SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

SHRI SHIKSHAYATAN COLLEGE

SHRI SHIKSHAYATAN COLLEGE 11, LORD SINHA ROAD. KOLKATA-700071
WEST BENGAL INDIA
700071
www.shrishikshayatancollege.org

SSR SUBMITTED DATE: 28-11-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shri Shikshayatan College, affiliated to the University of Calcutta was founded on 8th July 1955. It is a linguistic minority educational institution. Administered and managed by the Marwari Balika Vidyalaya Society since its inception, it is now administered and managed by Shikshayatan Foundation since 2010.

The College is recognized under Section 2 (f) and 12 B of the UGC Act since 1956. It started as an institution for imparting and promoting education among the girls of the Marwari community. In course of time, in response to the increasing demand for women's education it now caters to eligible girl students from all communities. Over the years the institution has transformed into a melting pot languages and cultures establishing unity in diversity.

Located at the heart of the metropolitan city, Kolkata, the college is easily commutable from all its parts and the suburbs. It has access to all urban facilities catering to its stakeholders. It is a preferred centre of learning for girl students across states and the country at large. The institution ensures a safe, secure and apolitical environment in the campus.

Over the years the College has consistently marked its presence in both academic and co-curricular activities. We have proudly recorded the outstanding academic results of our students with several of them featuring in the University Rank holders' list. The students' academic progression is evident predominantly in their pursuit of higher education in institutes of repute in the country and abroad. Placement figures also indicate that our students are eminently employable and are valued resources.

The learning landscape in our college is characterized by several co-curricular activities and programmes catering to the interests of our students, as also those which are designed to make a difference to the lives of the marginalized through our outreach programmes. The College regularly undertakes sensitization programmes on human values, gender issues, women's empowerment, environmental consciousness and mental health.

The institution has a well-defined vision and mission to ensure its growth and progress.

Vision

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

Over the last 67 years of its journey, the Institution with all its components has striven to transform the vision of the Founding Fathers into a road map for academic excellence. The College is diligently cruising ahead in its vision to impart and provide access to higher education to more and more girl students in an environment of egalitarianism and fairness. The vision is to mould the young minds to uphold social responsibility, good citizenry and empowered womanhood.

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 the environment and sustainable development**

As a premier centre of women's education Shri Shikshayatan College offers the basic subjects and their applied courses under Humanities, Basic Sciences, Business Administration and Commerce and some career-oriented programmes in three sections- morning, day and evening. With a learner-centric paradigm governing our academic process, we have introduced several initiatives to provide for experiential and interactive learning. Our academic calendar includes students' active learning days, summer projects, publication of students' magazine, field trips, institutional visits, internships, special lecture series etc.

There are different clubs and societies in the college that aim to hone the multi faceted talents of our students. Each department of the college publishes a departmental journal focusing on the latest updates in the field. The College Magazine "Shikshayatan Patrika" and Students' Magazine "Brewing Minds" are annual publications.

In our mission to make significant contributions towards social progress and self-reliance of our girl students, during the last 5 years, we have continued to offer several enrichment programmes, add-on courses, as well as job oriented self-financing courses affiliated to the University of Calcutta.

The entrepreneurial cell of our college, Shri Vriddhi, in collaboration with Wadhwani Foundation under the aegis of the National Entrepreneurship Network conducts courses, workshops and various programmes round the year to hone the entrepreneurial skills of the students. It has emerged as a successful practice enabling and encouraging self-reliance and grooming women entrepreneurs.

Outreach activities being one of the best practices of our college have remained a key feature of the campus life of the students. The four outreach units namely, NSS unit, LTS unit, COSU and SWC has worked on various fields and aspects of the social life both inside and outside the campus and has tried to fulfill the motto to inculcate empathy and sense of responsibility among the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Ours is a linguistic minority college with multicultural student diversity. The student composition mirrors the linguistic, religious, cultural and regional diversity of our great nation. All College programmes are organized along the four languages that are so important in academic delivery – English, Bengali, Hindi and Urdu.

- The elected Student Council of our College, which is the apex student body, is completely apolitical. Its major activities center around student related programmes motivating widespread participation.

- Good governance system with proactive management ensures overall quality enhancement of the institution along with the IQAC of the College. Meetings with the Management are held with the IQAC to apprise them of the progress of developments in College.
- The qualified and motivated academic team of teachers with guidance of the Principal addresses all academic matters of the College and a dedicated administrative team headed by the Secretary of the College facilitates smooth functioning of all processes.
- The campus is Wi-Fi enabled with facilities for digitized learning and administration.
- A well stocked, open access and fully automated library is our important learning resource
- Excellent university results with significant number of rank holders across all streams reflects our credibility as an institution of higher learning
- The College has two PG courses and provision for enrichment courses aid in the vertical mobility of students and enhance their global competence
- The tradition of sustained community services helps to inculcate leadership skills, spirit of team work and empathy in our students.
- An effective feedback system is in place. Feedback from important stakeholders are recorded and analysed for overall improvement of the Institution.
- There has been sustained collaboration with reputed organizations that has resulted in four functional MOUs

Institutional Weakness

- Being located in the heart of the city and with subsequent increase in student enrolment and introduction of new subjects during the last 15 years, our college has acquired a distinctive identity. However, it has also led to space constraint in the existing campus. Further expansion in the present premises is not possible
- Specific infrastructure exclusively for the use of our students is limited as the college shares space with the school run by the same Trust.
- Absence of hostel facilities in the campus leads to inconvenience to out-station students.

Institutional Opportunity

- Space for a second campus has been earmarked where it is proposed to introduce allied, emerging subjects and integrated courses
- The second campus will be equipped with infrastructural facilities like hostel, gymnasium, amphitheatre, art gallery and a sports stadium
- Plans are afoot for introduction of more PG, certificate and vocational courses in the second campus
- There is provision and prospect for the introduction of more online add-on and certificate courses in the existing campus
- Training for competitive examinations for our students
- Student and faculty exchange programmes with other reputed institutions may be forged
- Increased interaction with industry through student internships and similar activities will promote industry-academia interface
- There is greater scope for faculty research and publication leading to creation of innovative ecosystem.
- Inter-departmental and inter-college faculty and student research opportunities may be explored
- There is scope for enhanced career guidance and student placement facilities. The Career Counseling Cell may play a greater role in training our students to enhance their employability and explore career

opportunities
- MOUs with contiguous colleges may provide suitable academic engagements.

Institutional Challenge

- Recognition of more departmental journals with ISSN and college publications with ISBN is desirable
- Motivation of faculty for more publications in UGC recognized journals and participation in sponsored research projects beyond their teaching responsibilities
- The scope and quality of student research need to be enhanced at both UG and PG levels
- Initiation of benchmarking for overall quality assurance
- A registered alumni association of the college will augment the alumni-institution interface in a positive way

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution sincerely adheres to the semester-wise academic calendar as set by the University in curriculum delivery. Teaching Plans are submitted to the Principal every month by the faculty members. For effective implementation of the curricula, the processes followed include regular and comprehensive teacher-student interaction, special lectures to supplement classroom teaching, student projects and presentations and the provision of institutional support through a well-stocked and annually updated open access library and well-equipped laboratories. There is emphasis on the use of ICT and digitized lessons.During the pandemic years, a dedicated learning platform (IMPARTUS) was put in place to ensure a regular and effective virtual learning experience. Synchronous and asynchronous support is provided to students throughout the session.

Besides a well-planned and effective curriculum delivery mechanism, initiatives have been introduced to provide for experiential and interactive learning. Student activities are an integral part of our academic calendar. These are departmental active learning days, summer projects, publication of students' magazine and departmental journals, field trips, institutional visits, workshops, special lectures etc. The academic progress of the students is monitored through several mechanisms like class tests, tutorials, paper presentations, group discussions and academic counselling. The Institution strives to integrate topical and relevant issues into the curriculum. Gender sensitization programmes, environmental education and awareness programmes, social outreach activities, value education and mental health workshops are all designed with the aim of providing an enriching and holistic educational experience to our students. Feedback is obtained on a regular basis from various stakeholders and action is taken as per requirement.

Hence the Institution ensures that the process of teaching, learning and evaluation remains at the core of all academic activities of our College.

Teaching-learning and Evaluation

The multi-cultural, multi-lingual, secular and cosmopolitan milieu of the institution has drawn students from far and wide with an enrolment percentage of 83.83 during last five years. Government regulations regarding reservation of seats are applicable for the various categories during admission.

The advanced and the slow learners are equally taken care of and both contribute in their respective ways to the outcome of different academic programmes by imbibing team spirit and mutual learning. Student centric and participatory methods of learning beyond regular classroom lectures enhance the critical thinking and knowledge management skills of all categories of students.

The institution follows the evaluation system of the affiliating university, but the regular class assignments, tutorials and short tests adequately prepare the students for their respective examinations. The success rate of the students with a pass percentage of 98.14 during last five years and several university rank holders across programmes (72 during last five years) are markers of an effective process of teaching-learning and evaluation.

