

SHRI SHIKSHAYATAN COLLEGE



**NAAC SELF STUDY REPORT (DRAFT)
FOR REACCREDITATION
BY
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
2015**

NAAC STEERING COMMITTEE

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Co-ordinator:

Dr. Nivedita Roy Barman

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SECTION A: PREFACE

Shri Shikshayatan College
11, Lord Sinha Road
Kolkata - 700071
West Bengal



Tel: (033) 22826033: Principal/Office
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Foreword

Shri Shikshayatan College was conceived by its founding father, Late Sitaram Seksaria as an extension of Gandhiji's nation-wide Constructive Programme, embracing the emancipation and welfare of the Indian Women. It began its journey with the blessings of Pandit Vidhu Shekhar Shastri, the internationally famed scholar of Indian Thought and Culture. Since then, it has traversed a long path keeping pace with the growing needs of a fast changing society.

Today, the institution seeks to empower women by imparting holistic education that secures a balance between the technological developments shaping the current global education and employment scenario, and universal values that do not lose sight of the national heritage and culture. Institutional re-accreditation by NAAC has undoubtedly helped us take several steps in that direction for making women self-reliant and responsible members of the society. Through a continuous process of introspection, self-appraisal and adoption of quality sustenance and enhancement measures, the college has been steadily progressing towards the fulfilment of its mission, striving to be acknowledged as a centre of excellence.

As we prepare for the third cycle of accreditation by NAAC, and celebrate Diamond Jubilee year of our college as "60 glorious years of women's empowerment", we have striven to carry forward the vision of our founding fathers in letter and in spirit.

(Dr. Aditi Dey)
Principal

Principal
Shri Shikshayatan College
11, Lord, Sinha Road,
Kolkata-71

SECTION B:
EXECUTIVE SUMMARY AND
SWOC ANALYSIS



EXECUTIVE SUMMARY

Shri Shikshayatan College, affiliated to the University of Calcutta was founded on 8th July 1955. A linguistic minority educational institution, it is administered and managed by Shikshayatan Foundation. The college is recognized under Section 2 (f) and 12 B of the UGC Act. Originally meant for imparting and promoting education among the girls of the Marwari community, it has over the years, opened its doors in response to pressures for admission, to all eligible girl students from different communities with a view to spread higher education among women in general and to promote multiculturalism.

This year our college completes 60 years in the service of higher education. It was accredited with B+ in 2003 and reaccredited with an A in 2009. As we prepare for the third cycle of reaccreditation, we have striven to transform the vision of our founding fathers into a road map for academic excellence.

The college is 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. Our vision is to make significant contributions towards social progress and economic self-reliance of our girl students.

Keeping this in mind, we have, during the last 5 years, introduced several value added add-on courses and job oriented self-financing courses affiliated to the University of Calcutta.

Since the college is primarily an undergraduate institution, it has tried to expand horizontally to provide all possible options that may be offered to ensure quality education. Accordingly, courses in Mathematics Honours, Physics General, B.Com. evening course with Honours in Marketing and Accounting & Finance have been introduced. Permission for introducing B.Sc. Computer Science General from 2015-16 has been obtained. Moreover in order to ensure vertical progression, PG courses have been introduced in English and Commerce. New add-on courses have been introduced in foreign languages like French, German and Chinese, technical and soft skill development by ICA and Winnow Minds. The College has collaborated with Roads Academy to provide preparatory courses for GRE/GMAT and tied up with Collegify to mentor students who wish to study abroad.

The process of teaching-learning-evaluation is at the core of the activities of the college. Admissions are conducted online through IRP software and are fully transparent, equitable and merit-based. The merit-list is published in our website as well as in notice boards in the college premises. The college provides clear information to students about the fee structure, various student support services and all relevant information regularly through our website. With a learner-centric paradigm governing our academic process, we have introduced several initiatives to provide for experiential and interactive learning. Our academic calendar is dotted with students' active learning days, summer projects, publication of students' magazine, field trips, institutional visits, internships, special lecture series etc. Students' academic progress is continuously monitored through several mechanisms like tutorials, remedial classes, class-tests, students' seminar presentations, group discussions and academic counselling. Steps are also taken to cater to the different needs of slow and advanced learners.

The college has qualified and quality faculty. Sanctioned UGC posts are filled as per UGC and state government rules. The management bears the entire financial responsibility of employing ad hoc faculty to ensure uninterrupted teaching process. At present, 37 teachers have Ph.D. and 36 have M.Phil. as their highest qualification. 19 teachers are pursuing Ph.D. Faculty are encouraged to complete their Ph.D. and present papers. Financial assistance and other facilities are given for research and also for attending seminars.

The setting up of the Central Research Committee is an important landmark in the academic life of the college for generating a research culture among students and faculty. Seed money for students' research projects is provided by college. Some of our faculty members are engaged in various non-revenue generating consultancy services. Our extension activities are conducted through the NSS, LTS, SWC and the NCC throughout the year. Efforts are on to demonstrate if curriculum-extension interface is possible.

Infrastructural development and optimal use of the available facilities are essential to maintain the quality of academic and other activities in the campus. The college has 2 fully air conditioned computer laboratories which are renovated on modern lines and equipped with 83 HP Workstations of latest configurations. For practical classes all requisite software is installed in the workstations. 5 classrooms are equipped with laptops for conducting interactive and hands on training classes. In addition, in 2014 the college has added a state- of-the-art Seminar Hall and a Media Lab with 45 iMac machines for enhanced learning outcomes. The college General library is in the process of complete digitization to enable easy and simplified access to e-learning resources. Since 2009, the campus is fully Wi-Fi. The college has in place effective mechanisms for maintenance and upkeep of all its equipments and facilities.

In keeping with its mission, the college has organised its resources and processes to make them student centric. Student data are computerized and student progression is monitored. Academic, medical and psychological counselling is provided. There is, in addition, a Career Counselling Cell and a Placement Officer to help students with career prospects and choices. The college provides financial support to needy students through freeship and schemes like "Earn while you Learn". Learning outcomes have far reaching impact for independent and empowered thought processes. Several student activities round the year, like Srijan - the annual college fest, different student societies and their related activities have helped inculcate leadership and organizational skills and generate a spirit of camaraderie and friendship. Students' performance as reflected in the university examinations has been exemplary. Between 2010 and 2013, sixty nine of our students have been university rank holders. Figures for 2014 are awaited from the affiliating university, but we do know that 60% of our students who appeared in 2014 have obtained 1st Class.

The governance and administration of the college is carried out under the leadership of the Principal with all possible support from the management. A dedicated team of teaching and non-teaching staff assists the Principal to achieve the goals and objectives of the college. Policy matters are decided by the Governing Body. For overall quality enhancement and sustenance, the management has installed the IRP software. Decisions on academic matters are mainly taken by the Principal on the advice of the Teachers' Council. The Secretary plays a vital role in financial matters and day to day administration of the institution. A decentralized administration, team spirit among staff and a harmonious working environment help in the smooth functioning of the institution. The Management ensures that lack of finances do not hinder implementing a good idea.

Thus the college keeps in tune with changing needs, serving the students that come to it and also helping them to contribute to areas beyond through outreach programmes. It provides excellent education with a high degree of academic flexibility in an absolutely apolitical campus amidst a multi-cultural student composition. We have striven to blend academic excellence with skill development while making efforts to ensure value inculcation. We hope that as an institution of higher learning, we can ensure that our graduates are not only excellent human resource but also admirable human beings, for scholarship must be tempered with lessons in empathy.



SWOC ANALYSIS

Strengths	Weaknesses
<ul style="list-style-type: none"> • Linguistic minority college with multicultural student diversity and an apolitical environment • Good governance system with proactive management to ensure overall quality enhancement of the institution • Highly motivated academic and administrative teams • Wi-Fi campus with excellent ICT infrastructure • Open access and fully automated library • 100% success rate with meritorious positions in University examinations • Provision for enrichment courses and vertical mobility of students to enhance global competence • Sustained community services for holistic development of students • Effective feedback system 	<ul style="list-style-type: none"> • Space constraint considering number of programs and student strength • Absence of in house hostel facilities • Scope for improvement in career guidance and placement services
Opportunities	Challenges
<ul style="list-style-type: none"> • More PG, Certificate and self-financing courses • Student and faculty exchange programs • Tie-ups to be looked into with industries and reputed organizations for enrichment of skills and practical trainings of students • More collaborative research and interactive workshops 	<ul style="list-style-type: none"> • To have a more spacious campus in future • To introduce more UG courses in new emerging areas of science and PG courses in more disciplines within this limited space • Initiation of benchmarking for overall quality assurance

SECTION C:
PROFILE OF THE INSTITUTION



1. Name and Address of the College:

Name :	Shri Shikshayatan College		
Address :	11, Lord Sinha Road		
City : Kolkata	Pin : 700 071	State : West Bengal	
Website :	http://www.shrishikshayatancollege.org		

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Aditi Dey	O:033-2282 6033/3296	98306 39872	+91 (33) 2282 3025	principal@shrishikshayatancollege.org
Steering Committee Co-ordinator	Dr. Nivedita Roy Barman	O: 033-2282 6033	98310 32135		niveditaroybarman@yahoo.com

3. Status of the Institution:

Affiliated College	✓
Constituent College	
Any other (specify)	

4. Type of Institution:

a. By Gender

- | | |
|-------------------|-------------------------------------|
| i. For Men | <input type="checkbox"/> |
| ii. For Women | <input checked="" type="checkbox"/> |
| iii. Co-education | <input type="checkbox"/> |

b. By Shift

- | | |
|--------------|-------------------------------------|
| i. Regular | <input checked="" type="checkbox"/> |
| ii. Day | <input checked="" type="checkbox"/> |
| iii. Evening | <input checked="" type="checkbox"/> |

5. Is it a recognized minority institution?

- | | |
|-----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> |
| No | <input type="checkbox"/> |

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Linguistic

6. Sources of funding: Government

Grant-in-aid

☒

Self-financing

☒

Any other

7. a. Date of establishment of the college: 08/07/1955 (dd/mm/yyyy)**b. University to which the college is affiliated /or which governs the college (If it is a constituent college)**

University of Calcutta

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	03/03/1956	-
ii. 12 (B)	17/06/1972	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act):

Soft copy of certificate in enclosed CD

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): NA**8. Does the affiliating university Act provides for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**Yes ☒ No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒**9. Is the college recognized?****a. by UGC as a College with Potential for Excellence (CPE)?**Yes ☐ No ☒

If yes, date of recognition: NA (dd/mm/yyyy)

b. for its performance by any other governmental agency?Yes ☐ No ☒

If yes, Name of the agency: NA and Date of recognition: NA (dd/mm/yyyy)



10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	7406 sq. mts.
Built up area in sq. mts.	9101 sq. mts.

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institution has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities ☒
- Sports facilities
 - * Play ground ☒
 - * Swimming pool ☒
 - * Gymnasium (Yoga room & Common room with Gym equipment) ☒
- Hostel ☒
 - * Boys' hostel
 - i. Number of hostel
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Girls' hostel
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Working women's hostel
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available cadre wise)

x
- Cafeteria — ☒
- Health centre — ☒

First aid ✓, Inpatient, Outpatient, Emergency care facility, Ambulance, Health centre staff –

Qualified doctor	Full time	<input type="checkbox"/>	Part-time	<input checked="" type="checkbox"/>
Qualified Nurse	Full time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>

• Facilities like banking, post office, book shops ✓ (Bank & P.O. very nearby within 250 – 500 mts)	<input checked="" type="checkbox"/>
• Transport facilities to cater to the needs of students and staff	<input type="checkbox"/>
• Animal house	<input type="checkbox"/>
• Biological waste disposal	<input type="checkbox"/>
• Generator or other facility for management/regulation of electricity and voltage	<input checked="" type="checkbox"/>
• Solid waste management facility	<input type="checkbox"/>
• Waste water management	<input type="checkbox"/>
• Water harvesting	<input type="checkbox"/>

12. Details of programmes offered by the college (Give data for current academic year) 2014-2015

Sl. No.	Programme Level	Name of the Programme / Course	Duration	Entry Quali- fication	Medium of in- struction	Sanc- tioned/ approved- Student- strength	No. of stu- dents admit- ted
	B.A.(Hons)						1 st year
1	Under Graduate Level	Bengali	3 Yrs	Higher Secondary or its Equivalent	English	24	03
2		Education				48	43
3		English				85	89
4		Hindi				36	10
5		History				31	30
6		Journalism and Mass Communication				48	50
7		Philosophy				36	16
8		Political Science				36	37
B.Sc. (Hons)							
9	Under Graduate Level	Botany	3 Yrs	Higher Secondary or its Equivalent	English	30	30
10		Economics				36	37
11		Geography				60	61
12		Mathematics				10	11



B.Com. (Hons)							
13	Under Graduate Level	B.Com. (Hons) Morning Shift	3 Yrs	Higher Sec- ondary or its Equivalent	English	515	519
14		B.Com. (Hons) Evening Shift				200	210
Bachelor in Business Administration							
15		BBA (Hons)	3 Yrs	Higher Sec- ondary or its Equivalent	English	73	67
	General Courses						
16	Under Graduate Level	B.A.	3 Yrs	Higher Sec- ondary or its Equivalent	English	-	20
17		B.Sc.				-	07
18		B.Com.				150	82
	Post-Graduate						
19		M.A.(English)	2 Yrs	Graduate	English	60	60
20		M.Com.	2 Yrs	Graduate	English	60	60
	Integratd Prorammes PG	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	M.Phil.	-	-	-	-	-	-
	Ph.D	-	-	-	-	-	-
	Certificate courses/UG Diploma	TALLY NIELIT Personality Development Programmes Certified Tax Programmes		B.Com. -1 st Year B.A./B.Sc.-1 st Year B.Com. -3 rd Year B.Com.-2 nd Year			
	PG Diploma	Multimedia Communication	1 Yr	Compulsory for B.Ed. and JMC	-	-	-
	Any Other (specify and provide details)	B.Ed.	1 Year	Honours Graduate	English	100	100

13. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many ?

14. New programmers' introduced in the college during the last five years if any ?
 Yes ☒ No ☐ Number

* M.A. English - 2011

M.Com. - 2011

B.Sc. (Maths) Hons - 2012

B.Sc. (Physics) Gen - 2012

B.Sc. (Computer Science) - 2014

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research	Professional
Science	Botany	√			
	Geography	√			
	Economics	√			
	Mathematics	√			
Arts	Political Science	√			
	Philosophy	√			
	Bengali	√			
	Education	√			
	English	√	√		
	Hindi	√			
	Journalism and Mass Communication	√			
	History	√			
Commerce	Commerce	√	√		
Any Other (Specify)	Bachelor in Business Administration (BBA)	√			
	B.Ed.				√

16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A., M.Com.)

a. Annual system	6
b. Semester system	1
c. Trimester system	



17. Number of Programmes with

a. Choice Based Credit System	<input checked="" type="checkbox"/>
b. Inter/Multidisciplinary Approach	<input checked="" type="checkbox"/>
c. Any other (specify and provide details)	<input checked="" type="checkbox"/>

18. Does the college offer UG and/or PG programmes in Teacher Education?

If

yes ☒ No ☐

a. Year of Introduction of the programme(s): 01/07/1963 and number of batches that completed the programme: 51

b. NCTE recognition details (if applicable)

Notification No.: ERC/7-36(ER36.4.2)/2003/1337(1) Date: 04/07/2003

Validity: Till date

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable) Notification No.:
Date: (dd/mm/yyyy) Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff	Technical staff		
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited				17		37	24			
			-	17		26	5			
Yet to recruit				-		11	19			

Positions	Teaching faculty						Non-teach- ing staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
Sanctioned by the Manage- ment/ society or other autho- rized bodies Recruited					2	34	20	11		
					2	30	17	11		
Yet to recruit						4	3			

* M-Male *F-Female

** Assistant Professor includes 2 nos faculties are in Lecturer (SLG) position

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Part Time Lecturers		Total
	*M	*F	*M	*F	*M	*F	*M	*F	
Permanent Teachers									
D.Sc./D.Litt.									
Ph.D.				11		11			22
M.Phil.				5		4			9
PG				4		7			11

Highest qualification						*M	*F	Total
CFT teachers								
Ph.D.						1	2	3
M.Phil.						-	4	4
PG						2	23	25
Part-time teachers								
Ph.D.						-	1	1
M.Phil.						-	-	-
PG						-	5	5
Guest Lecturers								
Ph.D.						9	6	15
M.Phil.						4	8	12
PG						11	20	31

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

58



23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011		Year 2 2012		Year 3 2013		Year 4 2014	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	0	4	0	9	0	18	0	42
ST	0	3	0	4	0	7	0	16
OBC	0	0	0	5	0	2	0	1
Categories	Year 1 2011		Year 2 2012		Year 3 2013		Year 4 2014	
	Male	Female	Male	Female	Male	Female	Male	Female
General	0	970	0	941	0	977	0	1065
Others (Minorities)	0	139	0	205	0	229	0	336

24. Details on students enrollment in the college during the current academic year:

Year - 2014					
Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1088	113	-	-	1201
Students from other states of India	217	07	-	-	224
NRI students	-	-	-	-	-
Foreign students	06		-	-	-
Total	1311	120	-	-	1431

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

(b) Excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?Yes ☒ No ☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☒ No ☐

b) Name of the University which has granted such registration.

Punjab Technical University

c) Number of programmes offered

B.Sc. (IT), BCA, B.Sc (MM) & B.Sc. (AFM)

d) Programmes carry the recognition of the Distance Education Council.

Yes ☒ No ☐**28. Provide Teacher-student ratio for each of the programme/course offered**

Sl.	Programme/course offered	Student Teacher Ratio
1	Bachelor of Arts	18:1
2	Bachelor of Science	12:1
3	Bachelor of Commerce	53:1
4	Bachelor in Business Administration (BBA)	16:1
5	M.A. English	13:1
6	M.Com.	7:1
7	B.Ed.	10:1

29. Is the college applying for

Accreditation :

Cycle 1 ☐ Cycle 2 ☐ Cycle 3 ☒ Cycle 4 ☐ Re-Assessment: ☐**30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)**

Cycle 1: 16/09/2003 (dd/mm/yyyy) Accreditation Outcome/Result: B+

Cycle 2: 31/12//2010 (dd/mm/yyyy) Accreditation Outcome/Result: A (3.16)

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure:*
Soft copy of certificate and report in enclosed CD

31. Number of working days during the last academic year.

273



32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

186

33. Date of establishment of Internal Quality Assurance Cell (IQAC) : 08/04/2004

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) : 16/08/2012

AQAR (ii) : 04/02/2013

AQAR (iii) : 19/12/2013

AQAR (iv) : 15/06/2015

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

None

SECTION D: CRITERIONWISE REPORT

CRITERION I

CURRICULAR ASPECTS



STUDENTS' ASSEMBLY



**SPECIAL LECTURE BY
PROF. MARTIN KAMPCHEN**



**FACULTY MEETING WITH B&S
MEMBERS**



**VALUE EDUCATION SEMINAR
FOR STUDENTS**



STUDENTS' NOTICE BOARD



STUDENTS' SEMINAR IN PG CLASS



1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

VISION:

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

MISSION:

- Empowerment of women in an environment of multi-culturalism 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

The vision, mission and objectives of the institution are communicated to the students, teachers, staff and other stakeholders through:

- College prospectus and academic calendar at the beginning of each academic session
- College website
- Notification at various places in the campus

These are also conveyed on:

- Orientation Day
- Students' Assembly Day
- Foundation Day
- Annual Prize Distribution Day

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

The institution follows the prescribed syllabus of the affiliating university, viz. University of Calcutta.

For regular UG courses, the syllabus is covered in two phases:

- July to Pre-Puja vacation followed by mid-term examination
- Post-Puja vacation to end of session followed by selection test

This is communicated to the students through a teaching plan distributed at the beginning of the academic session and an academic calendar published in the college prospectus.

For PG courses in Commerce and English, the syllabus is covered in two parts:

Part I and Part II following the rules of the affiliating university. In addition, the Commerce curriculum is supplemented by a students' project and a course in SPSS, designed and introduced by in-house faculty.

For B.Ed course:

- The syllabus is covered in two semesters. Theory and Practicum classes are conducted on the principles of CCE followed by an online examination and test before the final university examination of each semester
- A month long teaching internship in different schools takes place in the second semester

The processes followed for effective implementation of the curricula for all courses are:

- Regular tutorials, class tests, remedial classes
- Use of ICT e.g., digitized lessons
- Special lectures on curriculum by experts from industry and academia
- Recruitment of competent teachers for quality teaching and timely completion of the curriculum
- Excursions, surveys and projects assigned for self study and research
- Presentations by students on Active Learning Day
- Internship for Business Administration students
- Bridge course in Mathematics for Commerce and Business Administration students
- Infrastructural support in the form of open access library and free internet services

1.1.3 What type of support (procedural and practical) do the teachers receive (from the university and/or institution) for effectively translating the curriculum and improving teaching practices?

Support from University:

- Guidelines and suggested references on curriculum
- Curriculum divided into modules and units with number of lectures
- Teachers attend orientation courses, refresher courses, workshops and special lectures on syllabus

Support from Institution:

- Texts, reference books, journals and web resources as per university curriculum
- Laboratories equipped with the latest instruments, equipments and adequate materials
- Stationery, printing and reprographic facilities at subsidized rates
- ICT support
- Additional teaching staff employed by the college as necessary
- Active learning opportunities provided through lectures, projects, seminars, workshops, field work, institutional visit, industry interaction etc .

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.

- Please refer to Answer 1.1.2



1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

For effective implementation of the curriculum, the institution has taken the following initiatives:

- Network developed with industry for projects and internships in B.Com. and BBA courses
- Students as well as faculty participate in workshops and entrepreneurial activities organized under the NEN programme
- The placement cell of the institution provides interface with the industry
- Special lectures by experts from academia and industry
- Interface with members of Board of Studies (BoS) of the affiliating university
- Participation of the B.Ed. faculty in regular workshops conducted by the university, IASE and the affiliated colleges

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the university? (number of staff members/departments represented on the Board of Studies, student feedback, teachers feedback, stakeholders feedback provided, specific suggestions etc.)

The institution is affiliated to the University of Calcutta and hence cannot design or change the curriculum on its own. It follows the syllabus framed by the university. However the following initiatives are undertaken:

- Some of the faculty being members of the Board of Studies, contribute in designing the BBA, B.Com., M.Com. and M.A. English curriculum of various universities and institutions
- Teachers attend workshops and offer suggestions on the curriculum as and when organized by the University of Calcutta, IASE and the affiliated colleges
- Feedback from faculty and students on the curriculum are taken and the observations communicated to BoS

1.1.7 Does the institution develop curriculum for any other courses offered (other than those under the purview of the affiliating university) by it? If “yes”, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.

Assessing the need of hands-on-training and application of theoretical knowledge in the real world situation, the in-house members of faculty of the institution develop curricula of the following:

- Multimedia Communication
- M.Com. with specialization in Marketing
- Summer project as part of M.Com. syllabus
- SPSS training for PG Commerce students

The curricula have been designed in adherence to the prescribed syllabus of the affiliating university and in consultation with the experts in the respective fields.

1.1.8 How does the institution analyze/ensure that the stated objectives of curriculum are achieved in the course of the implementation?

The stated objectives of the curriculum are enhancement of knowledge base, employability, global competence and holistic development of the students.

The indicators of achieving the stated objectives are:

- Regular internal academic audit
- External Academic Audit
- Regular analysis of university results
- Progression of students to higher levels of education
- Ranks achieved by our students at the PG entrance level examinations in reputed institutions all over India
- Employment of graduates in national and international educational institutions and industries
- Remedial measures such as tutorial classes and academic counselling
- Successful participation in co-curricular activities and community services

To ensure the successful implementation of the curriculum, besides adhering to the prescribed syllabus of the affiliating university, the institution provides various professional and skill development courses and programmes for students and faculty. Many of these programmes are implemented through collaborations with other professional institutions of repute.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc offered by the institution.

The mission statement of the college recognizes the importance of education for the empowerment of women in the society. Accordingly, the institution offers courses to provide opportunities for self-reliance and economic independence. Recognizing the need of the hour, the college provides extensive facilities to students to use information and communication technology in their learning process. There are soft skill and personality development programmes to equip students with global competence and enhance their potential for employability. The courses are:

Certificate courses – Accounting course using Tally ERP 9; Basic computer course conducted by NIELIT (formerly DOEACC); Certified Tax Professional Programme by ICA; SPSS; Foreign language courses like French German and Chinese.

Diploma course : Multimedia communication

Skill development courses: Personality Development Programme by Winnow Minds and ICA; collaboration with NEN to develop entrepreneurial skills

In addition, there are value education programmes to sensitize students towards community well-being.



1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If ‘yes’, give details

The institution being affiliated to the University of Calcutta does not offer programmes that facilitate twinning/dual degrees.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

Range of Core/Elective options offered by the University and those opted by the college

Offered by the university – University of Calcutta subject options (Details in Annexure 1.01)

B.Ed. subjects offered by the University- Pedagogy subjects as per University of Calcutta (Details in Annexure 1.02)

The institution offers a wide range of programme options to learners in terms of:

- Post Graduate Courses – English; Commerce (Accounting & Finance and Marketing)
- Degree Courses – Honours and General Courses in B.A., B.Sc., B.Com.
- Self-Financing Courses – BBA (Honours), Journalism and Mass Communication (Honours and General), B.Com. (Major) Computer Applications
- Teacher Education: B.Ed. Course

Number of subject combinations offered:

- B.Sc. Hons. : 11
- B.Sc. Gen. : 7
- B.A. Hons. : 157
- B.A. Gen. : 53
- B.Com. Hons. : 2
- B.Com. Gen. : 1
- C.A. Major : 1
- B.B.A. Hons. : 2

N.B: ENVS, MIL and CE are mandatory for all the above programmes.

- M.A. (English) : 1
- M.Com. : 2
- B.Ed. : 26

(Details in Annexure 1.03)

Choice Based Credit System and range of subject options

The college is affiliated to the University of Calcutta and hence not authorized to offer Choice Based Credit System.

Courses offered in modular form

All courses offered by the University of Calcutta except B.Ed. are in modular form.

Credit transfer and accumulation facility

The college is not in a position to offer credit transfer as per the norms of the affiliating university.

Lateral and vertical mobility within and across programmes and courses**Lateral mobility:**

- As per the university guidelines, students are allowed to change subjects after their admission within a stipulated time till the university registration is completed
- Students are allowed lateral mobility from honours to general course, based on their performance in selection test conducted by the institution for university examination
- Students may also shift to general or honours courses depending on their performance in the university examinations as per the norms of the University of Calcutta

Vertical mobility:

- The institution offers vertical mobility from UG to PG in English and Commerce
- GRE/GMAT courses offered in collaboration with Roads Academy facilitate higher progression of students

Enrichment Courses:

- Accounting course using Tally ERP 9; Certified Tax Professional programme by ICA; Basic Computer certificate course by NIELIT; SPSS; Value Education for M.Com. and B.Ed. students
- Foreign language courses like French, German and Chinese
- Personality Development Programme by Winnow Minds and ICA;
- Entrepreneurial skill development through NEN
- Diploma course in Multimedia Communication
- There are community service programmes organized by the NSS, LTS, Social Welfare Committee and Community Outreach Service Unit to sensitize students towards community well-being

1.2.4 Does the institution offer self-financed programmes? If 'yes' list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The institution offers some self-financed programmes such as BBA (Honours), Journalism and Mass Communication (Honours and General), B.Com. in Computer Application Major, MA English and M.Com. in Accounting & Finance and Marketing.

COURSE SUBJECT	SELF-FINANCED COURSES						PROFESS- IONAL	REGULAR COURSES		
	BBA	JMC	CA	CE (presently discontinued)	PG	B.Ed.		B.A.	B.Sc.	B.Com.
Admission	Merit based (GDPI)	Merit based	Merit based	Merit based (till 2011)	Merit based (PI)	Merit based		Merit based	Merit based	Merit based
Curriculum	As per C.U.	As per C.U.	As per C.U.	As per C.U.	As per C.U. (+ Project and internship in M.Com.)	As per C.U.		As per C.U.	As per C.U.	As per C.U.
Fee Structure (in Rs)	42,200	50,200	33,200	Presently Discontinued	30,000	52,000		25,700	26,200	37,500
Teacher Qualification	As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable	As per NCTE guidelines		As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable	As per UGC guidelines as far as practicable
Salary	Consolidated salary for CFT lecturers and lecture basis for guest faculty	Consolidated salary for CFT lecturers and lecture basis for guest faculty	Consolidated salary for CFT lecturers and lecture basis for guest faculty	Consolidated salary for CFT lecturers and lecture basis for guest faculty	Consolidated salary for CFT lecturers and lecture basis for guest faculty	Consolidated salary for CFT lecturers and lecture basis for guest faculty		As per govt rules for UGC lecturers Consolidated salary for CFT lecturers and lecture basis for guest faculty	As per govt rules for UGC lecturers Consolidated salary for CFT lecturers and lecture basis for guest faculty	As per govt rules for UGC lecturers Consolidated salary for CFT lecturers and lecture basis for guest faculty



1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programmes and beneficiaries.

The institution provides additional skill oriented programmes relevant to regional and global employment markets. They are as follows:

- Accounting course using Tally ERP 9; Certified Tax Professional programme by ICA; Basic Computer certificate course by NIELIT; SPSS; Value Education for M.Com. and B.Ed. students
- Foreign language courses like French, German and Chinese
- Personality Development Programme by Winnow Minds and ICA;
- Entrepreneurial skill development through NEN
- Diploma course in Multimedia Communication
- There are community service programmes organized by the NSS, LTS, Social Welfare Committee and Community Outreach Service Unit to sensitize students towards community well-being

The beneficiaries of the above mentioned programmes are the students as well as faculty members.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If ‘yes’ how does the institution take advantage of such provision for the benefit of the students?

The affiliating university does not provide such options.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The institution takes initiatives and supplements the curriculum laid down by the affiliating university in the following ways:

- Enhances ability to collect and organize data; analytical and logical presentation and public speaking ability through seminar presentation
- Institutional visits for application-oriented experience
- Field studies to identify socio-economic and environmental concerns
- Intra and inter-college student programmes
- Entrepreneurial workshops
- Posters and wall magazines
- Teaching aid exhibitions and collage competition
- Womens’ Forum activities
- Projects and internships
- Short term courses by ICA, NIELIT and other computer trainings like Tally ERP 9, SPSS
- Value education classes

All of the above mentioned programmes ensure students' integration with the institution’s goals and objectives.



1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

To cope with the needs of the dynamic employment market, the institution has introduced:

- Certificate courses - Accounting course using Tally ERP 9, Certified Tax Professional Programme by ICA, Basic Computer certificate course by NIELIT, SPSS
- Short term courses in foreign languages
- Diploma course in Multimedia Communication
- Personality Development Programme
- Entrepreneurial workshop in collaboration with NEN
- Projects and internships
- Orientation and counselling on enrichment of Teaching-Learning Materials

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc into the curriculum?

The institution offers the following programmes on the cross-cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. to facilitate holistic education of its students:

- Gender sensitization through programmes of the Women's Forum
- Observance of Women's Day
- Students' programme on climate change by Nature Club
- Environmental education through projects, field work, Nature Club activities and Green Audit
- ICT enabled classroom teaching
- Digitization of lessons
- Development of Content Enrichment Materials
- NSS, NCC and LTS programmes
- Community outreach and other social welfare programmes
- Value education workshops
- Health Awareness Programme

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

To ensure holistic development of its students, the institution offers the following enrichment programmes:

Moral and ethical values

Moral and ethical values are propagated through NSS and LTS activities round the year.

Several activities of the Social Welfare Committee and the Community Outreach Service Unit sensitize students about their duties towards the disadvantaged.

Value education lectures and workshops ensure holistic development of students.

Employable and life skills

- Certificate courses for skill development and capacity building – Accounting course using Tally ERP 9, Certified Tax Professional Programme by ICA, Basic computer certificate course by NIELIT, Courses on GIS, SPSS and foreign languages, Diploma course in Multimedia Communication, Personality Development Programme
- Entrepreneurial workshops in collaboration with NEN
- Projects and internships
- Orientation and counselling on job interviews

Better career options

- Short term courses on foreign languages and GRE/GMAT
- Master class workshop on facing interviews
- Summer projects and internships

Community orientation

NSS, NCC and LTS activities; Womens' Forum and activities of the Social Welfare Committee and Community Outreach Service Unit

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The institution is affiliated to the University of Calcutta and hence cannot design or change the curriculum. However, feedback is taken from students and faculty on the curriculum and analyzed by the IQAC. Meetings are held with BoS member/s and the analyses/ observations on the feedback communicated for consideration.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institution ensures assured quality of the enrichment programmes by collaborating with reputed organizations. It also monitors and evaluates the quality of its enrichment programmes through feedback from stakeholders.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The institution is affiliated to the University of Calcutta and hence cannot design or change the curriculum on its own. It follows the syllabus framed by the university. However, the following initiatives are undertaken:

- Some of the faculty being members of the Board of Studies, contribute in designing the BBA, B.Com., M.Com. and M.A. English curriculum of various universities and institutions
- Teachers attend workshops and offer suggestions on the curriculum as and when organized by the University of Calcutta, IASE and the affiliated colleges



- Feedback from faculty and students on the curriculum are taken and the observations communicated to BoS
- Summer Projects have been designed and introduced for final year students of M.Com. in their curriculum

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If 'yes' how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

There is a formal mechanism to obtain feedback from students and stakeholders on the curriculum. Feedback on the curriculum from students and teachers of each department is obtained through a questionnaire prepared by the IQAC. These are analyzed and interpreted by the IQAC. The observations are communicated by the faculty members of the departments to the respective departmental BoS. The IQAC recommends add-on and bridge courses for students based on the analysis of the feedback such as English proficiency classes for students have been planned. Teachers also attend workshops on curriculum and offer suggestions.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

The following new courses have been introduced by the institution during the last four years, viz.

- PG course in English
- PG course in Commerce
- UG course in Mathematics Honours
- UG course in Physics General
- Multimedia course
- Additional evening section of UG Commerce

The college has applied to the affiliating university for introducing UG course in Computer Science.

The above mentioned new courses/programmes were introduced based on students' online feedback, feedback from faculty and academic peers.

For holistic development some more add-on courses have been introduced:

- Foreign Language courses like German, French and Chinese
- Coaching classes for GRE/GMAT
- Course on SPSS
- Accounting course
- Soft skill development course
- Value Education workshop

The above mentioned new add-on courses and programmes have been introduced for successful realization of our vision and mission

Any other relevant information regarding curricular aspects which the college would like to include.

None

CRITERION II

**TEACHING – LEARNING AND
EVALUATION**



ACTIVE LEARNING DAY



**SPECIAL LECTURE BY
DR. DEBIPRASAD DUARI**



POSTER COMPETITION



B.Ed. ANNUAL EXHIBITION



ONLINE EXAMINATION



**EXTERNAL ACADEMIC AUDITORS
MEET IQAC MEMBERS**



2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures publicity of the admission process through:

- a. Institutional Website
- b. Advertisement in Regional/ National Newspapers
- c. College Notice Boards
- d. Prospectus

Transparency in admission process is ensured through:

- Online application based on fulfillment of the notified eligibility criteria
- Computer generated index marks based on subject weights
- Publication of a merit list in order of index marks both in college website and college notice board
- Constant monitoring of the admission procedure by the Principal, the faculty members of the Admission Committee and the non-teaching staff
- Admission fee payment through bank draft

2.1.2 Explain in details the criteria adopted and process of admission (Ex. (i) merit, (ii) common admission test conducted by state agencies and national agencies, (iii) combination of merit and entrance test or merit, entrance test and interview, (iv) any other) to various programmes of the Institution.

The admission procedures adopted by the institution are as follows:

- i) Merit based for all programmes
- ii) For BBA course, the candidates shortlisted on the basis of index marks are called for group discussion and personal interview for final selection.
- iii) For PG courses, the candidates shortlisted on the basis of merit are called for personal interview for final selection.

The details of criteria adopted for admission are available in the College Prospectus (Details in Annexure 2.01)

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other college of the affiliating university within the city/district.

Details of marks at entry level for 2014 Admission								
Course	Subject	Year : 2014						
		Category	All Board		OB		WB	
			Highest	Lowest	Highest	Lowest	Highest	Lowest
B.A.	Bengali (H)	General	80.38	60.25	-	-	-	-
	Education (H)	General	90.38	63.88	-	-	-	-
		SC	61.00	-	-	-	-	-
	English (H)	General	-	-	94.00	88.38	Eng-A : 81.13	Eng-A : 56.63
							Eng-B : 84.75	Eng-B : 81.00
		SC	-	-	92.38	75.50	77.75	61.75
		ST	-	-	77.25	73.00	-	-
	Hindi (H)	General	88.75	63.00	-	-	-	-
	History (H)	General	94.88	51.88	-	-	-	-
		ST	56.38	-	-	-	-	-
	JMC (H)	General	93.13	74.63	-	-	-	-
		SC	78.50	66.63	-	-	-	-
	Philosophy (H)	General	88.88	59.63	-	-	-	-
	Political Science (H)	General	95.25	51.00	-	-	-	-
		SC	88.13	-	-	-	-	-
B.Sc.								
	B.A. General	General	82.50	47.50	-	-	-	-
		ST	66.50	-	-	-	-	-
	Botany (H)	General	85.92	60.42	-	-	-	-
		SC	71.33	71.25	-	-	-	-
		ST	51.25	-	-	-	-	-
	Economics (H)	General	98.63	84.50	-	-	-	-

Details of marks at entry level for 2014 Admission								
B.Sc.	Geography (H)	General	96.50	77.33	-	-	-	-
		SC	72.75	-	-	-	-	-
		ST	84.92	-	-	-	-	-
	Mathematics (H)	General	93.88	82.00	-	-	-	-
	B.Sc. General	General	82.00	64.00	-	-	-	-
B.Com	B.Com (H)	General	-	-	99.00	82.80	90.85	74.00
		SC	-	-	70.85	-	-	-
		ST	-	-	78.65	-	68.00	-
		OBC	-	-	-	-	52.25	-
	B.Com (G)	General	-	-	91.00	54.65	74.50	65.70
		SC	-	-	-	-	56.10	-
	B.Com (H) Evening	General	-	-	96.50	75.10	92.45	67.20
		OBC	-	-	-	-	75.65	-
B.B.A.	B.B.A.	General	-	-	86.67	48.38	80.33	65.33
P.G.	M.A. English	General	60.10	41.10	-	-	-	-
		SC	39.40	35.80	-	-	-	-
	M.Com.	General	78.98	48.80	-	-	-	-
		SC	49.89	-	-	-	-	-
		ST	58.60	-	-	-	-	-
B.Ed.	Board	Category	Highest	Lowest				
	CU	General	67.880	45.000	-	-	-	-
		SC	59.059	38.635	-	-	-	-
	OU	General	67.648	56.115	-	-	-	-

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how it contributed to the improvement of the process.

