7 Faculty and Staff recruitment

Continuous recruitment of teaching and non-teaching staff (all categories) as per requirement

6.3.8 Industry Interaction / Collaboration

Sustained institution–industry interface through collaborations showing commendable impact

6.3.9 Admission of Students

On-line admission process.
GDPI based selection and admission in B.B.A. and B.Ed courses

6.4 Welfare schemes for

Teaching	✔
Non teaching	✔
Students	✔

6.5 Total corpus fund generated | 5.13 Cr.

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	Principal
Administrative	Yes		Yes	

6.8 Does the University/ Autonomous College declares results within 30 days? **NA for UG**

For UG Programmes   Yes | - | No | - |

For PG Programmes   Yes | ✓ | No | |

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Collaboration in organizing a memorial lecture
- Monitoring of canteen facilities

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

Welfare measures for staff including health and social security
Providing conveyance allowance, lunch allowance, winter and summer uniform, shoes, umbrellas to each member of Group D staff

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

- Green audit 2017 done and submitted.
- Institute declared as plastic free zone
- E-waste management conducted under professional supervision
- LED lights in all floors ensuring lower power consumption

Criterion –VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Lecture notes and question banks are being uploaded in a common electronic forum for upgrading the teaching-learning process

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

- The proposal for an IQAC conducted seminar funded by UGC has been framed with the identification of the focal theme and is in the process to be finalised
- The institution has received a <u>certificate of ENVIRONMENTAL EXCELLENCE by Vital Waste</u>, a recycling and waste management company
- The <u>institution has registered with WWF</u> through the Nature Club. Workshops and seminars on environmental issues along with Green Audit will continue to be organized as a part of this collaboration
- The Nature Club and NSS Unit of the institution will sustain the practice to maintain the campus as a 'No plastic Zone'
- <u>Wild Roots in collaboration with the Departments of Geography and Botany</u> are organizing several awareness campaigns and workshops on environment and conservation related issues
- The <u>E-Cell</u> of the college has an ongoing collaboration with <u>Global Links</u> and <u>NEN</u> and has organized 3 seminars, 5 workshops and some training sessions for the students – Foreign faculty visited the institution and interacted with our students
- The institute has collaborated with Centil, Jadavpur University; West Bengal Pollution Control Board; University of Calcutta; Women's Christian College; Scottish Church College; International Business School and many others for workshops, seminars, collaborative student's summer projects
- The Department of Geography has collaborated with Calcutta University in organizing a Syllabus Workshop for CBCS to be introduced in the coming session
- The various social outreach units apart from their already running programmes have made an effort to reach the target groups away from the campus and hence increase the effectivity of the service rendered

- Programs on mental health awareness was held in the campus on 9th September for the B. Ed. and P.G. students in collaboration with an NGO run by experts in the field of psychology. Plans are to repeat the same for the U. G. students.
- Summer projects continuing in most of the departments
- Central research committee is working towards enhancing research and consultancy in the institution
- Special lectures by eminent speakers from the industry and academia in all departments which are being recorded
- Lecture capture devices are being used for some classes
- Orientation for students by in-house physician
- Feedback taken from various stakeholders
- Active placement cell conducting regular campus-in, career fairs
- Value education workshop conducted for B.Ed. students.
- Workshop on SPSS conducted for students of Commerce stream
- Workshops on gender sensitization and entrepreneurship through peer learning

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

1. Extensive use of ICT for quality enhancement of the institution
2. Sustained Community Service

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Awareness lecture on' Dust Allergy as an upcoming disorder due to change in lifestyle'.
- Forest week celebration through planting of new saplings.
- World Tree Water and Sparrow Day Celebration for environmental awareness.
- Earth day celebration for awareness about sustainable development of earth.
- World Environment Day celebration to arouse consciousness about environmental protection
- Installation of LED lights for lowering consumption of electricity.
- Green Audit conducted for assessing the Institution's contribution towards environmental protection.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

SWOC ANALYSIS	
STRENGTHS	**WEAKNESSES**
- Linguistic minority college; multicultural student diversity and an apolitical environment - Good governance system with proactive management to ensure overall quality enhancement of the institution - Highly motivated academic and administrative teams continuously updating capacity enhancing skills - Wi-Fi campus with excellent ICT infrastructure - Open access and fully automated library 100% success rate with meritorious positions in University examinations	- Space constraint considering number of programs and student strength - Absence of in house hostel facilities
OPPORTUNITIES	**CHALLENGES**
- More PG, Certificate and self-financing courses - Tie-ups to be looked into with industries and reputed organizations for enrichment of skills and practical trainings of students - Enhanced in-campus placement opportunities - To explore newer avenues for research both for faculty and students	- To have an additional campus - To introduce UG courses in new emerging areas and PG courses in more disciplines

8. **Plans of institution for next year**

- To organize an IQAC conducted seminar funded by UGC
- Inter-departmental exchange programmes
- Gender sensitization, soft skills and value education workshops for students and staff
- Seminars and workshops to be organized funded by recognized funding agencies
- Expansion of the scope of activities of the Entrepreunership Cell of the College-Shri Vriddhi
- To restructure the status and the activities of the College Nature Club
- To enhance environment consciousness thourgh increased activities in collaboration with Wild Roots, a well known NGO

SMT. SUCHHANDA GHOSH   DR. (SMT.) ADITI DEY

Name _____   *Name* _____

Suchhanda Ghosh   *Aditi Dey*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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