Mentor-mentee sessions have been effective in acquainting and enabling the students with Programme Outcomes and Course Outcomes. Counselling and guiding them for their academic or other vertical progression after the completion of their programme in the Institution is also undertaken.

The simultaneous use of ICT tools and equipments by the teachers and students has widened the scope of teaching-learning over the years. The arrangement of a dedicated online teaching portal (Impartus) by the institution for a smooth conduct of the learning process, evaluations and other interactive academic pursuits during the pandemic deserves special mention.

The inclusive, cumulative and collaborative process of teaching-learning and transparent method of evaluation has enriched the academic profile of the Institution over the years.

Research, Innovations and Extension

The College has been facilitating research and extension activities through various programmes.

The Central Research Committee is making continuous and enhanced efforts towards a positive impact in research and innovation. Summer research project by the students have become a regular practice of the institution. Seminars have been held on various topics at all levels (state, national and international), many of them collaborative with special emphasis on International Property Rights, Research Methodology and Entrepreneurship. The entrepreneurship cell- ShriVriddhi, trains and encourages students to become self reliant and innovative in their future endeavours.

Faculty members regularly publish research papers in peer reviewed and UGC recognised journals (46 over the last five years) and chapters in books with ISBN number (more than 100 over the last five years). The College has several on-going collaborations resulting in four functional MOUs. College provides seed money for students' projects and to the faculty members to attend seminars.

Four outreach units of the College have been making concerted efforts in ensuring students' proactive participation in various camps and other related activities to make a difference in the lives of the less privileged. The college has adopted the slum in Topsia to work with the beneficiaries. The activities continued in online mode throughout the lockdown period. Collaborations with NGOs and government organizations have facilitated these activities effectively.

In these ways the College has created a conducive environment for research, innovation and extension that has contributed to the positive development of the stakeholders.

Infrastructure and Learning Resources

The College is well equipped with efficient learning resources while it has periodically upgraded the infrastructure to cater to the growing demands.Fully air-conditioned classrooms are furnished with LED lights, space-saving desks, projectors, lecture capture instruments and smart boards. There are 42 smart classrooms with LCD and LMS facilities, 48 rooms with Wi-fi/LAN facilities and 1 seminar hall. The Media Laboratory equipped with 45 iMac machines allow students to acquire hands-on experience of video editing. Besides, laboratories with 82 HP Workstations facilitate training for other IT related subjects with as many as 215 Microsoft campus licence for use in computers, the College has been upgrading its network equipment and wi-fi infrastructure access points with bandwidth of 30 mbps in co-ordination with TATA and Airtel. The classrooms, Office and Staff rooms are well equipped with 220 LAN connectivity.

There are four different science laboratories for Botany, Zoology, Chemistry (dry and wet laboratory) and Physics. In addition Geography department has a fully equipped GIS laboratory.

Lecture capture facility, already in place since 2015, was augmented to online teaching-learning space during the Pandemic, enabling smooth interactive classes, webinars, presentations, and uploading of study material.

The College, from time to time, has upgraded its physical facilities for better use by students in diverse co-curricular activities. The Auditorium, Yoga cum activity room, swimming pool, gymnasium with indoor games and the quadrangle for outdoor activities – all these provide convenient spaces for cultural activities, training sessions or workshops and social outreach or medical camps.

The College Library is fully automated and open access with ILMS in place. A huge collection of text and reference books, periodicals and subject specific research journals aid teaching-learning and research activities for both students and teachers. The College has also subscribed to E-resources through NLIST and DELNET, facilitating both teaching learning and research initiatives.

Student Support and Progression

The College provides a supportive ambience for students for their academic and co-curricular pursuits.

Government and non-Government scholarships, freeships and College fee exemption/concession measures, provide students with financial means for an uninterrupted academic tenure. They are also equipped with capacity building and other skill enhancement programmes to elevate their confidence in their forward journey.

The safety and the security of the students in the premises of the institution are ensured through several measures like the installation of CCTV cameras in vantage points, 24 hours security etc.

The College has in place an ICC and a Grievance Redressal Cell for addressing all student related issues as and when required.

The students' academic progression is evident predominantly in their pursuit of higher education in institutes of repute in the country and abroad. Placement figures also indicate that our students are eminently employable and are valued resources.

The Institution offers the students the platform to hone their co-curricular and sporting skills to enable them to have a healthy mind in a healthy body. The College Annual Function, the variety of intra and inter college cultural events and competitions, the College Annual Sports and inter college sporting meets give them the opportunity to participate, compete and win awards as an individual participant or as a college team. The students have made their mark in both cultural programmes and in a variety of sports.

The students have excelled in various fields and the website of the college showcases and acknowledges the illustrious alumni who on different occasions have inspired and motivated present students.

As students are our main stakeholders, we are committed to bring about their holistic development which is also the most important bedrock of the vision of our Founding Fathers.

Governance, Leadership and Management

The Institution works earnestly to justify the vision and mission of its Founding Fathers. The governance and administration of the college is carried out under the leadership of the President of the Governing Body with active support from the Secretary. The academic administration is headed by the Principal of the College. A dedicated team of teaching and non-teaching staff members assist the Principal in all possible ways. Institutional policies are decided and framed by the Governing Body of the College in accordance with the Institution's minority status and requisite norms. The Secretary of the College and a team of administrative staff play a vital role in financial matters and day to day administration of the Institution. Decisions on academic matters are mainly taken by the Principal, in concurrence with the Teachers' Council and Heads/Coordinators of different departments.

The proactive IQAC has taken a leading role in enabling and ensuring the development of an effective working environment in the College in all aspects of quality assurance and improvement. The IQAC has assisted and put in operation guidelines in identifying academic parameters as per the requirement of different departments in conformity with NAAC norms. It has played an important role in setting benchmarks for quality enhancement.

The Institution tries to maintain its standard as a premier learning hub through participation in various assessment and accreditation processes conducted by the national agencies like NCTE, NIRF and NAAC.

There are several welfare measures for the staff members of the College and special ones for all College appointed staff: gratuity on completion of minimum five years of full-time service, provision for annual increment and loan facility as per need. Financial support is provided for participation in various workshops/seminars/symposia to all staff members.

In order to enhance working standards and quality, the Institution organizes development programmes for its staff members and encourages their participation in such programmes beyond the campus too.

 A decentralized and democratic administration, committed team spirit among all categories of staff and a harmonious, compassionate working environment help in the smooth functioning of the Institution.

Institutional Values and Best Practices

The Institution was established with the vision of empowering women through holistic education.

In addition to the learning processes that are in place to cater to their academic interest and aptitude, the Institution has made conscious efforts to create awareness amongst the students of their rights and gender equity. The College organizes various activities to inculcate a spirit of sisterhood amongst the girl students.

The College celebrates days of national and international significance, events, and festivals by organizing cultural programmes that lay emphasis on social harmony and awareness of the rich heritage of our country.

The College is conscious of environmental hazards and its degradation and takes sustainable measures to address them. The College regularly conducts Green Audit; Energy Audit and WASH (Workplace Assessment for Safety and Hygiene) Audit have also been introduced post pandemic. Maintenance of clean and green campus and environment friendly activities are organised in and off the campus. College has arranged measures and devices to provide an inclusive environment for differently abled students.

The extension activities of our college play a seminal role by familiarizing our students to contemporary social issues and inculcating communitarian values. Over the years we have developed and nurtured a web of community outreach services. NSS, LTS, Social Welfare Committee and Community Outreach Service Unit, have provided appropriate platforms for engagement with crucial social issues.

The College is committed in its mission to use modern technology for ensuring overall effectiveness of its services to all stakeholders. An online platform for teaching-learning has been in place since 2015. This was upgraded to include the conduct of not only academic lectures but also very successful interactive academic exchanges.

Besides teaching-learning, the use of ICT is an abiding feature of all our institutional infrastructure. A centralized IRP software enables generation of MIS report, digitized record keeping facility, accounts management, HR management, transparent admission management and operation of General and B. Ed. Library.