There is a time tested mechanism in place to review the admission process annually. At the Teachers' Council meeting, the admission committee reviews the admission outcome and recommendations of the respective departments. Accordingly, changes are made in the eligibility criteria and subject combinations, if required.

This process of review has enhanced the scope of academic flexibility and provided students with wider subject options. It has also resulted in an increase in demand ratio for most of the subjects. Efforts are also made during admission to ensure right selection of subjects for the student, through counselling by the faculty of the respective departments.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

The institution has an inclusive admission policy catering to diverse student groups reflecting national commitment.

a) For SC/ ST:

- Reservation of seats at 22% for SC and 6% for ST candidates as per university norms
- Relaxation in the cut off marks for admission

b) OBC:

Reservation of seats for OBC-A is 10% and OBC-B is 7% as per official directives.

c) Women:

Women from multilingual, multicultural and diverse religious backgrounds are admitted to the college. Opportunities for vertical mobility are provided in selected subjects.

d) Differently abled:

- Reservation of 3% of the seats as per government rule
- Provision of a lift, a ramp on the ground floor and wheel chair
- Minimum eligibility criteria are as per university norms and the college criteria waived.
- Availability of Braille materials in the library

e) Economically-weaker sections:

No provision for reservation of seats for the economically weaker sections. But the College provides the following facilities:

- Freeship – full/partial
- Waiver of excursion fees
- Book Bank facility
- “Earn While You Learn” scheme



f) Minority community:

For admission of students from minority community, the institution follows the general admission rules.

g) Any other (specify): Sports quota

Provision for admission of outstanding sports persons (University/ State/ National) subject to fulfillment of minimum eligibility criteria of the affiliating university

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

DEMAND RATIO (Number of Applications per Sanctioned seats)

Sl. No.	Departments	2014-15	2013 - 14	2012 - 13	2011 - 12
Humanities					
1	Bengali	0.38	0.25	0.38	0.36
2	Education	1.88	1.13	0.96	1.14
3	English	10.27	10.87	7.89	9.53
4	Hindi	0.44	0.61	0.50	0.33
5	History	2.13	2.10	1.87	1.39
6	JMC	4.17	5.13	3.79	4.59
7	Philosophy	0.92	0.61	0.36	0.36
8	Political Science	3.11	2.81	2.47	2.15
Science					
1	Botany	3.37	2.70	1.83	1.89
2	Economics	6.00	4.64	3.92	4.42
3	Geography	2.57	2.26	2.28	2.20
4	Mathematics	4.73	3.73	1.45	NA
Commerce					
1	B.Com. (Hons.)	3.74	4.02	3.26	3.49
Self Financed Courses					
1	BBA	2.26	2.52	2.16	2.23
2	Communicative English Major	0.00	0.00	0.00	0.00
3	CA Major	0.00	0.00	0.00	0.00
Post Graduate					
1	M.A. English	2.68	2.85	3.42	2.27
2	M.Com.	1.58	1.52	1.77	0.92
Professional					
1	B.Ed.	3.97	4.59	3.89	3.39

For most of the subjects an increase in the demand ratio has been noted over the last four years.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to government policies in this regard?

In adherence to government policies and provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Protection) Act, 1995, the institution caters to the needs of the differently abled students in the following ways:

- Provision of a lift, a ramp on the ground floor and wheelchair
- Braille material available in the library
- Sensitizing students to their needs through NSS activities and workshops
- Permitting extra time during examinations
- Sponsoring faculty for participation in workshops on the differently-abled, organized by other institutions
- Minimum eligibility criteria as per university norms followed and college criteria waived
- Relaxation of minimum attendance requirement

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The students' needs in terms of knowledge and skills are assessed by the faculty at entry level keeping in mind the subjects opted for, levels of learning and their performance in the previous examination.

- Results of the last qualifying examinations are used to prepare the index marks which is based not only on the subject opted for but also on other related subjects
- Group Discussion /Personal Interviews are part of the screening process for some subjects
- Some foundation lectures are given before commencement of the course in some subjects
- Bridge course in Mathematics is in place for some courses
- Basic computer training course is compulsory for all B.A./B.Sc. students

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

A bridge course in Mathematics is provided for the students to cope with the Business Administration course

In other departments, the teachers give foundation lectures in the first few classes to bridge the gap, if any.

Regular tutorials and class tests are held to evaluate the progress of the students. Remedial classes are held for the weaker students.

A number of add-on courses like Tally ERP 9 and a basic computer course by NIELIT are conducted to bridge the knowledge gap of enrolled students at entry level.

English proficiency classes are held for students from vernacular background to help them cope with the subjects of their choice.



2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.

Environmental Science is a compulsory subject in all the programmes as per the guidelines of the affiliating university.

The college has a Womens' Forum to sensitize its staff and students on gender related issues by organizing seminars and workshops.

The college also has an Anti-ragging and Prevention of sexual harrassment cell.

The NSS, LTS, Social Welfare Committee and Community Outreach Service Unit of the college undertake several sensitization programs for the staff and students. Their various activities for different target groups, such as special camps for the underprivileged children and participation in programs for the welfare of marginalized social groups, inculcate empathy, listening skills, social values, team-work and community orientation.

Shree, the Annual Art and Cuisine Fair of the college, develops entrepreneurial skills, life skills, creativity, leadership, team work of both the staff and the students. The surplus proceeds of the fair are contributed towards social welfare activities.

The college sensitizes its staff and students on environmental issues through various seminars, competitions, campaigns, observance of Earth Day and use of eco-friendly infrastructural alternatives. Various organizations like WWF and NEN also promote environmental consciousness through their presentations and activities. The students of the college conduct Green Audit of the campus in collaboration with WWF. The institution ensures conservation of energy through installation of LED lights and air-conditioners with inverter technology. A solar panel is being installed in the premises.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Free internet access
- Coaching classes for GRE/GMAT
- Counselling by faculty to appear for competitive examinations
- Career fairs, seminars and workshops
- Opportunities for publication in departmental journals and students' magazines

2.2.6 How does the institution collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

Information on the academic performance of students at risk of drop out are collected, analyzed and used in the following manner throughout the duration of the programme:

- Identification of weak students made on the basis of assessment tests after a month in some departments and mid-term examination results in all subjects
- Departmental meeting for analysis
- Parent-Teacher meeting after mid-term examination

Strategies adopted:

- Meeting and communicating to the weaker students their areas of weakness
- Tutorial classes in the departmental routine
- Remedial classes under UGC scheme arranged throughout the year
- Teachers available beyond class hours to counsel the weaker students
- Monitoring the progress of the students through written assignments and the progress record maintained
- Evaluated answerscripts of college examinations discussed with students to identify and address their shortcomings
- Book bank facility for needy students
- Freeships to students of economically weaker section
- “Earn While You Learn” scheme for in house students
- Infrastructural support for differently abled students
- Counselling the teachers-to-be (B.Ed. students) about their professional ethics and responsibilities

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

A well planned, structured academic schedule is followed in the curriculum delivery process through the deployment of certain measures.

Academic calendar:-

An Academic Calendar prepared by the Calendar Committee highlighting the dates of important events is printed in the College Prospectus and notified in the website.

Teaching plan:-

- A teaching schedule handbook prepared by respective departments is distributed to every student at the beginning of each new session



- Student-centric programmes such as seminars, paper presentations and book exhibition are organized regularly
- Talks, wall magazines, quiz, poster competition, film shows, dramatization and invited lectures are held throughout the year in all departments.
- Annual Active Learning Day provides a platform for showcasing their learning experiences
- Experiential and participative learning through students' excursions, exhibition on teaching-learning material and internships enhance their problem solving capabilities
- For effective teaching and facilitating problem solving methodologies, ICT enabled technology including digitization of lessons used
- Remedial classes held for the weaker students
- Self study and research projects for advanced learners
- The learning environment in the institution is thus conducive for critical thinking, creativity and developing scientific temper of the students

Evaluation blueprint:-

- The Academic Calendar in the Prospectus gives the schedule of the college examinations
- The evaluation blueprint structured by the university and containing detailed break-up of marks, probable date of examination etc. is notified to the students
- The college communicates the evaluation procedure to the freshers' on the day of orientation and later to the guardians at the parent-teacher meeting
- Regular tutorials are held in all departments throughout the year
- The Examination Committee of the College draws up the examination schedule for an academic year as per the directives of the University of Calcutta
- The Tabulation Committee of the college is entrusted with the task of pre-publication scrutiny of results as per the tabulation rules of the college ratified by the Teachers' Council

2.3.2 How does IQAC contribute to improve the teaching-learning process?

The IQAC meticulously plans and monitors the teaching learning process through:

- Periodic meetings to strategize teaching-learning policies
- Periodic meetings with Heads of the Departments and relevant committees of the Teachers' Council
- Implementation of mechanisms to enhance quality of student-centric pedagogy such as feedback system, use of modern teaching aids, summer projects and internships
- Recommendations for collaborations and tieups to ensure global competence and employability of our students
- Recommendations for holding workshops, seminars and career fairs
- Assistance in Internal Academic Audit
- Recommending publication of Students' Magazine

- Organizing library orientation programmes for faculty and students
- Recommendations for External Academic Audit
- Proposal for short term courses
- Proposal for GRE/GMAT coaching for vertical mobility and global competence
- Reviewing functions of the Library Advisory Committee for user-friendly operations

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips, institutional visit, slide shows, case study based research projects, internship etc. have been adopted.

Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Personal laptops for faculty
- Fully Wi-Fi campus
- Internet room
- Open access library
- Facility to download e-resources
- Digitization of lessons
- Seed money for students' research projects
- Reprographic facility at subsidized rates
- Institutional membership of British Council Library
- Fund allocation for institutional visits and excursions
- Institutional book grant in addition to UGC grant
- Fund for publication of departmental journal
- Fund for purchase of laboratory instruments, equipments and materials
- Sponsoring international students' collaborative initiatives
- Fund for organizing workshops, seminars and conferences
- State-of-the-art Media Lab, Computer Labs and Audiovisual Seminar room
- Content enrichment material
- Pedagogical analysis



2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Students of the institution are at the focal point of all teaching-learning processes. The student is an active participant in the learning process. Students are encouraged to engage in self-learning through the activities arranged in the college enabling them to learn life-skills and knowledge management skills.

The college lays stress on the following activities to monitor the learning process and to establish a lifelong learning culture :

- **Student-centric programmes** such as seminars, paper presentations, book talks, dissertation, wall magazines, quiz and poster competitions, film shows, dramatization and special lectures by eminent speakers from academia and industry, are held throughout the year in all departments. Active Learning Day provides a platform for showcasing students' learning experiences. Experiential and participative learning through simulations, students' excursions, departmental journals and internships enhance their critical thinking and knowledge management skills
- **Inter-college collaborative programmes:** Participation in inter-college seminars, debates, quiz and poster competitions nurture the scientific temper transforming them into innovators
- **Summer Projects:** The advanced learners are encouraged to take up case study based summer projects for life-long learning
- **NSS:** Develops empathy, team-work, listening skills, inculcation of lifelong values and community orientation
- **Social Welfare Committee and Community Outreach Service Unit of the college:** Carries out sustained social welfare activities all through the year
- **LTS:** Fosters leadership skills, environmental empathy and also social consciousness
- **Annual Function:** Cultural programmes hone individual skills and talents and nurture leadership qualities as well as team work
- **Srijan (Inter-college Students' Fest, organized by the Students' Council):** Develops creativity, networking, leadership, team work, entrepreneurial and motivational skills
- **Shree (Art & Cuisine Fair):** Promotes entrepreneurial skills, life skills, creativity, leadership and team work. Sensitivity to community needs is cultivated through contribution of surplus proceeds to social welfare activities
- **Exhibition** of teaching learning material and collage competitions
- **Class Tests and Examinations:** Fosters knowledge, critical thinking and time management skills
- **Students' Societies / Clubs:** Promote creativity, communication skills, teamwork, and environmental awareness
- **Awareness Programmes, Workshops, Collaboration with agencies/ institutions :** Foster health, environmental awareness and community orientation, networking, value education and gender sensitization
- **Tally ERP 9, Basic computer course by NIELIT:** Develop technological skills
- **NEN :** Develops entrepreneurial skills, knowledge management skills, and experiential learning

- **Excursions, field trips and institutional visits** : Fosters experiential learning
- **Guest faculties from the corporate sector** enhance experiential learning in particular courses like Business Administration and CA (Major)
- **Certificate Courses in Personality Development** for acquiring confidence, inter-personal and communication skills for group discussions and job interviews
- **Certificate courses in Foreign Languages:** Promote communication skill and employability

All the above methods of teaching-learning encourage the overall development of life skills and foster analytical and logical reasoning power to transform students into lifelong learners.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.?

Faculty and students have access to the following modern teaching aids:

- Compulsory computer training to students for ICT enabled teaching-learning
- Adequate number of high-end interactive projectors, laptops and computers exclusively for use in seminars, lectures and workshops
- A well-equipped open access computerized library with internet facility
- E-resources through INFLIBNET (N-List) and DELNET facilities
- Digitization of lessons
- State-of-the-art Media Lab, Computer Labs, Language Lab and Audiovisual Seminar room
- Fully Wi-Fi campus
- Smart classrooms and smart boards
- High-end interactive projectors
- Personal high-end laptops and iPad minis
- Departmental Seminar Libraries

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The students are exposed to advanced level of knowledge and skill through a well-stocked and regularly updated open access library, internet facility, access to e-resources, seminar library, participation in seminars and workshops, projects, wall magazines, news reporting, constant interaction with teachers in the classroom, intra and inter-college poster competitions, seminar presentations, debates on contemporary issues, Students' Study Circle, Research Cell for Botany students and through special lectures by eminent speakers from academia and industry.

In addition to the above, the faculty members enjoy an institutional membership of the British Council Library, participate in Orientation and Refresher Courses, attend and participate in national and international seminars and workshops and carry out research work and projects. In order to keep pace with recent developments the teachers also visit different research institutions and libraries to update their knowledge base. Many teachers are members / life members of various institutions / societies.



Teachers also participate in post graduate teaching assignments in national and international universities and act as resource persons in various seminars and workshops.

The proactive Research Committee promotes research culture among students and faculty of the institution through various orientation programmes. It also monitors all research activities of the institution.

2.3.7 Details (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling /mentoring/academic advise) provided to students?

Students are provided with the following academic, personal and psycho-social support and guidance:

- Academic counselling at the time of admission regarding choice of subjects and future career prospects
- Academic counselling for weaker students based on their performance after selection test
- Counselling of students and parents on attendance, conduct, discipline and academic performance through regular interactions
- Academic and personal counselling by faculty as and when required
- Career Counselling and placements
- Psycho-social counselling by a professional counsellor

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative teaching approaches in the institution include:

- Extensive use of ICT keeping pace with latest technology to aid the teaching learning process
- Screening documentaries and period films complementing regular classroom teaching
- Special lectures by eminent speakers
- Summer projects
- Preparation of question bank by faculty for providing guidance to students
- Tally ERP 9 version for computer-assisted learning
- Projects to promote entrepreneurial skills
- Experiential learning through market surveys
- Dramatization of plays
- Multimedia workshops
- Inter-institutional library visits
- Micro-teaching
- Administration of subject-based psychological tests
- Slides and animation shows

- Drama workshops
- Meet the author programmes
- Departmental museum
- Departmental herbarium
- Group discussion
- Open book examination

The innovative methods introduced for the B.Ed students for the last four years are:

- Simulated Lessons
- Action research
- Initiating project work
- School survey
- ICON Design in teaching

The Management encourages the faculty to introduce innovative methods of teaching. The institution provides additional funds and grants over and above the UGC grants. The faculty members of the respective departments enjoy the liberty to purchase books, equipments, instruments and other necessary items with the funds allocated to them.

The Research Committee provides information on seminars, workshops and conferences for exposure to new innovative practices on student learning.

All the above mentioned innovative approaches have resulted in increased attendance and better student performance.

2.3.9 How are the library resources used to augment the teaching-learning process?

- A well-equipped open access computerized library
- Fully Wi-Fi campus
- E-resources through INFLIBNET(N-List) and DELNET facilities
- OPAC facility
- Reprographic and printing facility at subsidized rates
- Seminar libraries in most honours departments
- Question bank

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The teachers maintain lesson plans in order to finish the syllabi within a stipulated timeframe. However, since the teachers have to pay special attention to the slow-learners and also classes are sometimes suspended on account of the college being a university examination centre, the teaching plan may have to be rescheduled. In such cases the departments arrange for special classes as and when necessary to overcome the challenges of completing the curriculum within the timeframe of the Academic Calendar.



2.3.11 How does the institution monitor and evaluate the quality of teaching learning?

The Principal of the institution monitors and evaluates the quality of the teaching-learning process through:

- Periodic meetings with the Heads of Departments and relevant committees of the Teachers' Council
- Implementation of mechanisms to enhance quality of student-centric pedagogy such as feedback system, use of modern teaching aids, summer projects and internships
- Initiating collaborations and tie-ups to ensure global competence and employability of our students
- Sponsoring workshops and seminars
- Internal Academic Audit
- External Academic Audit

Other than these the other methods of monitoring and evaluation of the teaching-learning quality include:

- Departmental meetings
- Parent-Teachers' meetings
- Academic counselling
- Tutorials and remedial classes

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate Professor		Assistant Professor		Part Time Lecturers		Total
	*M	*F	*M	*F	*M	*F	*M	*F	
Permanent Teachers									
D.Sc./D.Litt.									
Ph.D.				11		11			22
M.Phil.				5		4			9
PG				4		7			11

Highest qualification	*M	*F	Total
CFT teachers			
Ph.D.	1	2	3
M.Phil.	-	4	4
PG	2	23	25

Highest qualification	*M	*F	Total
Part-time teachers			
Ph.D.	-	1	1
M.Phil.	-	-	-
PG	-	5	5
Guest Lecturers			
Ph.D.	9	6	15
M.Phil.	4	8	12
PG	11	20	31

Shri Shikshayatan College is a linguistic minority college. It enjoys exemption of 100 point roster, vide Govt. Order No 130-Edn (CS) dated 28th February, 2003. The College has the right to appoint regular and permanent teachers (UGC) for sanctioned posts according to UGC guidelines of qualification and existing State Government norms vide G.O.No. 776-EDN (CS) dated 28.09.1995 and revised G.O No.417-Edn (CS)/10 M-114/99 dated 26th June, 2006.

Strategies adopted for recruitment and retention of faculty:

The Management is constantly responsive towards the needs of faculty to meet the changing requirements of the curriculum and also ensures timely appointment of all of vacant posts

- Vacancies for sanctioned posts are advertised in 1 national and 1 vernacular newspapers and eligible applicants are invited for an interview. Selection is made through the recommendations of a duly constituted Selection Committee with the approval of the Governing Body of the college in accordance with the norms of the University of Calcutta and the Government of West Bengal. At present, 42 out of sanctioned 52 teaching and 2 library UGC posts are filled up. Where the number of sanctioned full time teachers is not enough to fulfil the workload, college full time, part time and guest lecturers are recruited
- Vacancies for contractual full time posts are advertised in the newspapers and eligible applicants are invited for an interview. The interview board comprises the Principal, respective subject expert/s from the affiliating university and the Head of the Department. The contract is renewed periodically with an annual increment
- Part time lecturers are appointed on the basis of an interview. The interview board comprises the Principal, respective subject expert/s from the affiliating university and the Head of the Department.
- Guest Lecturers are appointed on the recommendation of the Head of the Department. Their remunerations are increased after completion of one year of service
- For motivating and retaining the faculty, the college provides incentives for research, collaborations, attending seminars and other academic programmes
- Timely increment in remunerations

The college takes all financial responsibilities of the contractual full time, part time and guest lecturers of the institution.



2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

All possible efforts are made by the institution to recruit qualified senior faculty to teach new programmes introduced by the college like PG courses in English and Commerce; UG courses in Mathematics Honours, Physics General, Commerce Honours evening section.

To address the needs of the emerging areas of study the institution invites eminent experts from academia and industry for special lectures conducted by individual departments.

Year	No. of special lectures
2010-11	18
2011-12	12
2012-13	14
2013-14 (December)	61

(Refer to departmental evaluative reports for details)

This effort made by the institution has resulted in quality enrichment of the teaching-learning process.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes:

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	11
HRD programmes	46
Orientation programmes	10
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer/winter schools, workshops, etc.	95

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning:

- Teaching learning methods/approaches - Workshop on research methodology and entrepreneurship development
- Handling new curriculum - Workshops on new curriculum are organized in some departments. Meetings are organized with members of BOS to discuss curriculum related issues. Faculty attend workshops and orientation on new curriculum organized by the University and other affiliating colleges
- Content/knowledge management - Trainings in software related to curriculum eg SPSS, GIS etc

- Selection, development and use of enrichment materials - Training on INFLIBNET (N-List) and DELNET facilities by librarian; Library Orientation Workshop for faculty
- Assessment – Orientation on online tests
- Cross cutting issues – Orientation programme on conducting Green Audit by WWF-India
- Audio-visual Aids/multimedia- The institution has conducted orientations for the use of smart boards
- Teaching learning material development, selection and use - Digitization of lessons

c) Percentage of faculty

- Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies

Resource Persons - 15 faculty invited 31 times

- Participated in external workshops/Seminars/Conferences recognized by national/international professional bodies

Participated in Seminars- 76 faculty participated in 191 seminars

- Presented papers in workshops/Seminars/Conferences conducted or recognized by professional agencies

Presented Papers - 37 faculty presented 119 papers

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The Management consciously facilitates the participation of teachers in various teacher recharge programmes in the following ways:

Provision of research grants:

- All applications for FDP and MRP are duly processed and forwarded to the UGC for research grants
- Travel grants for paper presentations in seminars are made available as per UGC rules
- An annual seed money of total ₹ 50,000 per year is allocated to all faculty for research
- ₹ 5,000 is awarded to a faculty member for successfully completing her Ph.D. without availing of UGC-FIP scheme or taking any type of study leave
- A grant is provided by the Management to the college appointed faculty for participation in seminars

Study leave:

- Study leave for research work under FIP schemes readily granted by the Governing Body of the college
- Statutory study leave of 8 weeks duration granted by college governing body for research work
- Extraordinary leave granted for research work including overseas research
- The faculty members are granted leave for attending Refresher Courses, Orientation Programmes, Seminars, Symposia, Conferences, Workshops etc.

**Support for research and academic publications:**

- Grants for publication of departmental journals annually
- Infrastructural support provided for conducting Major and Minor Research Projects

Teaching experience in other state/national/ international institutions:

- Duty Leave for international teaching assignment
- Rescheduling classes to enable faculty to fulfil teaching assignments in other state/national/ international institutions

Support for specialized programmes :

- Sponsorship to faculty for attending FDP and other specialized programmes such as workshops on value education, learning disability, legal aids services, entrepreneurship and leadership
- Leave granted to faculty for attending all the above programmes

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The institution has a practice of students' feedback on teachers since 2001.

The Principal meets the individual faculty and communicates the feedback for further improvement in the teaching-learning process.

Evaluation by external peers is done for Career Advancement Scheme of UGC.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The institution ensures transparency in the evaluation process in the following ways:

- Examination schedule, both internal and external, is printed in the Prospectus as per the Academic Calendar of the affiliating university
- Internal examination routine is drawn up in advance by Examination Committee and ratified by the Teachers' Council
- Examination notice is put up a month in advance from date of commencement of examination
- Evaluation methods are communicated to students including a clear insight of the unitized syllabus and weightage of marks by teachers
- Parent-teacher meetings are held after mid-term and before selection test
- For B.Ed. students, answer scripts are returned after evaluation and for all other regular UG courses they are returned after mid-term examination

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college follows all the evaluation reforms of the University of Calcutta with regard to the university examinations as well as the internal assessments.

University Examination pattern followed since 2009: (1+1+1 System New):

Part I Exam – No change

Part II Exam – No change

Part III Exam – Introduction of ENVS as a compulsory paper

The new B.Ed. Semester System (2) for CCE is being followed from 2013-14

Since 2013-14, the university has implemented decentralized evaluation system whereby each college serves as a nodal unit for a cluster of colleges where evaluation and pre-publication scrutiny of scripts by college faculty are completed before dispatch to the university.

The institution is an examination home centre for practical examinations in Honours subjects from 2012.

Internal Assessment followed for regular UG courses (according to the directives of the affiliating university) during the session :

From the session **2008-2009**, according to a directive from the university, a mid-term and a selection test held for both Honours and General courses.

Under the new **B.Ed. Semester System the Internal Assessment** followed according to the university directives are as follows:

Semester I Practicum:

- Simulated Teaching
- Computer Assisted Presentation
- Initiation of a Project
- TLM: Pedagogical Analysis
- Group Activity – Personality development and visit to a centre of learning

Semester II Practicum:

- School Initiation Programme – School Survey and Event Diary
- TLM: Preparation of Content Enrichment Material
- Practice Teaching
- Reflective Journal
- Community Outreach Activities
- Action Research

The B.Com. department has introduced online evaluation system for the mid-term examination.

The affiliating university has also introduced the RTI and review provision since 2011-12, which has been subsequently replaced in 2013-14 by FSI (Facility for Self Inspection).



The Teachers' Council of the College devises the plan of action for implementation of these new reforms by the Examination Committee.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The Principal along with the teaching staff ensures effective implementation of the evaluation reforms. Technology is effectively used in the examination management process.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure students achievement. Cite a few examples which have positively impacted the system.

Formative assessment approaches adopted by the institution:

For regular UG courses:

Mid-term examination, remedial classes, tutorials, students' seminars, case study, group discussions, quiz and poster competitions, participation in Active Learning Day activities, projects and fieldwork.

For PG courses:

Tutorials, students' seminars, group discussions, quiz and poster competitions, participation in Active Learning Day activities, projects and internships.

For B.Ed. course:

Semester I Practicum:

- Simulated Teaching
- Computer Assisted Presentation
- Initiation of a Project
- TLM: Pedagogical Analysis
- Group Activity – Personality development and visit to a centre of learning

Semester II Practicum:

- School Initiation Programme – School Survey and Event Diary
- TLM: Preparation of Content Enrichment Material
- Practice Teaching
- Reflective Journal
- Community Outreach Activities
- Action Research

Summative assessment approaches adopted by the institution:

- For regular UG courses, selection tests are held after completion of the curriculum.

- For B.Ed. course the summative assessment followed for the years 2011-2013 were:
Mini teaching for teaching practical; online test; test after completion of syllabus
From 2014 in the semester system the summative assessment followed are:
Semester I: Online test; test after completion of syllabus
Semester II: Online test; test after completion of syllabus and teaching practicals

All the above methods of evaluation throughout the year have positively impacted the academic performance of the students.

Based on the students' performance in formative and summative assessments, the slow and advanced learners are identified and accordingly suitable measures are taken to augment their learning achievements.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightage assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)

The college ensures rigour and transparency of internal assessment system through the following:

- Data entry of marks and scrutiny done by office staff
- Scrutiny and tabulation according to college rules by the Tabulation Committee of the Teachers' Council
- Participation of all members of the Teachers' Council in reviewing tabulated result of each student prior to publication
- The Academic Counselling Committee along with the Principal meet the parents of weak students after publication of results as part of the institutional accountability
- Evaluated answer scripts with teachers' comments are given back to the students after the mid-term examination. However, after the selection tests the evaluated answer scripts are shown to the students to highlight and discuss the weaknesses for suitable corrective measures for improvement.

The college cannot assign weights on behavioural aspects, independent learning, communication skills etc. because the affiliating university evaluates students on the basis of qualifying marks in examinations only. The college follows the norms laid down by the affiliating university.

However, there is an established practice of assigning weights on overall development of students like behavioral aspects, independent learning, communication skills etc. for awarding the highest honour- the "Saraswati Trophy" to the best all rounder student of the college every year. For the B.Ed students, the "Best All Rounder" silver medal is awarded on the basis of overall performance and participation in departmental activities. "Best Samaritan" and "Cent Percent Attendance" prizes are also awarded.

2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The graduate attributes specified by the college are enhancement of knowledge base, employability, global competence and holistic development of the students. The college ensures attainment of the above through a variety of activities (Refer to Answer 1.3.4 for details)



The affiliating university stipulates graduate attributes to its constituent colleges through its notifications. The college communicates the same to the students through its Academic Calendar along with periodic circulars for the attainment of these attributes.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and university levels?

The mechanisms for redressal of grievances with reference to evaluation are as follows:

For university examinations:

- Review of answer scripts as per university norms
- RTI provision since 2011-12, which has been subsequently replaced in 2013-14 by FSI (Facility for Self Inspection)

For internal examinations:

- The facility for verification of marks is available. If any discrepancy is noted, rectification is made
- Examined answer scripts of class tests and internal examinations are returned to the students and explanations for their performance are offered

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’, give details on how the students and staff are made aware of these?

The college has clearly stated learning outcomes in its vision and mission. Producing employable graduates possessing global competence, inculcating social values and self confidence, developing leaders, entrepreneurs and lifelong learners for the future are some of the general learning outcomes which form an integral part of the holistic education policy of the college.

The students and staff are made aware of these through the college website, prospectus and Freshers’ Orientation Programmes. All departments clearly state the learning outcomes of their programmes in the departmental orientation classes.

The important college events like Annual Prize Distribution Ceremony and College Foundation Day also provide a platform to communicate to students and staff the stated learning outcomes of the institution.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students’ results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The institution monitors the progress and performance of students through regular tutorials throughout the academic session as well as mid-term and selection tests. The students’ performance is reviewed in result meetings held by the Teachers’ Council for undergraduate departments. For postgraduate departments the result meetings are held with the Board of Studies.

The institution communicates the students' progress and performance through publication of results, parent-teacher meetings and at the College Annual Function as well as Foundation Day programme. The evaluated answer scripts of internal assessment are made available to students for apprising them of their performance. Regular interaction with students regarding their performance is undertaken by faculty of every department.

Every department maintains records of the examination results and achievements which are analysed by IQAC and the same is communicated to the departmental faculty for appropriate actions. (Details in Annexure 2.02)

**STUDENTS' RESULTS AND ACHIEVEMENTS FOR LAST FOUR YEARS AT
UNIVERSITY EXAMINATION**

Dept	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate	Rank in CU
B.A.	Bengali	2010	7	0	100.00 %	-
		2011	4	0	100.00 %	-
		2012	1	0	100.00 %	-
		2013	3	0	100.00 %	-
		2014	4	1	100.00 %	-
	Education	2010	12	5	100.00 %	-
		2011	13	0	100.00 %	-
		2012	12	2	100.00 %	7 th
		2013	25	2	100.00 %	3 rd
		2014	19	0	100.00 %	-
	English	2010	57	1	100.00 %	-
		2011	46	1	100.00 %	-
		2012	53	3	100.00 %	-
		2013	61	0	100.00 %	-
		2014	64	0	100.00 %	-
	Hindi	2010	6	0	100.00 %	-
		2011	10	0	100.00 %	-
		2012	8	0	100.00 %	-
		2013	8	2	100.00 %	5 th & 10 th
		2014	5	0	100.00 %	-



Dept	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate	Rank in CU
B.A	History	2010	7	0	100.00 %	
		2011	11	0	100.00 %	
		2012	12	0	100.00 %	
		2013	11	1	100.00 %	8 th
		2014	15	0	100.00 %	
	JMC	2010	30	2	100.00 %	-
		2011	30	1	100.00 %	3 rd , 4 th , 5 th , 6 th , 10 th
		2012	28	1	100.00 %	3 rd , 6 th
		2013	37	4	100.00 %	9 th
		2014	35	4	100.00 %	-
	Philoso- phy	2010	1	0	100.00 %	-
		2011	3	0	100.00 %	-
		2012	5	0	100.00 %	-
		2013	0	0	100.00 %	-
		2014	2	0	100.00 %	-
	Political Science	2010	5	0	100.00 %	-
		2011	12	0	100.00 %	-
		2012	8	0	100.00 %	-
		2013	11	1	100.00 %	-
		2014	14	0	100.00 %	-

Dept	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate	Rank in CU
B.Sc.	Botany	2010	10	7	100%	-
		2011	12	7	100%	10 th
		2012	14	5	100%	-
		2013	9	7	100%	3 rd , 7 th
		2014	15	9	100%	
	Geography	2010	35	2	100%	-
		2011	26	1	100%	-
		2012	20	2	100%	-
		2013	27	0	100%	-
		2014	43	6	100%	-
	Economics	2010	19	5	100%	-
		2011	19	2	100%	-
		2012	18	5	100%	-
		2013	24	9	100%	-
		2014	29	13	100%	-
B.Com.	B.Com.	2010	349	216	100.00 %	-
		2011	403	260	100.00 %	1 st , 3 rd , 5 th
		2012	405	261	100.00 %	3 rd , 4 th , 6 th
		2013	446	324	100.00 %	3 rd , 5 th , 6 th , 7 th , 8 th , 9 th
		2014	484	290	100.00 %	-
BBA	BBA	2010	49	41	100%	
		2011	54	42	100%	3 rd , 7 th , 9 th
		2012	49	35	100%	2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th , 9 th , 10 th
		2013	54	21	100%	2 nd , 3 rd , 4 th , 9 th
		2014	45	11	100%	
B.Ed.	B.Ed.	2010	94	91	100.00 %	2 nd (2), 5 th
		2011	95	93	100.00 %	2 nd , 3 rd , 9 th
		2012	98	97	100.00 %	2 nd , 3 rd , 4 th , 5 th , 8 th , 9 th
		2013	92	92	100.00 %	1 st , 2 nd , 4 th , 5 th , 7 th , 8 th , 9 th , 10 th (2)
		2014	94	91	98.91 %	2 nd , 3 rd , 7 th

*Ranks of 2014 awaited till publication of review results



2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The intended learning outcomes in line with the vision and mission of the college are achieved through the following strategies:

- The teaching plan is distributed to the students at the beginning of the academic session
- Academic Calendar is published in the College Prospectus and also communicated to students from time to time through notices
- ICT enabled teaching-learning process in practice
- Digitization of lessons
- Fully Wi-Fi campus
- Open access library
- Internet facility in the library
- Library training programmes to access e-resources
- Procurement of books in every academic session for each department
- Tabulation rules ratified by the Teachers' Council for internal assessments
- Certificates and awards for excellence in all spheres of institutional activities, college and university results
- Courses enabling global competence and employability
- Seminars and projects for experiential and interactive learning
- Value education seminars and workshops
- Outreach/Extension programmes
- Opportunity for vertical mobility
- Enhanced indoor and outdoor sporting activities
- Opportunity for leadership and teamwork through various programmes including the college fest "Srijan"

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude development among students etc.) of courses offered?

The institution has taken up the following initiatives to augment social and economic relevance of courses offered:

- Introductory classes for generating awareness on relevance of course
- Placement Officer and Career Counselling Cell of the institution facilitate student placement
- Collaboration with NEN develops entrepreneurial skills of the students
- Encouraging students of Business Administration and Commerce to hone their business acumen through preparation of business plans and other marketing and managerial skills
- IQAC recommended summer projects have been initiated in most departments

- Research Committee encourages the departments to enhance research activities among students. A separate Research Cell in the department of Botany carries out research in the department
- Seed money is available for students' research
- Departmental journals and seminars are regular features of all departments
- Department of Journalism has taken up initiative to train students for editorial work related to the students' magazine
- Content enrichment courses

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Data on student performance and learning outcomes are collected and analyzed as an integral strategy for overcoming barriers of learning through the following ways:

- The departments and the college office document data on students' performance for both internal assessments as well as university evaluations
- Results analyzed by IQAC and communicated to the departmental faculty through HoDs for appropriate actions
- Departmental meetings are held for taking suitable actions like remedial classes etc.
- Digitization of lessons and use of audio-visual methods for making the teaching-learning process more interactive
- Remedial and tutorial classes conducted for weaker students to overcome barriers of learning
- Book bank facility for needy students
- Freeships to students of economically weaker section
- "Earn while you learn scheme" for in house students
- Infrastructural support for differently-abled students like Braille material in the library
- English proficiency classes are held for students from vernacular background
- Bridge course in Mathematics for students of Business Administration and Commerce
- Training on techniques relevant for B.Ed students such as voice modulation and articulation
- Opinions and suggestions of guardians during parent-teacher meetings are considered for subsequent assessments

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution monitors the learning outcomes of students through regular tutorials throughout the academic session, mid-term and selection tests. The students' performance is reviewed in result meetings held by the Teachers' Council for undergraduate departments. For postgraduate departments the result meetings are held with the Board of Studies.

The entire record of college results, both internal as well as university, is meticulously maintained by the office. Every department also maintains records of the students' results and achievements which are analyzed by IQAC and the same is communicated by the Principal to the departmental faculty for appropriate actions as part of internal academic audit.



The institution maintains meticulous records of students' performance in co-curricular and departmental activities acknowledges them through certificates and awards of excellence every year.

The Saraswati Trophy and a Silver Medal institutiond by the college is the highest award given to the best all-round student of the year after fulfilling the academic, organizational, social, cultural and behavioral parameters laid down by a designated committee with due weightage.

The ICT enabled teaching, add-on courses, media lab, fully Wi- Fi enabled campus, internet facility, open access library resources, digitization of lessons, e-resources etc facilitate the achievement of the learning outcomes

External academic audit has been conducted to evaluate and assess the achievements of learning outcomes.

Though result and feedback analysis by IQAC provide a measure of the intended learning outcome of the current batches, continued interaction with the alumni and their achievements provide an understanding and insight of how far the stated learning outcomes have been fulfilled in terms of overall development.

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes', provide details on the process and cite a few examples.

The departmental teachers use the assessment outcomes as indicators for evaluating students' performance. This is done by :

- identifying weak students and devising remedial classes, tutorials and academic counselling
- identifying advanced learners and encouraging them for innovative project work
- providing seed money to motivate student research work
- deploying new technologies for enhanced student learning
- continuously upgrading existing library resources and other facilities

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include

None

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION



**FACULTY WORKSHOP ON RESEARCH
METHODOLOGY**



INSTITUTIONAL VISIT AT KMC



NSS: RASHTRIYA EKTA DIVAS



LTS VOLUNTEERS MAKING TRICYCLES



**SOCIAL WELFARE COMMITTEE VISIT
BLIND BOYS' ACADEMY**



**COMMUNITY OUTREACH SERVICE
UNIT EVENT**



3.1 Promotion of Research

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

The institution does not have a recognized research centre of the affiliating university or any other agency or organization.