The harmonious co-existence of core institutional values and its tempering with the use of appropriate technology has created a future ready, sustainable and enabling learning environment for all our stakeholders.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI SHIKSHAYATAN COLLEGE
Address	Shri Shikshayatan College 11, Lord Sinha Road. Kolkata-700071 West Bengal India
City	KOLKATA
State	West Bengal
Pin	700071
Website	www.shrishikshayatancollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Aditi Dey	033-22826033	9830639872	033-2282302 5	principal@shrishik shayatancollege.or g
IQAC / CIQA coordinator	Suchhanda Ghosh	033-22827296	9831029720	033-2282302 5	coordinatoriqac@s hrishikshayatancoll ege.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes [Linguistic Minority Document.pdf](#)
If Yes, Specify minority status	
Religious	No
Linguistic	Yes
Any Other	No

Establishment Details

State	**University name**	**Document**
West Bengal	University of Calcutta	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	03-03-1956	[View Document](#)
12B of UGC	03-03-1956	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
NCTE	[View Document](#)	31-05-2015	12	Updated till current session

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shri Shikshayatan College 11, Lord Sinha Road. Kolkata-700071 West Bengal India	Urban	1.83	9101

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary	Bengali	24	1
UG	BBA,Business Administration Honours	36	Higher Secondary	English	73	69
UG	B.A.BEd,BEd	24	Graduation	English	100	96
UG	BA,Education	36	Higher Secondary	English	48	45
UG	BA,English	36	Higher Secondary	English	85	79
UG	BA,Hindi	36	Higher Secondary	Hindi	36	4
UG	BA,History	36	Higher Secondary	English	31	22
UG	BA,Journalism And Mass Communication Jmc	36	Higher Secondary	English	48	44
UG	BA,Political Science	36	Higher Secondary	English	36	29
UG	BA,Sociology	36	Higher Secondary	English	30	22

UG	BSc,Botany	36	Higher Secondary	English	30	21
UG	BSc,Chemistry	36	Higher Secondary	English	20	14
UG	BSc,Economics	36	Higher Secondary	English	36	24
UG	BSc,Geography	36	Higher Secondary	English	61	51
UG	BA,Geography	36	Higher Secondary	English	5	0
UG	BSc,Mathematics	36	Higher Secondary	English	11	9
UG	BCom,Commerce	36	Higher Secondary	English	1040	893
UG	BA,B A General	36	Higher Secondary	English	30	6
UG	BSc,B Sc General	36	Higher Secondary	English	12	5
PG	MA,English	24	Graduation	English	60	60
PG	MCom,Commerce	24	Graduation	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				20				38
Recruited	0	0	0	0	0	20	0	20	0	24	0	24
Yet to Recruit				0				0				14
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				53
Recruited	0	0	0	0	0	0	0	0	3	50	0	53
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				24
Recruited	1	0	0	1
Yet to Recruit				23
Sanctioned by the Management/Society or Other Authorized Bodies				40
Recruited	27	13	0	40
Yet to Recruit				0

28-11-2022 04:26:11

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	14	0	0	15	0	29
M.Phil.	0	0	0	0	3	0	0	4	0	7
PG	0	0	0	0	3	0	0	5	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	6	0	6
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	3	41	0	44
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	24	56	0	80

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	3440	704	0	6	4150
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	210	23	0	0	233
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	36	39	49	62
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	9	8	8	7
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	12	30	25	28
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	1429	1496	1470	1556
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1486	1573	1552	1653

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Shri Shikshayatan College is affiliated to the University of Calcutta since 1955, and as per its directive has adopted the Choice Based Credit System from the academic session 2017-18. The College offers an array of subjects covering Science, Humanities, Management and Commerce streams. The College already offers nine subjects in Science, fourteen in Humanities, two specializations each in Commerce and Business Administration, two post-graduate and one professional degree course. It is also one of the few colleges that offers four languages at the UG level. Thus, it has already established itself as a reputed multidisciplinary institution and has remained a much sought after learning destination for girl students from across the country. We are constantly exploring the possibility of integration of subjects that are taught in college. It would be pertinent to mention here that the College engages from time to time with students and faculty of contiguous colleges in different academic exchanges.
2. Academic bank of credits (ABC):	All possibilities of integration of courses with the contiguous colleges offering similar courses with same /different combinations can be explored for creating an Academic Bank of Credits (ABC) under the directives of the affiliating university.
3. Skill development:	The College has been mindful to make the students competent for emerging opportunities and openings in different spheres of learning. The College has a dedicated Entrepreneurship Cell called Shri Vriddhi, where students enrol to hone their entrepreneurial skills. For imparting computing skills, the college offers courses like, TALLY and Basic Computer Training course by NIELIT. Training programmes in SPSS, R-STAT, Mushroom Cultivation technique, Advanced GIS have been organized from time to time. Students also benefit from market oriented programmes like Capital Market, GST and Certified Tax Programme. Students are encouraged to develop their creative and literary skills through student creative societies in College, theatre and translation workshops organized in collaboration with external stakeholders . Soft skill training and online add-on courses are offered to the students by Omnifin and NIELIT in collaboration with IIT Bombay.
4. Appropriate integration of Indian Knowledge	As an affiliated college we introduce a course as per

system (teaching in Indian Language, culture, using online course):	the guidelines of the affiliating university. However, ours is one of the few colleges in the city to offer three vernacular languages – Bengali, Hindi, Urdu – alongside English which adds a unique dimension to its multilingual presence. To inculcate ethical values and awareness of Indian knowledge system various curriculum based programmes as well as observance of days of national significance (Hindi Diwas, Bangla Bhasa Divas, Constitution Day, World Heritage Day etc.) are organized regularly.
5. Focus on Outcome based education (OBE):	The abiding system of imparting education in this Institution has been student-centric. The Institution follows the guidelines of the affiliating University for introduction of Outcome Based Education. The Programme Outcomes and Course Outcomes of all disciplines and subjects relevant to the CBCS are stated on the college website.
6. Distance education/online education:	The use of ICT is one of the best practices of the college. During the recent pandemic, the institution was quick to adopt the online mode of teaching-learning through a dedicated LMS. The infrastuctural facilities are already in place for the institution to carry on further online education whenever necessary.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4383	4351	4189	4190	4131

File Description	Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 118

File Description	Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
97	90	100	95	94

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
271.45505	277.74312	343.25798	320.94763	333.82464

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution follows the prescribed syllabus of the affiliating University.

For regular UG courses, the syllabus used to be covered in two phases for the 1+1+1 system (2017-2018): Pre Mid-Term and Post Mid-term followed by a Selection Test. The syllabus to be covered was communicated to the students through a teaching plan distributed at the beginning of the academic session as well as through an academic calendar published in the College Prospectus.

For curriculum delivery as per the CBCS (2018 till date), the University calendar is strictly followed for both UG and PG courses. At the end of each month, faculty members are required to document and submit details of the syllabus covered by them to the Principal. The six monthly semesters culminate in an internal assessment and Tutorial conducted as per University norms followed by the University Examination.

To familiarize themselves with the new CBCS system and curriculum, faculty members have attended orientation sessions on CBCS, special lectures and workshops organized by colleges all over the city.

The Department of Geography had organized two such Syllabus Workshops in 2018 and 2019 in collaboration with the University of Calcutta.

The B.Ed course is of two years duration covered in four semesters. Theory and practicum classes are conducted followed by online examination before the final University examinations for each semester. The teaching internship programme in different schools is spread over two semesters.

The initiatives taken for the effective implementation of the curricula across all courses include:

1. Regular tutorials, class tests and revision classes
2. Use of ICT to support classroom teaching e.g. through digitized lessons
3. Special lectures on the curriculum by experts from industry and academia
4. Minuted departmental meetings for planning, implementation and review of curriculum delivery
5. Bridge course in Mathematics for Commerce and BBA students
6. Laboratories equipped with the latest instruments, equipment and adequate materials as per the requirement of the syllabus
7. Infrastructural support in the form of open access library and free internet services
8. Stationery, printing and reprographic facilities at subsidized rates
9. Active learning opportunities through projects, seminars, presentations, workshops, fieldwork, institutional visits, industry interaction etc.

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly

followed.

Till 2018, the 1+1+1 system was followed for UG courses where internal evaluation was in the form of tutorials, class tests, projects, remedial classes for slow learners.

Since 2018-19, as per the CBCS, continuous assessment in theory subjects includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. The College conducts the Internal Assessment department-wise according to a proper schedule. The syllabus and timing of these assessments are communicated to the students as per directives issued by the affiliating University.

Student internships, formal assessments, revision work, class tests, assignments and student presentations are also integral to the teaching-learning process.During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 22.63

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
52	0	423	1372	2960

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

As an affiliated institution the syllabus is prescribed by the affiliating University. Hence the College can only design programmes that will augment the imperatives of the above. The Institution strives to ensure effective delivery of the curriculum through a plethora of student related activities. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. Such values are promoted in different ways as follows:

1. Gender sensitization programmes like lectures, seminars and workshops are conducted on a departmental as well as institutional level at regular intervals.

2. Observance of Women's Day takes place annually through a variety of programmes.

3. Environmental education is promoted through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment.

4. Human values are promoted through the activities of the outreach units in college: NSS, LTS COSU and SWC. The NSS unit of the College refers to the Handbook of NSS, University of Calcutta for illuminating the young minds of the duties and responsibilities of the citizens of this country.

5. Our community outreach services have included on a regular basis annual NSS special camps, health and hygiene awareness camps, environment and social awareness interfaces, donations for help in setting up infrastructures in schools in remote areas and mobilizing students on the whole to address relevant social issues.

6. Regular value education and mental health workshops help the students to imbibe moral values and also enhance their mental well-being. During the pandemic when in-person interaction was not possible, such programmes were conducted on-line to provide mental support and aid in stress management during those difficult times.

7. A Handbook of Ethics and Code of Conduct has been uploaded in the College website and the same is also communicated by the Principal during Students' Orientation.

8. Programmes on professional ethics are conducted by different departments and the Central Research Committee.

9. There is observance of special days like Earth Day, World Environment Day and Forest Week in order to inculcate environment awareness among students.

10. Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations etc. is inherent to the culture of the Institution.

File Description	Document
Upload Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 47.82

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 2096

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 83.84

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1554	1653	1560	1573	1486

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1871	1871	1871	1871	1851

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 9.98

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
106	97	82	77	57

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
841	841	842	841	833

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 45.19

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

Active participation and direct involvement of the students in the academic endeavours beyond regular classroom lectures seek to widen the scope of teaching-learning in the Institution. Departmental journals, students' seminars, paper presentations, book talks, workshops, group discussions, summer projects, case study based research projects, wall magazines, quiz and poster competitions, film shows, institutional visits, field trips, special lectures and memorial lectures by eminent speakers from academia and industry give the students the opportunity to pro-actively engage themselves in the learning process. Their critical thinking and knowledge management skills are enhanced through simulations, students' excursions and internships. Such student centric methods encourage and enrich the students thereby making learning more effective.

Active Learning Day in the academic calendar of the Institution also gives the students a platform for such experiential and participative learning. Every department organises subject specific academic programmes involving students from all years/semesters. The students thus get a wider exposure to their respective areas of academic interest and learn to address a theme or a particular topic both extensively and intensively. Such academic engagements motivate them and escalate their confidence level. This is evident in the publication of 'Brewing Minds', an annual magazine conceived and edited exclusively by the students.

Imprint, the English Literary Society and Charcha, the Bengali Creative Society of the Institution, give the students and the teachers the opportunity to interact through book talks, fests and commemorative day celebrations. These collaborative initiatives inculcate research interests in students and build their leadership skills.

28-11-2022 04:26:12

Different ICT enabled tools and gadgets facilitate the entire process of teaching learning for both the teachers and the students. The Institution has a Wi-Fi enabled campus with smart boards in classrooms, high-end interactive projectors, laptops, computers, well-equipped open access computerised library with internet facility, e-resources through INFLIBNET (N-List) and DELNET facilities, state-of-the-art Media Lab, Computer Labs, Audio-visual Seminar Room and facilities for digitisation and recording of lectures (Lecture Capture).

Teachers support their lectures with digital and visual representations and thereby try to reach out to all levels of students. The open access to these facilities and resources and their simultaneous use by the teachers and students make the entire teaching-learning process cumulative, collaborative and cooperative.

There has been a significant extension in the use of ICT enabled tools and gadgets during the recent pandemic and the ensuing lockdown. The Institution arranged for online teaching through Impartus, an exclusive platform for conducting online classes to which all students and teachers had an open access. Following the college routine, the teachers scheduled their respective classes and also held internal assessments through this platform. The facilities of automated lecture capture and uploading of study material in the backpack enabled the students to access the learning resources in the trying times. All the other academic programmes (webinars, web-lectures, Active Learning Day Programmes etc.) were also organised through Impartus. Here, too, the teachers and the students worked together and their physical distance did not impede their regular academic pursuits.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 91.71

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
107	103	103	103	103

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 75

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
73	64	72	70	78

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal and external assessments record the academic progression of the students. Regular internal assessments adequately prepare them for the University Examinations(external assessments), in which their performance determine the final results of the course. The modalities and mechanism of all these assessments are according to the directives of the affiliating university and are therefore absolutely transparent.

The Examination Committee of the college coordinated all the internal examinations (mid-term & selection test) of the annual system before the commencement of the CBCS from 2016-17 for B.Com and from 2018-19 for B.A/B.Sc. which included setting of question papers, evaluation of answer scripts within a stipulated period of time and submission of marks. Evaluated scripts of the mid-term examinations were returned to the students to help them identify their shortcomings and to overcome their difficulties. Results of the Selection Tests were tabulated by members of the Tabulation Committee of the college on the basis of tabulation rules framed by the Teacher's Council. Result Meetings of Selection Tests, attended by all members of the teaching staff were conducted to deliberate and determine the results of students to be allowed to appear for the final university examinations. The published results were then communicated to the students through the college notice board.

After commencement of the CBCS, all internal examinations are conducted as per the instructions of the affiliating university. However, short tests and class assignments are conducted by the departments on a regular basis.

The university delegates the responsibility of examination centres to its affiliated institutions to smoothly conduct the external examinations. It may be noted that the students do not appear for these examinations from their parent institutions, nor are their scripts evaluated by the examiners of the parent institutions. To minimize the chances of inadvertent errors, the evaluated answer scripts are scrutinized by another set of examiner-scrutineers and the entire evaluation process is supervised by head examiners and coordinators, all appointed by the affiliating university.

There are also mechanisms to deal with evaluation related grievances for internal and external examinations.

For internal examination, the facility for verification of marks is available and in case of any discrepancy, rectification is made. Evaluated answer scripts of class tests/tutorials and mid-term examinations are returned to the students and explanations for their performance are offered. Before the commencement of the CBCS, the rectification was made soon after the evaluation of the scripts and publication of results. In CBCS, internal examination being a component of the final result, the marks are not communicated to the students before the publication of the university result.

For external or university examination, there is the provision for review for answer scripts as per the norms of the University of Calcutta. The application for review/RTI to the university is forwarded by the institution. The review results are also published within a stipulated time. Facility for Self Inspection (FSI) by the university is also a mechanism to address the grievances of students regarding their performance.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Programme Outcomes (POs) and Course Outcomes (COs) of all disciplines and subjects are stated and displayed on the college website. This gives the entry level students an idea about the scope, content and future prospects of their respective programmes and courses. The academic session for the first year students commences with an orientation by the Principal where she elucidates an overall objective of each programme. This is followed by the departmental orientations where the students are gradually initiated into their respective courses/subjects and learn more about the academic aspects and rationale of the core courses.

The teachers play a key role to highlight the potential applications of the acquired knowledge and skills of every course. Regular mentor-mentee sessions make the students more aware about the prospects and outcomes of their respective programmes and courses. With a clear idea about the POs and COs, the students can thus decide about their further academic or other vertical progression on completion of the programme and course.

The progress of the students are continuously assessed through various methods of internal evaluation.

Attainment of POs and COs is the primary objective of every department. This is evident in the meticulous way in which the departments maintain the records of syllabus distribution and completion and closely monitor the same. Every session, all departments submit their tentative plans of action, monthly teaching plans of individual faculty member and minutes of the departmental meetings to the Principal. A well formulated plan for teaching-learning help the departments to reach their respective goals.

The performance of the students in the university examinations helps the institution to evaluate the attainment of POs and COs. Departmental meetings are held to analyse the results. It may be noted that during 2016 – 2021, there have been several rank holders across all programmes (e.g. 13 in 2016, 27 in 2017, 24 in 2018 and 8 in 2019 in B.A./B.Sc./B.Com Examinations before the commencement of the CBCS). The university results speak in favour of the attainment of COs. Students then progress to pursue post graduation or further higher studies (in case of P.G. students) from premier institutions in the country and abroad which indicate the attainment of POs. B.Com, M.Com and BBA students pursue professional courses which suggest a successful attainment of POs. Students have also ventured in several start-ups which is also an important marker of attainment of POs.

The institution duly recognises and felicitates the students for their remarkable performances in the university examinations and the illustrious alumni for their significant contribution in their respective fields (Achiever's Award). These in a way evaluate the attainment of POs and continue to inspire the present students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 98.14

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1420	1385	1410	1411	1348

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1429	1392	1449	1449	1387

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

Response: 1.25

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	1.25

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The current social and economic scenario makes it important to not only be job seekers but also job creators. It is therefore important to collaborate with industry and academia and the College tries to pursue that. The Institution has created an ecosystem for entrepreneurship activities amongst the students through a collaboration with Wadhwani Foundation. The Central Research Committee of the College coordinates and encourages the faculty members and students to pursue research.

In order to impart practical knowledge and experiential reality of the corporate world, experts from industry as well as academia are invited to the Departments of Commerce and Business Administration. The Department of BBA also organizes an inter-collegiate management fest called PODIUM to impart corporate skills through competitions.

Department of English encourages final year students to do apprenticeship at industries relevant to their subject.

With the rapid emergence of the notion of innovation, Department of Commerce has an Entrepreneurship Development Cell and is a member of Wadhwani Foundation (formerly known as National Entrepreneurship Network); the objective is to provide a platform to nurture young minds and develop

independent entrepreneurial thinking by organizing training classes and workshops for faculty and student members. The students are trained to start their own practice ventures that may lead to start-ups. Two start-ups by our students MINDFLURRY and SAND'S NIRVANA were chosen for possible funding. The Institution has a partnership with Global Links, a three-phase cross-cultural exchange programme for fostering social entrepreneurship. One faculty member with two students visited the United States for training in 2017.