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

On the recommendation of the IQAC, a Central Research Committee has been constituted in the college comprising faculty members who are regularly involved in active research work. The function of this committee is to generate and promote research culture in the institution through :

- dissemination of information regarding variety of available research opportunities
- conducting workshops and sensitization programs for faculty and students

Composition:

The committee comprises seven faculty members from the science, humanities and commerce streams including one convenor.

Recommendations:

- Sensitizing students and staff for enhancing research culture through workshops and seminars
- Improving infrastructural facilities for research
- Departmental journals with ISSN and ISBN accession
- Collaborative research projects for faculty and students

Impact:

1. Students' summer projects have been initiated in most honours departments.
2. Sensitization workshops have facilitated in enhanced research culture and critical thinking among students and faculty.
3. SPSS software have been installed for researchers
4. A collaborative research project has been undertaken by the Department of Geography with Allergy and Asthma Centre.
5. Pollen calendar created by students of the Department of Geography has been shared with the medical practitioners of the Allergy and Asthma Centre.
6. Students have presented their research findings at a National Level Seminar.

In addition, a Research Cell has been functional in the Department of Botany since 2006.

Composition:

The Research Cell includes the faculty of the Botany Department. A senior faculty of the affiliating university acts as an advisor to this Research Cell.

Recommendations:

- i) Projects to involve participation of all three batches of students.
- ii) Projects to be based on experimental work and survey done individually by students.
- iii) To publish departmental journal with students' research findings.
- iv) Networking with alumni, specially the PG students for workout samples.

Impact:

- i) Increased involvement and awareness among students in research issues.
- ii) Development of analytical skills and logical reasoning among students.
- iii) Publications in departmental journals and presentations in seminars on Science Awareness Day.
- iv) Broadened area of research with easier availability of samples through networking with alumni.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- **Autonomy to the Principal Investigator**

Full autonomy is given to Principal Investigators of all Major and Minor Research Projects conducted by respective departments to ensure efficient research output.

- **Timely availability or release of resources**

Funds released by the funding agencies are routed through the college and these are always disbursed by the college without delay.

- **Adequate infrastructure and human resources**

Adequate infrastructure is provided by the institution and human resource is arranged by the Principal Investigator.

- **Time off, reduced teaching load, special leave etc. to teachers**

The institution allows time off, reduced teaching load and special leave on need basis to the faculty pursuing Ph.D. programmes. Leave is sanctioned for attending research related seminars/conferences, orientation programmes and refresher courses.

- **Support in terms of technology and information needs**

The institution provides technological support through a fully Wi-Fi enabled campus, personal laptops to principal investigators, open access to laboratories and library facilities equipped with INFLIBNET (N-List), DELNET and printing and reprographic facilities including stationery at subsidized rates.

- **Facilitate timely auditing and submission of utilization certificate to the funding authorities**

The college supports the Principal Investigator to conduct timely audit and submission of utilization certificates to the funding authorities through the institution.



- **Any other**

In addition, the institution encourages research activities through:

- grant of annual seed money of ₹ 50,000 for the faculty
- grant of seed money of ₹ 5000 for each research project by students
- felicitation of the Ph.D. awardees with silver medals on College Foundation Day every year
- appointment of substitute faculty in FDP vacancy facilitating uninterrupted operation of classes
- grant of all kinds of statutory leave to faculty

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institution generates and promotes research culture among students through:

- dissemination of information regarding variety of available research opportunities
- workshops and sensitization programmes
- special lectures by eminent speakers
- field trips and institutional visits for empirical learning
- publication of research findings in departmental journals
- participation in seminars during Active Learning Day and other college events as well as in Regional and National Level Seminars
- grant of ₹ 5000 as seed money for each research project
- display of research findings in departmental wall magazines
- film shows to invoke research interest
- encourages participation in National Seminars

3.1.5 Give details of the faculty involvement in active research (Guiding students research, leading research projects, engaged in individual/collaborative research activity etc)

Department	MRP	Individual Research	Collaborative Research	Departmental Project
BBA	-	-	-	2 faculty supervised curriculum projects
B.Ed.	-	-	-	8 faculty supervised curriculum projects and 1 faculty supervised departmental project
Bengali	1 completed (Smt. Sharmila Ghosh)	2 Ph.D. ongoing (Srabanti Mitra & Sharmila Ghosh)	-	3 faculty supervised 1 summer project

Department	MRP	Individual Research	Collaborative Research	Departmental Project
Botany	1 completed (Dr. Illora Sen)	1 Ph.D. ongoing (Suchhanda Ghosh) & 1 awarded (Dr. Raikamal Pal)	-	4 faculty guiding curricular projects & 3 summer projects
Chemistry	-	-	-	1 faculty supervised 1 summer project
Commerce	-	3 Ph.D. awarded (Dr. Kajal Gandhi, Dr. Sreemoyee Guha Roy and Dr. Atas Banerjee), 1 submitted (Indrani Saha), and 3 ongoing (Papiya Chaudhury, Rumpa Chakraborty and Sharmistha Ghosh)	-	20 faculty supervised curriculum projects
Economics	1 completed (Manjari Mukherjee)	2 Ph.D. ongoing (Paramita Chakraborty, Manjari Mukherjee)	-	4 faculty supervised curriculum projects
Education	-	-	-	2 faculty (1 project completed, 1 ongoing)
English	-	2 Ph.D. ongoing (Malini Mukherjee, Chandrima Das)	-	5 faculty supervised 1 summer project
Geography	1 Major R.P. completed, (Dr. Jayati Das)	-	1 faculty guided collaborative research project	1 faculty supervised 2 summer projects
Hindi	-	-	-	1 faculty supervising 1 summer project

Department	MRP	Individual Research	Collaborative Research	Departmental Project
History	-	1 Ph.D. completed (Dr. Soma Mitra), 2 Ph.D. ongoing (Devaleena Sinha, Monideepa Bhattacharya)	-	3 faculty supervised 1 summer project
Journalism & Mass Communication	-	-	-	2 faculty (2 projects completed, 2 ongoing curriculum projects)
Mathematics	1 completed (Dr. Tanwi Bandopadhyay)	1 Ph.D. ongoing (Gitanjali Ghosh)	-	4 faculty supervised 1 summer project
Philosophy	-	2 Ph.D. awarded (Dr. Sushobhona Pal and Dr. Debirupa Basu)	-	3 faculty supervised 1 summer project
Physics	-	-	-	2 faculty supervised 1 summer project
Political Science	-	1 Ph.D. ongoing (Urmi Gupta)	-	2 faculty supervised an interdisciplinary project
Sociology	1 (Udita Mitra)	1 Ph.D. ongoing (Udita Mitra)	-	1 faculty (2 projects completed)
Zoology	-	-	-	1 faculty supervised 1 summer project

3.1.6 Give details of workshops/training programmes/ sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbibing research culture among staff and students.

The institution organizes various programmes round the year for capacity building and imbibing research culture. Some of the recent ones include:

- State level seminars have been organized in collaboration with St. Xavier's College on 6.9.13 and 7.9.13 and with Prafulla Chandra College on 30.8.14
- Orientation classes on Research Methodology have been organized by the institution for students and staff. Resource persons included experts from the affiliating university, industry and also the departmental faculty
- Short term training programme on SPSS for PG students and faculty and GIS for Geography faculty have been organized by the institution
- Students participate in seminar presentations during Active Learning Day

- A workshop on Research Methodology for faculty as part of faculty development initiatives has been organized by the institution
- A seminar for sensitizing students on research activities and developing research culture among them was organized by the Research Committee in association with USIS

(Details in Annexure 3.01)

Besides these, other seminars are organized at departmental levels where eminent speakers are invited to sensitize students.

(Details in Annexure 3.02)

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Department	Name of Researcher	Area	Type of Research
Bengali	Smt. Sharmila Ghosh	Bengali Drama	Minor RP
Botany	Dr. Illora Sen Dr. Raikamal Pal	Environment Environment	Minor RP Ph.D.
Commerce	Dr. Kajal Gandhi Dr. Atas Banerjee Smt. Indrani Saha Dr. Sreemoyee Guha Roy	Stock Market Tax Brand Extension Micro Insurance	Ph.D. Ph.D. Ph.D.(Submitted) Ph.D.
Economics	Smt. Manjari Chatterjee	Micro-Finance	Minor RP
Geography	Dr. Jayati Das	Environment and Health	Major RP
History	Dr. Soma Mitra	Oriental Art	Ph.D.
Mathematics	Dr. Tanwi Bandopadhyay	Thermodynamics	Minor RP
Philosophy	Dr. Debirupa Basu Dr. Sushobhona Pal	Logic Wittgenstein	Ph.D. Ph.D.
Sociology	Smt. Udit Mitra	Social Issues	Minor RP

Expertise Available: Supervisors of Research and Consultancy

Department	Name	Area	Type of Expertise
B.Ed.	Dr. Susmita Saha	Educational Evaluation (CCE)	Consultancy
Bengali	Dr. Chitrita Banerjee	Katha Sahitya	Ph.D. Supervisor
Commerce	Smt. Papiya Chaudhury	Rural Employment	Project Supervisor



Department	Name	Area	Type of Expertise
	Dr. Atash Banerjee	Resource Mobilization of West Bengal Govt. (1975-2002).	Ph.D. Supervisor
	Smt. Indrani Saha	Finance	Consultancy
Education	Dr. Elizabeth Dey	Achievement Motivation	M.Ed. Supervisor
Geography	Dr. Jayati Das	Environment and Health	Consultancy
	Dr. Susmita Sen	Wetland Protection and Conservation	Consultancy
	Dr. Nivedita Roy Barman	Development Sector	Consultancy
Political Science	Dr. Mandar Mukherjee	Aesthetic Therapy	Consultancy

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit campus and interact with teachers and students.

- The institution regularly invites eminent researchers and experts from respective fields as resource persons in seminars, special lectures, memorial lectures and workshops.

(Details in Annexure 3.01 and 3.02)

- The institution hosted a Joint International Symposium “Engaged Learning and Cross-cultural Experiences in Higher Education” with a group of scholars and students from Monmouth University, New Jersey, USA on 10.1.14. Dr. Richard Veit and Dr. Rekha Datta of Monmouth University emphasized the need for inculcating a research culture and collaborative assignments among students.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Sabbatical Leave is not applicable for faculty of the undergraduate colleges of University of Calcutta. However, the institution grants all available statutory leave in addition to FDP of UGC for enhanced faculty research activity.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

The research findings of the Major and Minor Research Projects are communicated to the funding and related government agencies for taking necessary action.

Research findings of the faculty are communicated to the students and staff through publication in departmental journals and seminars.

A collaborative research project was undertaken by the Department of Geography with Allergy and Asthma Centre. Consequently, a pollen calendar created by the students has been shared with the medical practitioners of the Allergy and Asthma Centre. The findings were also presented by the students at a National Level Seminar.

3.2 Resource Mobilization for research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The Principal always encourages the teaching staff to take up research work, present papers in seminars and attend workshops. The Management readily approves financial grants for research work for both students and teachers.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The institution provides seed money of ₹ 50,000 annually for research oriented activities by faculty.

Financial Year 2011-2012			
Sl. No.	Name	Details of Seminar	Expenses
1	Dr. Sreemoyee Guha Roy	Reimbursement of Registration Fees for attending International Seminar on Microfinance organised by Pondichery University	₹ 3000
2	Smt. Urmi Datta	Reimbursement of Registration Fees for attending International Seminar on Emerging Trends in Commerce	₹ 1500

Financial Year 2013-2014			
Sl. No.	Name	Details of Seminar	Expenses
1	Smt. Sayanee Nayak Aluni	Reimbursement for attending two day International Conference conducted by IIT Roorkee held on 08.03.2014 and 09.03.2014`.	₹ 6,920.00
2	Dr. Tania Chakraverty	Osmania University Centre for International Programmes and The Shakespeare Society of Eastern India	₹ 6,000.00
3	Smt. Sayanee Nayak Aluni	Conference Fees and Conveyance in the 67th All India Commerce Conference 2014 organised by KIIT University, Bhubaneswar	₹ 4,752.00
4	Smt. Antara Ghatak	The University of Dhaka-The Great War and English Studies on the 18th and 19th of December'2014 in Dhaka and the Shakespeare Society of Eastern India (SSEI) in the World Shakespeare Conference and International Seminar on Comparative Literature and Translation Studies.	₹ 6,896.00



3.2.3 What are the financial provisions made available to support student research projects by students?

The institution provides seed money of ₹ 5000 for each students' research project in every department (Details in Annexure 3.03)

3.2.4 How do the various departments/units/staff of the institution interact in undertaking interdisciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Students are encouraged and guided by faculty to undertake interdisciplinary research and present their research findings through posters and paper presentations.

- Students of the Botany and Geography Departments participate in a poster competition to celebrate Earth Day
- Students of Botany, Zoology, Chemistry successfully collaborate in organizing an interdisciplinary seminar on Active Learning Day
- Students of Economics, Mathematics, Statistics successfully collaborate in organizing an interdisciplinary seminar on Active Learning Day
- Students of Education, Bengali, Hindi successfully collaborated in organizing an interdisciplinary seminar on World Literacy Day
- Students of Political Science and Journalism and Mass Communication successfully collaborated in organizing an interdisciplinary seminar on Active Learning Day and also undertook a summer project in 2013-14
- Interdisciplinary summer project have been jointly undertaken by students of Botany, Zoology and Chemistry departments

Challenges:

- To identify a common research area and objective of the collaborating departments
- To earmark a common time slot for collaborative research within the stipulated routine of the college

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- The departments monitor optimal use of equipments, instruments and ICT facilities by accommodating time slots in between scheduled classes and after class hours.
- Library hours have been extended to ensure optimal use of library resources by both students and staff.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The institution has not received any special grant for developing research facility from any agency.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The Principal facilitates research activities by the timely forwarding of the applications by faculty through the Research Committee for obtaining research grants from various funding agencies.

Nature of Project	Duration	Title of the Project	Name of the funding agency	Grant sanctioned (₹)	Grant Received (₹)	Total grant received till date (₹)
Minor Projects: 1	2009-11	Xylotomical index of Indian bamboos	UGC	1,07,500	1,07,500	1,07,500
2	2010-12	Sangha birodhi swar ebong samaj bhabnar sutre Shambhu Mitrar jibon o natty bhabna	UGC	90,860	90,860	90,860
3	2010-12	Track record of micro-finance programs in West Bengal: emerging trends, challenges and prospects	UGC	95,438	95,438	95,438
4	2011-13	Thermodynamics of the universe	UGC	1,07,000	1,07,000	1,07,000
5	2012-14	Exploring youth: a sociology of bangla bands	UGC	1,13,500	1,13,500	1,13,500

Nature of Project	Duration	Title of the Project	Name of the funding agency	Grant sanctioned (₹)	Grant Received (₹)	Total grant received till date (₹)
Major Projects: 1	2010-12	Development of GIS based information system on health mapping of respiratory disorders among bidi workers in CD block Bankura I&II of district Bankura, West Bengal	DST	8,00,000	8,00,000	8,00,000



Nature of Project	Duration	Title of the Project	Name of the funding agency	Grant sanctioned (₹)	Grant Received (₹)	Total grant received till date (₹)
Interdisciplinary Projects	None	-	-	-	-	-
Industry sponsored	None	-	-	-	-	-
Students' Research Project	2013-14 (Details in Annexure 3.03)	-	-	28,109	28,109	28,109
Any other (specify)	None	-	-	-	-	-

3.3 Research facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The research facilities available within the campus include:

- technological support through a fully Wi-Fi campus, access to departmental computers, open access to library facilities, printing and reprographic facilities including stationery at subsidized rates
- grant of seed money of ₹ 5000 for students' research in each department
- reading room facilities
- access to seminar library books and journals
- adjustment of classes to accommodate research activity
- guidance by faculty

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The institution regularly creates and upgrades available infrastructural facilities such as state-of-the-art workstations in the IT Lab, Media Lab and Language Lab to encourage research activities in new emerging areas.

The institution provides technological support through a fully Wi-Fi enabled campus, personal laptops to Principal Investigators, open access to library facilities equipped with INFLIBNET (N-List), DELNET and printing and reprographic facilities including stationery at subsidized rates.

The institution releases special grants for purchase of advanced level reference books.

The Central Research Committee of the institution is involved in planning and monitoring all research activities and makes requisitions for upgrading facilities as per the requirements of the researchers such as installation of SPSS software.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If “yes” what are the instruments/facilities created during the last four years.

The institution has received no special grants for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Although no research facilities are made available to the students and research scholars outside the campus or other laboratories formally, such facilities are availed through individual networking by faculty.

3.3.5 Provide details on the library/information resource centre or any other facilities available specifically for the researchers.

No such resource centre is available specifically for researchers. However, the college has a fully automated and computerized library, INFLIBNET (N-List) and DELNET facilities, free internet access, procurement of advanced reference books, SPSS package, subscription to reputed national/international journals and data-sites which faculty may avail of for active research.

3.3.6 What are the collaborative research facilities developed/created by the research institutions in the college? For example Laboratories, library, instruments, computers, new technology etc.

There are no collaborative research facilities.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filed (process and product)- None
- Original research contributing to product improvement - None
- Research studies or surveys benefiting the community or improving the services-
 - The collaborative research project of the students' summer project in Allergy and Asthma Research Centre has helped develop a Pollen Calendar for the different parts of the city of Kolkata which has been forwarded to the medical practitioners of the collaborative organization
 - Students' projects on environmental issues such as relocation of tanneries, solid waste management, floristic studies etc. have immense scope of positively impacting the society
- Research inputs contributing to new initiatives and social development-None

3.4.2 Does the Institution publish or partner in publication of research journals? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The institution does not publish or collaborate in publication of research journals. But all departmental journals have publications of research findings of students and faculty. The Research Committee is publishing the students' summer projects.

(Details in Annexure 3.04)



3.4.3 Give details of publications by the faculty and students:

Publication per faculty: Total : 604

- Number of papers published by faculty and students in peer reviewed journals (national/international) : 309
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.) : 24
- Monographs: Nil
- Chapter in Books : 25
- Books Edited : 7
- Books with ISBN/ISSN numbers with details of publishers : 50
- Citation Index : Refer to departmental evaluative reports
- SNIP : Nil
- SJR : Nil
- Impact factor : Refer to departmental evaluative reports
- H-index : Nil

(Refer to departmental evaluative reports for details)

3.4.4 Provide details (if any) of:

Research awards received by the faculty - Ph.D. : 7 awarded (2010-2014)

Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally – None

Incentives given to faculty for receiving state, national and international recognition for research contributions – The institution awards silver medals in recognition of Ph.D. degree by faculty.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institution-industry interface?

Recognising the significance of establishing institution-industry interface, the IQAC, Career Counselling Cell and Research Committee are in the process of framing strategies to facilitate hands-on training and create future career opportunities.

Projects and summer internship as part of the curriculum in Departments of Commerce and BBA establishes institution-industry interface. In the PG course of the Commerce department, summer internship by the students in industry supplement the course curriculum.

The institution also has a MoU with National Entrepreneurship Network (NEN) for interface with industry and for developing entrepreneurial skills among students thus enhancing employability and encouraging future women entrepreneurs.

Regular interface with eminent speakers from the corporate sector as guest faculty in BBA, B.Com. and M.Com. further establishes the institution-industry interface.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Being an undergraduate college, the institution does not have a stated policy for promoting consultancy. However the management of the college encourages the faculty to undertake consultancy services.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution has little scope to promote consultancy by its staff; however, faculty in their individual capacity and networking are engaged in consultancy services.

3.5.4 List the broad areas and major consultancy services provided by institution and the revenue generated during the last four years.

The broad areas of consultancy services are:

- Wetland Conservation and Protection
- Environment and Health
- Development sector related to health and marginalized population
- Aesthetic Therapy
- Setting up of Teacher Education Institution

All the above consultancy services are honorary and hence no revenue is generated.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The institution does not generate revenue from the honorary consultancy services provided by faculty.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

For holistic development of students, the institution has been successful in promoting institution-neighbourhood-community network involving students and faculty members through the following extension activities:

NSS Unit:

- Regular activity of the NSS include “Each One Teach One” project in collaboration with CINI ASHA, service at St Joseph’s Old Age Home, service at “Shishu Bhavan” the orphanage of The Missionaries of Charity, Save the Children Project, service at Little Sisters of the Poor old age home, a seminar in collaboration with CRY, orientations, cultural programmes, seminars and awareness walks on social, environment and health issues like Cancer and AIDs awareness, child rights, voting rights, drug abuse etc.



- Special Camps are held every year in which various activities are carried out with underprivileged children of Motijheel slum in Entally, socio-economic surveys of households are carried out through structured questionnaires
- Distribution of clothing and other necessary items donated by students, are done regularly in the Motijheel slum
- The NSS Unit funds Blood Donation camps organized by the Community Outreach Service Unit of the B.Ed. Department in collaboration with the Association of Voluntary Blood Donors of West Bengal
- Fund raising initiatives are taken up for The National Foundation for Communal Harmony, Ministry of Home Affairs
- Collecting funds for Bengal Tuberculosis Association, Little Sisters of the Poor old age home as well as Blind Persons' Association

LTS Unit :

- Actively organizes “Ignite” a winter carnival, the proceeds of which goes towards building libraries in schools of remote areas of the State. In this carnival, students also raise funds to buy sewing machines and tricycles for distribution among the underprivileged.
- Participates in carnivals organized by Little Sisters of the Poor and contributes the sale proceeds to the organization.
- Celebrates Forest Week by planting saplings, painting tree trunks and creating public awareness
- Students assist in making blankets from recycled textiles for distribution to the underprivileged.
- Students take initiative in street cleaning campaigns for generating awareness among citizens
- Participates in Peace and Environmental Awareness Walks
- Participates in “Lakshya” a sit and draw competition organized for the underprivileged children of the city
- Distributes old clothes donated by students to street children
- Holds interactive sessions with students of rural areas for exchange of ideas
- Celebrates Environment Day through awareness programmes
- The LTS unit puts up a game stall at the college Annual Art and Cuisine Fair “Shree” and donates the proceeds for social welfare.

Social Welfare Committee:

- Participated in “Talking Book Project” in collaboration with Blind Boys’ Academy, Ramakrishna Mission, Narendrapur
- Carries out interaction programme in Nabaneer, an old age home
- Participates in outreach programmes in Manovikas Kendra

- Students have participated in the World Literacy Day Programme organized by the Education Department of the college in collaboration with an NGO Sanchar
- Renders service to street and slum children in collaboration with The Hope Foundation, Kolkata (Nabadisha Project)

Community Outreach Service Unit:

It generates awareness and mobilizes resources for-

- Pratibandhi Kalyan Kendra – a centre for children with disabilities
- Sharehouse Charitable Trust – an organization for the economically disadvantaged
- Khelaghar – a centre for the socially disadvantaged, abandoned and orphan children
- Association of Voluntary Blood Donors – an organization for Blood Donation Camps for blood banks as a life saving community service

Other extension activities:

- The Students' Council of the institution is actively involved in collecting funds every year for Bengal Tuberculosis Association, Little Sisters of the Poor old age home as well as Blind Persons' Association
- Fund raising initiatives are taken up by faculty and students of the institution as and when necessary, for example, for the National Foundation for Communal Harmony, Ministry of Home Affairs; contribution to the Uttarakhand Relief Fund through Belur Math, Ramakrishna Mission and also for NSS Special Camp
- The faculty of the institution sponsors the differently abled children of the Manovikas Kendra to participate and perform in the Annual Fest of the institution "Srijan"
- The institution imparts value education to the students and faculty in collaboration with Rabindranath Tagore Centre for Human Values and Ramakrishna Mission
- The profits of the Annual Art and Cuisine Fair "Shree" organized by the students and faculty are donated for community welfare every year. (Details in Annexure 3.06)
- The Department of Botany undertakes flora analysis of the neighbourhood
- NCC Open Cadet System for grooming students into disciplined and patriotic citizens

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

The institution identifies the interests of the students in social welfare activities at the time of their admission to the college. The teachers in charge of the committees continuously monitor the involvement of students in the social activities.

**NSS Unit:**

Students are selected on the basis of previous experience in similar work and an aptitude survey. Orientation lecture is delivered by the NSS Programme Officer, and other faculty members and senior volunteers to the newly selected NSS volunteers. Regular meetings are held for planning and execution of the work. Registers are maintained to track the involvement and participation of the volunteers in the planned activities of the Unit. Counselling and motivating volunteers is a regular practice for sustained participation in the activities.

LTS Unit:

Students having prior experience are automatically incorporated in the LTS Unit of the college. New members are given orientation by LTS Animator and senior LTSers. Meetings are held in college prior to events and also in LTS Centre. Registers are maintained to monitor students' involvement and participation in regular activities of the Unit.

Social Welfare Committee:

The Social Welfare committee provides opportunity for participation in community service to interested students who are not members of the NSS Unit. Two leaders have been selected from among the students for guiding other student members. Meetings are held to discuss the plan of action and to report and review the activities carried out.

Community Outreach Service Unit:

All students of the B.Ed. Department are members of the Unit as a part of the new curriculum.

The institution acknowledges the active participation of students in various extension services by awarding certificates.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution solicits the perception of stakeholders to improve its overall performance and quality in the following ways:

- Feedback from parents is obtained based on a questionnaire on admission procedure, academic environment, discipline, campus life, guidance and counselling
- Analysis of employee satisfaction feedback is done by IQAC
- Regular parent-teacher meetings are held in all the departments
- Grievances are obtained from students through grievance boxes placed on each floor of the institution
- Suggestion boxes are kept in the staffroom and office to obtain feedback from teaching and non-teaching staff respectively
- Feedback from students on faculty is obtained through a feedback form
- Feedback on institutional performance is obtained from alumni and students and analyzed by the IQAC

All opinions and suggestions are used for the constructive future development of the college.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institution has an active NSS Unit, a LTS Unit, Social Welfare Committee and Community Outreach Service Unit to plan and organize its extension and outreach programmes. The institution provides need based grants for sustained activities carried out by these units of the institution.

NSS:

Year	Budget (₹)	Regular Activity (C.U. Fund in ₹)	NSS Special Camp (C.U. Fund in ₹)	College Contributions (₹)	Special Grant Received	Students Participation	Beneficiaries
2010 - 11	80,860	17,700	22,500	20,660	Expenditures for 2010 Common Wealth Games Special Grant - ₹ 20,000.	50 100	Slum Children Underprivileged Children and Senior Citizens
2011 - 12	59,413.25	17,700	22,500	14,213.25	N.A.	50 100	Slum Children Underprivileged Children and Senior Citizens
2012 - 13	63,711	17,700	22,500	23,511	N.A.	50 100	Slum Children Underprivileged Children and Senior Citizens
2013 - 14	61,898	13,500	15,000	5,102	A. Teaching Staff Fund Received - ₹ 24,296.	50 100	Slum Children Underprivileged Children and Senior Citizens
					B. Blood Donation Camp: Grants from Red Ribbon Club Fund - ₹ 4,000.		

LTS:

The LTS Unit receives funds from the LTS Centre and the student volunteers also contribute to the LTS fund. However, the institution provides financial help as and when required.

Year	Events	Budget allocated	Expenses incurred	Students participation	Beneficiaries
2010-11	Donation of old clothes	-	-	47	Slum kids near Esplanade



Year	Events	Budget allocated	Expenses incurred	Students participation	Beneficiaries
2011-12	Ignite (Winter Carnival)	Financed by LTS centre	Financed by LTS centre	82	a) Students of rural areas b) Differently abled people c) Poor women
2011-12	Diaverde (World Environment Day celebration)	-	-	14	Citizens of Kolkata
2012-13	Ignite	Financed by LTS centre	Financed by LTS centre	51	a) Students of rural areas b) Differently abled people c) Poor women d) Street children
	Diaverde (World Environment Day celebration)	-	-	12	Citizens of Kolkata
2012-13	Radio Workshop with RJ Jimmy Tangree	-	-	3	College students
	World Forest Week celebration	-	-	25	Citizens of Kolkata
	Blanket Making Project			2	Slum dwellers

Year	Events	Budget allocated	Expenses incurred	Students participation	Beneficiaries
2013-14	Ignite	Financed by LTS centre	Financed by LTS centre	62	a) Students of rural areas b) Differently abled people c) Poor women d) Street children
	Diaverde	-	-	6	Citizens of Kolkata
	World Forest Week celebration	-	-	20	Citizens of Kolkata
	LTS National Camp	-	-	5	LTSer of different states
	Stall at “Shree”	-	-	6	Terminally ill sibling of an NTS member of the college
	International Symposium	-	-	13	College students

Social Welfare Committee:

Year	Events	Budget allocated	Expenses incurred	Student participation	Beneficiaries
2013-2014	Institutional visit to the Blind Boy's Academy, Narendrapur	-	-	24	Students and faculty
	‘Talking Book’ Programme	-	-	2	Blind students
	Visit to Nabaneer, Old Age Home	College Grant	1850/-	8	The elderly inmates
	Service to children, The Hope Foundation	College Grant	1500/-	10	Children of different homes run by Hope Foundation



Community Outreach Service Unit:

Year	Events	Budget allocated	Contributions	Students participation	Beneficiaries
2010	Helping the socially and physically challenged	-	Collected by students ₹ 84,000 – 5.09.2010	100 %	Pratibandhi Kalyan Kendra
		-	Collected by students ₹ 3,500 – 03.10.2010	100 %	Poor students of the college
		-	Warm clothes collected by students -11.11.2010	100 %	To Bharat Sevashram Sangha for destitute of Sundarbans
		-	91 Units of Blood from College-05.02.2010	100 %	Association of Voluntary Blood Donors (AVBD)
		-	New clothes and stationeries & a knowledge chart – 26.02.2010	100 %	KHELAGHAR – Badu, Madhyam Gram
2011	Helping the socially and physically challenged	-	Collected by students ₹ 1,22,840 - 5.09.2011	100 %	Pratibandhi Kalyan Kendra
		-	Collected by students ₹ 3,800 – 11.10.2011	100 %	Poor students of the college
		-	Warm clothes collected by students -02.12.2011	100 %	To Sharehouse Charitable Trust for Destitute of Sundarbans
		-	97 Units of Blood donated - 07.03.2011	100 %	Association of Voluntary Blood Donors (AVBD)
		-	New clothes and stationeries & a knowledge chart – 10.03.2011	100 %	KHELAGHAR – Badu, Madhyam Gram

Year	Events	Budget allocated	Contributions	Students participation	Beneficiaries
2012	Helping the socially and physically challenged	-	Collected by students ₹ 1,27,300 – 5.09.2012	100 %	Pratibandhi Kalyan Kendra
		-	Collected by students ₹ 4,000 – 30.09.2012	100 %	Poor students of the college
		-	Warm clothes collected by students - 08.11.2012	100 %	To Sharehouse Charitable Trust for Destitute of Sundarbans & Kolkata Pavement children
		-	85 Units of Blood donated- 13.03.2012	100 %	Association of Voluntary Blood Donors (AVBD)
		-	New clothes and stationeries & a knowledge chart – 16.03.2012	100 %	KHELAGHAR – Badu, Madhyam Gram
2013	Helping the socially and physically challenged	-	Collected by students ₹ 1,18,241 – 5.09.2013	100 %	Pratibandhi Kalyan Kendra
		-	Collected by students ₹ 7,373 – 19.10.2013	100 %	Poor students of the college
		-	Warm clothes collected by students -22.11.2013	100 %	To Sharehouse Charitable Trust for Destitute of Sundarbans & Kolkata Pavement children
		-	95 Units of Blood donated- 05.03.2013	100 %	Association of Voluntary Blood Donors (AVBD)
		-	New clothes and stationeries & a knowledge chart – 09.03.2013	100 %	KHELAGHAR – Badu, Madhyam Gram



Year	Events	Budget allocated	Contributions	Students participation	Beneficiaries
2014	Helping the socially and physically challenged	-	Collected by students ₹ 1,48,500 – 5.09.2014	100 %	Pratibandhi Kalyan Kendra
		-	Collected by students ₹ 10,000 – 09.10.2014	100 %	Poor students of the college
		-	Warm clothes collected by students -08.11.2014	100 %	To Sharehouse Charitable Trust for Destitute of Sundarbans & Kolkata Pavement children
		-	100 Units of Blood donated - 21.02.2014	100 %	Association of Voluntary Blood Donors (AVBD)
		-	New clothes and stationeries & a knowledge chart – 16.11.2014	100 %	KHELAGHAR – Badu, Madhyam Gram

Active involvement and participation of students in these programmes inculcate human values, develop community feeling, sense of responsibility and commitment towards the society and promote good leadership and citizenship roles among students. It also helps them realize the significance of environmental conservation.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The institution has an active NSS Unit since 2005 and an LTS Unit from 2008 engaged in extension activities. In addition to grants from the affiliating university for NSS and LTS centre for LTS, the college provides necessary financial assistance for sustaining planned activities of the units.

Students are encouraged and motivated to take active part in extension activities through orientation programmes. The institution recognizes the contribution of the students in extension services by awarding certificates of participation and excellence. The highest honour of the institution, the Saraswati Trophy, awarded to the best student all rounder gives adequate weightage to her participation in all extension activities in National and International agencies.

The institution has an NSS committee comprising faculty members headed by an NSS Programme Officer as per the rules of the Ministry of Social Welfare and is monitored by the affiliating university. An LTS committee headed by an LTS Animator plans, executes and monitors its outreach activities.

The institution encourages the students to enroll and participate in activities of the NCC Open Cadet System for grooming them into disciplined and patriotic citizens.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The NSS Unit of the institution organizes special camps where the volunteers teach various skills to the children of the underprivileged and vulnerable sections of the Motijheel slum to empower them such as art and craft, recitation, dance, drama, music, embroidery etc in a week long special camp held every year.

The NSS volunteers teach the underprivileged children of the vulnerable section of the society who visit the centre of CINI ASHA.

LTS volunteers organize one day camps at the LTS Centre where public speaking, organization and management etc is taught to students of remote areas.

The Community Outreach Service Unit of the college volunteers to teach the orphans of Khelaghar to empower them.

Interaction Programmes of the Social Welfare Committee have been initiated in Manovikas Kendra, Ramakrishna Mission Blind Boys' Academy, Nabaneer old age home and The Hope Foundation.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Active involvement and participation of students in extension activities organized by the institution provide a holistic academic experience and helps students to inculcate human values.

- Extension activities involving the student volunteers in teaching give them an exposure to teaching methodology which later helps them in their professional life.
- Students working for the underprivileged become more compassionate towards the weaker sections of society and are able to empathize with their situation
- Programmes related to environment makes these students more responsible and caring towards the environment.
- Through seminars and workshops, student volunteers are made aware of Acts on child right protection, evils of child labour, right to education, human rights and women empowerment

These activities help enhance the students' sense of time management, discipline, punctuality, empathy, coordinated and systematic planning and management of group activities. All these complement their academic learning experience and enhance livelihood options for many.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities.

NSS volunteers work in coordination with the residents of Motijheel slum to teach Basic Science, Environmental Science, English, Mathematics and basic skills to the children of the slum. The family members are made aware of the importance of education in life which has further motivated them to participate in the special camps wholeheartedly.



The LTS volunteers visit remote villages to interact with the students and parents to create awareness on education and importance of reading books. Thereafter, with the cooperation of the school authorities, libraries are equipped with books and storage space. Cycles are also donated to the school for easy commuting of girl students of the villages in the remote areas.

The LTS publicizes its events for greater participation of the citizens in order to make the event successful thereby generating a large corpus for social welfare activities. This also promotes the regular activities of the LTS thereby encouraging more people to join as volunteers.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Constructive relationships have been forged by the NSS, LTS, Community Outreach Service units of the institution for outreach and extension activities with other institutions of the locality as follows:

CINI Asha : Students teach underprivileged students

Sharehouse Charitable Trust: The students take part in fund raising activities

Association of Voluntary Blood Donors: The students organize blood donation camps

The Little Sisters of the Poor : Service to the old age home

St Joseph's old age home: Fund raising through fetes

3.6.10 Give details of awards received by the institution for extension activities and/ contributions to the social/community development during the last four years.

The institution has received a number of awards and recognitions for its sustained extension activities during the last four years:

- Dipali Mandal Memorial Shield in 2010 and 2012 by Bengal Tuberculosis Association for collecting funds through sale of TB Seals
- The college received the Shashi Bhushan Memorial Blood Donation Challenge Trophy in 2013 for the highest number of donors (95) among girls' colleges in Kolkata, W. Bengal
- TB Seal Campaign Trophy by Bengal Tuberculosis Association 2010, 2011, 2012, 2013
- Certificates and awards from the Blind Persons' Association
- Best NSS female volunteer award for the years 2010-11 and 2012-13
- Best NSS Programme Officer for the year 2011-12
- Best Special Camping Programme in 2010
- Certificate for highest number of volunteers from a college in the LTS Carnival, "Ignite" 2011, 2012, 2013
- Letter of appreciation for maximum participation of LTSers in "Ignite"
- Letters of appreciation to individual faculty and the institution for contribution to Uttarakhand Relief Fund through Belur Math, Ramakrishna Mission

- Sabita Gupta Challenge Trophy for Blood donation for the years 2009-10, 2010-11; 2011-12; 2012-13; 2013-14
- Certificate of recognition by Pratibandhi Kalyan Kendra
- Letter of appreciation and picture collage by Sharehouse Charitable Trust
- Letter of appreciation from Khelaghar
- Certificate and credit card to blood donors from Association of Voluntary Blood Donors
- Certificate of appreciation for fund raising from “Sanchar” an NGO working for the differently abled children

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutions and industry for research activities. Cite examples, and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The institution has collaborated with the Allergy Asthma Research Centre, Kolkata for a students’ research project in the Department of Geography.

Data on pollen allergy collected by the Research centre was analyzed and mapped by the students for spatial analysis. Consequently the pollen calendar created by the students have been shared with the medical practitioners of the Allergy and Asthma Centre. The students presented their research findings at a National Level Seminar.

The institution has collaborated with USIS for orientation of the students on research methodology.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/ other universities /industries/Corporate (Corporate entities)etc. and how they have contributed to the development of the institution.

The institution has collaborative arrangements for:

Development of entrepreneurial skills – with National Entrepreneurial Network (NEN)

Soft skill and personality development –with Winnow Minds and ICA

Technical skill development – with ICA, NIELIT, Tally India

Career counselling – with AISEC, IBS, MILES, ICA

Foreign Language courses – with Alliance Francaise, Goethe Institution and School of Chinese Language

Training for higher education – with Collegify and Roads Academy

Green Audit – with WWF, India

Athletic skill development – with The Lake Club Ltd, Kolkata



3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities of the institution viz. laboratories/library/new technology/placement services etc.