Keeping in mind their importance, seminars were held on Intellectual Property Rights (IPR) by the Central Research Committee of the College and by the Departments of Chemistry, Commerce and Political Science. The Institution has trained students in industrially important software like SPSS and GIS. The students' exposure to these software makes them more valuable in the relevant field. More than sixty activities were held during 2017-2022 on research methodology, entrepreneurship, skill development and IPR.

Research and Development is a very important aspect of industry. The Central Research Committee encourages the students to engage in summer projects, funded by the Institution, under the guidance of teachers to develop research aptitude. A few faculty members have been recognized as research guides. Teachers regularly publish their research work in recognized journals and books with ISSN/ISBN number; a few of them have served as editors in recognized journals.

Seed money by the Institution finances teachers and students to attend seminars, workshops, conferences. As appreciation, teachers who complete their PhDs are awarded a silver medal. They can avail of the statutory leave as per UGC norms. Those who have completed their doctoral research without any leave are granted a token financial incentive from the institution.

The Institution has four functional MOUs: WILD ROOTS, Wadhwani Foundation, SAIARD and AIESEC through which it strives for creation and transfer of knowledge. It is constantly involved in searching for more avenues for industry-academia collaboration in research and skill development to prepare the students for innovativeness in their future endeavour.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 62

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13	12	10	2	25

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals on UGC care list during the last five years*

Response: 0.15

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	3	1	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.98

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	25	23	17	29

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The extension activities of the College play a pivotal role in bringing about a holistic development of the students by sensitising them to the contemporary social issues and inculcating in them communitarian values.

Different units and committees of the College, like National Service Scheme (NSS), Leadership Training Service (LTS), Social Welfare Committee (SWC) and Community Outreach Service Unit (COSU), have been consistently working in this direction for long. NSS is a government initiative run by educational institutions and the unit of LTS is a part of a larger organization with pre fixed specific activities, whereas SWC and COSU are committees created in the College to diversify our activities.

The units work individually and also in combination to develop empathy in students for the underprivileged. The Institution ensures that the activities contribute positively in the life of the beneficiaries. Long standing collaborations have been forged with many NGOs, eg. Lions Club, Blood Connect, Bharat Sevashram Sangha, Little Sisters of the Poor etc for making a concerted effort in outreach activities.

Students are encouraged to carry out the activities themselves under the guidance of the teachers. Junior volunteers learn from their seniors. This develops their leadership ability and teamwork.

Students work for the upkeep and wellbeing of the immediate neighbourhood and beyond. The volunteers shoulder the civic responsibility of keeping the locality clean, creating awareness among the local people to prevent the spread of vector borne diseases.

The NSS unit collaborates with the Society of Indian Children's Welfare and caters to the Tiljala slum through the NGOs, Umeed and Tiljala SHED . Students come together every time there is a natural calamity and collect money and essentials that are donated to institutions like Ramakrishna Mission or Bharat Sevashram Sangha.

The outreach activities are extended beyond the immediate vicinity through COSU. It has collaborated with Sharehouse Charitable Foundation in the 'Project Warm Clothing' for the pavement dwellers in the city and the tribal families in the remote areas of Sunderbans and Midnapore.

The students' compassion for the elderly is reflected in their association with homes for the aged, Little Sisters of the Poor and Navanir.

The volunteers show equal concern for the children with special needs by regularly spending quality time with the inmates of Nirmala Shishu Bhavan and Pratibandhi Kalyan Kendra. Through this they learn about inclusivity and compassion.

All the units come together for blood donation camps in the campus. The students and teachers whole heartedly donate blood to reach the set target of 100 or more donors every year.

The students showed exemplary dedication during the pandemic. Through the electronic media they tried their best to provide all possible support to the COVID patients, by coordinating food, blood, oxygen cylinders and hospital beds.

These extension activities sensitise the students to the social problems of poverty, destitution, marginalization and exclusion. The innovative ways in which the students try to reach out to the wider community reflect their sense of responsibility and their commitment to the cause.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The Institution has a rich tradition of outreach activities. There are four outreach units: National Service Scheme (NSS), Leadership Training Service (LTS) and two dedicated social service units established by our college named Social Welfare Committee (SWC) and Community Outreach Service Unit (COSU). All the units have their own set of volunteers and work in close association with NGOs those are in sync with the idea and scope of the relevant unit. The College has forged many long lasting collaborations through its outreach programs. Though these activities were never pursued withany certificates or awards in mind, recognition from the partner NGOshave always boosted the morale of the teachers and students involved. There are several certificates that the Institution has received from collaborating NGOs and institutions. A comprehensive list for the same is given below. All the outreach programmes are performed with the idea of well- being of the beneficiaries and holistic development of students.Their beliefthat these outreach activities have enriched them and made them better equipped in their future life encourages us to work harder.

TABLE SHOWING CERTIFICATES AND LETTERS OF APPRECIATIONS RECEIVED BY THE INSTITUTION

SERIAL NO	NAME OF THE ORGANIZATION	COLLABORATING UNIT IN COLLEGE	NO. OF YEARS OF INVOLVEMENT

1	UMEED	NSS	2017-PRESENT
2	TILJALA SHED	NSS	2017-PRESENT
3	SOCIETY FOR INDIAN CHILDREN WELFARE	NSS	2017-PRESENT
4	BLOOD CONNECT	NSS	2017-PRESENT
5	LIONS CLUB	NSS,SWC,COSU,LTS	2018-PRESENT
6	LIONS CLUB	NSS,SWC,COSU,LTS	2018-PRESENT
7	VOLUNTARY BLOOD DONORS ASSOCIATION	COSU	2000-2017
8	ASSEMBLY OF GOD CHURCH VOCATIONAL SCHOOL	NSS	2019-PRESENT
9	BLIND PERSONS ASSOCIATION	NSS	2022
10	SAMARTHANAM TRUST	NSS	2021
11	PRATIBANDHI KALYAN KENDRA	COSU	1999-PRESENT
12	KHELAGHAR	COSU	1998-PRESENT
13	SHAREHOURE CHARITABLE TRUST	COSU	2008-PRESENT
14-18	LEADERSHIP TRAINING	LTS	2018-PRESENT
19	SWAYAM	NSS	2018-PRESENT
20	ANGLO GOLDY HEALTHCARE	NSS	2019-PRESENT
21	UMEED (AWARDED TO NSS PROGRAMME OFFICER)	NSS	2017-PRESENT

File Description	Document
Upload Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 119

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
18	6	25	36	34

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 31

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The Institution has always striven to provide the latest, innovative and academic-centric infrastructure and physical facilities to create an effective teaching-learning environment. Over the years, it has been upgraded to cater to the rising demands in the education sector.

- **Classrooms** have been refurbished with space saving desks, Wi-Fi connectivity, Lecture Capture facility, air conditioning, LED lights, interactive projectors and white boards.
- **ICT** facilities have been upgraded from time to time. There are five classrooms with laptops in each desk,an internet room for students in the library and library wings. Touch screen lightweight laptops are made available for quick searchingof book catalogues, viewing e-journals and other online learning resources.
- A dedicated seminar roomis in place for regular use.
- The College houses fully equipped laboratoriesin the departments of Botany, Zoology, Chemistry and Physicsto complement classroom teaching. The department of Geography has dedicated GIS laboratory for students with relevant software. State-of-the-art Media Labaids in video-sound editing and documentary making.
- The College has Botanical corners with potted plants. In addition, a part of the third floor corridor has a medicinal plant unit.
- The College has provisions of wheel chair, ramp, handrail and lift. Braille material is available in the library for visually impaired students.
- Online teaching-learning platform already in place has been upgraded,especially during pandemic, to facilitate unhindered academic and co-curricular activities. Recorded lectures by faculty and invited guests along with relevant study material have been stored in the database to enable better learning outcomes.
- The college library is equipped with printer, reprographic facility and SPSS package and facilities of fumigation of old books.
- A convenience store in the campus is available to cater to students' requirements.

Physical Facilities

- Orientation programmes, cultural functions, medical camps, seminars/conferences are held in the auditorium. The common space in the premise is used for celebration of Republic Day, Independence Day and College Fests in particular.
- The College Annual Sports is held at the grounds of the Institution of Physical Education at Alipore.
- The Institution facilitates both indoor and outdoor games.Air-conditioned Common Room cum Gymnasium is equipped with Carrom board, Table Tennis, Chess board,Exercise Cycle, Exercise Ball, Treadmill, Fitness Bench and Twister machine. Yoga cum Activity Room and Swimming Pool available in the campus are used from time to time for different training sessions, workshops and sports. A quadrangle within the premise is utilized for sporting activities like cricket,

badminton, throw-ball, basketball under the supervision of sports instructor. Rehearsals for different college events are held in the activity room.