The industry-institution-community interaction that have contributed to the overall development of the institution in the last four years are:

- Training by Embee in use of upgraded ICT facilities in teaching learning
- Collaboration with 21st Century Solutions for upgradation of GIS laboratories
- Digitization of lessons by Karmick Solutions and ICA
- Enhancement of learning resources through institutional membership of British Council Library
- The Career Counselling Cell of the college carries out regular industry- institution interactions with Blue Sky Educational Services Pvt Ltd., IBS Business School, ITM Group of Institutions, Sikkim Manipal Institution, Kredent Academy, AISEC, MILES, S.B International Co. etc.
- The placement officer of the college is in charge of industry interactions and placement.

3.7.4 Highlighting the names of eminent scientist/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

- UGC sponsored National Seminar in collaboration with St. Xaviers College, Kolkata on “Emerging Issues in Indian Economy”. The eminent speakers included Prof. Anup Sinha, IIMC and Prof Ashish Bhattacharya, ICAWAI
- International Symposium on “Engaged Learning and Cross-cultural Experiences in Higher Education” in collaboration with Monmouth University, New Jersey, USA. The eminent speakers included Dr. Richard Veit and Dr. Rekha Datta
- UGC sponsored State Level Seminar by Department of English in collaboration with Acharya Jagadish Chandra Bose College held on 30th August 2014

(Details of other eminent speakers in Annexure 3.02)

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/ or facilitated-

- a) Curriculum development/enrichment
- b) Internship/On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student placement

- j) **Twinning programmes**
- k) **Introduction of new courses**
- l) **Student exchange**
- m) **Any other:**

Linkages/collaborations that have resulted in formal MoUs and agreements are with the following:

- Curriculum development/enrichment: Karmick Solutions, ICA ,Tally India and NIELIT
- Faculty exchange and professional development – ProXLence Inc
- Research – Allergy and Asthma Research Centre
- Consultancy – Cerulean Consulting Pvt Ltd., Allergy and Asthma Research Centre; Loreto College, Department of Environment, Government of West Bengal
- Extension – Ramakrishna Mission Blind Boys’ Academy, Manovikas Kendra, The Hope Foundation, Nabaneer old age home, Bengal Tuberculosis Association, Blind Persons’ Association, Sharehouse Charitable Trust, Pratibandhi Kalyan Kendra, Khelaghar and Association of voluntary blood donors
- Student placement – Omnifim Solutions Pvt Ltd.
- Introduction of new courses- Alliance Francaise; Goethe Institution; School of Chinese language
- Any other – NEN for entrepreneurial skill development of students; Winnow Minds for capacity building of NTS; Roads Academy and Collegify for GRE/GMAT coaching

The beneficiaries of all the above mentioned MoU’s and agreements are the students and staff of the institution as well as the community in general.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

IQAC, Career Counselling Cell, the extension service units and the Research Committee of the institution make efforts in planning, establishing and implementing the initiatives of the linkages/collaboration.

The systemic efforts in this direction are as follows:

- Identification of the need and target group
- Assessment of potential benefits and viability
- Networking for potential service providers
- Formal agreement subject to compliance of terms and conditions

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

None

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES



STUDENTS' CANTEEN



SCIENCE LABORATORY



OPEN ACCESS LIBRARY



GYMNASIUM



SWIMMING POOL



YOGA ROOM



4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT. Over the last four years the infrastructure of the institution has been upgraded keeping in mind the developments and rising demands in the education sector. State-of-the-art technology is made available in the classrooms.

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities** – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical gardens, animal house, specialized facilities and equipments for teaching, learning and research etc.
- b) **Extra-curricular activities** – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

The institution has adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently.

a) Curricular and co-curricular activities

Classrooms- All the classrooms have been renovated on modern lines with comfortable and space saving furniture, Wi-Fi connectivity, vitrified tiled floors, complete air conditioning, power back up etc. Most classrooms are also fitted with interactive projectors and white boards.

Technology enabled learning spaces- Most of the classrooms provide conducive environment for technology enabled learning. There are five classrooms with laptops in each desk besides an internet room for students in the library.

Seminar hall- A dedicated seminar hall with audio-visual facilities is in place for regular use. Along with it, many of the big classrooms with projectors and other audio-visual facilities can be used as seminar halls.

Tutorial spaces- Classrooms are used for tutorials and remedial coaching after regular classes for weaker students.

Laboratories- There are science laboratories in the departments of Botany, Zoology, Chemistry and Physics. There is also a Media Lab for Journalism and Mass Communication in addition to a Language Lab.

Botanical Gardens- The college does not have a botanical garden. Potted plants are kept in the corridors. A part of the third floor corridor in front of the Botany Department has a medicinal plant unit. They are looked after and maintained by the faculty members of the Botany Department, members of the Nature Club and attendants.

Specialised facilities- Provisions of wheel chair, ramp and lift are made available for physically challenged students. Braille materials are available in the library for the visually impaired students.

Equipments for teaching, learning and research include laptops (with inbuilt web cam of latest configuration) and iPad minis for faculty, fixed projectors, smart boards, five classrooms with laptops in each desk for enabling parallel usage by students along with the teacher, computers with upgraded version of GIS software and specialized instruments for students of the Geography department, Macbook and I-Mac machines for JMC students. All laboratories are adequately equipped with the latest instruments. The college library is equipped with printer, reprographic facility and SPSS package for teaching, learning and research facilities.

Corridors are utilized for displaying students' creative and research work. The third floor corridor has individual lockers for final year students of the Geography department.

b) Extra-curricular activities –

A quadrangle within the premises is used for sporting activities like throwball, badminton, basketball, cricket and football. There is a dedicated sports room on the ground floor of the college building. Students' Common Room cum Gymnasium, Yoga cum Activity Room and Swimming Pool are available in the campus. The B.Ed. activity room is located on the first floor. Rowing facilities are provided to students outside the campus. The ground of the Institution of Physical Education at Alipore is used for the Annual Sports Meet of the institution.

The auditorium is available for other extracurricular activities of the institution, orientation programmes, medical camps and awareness seminars. Classrooms are available for students' society meetings. There is a dedicated space for career counselling and placement unit.

A dedicated medical room with adequate facilities is available for students, faculty and staff where a medical practitioner visits once every fortnight and also available on emergency basis.

NSS/NCC: NSS Unit in college has been functional since 2006 and has a dedicated room, no. 301. NSS camps and other activities are carried out regularly. The college provides infrastructure and funds for all NSS activities. NCC Open Cadet System has been initiated.

(Refer to Annexure 4.01 for details)

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansion if any)

The institution adopts a comprehensive plan to ensure optimal utilization of its available infrastructure for academic growth.

The physical facilities of the institution are used for the regular UG, PG and Add-on courses from 6.45 am in the morning to 8.00 pm in the evening according to a well structured schedule for optimum utilization of the available space.

Most of the class rooms are equipped with interactive projectors and white boards to enable use of ICT in the learning processes. The entire campus is fully Wi-Fi enabled.

Two modern computer laboratories are in place with 115 workstations of latest make which are used by all departments effectively. Some of the courses include online filing, training of various returns like service tax, income tax, VAT etc. The computer labs provide hands-on experience.

University examinations are held round the year. The college is a zonal distribution centre for many subjects.



Remodelling and renovation of classrooms and corridors have been done for optimal utilization of space.

The auditorium is used all round the year for all types of academic, cultural and extra-curricular activities. Various workshops, collaborative symposia, seminars etc. are also held there. An audio-visual room is used for seminars and special lectures.

The quadrangle is used for some sporting activities, observance of special days like Republic Day and Independence Day and for the inter-college fest “Srijan”.

The lawn and the terrace are used for surveying by the students of the Geography Department.

The indoor swimming pool is available for the students and female staff at a discounted rate.

The housekeeping and security services have been outsourced for better maintenance of the infrastructure which is supervised by a fulltime facility manager appointed by the institution.

AMOUNT SPENT DURING THE LAST FOUR YEARS

Year	Infrastructural Changes	Total Expenditure ₹(in lacs)
2010-2011	College Building Renovation (1st and 4th floor Corridors) (₹11.24), Renovation of Classrooms and Corridor of Geography Department (₹11.11), Room No-111 and B.Ed. Department Corridor (₹18.45)	40.80
2011-2012	College Building Renovation (2nd and 3rd floor) (₹16.78), Renovation of rooms (312,313,314) of Geography Department (₹3.40), Purchase of Projectors (₹ 12.16)	32.34
2012-2013	Renovation of College Building (G8,G9 and first floor corridor) (Rs2.79) and Botany Lab (₹0.053), Lab1 (₹ 0.99), Doors of 2nd,3rd and 4th floor (₹3.67), Lift (₹ 0.96), Physics Lab (₹ 2.19), B.Ed. Department Room No. 115,116 (₹ 1.75), Purchase of Lift (₹12.41), Purchase of Projector (₹ 10.64)	35.45
2013-2014	Renovation of Seminar Room (303) (₹1.11), Workstation for B.Ed. Department and Central Library (₹ 2.42)	3.53

4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institution has made arrangements to take care of the basic necessities of differently abled students. There is a fully automatic lift which can be used by them. There is a ramp, two wheelchairs and also attendants on call. Braille materials are available in the library. The college abides by the provisions of the Persons with Disabilities (equal opportunities, protection of rights and full protection) Act, 1995.

4.1.5 Give details on the residential facility and various provisions available within them.

The college has made arrangements with private agencies for providing paying guest accommodation to students. The college ensures that these premises are safe and provide a congenial environment to a student like security, healthy food, internet accessibility and power back up.

The IQAC along with the Alumni Association of the college “SHRIJAA” takes the initiative of co-ordinating this service.

4.1.6 What are the provisions made available to students and staff in terms of healthcare on the campus and off the campus?

The college makes the following healthcare provisions available to its students and staff:

- The college has a medical room with basic medical facilities. There is a visiting doctor who conducts medical checkups fortnightly
- Medical camps for general health checkup and health awareness seminars for students and staff are held in the campus by renowned health service providers of the city like Apollo Clinic and Medica Superspeciality Hospital, who also offer medical services at discounted rates
- First aid box with basic medicines is in place for students and staff
- A counsellor visits the college once a week to provide psycho-social counselling
- The NSS unit conducts various health awareness programmes
- ESI facility is available to non- teaching staff
- The college also takes care of expenses for any on site emergencies
- A tie-up with a renowned nursing home in the neighbourhood is being planned

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance redressal unit, Womens’ Cell, Counselling and Career guidance, Placement Unit, Health Centre, Canteen recreational spaces for staff and students, safe drinking water facility, auditorium etc.

There is adequate and appropriate space available in the campus for special units:

- **IQAC** – Conference room (Room no. 102)
- **Grievance redressal unit**–Room no. 310
- **Women’s cell**–The Women’s Forum carries out its activities in classrooms and seminar room
- **Counselling, career guidance and placement unit**–There is a common space for career counselling cell and placement unit
- **Health centre**–There is a medical room (Room no 003) in the college
- **Canteen space for students and staff**– A well maintained, hygienic and air-conditioned hall with cafeteria and canteen is there in the college (Room no. A9)
- **Recreational space for staff and students**– Auditorium and cafeteria for students and staff, Students’ Common Room cum Gymnasium (Room no. 501), Yoga cum Activity room (Room no. 304)



- **Safe drinking water facility**–Purified and cold drinking water facility is available on all floors for the students and staff. Eureka Forbes and Aquaguard water purifiers are installed in all floors and cafeteria
- **Auditorium**–There is a well maintained air-conditioned auditorium in the campus with all modern amenities for use
- **Swimming pool**– A swimming pool within the campus is available for students and female staff
- **Games Room**– There is a separate room on the ground floor of the college building (Room no. 008)
- **B.Ed. Activity room**– Room no. 111 on the first floor
- **NSS Room**– Room no. 301 is a dedicated room for NSS activities
- **Cheap Store** on the ground floor provides facilities of reprography and stationery
- **Reading Room** with internet facility for faculty in the library
- **Internet Room** for students in the library
- **Store Room**– Room no. 108
- **Visitors' Room**– Room no. 106
- **Seminar hall**– Room no. 303 with audio-visual facilities

4.2 Library as a Learning resource

4.2.1 Does the Library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library student/user friendly?

The institution has a Library Advisory Committee which meets once every quarter to discuss the issues pertaining to planning, organization and functioning of the library.

Composition: Principal; Teachers' Council Secretary; 6 teachers including 1 Convenor; 2 Librarians; General Secretaries of Students' Council from 4 streams. (B.A./B.Sc.; B.Com.; B.B.A.; B.Ed.).

Initiatives implemented in the last four years:

- Increase in the number of books and extended period of issue for faculty members
- Home issue allowed on all working days for students
- Weeding out of obsolete and damaged books to increase shelf space
- User orientation and awareness programme to enable effective use of open access library for faculty and students
- Maintaining lost book register in the library
- Availability of a printer for public access
- Electronic resources like INFLIBNET (N-List) and DELNET
- Revision of ceiling of maximum value of books to be borrowed by faculty and students

4.2.2. Provide details of the following:**Total area:**

Central Library : 390 sq. mts.

B.Ed. Library : 56 sq. mts.

Total seating capacity:

Central Library : 104 (80 students + 10 in staff reading room+ 14 in students internet room)

B.Ed. Library : 30

Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Central Library :

Working days	Weekdays: 7.30am -7.30pm Saturday: 9.00am-2.00pm
Holidays	Closed
Before examination	Weekdays: 7.30am -7.30pm Saturday: 9.00am-2.00pm
During examination	Weekdays: 7.30am -7.30pm Saturday: 9.00am-2.00pm
During vacation	Monday to Saturday: 10.00am -2.00pm

The Central Library of the college has a study room for faculty, an internet room for students and a processing room for new arrivals.

B.Ed. Library:

Working days	Weekdays : 9.00 am – 5.00 pm
Holidays	Closed
Before examination	Weekdays : 9.00 am – 5.00 pm
During examination	Weekdays: 9.00 am – 5.00 pm
During vacation	Weekdays: 10.00 am – 2.00 pm

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

*Soft copy of Library layouts in enclosed CD.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Principal circulates notifications regarding the allocated grants from UGC and college for library purchases after approval by the DDO.



Books are purchased by the faculty according to the requirement of the syllabus and students' demand. Other reading materials are purchased by the Librarian in consultation with the Principal.

The Librarian keeps a record of purchases ensuring complete utilization of the grant. Cataloguing and accession of books are done prior to issue. Display of journals and new arrivals ensure dissemination of information.

Subscription and/or renewal of printed journals and e-journals are done by the Librarian based on requisitions from the departments. Electronic resources like INFLIBNET(N-List) and DELNET are procured by the Principal.

The Library Advisory Committee advises on all the above matters.

Central Library holdings	2010-11		2011-12	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text books	1296	364211.23	402	153041.06 (College Grant)
Reference books	958	351889.00	486	284605.23 (College Grant)
Journals/Periodicals	58	44960.66	67	58182.76
E-journal +E-resources+ CD	9+N-List	17090.00	10+N-List+1	21980.00
Any other (specify) Gifted books	51	11090.00	19	8446.00

Central Library holdings	2012-13		2013-14	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text books	688	214359.02	706	241857.57
Reference books	630	324999.88	1271	933416.78
Journals/Periodicals	67	62788.60	67	62317.60
E-journal +E-resources+ CD	7+N-List+11	24442.00	7+N-List and DELNET+ 11	39090.00
Any other (specify) Gifted books	20	8771.00	30	8866.00

B.Ed. Library Holdings	2010-2011			2011-2012		
Books	Number		Total Cost (Rs)	Number		Total Cost (Rs)
	Purchased	203	54451.00	Purchased	152	20361.00
	Gifted	7	00.00	Gifted	2	00.00
	Replaced	-	-	Replaced	2	-
	Total No. of New Books	210	-	Total No. of New Books	156	-
Journals	-	14	6722.00	-	13	7642.00
CDs	-	-	-	-	-	-
Other Non – Book Materials	Wall Maps	3	189.00	-	-	-

B.Ed. Library Holdings	2012-2013			2013-2014		
Books	Number		Total Cost (Rs)	Number		Total Cost (Rs)
	Purchased	61	20957.00	Purchased	169	87903.00
	Gifted	5	00.00	Gifted	10	00.00
	Replaced	1	00.00	Replaced	-	-
	Total No. of New Books	67	-	Total No. of New Books	179	-
Journals	-	15	5940.00	-	14	5481.00
CDs	Gifted	5	-	-	-	-
Other Non – Book Materials	-	31	-	-	-	-

The total amount spent during the last four years is ₹ 34,08,688.00, of which ₹ 30,52,052.00 is spent on new books and ₹ 3,56,637.00 on journals and e-resources.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC** – In operation in the Library
- **Electronic Resource Management package for e-journals** – N-List from INFLIBNET and DELNET available in the library
- **Federated searching tools to search articles in multiple databases** – Not available
- **Library website** – Library webpage in College website
- **In house/remote access to e-publication-** In house as well as remote access to e-publications available for faculty through user id and password provided by INFLIBNET (N-List) and DELNET



- **Library automation** – Computerised management of library operation; computer based retrieval of information; bar coded issue and return of books
- **Total number of computers for public access** - 26
- **Total number of printers for public access** - 1
- **Internet bandwidth/speed 2mbps/10mbps/1gb** – 1mbps (1:1 Lease Line)
- **Institutional Repository** – Minor and Major Project Reports by the faculty
- **Content Management system for e-learning** – Not available
- **Participation in resource sharing networks/consortia (like INFLIBNET)** – INFLIBNET(N-List) and DELNET

4.2.5 Provide details on the following items:

- **Average number of walk-ins** – Central Library : 128/day; B.Ed. Library: 9/day
- **Average number of books issued / returned** – Central Library : 129/ day; B.Ed. Library : 5/day
- **Ratio of library books to students enrolled** – Central Library : 13:1 ; B.Ed. Library: 51:1
- **Average number of books added during last three years-** Central Library : 1394/year ; B.Ed. Library: 133/year
- **Average number of login to OPAC** - 280
- **Average number of e-resources downloaded / printed** – Data awaited from INFLIBNET and DELNET
- **Number of information literacy trainings organized** – 2 for staff and 3 for students in the year 2014
- **Details of “weeding out “ books and other materials** – The practice of “weeding out” of obsolete and damaged books is carried out annually by the faculty members of the departments in cooperation with the library staff. About 1100 books from the Central Library and 1294 from B.Ed. Library have been weeded out in total over the four years.

4.2.6 Give details of the specialized services provided by the library

- **Manuscript**– One
- **Reference** – Available on request
- **Reprography** – Available for students and faculty at subsidized rates
- **ILL (Inter Library Loan Service)** – ILL service available through British Council Library and through DELNET
- **Information deployment and notification** – New arrival of books, journals and newspapers displayed; information and notifications put up on library notice board
- **Download** - Available
- **Printing** - Available at subsidized rates on request only for teaching staff
- **Reading list / Bibliography compilation** - Available
- **In-house / remote access to e-resources** - Available

- **User Orientation and awareness** – conducted by the Librarian in the form of presentations for students and staff, notifications in notice boards and through the library webpage in college website. Guidelines regarding rules and regulations of the B.Ed. library are circulated to students.
- **Assistance in searching Databases** – Available on request
- **INFLIBNET / IUC facilities** – Available

4.2.7 Enumerate on support provided by the Library staff to the students and teachers of the college.

The library staff provides the following support to students and teachers:

- Orientation and awareness on accessing e-resources
- Support in navigating e-resources
- Information support
- Book reservation facility
- Assistance in searching books
- CD writing on request
- Printing at subsidized rates
- Reprography at subsidized rates

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

- Availability of Braille materials for the visually challenged
- Wheel chair and ramp facilities for the physically challenged
- Use of elevator

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?

A formal feedback is taken from alumni and students on the library services. The IQAC collects the data and analyzes it for the improvement of library services.

A suggestion box is kept in the library to collect suggestions from the users. The Principal together with the Library Advisory Committee analyzes the feedback and takes necessary action.

The Department of Education conducts surveys on the usage of library by the students. The suggestions made by the students are communicated to the Principal for suitable action.



4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with configuration (Provide actual number with exact configuration of each available system)**
- **Computer – student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wi-Fi facility**
- **Licensed software**
- **Number of nodes / computers with Internet facility**
- **Any other**

Hardware Details

80 nos. HP Workstation 420, Configuration - Intel Xeon E5-1607 3.00 Ghz 10MB 1066 4C CPU, 500GB Sata 7200 RPM HDD, 4GB DDR3-1600 ECC RAM, HP 16X DVD RW, NVIDIA Quadro 600 1GB Graphics, HP Standard Keyboard, HP Optical Scroll Mouse and HP 21.5" Monitor HP 03/03/03 Warranty.

35 nos. HP Workstation 400, Configuration - Intel Zeon W3550 3.06 8MB/1066 QC CPU , 4GB DDR3 -1333 ECC RAM, 500GB SATA 7200 HDD, NVidia Quadro 600 1GB Graphics Card, HP 16X DVD RW, HP Standard Keyboard, HP Optical Scroll Mouse and HP 21.5" Monitor

HP 03/03/03 Warranty.

63 nos. HP Pro Book 4540S Laptop, Configuration - 3rd Generation Intel Core i5-3210M Processor (2.5GHz, 3MB Cache) / 15.6" LED AntiGlare HD Display / 4GB DDR3 1DM RAM / 500GB SATA HDD / DVD-RW Drive / AMD Radeon HD 7650M 1GB Graphics / Integrated Wireless & Bluetooth / 720p HD Webcam / Gigabit Ethernet / Multi - Media Reader / Touchpad with ScrollZone / 6 Cell Li-Ion Battery / Free DOS / Carry Case / 05 Year Warranty.

23 nos. HP Workstation Z230 SFF, Configuration - HP Single Unit (SFF) Packaging, HP Z230 SFF 240W 92% Efficient Chassis, HP Z230 Workstation Country Kit HP Linux Installer Kit, Intel Xeon E3-1225v3 3.2 GHz (up to 3.6 GHz) 8MB 84W 4C CPU ,500GB 7200 RPM SATA Hard Drive, 4GB DDR3-1600 ECC (2x2GB) RAM, NVIDIA Quadro K600 1GB Graphics, 16X Super Multi DVDRW SATA ODD, HP USB Optical Scroll Mouse, HP USB Standard Keyboard, HP Pro Display P221 21.5" LED Monitor, HP 03/03/03 Warranty.

4 nos. HP 550 Laptop, Configuration - Core2Duo 1.66 GHz + 1 GB + 250 GB HDD + DVD RW + 15.4" LCD.

215 nos. HP Compaq 510 Laptop, Configuration - Core2Duo 2 GHZ, 1GB , 160 GB HDD + DVDRW + 14.1" LED.

2 nos. Apple Mac Pro, Configuration -Apple Mac Pro 2.8 GHz Quad-Core Intel Xeon,500 GB HDD,4 GB RAM,19" LCD Samsung.

33 nos. Lenovo Think Centre, Configuration - Dual Core / Core 2 Duo, 1 GB RAM, 250 GB / 320 GB HDD, 14.1" / 18.5" TFT

7 nos. HP Pro 3090 Desktops, Configuration - Core 2 Duo 2.93 Ghz, 2GB DDR3 RAM, 320 GB SMART III SATA HDD, HP 18.5" TFT Monitor

2 nos. HP Proliant Server, Configuration - Quad-Core Intel Xeon 2.0 GHz, 4 GB RAM, 4 x 146 GB Sata HDD (Raid), 15" HP TFT

45 nos. Apple iMac, Configuration – 27" ME089HN/A (For Professional) Quad-Core i5 3.4 GHz/8GB/1TB/GeForce 2GB

3 nos. Apple Mac Pro, Configuration - MD878HN/A (For Professional) 6-Core Xeon E5 3.5GHz /16GB/256GB Flash, Apple Thunderbolt Display MC914HN/A

83 nos. Apple iPad mini, Configuration – Wi-Fi + 3G GSM with 16 GB Internal Memory

Software Details

21st Century GIS – 22 user license

Kaspersky Internet Security – 6 user license

Kaspersky End Point Security 8.0 – 30 user license

Microsoft Campus Licensing - 225 user license for all Microsoft Software Products

Cisco Webex Video Conferencing Software - 1 user license

IRP – BookMall (Library module), Campus (Master and profile module), Payroll (salary module), Accounts Module, Tuition fees (Student fees receipt and profile module)- Licensed to use in the institution

• Computer –Student ratio

Year	Computers	Student Strength	Ratio
2010-11	346	2958	1:9
2011-12	381	2926	1:8
2012-13	502	3078	1:6
2013-14	512	3204	1:6

• Stand alone facility

Media Lab consisting of 5 Apple MAC Pro Computers. 23 nos. Apple iMac

• LAN facility

Our LAN facility consists of the following equipments

HP Procurve 5304, 36-Port Gigabyte Centrally Managed Switch

6 nos HP Procurve 1700, 24-Port Gigabyte L2 Switch

3 nos Linksys 24 Port 10/100 Mbps Unmanaged Switch

2 nos Dlink 24 Port 10/100/1000 Mbps Unmanaged Switch



2 nos Dlink 24 Port 10/100 Mbps Unmanaged Switch

Fibre Optic backbone for connecting switches

Cat 6 cabling for distribution of LAN

- **Wi-Fi facility**

Our institution's campus is fully Wi-Fi enabled. We have the following equipments for providing Wi-Fi :-

Wireless Management Module (HP 5304 xl) for managing the radio ports.

11 Radio Ports (HP Procurve 220).

22 Wireless Access Points (HP Procurve 10 AG).

- **Licensed software**

21st Century GIS – 22 user license

Kaspersky Internet Security – 6 user license

Kaspersky End Point Security 8.0 – 30 user license

Microsoft Campus Licensing - 225 user license for all Microsoft Software Products

Cisco Webex Video Conferencing Software - 1 user license

IRP – BookMall (Library module) , Campus (Master and profile module), Payroll (salary module), Accounts Module, Tuition fees (Student fees receipt and profile module)- Licensed to use in the institution

- Number of nodes / computers with Internet facility

All computers have internet facility and is enabled as and when required. We have 4 Mbps Tata Teleservices Fibre Optic Lease line and 3 nos. BSNL Broadband. Cyberoam 50ia Firewall is there to provide secured and managed internet.

- **Any other**

UPS

2 nos (SURTD5000UXI) 5KVA APC Online UPS with 20 Mins Back Up for Server Room

1 nos (SRC10000 UXI) 10KVA APC Online UPS with 20 Mins Back Up for Lab2

1 nos (SRC15000 UXI) 15KVA APC Online UPS with 20 Mins Back Up for Lab1

3 nos 1 KVA APC UPS For Mac Pro (Media Lab)

- **Printers**

6 nos HP 1020

2 nos HP 1020 Plus

1 no HP 2600 N

1 no HP 3150 All in One

2 nos HP 1213 mfp All in One

1 no HP 1007

2 nos TVS 245

1 nos TVS 345

4 nos Canon 2900

1 no Zebra ZXP3 - ID Card Printer

- **Scanner**

1 nos HP G 4050

6 nos Symbol Bar Code Scanner

- **Photo Copier**

1 nos Canon IR 2520

1 nos Canon IR 2318L

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus ?

The faculty can access internet facility from all desktops and laptops in the campus through LAN and Wi-Fi. They can also access library e-resources off-campus. 83 iPad minis have been provided to the faculty for effective use of ICT in teaching and learning.

Students have access to internet facility in the computer labs and students' internet room in the Central Library.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution has always been setting an example of complementing conventional teaching methods with high-end and state-of-the-art technology in classrooms. This entails a continuous process of upgradation and deployment of IT infrastructure and associated facilities.

- The college has specified proposals for deployment of computers of latest configuration and replacement of old ones
- Issuing of high-end HP laptops to faculty for enhancing the teaching quality and for use in classrooms
- Ipad minis have been provided to the faculty for effective use of ICT in teaching and learning
- Initiatives for digitization of lessons in some selected streams by qualified professionals
- Upgradation of all existing operating systems, softwares and hardwares
- Upgradation of the software (IRP) used for central computing, data collection and storage
- Review of increasing needs of the institution and consequent increase in internet bandwidth
- Installation of web conferencing facilities
- Renovation, upgradation and maintenance of computer laboratories



4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The institution has always tried to equip itself with computers and accessories of latest make and configurations in sufficient numbers. All the softwares are updated from time to time. With the increasing numbers both of computers and laptops, adequate care is taken to maintain them by covering them under insurance, annual maintenance contracts and supervision by system in-charge.

The budget during last four years is given below:-

Budget for	2013-14	2012-13	2011-12	2010-11
Procurement	₹ 58,14,294.00	₹ 52,11,440.00	₹ 93,964.00	₹ 3,17,916.00
Upgradation	₹ 2,52,178.00	-	₹ 2,68,828.00	₹ 2,66,362.00
Deployment	-	-	-	-
Maintenance	₹ 3,58,289.81	₹ 2,98,251.00	₹ 81,296.00	₹ 1,30,298.57

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The institution facilitates extensive use of ICT resources by its staff and students for computer aided teaching and learning.

- The campus is fully Wi-Fi enabled
- Digitized lessons have been developed for most subjects
- The institution has 21 interactive projectors Epson EB-455WI installed in the rooms for interactive and computer-aided teaching. It also has 3 Epson Normal Projectors, 2 Canon Normal Projectors, 5 View Sonic Normal Projectors
- The institution has provided personal laptops and iPad minis to faculty to facilitate computer-aided teaching
- 5 classrooms are equipped with laptops on every desk
- In-house and remote access to e-resources of the library is available for the faculty
- Internet facility is available for the students and staff in the library
- Modular state-of-the-art seminar room with audio-visual facilities is present in the campus
- On and off campus OPAC facility is available for students and faculty
- Trainings and workshops to faculty on using smartboards and different softwares like GIS and SPSS
- Orientation programme by the Librarian for students and staff for accessing e-resources

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources, independent learning, ICT enabled classroom / learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The learning activities and technologies deployed by the institution place the student at the centre of teaching-learning process. The ICT facilities and other learning resources are adequately available for academic purpose. The students enjoy access to technology and information retrieval on current and relevant issues through online learning resources and on and off campus OPAC facility. The Active Learning Day provides a platform for students to demonstrate independent learning ability through presentations and seminars.

Provision of classrooms equipped with laptops, interactive projectors, smart boards, fully Wi-Fi enabled campus and internet access enable the teacher to facilitate the proactive participation of the students in the teaching and learning process.

4.3.7 Does the institution avail of the National knowledge Network connectivity directly or through the affiliating university ? If so, what are the services availed of ?

The institution does not avail of the National Knowledge Network connectivity as it is only for fully government-aided institutions.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years) ?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The institution has always been very proactive in the maintenance of the college building, furniture, equipments, computers etc. Phase-wise renovation and maintenance have been taken up in the last five years where the entire floor area has been tiled with premium quality vitrified tiles. The walls have been texture painted with high quality paint. Electric panels, switches etc. have been upgraded keeping in mind the security and rising need for supply. All the rooms in the college are air-conditioned. All the equipments, computers and machines are covered under AMC. Besides these, water filters, UPS, generator, etc. are also covered. Furniture has been renovated by using premium quality wood. There are in-house electrician and plumber. Housekeeping and security services are outsourced to professional companies who have deployed professionally trained personnel. A facility manager is deployed who oversees the entire maintenance needs and operations. The budgetary allocations under various heads in the last four years are given in the following table:



Expenditure (₹) on Infrastructure Maintenance

Year		2010-2011	2011-2012	2012-2013	2013-2014	Total
Washing & Cleaning	House Keeping	4,30,237.41	5,11,287.00	8,52,199.00	13,18,744.70	31,12,468.11
	Water Reservoir	-	1,200.00	8,000.00	8,000.00	17,200.00
Repairs & Maintenance	Electric Maintenance	98,894.00	1,76,349.00	59,711.50	1,44,102.50	4,79,057.00
	Plumbing	50,776.00	63,104.00	45,811.00	50,754.00	2,10,445.00
	AMC (AC Machine)	1,29,918.00	1,58,023.26	2,68,812.14	2,52,581.97	8,09,335.37
	Epbx Machine	6,600.00	8,051.00	27,015.00	7,809.00	49,475.00
	Aqua Guard Machine	11,041.00	11,104.00	47,859.00	51,773.10	1,21,777.10
	Amc (Cctv Cameras)	5,500.00	-	9,000.00	13,500.00	28,000.00
	Pest Control Work	10,650.00	9,900.00	9,300.00	10,780.00	40,630.00
	Others Maintenance	31,11,770.55	25,80,939.66	7,12,314.50	15,48,170.00	79,53,194.71
Elevator		10,214.00	1,376.00	5,155.00	32,303.00	49,048.00
AMC Software		1,73,609.00	1,65,450.25	1,68,370.75	1,51,016.00	6,58,446.00
Computer Maintenance	General	98,798.57	51,296.00	60,511.00	35,774.00	246,379.57
	AMC	31,500.00	30,000.00	2,37,740.00	5,65,693.81	8,64,933.81
Furniture Renovation		6,03,525.16	-	-	-	6,03,525.16
Generator Maintenance		27,883.00	88,366.00	57,747.00	23,772.00	1,97,768.00
Security		2,51,484.00	2,84,300.00	5,30,115.00	6,03,421.00	16,69,320.00
Insurance		57,713.00	1,65,248.00	1,91,677.26	2,32,328.18	6,46,966.44
TOTAL		51,10,113.69	43,05,994.17	32,91,338.15	50,50,523.26	1,77,57,969.27

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The following measures are taken for maintenance and upkeep of the infrastructure:

Building:

- **Civil Work:** Renovation and remodelling as and when required
- **Fire Fighting:** Fire safety equipment including hydrant system, smoke detectors, fire extinguishers have been installed in all floors of the campus. Fire fighting drill for operating staff has been conducted. An Annual Maintenance Contract is in place for servicing.
- **Electrical:** To avoid voltage fluctuations, the electric metre room has been renovated by installation of 4 panel boards and the total load is almost equally divided. One additional three phase connection was also taken from CESC in 2011 as provision for future load increase. Presently, the new phase is partially utilized. Panels are being checked by the in-house electrician on a regular basis. Provision of maintenance services is on contractual basis.
- **Science Lab:** Regular servicing of instruments is carried out by vendors as and when required.

Housekeeping:

- a. The institution outsources the housekeeping staff, consisting of 11 ladies and 1 supervisor from S & IB Services Private Ltd for maintenance and cleaning of the entire campus.
 - b. The institution has provided cleaning equipments like 2 scrubbing machines, 2 vacuum cleaners and 2 wet and dry vacuum cleaners for maintenance. These machines are periodically used for cleaning.
- **Elevator:** 1 Annual Maintenance Contract for servicing.
 - **Water Reservoirs:** 3 under Annual Maintenance Contract for servicing.

Equipments :

- AC : 127
- CCTV: 41
- EPBX: 34
- Type writer: 3
- Generator: 1
- Water cooler : 7
- Projector: 44 (20 under warranty)
- Server: 1
- LCD TV: 2
- Biometric Attendance System : 3 (under warranty)

There are Annual Maintenance Contracts for servicing of all the above.

Lab instruments: Servicing is done by vendors as and when required

(Please refer to departmental records for details)



Computer Hardware:

HP Z400 Workstations	35	Under Warranty	Till March 2015
HP Z420 Workstations	80	Under Warranty	Till Feb. 2016
HP Z230 Workstations	23	Under Warranty	Till March 2017
Apple Mac Pro + IMAC	23	Under Warranty	Till March 2017
Apple IMAC	22	Under Warranty	Till September 2017
Apple IPAD	83	Under Warranty	Till December 2015
HP Laptop 4540S	63	Under Warranty	Till December 2017
HP Compaq Laptop 510	215	As required	
HP Laptop 550	4	As required	
Lenovo Desktop	33	Under AMC	Half Yearly
HP Server	2	Under AMC	Yearly

Other Facilities:

- **Pest Control:** Annual Maintenance Contract for servicing by Jupiter Pest Control
- **Coffee Vending Machine:** Maintenance is done by vendors as and when required
- **Security:** The institution is presently manned 24 hrs by 5 security guards from G4S Secure Solutions India Pvt Ltd.

4.4.3 How and with what frequency does the institution take up calibration and other precision measures for the equipment/instruments ?

The college takes up calibration and other precision measures for laboratory instruments annually. The concerned departments undertake annual stock taking and servicing of equipments/instruments in the laboratories. In addition, repairing and replacement are undertaken as and when necessary.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)

To avoid voltage fluctuations, the electric metre room has been renovated by installation of 4 panel boards and the total load is almost equally divided. One additional three phase connection was also taken from CESC in 2011 as provision for future load increase. Presently the new phase is partially utilized. Panels are checked by the in-house electrician on a regular basis.

The institution has installed self-boring tubewell providing water through submersible pump for constant water supply to all floors.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

All the instruments, equipments, furniture and computers of the college are insured. The infrastructural facilities of the college are adequately maintained and upgraded regularly.

CRITERION V
STUDENT SUPPORT AND
PROGRESSION



MEDICAL ROOM



ANNUAL SPORTS DAY



INTERNATIONAL SYMPOSIUM



SHRIJAA: ALUMNI REUNION



SHRIGYAN - BOOK EXHIBITION



SRIJAN – ANNUAL FEST



5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institution publishes an updated Prospectus and a Teaching Plan annually at the beginning of every academic session.

1. The Prospectus contains the following sections :

- About us
- Vision
- Mission
- Courses offered:
Regular UG, Self-financed UG (Hons and Major), PG, Professional Teachers Education courses, Add on self-financed certificate courses
- Subjects and combinations offered
- Eligibility criteria for admission
- Admission procedure
- Fee structure
- Campus facilities
- Awards and prizes
- Academic Calendar and holiday list
- Rules and regulations: Conduct and discipline; Attendance; Promotion; Library rules; Other rules
- Academic and Non-academic staff

2. Teaching Plan – contains division of the unitized syllabus of each subject into two sections: from beginning of the session to mid-term and mid-term to selection test.

The institution adopts systemic measures to ensure fulfillment of its academic commitment and accountability. The Principal, Heads of Departments and faculty members of various committees are actively involved in this process. The institution thus ensures that its vision and mission are realized by providing necessary facilities for the holistic development of girl students.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time ?

1. Freeship-

Number of Students receiving Freeship:

Year	Full Freeship	Half Freeship	Tuition Waiver	Half Tuition Waiver	Total
2013-2014	18	11	14	0	43
2012-2013	16	12	13	5	46
2011-2012	15	23	5	0	43
2010-2011	13	21	6	0	40

Amount of Freeship (in Rs):

Year	B.A	B.Sc.	B.Com.	B.Ed.	Total
2013-2014	1,56,250	22,000	1,84,500	40,000	4,02,750
2012-2013	1,82,750	66,000	2,08,500	60,000	5,17,250
2011-2012	2,34,500	24,000	3,49,000	9,000	6,16,500
2010-2011	1,77,000	53,000	3,62,000	54,000	6,46,000

Merit Scholarship

Financial Year	Merit Scholarship in Academic Sessions (on the basis of performance in college examinations)	Amount (in ₹)
2013-2014	2011-2013	14,000.00
2012-2013	2010-2012	21,000.00
2011-2012	2009-2011	21,000.00
2010-2011	2008-2010	20,000.00

All disbursements are made within the stipulated financial year and academic session.

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies ?

68 students of the institution have received post-matriculation scholarship from the West Bengal Minorities Development and Financial Corporation in the last four years.

5.1.4 What are the specific support services/facilities available for

- **Students from SC,ST, OBC and economically weaker sections**

As per the rules of the University of Calcutta seats are reserved for applicants from the SC,ST and OBC sections. The college follows the rule of reserving 22% for the SC community, 6% from ST Community and 7 % for OBC.



Freeship is provided as a policy for including students of the economically weaker sections.

- **Students with physical disabilities**

The institution has provisions of wheelchair, ramp, elevator, and relaxation in class attendance for catering to the needs of the differently abled students. There is provision of Braille material in the library for visually impaired students.

- **Overseas students**

There is provision for relaxation of attendance and allowing them to take examinations out of schedule based on specific considerations.

- **Students to participate in various competitions/National and International**

Relaxation of attendance, financial assistance and institutional guidance are provided for participating in such competitions. Certificates of Excellence and Participation are awarded to students to encourage and motivate them for such participation.

- **Medical assistance to students : health centre, health insurance etc.**

There is a designated Medical Room with basic infrastructural facilities. The institution provides weekly services of an in-house physician and a psycho-social counsellor. A readily available First Aid Kit is kept in the college office.

Health awareness programmes are organized for the students through the NSS and the Medical Committee of the college in collaboration with renowned healthcare service providers. Medical camps are held in collaboration with Apollo Clinic for basic health checkup. Students can also avail of healthcare services of this clinic at discounted rates on producing the college ID cards.

- **Organizing coaching classes for competitive exams**

The institution has a tieup with Roads Academy and Collegify for preparing students to appear for GRE/ GMAT examinations

- **Skill development (Spoken English, computer literacy, etc.)**

Spoken English: VETA course was operational for developing proficiency in English language.

Computer literacy: The institution organizes skill development programmes like Tally ERP 9, SPSS and computer training programmes by NIELIT and ICA;

Compulsory multimedia classes are held for B.Ed. students.

Personality development: Classes, workshops and mock interviews are organized by the institution in association with The Telegraph and ICA. Programmes on personality development are also conducted by ICA and Winnow Minds. Short-term courses on foreign languages are provided by the college in collaboration with Alliance Francaise and Goethe Institution.

- **Support for “slow learners”**

Remedial classes and academic counselling are regularly provided by the faculty to support the weaker students to make an effort to bring them at par with the regular students. Teachers also attend workshops on learning disabilities like Dyslexia to support slow learners.

- **Exposure of students to other institutions of higher learning/ corporate/ business house etc.**

Students are regularly sent to other institutions of higher learning like the University, MBA and other professional institutions to attend and participate in seminars and workshops. Thus they are exposed to professional courses along with regular Degree courses. Internships and projects are also regular features of interface with the corporate and business houses. The institution also regularly organizes seminars inviting eminent speakers from industry and academia.

- **Publication of students' magazines**

Students' contribute regularly to the college magazine and departmental journals. Wall Magazines are prepared and displayed by students of most of the departments. UG students' magazine is published with students from all streams in the editorial board.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institution has an on-going collaboration with National Entrepreneurial Network (NEN) that works to inculcate entrepreneurial skill among students. Students of the B. Com. and BBA Sections have been involved in various programmes organized by NEN since 2004. The different programmes that take place regularly include:

- Entrepreneurial Talk:** Successful entrepreneurs are invited to share their success stories with students and offer them internships. They also motivate the students to become future entrepreneurs.
- ₹ 100/- Exercise:** This is conducted during the Entrepreneurship week (E-week). Students in a group of 10, (investing ₹ 10/- each), sell products prepared or bought by them. At the end of the week the students prepare their statement of profit or loss and also share their experiences like the challenges and obstacles they have faced in their endeavour. The exercise brings out their creativity, innovativeness and tenacity to sustain the business for seven days with just ₹ 100/- as capital.
- Entrepreneurial Grooming:** Groomers from NEN are invited to conduct workshops to help develop entrepreneurial skills.

All the above mentioned programmes motivate students to apply their skills in their work life. Many of the students start their own ventures which include event management, online business, interior decoration, jewellery designing etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussion, cultural activities etc.

- **Additional academic support, flexibility in examinations**

Relaxation of attendance, special classes and other academic support are given to promote participation of students in extra-curricular and co-curricular activities. Since our college is governed by the Academic Calendar of the affiliating university, flexibility may be allowed only for college examinations.

- **Special dietary requirements, sports uniform and materials**

The college provides sports materials to students for playing cricket, throwball, basketball etc. Equipments are provided for physical fitness of students in the gymnasium and yoga room.



- **Any other**

Certificates of Excellence and Participation are awarded to students to encourage and motivate them for participation in extracurricular and co-curricular activities. The faculty also guides them to participate in competitions such as quiz, debate etc. Students are also encouraged to participate in the Annual Sports Meet. Active Learning Day is observed annually by all departments to encourage student participation in various activities. The highest recognition of a student's all round performance, the Saraswati Trophy, is awarded annually on the basis of achievements in extra-curricular and co-curricular activities besides academic performance.

An annual excursion is organized by the B.Ed. department for group living and leadership, training and conducting excursions as teachers. The B.Ed. Exhibition on TLM and Collage Competition is organized annually.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/ CAT/ GRE/ TOEFL/ GMAT/ Central/ State services, Defense, Civil services, etc.

The college prepares students for competitive exams such as GRE/GMAT in association with Roads Academy and Collegify.

The Career Counselling Cell organizes seminars and career fairs at regular intervals for guidance and dissemination of information among students.

Books and journals for competitive exams are purchased by the faculty and made available to the students.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic: There is an Academic Counselling Committee which, along with the Principal, is entrusted with the responsibility of interacting with parents/guardians of weak students after the selection test. The faculty of every department regularly meets the parents/guardians to discuss the academic progress and attendance of their wards.

Personal: Counselling services are provided by the faculty as and when required.

Career: The objective of the Career Counselling Cell is to provide guidance and counselling to the students for a smooth transition from student life to professional life. The several counselling services available to the students include:

- Seminars with resource persons of professional institutions and universities to offer guidance in higher education and other career opportunities
- Mock interviews and stress tests
- Soft skills courses
- Personality development course including training in corporate etiquette
- Interactions with foreign students to help students share views on cross country socio-cultural and economic issues

- Coaching classes for competitive examinations like GRE/GMAT
- Availability of information regarding various career opportunities through library resources like competitive examination books, text books, magazines, employment related newspapers etc. The newspaper cuttings, advertisements about job opportunities and information brochures of different institutions are displayed on the notice board from time to time
- Taking care of the placement needs of the students by a placement officer
- Career guidance by well established alumni

Psycho-social: A qualified counsellor provides psycho-social counselling to students, once a week.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmers).

The Career Counselling Cell provides guidance and counselling to the students regarding various traditional and job-oriented courses, different kinds of pre-admission and competitive examinations, available job opportunities, current market trends and employability in public and private sectors. Besides these, the objective of the Cell is to work as a platform of support-service for the students in developing their personality, soft skills, communication ability and confidence to perform better. These help them to face the challenges and rigours of competitive examinations, on-job training and add-on vocational courses comfortably. For achieving its objectives, the Career Counselling Cell conducts seminars, personality indicator tests and workshops on stress interviews. The college has a placement officer for campus recruitment.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievance reported and redressed during the last four years.

The college maintains a grievance box and the grievances are redressed from time to time by the Student Grievance Redressal Cell.

Major grievances redressed in the last 4 years:

- i) Infrastructure: Proper maintenance of washroom; softboards for display of wall magazines; improved canteen facilities; enhanced reprographic facilities in cheap store; maintenance of water cooler and water filters; maintenance and upgradation of common room cum yoga room
- ii) Class hours: Compact routine made to reduce long class hours
- iii) Curriculum: On the basis of students' demands, introduction of new subjects like Physics General, Mathematics Honours, PG in English, Commerce and B. Com. evening section
- iv) Teaching-learning issues: Based on students' feedback on faculty, suitable steps have been taken
- v) Co-curricular activities: Club activities



5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Anti-ragging and Prevention of Sexual Harassment Cell was constituted by the IQAC in 2009-10 as per the directive of the Supreme Court of India. The cell comprises the Principal and 4 faculty members. Students' Grievance Redressal Cell has not received any complaint of sexual harassment.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The Anti-ragging and Prevention of Sexual Harassment Cell was constituted by the IQAC in 2009-10 as per the directive of the Supreme Court of India. The cell comprises the Principal and 4 faculty members. However, no case of ragging has been reported so far.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution has been proactive in supporting the students in all possible ways. The welfare schemes undertaken by the institution include the facilities of:

- Freeship
- Bookbank
- Seed money for research and projects
- Health services at discounted rates
- 'Earn While You Learn' scheme

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The institution has an Alumni forum, "SHRIJAA", which is in the process of registration.

Current Office Bearers

- | | |
|------------------------|-----------------------|
| • President | Dr. Srilekha Majumdar |
| • Vice President | Smt. Sheila Mohan |
| • Secretary | Smt. Sohini Banerjee |
| • Additional Secretary | Smt. Sumita Ghosh |
| • Joint Secretary | Dr. Priti Singhi |
| • Treasurer | Dr. Elizabeth Dey |

Current Executive Committee Members

Smt. Manjusree Sen, Smt. Swapna Sengupta, Dr. Rupa G. Barwani, Smt. Mahashweta Sen (Roy), Smt. Urmi Gupta, Smt. Fatema Mandlaywala, Smt. Sreemoyee Guha Roy, Smt. Deepanjali Dutt, Smt. Swarnabha Mitra, Smt. Debolina Acharya, Smt. Indrani Ray and Smt. Sulekha Kumari.

The B.Ed. Department has an Alumnae Association- 'SUKRITI' with its stated bylaws and bank account.

Current Office Bearers are:

- President: Dr. Susmita Saha
- Secretary: Smt. Subhasri Dasgupta
- Jt Secretary: Smt. Patralekha Sinha
- Treasurer: Smt. Aditi Chatterjee and Smt Bhaswati Bose

Contribution of alumni to the growth and development of the institution :

Based on its resolutions, SHRIJAA, through its activities, strives to strengthen the College by contributing to its growth and development. Among these activities, mention may be made of the following:

Institutional:

- Sponsoring the debate in SRIJAN, the College Annual Fest, since 2010 with a contribution of ₹ 20,000
- Participating in SHREE - the Annual Art and Cuisine Fair - organized by the college in its premises. The Alumni put up stalls of food, handicrafts etc. and contribute the profit to the social welfare fund of the college
- Organising the Leena Ray Memorial Lecture Panel Discussion every year

Academic:

- Organising and sponsoring the Gauri Ayyub Memorial Lecture
- Co-sponsoring the Belarani De Memorial Lecture organized by the Department of Political Science of the college
- Extending financial assistance to needy students. During the period 2009-2013, ₹ 53,500 was given in total (vide Table below)
- Extending financial support as loan to the economically challenged students identified as eligible for freeship by the college. (vide Table below).
- Redefining the multilinguistic and multicultural ethos of the institution by patronizing Indian classical music in the mould of contemporary music

Infrastructural:

Each academic year, SHRIJAA donates books to the College Central Library (vide Table below)

Shrijaa's Financial Support for Academic Development of the College

Year	Loan Amount (in ₹)	Freeship Amount (in ₹)	Amount For Books Donated To College Central Library (in ₹)
2009 - 2010	37,135	4,000	5,147
2010 - 2011	29,110	-	5,177
2011 - 2012	34,595	-	5,368
2012 - 2013	75,860	49,500	5,724
2013 - 2014	45,000	-	5,717

5.2 Student Progression

5.2.1 Providing the percentage of students progression to higher education or employment (for last four batches) highlight the trends observed

The following table provides the percentage of students progression to higher education and employment for last four batches

Student progression	2010-13	2009-12	2008-11	2007-10
UG to PG	64.10%	61.35%	58.31%	58.38%
PG to M.Phil.	11%	NA	NA	NA
PG to Ph.D.	NA	NA	NA	NA
Employed	-	-	-	-
• Campus selection	17.2%	20.53%	26.18%	19.46%
• Other than campus recruitment				

The institution has a consistent record of its graduates getting admitted or being placed in renowned institutions of the country as well as abroad. However it has been observed that the general trend of mobility of our graduates into higher education over that of seeking employment is more.

5.2.2 Provide details of the programme wise pass percentage and completion rate last four years (cohort wise/ batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that the previous performance of the same institution and that of the Colleges of the affiliating university within the city/ district.

Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.A.	Bengali	2010	7	0	100	-
		2011	4	0	100	-
		2012	1	0	100	-
		2013	3	0	100	-
		2014	4	1	100	-
						-
	Education	2010	12	5	100	-
		2011	13	0	100	-
		2012	12	2	100	7 th
		2013	25	2	100	3 rd
		2014	19	0	100	-
						-
	English	2010	57	1	100	-
		2011	46	1	100	-
		2012	53	3	100	-
		2013	61	0	100	-
		2014	64	0	100	-

Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.A.	Hindi	2010	6	0	100	-
		2011	10	0	100	-
		2012	8	0	100	-
		2013	8	2	100	5 th & 10 th
		2014	5	0	100	-
	History	2010	7	0	100	-
		2011	11	0	100	-
		2012	12	0	100	-
		2013	11	1	100	8 th
		2014	15	0	100	-
	JMC	2010	30	2	100	-
		2011	30	1	100	3 rd , 4 th , 5 th , 6 th , 10 th
		2012	28	1	100	3 rd , 6 th
		2013	37	4	100	9 th
		2014	35	4	100	-
	Philosophy	2010	1	0	100	-
		2011	3	0	100	-
		2012	5	0	100	-
		2013	0	0	100	-
		2014	2	0	100	-
	Political Science	2010	5	0	100	-
		2011	12	0	100	-
		2012	8	0	100	-
		2013	11	1	100	-
		2014	14	0	100	-

Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.Sc.	Botany	2010	10	7	100	-
		2011	12	7	100	10 th
		2012	14	5	100	-
		2013	9	7	100	3 rd , 7 th
		2014	15	9	100	-



Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.Sc.	Geography	2010	35	2	100	-
		2011	26	1	100	-
		2012	20	2	100	-
		2013	27	0	100	-
		2014	43	6	100	-
	Economics	2010	19	5	100	-
		2011	19	2	100	-
		2012	18	5	100	-
		2013	24	9	100	-
		2014	29	13	100	-

Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.Com.	B.Com.	2010	349	216	100	-
		2011	403	260	100	1 st , 3 rd , 5 th
		2012	405	261	100	3 rd , 4 th , 6 th
		2013	446	324	100	3 rd , 5 th , 6 th , 7 th , 8 th , 9 th
		2014	484	290	100	-

Course	Subject	Year	No of Students Appeared	No of 1st Class	Success Rate (%)	Rank in CU
BBA	BBA	2010	49	41	100	-
		2011	54	42	100	3 rd , 7 th , 9 th
		2012	49	35	100	2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th , 9 th , 10 th
		2013	54	21	100	2 nd , 3 rd , 4 th , 9 th
		2014	45	11	100	-

Course	Subject	Year	No of Student Appeared	No of 1st Class	Success Rate (%)	Rank in CU
B.Ed.	B.Ed.	2010	94	91	100	-
		2011	95	93	100	2 nd , 3 rd , 9 th
		2012	98	97	100	2 nd , 3 rd , 4 th 5 th , 8 th , 9 th
		2013	92	92	100	1 st , 2 nd , 4 th 5 th , 7 th , 8 th 9 th , 10 th (2)
		2014	94	91	98.91	-

* 2014 review result awaited for ranks

5.2.3 How does the institution facilitate student progression to higher level of education and/ or towards employment?

The institution always tries to adhere to its vision and mission and provide holistic education to the girls of the contemporary society. The endeavours undertaken to facilitate student progression include:

- The institution offers PG courses in English and Commerce to facilitate student progression to higher level of education
- The institution has a MoU with Roads Academy and Collegify to conduct preparatory classes for GRE/GMAT and also provides necessary services for getting admission to institutions of higher education. Ex-students of the college also visit the departments and provide career guidance to current students
- Short term certificate courses on French, German and Chinese are also offered by the college in association with Alliance Francaise and Goethe Institution.
- Certificate courses on basic computer training by ICA and Tally India and Functional Hindi course for enhanced employability are offered by the college
- The college in association with NEN helps to enhance entrepreneurial skill among students for increased opportunity for employability
- The college also has a placement officer to organize campus interviews, recruitments and pre-placement offers
- Departments like BBA encourage students to undertake job training through internship with various corporate houses

5.2.4 Enumerate the special support provided to students who are at risk of failure/ drop out?

Failures/Drop out rates have been arrested to a large extent through the following measures:

- Regular parent-teacher meeting
- Regular scrutiny of students' attendance
- Regular counselling of students by faculty and the psychosocial counselor



- Tutorials and remedial classes
- Regular monitoring by teachers
- Book-bank facilities
- English communication course in collaboration with Veta was continued till 2011-12
- Providing financial support to needy students from Management and Alumni Association
- ‘Earn While You Learn’ scheme introduced since 2008-2009 session

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar

The institution encourages students to participate in activities which can develop various skills to foster holistic development of personality and enhancing their learning curve.

SPORTS:

Participation and performance of students of Shri Shikshayatan College in Sports and Games in the Session 2013-2014

Participation	Event	Achievements	Number of Participants
Inter-College Sports Fest of Institution of Leadership Education & Development	Badminton	-	4
	Rock Climbing	1 st , 3 rd	8
	Basket ball	1 st (Champion)	8
	Lawn Tennis	-	1
	Cricket (First Time)	-	8
Inter-College Sports Fest at Loreto College	Basket ball	-	12
	Throw ball	2 nd	12
Inter-College Sports Fest at St. Xavier's College	Basketball	-	12
Inter-College 'XAVOTSAV' at St. Xavier's College	Throw ball	1 st (Champion)	12
	Football (First Time)	1 st (Champion)	10

Participation	Event	Achievements	Number of Participants
Inter-College Inter-Stream Games Competition	Basketball	1 st - Arts & Science	30
		2 nd - Commerce	
		3 rd - B.B.A	
	Cricket (First Time)	1 st - Commerce	33
		2 nd - Arts & Science	
		3 rd -B.B.A	
	Throw ball (First Time)	1 st - Arts & Science	36
		2 nd - Commerce	
		3 rd - B.B.A	
Intra-College Annual Sports Meet of Shri Shikshayatan College	Individual Event-(10 Nos.)	Individual Best Athlete-Ms. Aakansha Lakhani Course wise Champion-Arts & Science	300
	Group Event- (2 Nos.)		
	Game Event- (3 Nos.)		
Inter-College Games Competition of 'SRIJAN' at Shri Shikshayatan College	Throw ball	1 st (Champion)	12

Extra Curricular Activities-

Participation in programmes: Annual Inter-college fest Srijan.; Shree (Art and Cuisine Fair); Inter-college fests organized by other colleges; College Annual Function; Antarjatic Matribhasha Divas; Hindi Divas; Freshers' Welcome, Farewell Programme; Annual Sports; State Level Sports Meet; Foundation Day; Vidyasagar Divas, Library Day; Independence Day, Republic Day

Participation in student society activities: Debate, Nature Club, Choir and Choreography and Drama

Participation in community services: NSS activities and Annual Camps; LTS and various outreach programs by Social Welfare Committee and Community Outreach Service Unit

Participation in other activities: Seminars, Workshops, Students' Study Circle, Orientations, Poster Competitions, Book-Talk, Book Exhibition and Film Shows and Walks on Social and Environmental Issues.

The institution grants leave of absence for practice and participation in the above activities and allocates funds for them. Certificates of excellence and participation are given by the institution to encourage the students.

The college has annual institutional membership of WWF which organizes camps, environment related film shows to encourage student participation. Facilities of yoga and gymnasium are also available in the campus for students. The following is the programme calendar for the extracurricular events held in 2014



1. Participation in programmes:

Name of Event (2013 - 14)	Nature of Programme	Date
International Symposium	Exchange Programme	10.01.14
Republic Day	National Event	26.01.14
Srijan	Cultural	02.02.14
Blood Donation Camp in collaboration with B.Ed. Department	Blood Donation Camp	21.02.14
Bhasha divas celebration at C.U.	Walk	21.02.14
Bhasha Divas	Observance of Mother tongue day	03.03.14
Third Year Farewell	Social	13.03.14
Medical Camp by Apollo Clinic	Comprehensive health checkup for students and staff	04.04.14
Capacity Development Workshop for NTS	Capacity Development	26.04.14
Workshop on Leadership (for Faculty)	Capacity Development	15.05.14
2 Day Workshop for Faculty on Research Methodology	Capacity Development	22.05.14 & 23.05.14
Foundation Day	College Day	08.07.14
Fresh Face Hunt (TOI)	Students' Competition	05.08.14
Independence Day	National Event	15.08.14
Freshers' Welcome	Students' Event	02.09.14
World Literacy Day	Collaborative Programme with NGO	08.09.14
Bela Rani Dey Memorial Lecture	Academic	09.09.14
Chandra Paul Memorial Lecture	Academic	17.09.14
Hindi Divas	Academic	24.09.14
NSS Day	Foundation Day of NSS	24.09.14
Vidyasagar Divas	Academic	26.09.14
Shree	Art & Cuisine Fair	30.09.14
Annual Function	Prize Distribution Ceremony	7.12.14
NEN faculty round table	Capacity Development	10.12.14
Aptitude awareness for Social Science entrance exam (TISS)	Preparatory interface for entrance exam	10.12.14
Chinese Film Festival	Cultural Exchange	13.12.14
Health Awareness Seminar	Interaction between doctors, students and staff	16.12.14

2. Participation in sustained community service:

Name of the Event	Date	Nature of Event	Participants	Achievements
NSS:				
Special Camp	16.1.14 - 22.1.14	Camp with under privileged children	50 children+50 volunteers+40 faculty members =140	Educating the children of Motijheel slum. Teaching them different skills like art, craft, music, recitation, play etc., sharing ideas and experiences and motivating them towards positive attitude of life.
National Level Pre RD parade camp	20.10.13 - 31.10.13	Parade camp	Students	Fellow feeling and spirit of competition
NSS Day celebration in C.U.	24.9.13	Celebrating special day	Students	Create awareness about importance and need of NSS
NSS Day celebration in college	26.9.13	Celebrating special day/Orientation of new NSS volunteers / Environmental awareness programme	Students	Orientation to new NSS volunteers, environmental awareness, leadership quality, sharing their experience with new volunteers
LTS:				
Diaverde	8.6.14	Environment day celebration	6	Citizens of Kolkata
International Symposium	22.3.14	Multicultural exchange	13	Knowledge enhancement through multicultural exchange
Ignite	22.12.13-23.12.13	Winter Carnival for fund raising	62	a) Students of rural areas b) Differently abled people c) Poor women d) Street children
LTS National Camp	1.11.13-6.11.13	Personality Development	5	LTS-er of different states



Name of the Event	Date	Nature of Event	Participants	Achievements
Stall at "Shree"	9.10.13	Fund raising for social causes	6	Fund raising for a terminally ill sibling of an NTS member of the college
World Forest Week celebration	16.7.13-18.7.13	Environment awareness	20	Environment awareness
Social Welfare Committee:				
RKM, Narendrapur visit	22.2.14	Sensitization	11	Interaction with students of blind boys academy
Talking book preparation at RKM, Narendrapur	6.5.14	Assistance in learning aids	1	Preparation of audio books
Visit to Nabanir Oldage home	8.5.14	Sensitization	8	Cultural programme for inmates
World Literacy Day celebration	8.9.14	Collaborative seminar and poster competition with Education Department and NGO Sanchar	2	Sharing experience of SWC work through presentation
Students Voluntary service	Biweekly since December 2014	Tutoring Programme at homes of Hope Foundation, Kolkata	8	Teaching underprivileged children
Community Outreach Service Unit:				
'Students As Parents' for Pratibandhi Kalyan Kendra	1.7.13-15.8.13	Social Service and fund raising	All B.Ed. Students	Amount raised by batch 2013 – 14 is ₹1, 48,500/-.
Chinese Cuisine Stall 'HAOFAN' for SUPARBA in SHREE	9.10.13	Fund aising and community living (Alumnae prepared food and present batch put up the stall and sold the items).	All B.Ed. students	Amount raised was ₹ 10,000/- which was handed over to the Principal.

Name of the Event	Date	Nature of Event	Participants	Achievements
Warm Clothing Project: For Share House Charitable Foundation	8.11.13	Donation of warm clothes by all students for the economically challenged children of the Sunderban villages and the Kolkata pavement.	All B.Ed. students	More than 100 packets of warm clothing were handed over to Mary Ann Dasgupta, Managing Trustee of Share House Charitable Trust.
Visit to Maitreyee Devi's KHELAGHAR	16.11.13	1. Donation of the following by students – Stationary. New and old clothes. Sweets and ice-cream. 2. Purchasing their hand stitched products by students and teachers. 3. A value-based open-air programme for the socially challenged orphans of Khelaghar.	All B.Ed. Students	Donation of more than 150 packets of clothing stationery and sweets.. Purchase of approximately ₹ 20,000/- was made.
Blood Donation Camp	19.2.14 21.2.14	Preparation and conduction of a Blood Donation Camp	All B.Ed. students some as donors, others as volunteers.	AVBD (Association of Voluntary Blood Donors) acknowledged the collection of 100 units of blood from the day's camp.



3. Participation in other activities:

Name of Event (2013-14)	Nature of Programme	Date	Participants	Achievements
Lecture	Value education by Ramakrishna Mission Institution of culture	6.5.14	-	Inculcation of values
Orientation programme	Guideline for library facility and usage by librarian for students	6.5.14	Students	User training
Research Methodology	Orientation programme	6.5.14	Students	Research orientation
Orientation Programme by Save the Children	Sensitization programme	23.4.14	Students	feeling for underprivileged section of society
Book Talks	Academic	4th April, 2014	a) Dr. Mandar Mukherjee on 'Didimonir Desk: Prasanga Rabindranath' b) Five Second Year students on 'The Lowland' by Jhumpa Lahiri	Heightened awareness of contemporary literary trends; fostering interest in reading in an increasingly digital age; presentation skill and fluency of expression.
Orientation programme	On rowing by Captain of Boats, Lake Club	4.4.14	Students	Awareness and motivation on outdoor sports
International Women's Day	Awareness programme/ orientation programme by CRY	26.3.14	3 members from CRY + 48 NSS volunteers + 30 = 81	Achievements and potential of women & feeling for underprivileged section of society
Orientation programme	WWF	24.3.14	Students	Environmental awareness including Green Audit

Name of Event (2013-14)	Nature of Programme	Date	Participants	Achievements
Share the Experience	Exchange of Experience	21st March, 2014	Smt. Anurdha Banerjee on Australia and New Zealand	Vicarious enjoyment of experiences otherwise difficult to obtain; wide exposure to varied stimuli.
Seminar by George Telegraph Institute	Orientation programme for competitive exams, short term certificate courses and studying abroad	9.2.14	Students	Awareness regarding career prospects
Interview Master class	Workshop on facing interview	28.1.14	Students	Skill development
National Youth Day celebration at C.U.	Walk	12.1.14	Students	Awareness

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/ International etc for the previous years

Sports and Extracurricular activities: Participation and achievements (last 4 years)

The details of the major student achievements are as follows:

SPORTS:

Participation and achievements of the students of Shri Shikshayatan College in sports and games in the session 2010-2011

Participation	Event	Achievements	Number of participants
(WTF) Tae Kwon Do State Championship held at Kolkata.	(Wtf) Tae Kwon Do	“Green one belt”	1 (Ms.Neha Keshan)
Selection of Kabaddi team for women for University of Calcutta	Kabaddi		1
Selection of women basketball team for University of Calcutta	Basketball	One player selected to represent Calcutta University in all India Inter-University Basketball Championship held at Bhubaneswar, Orissa	1 (Ms.Zinia Nath)



Participation	Event	Achievements	Number of participants
25th National (ITF) Tae Kwon Do Championship held at Delhi	(ITF) Tae Kwon Do	Won a gold & a bronze medal in two events. She got “1st dan black belt”.	1 (Ms.Smriti Bhagat)
Intra-college inter-stream games competition	Basketball	1st- Arts & science	30
		2nd- Commerce	
		3rd- B.B.A	
Intra-college annual sports meet of Shri Shikshayatan College	Individual events(10 nos.)	Individual Best Athlete- Ms. Nikhat Saheba. Coursewise champion-Arts & Science	350
	Group events (2 nos.)		
	Game event (1 no.)		

Participation and achievements of students of Shri Shikshayatan College in sports and games in the session 2011-2012

Participation	Event	Achievements	Number of participants
Intra-college inter-stream games competition	Basketball	1st- Arts & Science	30
		2nd- Commerce	
		3rd- B.B.A	
Intra-college annual sports meet of Shri Shikshayatan College	Individual events (10 nos.)	Individual best athlete-Ms. Bhawna Singh coursewise champion-Arts & Science	320
	Group events (2 nos.)		
	Game event (1 no.)		
Inter-college fest at Loreto College	Basketball	-	12
	Throwball	1st	12
Inter-college sports at Marine Engineering & Research Institution	Basketball	2nd	12

Participation and achievements of students of Shri Shikshayatan College in Sports and Games in the Session 2012-2013

Achievements	Event	Achievements	Number of Participants
Inter-College Sports at Marine Engineering & Research Institution	Basketball	2nd	12
Inter-College Fest at Loreto College	Basketball	-	12
	Throwball	2nd	12
Inter-College Sports Fest at St.Xavier's College	Basketball	3rd	12
Intra-College Inter-Stream Games Competition	Basketball	1st- Arts & Science	30
		2nd- B.B.A	
		3rd- Commerce	
Intra-College Annual Sports Meet of Shri Shikshayatan College	Individual Events-(10 Nos.)	Individual Best Athlete-Ms. Bhawna Singh Coursewise Champion-Arts & Science	300
	Group Events-(2 Nos.)		
	Game Event-(1 No.)		
Inter-College Game Competition in 'SRIJAN' at Shri Shikshayatan College	Throwball	1st	12

Participation and achievements of students of Shri Shikshayatan College in Sports and Games in the Session 2013-2014

Participation	Event	Achievements	Number of Participants
Inter-College Sports Fest of Institution of Leadership Education & Development	Badminton	-	4
	Rock Climbing	1st, 3rd	8
	Basketball	1st (Champion)	8
	Lawn Tennis	-	1
	Cricket (First Time)	-	8



Participation	Event	Achievements	Number of Participants
Inter-College Sports Fest at Loreto College	Basketball	-	12
	Throwball	2nd	12
Inter-College Sports Fest at St.Xavier's College	Basketball	-	12
Inter-College 'XAVOTSAV' at St.Xavier's College	Throwball	1st (Champion)	12
	Football (First Time)	1st (Champion)	10
Inter-College Inter-Stream Games Competition	Basketball	1st- Arts & Science	30
		2nd- Commerce	
		3rd- B.B.A	
	Cricket (First Time)	1st- Commerce	33
		2nd- Arts & Science	
		3rd- B.B.A	
	Throwball (First Time)	1st- Arts & Science	36
		2nd- Commerce	
		3rd- B.B.A	
Intra-College Annual Sports Meet of Shri Shikshayatan College	Individual Event-(10 Nos.)	Individual Best Athlete- Ms. Aakansha Lakhani Coursewise Champion- Arts & Science	300
	Group Event-(2 Nos.)		
	Game Event-(3 Nos.)		
Inter-College Games Competition in 'SRIJAN' at Shri Shikshayatan College	Throwball	1st (Champion)	12

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Sl. No.	Category	Number of Participants	Regional / National
2010 - 2011			
1	Street Play	2	Regional
2	Western Solo Dance	11	Regional
3	Creative Writing	11	Regional
4	Debate, Quiz, Extempore & Presentation	34	Regional
5	Book Talk	2	Regional
6	Other Activities	240	Regional

Sl. No.	Category	Number of Participants	Regional / National
2011 - 2012			
1	Street Play	15	Regional
2	Western Solo Dance	3	Regional
3	Debate, Quiz, Extempore & Presentation	32	Regional
4	Essay Writing	8	Regional
5	Poster Painting	23	Regional
6	Other Activities	301	Regional
2012 - 2013			
1	Street Play	1	Regional
2	Western Solo & Group Dance	9	Regional
3	Creative Writing	2	Regional
4	Debate, Quiz, Extempore & Presentation	14	Regional
5	Other Activities	183	Regional
2013 - 2014			
1	Western Solo & Group Dance	7	Regional
2	Western Vocal	3	Regional
3	Debate, Quiz, Extempore & Presentation	17	Regional
4	Other Activities	172	Regional

5.3.3 How does the college seek and use data and feedback from its graduates and employers to improve the performance and quality of the institutional provisions?

In order to improve the performance and quality of the institutional provisions, the college seeks feedback from its graduates as well as its employers through the suggestions recorded.

Implementation of suggestions :

Employer:

- Upgradation of infrastructure
- Procurement of state-of-the-art equipment
- Enhanced digitization of library resources
- Outsourcing housekeeping and maintenance of facilities
- Installation of CCTV in strategic locations within the campus
- Installation of fire fighting devices in all floors of the institution
- Outsourcing security services
- Introduction of B.Sc. Computer Science from academic session 2015-16



Graduates:

- Quality improvement of students' canteen
- Increase in number of titles in library
- Introduction of new subjects: Physics General; Mathematics Honours; B.Com. evening section
- Introduction of new courses: PG in Commerce and English
- Short term certificate courses
- Appointment of Placement Officer to enable campus recruitment
- Coaching for competitive examinations like GRE/GMAT
- More compact routine introduced for first year students

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazines and other materials? List the publications/materials brought out by the students during the previous four academic sessions.

The institution involves and encourages students to publish various categories of materials by providing seed money for students' research and to publish college magazine, departmental journals, wall magazines and newsletters. Students are also editors and feature writers in the Students' Magazine.

Annual publications brought out in the last four years include:

1. College Magazine with students as feature writers
2. Students' Magazine
3. Departmental Journals in all streams B.A., B.Sc. and B.Com.
4. Newsletter by the department of Journalism and Mass Communication department
5. Wall magazines in all departments
6. Poster presentation in some departments

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The institution has an apolitical Students' Council.

The office bearers of the B.A./B.Sc., B.Com., BBA Students' Council are elected by ballots from among the 3rd year students by the students of the respective streams. The election is conducted by the faculty members of the Students' Council.

In addition, two Class Representatives are selected for each year from every department of UG and PG courses. The faculty acts in an advisory capacity in the Students' Council.

Constitution:

Office Bearers

B.A./ B.Sc. - General Secretary, Assistant General Secretary, Treasurer, Sports Secretary

B.Com.- General Secretary, Assistant General Secretary, Treasurer, Sports Secretary

BBA- General Secretary, Assistant General Secretary, Treasurer, Sports Secretary

B.Ed. – General Secretary, Assistant General Secretary, Class Counsellor, Social Secretary and Assistant Social Secretary, Debate Secretary and Assistant Debate Secretary, Sports Secretary and Assistant Sports Secretary, Seminar Secretary and Assistant Seminar Secretary, Nature Club Secretary and Assistant Nature Club Secretary, Subject Counsellor for all the pedagogical subjects.

Major activities:

1) Srijan , 2) Freshers' Welcome, 3) Farewell Programmes, 4) Shree, 5) Talent Shows, 6) Fund raising activities as and when required, 7) Annual fund raising for the Blind Persons' Association and sale of TB Seal, 8) Active participation in various students societies, 9) Teachers' Day Celebration, 10) Exhibition and 11) Blood Donation Camp.

The college provides funds for the various programmes organized by the Students' Council.

Students also generate funds for different programmes, particularly for the inter-college students' fest "Srijan".

5.3.6 Give details of various academic and administrative bodies that have student representatives in them.

Students' representatives are members of the Library Advisory Committee and of the editorial board of the Students' Magazine. Students are also members of Memorial Lecture Committees of some departments.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the institution.

The Alumni Association of the college regularly holds meetings in the premises of the college and interacts with the Principal on issues and ideas concerning the institution. It organizes an annual reunion in the college. The alumni also collaborate in departmental memorial lectures. Well established members of the alumni are also invited to deliver orientation lectures on career opportunities in respective fields and help in placement.

Former faculty members of the institution are invited as resource persons in respective departments and also as guests at all college functions. Some former members of the teaching staff are engaged as guest faculty in different departments.

A former head of the institution has been nominated as a member of the Governing Body and IQAC to contribute effectively to the development of the institution.

Any other relevant information regarding Student Support and Progression that the college would like to include

None

CRITERION VI

**GOVERNANCE, LEADERSHIP AND
MANAGEMENT**



PARENT-TEACHER MEETING



LEADERSHIP TRAINING WORKSHOP



**NTS WORKSHOP ON
STRESS MANAGEMENT**



PRINCIPAL-HOD MEETING



TEACHERS' COUNCIL MEETING



GOVERNING BODY MEETING



6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to service, institution's traditions and value orientations, vision for the future, etc.

VISION:

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

MISSION:

- Empowerment of women in an environment of multiculturalism and egalitarianism
- To uphold universal, moral and social values
- To make the students globally competent through development of communication skills and use of modern technology
- To develop commitment towards preservation of the environment and sustainable development

The vision and mission statement clearly reflects the goals and objectives of the institution. The institution strives to impart liberal education to the students and prepare them to face the challenges of a rapidly changing society and groom them into socially conscious citizens.

The institution has been traditionally working towards the accomplishment of its mission which is also relevant in the context of all the seven criteria identified by NAAC to focus on creating a congenial learning environment through:

- empowerment of students in a multi-cultural, apolitical and egalitarian environment
- enhanced academic flexibility, value education, environmental education and provision for outdoor and indoor recreational activities to impart holistic education
- inculcation of a sense of discipline, responsibility, leadership and commitment among the students towards the society through various social service activities such as participation in NSS, LTS, Social Welfare Committee and Community Outreach Unit. NCC Open Cadet System and Women's Forum promote community orientation
- provision of innovative teaching-learning process supported by state-of-the-art-technology to generate interest in higher studies and research activities
- introduction of job-oriented, self-financing degree courses and add-on certificate courses to enhance self-reliance, communication and technical skills, personality development, global competence and employability of students. "Earn While You Learn" scheme of the institution provides financial independence to the economically weaker students
- generating awareness of environmental and ecological issues and understanding the need for sustainable development through Green Audit exercise, installation of solar panel, LED lights, ecofriendly ACs

6.1.2 What is the role of top management, Principal and Faculty in designing and implementation of its quality policy and plans?