- There is a dedicated space for career counselling and placement unit.
- Medical room is available for all stakeholders. Fortnightly visit of medical practitioner is made available.
- NSS Camps and allied activities are organized at regular intervals in and off campus. The College provides infrastructure and funds for all NSS activities.
- The College has a designated room to smoothly conduct all internal and University examinations.

File Description	Document
Upload Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 21.14

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
1.34243	10.65555	67.37252	158.11336	89.54896

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The College houses two fully air conditioned libraries – General Library and B.Ed Library – with over 48000 and 7500 books, various E-journals and printed journals, magazines/newspapers respectively. Both libraries arefully automated using Integrated Library Management System (ILMS) – IRP-Book Mall, version 2.30 – since 2014.

The College Library has subscriptions to the following E-resources:

- *e-journals*
- *e-ShodhSindhu*
- *e-books*
- *Databases*

The institutional membership of NLIST and DELNET allows access to e-journals, e-books and other learning e-resources. The annual subscription to both print and electronic journals through SAGE marks a significant addition to the knowledge base and contributes to the academic pursuit and research aptitude of both students and faculty members.

The amount spent on purchase of books and journals, both print and electronic,in the latest completed financial year 2021-2022 (till 31 March 2022):

APRIL 2021 – MARCH 2022

Library resources	If yes, details of memberships/subscriptions	Expenditure on purchase of books and subscription to e-journals/e-books, other e-resources	
Books	Books added through purchase are total in number :35	Total cost price of book purchase: Rs.5992.5	
Journals	Subscription of journals covering almost all major disciplines No. of Journals :29	Subscription Amount: Rs.29518	
e-journals	Subscription of e -journals No. of e-journals:8	Subscription Amount in total: Rs.59470	
e-books	Access to e-book through DELNET annual membership Membership period 10-03-2021 to 9-03-2022	Annual Institutional Membership Rs.13570	
e-ShodhSindhu	Access to 6000+ e-journals,1,64,300+e-books through NLIST(part of e-ShodhSindhu) Membership period 1-04-2021 to 31-03-2022	Annual Institutional Membership Rs.5900	
Shodhganga	**not applicable**		
Databases	Access to databases through DELNET annual membership details of which mentioned earlier	x	
Local and/or Remote access to e-resources	Local access & Remote access applicable for NLIST and DELNET e-resources.	x	
	Total Library Expenditure	**Rs.114450.5**	

It is during the period between April and June 2022 (latest completed academic year) that the General Library and B.Ed Library had procured 1674 and 106 books of various disciplines respectively.

Students, faculty members and other staff extensively use the College library. The total number of users of the General Library in the latest completed academic year 2021-2022 is 10311, with average footfall being 113, while the average footfall of B.Ed library for the same academic year is 04 (approx.).

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college is equipped with state of the art IT facilities. The facilities are as follows:

- Two HP Proliant G5 Servers which act as application and database servers for IRP (Institutional

Resource Planning) Software.

- Eight Servers, which act as Lecture Capture Servers.
- One Gigabit 24 Port HP Aruba Centrally Managed Switch with POE.
- One Sophos XG-230 Firewall for securing and distribution of internet throughout the campus.
- One Gigabit 12 Port HP Aruba Wi-Fi Mobility Controller cum Switch for managing the Wi-Fi access points.
- 30 HP Aruba 802.11 A/B/G/N/AC managed Wi-Fi access points throughout the campus providing seamless Wi-Fi connectivity.
- One Tata Teleservices 30 Mbps lease line connection and one 30 Mbps Airtel lease line

- connections that provide internet facilities to students, teachers, office staff and also to ICT equipment like lecture capture servers.
- Two APC 5 KVA UPS for power backup

In all the four floors of the College building there are managed and unmanaged HP-Procurve and HP-Aruba (POE capable) 24 port Gigabit switches connected through fibre optic backbone to the Centrally Managed Switch. Distribution of LAN is through Gigabit capable Cat-6 cabling. All the classrooms, staffrooms and the office in the college have around 220 LAN points for connectivity.

The two fully air-conditioned computer laboratories are equipped with eighty-two (82 nos.) HP Workstations to run the latest multimedia and programming software. Four Rooms used as additional computer laboratories are equipped with 150 HP Laptops. The college has an exclusive internet room equipped with HP Workstations that are for students to access book catalogues, e-journals and other e-resources. Library is equipped with 70 HP Elite book touch-screen laptops for students. B.Ed. library wing has nine (09) workstations facilitating internet access for academic purposes. Laboratory in the department of Geography is equipped with 22 HP Laptops.

State-of-the-art laboratory with three Apple Mac-Pro and a room with 45 i-Mac computers for audio-visual editing is available for Journalism & Mass Communication students.

The College has Fujitsu OMR scanner and software to aid in OMR based evaluation process. Matrix Biometric based attendance system is implemented in the college with a server for downloading biometric data.

23 HP workstations, 63 HP-Pro-book Laptops, 15 monochrome LaserJet printers, 1 colour laser printer and Canon IR-ADV 4535 multifunctional network Xerox machine are used for both academic and administrative purposes.

The College has 215 Microsoft Campus Licenses for use in computers, which is renewed from time to time.

The networking equipment is upgraded (Core Switch and Distribution Switches in all the four floors) along with Wi-Fi infrastructure (upgraded from HP – Procurve 10 AG (802.11 a/b/g access points) to HP Aruba (802.11 a/b/g/n/ac access points) in the year 2019.

- Bandwidth of internet connection in the Institution   30 mbps
- Available internet bandwidth
    - Leased Line (Fiber Optics) 30 Mbps 1:1 (TATA)
    - Leased Line (Copper) 30 Mbps 1:1 (Airtel)

File Description	Document
Upload Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 9.98

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 439

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 35.44

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
64.63318	66.95258	96.75352	178.88319	141.18213

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 5.4

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
243	592	127	116	69

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 12.13

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
640	343	300	1119	174

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

      1.**Implementation of guidelines of statutory/regulatory bodies**
      2.**Organisation wide awareness and undertakings on policies with zero tolerance**
      3.**Mechanisms for submission of online/offline students' grievances**
      4.**Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 17.19

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
371	372	245	106	105

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1420	1385	1410	1411	1348

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 44.83

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
5	2	2	3	1

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
16	3	6	3	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 15

5.3.1.1 *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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	6	3	3	3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
7	4	10	13	10

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Institution is yet to have a registered Alumni Association. It is hoped that such a platform will enable the alumni to be engaged with different spheres of activities of the Institution and support it in all possible ways, which, in future, will augment the alumni-institution interface in a positive way.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The governance of the Institution is in accordance with the vision and mission statement reflecting the goals and objectives of the Institution. The Institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. In accordance with this objective, job-oriented, self-financing degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent.

The proactive leadership of the Principal and Management along with the teaching and non-teaching staff and the students ensures the fulfilment of the vision and mission striving to make the Institution a center of excellence.

The Management of the Institution in consultation with the Principal provides leadership in all academic and institutional practices. The Principal co-ordinates on all academic matters through the Heads of Departments and Co-ordinators who are nominated on a rotational basis for a period of three years. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis for a period of two years enables the faculty members to participate in different academic deliberations and often play a role in planning strategies for institutional improvement and decision-making. University examinations are conducted in the Institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members and officers-in-charge are nominated specifically for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the changing composition of committee members of the Teacher's Council. The entire process of participation and decentralization is co-ordinated by the Principal. Members of the Teaching Staff exercise the option of choosing to function in a minimum of two committees of the Teachers' Council. Meetings of the Council are convened by an elected Teachers' Council Secretary, in consultation with the Principal.

The process of admission in the Institution is transparent. The basic criteria for admission follow the statutory norms and the rules provided by the affiliating University. Every year a group of teaching and non-teaching members of the college as a part of the Admission Committee, along with the Principal monitor the entire process; there are different committees for different streams. All the admission criteria and rules are standardised at the beginning of the process each year. After publication of admission list, all full time teachers and staff members as well as student volunteers take active part in the process. Counselling and subject choice of the new entrants also follow a completely transparent procedure.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Institution has a close knit and well defined internal organizational structure for its effective and smooth functioning.There exists a clear demarcation of the responsibilities of the staff members of the College when monitoring and decision making is involved.

The Governing Body as per the Constitution of the College has 6 members in all. It comprises of the President of the Shikshayatan Foundation, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and one Non-Teaching Staff Representative.

The Secretary and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the College. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the College.

There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the Council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees. The Central Research Committee of the College facilitates in the research oriented activities. The Library Advisory Committee assist and advise regarding the formulation of library policies, purchase of library materials, improvement of library and information services, and operational matters. There are different committees which aim to serve the society in numerous ways like Leadership Training Service(LTS), National Service Scheme(NSS), Social Welfare Committee(SWC), National Entrepreneurship Network (NEN). Besides there are some societies like Charcha, Debate Society (DEBSOC), College Magazine Committee, Women's Forum and COSUset up for the holistic development of the students. The Cultural Committee of the College is responsible for all the intra and inter collegiate cultural events. The Career Counselling and Placement Committee looks after the career prospects and placement of the students. The Examination Committee helps in smooth conduct of the examinations while the Routine Committee and the Calendar Committee take care of the class schedules and plan for the academic year respectively. There is a Medical Committee which looks into the medical emergencies and routine health check up of students and staffs apart from organizing awareness programmes from time to time. Student Freeship Committee tries to help the economically underprivileged but bright students. And last but not the least, the Documentation Committee gathers all the material information from different departments and keeps record of all the activities from time to time.

Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition), the

Constitution of the College and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the Teaching staff are as per the latest government rules along with the eligibility criteria prescribed by the UGC.The college full time teachers and non-teaching staff members are appointed as per the College norms.

There are several grievance redressal mechanisms including the Anti-ragging & Sexual Harassment Cell with a Grievance Redressal Cell comprising teacher members headed by the Principal. Complaint and suggestion boxes along with helpline numbers are placed at strategic positions inside the campus.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

The College undertakes various welfare activities for its teaching and non-teaching staff members. The statutory leaves and 'On duty leaves' are given to the teaching staff for attending Faculty Development Programmes, acting as resource person/paper presenter in seminars and conferences and also for all exam related assignments of the affiliating University . The non-teaching staff members are also encouraged to pursue various professional courses.The College funds the registration fee for the faculties who present papers in seminars and conferences upon request. The faculty as well as the staff of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters in particular of the college-appointed teaching and non teaching staff are settled by the College in a prompt manner. The College also provides gratuity benefits to college-appointed full time staff with a minimum

service of five years. All non-teaching staff are given festival bonus annually,the benefit of Gratuity linked LIC Policy, conveyance allowance, lunch allowance, winter and summer uniforms. Free tea and coffee are available for all the employees throughout the day. The Grievance redressal mechanism is there for all staff members; it is monitored by the Principal of the College.

During the beginning of each academic session, notices are put up for the staff of the College providing information of the medical facilities, discounts and tie-ups with hospitals and nursing homes. The non-teaching staff are provided with ESI Health Cards. General health inspection and counselling of the students and staff are done in the College once a week. The College has made collaborations with various hospitals of the city for both the members of the teaching and non-teaching staff at College. The Medical Committee of the College organizes Medical Camps for the members of the teaching and non-teaching staff at College.

During the pandemic the College arranged special camps in collaboration with the leading medical service providers of the city for free full dose immunization of all the staff members including the security personnel and the outsourced house-keeping members. The facility was also extended to the eligible family members of the staff at a nominal fee.

The performance appraisal system for the teaching and non-teaching staff members include:

• Self-appraisal reports submitted by members of faculty under Career Advancement Scheme for promotion

• Annual self-appraisal diaries maintained by individual faculty and periodically reviewed by the Principal. Faculty members also submit the syllabus completion reports to the Principal at regular interval

• Online student feedback on individual faculty obtained and analyzed by Principal

• Feedback taken from the students, alumni and parents about the academic and infrastructural facilities by the IQAC, are analyzed and the observations are communicated to the concerned authorities

The mentioned methods of performance evaluation help in identifying the strength and weakness of staff members. The Principal, on reviewing the appraisal, informs the appraisee in confidence providing an opportunity for improvement. This participative approach results in greater satisfaction and higher work performance.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.35

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	10	8	13

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 21.74

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
31	58	40	8	13

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
41	43	43	44	43

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Institution is administered by the Trust through the Governing Body in conformity with best practices in place. The Institution ensures optimum utilization of funds and resources. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous sources of income.

Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures.

A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny.

Expenditures are checked by dedicated office bearers and approved by competent authorities. Internal checks and controls are in place ensuring transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching-learning capacities, faculty development etc.

The Institution has an efficient internal audit mechanism for regularly verifying the accounting information so generated. Audited Balance Sheet and Income and Expenditure accounts are submitted to the Management every month. A quarterly internal audit report is also submitted. The external audit is conducted annually by the Auditors appointed by the Government of West Bengal. Till date no major objections have been raised by the Auditors.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Institution has an established Internal Quality Assurance Cell since 2003.Keeping in mind its vision and mission, the IQAC plans and monitors activities for continuousimprovement of academic and administrative excellence of the Institution.

The major activities of the IQAC since the last NAAC accreditation has included:

- **Mental Well-Being programmes and workshops particularly for the students**. These programmes have tried to address the variety of mental health issues faced by the students coming from multicultural backgrounds and from different cities. The programmes conducted by specialists in the field give an insight into their common worries and uncertainties.

Such programmes initiated by the IQAC, are now held at regular intervals and have become an essential part of the College calendar. Even during the period of pandemic such sessions were held.

- Another such initiative of the IQAC is the **introduction of Gender Sensitisation programmes**.Such programmes commenced with a panel discussion on Gender Sensitisation organized by the IQAC. Henceforth, different departments and forums of the college have organized talks and lectures addressing gender issues from a variety of perspectives.
- **Collection of feedback** from stakeholders for ensuring accountability and enhancing the efficiency of the Institution
- **Attending workshops and seminars** related to quality improvement on NAAC, NIRF, and of the affiliating University for necessary modification andeffective implementation of the CBCS curriculum
- **Dissemination of information** to the stakeholders
- **Networking of the departments with their alumni** and recommending measures for greater involvement of the alumni for the benefit of the Institution
- **Introduction of Mentor-Mentee system** for the final year students of some departments from 2021.
- **Working guidelines of the Internal Complaints Committee**
- **Collaboration with other organizations** with MoUs for enhancing global competence, employability and increasing research aptitude of the students
- **Increasing environmental consciousness** among stakeholders through various measures like continuation of Green Auditand introduction of Energy Audit of the campus
- **Capacity building programme** for staff members of the institution

There are institutional mechanisms to continuously review the teaching-learning processes.

The Management of the institution reviews and suggests quality enhancement measures relating to teaching-learning processes and outcomes at the Governing Body and IQAC meetings.

The Principal in coordination with IQAC members, In-charges and Heads /Coordinatorsof the Departments Examination Committee, Library Advisory Committee, Tabulation Committee and Research Committee and faculty members review and evaluate the teaching learning process.

The Principal along with the heads of departments and members of the Academic Counselling Committeemeet the students and parents for academic counselling .

The students participate in reviewing the teaching-learning process through an online feedback.

Based on review of teaching-learning process, fruitful efforts such as remedial classes, special lectures and bridge courses have been undertaken. New courses to enhance global competence and employability have

also been introduced.

Consistent excellent academic performance including ranks in the university examination is indicative of the successful outcome of the teaching-learning process of the Institution. Subsequent vertical mobilityof the students and their placements in reputed institutions bear testimony to the achievement of our mission.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The Institution was established with the vision of enlightening and promoting the position of young women in the society. The College is exclusively for girl students and strives to promote gender equity.

In order to sensitize the students about gender discrimination and disparity, the College has organized seminars, talks and web lectures by different departments, even during the pandemic. The B.Ed. Department of the College has adopted the practice of encouraging the students to visit Nari Seva Sangha annually which is an NGO in Kolkata involved in the empowerment of underprivileged and economically distressed adult women since 2015. This exercise has enabled our students to work with them and share their experiential realities.

A Self Defence Training Course – Sukanya, a project of Kolkata Police was inaugurated in 2015 with 35 students in the campus and has continued to be a much sought after programme for interested students.

The Institution organizes and celebrates a number of national and international days

- **Republic day& Independence Day** is celebrated in the College every year.
- **Bangla Bhasha Divas** –International Mother Language Day is celebrated by the Department of Bengali with seminar, invited talk, different intercollege competitions in debate, extempore, music, photography, creative writing, poster making, skit competition
- **Women's Day**- This celebration is done on 8th March each year by Women's Forum, L.T.S & NSS where various programmes on women empowerment are conducted.
- **Earth Day**- 22nd April is celebrated as Earth Day by planting saplings by students of LTS in various areas of the city.
- **Library Day-** On the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with donation of books by various stakeholders to the Library.
- **World Environment Day**- On 5th June, the World Environment Day is celebrated in the College where various programmes are organized by students through social outreach committees spreading environmental concern and consciousness.
- **Teachers' Day**- Students organize programmes for the teachers to celebrate the Birth anniversary of Dr Sarvepalli Radhakrishnan.
- **Hindi Diwas** (to commemorate the adoption of Hindi in devanagri script) – Various competition and talk with a special lecture is organized
- **Vidyasagar Diwas**- This day is celebrated in the College to commemorate the birth anniversary of Ishwar Chandra Vidyasagar.
- **Science Awareness Day-** This is a programme organized by the science departments of the Institution, to inculcate scientific aptitude and temper amongst students.
- **Baishe Shrabon**- Baishe Shrabon is observed by the Department of Bengali where eminent speaker grace the occasion as Chief Guest. Students take part in different cultural activities.