The top Management, the Governing Body including the Principal and faculty representatives play a pioneering role in designing and implementation of institutional plans and policies for achieving the institutional goals and objectives.

The academic plans and policies are framed following the regulations of the affiliating university. The financial and administrative policies are designed by the top Management in consultation with the Principal.

The IQAC periodically meets to formulate plans for quality enhancement of the academic and non-academic aspects and suggest methods for their execution. These are forwarded to the Governing Body for approval. The IQAC also co-ordinates the implementation of the plans and undertakes periodic appraisal of the same.

Various committees of the Teachers' Council comprising faculty members act in co-ordination with the Principal for review and execution of the proposed academic and non-academic plans.

6.1.3 What is the involvement of the leadership in ensuring :

- **The policy statements and action plans for fulfillment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The proactive leadership of the top Management ensures the fulfillment of the vision and mission in striving to make the institution a centre of academic excellence.

The policy statements and action plans for fulfillment of stated mission

The top Management including the Principal plays the role of facilitator by providing the required financial and infrastructural assistance. The Governing Body as well as the IQAC meet periodically to assess, approve and review the policies and action plans to stay committed to the institution's stated mission and achieve excellence in higher education and holistic development.

Formulation of action plans for all operations and incorporation of the same into institutional strategic plan

The Action Plan on academic matters is formulated in line with the stated mission, guidelines of the affiliating university, students' feedback and market requirement. In order to implement the Action Plan for all operations successfully, adequate infrastructural up-gradation and human resource development is undertaken regularly.



Interaction with stakeholders

Students: Regular interface with the Principal and HoDs through verbal communication, written feedback and grievance redressal.

Parents: The Principal, HoDs and the faculty meet the parents at the beginning of the academic session and also as and when required.

Alumni: The Principal and the teacher members of the IQAC meet the Alumni periodically to plan their enhanced involvement in the college activities.

Faculty: The Principal and the teacher members of the IQAC regularly meet the teaching staff for discussions on quality enhancement and sustenance of academic and non-academic matters. The teacher representatives in the Governing Body act as a link between the faculty and management.

Non-teaching staff: The Secretary, Principal and the teacher members of the IQAC meet the non-teaching staff as and when required.

Other stakeholders: There is continuous interaction of the Principal with the affiliating university, State Education Directorate and the UGC pertaining to all academic and administrative matters.

Proper support for policy and planning through need analysis, research inputs and consultation with the stakeholders

Feedback from various stakeholders is an important source of information for identifying the needs, analyzing them and subsequent formulation of policy. Frequent interaction among the various stakeholders at all hierarchical levels also make the policy makers aware of the status of execution, bottlenecks which may need to be resolved and support required to enable smooth execution. The top Management is also mindful of the need to keep abreast of the changes in the global educational environment.

Reinforcing the culture of excellence

In order to reinforce the culture of excellence within the institution, various measures in academic and non-academic matters have been adopted such as-

- Continuous upgradation of ICT, ensuring remote access of library resource, digitization of lessons and installation of IRP for generating efficient MIS
- Capacity building workshops are regularly organized by the top management for the staff
- Inculcating social and moral values through various programmes
- Conducting Green Audit in the campus by students under the guidance of WWF-India to promote environmental consciousness
- Conducting external academic audit to ensure academic excellence. Besides, all other activities of the institution are evaluated by HoDs, IQAC, Principal and the Governing Body to strengthen the culture of excellence

Champion organizational change

- The top Management has introduced rotational headship among all faculty including college appointed fulltime faculty in an effort to encourage leadership
- Introduction of courses in evening shift to cater to larger segment of students through optimum utilization of campus space
- Outsourcing of housekeeping for effective maintenance and round the clock security services for campus safety
- Installation of CCTV at strategic locations
- Circulating important notifications through bulk SMS
- Introduction of biometric attendance for teaching and non-teaching staff

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

For effective implementation and improvement, the approved policies and plans of the institution are monitored and evaluated through the following procedures:

- The IQAC co-ordinates and monitors the smooth functioning of the plans and policies, evaluates the same and suggests measures for improvement periodically
- The Teachers' Council periodically meets to review the implementation of the plans and policies
- Various committees of the Teachers' Council meet periodically to monitor and evaluate the policies and plans for execution and communicates the same to the Principal
- Regular departmental meetings of the faculty is held with HoDs, the report of which is communicated to the Principal
- The Principal in coordination with the HR Committee monitors the other administrative and financial aspects of the institutional policies

The outcomes of all the above procedures are communicated to the Governing Body for quality assurance and further action.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The top Management of the institution provides academic leadership to the faculty through the following:

- Inclusion of teachers' representatives in the Governing Body to recommend on academic matters
- Coordination by Principal on all academic matters through heads and other faculties of all the departments
- Management and coordination of the academic matters by respective heads of departments on rotational basis



6.1.6 How does the college groom leadership at various levels?

The college adopts various practices for effective execution of leadership at various levels, such as:

- The Principal participates in various seminars, conferences and exchange programmes
- All faculty members are given the opportunity to take on the responsibility of headship/ coordinatorship by rotation as an institutional practice
- Convenors of various committees of the Teachers' Council are given responsibilities of planning and monitoring the activities of the respective committees
- Leadership training workshops are conducted for the faculty
- Decentralization and delegation of admission and examination related responsibilities among the faculty for both college and university examinations
- Members of the faculty are entrusted with the responsibility of coordinating special college events
- Members of the non-teaching staff of the institution are entrusted with the responsibility of communicating, coordinating and disseminating information relating to admission and examination
- The selected class representatives and the elected office bearers of the Students' Council are groomed for leadership and organizational skills through active participation in all inter and intra college activities round the year
- There is active participation of students in the LTS unit of the college
- The various outreach and extension programmes of the college help to nurture leadership qualities among students

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

For efficient functioning of the institution, the administration of the college has a transparent and decentralized governance system.

- Policy decisions are taken by the Governing Body, chaired by the President and executed by the Principal along with the Secretary who is the Drawing and Disbursing Officer
- The IQAC recommends and initiates various policies and courses of action for effective functioning and enhancement of quality in the institution
- The Principal coordinates all academic matters through heads and other faculties of all the departments. She is assisted by the Joint Secretary in assigning responsibilities to the non-teaching staff and monitoring the administrative functions
- The Head of each department manages and coordinates the academic and administrative matters of the respective department. The departments also enjoy operational autonomy regarding utilization of allocated fund for various activities
- Several committees headed by respective convenors deal with specific issues on academic matters and co-curricular activities
- Principal delegates admission and examination related responsibilities among the faculty for the purpose of decentralization and delegation of is done by the Principal.

- The Librarian is assisted by the library staff and reports to the Principal
- The Manager Accounts and assigned non-teaching staff in different capacities report to the Joint Secretary regarding infrastructure development, office administration, maintenance etc
- The Facility Manager is in charge of overall maintenance and security of the institution
- The elected office bearers of the Students' Council enjoy operational autonomy in various matters relating to extracurricular activities

On the whole the institution delegates authority and provides operational autonomy at various levels and works towards a decentralized governance system.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the institution promotes a culture of participative management through decentralization and delegation of responsibilities. The various levels of participative management are as follows:

STAGES OF PARTICIPATIVE MANAGEMENT

Aspects	Feedback for Appraisal	Need assessment & Planning	Decision and Approval	Execution
Academic	Principal IQAC HoDs Faculty LAC Students	Planning Board IQAC LAC	GB TC	Principal
Administrative	Principal Secretary Teaching Staff Non-Teaching Staff Alumni	Principal Secretary Jt. Secretary Manager Accounts	GB	Secretary Jt. Secretary Facility Manager
HR Planning	Teaching Staff Non-Teaching Staff Office Staff	Principal Secretary Jt. Secretary Manager Accounts	HR Committee	Secretary
Information Management	Principal Office Staff IT Staff Manager Accounts IQAC Documentation Committee	Principal IQAC Planning Board Manager Accounts	President Secretary Jt. Secretary Principal	President Jt. Secretary Manager Accounts

Aspects	Feedback for Appraisal	Need assessment & Planning	Decision and Approval	Execution
Co-curricular & extracurricular activities	Principal IQAC Students Council Faculty Alumni NSS Programme Officer	Principal Planning Board IQAC Sub-committees of TC NSS Programme Officer	Principal TC	Principal Sub-committees of TC NSS Programme Officer

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The institution has a quality policy reflected in its vision and mission which are stated in the Prospectus and college website.

The focus of the institution is to strive for excellence and in this regard its stated quality policy includes diversification of academic courses as far as practicable and upgradation of the infrastructure in keeping pace with the changing global needs. The top Management including Principal, Planning Board, IQAC, teaching and administrative staff of the institution have regular interactions at different levels and discuss the requirements pertaining to the latest global academic trends. Feedback from various stakeholders are used for development, deployment and review of new policies.

6.2.2 Does the Institution have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The perspective plan of the institution is to provide a congenial environment to the girls of the contemporary society in an all round effort to enable, facilitate and empower their growth not only as good students but also as responsible citizens. All the stakeholders of the institution work relentlessly in their respective capacities to achieve the target of providing holistic education to the students and developing global competence among them.

The aspects that have been considered for the last four years include:

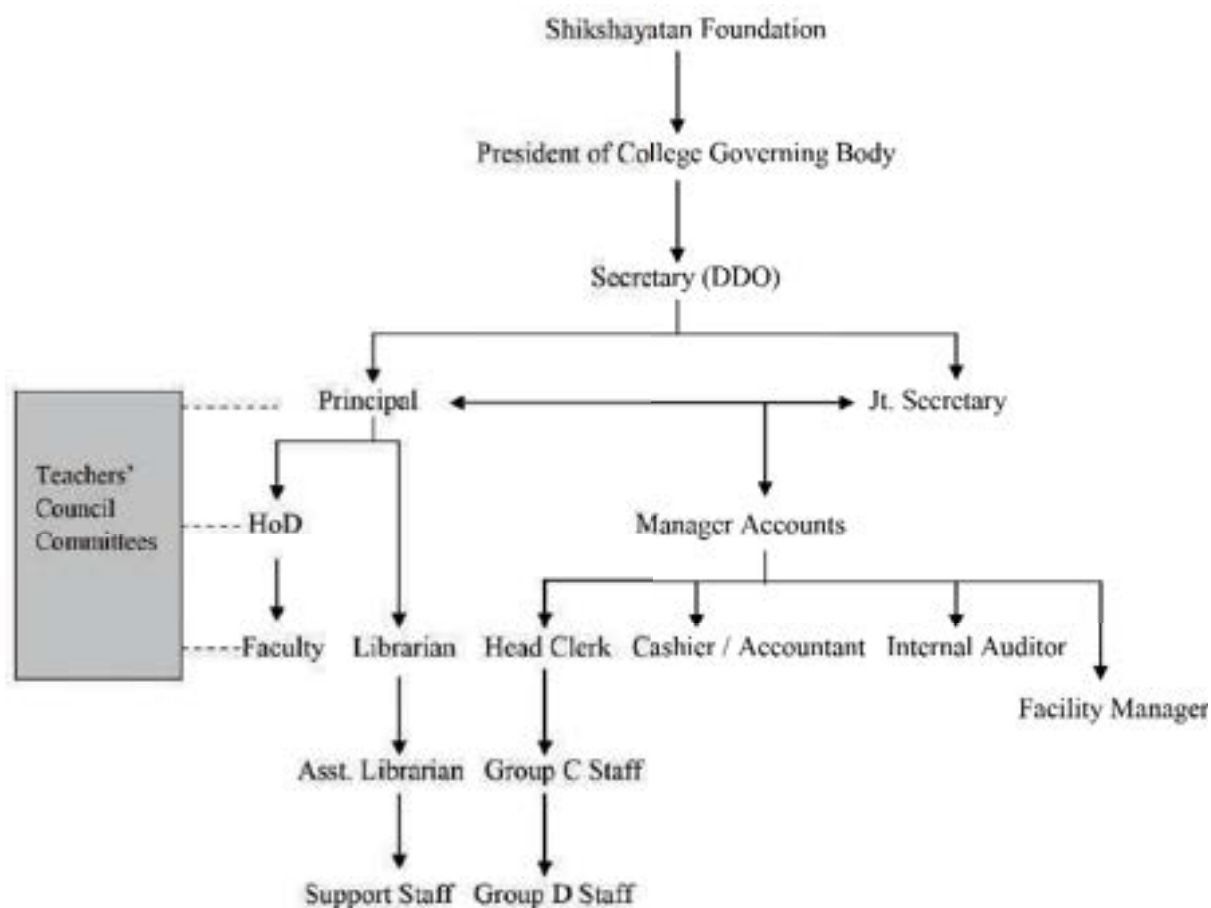
- further diversification of the academic courses and inclusion of more job-oriented add-on courses and foreign language courses
- promotion of a culture of research and consultancy in the institution
- continuous upgradation of the infrastructural facilities including rigorous usage of ICT
- strengthening the placement services by appointing a placement officer
- provision of more accommodation for outstation students through tieups with paying guest facility providers
- more active involvement of the alumni in the development of the college
- more UGC sponsored seminars

- introduction of PG courses
- introduction of B.Com. evening section
- more faculty development programmes
- introduction of value education workshops for students and staff
- medical camps and health awareness programmes
- enhanced opportunities for outdoor sports
- regular student research projects
- expansion of social service activities
- increased activities of students' clubs

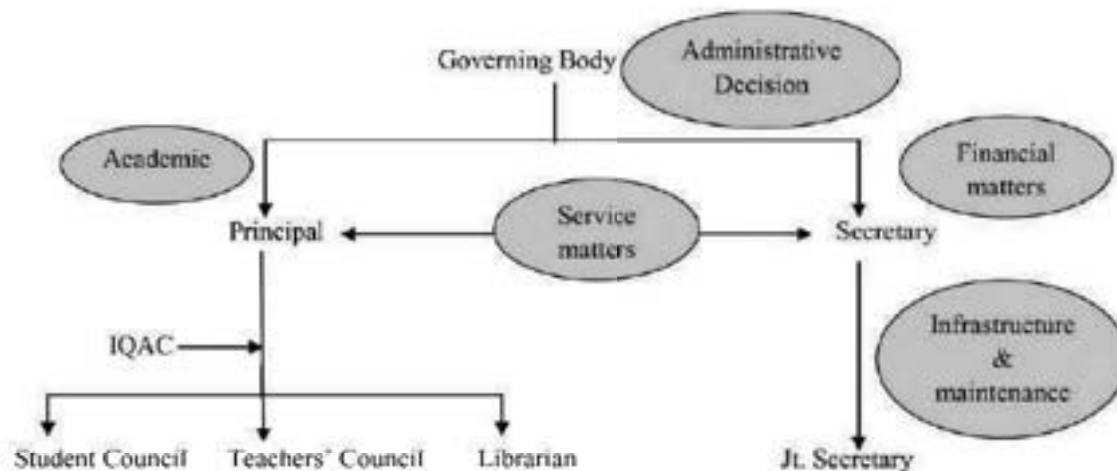
6.2.3 Describe the internal organizational structure and decision making processes.

The following flow charts describe the internal organizational structure and decision making processes of the institution respectively.

Internal Organizational Structure



Monitoring and Decision Making



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

The institution has developed and deployed the following quality improvement strategies to empower its students and faculty:

Teaching and Learning:

- ICT enabled teaching and learning
- Digitization of lessons
- Annual Teaching Plan communicated at the beginning of the session to ensure academic accountability
- Remedial classes for weaker students
- Bridge course to students for induction into selected course programme
- Special lectures by eminent speakers from academia and industry
- Inculcation of moral and ethical values through value education workshops and seminars
- Encouraging students to undertake projects, present papers and posters in seminars
- Open access library and availability of e-resources
- Compulsory computer literacy course and advanced add-on computer courses

- Introduction of foreign language courses
- Enhanced opportunities of vertical and horizontal mobility
- Academic counselling by faculty

Research and Development:

- Research Committee for providing information regarding grants, research opportunities and for monitoring all research activities
- Publication of research articles in departmental journals
- Seed money provided for research by faculty and students
- Sponsorship for participation in seminars
- Students' summer projects by most of the departments
- Facilitating faculty research project
- Organizing workshops and seminars on research methodology
- Modernization of computer laboratories with upgraded computers and latest softwares

Community engagement:

- Well established NSS Unit for sustained community engagement through increased participation of students
- Active LTS Unit for various social and community services
- Revival of Social Welfare Committee to expand interface with the community
- Community Outreach Unit for sustained social service
- NCC Open Cadet system for nurturing leadership qualities and organizational discipline
- Annual art and cuisine fair 'Shree' to encourage community participation
- Fund raising initiatives during natural calamities

Human resource management:

- Human Resource Committee institutioned for quality management
- Human Resource planning on the basis of departmental workload
- Timely recruitment of teaching and non-teaching staff
- Facilitating timely promotion of UGC staff
- Providing timely increment to college appointed staff
- Empowerment of faculty by facilitating training and development programmes
- Capacity building workshops for non-teaching staff
- Leadership building through rotational headship among all fulltime faculty
- Various practices to encourage participative management
- Welfare measures for staff

**Industry interaction:**

- To augment the curriculum of BBA and B.Com. courses, experts from industries are invited to conduct career counselling seminars and workshops and to explore prospects for internship
- Students are taken for industrial visits for experiential learning
- Collaboration with NEN for development of entrepreneurial skills and interface with self-employed entrepreneurs

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contact etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Head of the institution, through the IQAC, gets a formal feedback on various aspects of the institution from the stakeholders namely the parents, teaching and non-teaching staff. These are analyzed by the IQAC and the outcome is communicated to the top management by the Head of the institution. Feedback from staff is also obtained through an employee satisfaction survey and also through suggestion box.

The feedback from students and alumni on the college is obtained by the Head of the institution through a formal feedback survey and also from their grievances which are redressed timely.

The Head of the institution ensures that this information is communicated to the top Management at Governing Body meetings.

The Head of the institution is the liaison between the staff and the top Management. She provides able guidance with her innovative ideas in policy matters and is instrumental in implementing various quality enhancement and sustenance measures in the development process.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management encourages and supports involvement of the staff in improving the effectiveness and efficiency of the institutional processes, and works towards a cordial relationship with the staff to create a harmonious working environment through:

- Provision of high-end laptops and iPad (mini) to all full-time faculty for improving ICT enabled teaching learning process
- Installation of IRP for effective MIS
- Delegation of authority to encourage participative management
- Specific budgetary allocation of fund for various academic and non-academic activities
- Infrastructural upgradation facilitating effective teaching, learning and administration
- Recognition of achievement of teaching staff through awards and seed money
- Training and orientation programmes for teaching and non-teaching staff
- Encouragement and sponsorship to attend informative seminars for professional development
- Facility of ESI and other staff welfare measures like allowances and bonus
- Follow up actions based on suggestions and feedback

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolution.

The Governing Body has made several resolutions on academic, administrative and financial aspects, most of which has been successfully implemented such as introduction of new courses, evening section in Commerce, rotational headship amongst all full-time faculty etc. The minutes of the meetings are available for perusal during on-site visit.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', What are the efforts made by the institution in obtaining autonomy?

The affiliating university does not make any provision for according the status of autonomy to an affiliated institution. However, this institution is a linguistic minority educational institution and enjoys considerable administrative autonomy since 1995 under Article 30 Clause 1 of the Constitution of India.

6.2.9 How does the Institution ensure that grievance / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institution has separate Grievance Redressal Cells for students, teaching and nonteaching staff.

Composition:

- a. For students: Principal, Teachers' Council Secretary, two senior teachers
- b. For teaching staff: Principal, Teachers' Council Secretary, two teacher representatives of the Governing Body
- c. For non-teaching staff: Secretary, Joint secretary, Principal and Manager Accounts

They function in the following way:

The students, teachers and non-teaching staff communicate their grievances and suggestions to the head of the institution verbally, through suggestion box and email.

They are redressed by the Principal after being analyzed by the respective committees. The cells function with the objective of facilitating a harmonious work culture through redressal of the grievances so as to motivate the stakeholders to perform with optimum efficiency.

The institution also has an Anti-Ragging and Sexual Harassment Cell, although no complaints have been registered so far.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institution? Provide details on the issues and decisions of the courts on these?

There has been no instance of court cases in the last four years.



6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

The institution has a mechanism for analyzing student feedback on institutional performance through a formal questionnaire survey .

The feedback is analyzed by the IQAC and the concerns are addressed to their satisfaction by the Principal.

(Report available during on-site visit)

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The institution sponsors teaching and non-teaching staff for their empowerment and provides a conducive environment for their participation in various programmes such as :

For Teaching Staff:

- i. Orientation Programmes, Refresher Courses and Faculty Development Programmes, FIP, MRP and individual research
- ii. International Cultural Exchange Programme
- iii. National/International Seminars and Conferences
- iv. Computer training programmes such as GIS and SPSS
- v. Workshops on Capacity Building for stress management and leadership
- vi. Workshop on value education
- vii. Workshop by LASWEB
- viii. Library Orientation
- ix. Smart board training
- x. Workshop on research methodology

For Non-teaching staff:

- i. Capacity building programmes on stress management for office staff and ministerial staff
- ii. DELNET orientation programme for library staff
- iii. Refresher course for library staff
- iv. Computer training programmes

The college also provides infrastructural and advanced technological support for empowering all staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they perform?

The institution adopts different strategies to support and ensure empowerment of faculty by encouraging participation in various programmes as mentioned in Answer 6.3.1

Besides, the institution also motivates the faculty by

- Providing modernized infrastructural facilities such as fully Wi-Fi campus, state-of-the-art computer and media laboratories; ICT enabled classrooms; personal laptops and iPad minis to faculty; in-house and remote access to e-resources of the library by N-List through INFLIBNET and DELNET
- Providing leadership opportunity to all fulltime faculty through rotational headship
- Readily approving necessary budget for library books, laboratory equipments and materials, departmental journals, seminars, workshops, conducting research-oriented activities, institutional visits etc.
- In case of contractual lecturers the institution offers financial assistance for participating in national and international seminars
- To encourage research activities, an annual seed money of ₹ 50,000 has been allocated
- Faculty members who do not avail of study leave for completion of Ph.D. programme are granted a sum of ₹5000
- Felicitating faculty members with silver medals for obtaining Ph.D. degree
- Granting leave to encourage participation in research and extension activities
- Adopting prompt measures in recruitment and facilitating timely promotion of teaching staff as per UGC norms
- Subscribing to institutional membership of British Council Library.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

For performance assessment of the faculty and the staff:

- Self-appraisal reports submitted by members of faculty under Career Advancement Scheme for promotion following guidelines of UGC and State Government
- Annual self-appraisal diaries are maintained by individual faculty and periodically reviewed by the Principal
- Online student feedback on individual faculty obtained and analyzed by Principal
- Feedback taken from the students and alumni about the teaching and non-teaching staff by the IQAC. These are analyzed and the observations are communicated to the top Management.
- Periodic meetings held with parents in all departments

These are assessed and measures are adopted to improve efficiency of teaching-learning.



6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The various methods of performance evaluation mentioned in Answer 6.3.3 help in identifying the strength and weakness of a staff member. The Principal, on reviewing the appraisal, informs the appraisee confidentially about his/her strong and weak points which gives an opportunity for improvement. This participative approach results in greater satisfaction and higher work performance.

6.3.5 What are the welfare schemes available for teaching and nonteaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

There are various welfare activities for the staff and faculty such as :

- Annual festival bonus to all non-teaching staff
- Arrangement of prompt and easy loans for both faculty and staff
- Financial support to non-teaching staff for pursuing any professional course
- Providing conveyance allowance, lunch allowance, winter and summer uniforms etc. to each member of Group D staff
- Gratuity linked LIC Policy for non-teaching staff
- Common space for Group D (ministerial) staff
- Free tea and coffee for all the employees throughout the day
- Free medical checkup facility fortnightly for all staff
- Grievance redressal mechanism for all staff
- ESI health card for non-teaching staff
- Prompt settlement of financial matters for all staff at the time of his/her superannuation.

The welfare schemes are availed by staff members for whom they are applicable.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

Being a linguistic minority institution and affiliated to the University of Calcutta, it recruits its regular faculty, both UGC and contractual, as per UGC norms. Eminent faculty from national and international universities, industry and R & D institutions are invited as speakers in special lecture series programmes, many of whom express willingness to revisit the institution every year.

6.4 Financial management and Resource mobilization:

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution is administered by the Governing Body following the best possible practices in the given working scenario.

The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure.

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 income from sale of old newspapers, magazines, scraps etc.

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.

All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures 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 environment, faculty development etc.

6.4.2 What is the institutional mechanism for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institution has an efficient internal audit mechanism in place for regularly cross checking the accounting information 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 by the auditors appointed by the Government of West Bengal. The external audit is completed till 2013-14 and internal audit is complete till December 2014.

Till date no major objections have been raised by the auditors.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statements of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions, if any.

The major sources of receipts are :

- 1) Fees collected from students
- 2) Interest from fixed deposits
- 3) Salary grants from State Government
- 4) Development grants from UGC
- 5) Miscellaneous sources like proceeds from sale of old magazines and news papers, sale of scrap, fines, reprography and printing charges

As of now the institution has been able to manage the resources very well and as a consequence a situation of deficit has not arisen.



SHRI SHIKSHAYATAN COLLEGE
11, LORD SINHA ROAD, KOLKATA - 700071
BALANCE SHEET AS AT 31ST MARCH , 2014

Sources of Funds	Schedules	As on 31st March,2014 (in ₹)	As on 31st March,2013 (in ₹)
Reserves & Funds			
Capital Reserves	I	11,749,289.81	10,667,999.45
Other Reserves	II	15,821,115.15	11,294,146.71
Other Funds	III	26,251,780.89	31,698,124.89
TOTAL		53,822,185.85	53,660,271.05
APPLICATION OF FUNDS			
Fixed Assets :	IV		
Gross Block		94,578,974.95	88,684,697.02
Less : Depreciation		58,635,240.19	52,031,196.09
Net Block		35,943,734.76	36,653,500.93
Investments :	V	12,926,723.96	6,531,623.60
Current Assets			
Cash & Bank Balances	VI	214,058.79	927,931.92
Other Current Assets,Loans & Advances	VII	7,532,897.02	10,968,552.90
	A	7,746,955.81	11,896,484.82
Less : Current Liabilities & Provisions :			
Bank Overdraft (Book Balance)		358,448.28	-
Creditors For Expenses		719,323.40	615,748.80
Undisbursed Grants / Scholarships / Stipends	VIII	595,884.00	319,527.00
University / Council Dues	IX	578,488.00	398,631.50
Other Liabilities	X	543,085.00	87,431.00
	B	2,795,228.68	1,421,338.30
Net Current Assets	(A - B)	4,951,727.13	10,475,146.52
TOTAL		53,822,185.85	53,660,271.05
Notes on Accounts	XIX		

SHRI SHIKSHAYATAN COLLEGE
11, LORD SINHA ROAD, KOLKATA - 700071
BALANCE SHEET AS AT 31ST MARCH , 2013

Sources of Funds	Schedules	As on 31st March,2013 (in ₹)	As on 31st March,2012 (in ₹)
Reserves & Funds			
Capital Reserves	I	10,667,999.45	6,388,958.44
Other Reserves	II	11,294,146.71	37,927,636.97
Other Funds	III	31,698,124.89	2,101,084.89
TOTAL		53,660,271.05	46,417,680.30
APPLICATION OF FUNDS			
Fixed Assets :	IV		
Gross Block		88,684,697.02	75,156,359.42
Less : Depreciation		52,031,196.09	44,421,176.44
Net Block		36,653,500.93	30,735,182.98
Investments :	V	6,531,623.60	10,669,197.87
Current Assets, Loans & Advances :			
Cash & Bank Balances	VI	927,931.92	1,076,116.43
Other Loans & Advances	VII	10,968,552.90	5,304,261.62
	A	11,896,484.82	6,380,378.05
Less : Current Liabilities & Provisions :			
Creditors For Expenses		615,748.80	259,285.10
Undisbursed Grants / Scholarship	VIII	319,527.00	542,670.00
University / Council Dues	IX	398,631.50	255,225.50
Other Liabilities		87,431.00	309,898.00
	B	1,421,338.30	1,367,078.60
Net Current Assets	(A - B)	10,475,146.52	5,013,299.45
TOTAL		53,660,271.05	46,417,680.30
Notes on Accounts	XIX		



SHRI SHIKSHAYATAN COLLEGE
11, LORD SINHA ROAD, KOLKATA - 700071
BALANCE SHEET AS AT 31ST MARCH , 2012

Sources of Funds	Schedules	As on 31st March,2012 (in ₹)	As on 31st March,2011 (in ₹)
Reserves & Funds			
Capital Reserves	I	6,388,958.44	4,154,850.26
Other Reserves	II	37,927,636.97	37,294,237.40
Other Funds	III	2,101,084.89	784,312.89
TOTAL		46,417,680.30	42,233,400.55
Fixed Assets :	IV		
Gross Block		75,156,359.42	68,286,189.70
Less : Depreciation		44,421,176.44	39,288,635.37
Net Block		30,735,182.98	28,997,554.33
Investments :	V	10,669,197.87	6,717,514.00
Current Assets, Loans & Advances			
Cash & Bank Balances	VI	1,076,116.43	522,636.71
Other Loans & Advances	VII	5,304,261.62	9,967,777.95
	A	6,380,378.05	10,490,414.66
Less : Current Liabilities & Provisions :			
Creditors For Expenses		259,285.10	404,477.81
Undisbursed Grants / Scholarship	VIII	542,670.00	1,217,779.75
University / Council Dues	IX	255,225.50	250,290.50
Other Liabilities		309,898.00	607,629.10
Bank Overdraft (Book Balance)		-	1,491,905.28
	B	1,367,078.60	3,972,082.44
Net Current Assets	(A - B)	5,013,299.45	6,518,332.22
TOTAL		46,417,680.30	42,233,400.55
Notes on Accounts	XIX		

SHRI SHIKSHAYATAN COLLEGE
11, LORD SINHA ROAD, KOLKATA - 700071
BALANCE SHEET AS AT 31ST MARCH , 2011

Sources of Funds	Schedules	As on 31st March,2011 (in ₹)	As on 31st March,2010 (in ₹)
Reserves & Funds			
Capital Reserves	I	4,154,850.26	5,910,791.55
Other Reserves	II	37,294,237.40	30,108,524.05
Other Funds	III	784,312.89	5,061,698.89
TOTAL		42,233,400.55	41,081,014.49
Fixed Assets :	IV		
Gross Block		68,286,189.70	59,060,225.61
Less : Depreciation		39,288,635.37	32,164,100.70
Net Block		28,997,554.33	26,896,124.91
Investments :	V	6,717,514.00	11,398,442.64
Current Assets, Loans & Advances :			
Cash & Bank Balances	VI	522,636.71	1,508,979.98
Other Loans & Advances	VII	9,967,777.95	3,377,236.16
	A	10,490,414.66	4,886,216.14
Less : Current Liabilities & Provisions :			
Creditors For Expenses		404,477.81	869,812.45
Undisbursed Grants / Scholarship	VIII	1,217,779.75	1,042,982.25
University / Council Dues	IX	250,290.50	169,891.50
Other Liabilities		607,629.10	17,083.00
Bank Overdraft (Book Balance)		1,491,905.28	-
	B	3,972,082.44	2,099,769.20
Net Current Assets	(A - B)	6,518,332.22	2,786,446.94
TOTAL		42,233,400.55	41,081,014.49
Notes on Accounts	XIX		



6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any)

The college is self sufficient in terms of finance. The self-generated funds, complemented by grants for salary and development from State Government and UGC respectively, is spent for running and development of the institution. Accurate budgeting, efficient fund management and prudence in expenditure has helped the institution in maintaining its financial health. No efforts as such have been made to procure funds from any other agencies.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If ‘yes’ what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The institution has an established Internal Quality Assurance Cell after its first accreditation in 2003. Keeping in mind its vision and mission, the IQAC plans and monitors activities for continuous improvement of academic and administrative excellence of the institution.

The IQAC suggests policies relating to academic and administrative matters of the institution. However, the academic policies are largely guided by the norms of the affiliating university. The following measures of the IQAC have ensured the quality assurance process of the institution:

- Overall planning on matters related to academics, administration and infrastructure of the institution throughout the year
- Setting up a Research Committee to initiate, promote and co-ordinate all research and consultancy activities of the college
- Feedback from stakeholders for ensuring accountability and enhancing the efficiency of the institution
- Active interaction of the departments with the affiliating university for necessary modification and effective implementation of the curriculum
- Networking of the departments with their alumni and recommending measures for greater involvement of the alumni for the benefit of the institution
- Effective functioning of the special committees like the Library Advisory Committee, Research Committee, Grievance Redressal Cell, Anti ragging and Sexual Harassment Cell, Placement and Career Counselling Cell
- Enhancement of co-curricular activities and extension services
- Tie-up with a sports club to promote outdoor sporting activities

- Collaboration with other organizations for enhancing global competence and employability of the students like introduction of foreign language courses
- Environmental consciousness among stakeholders through various measures like introduction of Green Auditing of the campus
- Capacity building measures for teaching and non-teaching staff of the institution
- Student support programmes such as health camps and seminars
- Effective interface with the Management
- Greater involvement of the Alumni Association in the operation of the canteen and supervision of hostel facilities
- Infrastructure upgradation for ICT enabled teaching-learning
- External Academic Audit by eminent academic peers along with the regular internal academic audit in the institution done by the Principal and HoDs

b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

The IQAC recommends on matters relating to academic, learning resources, infrastructure, student support, extension services, faculty development programmes, staff welfare initiatives, environmental awareness and other healthy practices. Most of the recommendations have been approved by the top Management and implemented.

(Details in Annexure 6.01)

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

The IQAC has two external members in the committee who give relevant and important suggestions for the improvement of the institution. They have facilitated opportunities for regular exchange of views among peer institutions through joint conferences on “Healthy Educational Practices”.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Students and alumni through their valuable structured feedback to the IQAC indicate areas requiring improvement and also those that are satisfactory.

The Alumni Association co-ordinates with IQAC to put into place measures such as setting up of a canteen and monitoring hostel facilities.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

Structured feedback is obtained from different categories of employees like faculty, library staff, office and ministerial staff on various aspects of the institution. These are analyzed by the IQAC and the observations are communicated to the top management.



The Principal along with the Co-ordinator and teacher members of IQAC holds regular meetings with heads of departments and various committees and engages the faculty in the process of quality sustenance and enhancement of the institution.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes' give details on its operationalisation.

The institution adopts quality management strategies in academic and administrative operations, displaying sensitivity to changing educational, social and market demands. The pro-active IQAC along with the Planning Board and HR Committee of the college provides a platform for promotion of integrated academic, administrative and financial activities for overall quality assurance and sustenance. The recommendations of the various departments and committees are reviewed and analyzed by the IQAC and Planning Board before being placed for approval by the Governing Body. An efficient MIS is generated through IRP for overall effective administration.

For academic activities:

- Online application and merit based admission in all departments and also direct admission through counselling
- Planning of the Teaching Schedule and communicating it to the students at the beginning of the academic session
- Introduction of modern teaching aids and the use of ICT in the teaching-learning process including digitization of lessons
- Well-equipped and upgraded open access library with access to e-resources
- Independent project work, institutional visits, awareness programmes, organization of seminars, paper presentations, group discussions, quiz and debates by students
- Educational excursions to give hands-on training in the collection and analysis of field data
- Academic counselling and remedial teaching for weaker students and advanced references for other students
- Incentives and awards for academic performance and full attendance
- Parent-teacher meetings for the discussion of students' performance and attendance
- Provision of seed money for research for both students and faculty
- Compulsory computer literacy for students
- Introduction of job-oriented, self-financing as well as add-on certificate courses
- Regular feedback from students and other stakeholders. Students' feedback, alumni responses and observations of parents taken into consideration for quality improvement
- Taking initiatives to organize faculty development workshops
- Introduction of PG courses and GRE/GMAT trainings for facilitating vertical mobility of the students
- Academic flexibility ensured through introduction of new subjects
- Introduction of courses on foreign languages
- Internal academic audit through trend analysis of university results

- Orientation for faculty for accessing e-resources
- External academic audit conducted
- Introduction of Research Committee for facilitating and monitoring student and faculty research activities

For administrative activities:

- The Principal meets the heads of departments from time to time to ensure that regular academic audit is carried out in the department
- Regular upgradation and expansion of infrastructure facilities
- Enhancement of budgetary allocations for academic and administrative purposes
- Use of Institutional Resource Planning (IRP) software
- On-going digitization of records
- Fully Wi-Fi campus
- Upgradation of library with current books and journals, open access facility and online journals, INFLIBNET (N-List) and DELNET facilities.
- AMC for infrastructure
- Insurance for infrastructure
- Outsourcing maintenance and security services
- Facility manager for overall maintenance
- Appointment of a placement officer
- College-sponsored computer literacy programmes for all staff
- Compulsory computer literacy course for students
- Capacity building workshop for all staff

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution provides the following training to its staff for effective implementation of the quality assurance procedures:

- Capacity building trainings like computer training for office staff
- Research Methodology workshop for faculty
- Stress management for non-teaching staff
- Value education workshop for faculty
- Leadership workshop for faculty



- Computer training for faculty and non-teaching staff
- Training on usage of smart board and interactive projector for classroom teaching
- Faculty orientation for accessing e-resources

The above mentioned training programmes have motivated the staff as could be understood from their positive response and increased efficiency in performing their role.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The Principal regularly meets the heads of all departments to conduct an internal academic audit. The review of the academic functions of the department helps the faculty to identify the weaknesses and take suitable corrective measures. Accordingly the department reschedules the teaching and evaluation plan and introduces innovative methods of teaching-learning to increase the efficiency of its functioning.

External review of academic provisions is conducted by the State Higher Education Council and the affiliating university in order to introduce new courses or expansion of the existing ones.

As a recommendation of the IQAC, external academic audit is also conducted by experts from academia and industry and its outcomes are communicated to the top Management and the faculty in the Teachers' Council meetings to design plans for further improvement of the institutional activities.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

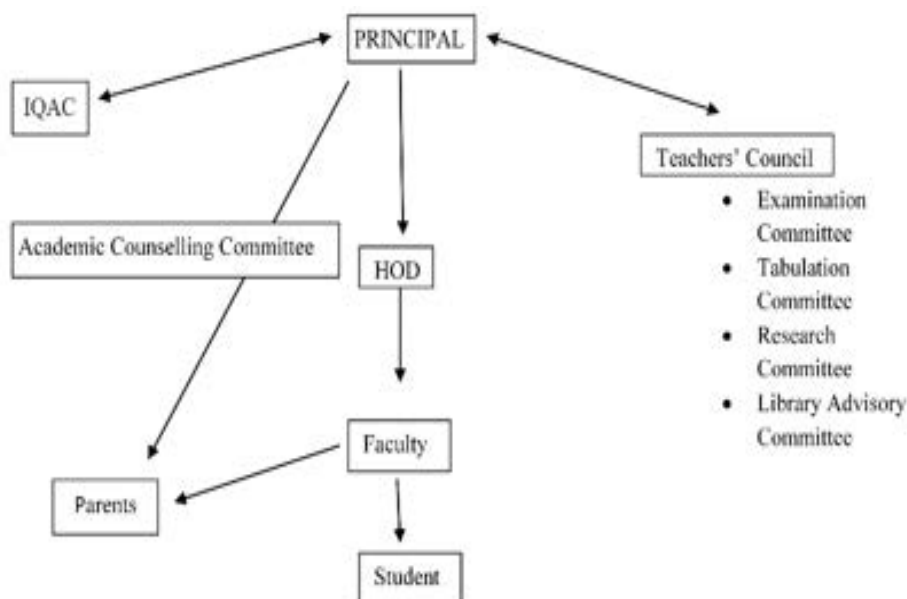
The IQAC has been constituted based on the guidelines set by the external quality assurance agency NAAC. Its functions comply with the requirements for improving the academic, administrative and financial efficiency of the institution. (Refer to Answer 6.5.1a. for details)

The institution also follows the guidelines set by the UGC, NAAC, State Government and University of Calcutta.

6.5.6 What institutional mechanisms are in place to continuously review the teaching-learning process? Give details of its structure, methodologies of operation and outcomes?

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

Academic Structure :



Methodologies of operation:

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

The Principal regularly meets the other IQAC members and heads of the departments to evaluate the teaching learning process.

The heads of departments meet the faculty members periodically to review the functioning of the department.

The committees of the Teachers' Council namely the Academic Counselling Committee, Examination Committee, Library Advisory Committee, Tabulation Committee and Research Committee review the overall teaching-learning process.

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

Regular Parent-Teacher meetings are held in each department to improve the teaching-learning process.



The students participate in reviewing the teaching-learning process through feedback on the performance of individual teachers of the departments which are discussed by the Principal with the respective faculty confidentially.

External academic audit has been conducted by external experts from academia and industry.

Outcome

Consistently 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 mobility of the students and their placements in reputed institutions bear testimony to the achievement of our mission.

The review of the teaching- learning processes of the departments help the faculty to identify the strengths and weaknesses and take suitable measures. Since the departments enjoy autonomy in teaching-learning process, they can introduce innovative methods and remodel the teaching and evaluation plan to increase the efficiency of their functioning.

Based on review of teaching-learning process, fruitful efforts such as remedial classes, special lectures and bridge courses have been undertaken to improve the performance of students.

On the basis of feedback from students and keeping in mind the emerging trends, new courses to enhance global competence and employability have been introduced.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The IQAC of the institution communicates its policies, mechanisms and outcomes through its website, college notice boards, prospectus and meetings with internal and external stakeholders. The Principal also communicates the academic achievements during the Annual Function of the college.

Any other relevant information regarding Governance, Leadership and Management which the college would like to include.

None

CRITERION VII

**INNOVATIONS AND BEST
PRACTICES**



MEDICINAL PLANT UNIT



NSS SPECIAL CAMP



BLOOD DONATION CAMP



ICT ENABLED CLASSROOM TEACHING



SOLAR PANEL ON ROOF TOP



SMART BOARD TRAINING



7.1 Environment Consciousness

7.1.1 Does the institution conduct a Green Audit of its campus and facilities?

The institution has initiated a practice of Green Auditing of the campus and its facilities with the help of the students and teacher members of the Students' Council as per the guidelines provided by the WWF. Surveys are conducted by the students on different parameters to assess energy consumption, water conservation and vehicular emissions.

The institution has undertaken carbon accounting and water audit for assessing the environmental impact of our college in 2014. WWF-India, West Bengal State Office, has conducted training sessions for students and teachers in undertaking transport, electricity and water audit of Shri Shikshayatan College. Under the supervision of teacher members of the Students' Council, students collected data on transport and use of water and electricity as per a given format. Carbon footprint due to commutation or use of transport has been found to be 377.35 kg per capita emission of CO₂ annually (considering 300 working days in the college). The Green Audit states that the "obtained value is well below the present per capita CO₂ emission in India (i.e. 1700 kg)." The daily carbon footprint from use of electricity has been found to be 279.42 kg of CO₂. Per capita emission (for a batch of 524 students) was 0.533 kg of CO₂. The water audit conducted in the institution showed that there was no water leakage from any of the devices inspected and thus wastage of water was nil.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The institution is well aware of the global environmental scenario and makes all possible efforts to create an eco-friendly campus by undertaking the following:

a) Energy conservation initiatives:

- The fourth floor of the campus fitted with LED lamps to conserve electrical energy and there are plans to do the same for the other floors as well
- Continuous monitoring of electricity usage in the campus to prevent misuse of energy
- Assessment of energy consumption through Green Audit
- All the newly installed air-conditioners adhere to environmental norms of lesser electricity consumption and CFC emission
- Installation of solar panel on terrace

b) Efforts for carbon neutrality:

- Entry and parking of limited number of vehicles within the campus
- No carbon emission from canteen and pantry
- Online examinations and student feedback to reduce use of paper wherever possible
- Solar panel installed to reduce carbon footprint

c) Plantation:

- A medicinal plant unit is maintained in the Department of Botany
- Potted plants line the corridors of all the floors and the terrace to add to the greenery of the campus

d) Hazardous waste management: No hazardous waste is generated in the campus

e) E-waste Management: Old computers, batteries and wires are segregated and sold off at regular intervals

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Several innovative practices have been introduced by the institution in the last four years which have positively impacted the functioning of the college.

a) Upgradation and enhanced use of ICT in teaching-learning:

- Smart boards installed in almost all classes
- Most of the classes are equipped with LCD Projectors
- Personal laptops and i-Pad minis have been provided to all faculty
- Digitization of lessons
- Upgradation of Media Lab
- Increase in the number of smart classrooms
- Digitization of the Library
- Remote access of e-resources for faculty
- Introduction of INFLIBNET(N-List) and DELNET facilities in the library
- Fully Wi-Fi campus
- Online tests in some of the subjects
- Basic computer training by NIELIT and software training in SPSS, GIS and Tally ERP 9

b) Other innovative practices in teaching-learning include:

- Vertical expansion in the form of introduction of PG courses in English and Commerce facilitating progression of students to higher education
- Horizontal expansion in the form of introduction of new subjects like Mathematics Honours, Physics General and B.Com. Honours evening section resulting in enhancement of academic flexibility
- Allocation of funds for students' summer projects in all departments
- Short-term certificate and add-on courses like foreign language courses have been introduced to increase the potential for employability and global competence
- Value education workshops for both students and faculty for holistic development
- Increased sporting and extra-curricular facilities for all round development of the students



c) Measures for efficient administration and improved infrastructure:

- Continuous upgradation of the office infrastructure
- Regular training of office personnel and guidance by their seniors on the statutory and consequent functional changes
- Constant upgradation of the central computing software and training of staff members in the revised versions
- Use of MIS for transparent and smooth functioning of administration including admission
- Participation of senior administrative staff in seminars and workshops
- Regular use of college website and bulk messaging services for various notifications and communications
- Optimal utilization of space through redesigning of existing infrastructure and introduction of evening shift
- Campus security enhanced through the installation of CCTV at strategic locations in the campus in addition to 24 hr security staff on duty for surveillance
- Installation of fire fighting devices in all the floors of the college campus
- Installation of 4 electrical panels for uninterrupted and stable power supply in the campus.
- Installation of solar panel for clean energy
- Outsourced housekeeping service for proper maintenance

7.3 Best Practices:

7.3.1 Elaborate on any two best practices in the given format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

BEST PRACTICE I:

1. TITLE OF THE PRACTICE:

EXTENSIVE USE OF ICT FOR QUALITY ENHANCEMENT OF THE INSTITUTION

2. GOAL:

The goals of this institutional practice are:

- a) to achieve the vision and mission of the institution which is to impart holistic education and enhance the global competence of the students with the use of modern technology
- b) to broaden the horizon and go beyond classroom teaching for improving knowledge base of the students
- c) to enable the students to think critically and work creatively
- d) to transform the mode of teaching through strategic use of ICT
- e) to facilitate swift and smooth functioning of the institutional administration
- f) to sustain the increased connectivity with stakeholders and peer groups

3. THE CONTEXT:

ICT is a recognized means of satisfying the ever-growing quest for knowledge and lifelong learning. In the current educational scenario it has become imperative to look beyond the traditional education systems in order to address the world's growing and changing needs. Our institution has continuously responded to this global need to cater to demands of appropriate technology fostering higher order thinking, communication, problem solving and global competence among students. Blended learning methods in the classroom incorporate 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.

The institution also has adequate ICT facilities in the library for effective and user-friendly library operations. Smooth and transparent admission procedure has been made possible with the use of ICT. Effective and efficient implementation of administrative processes is also ensured through the use of ICT.

4. THE PRACTICE:

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. The staff and students have access to technology and information retrieval on current and relevant issues.



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:

- Appropriate compulsory computer courses for students like Tally ERP 9, GIS, SPSS and also training by renowned institutions such as ICA and NIELIT
- Adequate number of high end interactive projectors and computers for use in seminars and lectures
- Digitization of lessons
- State-of-the-art Media Lab, Computer Labs, Language Lab and Audio-Visual room
- Fully Wi-Fi campus for internet access and sharing intra-institutional information in the classrooms, staffrooms and library
- Smart classrooms with laptops in each desk
- Interactive smart boards
- High end personal laptops and i-Pad minis for faculty

Students are also able to create and present content using the computer, media and language laboratories. Thus they can consciously build understanding about how to use technology appropriately and meaningfully.

ICT is effectively used in the 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) and DELNET with both in house and remote access. Provision of OPAC is available.

Transparency in admission process is ensured through:

- Online application based on fulfillment of the notified eligibility criteria
- Index marks is computer generated based on subject-weights set by respective departments
- Publication of Merit Lists in college website

Security services of the campus have been enhanced by installing CCTV cameras at strategic locations.

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 makes it stand apart from others of its kind.

5. EVIDENCE OF SUCCESS:

Extensive use of ICT in the institution has enhanced digital literacy among all the stakeholders.

- ICT has offered advantages in classroom management, record keeping, assessment, lesson planning, and lesson presentation. It enables a teacher to accomplish all these tasks and more, in less time than traditional methods
- Technology enabled learning has increased student engagement and motivation and accelerated the learning process. It has also transformed teaching by ushering in a new model of connected teaching
- Blended learning has accommodated students' diverse learning styles and enabled them to work beyond regular class hours
- Interactive assignments like student seminars, project presentations and map making have shifted the balance of power towards the learner and given them the opportunities to master and internalize information
- Visual and multimedia presentations have enhanced the students' absorptive capacity leading to greater learning and motivation for pursuing higher studies
- Use of ICT has rendered the library user-friendly and made possible greater access to e-resources. This has increased the footfall in the library
- ICT usage has enabled optimum use of time and resources and also avoided duplicity of processes in administrative matters
- ICT enabled security services have resulted in a safe and secured campus
- Online students' feedback has ensured more effective assimilation and compilation of data

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The few problems encountered in implementation of ICT facility in the institution include the following:

- The problem of introduction of virtual classroom and online teaching needs to be addressed at the level of the affiliating university
- Development of e-content is being attempted by some departments although conceptualization and preparation of the same is facing certain operational hurdles as it is in its nascent stage. In order to overcome this, better understanding and co-ordination between the faculty and developing agency is being attempted so as to cater to the students' needs to the optimum level
- The college has the potential to conduct online examinations for internal assessments though it cannot be applied to all subjects under the existing evaluation rules of the affiliating university

7. NOTES:

For the purpose of global networking, the institution adopts policies and strategies of adequate deployment of technology and maintenance of ICT infrastructure. The larger vision of the institution on creating a roadmap for enhanced ICT usage includes the introduction of virtual classrooms and online learning, fully online admission procedure, and fully developed e-content for all departments.



BEST PRACTICE: II

1. TITLE OF THE PRACTICE:

SUSTAINED COMMUNITY SERVICE

2. GOAL:

The goals of this institutional best practice are to :

- fulfil the vision and mission of the college to ensure holistic development of our students
- involve greater number of students of the institution in community service through the various social service units like National Service Scheme (NSS), Leadership Training Service (LTS), Social Welfare Committee , Students' Council and Community Outreach Service
- cultivate the sense of social awareness, feeling of empathy and mutual respect for others in the larger society
- inculcate a sense of responsibility and value of selfless service towards the underprivileged and those with special needs
- motivate the young generation to mobilize resources for the development of the community with the motto of “learn, earn and return” to the society
- build leaders for tomorrow and foster team spirit with the motto of social inclusion

3. THE CONTEXT:

Combining community service with the learning process is a win-win proposition as it is beneficial for both the students and the community. It is a form of experiential learning for the students aimed at teaching them civic responsibilities. Students get to work in harmony with people from diverse socio-economic, cultural, and religious backgrounds and in the process learn to identify the value of life in the true spirit of egalitarianism and dignity. Students respond to community needs through interactive participation in various welfare activities among different age groups.

The institution encourages the active involvement of students in sustained community services, as it:

- imparts holistic education among students which enhances their understanding over the complexity and ambiguity of the real world
- inculcates a sense of social responsibility among students and leads to their spiritual growth and moral development
- leads to greater interpersonal development through teamwork, leadership, communication skills and analytical thinking abilities.

4. THE PRACTICE:

Practices of the NSS Unit :

- NSS volunteers have been regularly working with the children of Motijheel slum near Entally police station since 2006. 50 children participate in the 7 day Special Camp held in the college campus organized by the NSS Unit of the college every year. The activities include morning prayer, yoga, teaching 3 R's, activity oriented learning, general knowledge, health awareness, story-telling classes with moral lessons, co-curricular activities like recitation, singing, art and craft, dance and drama. Special programmes like

sports and movie shows are also organized. They are provided with nutritious food and taught basic habits of cleanliness and hygiene.

- The volunteers work in collaboration with different NGOs like Save The Children , CINI Urban Unit and Shishu Bhavan to teach the underprivileged children.
- The volunteers also render services to senior citizens of the St. Joseph's Old Age Home and Little Sisters' of the Poor.
- Volunteers participate in Blood Donation Camps organized in the institution every year
- Volunteers participate in walks and rallies and also organize awareness programmes on Breast Cancer, Cervical Cancer, AIDS, Thalassaemia and Child Labour
- Observance of special days like Women's day, NSS day

Practices of the LTS Unit :

- Working for the underprivileged through donation of clothes, blankets, sewing machines, bicycles and tricycles, teaching and raising funds
- In rural areas the volunteers contribute by donating books along with bookshelves to build libraries. They donate cycles to schools for helping their students to commute. Volunteers teach the students and also conduct interactive sessions for them with other students in Kolkata. They also raise funds for these activities
- Volunteers participate in peace walks, educative and interactive sessions to generate awareness about social evils

Practices of the Social Welfare Committee :

- Institutional visits to Blind Boys' Academy, Ramakrishna Mission Narendrapur; Manovikas Kendra, Institution for Special Education, Nabaneer- old age home, service to the Blind Boys' Academy, RKM Narendrapur in "Talking Book" programme
- Spending quality time with the inmates of Nabaneer- an old age home. Students have put up cultural programmes and have interacted with the elderly people
- Presentations by volunteers to sensitize other students of the institution
- Participation of student volunteers in "World Literacy Day " programme organized by the institution in collaboration with the Department of Education and the NGO 'Sanchar'
- Tutoring programme for street and slum children in collaboration with The Hope Foundation of Kolkata
- The volunteers have proposed to undertake regular awareness campaigns against the use of plastic bags

Practice of the Students' Council Unit:

The office bearers of the Students' Council of the college mobilize students of all departments for raising funds for the Blind Persons' Association, National Foundation for Communal Harmony and also by selling TB Seals every year.



Practice of the Community Outreach Service Unit:

Trainee-teachers of the B.Ed. Department are regularly involved in several awareness generation and resource mobilization programs like:

- Cultural performance by inmates of Pratibandhi Kalyan Kendra on their Orientation Day
- Raising funds in 'Student as Partners' project in collaboration with Pratibandhi Kalyan Kendra
- Annual collection of warm clothing in collaboration with the Share House Charitable Trust, an organization working for the economically challenged people in the Sunderbans and the pavement dwellers of Kolkata
- Distribution of gifts and cultural performance at Khelaghar, home for destitute and orphans and teaching them certain values through playful acts
- Annual Blood Donation Camp in partnership with the Association of Blood Donors.

5. EVIDENCE OF SUCCESS:

The impact of sustained community services provided by the student volunteers of the institution are manifold. This continuous interface benefits the society and has also been an enriching and enlightening experience for our students, enabling us to achieve our vision and mission.

Evidence of success of NSS activities :

- The sustained work with the same group of underprivileged children of Motijheel slum in the special camps have helped them to develop soft skills like art and craft, performing arts, yoga, social habits, good manners, sense of sanitation and hygiene. The annual survey conducted by volunteers among the beneficiaries of the Motijheel slum reflects an overall improvement in literacy level and daily lifestyle. The activities have also generated awareness among the parents about the upbringing of children and their right age of marriage.
- The volunteers have imbibed the spirit of "Not Me But You"
- The NGOs like CINI Asha, Save the Children, Little Sisters' of the Poor and Shishu Bhavan with whom our volunteers work regularly have appreciated their work.

Evidence of success of LTS activities :

- Libraries have been built in rural schools of Nimtala and Baruipur
- Many underprivileged persons have been benefitted both financially and socially
- Donations of sewing machines have empowered women to earn their livelihood
- Generated successful leaders and social workers like Nafisa Ali (1979 batch)

Evidence of success of Social Welfare Committee activities :

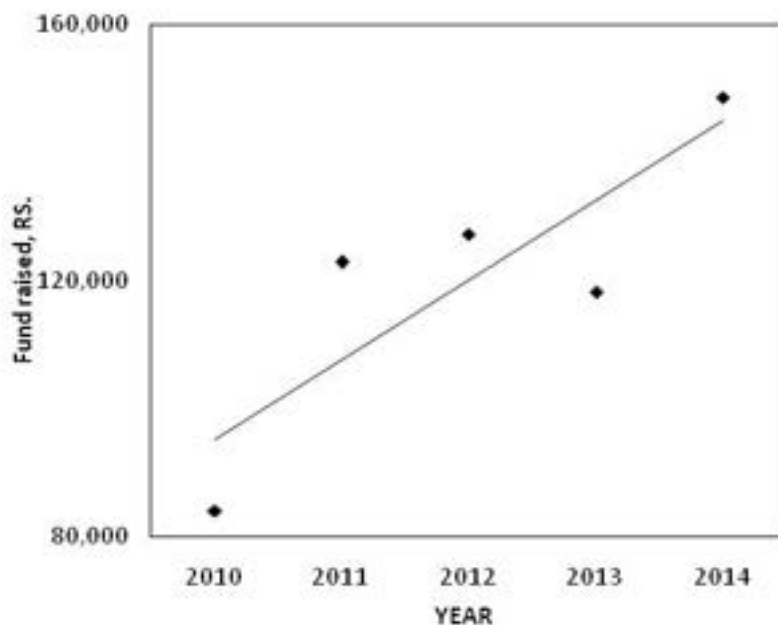
- For making information accessible to the blind children, "Talking Book" chapters from school text books have been created at the studio of Blind Boys' Academy, Narendrapur
- Volunteers organize cultural programmes to entertain the inmates of Nabaneer Old Age Home for enhancing the mental well-being of both the audience and the performers

Evidence of success of Students' Council activities :

The institution has received trophies of appreciation for funds donated by the sale of TB Seals. The Blind Persons' Association recognizes the contribution of donors by presenting mementos to individual donors.

Evidence of success of Community Outreach Service activities :

- Steady increase in funds raised for Pratibandhi Kalyan Kendra as indicated by the graph below



Certificates of recognition given by the collaborator to the institution as well as the participants

- Notes of appreciation from Share House Charitable Trust and inclusion of the name of the institution in its list of beneficiaries
- Improvement in the quality of cultural performances of the inmates of Khelaghar due to sustained interaction
- Certificates, credit cards issued and trophies awarded by the Association of Blood Donors as follows:

Session	No. of Donors	Trophies received by the Institution
2010-2011	95	Sabita Gupta Memorial Challenge Trophy
2011-2012	85	Sabita Gupta Memorial Challenge Trophy
2012-2013	95	Dr. Shashi Bhusan Ray Memorial Challenge Trophy
2013-2014	100	Dr. Shashi Bhusan Ray Memorial Challenge Trophy

The students engaged in social services are so motivated that they continue to pursue such community services even after passing out from the institution.



6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- a. The fund allocated by the affiliating university for NSS activities is inadequate for conducting different programmes throughout the year. However the deficit is funded by the institution and through faculty sponsorships
- b. Lack of positive attitude among some parents of Motijheel slum children restrains wholehearted participation in special camps conducted by the NSS unit
- c. Being a girls' college there are social constraints and impediments like issues of safety and security of the student volunteers in selecting projects
- d. Knowledge of Bengali language being essential for most of the programmes of the Social Welfare Committee, participation of a multilingual volunteer group is at times a hurdle
- e. For all the committees, coordinating social work with academic programmes during college hours becomes strenuous at times
- f. Deciding a common time frame to conduct programmes and meetings taking into consideration the different time schedule of different departments is also a problem faced by all the committees

7. NOTES:

Apart from the above mentioned practices of the different units, the faculty of the college has a tradition of reaching out to the members of the NTS when in need and to the affected community during natural calamities. Individual faculty members are also involved in various social causes in different NGOs. The proceeds of our annual Art and Cuisine Fair “Shree” is donated for various welfare activities.

We are committed to our mission and constantly striving towards the achievement of our vision. We are aware that there are a number of other issues that needs to be addressed. Nevertheless service towards mankind remains only half accomplished if we ignore the emerging environmental challenges. We have recently introduced Green Audit in our campus along with other micro-level eco-friendly initiatives to generate environmental awareness among our students. The members of the Nature Club along with the students of the Botany department organized an awareness programme on the flora analysis of the neighbourhood of the college.

In whatever small way possible, we aspire to groom young visionaries who will make a difference in building a clean, healthy and inclusive community.

CONTACT DETAILS:

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Evaluative Report of Departments

Undergraduate Courses:

BBA	v
Bengali	ix
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Chemistry	xxv
Communicative English	xxx
Commerce	xxxiv
Economics	xl ii
Education	xlvi
English	li
Geography	lvi
Hindi	lxi
History	lxvi
Journalism and Mass Communication	lxxi
Mathematics	lxxv
Philosophy	lxxix
Physics	lxxxiv
Political Science	lxxxvii
Sociology	xciv
Statistics	xcvii
Urdu	c
Zoology	ciii

Postgraduate Courses:

M.A. English	cix
M.Com.	cxv

Professional Course:

B.Ed.	cxxv
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Undergraduate Courses:



1. Name of the department: **BUSINESS ADMINISTRATION (BBA)**
2. Year of establishment: Honours - 2006.
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Faculty takes classes in UG and PG Commerce; CA (Major)
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses / programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors		
Associate of Professors		
Asst. Professors		
Contractual Full Time Lecturer		2
Contractual Part time lecturer		
Guest Lecturers		16
In house faculty		
Visiting faculty		

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Smt. Jayita Dasgupta	M.Sc., MBA	CFT	General Management and Environment	11	-
Smt. Chitrakleha Sengupta	M.Com., MBA	CFT	Marketing	3	-

Guest Lectures : In-house faculty

Name	Department
Smt. Indrani Saha	Commerce
Smt. Swagata Mukherjee	Commerce
Smt. Sanchita Roy Choudhary	Commerce
Smt. Urmi Dutta	Commerce
Smt. Paramita Chakraborty	Economics
Smt. Tanuka Sen	Commerce
Sri. Tanmy Jana	Statistics
Smt. Indrani Ray	English

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%.
13. Student-Teacher ratio (programme wise): 8:1.
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: Nil
15. Qualifications of teaching faculty with D.Sc/D.Litt. /Ph.D. /M.Phil.. /PG.: BE-1; PG-16; FCA-2; M.Phil.-1; Ph.D-1.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None
18. Research Centre/facility recognized by the University : None
19. Publications: None
20. Areas of consultancy and income generated: None
21. Faculty as members in: a) National Committees. b) International Committees. c) Editorial Boards: None
22. Student Projects
 - a) Percentage of students who have done in-house projects including inter- Departmental / programme: 100% (II nd years).
 - b) Percentage of students placed for projects in organizations outside the Institution i.e., in Research laboratories/ Industry/ Other agencies: 100% (III rd years)
23. Awards/Recognitions received by faculty and students: None
24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Special-ization
Dr. Rajib Dasgupta	Professor, Department of Commerce, University of Calcutta	Marketing
Dr. Tanupa Charaborty	Assistant Professor, Department of Commerce, University of Calcutta.	Finance

25. Seminars/Conferences/Workshops organized & the source of funding-

- a. National: None
- b. International: None

26. Student profile programme/course wise:

Name of the course/ programme (Honours)	Applications received (1 st Yr)	Selected (1 st yr)	Enrolled (in 3 rd yr) Female	Pass percentage
2011-2014	122	60	45	100
2010-2013	104	55	54	100
2009-2012	55	51	47	100



27. Diversity of Students: (2014-15)

Name of the course (BBA Honours)	% of students from the same state	% of students from other states	% of students from abroad
1 st year	92.0	8.00	-
2 nd year	80.64	16.13	3.23
3 rd year	90.06	7.94	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : None

29. Student progression (last four years):

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	85%	95%	85%	90%
PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-
Ph.D. to Post-Doctoral	-	-	-	-
Employed Campus Selection Other than campus recruitment	-	1% (other than campus recruitment)	-	-
Entrepreneurship/Self-employment	2%	-	5%	-

30. Details of infrastructural facilities:

- Library: Central Library : 978 books
- Internet facilities for Staff and Students: Available
- Classrooms with ICT facilities: Available
- Laboratories: Computer laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts. :

- Held on 25.2.14 by Dr. Tanupa Chakraborty, Assistant Professor, Department of Commerce, University of Calcutta, on "Research Methodology".
- Held on 07.3.14 by Dr. Rajib Dasgupta , Professor, Department of Commerce University of Calcutta, on "Brand Marketing".

33. Teaching methods adopted to improve student learning:

- Group Teaching methods
- Case Discussions through ICT

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students in NSS-18.

35. SWOC analysis of the department and Future plans.

SWOC Analysis

Strength	Weaknesses
<ul style="list-style-type: none"> Well qualified faculties from the industry and academic field. Good teacher-student ratio helps one to one interaction between teacher and student. Teaching pedagogy is based on case studies, class participation and team work. Continuous support system provided to the students such as mentoring sessions held by teachers. 	<ul style="list-style-type: none"> Specialization is offered in only two streams- Financial Management and Marketing Management. Lack of communication and coordination with companies.
Opportunities	Challenges
<ul style="list-style-type: none"> Enhanced choice of specialization like Human Resource Management. Departmental seminar library can be opened for easy access to more books. Industrial training based on specialization can give students better corporate / industrial exposure. Guidance by alumni for internship of present students. Collaborating with various institutes offering short-term vocational courses related to curriculum. 	<ul style="list-style-type: none"> Provide practical knowledge to prepare students to meet challenges of the local/ national business environment optimistically. To deal with irregular attendance due to focus of students on CA, CS and other career oriented courses. Limited flexibility in academic curriculum being an affiliated college.

Future Plans:

- Corporate visit according to specialization in 3rd year
- Placement for internship
- Intercollegiate Management meets to be organized by the students of the Department
- To introduce HR specialization (option already under Calcutta University curriculum)
- Departmental forum comprising of ex-students to be formed.



1. Name of the department: **BENGALI**
2. Year of establishment: General : 1955; Honours : 1998
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters, Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme-wise): Annual
6. Participation of the department in the courses offered by other departments: Faculty takes MIL classes in all departments.
7. Courses in collaboration with other universities, foreign institutions, etc.: Nil
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	2 (by promotion)
Asst. Professors	2	-
Contractual Full Time Lecturer	-	1
Contractual Part time lecturer	-	1
Guest Lecturers	-	-

*Associate Professor on being promoted from Assistant Professor.

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Chitrita Banerjee	M.A., M. Phil, Ph.D.	Associate Professor	Rabindra Sahitya, Modern literature(Poetry, Novel ,Short stories),Gender Studies	18	1
Smt. Sharmila Ghosh	M.A., B.Ed., M. Phil.	Associate Professor	Modern Literature and Drama special emphasis on Sambhu Mitra	18	-
Smt. Srabanti Mitra	M.A.	Contractual Full Time Lecturer	Novel & Short Stories	15	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Sunanda Mullick	M.A., B.Ed., M. Phil.	Contractual Part Time Lecturer	Bangladesher Sahitya	3	-

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by Temporary faculty: Honours: 36% ; General: 58%
13. Student-Teacher ratio (programme wise) : Honours – 5:4; General – 31:4; MIL - (B.A./B.Sc) 72:1; (B.Com.) 46:1.
14. Number of academic support staff (technical) and administrative staff sanctioned and filled: Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG. : Ph.D. – 1, M.Phil.. – 2, PG – 1.
16. Number of faculty with ongoing projects from:
 - a) National b) International funding agencies and grants received:

1 National UGC Minor Research Project completed. Grant received is ₹ 90,860
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None
18. Research Centre/facility recognized by the University: None
19. Publications:
 - Publication per faculty:

Faculty	Number of Publications
1. Dr. Chitrita Banerjee	13 articles ; 1book (ed.)
2. Smt. Sharmila Ghosh	10 articles ; 2 books (ed.) ; 2 translation
3. Smt. Srabanti Mitra	1article
4. Smt. Sunanda Mullick	2 articles

- Number of papers published in peer reviewed journals (national/international) by faculty and students. : 9
 - Chapter in books: 5
 - Books edited: 3
 - Books with ISBN/ISSN numbers with details of publishers: 1, edited book; published by Ratnabali, Kolkata.
20. Areas of consultancy and income generated: None
 21. Faculty as members in: a) National Committees. b) International Committees. c) Editorial Boards: None



22. Student Projects: Summer Project 2014.

- a) Percentage of students who have done in-house projects including inter-departmental/programme: 100%
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other agencies: Nil

23. Awards/Recognitions received by faculty and students: None

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Dr. Bithi Sircar	Former Principal, Shri Shikshayatan College	Human Physiology
Sri. Manoj Mitra	Professor, Department of Drama, RBU & Eminent Drama Personality	Drama
Sri. Arunendu Bandyopadhyay	Architect, Eminent Writer & Painter	Rabindra Sahitya
Dr. Chandramalli Sengupta	Associate Professor, Department of Bengali, Asutosh College	Mythical Studies
Sri. Suman Mukhopadhyay	Eminent Drama Personality & Film Director	Drama & Film
Sri. Swapnamoy Chakraborty	Eminent Writer	Bengali Literature
Sri. Binayak Bandyopadhyay	Teacher & Eminent Poet	Bengali Literature
Sri. Mridul Dasgupta	Eminent Poet	Modern Bengali Poetry
Dr. Sohini Ghosh	Associate Professor, Department Of Bengali, Vidyasagar College	Modern Literature
Sri. Rangan Chakraborty	Columnist, Lyricist	Modern Bengali songs
Dr. Soumitra Basu	Sisir Bhaduri Professor of Drama, RBU	Drama
Smt. Rakhi Mitra	Assistant Professor, Department of Bengali, Gokhale Memorial College	Rabindra Sahitya
Sri. Sanjay Mukhopadhyay	Professor, Department of Film Studies, JU	Film Studies
Dr. Prasun Ghosh	Assistant Professor, Department of Bengali, Calcutta University	Bangla Kathasahitya
Sri. Kumar Rana	Columnist ,Project- Director Pratichi Trust	Research on primary education and public-health.

25. Seminars/Conferences/Workshops organized & the source of funding

- a) National: None
- b) International: None

26. Student profile programme/course wise

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011-2014	8	4	4	100%
2010-2013	6	5	3	100%
2009-2012	5	2	1	100%
2008-2011	5	5	4	100%

27. Diversity of Students: (2014-15):

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	100	0	0
2nd year	100	0	0
3rd year	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years):

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	100%	-	75%	86%
PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-
Ph.D. to Post-Doctoral	-	-	-	-
Employed	-	-	-	-
Campus Selection	-	-	-	-
Other than campus recruitment	-	-	40%	33%
Entrepreneurship/Self-employment	-	-	-	-

30. Details of infrastructural facilities:

- a) Library: 4004 books; Departmental Book Bank: 50 books
- b) Internet facilities for Staff and Students: Available
- c) Classrooms with ICT facilities: Available
- d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: None



32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts.

- Special Lectures : 6

Speakers:

Dr. Chandramalli Sengupta (2010) & (2011)	Associate Professor, Department of Bengali, Asutosh College
Dr. Sohini Ghosh (2012) & (2014)	Associate Professor, Department of Bengali, Vidyasagar College
Smt. Rakhi Mitra (2013)	Assistant Professor, Department of Bengali, Gokhale Memorial Girls College
Dr. Prasun Ghosh (2014)	Assistant Professor, Department of Bengali, Calcutta University

Seminars: 11

Speakers:

Dr. Bithi Sircar (2010)	Former Principal, Shri Shikshayatan College
Sri. Manoj Mitra (2010)	Professor, Department of Drama, RBU & Eminent Drama Personality
Sri. Arunendu Bandyopadhyay (2010)	Architect, Eminent Writer & Painter
Sri. Suman Mukhopadhyay (2011)	Eminent Drama Personality & Film Director
Sri. Swapnamoy Chakraborty (2011)	Eminent Writer
Sri. Binayak Bandyopadhyay (2012)	Teacher & Eminent Poet
Sri. Mridul Dasgupta (2012)	Eminent Poet
Sri. Rangan Chakraborty (2013)	Columnist, Lyricist
Dr. Soumitra Basu (2013)	Sisir Bhaduri Professor of Drama, RBU
Sri. Sanjay Mukhopadhyay (2014)	Professor, Department of Film Studies, JU
Sri. Kumar Rana (2014)	Columnist, Project Director – Pratichi Trust

33. Teaching methods adopted to improve student learning:

- Regular interactive session
- Use of audio visual aids
- Chalk and talk
- Seminars / book-talks

- Use of ICT
- Regular publication of Departmental Magazine since 2005
- Special lecture series by eminent academicians
- Preparation of wall magazine
- Encouraging students to use internet for reference and self learning
- Summer Projects

33. Participation in Institutional Social Responsibility (ISR) and Extension activities: College NSS: No. of faculty: 1; No. of students: 3

34. SWOC analysis of the department and Future plans.

SWOC Analysis

Strength	Weakness
<ul style="list-style-type: none"> • Faculty with good academic profile • Good academic result of the students • Well stocked Seminar Library • Regular mock tests and tutorial classes • Publication of wall magazine and departmental magazine • Active participation of students in Seminar & competitions 	<ul style="list-style-type: none"> • Declining number of students
Opportunities	Challenge
<ul style="list-style-type: none"> • Demand in different fields (all level of teaching, journalism, publishing house etc.) • Popular option for competitive exams like – WBCS, IAS. • Scope for collaboration programme with English and JMC departments • Post-graduate course in high demand • Scope to introduce translation workshop & short certificate course 	<ul style="list-style-type: none"> • To overcome students intake crisis

**Future Plans:**

- Taking measures to increase number of students
- To organize more seminars and Interactive sessions for students
- Encouraging students for paper presentation and book-talk
- Introduction of PG Course in Bengali may help to overcome students' crisis because of its high demand
- Utilization of departmental Alumni resources
- More use of ICT
- Preparation of e – content
- Institutional visits

1. Name of the department : **BOTANY**

1. Year of establishment: General : 1955; Honours : 2002

2. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): UG

3. Names of Interdisciplinary courses and the departments/units involved: NA

4. Annual/semester/choice based credit system (programme wise): Annual

5. Participation of the department in the courses offered by other departments: Faculty take Environmental Science classes

6. Courses in collaboration with other universities, foreign institutions, etc.: None

7. Details of courses/programmes discontinued (if any) with reasons : None

8. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	3	3
Contractual Full Time Lecturer	-	1
Contractual Part time lecturer	-	1
Guest Lecturers	-	1

9. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. Etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Illora Sen	M.Sc., B.Ed., Ph.D.	Asst Professor	Plant Pathology	13	-
Smt. Suchhanda Ghosh	M.Sc.	Asst Professor	Microbiology	6	-
Smt. Anasua Das	M.Sc. , B.Ed.	Asst Professor	Cell Biology, Cytogenetics & Plant Tissue Culture	5	-
Dr. Raikamal Pal	MSc; Ph.D.	Contractual Full Time Lecturer	Palaeobotany & Palynology	4	-
Dr. Subir Sen	M.Sc., Ph.D.	Guest Faculty	Plant Taxonomy	40	-
Smt. Papri Saha	M.Sc.	Part Time Faculty	Biochemistry, Plant Physiology & Molecular Biology	2	-



10. List of senior visiting faculty : 1; Dr.Subir Sen
11. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Honours: Theory - 27.08%; Practical – 33.30%
General: Theory – 61.10%; Practical – 62.50%
12. Student-Teacher ratio (programme wise) : Honours - 10:1; General - 3:1
13. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Sanctioned (by UGC) - 1; Filled - 1
14. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG. : Ph.D. -3 PG-3
15. Number of faculty with ongoing projects from
a) National. b) International funding agencies and grants received:
1 National UGC Minor Research Project submitted. Grant received is Rs1.07 Lakh
16. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None
17. Research Centre/facility recognized by the University: None
18. Publications:
• Number of publication per faculty:

Faculty	Number of Publications
Dr. Illora Sen	1
Dr. Raikamal Pal	2

- Number of papers published in peer reviewed journals (national/international) by faculty and students: 3
 - Books edited: 1
19. Areas of consultancy and income generated: None
20. Faculty as members in:
a) National Committees - 1. Indian Mycological Society
b) International Committees –
1. International Association of Wood Anatomists (IAWA)
2. NECLIME
c) Editorial Boards: None
21. Student Projects
a) Percentage of students who have done in-house projects including inter-departmental/programme: Honours - 100% ; General - 93.2%
b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: Nil
22. Awards/Recognitions received by faculty and students : None

23. List of eminent academicians and scientists/visitors to the department:

Name	Designation
Dr. Rita Kundu	Associate Professor in Botany, Department of Botany, University of Calcutta
Prof. Timir Baran Jha	Head of the Department, Department of Botany, Presidency University, Kolkata
Prof. Subir Bera	Head of the Department , Department of Botany, University of Calcutta
Prof. N. D. Paria	(Ex-VC, Vidyasagar University, West Bengal) , Department of Botany, University of Calcutta
Prof. Anthony Gomes	Department of Physiology, University of Calcutta

24. Seminars/Conferences/Workshops organized & the source of funding:

a) National: None; b) International: None

25. Student profile programme/course wise:

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011-2014	51	24	15	93.33
2010-2013	38	27	10	100
2009-2012	25	25	14	100

26. Diversity of Students: (2014-15):

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	96	4	0
2nd year	94.44	5.56	0
3rd year	100	0	0

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

28. Student progression (last four years):

Student Progression Against % enrolled	2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	80%	85.71%	91.67%	90%
PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-
Ph.D. to Post-Doctoral	-	-	-	-
MBA	10%	-	-	-
B.Ed.	-	-	-	-



Student Progression Against % enrolled	2010- 2013	2009-2012	2008-2011	2007-2010
Other Qualifications(Diploma)	-	-	-	-
Employed	-	-	-	-
Campus selection	-	-	-	-
Other than Campus recruitment	10%	7.14%	8.33%	10%
Entrepreneurship/Self-employment	-	-	-	-

29. Details of infrastructural facilities:

- Library: 921 books; Seminar: 105 books
- Internet facilities for Staff and Students: Available
- Classrooms with ICT facilities: Available
- Laboratories: Available with all required facilities

30. Number of students receiving financial assistance from college, university, government or other agencies: 2 (College freeship)

31. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts:

Session	Event	Organized by	Student speakers	Subject	Seminar speaker	Topic
2012-13	Science Awareness Day (28.2.13)	Botany, Chemistry, Zoology	Sanjana Ghosh and Shreya Chowdhury	Aspirin	Prof. A.Gomes (Dept of Physiology, CU)	Snake Venom and its biological prospects
			Madia Ahmed, Atrayee Parui	Bioindicators		
			Sana Nehal, Arunita Bose	Chemistry of Fire-works		
			Saoni Sen, Dia-sha Mukherjee	Unique Plants		
			Samar Arzoo, Firdaus Kalam	Wild life in danger		

Session	Event	Organized by	Student speakers	Subject	Seminar speaker	Topic
2011-12	Science Awareness Day (10.01.2012)	Botany, Chemistry, Zoology	Atrayee Parui	LPG	Dr. Bidhan Chandra Roy, (former Professor, Dept of Chemistry, Jadavpur University,	Polymers
			Diyasha Mukherjee	Ph Balance in body		
2011-12			Sanjana Ghosh	Bhopal gas tragedy		
			Asmita Pal	Artificial photosynthesis		
			Arpita Tudu	Green Chemistry		
			Joyeeta Dhar	Chemistry of Fireworks		
	Active Learning Day (23.9.11)	Botany, Chemistry, Zoology	Student speakers	Gene Cloning, Paleobotany, Forensic biology, bioterrorism	Dr. Sajal Bhat-tachayra(Prof, Dept of Zoology, Ashutosh College	Vector Borne Diseases
	Earth Day (26.4.12)	Botany	Student presented posters and seminars		Prof. N.D. Paria (Prof, dept of botany, CU)	Biodiversity



Session	Event	Organized by	Student speakers	Subject	Seminar speaker	Topic
2010-11	Active Learning Day (28.9.10, 1.10.10)	Botany, Chemistry, Zoology	Ilika Ghosh, Utsa Roy, Juhi Sharma	Palynology	Prof. Timir Baran Jha (Prof, dept of botany, CU)	Plant Biotechnology
			Debarati Chakraborty, Tulika Roy, Priyanshika Sikder	Phloem loading and unloading		
			Sayani Basu, Priti Mishra, Kritika Nandy, Bhumi Adhikary	Fluorescence		
2010-11			Ritika S. Joshi, Tanuja Patra	Alternative Sources of energy		
			Adeeba Dhalech, Pooja Singh, Sudha Gound, Sadaf Siddiqui, Pallavi Chowdhury	Disleptia		
			Suchetona Chatterjee, Natasha Sharma, Shhivani Singh	Liger		
2009-10	Science Awareness Day (25.11.09)	Botany, Chemistry, Zoology, Bengali	Posters by Students		Dr. Pallab Sen-gupta (Vice President, Asiatic Society)	
					Prof. Subir Bera (Dept of Botany, CU)	Applied Palaeobotany
					Dr.Rita Kundu	Apoptosis

32. Teaching methods adopted to improve student learning:

- Use of LCD, Overhead and slide Projectors
- Seminar presented by students
- Preparation of wall magazine
- Poster competition
- Lecture Mode
- Excursions
- Tutorials
- Wall magazines

33. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS; Social Welfare Committee

34. SWOC analysis of the department and Future plans

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Well equipped Laboratory • Rich Central & Seminar Library • Student's Book Bank • Consistent good academic University • Record • Strong Alumni net work • Good Student-Teacher ratio • Excellent attendance per session • 100% participation of students in Departmental Activities 	<ul style="list-style-type: none"> • Lack of adequate space • Limited output of the Departmental Research Cell
Opportunities	Challenge
<ul style="list-style-type: none"> • Stepping stone for student specialization in biological sciences • Inter-College exchange programme • To organize National level Seminars • Advanced research activities 	<ul style="list-style-type: none"> • To motivate students in the course so that they do not leave for Medical and Technological courses

Future Plans:

- Establishment of a Medicinal Plant unit – to be maintained by the students.
- Participation in short term research programmes by the students in the reorganized Research Cell.
- Involvement of faculty in active research.
- Reorientation of Herbaria.
- Display of posters related to various aspects of present curriculum and latest developments in the laboratories.