- **International Literacy Day**- This day is celebrated by the Department of Education which is followed by talk, release of Departmental Journal 'Expressions' and different inter- college writing competition. The LTS celebrates the day in the name of 'Escortia' in which girls take part in debate on contemporary issues.
- **Shree**- The Annual Art and Cuisine Fair (Shree) is held before the vacation for Durga Puja where students, teachers and non-profit making organizations actively participate by putting up different stalls.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

28-11-2022 04:26:13

Response:

The vision and mission of the College has been holistic development of girls and empowering them. With this objective, there is a merit-based selection of students from all communities with different socio-economic backgrounds. The emphasis on multi-lingualism through the teaching of four languages - English, Urdu, Hindi and Bengali - depicts inclusiveness and promote diversity. Free-ship is given to eligible students in need.

Cultural programmes on the Annual Day, College Foundation Day, Republic Day & Independence Day are organized as joint effort by both students and teachers that lays much emphasis on social harmony and awareness of the rich heritage of our country. The students participate in various inter/intra-college competitions and join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds. Celebration in the form of either competitions (drama, extempore, creative writing, poster making) or students' presentation along with multilingual cultural programs on the occasion of various days like International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, Vidyasagar Diwas showcase the effort of acknowledging linguistic diversity. The College and the Students' Magazines also bear the testimony of the same.

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with the message from the Constitution of India. The significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country. The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry and empowerment. The Department of Political Science of the College organizes Institutional Visit to Kolkata Municipal Organization for their students so that they can gain an understanding of the working of a civic body. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal.

College fest provides a platform for students of different streams to work together in organizing an event that showcases not only their capacities for leadership and harmonious co-operation but also establishes a common bond of friendship, commitment and accountability for later life

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICE I

1. Title of the practice:

EXTENSIVE USE OF ICT FOR QUALITY ENHANCEMENT OF THE INSTITUTION

ICT is a recognized means of satisfying the ever-growing quest for knowledge and lifelong learning.Our institution has continuously responded to this emergent need to cater to demands of appropriate technology fostering higher order thinking, communication, problem solving and global competence among students. A combination of traditional and modern learning methods in the classroom incorporates both face-to-face and online learning opportunities for our students. This, together with the use of open educational resources and other technologies can increase educational productivity of the teachers by accelerating the rate of learning, reducing costs associated with instructional materials or programme delivery and better time management. Smooth and transparent admission procedure has been made possible with the use of ICT.The institution is committed to its mission of using modern technology for ensuring overall effectiveness of its services to all stakeholders. The institution has adopted the strategy of creation and enhancement of its ICT infrastructure which is continuously upgraded with the latest computing facilities. Important institutional information is disseminated through the college website and through a dedicated online platform. The staff and students have access to technology and information retrieval on current and relevant issues through the e-learning facilities.

The ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching – learning material. Both faculty and students have access to the following modern teaching aids:

The online teaching –learning facility was very much in place with the support of a renowned online platform provider since 2015. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution.Students' seminars and similar programmes and celebration of all the commemorative days as per the annual calendar of the institution have also been conducted on-line using the on-line platform especially during the trying pandemic phase.

ICT is effectively used in the Institution for examination management process, record keeping, documentation, biometric attendance for all staff and feedback from students.

A well-equipped open access computerized library with internet facility is available for faculty and students. E-resources are available through national networks like INFLIBNET(N-List), Shodhganga, DELNET with both in house and remote access.For good governance and effective administration, the institution has embraced an extensive use of ICT. It facilitates collection, storage, processing, transmission

and presentation of information, networking and related services. The institution has centralized IRP software which enables generation of MIS report, digitized record keeping facility, accounts management, library functions, human resource management, and transparent admission procedure.

Thus, in this age of global connectivity, the institution is striving to keep pace with the latest trends which make it stand apart from others of its kind.

BEST PRACTICE II

SOCIAL OUTREACH ACTIVITIES

There are four units of social outreach activities in the institution namely: National Social Service Unit (NSS), Leadership Training Service (LTS) Unit, Community Outreach Social Unit (COSU) and Social Welfare Committee (SWC). These units try to touch the less privileged sections of the society with different kinds of activities conducted all round the year. Each committee comprises teachers as well as student members who meet at the beginning of each session to plan out the year round activity calendar.For the NSS unit, the guidelines laid by the UGC and the affiliating university, is followed. The other three committees focus their activities in other possible areas.

The activities of these committees include Special Camps in Children's Homes; distribution of stationery, woolen garments, books, new clothes etc. in old age homes, slums, children's homes; organization of cultural activities; health and hygiene awareness camps; blood donation camps; contributions in various relief undertaken during natural disasters; spreading environmental and social awareness and many more. The practice of being attached to social causes as a part of their academic training is carried forward when the students continue to do the same later in life. We also share a very long association with renowned organizations working for various social issues, who eagerly collaborate with us in various ways. Even during the hard times of the pandemic when the institution space became inaccessible and physical meetings were not possible the social outreach units adapted to the need of the hour and continued their services towards the society in all possible ways. Contributions and donations were forwarded to various social welfare organizations. Student members were also encouraged to participate in various activities and webinars that included relevant topics like yoga, mental wellbeing, health awareness, legal issues, social causes, gender stereotypes, waste management, career opportunities and such others. Volunteers took online classes, many of them have used the college NSS platform to help people in pandemic times by posting information about availability of blood, oxygen supply, hospital beds etc. They have also collected money and other useable articles from doorsteps of donors through collaboration to help people affected by the pandemic and Amphan, the cyclone.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The vision and mission of the College has been holistic development of girls and empowering them. With this objective, there is a merit-based selection of students from all communities with different socio-economic backgrounds. The emphasis on multi-lingualism through the teaching of four languages - English, Urdu, Hindi and Bengali - depicts inclusiveness and promote diversity. Free-ship is given to eligible students in need.

Cultural programmes on the Annual Day Celebration, College Foundation Day, Republic Day & Independence Day are organized as joint effort by both students and teachers that lays much emphasis on social harmony and awareness of the rich heritage of our country. The students participate in various inter/intra-college competitions and join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds. Celebration in the form of either competitions (drama, extempore, creative writing, poster making) or students' presentation along with multilingual cultural programs on the occasion of various days like International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, Vidyasagar Diwas showcase the effort of acknowledging linguistic diversity. The College and the Students' Magazines also bear the testimony of the same.

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with the message from the Constitution of India. The significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country. The College Website displays a Handbook of Values for the students and employees to understand the importance of social responsibility, good citizenry and empowerment. The Department of Political Science of the College organizes Institutional Visit to Kolkata Municipal Organization for their students so that they can gain an understanding of the working of a civic body. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. The students of the College are also encouraged to participate in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal.

College fest provides a platform for students of different streams to work together in organizing an event that showcases not only their capacities for leadership and harmonious co-operation but also establishes a common bond of friendship, commitment and accountability for later life.

File Description	Document
Appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

The College has received the following awards and accolades during the assessment period:

SERIAL NO.	DATE	NAME OF THE AWARD
1	28.08.2017	Times Most Inspiring Edu
2	09.08.2018	Times Knowledge Icon - I
3	24.01.2019	Times College of the Year
4	16.01.2020	Times Business Awards 2
5	28.09.2020	The College was felicita Best Practices Award 202
6	12.02.2021	Times Business Awards 2
7	26.04.2022	Times College of the Year
8	10.06.2022	ABP Ananda Shikha Sam contribution in the field of

Concluding Remarks :

The vision and mission of the Institution is embodied in the operation of all its processes. Teaching-Learning constitutes the most salient feature. Evaluation and assessment of the teaching-learning process is Choice Based Credit System as mandated by the affiliating University since 2017. The outcome of the academic process is reflected in the robust internalization by our students through the excellent university results every year.

Holistic education environment in our college is augmented by a variety of co-curricular activities round the year through student societies, outreach units, different departmental programmes, sporting and cultural activities.

The all round development and progress of the College is a testimony to the partnership of all important stakeholders.

The chain of command is transparent, inclusive and goal oriented. College management takes a proactive role in making available infrastructure student friendly and maintaining a safe campus. The Teachers' Committees enable smooth functioning of academic and co-curricular processes with the able guidance of the Principal. Overall coordination and decentralization has remained the thrust in all the activities. The Institutional Resource Planning (IRP) is in place since 2007. It is used to maintain database and facilitates overall functioning of the Institution. The College has two open access libraries equipped with physical and virtual books and resources with automated system of operation. It is one of the pioneer teaching hubs in the city to have introduced online admission process way back in 2009 to facilitate transparent and smooth admission much before the mandate of on-line admission by the affiliating University. The Institution also has a Learning Management System since 2015, which was made more user-friendly and robust during the crisis times of the pandemic by the introduction of a dedicated e-learning platform for ensuring an uninterrupted academic interface.

We have been immensely heartened to note the spontaneous participation and active involvement of our

students in all their endeavours. We believe that academic excellence tempered with an abiding commitment to humane values constitutes the core of a truly holistic education.