1. Name of the department: **COMPUTER APPLICATION (Major)**
2. Year of establishment: 2007
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Faculty takes classes in BBA department
7. Courses in collaboration with other universities, foreign institutions, etc: None.
8. Details of courses/programmes discontinued (if any) with reasons: Major Course discontinued by affiliating university from 2010. To be restarted from 2015.
9. Number of teaching posts

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	1

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.)

Name	Qualifica- tion	Designation	Specialization	No. of years of experience	No. of Ph.D. stu- dents guided for the last 4 years
Prof. Soumen Mukherjee	M.E.	Guest Faculty	IT	3	-

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Session 2014-15 : 100%
13. Student-Teacher ratio (programme wise) : 2:1
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG: PG- 1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None

18. Research Centre/facility recognized by the University: None
19. Publications: None
20. Areas of consultancy and income generated: None
21. Faculty as members in
 - a) National Committees
 - b) International Committees
 - c) Editorial Boards: None
22. Student Projects:
 - a) Percentage of students who have done in-house projects including inter-departmental/programme: 100%
 - b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies: 100%
23. Awards/Recognitions received by faculty and students: None
24. List of eminent academicians and scientists/visitors to the department: None
25. Seminars/Conferences/Workshops organized & the source of funding: None
 - a) National : None
 - b) International : None
26. Student profile programme/coursewise : NA
27. Diversity of Students: NA
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc?: NA
29. Student progression (last four years): NA
30. Details of infrastructural facilities :
 - a) Library : 464 Books
 - b) Internet facilities for Staff and Students : Available
 - c) Classrooms with ICT facilities : Available
 - d) Laboratories : Available
31. Number of students receiving financial assistance from college, university, government or other agencies: None
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts.: None
33. Teaching methods adopted to improve student learning: ICT enabled teaching method
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Student: 1 in NSS
35. SWOC analysis of the department and Future plans: NA



1. Name of the department: **CHEMISTRY**
2. Year of establishment: General : 2002
3. Names of Programme mes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters Integrated Ph.D.. etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/ semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : Faculty takes Environmental Science classes
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : None
8. Details of courses / programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	1	1
Guest Faculty	-	1

10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) :

Name	Quali- fication	Desig- nation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Agnita Kundu	Ph.D.	Asst. Prof.	Effect of trifluoroethanol on the denaturation of lysozyme and alpha –lactalbumin using spectrometric and differential scanning calorimetric studies	5	-
Dr. Jaya Mukherjee	Ph.D.	Guest Faculty	Spectrometric studies on the coordination complexes of GA (III)	8	-

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 16 % (only theory classes)
13. Student -Teacher Ratio (programme wise) - 23:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Sanctioned (by college) : 1; Filled : 1
15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M.Phil. / P.G.: Ph.D. – 2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : None
18. Research Centre /facility recognized by the University : None
19. Publications: None.
20. Areas of consultancy and income generated : None
21. Faculty as members in: a) National Committees b) International Committees c) Editorial Boards: None
22. Student projects:
- a) Percentage of students who have done in-house projects including inter departmental / programme : 96%
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: None
23. Awards / Recognitions received by faculty and students: None
24. List of eminent academicians and scientists / visitors to the department :

Name	Institute
Dr. A.Gomez	Dept of Physiology, CU
Dr. Bidhan Chandra Roy	Dept of Chemistry, JU
Dr. J.P.Mitra	Red Cross Society
Dr. Shampa Khasnobis	Dept. of Chemistry, AJC Bose College

25. Seminars/ Conferences/Workshops organized & the source of funding :
- a) National : None
- b) International : None
26. Student profile programme/course wise : NA
27. Diversity of Students : (2014-2015)

Class	% of students from the same state	% of students from other States	% of students from abroad
1st Year	100	0	0
2nd Year	88.5	11.5	0
3rd Year	83	17	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NA
29. Student progression : NA



30. Details of Infrastructural facilities

- a) Library: 388 books
- b) Internet facilities for Staff & Students : Available
- c) Class rooms with ICT facility: Available
- d) Laboratories: Available with all required facilities.

31. Number of students receiving financial assistance from college, university: Government or other agencies : 1 (College Freeship)

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Session	Event	Organised by	Student speakers	Subject	Seminar speaker	Topic
2014-15	Active Learning Day (25.9.14)	Botany, Chemistry, Zoology	1. Maria Hasan, Sanjukta Dey, Shaista Fatma 2. Malini Roy, Vaishali Rai, Mouli Ghoroi, Sanjula Kumari Singh	Chemicals in Medicine Cosmetics	-	-
2013-14	Special Lecture (28.3.14)	Chemistry	-	-	Dr. Shampa Khasnobis	Tuberculosis: A global threat?
	Active Learning Day (3.10.14)	Botany, Chemistry, Zoology	Nini Prasad, Tapasya Datta, Sanjukta Dey, Roshani Kumari, Shafaque Salim	Chemistry in Daily Life Perfumes and Cosmetics	-	-
2012-13	Science Awareness Day (28.2.13)	Botany, Chemistry, Zoology	Sanjana Ghosh and Shreya Chowdhury	Aspirin	Prof. A.Gomes (Dept of Physiology, CU)	Snake Venom and its biological prospects
			Sana Nehal, Arunita Bose	Chemistry of Fireworks	-	-
2011-12	Science Awareness Day (10.01.2012)	Botany, Chemistry, Zoology	Atrayee Parui	LPG	Dr. Bidhan Chandra Roy, (former professor, Dept of Chemistry, Jadavpur University,	Polymers

Session	Event	Organised by	Student speakers	Subject	Seminar speaker	Topic
			Sanjana Ghosh	Bhopal gas tragedy	-	-
			Arpita Tudu	Green Chemistry	-	-
			Joyeeta Dhar	Chemistry of Fireworks		
	Active Learning Day (23.9.11)	Botany, Chemistry, Zoology	Student speakers	Gene Cloning, Paleobotany, Forensic biology, bio-terrorism	Dr. Sajal Bhattachayra (Prof, Dept of Zoology, Ashutosh College)	Vector Borne Diseases
	Basic First Aid Course (28.3.11, 29.3.11)	Chemistry, NSS	NSS Volunteers		Dr. J.P.Mitra	
2010-11	Active Learning Day (28.9.10, 1.10.10)	Botany, Chemistry, Zoology	Sayani Basu, Priti Mishra, Kritika Nandy, Bhumika Adhikary	Fluorescence	Dr. Timir Baran Jha (Dept of Botany, CU)	Biotechnology
			Ritika s. Joshi, Tanuja Patra	Alternative Sources of energy	-	-

33. Teaching methods adopted to improve student learning:

- ICT enabled teaching
- Models
- Regular publication of wall magazines

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS



35. SWOC analysis of the department and Future plan :

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">Well maintained laboratoryWell stocked seminar and central libraryHigh attendance of studentsWilling participation of students in allDepartmental activities	<ul style="list-style-type: none">Poor Teacher – Student ratioEnrolment in general course is limitedLimited space for laboratory
Opportunity	Challenge
<ul style="list-style-type: none">Introduction of Honours course	<ul style="list-style-type: none">Being a general course subject, it has limited scope for vertical progression of students

Future Plans:

- To encourage the students to contribute chemistry related topics in journals and magazine.

1. Name of the department : **COMMUNICATIVE ENGLISH**
2. Year of establishment : (Major) : 2008
3. Names of programmes / courses offered (U.G., P.G., M.Phil., Ph.D., Integrated Masters, Integrated Ph.D, etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : Faculty teaches in Eng. Hons. ,B.Com. and BBA departments
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : Course discontinued by the affiliating university from 2010
9. Number of teaching posts :

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-
Contractual Full Time Lecturer	-	1
Contractual Part time lecturer	-	-
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Indrani Ray	M.A.(English) M.A. (Elt.) M.Phil.	Lecturer (Contractual Full Time)	English language teaching	6	None
Smt. Prasita Mukherjee	M.A.	Lecturer (Contractual Full Time)	Gender Studies	4	None
Smt. Arupa Lahiri	M.A., M.Phil.	Lecturer (Contractual Full Time)	Performance Studies	3	None

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%
13. Student-Teacher ratio (programme wise) : 17:1



14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./P.G.: M.Phil. - 1
16. Number of faculty with ongoing projects from a) National B) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received : None
18. Research Centre/facility recognized by the University : None
19. Publications:
- Publication per faculty :

Faculty	Number of Publications
Smt. Indrani Ray	1

20. Areas of consultancy and income generated : None
21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards : None
22. Student Projects :
- a) Percentage of students who have done in-house projects including inter-departmental/programme : None
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: 100% (IIIrd year)
23. Awards/Recognitions received by faculty and students : None
24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Prof. Tanmay Ghosh (University Of Calcutta , Dept of English)	Professor	Language Studies
Mr. Nilan Ghosh (FTII Pune)	Lecturer	Script Writing and Documentary Making

25. Seminars/Conferences/Workshops organized & the source of funding :
- a) National : None
- b) International : None

26. Student profile programme/course wise :

Batch	Applications received (1 st Yr)	Selected (1 st yr)	Enrolled (in 3 rd yr) Female	Pass percentage
2010-2013	53	41	34	100
2009-2012	40	40	30	100

27. Diversity of Students: (2012-2013)

Class	% of students from the same state	% of students from other states	% of students from abroad
1 st year	-	-	-
2 nd year	-	-	-
3 rd year	91.17	8.82	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years) :

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	54.54	65.2	54.5	-
PG to M.Phil.	-	-	-	-
PG to Ph D	-	-	-	-
Ph D to Post-Doctoral	-	-	-	-
Employed Campus Selection Other than campus recruitment	- 45.45	- 34.7	- 45.45	- -
Entrepreneurship/ Self-employment	-	-	-	-

30. Details of infrastructural facilities :

- Library : Central Library – 96 books; Seminar Library- 23 books
- Internet facilities for Staff and Students : Available
- Classrooms with ICT facilities : Available
- Laboratories - Available with required facilities

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts.

3 Special Lectures and 2 Workshops by Mr. Nilan Ghosh ,Lecturer FTII, Pune

33. Teaching methods adopted to improve student learning

- Interactive technology based learning
- Role Play
- Group Activities



34. Participation in Institutional Social Responsibility (ISR) and Extension activities : None

35. SWOC analysis of the department and Future plans.

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> The course has a professional edge Stimulates motivation as language is learned for working opportunities Opportunity of academic industry interface Faculty involved in specialized training in teaching language in classrooms based on social diversity and differences in previous learning Opportunities in research in field work situated in academia 	<ul style="list-style-type: none"> No proper prior orientation from the side of students when they choose the course Latest teaching methods and the structure of syllabus do not correspond Testing methods do not justify communicative competency
Opportunities	Challenges
<ul style="list-style-type: none"> The course compels the faculty to come out of always using chalk and talk method and encourages efficiency through preparing worksheets for interactive teaching Role play methods and teacher as a facilitator – a milestone in academia Analyzing learners from the point of view of their individual competence and socio economic background provides scope for research Exposure of each student to the industry 	<ul style="list-style-type: none"> Time management Apathy of all the administrative bodies involved which does not recognize the relevance of the continuing experiments regarding the course

Future Plans :

- The course is at present not being continued in the college

1. Name of the department: **COMMERCE**
2. Year of establishment: General: 1982; Honours: 1987 (Morning). 2014 (Evening)
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: None
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Faculties take classes in BBA, M.Com. and B.Ed. departments
7. Courses in collaboration with other universities, foreign institutions, etc: Nil
8. Details of courses/programmes discontinued (if any) with reasons: N.A
9. Number of teaching posts :

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	2 (by promotion)
Asst. Professors	5	3
Contractual Full Time Lecturer	-	12
College Permanent Staff	-	1
Contractual Part time lecturer	-	2
Guest Lecturers	-	7

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. Of Ph.D students guided for the last 4 years
Smt. Indrani Saha	M.Com., F.C.A.	Associate Professor	Accountancy	23	-
Smt. Papiya Chaudhury	M.A., M.Phil.	Associate Professor	Economics	23	-
Dr. Kajal Gandhi	M.Com., Ph.D.	Assistant Professor	Accounting and Finance	11	-
Smt. Fatema Mandlaywala	M.Com.	Assistant Professor	Finance and Accounts	6	-
Smt. Sharmistha Ghosh	M.Com., B.Ed, PGD-BA	Assistant Professor	Finance and Accounts	4	-
Smt. Swagata Mukherjee	M.Com., I.C.W.A. (Inter)	Contractual Full Time Lecturer	Accounting	18	-



Name	Qualification	Designation	Specialization	No. of years of experience	No. Of Ph.D students guided for the last 4 years
Smt. Rumpa Chakraborty	M.Com., B.Ed,PGD-PM	Contractual Full Time Lecturer	Accounting	15	-
Smt. Sanchita Roy Chowdhury	M.Com.	Contractual Full Time Lecturer	Accounting	13	-
Smt. Urmi Datta	M.A., I/C-IT	Contractual Full Time Lecturer	Information Technology	15	-
Dr. Sreemoyee Guha Roy	M.Com., Ph.D.	Contractual Full Time Lecturer	Finance and Accounts	5	-
Smt. Sutapa Roy	M.Com., B.Ed.	Contractual Full Time Lecturer	Finance and Accounts	6	-
Smt. Tanuka Sen	M.Com.	Contractual Full Time Lecturer	Finance and Accounts	4	-
Smt. Arpita Mallick	M.Com., MBA	Contractual Full Time Lecturer	Finance and Accounts	4	-
Smt. Ujjayani Saha Gupta	M.Com., MBA	Contractual Full Time Lecturer	Finance and Accounts	5	-
Smt. Pingala Roy Chowdhury	M.Com.	Contractual Full Time Lecturer	Finance and Accounts	1	-
Smt. Sayanee Nayak Aluni	M.Com.	Contractual Full Time Lecturer	Finance and Accounts	3	-
Smt. Priyasha Das	M.Sc.	Contractual Full Time Lecturer	Economics	1	-
Smt. Tania Ghosh	M.Com, MBA, CA(Inter)	Contractual Full Time Lecturer	Finance and Accounts	4	-
Smt. Bandana Basu	M.Sc.	Part-time Lecturer	Finance and Accounts	16	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. Of Ph.D students guided for the last 4 years
Smt. Roma Jaiswal	M.Com, M.Phil,	Guest Lecturer	Finance and Accounts	4	-
Mr. Karnak Roy	M.C.A, MBA	Part-time Lecturer	Computer Applications	1	-
Smt. Surasree Sen	M.Tech. GATE	Guest Lecturer	Computer Applications	Joined from 12th August 2014	-
Smt. Arundhuti Mukherjee	M.A	Guest Lecturer	Economics	1	-
Sri. Sanjay Bhat-tacharya	M.Sc.	Guest Lecturer	Mathematics	Joined from July 2014	-
Smt. Nancy Jaiswal	M.Com	Guest Lecturer	Finance and Accounts	Joined from Feb 2014	-
Smt. Antara Map-dar	M.Sc. B.Ed.	Guest Lecturer	Mathematics	Joined from 16th July 2014	-
Sri. Ayan Banerjee	M.Com, C.A(Inter)	Guest Lecturer	Finance and Accounts	Joined from Nov 2014	-

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 11%

13. Student-Teacher ratio (programme wise): 87:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: Nil

15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D./M.Phil. /PG : Ph.D - 2; M.Phil -2 ; PG-22

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None

18. Research Centre/facility recognized by the University: None



19. Publications:

- Publication per faculty

Faculty	Number of Publications
1. Smt. Indrani Saha	11
2. Smt. Papiya Chaudhury	2
3. Dr. Kajal Gandhi	5
4. Dr. Sreemoyee Guha Roy	19
5. Smt. Fatema Mandlaywala	2
6. Smt. Sharmistha Ghosh	14
7. Smt. Urmi Datta	3

- Number of papers published in peer reviewed journals (national/international) by faculty and students : 29
- Chapter in books: 7
- Impact Factor : 1.5408
- Books with ISBN/ISSN numbers with details of publishers:
 - ISBN no. 978-93-81212-28-8) Bharti Publications, Delhi
 - ISBN no.978-81-8069-968-9 Concept Publishing Company, New Delhi.
 - ISBN no. 978-93-5110-155-0 Shroff Publishers and Distributors
 - ISBN no. 978-93-82983-19-4 Mangalam Publishers and Distributors.
 - ISBN no. 978-93-81212-28-8 Bharti Publications, Delhi
 - ISBN no. 978-93-81568-67-5 Anuragam, Chennai
 - ISBN no. 978-81-925487-9-1 JM International Publishers
 - ISBN no. 978-93-5110-155-0 Shroff Publishers and Distributors Pvt. Ltd
 - ISBN no. 978-93-83842-36-0 Excel India Publishers, New Delhi.

20. Areas of consultancy and income generated: Nil

21. Faculty as members in - a) National Committees b) International Committees c) Editorial Boards: None

22. Student Projects:

- a) Percentage of students who have done in-house projects including inter-departmental/programme: 100% as per curriculum.
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: Nil

23. Awards/Recognitions received by faculty and students:

Students	Award	Year
Nikki Agarwal	1st in C.U Exam	2011
Divya Agarwal	3rd in C.U Exam	2011
Jagriti Gidra	5th in C.U Exam	2011
Mamta Narsaria	3rd in C.U Exam	2012
Sucharita Basak	4th in C.U Exam	2012
Shruti Tibrewal	6th in C.U.Exam	2012
Anuja Sharma	3rd in C.U Exam	2013
Aditi Doshi	5th in C.U Exam	2013
Pooja Khemka	6th in C.U Exam	2013
Bhavna Chandak	7th in C.U Exam	2013
Ankita Singhania	8th in C.U Exam	2013
Apoorva Lodha	9th in C.U Exam	2013

- Ms. Neha Nawar stood 10th, all over India (2014) in IPCC and was awarded the Madan Memorial Medal for being 1st among the female in eastern region for IPCC result.
- Ms. Khusboo Baid, one of our ex-student completed her Masters' Degree in Actuarial Science from Narsee Monjee Institute of Business Administration and was awarded by the Chief Minister of Maharashtra for being the Topper in her Batch.

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation / Qualification	Topic
Mr. A.Mukherjee Mr. Anupam Saha	M.Com, MBA	Convergence on Accounting Standard
Mr. Aniruddha Mukhopadhyay	Associate Professor, HOD,Senate member,C.U	Awareness and prevention of Global Warming
Mr. Sajal Mitra	Director,T.I.M.E,Kolkata	What do Corporate want?
Mr. Aniruddha Mukhopadhyay	Associate Professor, HOD,Senate member,C.U	An Introduction on Environment perspective
Mr. Piyush Kabra	VP,AIESEC,Finance and development sector	Empowerment and recruitment
Dr. Sharmistha Banerjee	Associate Professor,MBM,C.U	Balance Sheet and Beyond
Dr. Ashish Bhattacharya	Director,IMI-C	IFRS-Emerging Issues
Smt. Amrita Dutta		Awareness Programme me on Stock Market
Dr. Mohua Banerjee	Associate professor-IMI	Visual merchandising
Mr. Ravi Kumar	Faculty, ICFAI Business School.	Soft skills and Group Discussions
Dr. Kanika Chatterjee	Professor, C.U, M.Com	Business Academics



Name	Designation / Qualification	Topic
Dr. Tanupa Chakraborty	Assistant Professor, C.U, M.Com	Seminar on Project.
Prof. Mritunjoy Chatterjee	Director, Balmerlawrie	Companies Act, 2013.
Mr. Avik Shankar Gupta	Assistant Manager, NIFTY	Seminar on National Stock Exchange.
Mr. Kunjan Mehta	Batliboi	Lecture on Revised Schedule VI.
Dr.Tathagata Bandhopadhyay	Professor, IIM(A)	Workshop on Research Methodology
Dr.Gautam Bandhopadhyay	Associate Professor, NIT, Durgapur.	Workshop on SPSS.
Mr. Arup Chaudhuri	President, Acasia Global Consulting	Knowledge Economy

25. Seminars/Conferences/Workshops organized & the source of funding: Nil

a) National : None

b) International : None

26. Student profile programme/coursewise

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011 - 2014	1631	431	484	100
2010 - 2013	1553	453	446	98.45
2009 - 2012	449	449	405	90.20

27. Diversity of Students: (2013-14)

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	82.04	17.76	0.20
2nd year	85.05	14.95	0
3rd year	84.45	15.55	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc: N.A.

29. Student progression (last four years)

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	66%	65%	64%	60%
PG to M.Phil.	-	-	-	-
PG to Ph D	-	-	-	-

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
Ph D to Post-Doctoral	-	-	-	-
Employed Campus Selection Other than campus recruitment	- 24%	- 25%	- 33%	- 30%
Entrepreneurship/ Self-employment	9%	8%	6%	7%

30. Details of infrastructural facilities

- a) Library : 7449 books
- b) Internet facilities for staff and students: Available
- c) Classrooms with ICT facilities: Available
- d) Laboratories: Available with all required facilities

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts: Refer Answer 24

33. Teaching methods adopted to improve student learning: Use of ICT

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS and LTS

35. SWOC analysis of the department and Future plans:

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> Consistently good performance of students. Providing short term certificate courses to equip students with soft skills, technological expertise and global competence. Vertical mobility of UG students into in-house PG course. Micro-teaching by teachers. 	<ul style="list-style-type: none"> Poor student – teacher ratio. Insufficient space for conducting classes and allied activities. Poor student book ratio.
Opportunities	Challenges
<ul style="list-style-type: none"> Scope of interface with industry to provide placement. Introduction of more add-on courses on Finance and Taxes. Scope of offering alternative specialization such as Marketing, IT and Tax. 	<ul style="list-style-type: none"> Irregular attendance of students due to emergence of professional coaching center. Increased competition of introduction of B.Com courses in other city colleges.

**Future Plans:**

- To adopt more collaborative ventures for enhancement of self reliance.
- More research-based projects to initiate in future by both faculties and students.
- Plans for organizing National Seminars, Faculty Development Programme me and Faculty Exchange Programme me.
- Industrial Training will be arranged for practical exposure of the students.
- Expanding community services through NCC, NSS, LTS. etc

1. Name of the department : **ECONOMICS**
2. Year of establishment: General: 1955; Honours: 2001.
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments / units involved: NA
5. Annual / semester / choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Faculty take classes in BBA and M.Com. departments
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses / programmes discontinued (if any) with reasons: None
9. Number of teaching posts :

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	1 (by promotion)
Asst. Professors	3	2
College Full-Time Lecturer	-	1
Contractual Part-Time Lecturer	-	-
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Madhumita Pal	M. A.	College Full-Time Lecturer	Econometrics	31	-
Smt. Manjari Chatterjee	M. Sc., B. Ed.	S. L. G. Lecturer	Advanced Economic Theory	18	-
Smt. Paramita Chakravorty	M. Sc., M. Phil.	Assistant Professor	Gender Economics	9	-
Smt. Sutapa Sen	M. Sc., M. Phil.	Assistant Professor	Health Economics	5	-

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by Temporary faculty: Nil
13. Student-Teacher Ratio (programme wise) : Honours - 24 : 1 ; General - 42 : 1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: None



15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil.. / PG: M. Phil.-2 ;PG - 2
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: UGC funded National Minor Research Project (Total Grant received = ₹ 95,438 /-)
17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received: None
18. Research Centre / facility recognized by the University: None
19. Publications:
- Publication per faculty: None
20. Areas of consultancy and income generated: None
21. Faculty as members in - a) National Committees b) International Committees c) Editorial Boards: None
22. Student Projects:
- a) Percentage of students who have done in-house projects including inter-departmental / programme: 100 % (3rd Year curriculum); 15.63% (1st Year Summer Project)
- b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories / Industry / Other agencies: Nil
23. Awards / Recognitions received by faculty and students: None
24. List of eminent academicians and scientists / visitors to the department:

Name	Designation	Specialization
Dr. Mou Roy	Associate Professor of Lady Bra-bourne College	Advanced Economic Theory

25. Seminars / Conferences / Workshops organized & the source of funding:-

- a) National: None
- b) International : None

26. Student Profile Programme me / Course wise:

Batch	Applications Received (1st Yr.)	Selected (1st Yr.)	Enrolled (3rd Yr.)	Pass Percentage
2011-2014	146	30	29	100
2010-2013	120	22	24	100
2009-2012	32	25	18	100

27. Diversity of Students (2014-15):

Class	% of Students from the Same State	% of Students from Other States	% of Students from Abroad
1st year	91.89	8.11	0
2nd year	92.86	7.14	0
3rd year	97.30	2.70	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc.? NA

29. Student Progression (last four years):

Student Progression	Against % Enrolled(2010-2013)	2009-2012	2008-2011	2007-2010
UG to PG	92	92	100	100
PG to M. Phil.	-	-	-	-
PG to Ph. D.	-	-	-	-
Ph. D. To Post-Doctoral	-	-	-	-
Employed	8	-	-	-
Campus Selection	-	-	-	-
Other than Campus Recruitment	8	-	-	-
Entrepreneurship / Self-Employment	-	-	-	-

30. Details of Infrastructural Facilities:-

- Library: 1590 books ; Seminar Library: 54 books ; Book Bank : 10 books
- Internet facilities for staff and students: Available
- Classrooms with ICT facilities: Available
- Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts:

Name	Designation	Topic	Date	Type of Programme
Dr. Mou Roy	Associate Professor of Lady Brabourne College	Application of statistical methods and Techniques in Economic Problems	05.05.2014	Special Lecture
Dr. Nilanjan Patra	Assistant Professor of Bangabashi Morning College	The Rural Medical practitioners in Rural Health Care Market: Case Study of the Indian Sunderbans	25.09.2014	Students Seminar (Active Learning Day)

33. Teaching Methods adopted to improve Student Learning:

- Micro-teaching for Honours students
- Students' Group Discussions, Wall Magazines and Paper Presentations on various relevant topics encouraged by Faculty
- Organizing Topic Reviews on a regular basis



- Intensive use of OHP, LCD and Interactive Projectors and other ICT methods as teaching aids
- Organizing active learning process through Departmental “Active Learning Day” annually
- Remedial Teaching to weaker students

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : NSS Committee and Social Welfare Committee

35. SWOC Analysis of the Department and Future Plans :

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• Meritorious students at entry level• Consistently good university result• Regular usage of Seminar Library• Micro Teaching for Term Paper presentation and individual attention to students for specific problems• Good track record of academic progression (vertical) of Departmental students and job profiles	<ul style="list-style-type: none">• Lack of exclusive space for Micro-Teaching• Lack of access to Statistical Software packages (like STATA, SAS) and official online databases• Unsatisfactory Teacher-Student Ratio for the general classes
Opportunities	Challenge
<ul style="list-style-type: none">• Strong demand for the subject• Competitive edge of the subject in career building• Variety of career options available	<ul style="list-style-type: none">• Focus on professional courses among students, affect class attendance among final year students

Future Plans:

- Intra-College and Inter-College students’ Seminars, Workshops, Essay Competitions and Debates to develop the writing skills and oral communication skills of students
- To develop, strengthen and diversify the newly introduced practice of inviting promising Departmental ex-students in different fields to deliver lecture / talk on various relevant topics
- To introduce lecture / demonstrations on Term Paper writing and Research Methodology by external faculty
- Motivating students to participate more in the teaching-learning process
- To conduct primary surveys and Field Work with students for their Term Papers and Summer Projects
- Teacher-Exchange Programme mes and collaborations
- Departmental Talks and Special Guest Lectures by external subject experts from Academia and Industry on different topics related to the University syllabus for curriculum enrichment

1. Name of the department: **EDUCATION**
2. Year of establishment: Honours- 1961
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	5 (till May 2014)
Asst. Professors	5	-
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	-
College Full-time Lecturer	1	1 (On Leave)

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Rupa Barwani (retired On 31st May, 2014)	M.A.; Ph.D.	Associate Professor	Mental Hygiene	33	-
Smt. Madhumati Patra	M.A.; B.Ed.	Associate Professor	Mental Hygiene	25	-
Smt. Srila Majumder	M.A.; B.Ed.	Associate Professor	Mental Hygiene	31	-
Smt. Sunrita Mitra	M.A.; M.Phil.	Associate Professor	Descriptive Research	18	-
Dr. Elizabeth Dey	M.A.; Ph.D.	Associate Professor	Developmental Psychology	17	-
Smt. Gargi Mitter	M.A.	College Full-time Contractual	Mental Hygiene	15 (1995 – 2010)	-



11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student-Teacher ratio (programme wise): Honours- 20:1; General- 72:1
14. Number of academic support staff (technical) and administrative staff sanctioned and filled: Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.: Ph.D. -2; M.Phil-1; M.A.-3
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received: None
18. Research Centre/facility recognized by the University: None
19. Publications:

- Publication per faculty

Faculty	Number of Publications
1. Dr. Rupa Barwani	4
2. Smt. Srila Majumdar	1
3. Smt. Madhumati Patra	1
4. Smt. Sunrita Mitra	2
5. Dr. Elizabeth Dey	10

- Chapter in books: 1
 - Books with ISBN/ISSN numbers with details of publishers: ISBN: 978-93-84106-03-4; Dept. of B.Ed., Loreto College and Levant Books.
20. Areas of consultancy and income generated: None
21. Faculty as members in: a) National Committees; b) International Committees; c) Editorial Boards: None
22. Student Projects:
- Percentage of students who have done in-house projects including inter-departmental/programme: 36%
 - Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: Nil
23. Awards/Recognitions received by faculty and students: None

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Dr. Aditi Ghosh	Professor, C.U.	Mathematics education
Dr. Madhumala Sengupta	Associate Professor, C.U	Educational Psychology, Educational Management

25. Seminars/Conferences/Workshops organized & the source of funding:

- a) National: None
b) International :None

26. Student profile programme/course wise:

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011-2014	50	30	18	100%
2010-2013	47	38	13	100%
2009-2012	33	33	17	100%

27. Diversity of Students: (2014-15)

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	88	12	-
2nd year	100	-	-
3rd year	92.86	7.14	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : None

29. Student progression (last four years):

Student Progression	2011-2014	2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	5.55	50	57.14	17.6	30.7
PG to M.Phil.	-	-	-	-	-
PG to Ph D	-	-	-	-	-
Ph D to Post-Doctoral	-	-	-	-	-
Employed					
Campus Selection	-	-	-	-	-
Other than campus recruitment	-	8.33	14.2	29.4	7.69
Entrepreneurship/ Self-employment	-	4.16	-	11.7	-



30. Details of infrastructural facilities

- a) Library: General library: 2392 books; Seminar library: 93 books
- b) Internet facilities for staff and students: Available
- c) Classrooms with ICT facilities: Available
- d) Laboratories: NA.

31. Number of students receiving financial assistance from college, university, government or other agencies: 3 receiving freeship from college

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts. :

1. Workshop on “Sarva Siksha Abhiyan” conducted by ‘Vikramshila’, an NGO working for education of underprivileged children, held on 10.9.13.
2. Seminar on Inclusive Education by members of “Sanchar”- an NGO working for inclusive society on 8th September, 2014.

33. Teaching methods adopted to improve student learning:

- Use of ICT in teaching
- Remedial classes
- Open-book exam
- Students’ project
- Active Learning Day : Paper presentations, subject quiz, skits

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Faculties and students are active members of the NSS and Social Welfare Committee of the college

35. SWOC analysis of the department and Future plans.

SWOC Analysis:

Strengths	Weaknesses
<ul style="list-style-type: none">• Availability of adequate number of textbooks in the general library.• Good teacher-pupil ratio in the honours classes.• Practical application of statistical concepts enabling students carries out research activities which can be used as feedback on the institution’s services or infrastructure.	<ul style="list-style-type: none">• Low entry barrier.• Lack of prior knowledge about the subject.• Poor teacher-pupil ratio in General classes.• Insufficient space for tutorial and remedial classes.

Opportunities	Challenges
<ul style="list-style-type: none">• Applicability of the subject in real life situations due to its multidisciplinary character.• Excellent for those pursuing career opportunities in teaching at all levels, special education or counselling services, HRD, human rights, educational planning and administrations.• Opportunity of the Department to enter into partnership with NGOs working in the field of literacy drive/ Sarva Shiksha Abhiyan/Non-formal education etc.	<ul style="list-style-type: none">• Subject not taught at the +2 stage in the central boards like CISCE or CBSE and many other regional boards.• Subject not included in the list of subjects for Civil Service Examination.

Future Plans :

- To organize workshops and interactive sessions with NGO's working in the field of education for deprived and socially challenged children
- To invite illustrious alumni as speakers in departmental programmes
- In keeping with the vision and mission of the college with regard to womens' empowerment, the department hopes to bring about the all-round development of the girls by motivating and enabling them to participate in both academic and non-academic programmes of the college.



1. Name of the department: **ENGLISH**
2. Year of establishment: General : 1955; Honours : 1958
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual.
6. Participation of the department in the courses offered by other departments: Faculty take CE and MIL classes in all departments and also in PG course
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	2 (by promotion)
Asst. Professors	5	1
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	1
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Debnita Chakravarti	M.A., Ph.D.	Associate Professor	Gender Studies, Romantic Literature	15	-
Smt. Malini Mukherjee	M.A., M.Phil.	Associate Professor	Gender Studies, Romantic Literature	15	-
Dr. Tania Chakraverty	M.A., Ph.D.	Assistant Professor	Gender Studies, American Literature, Literature of the Diaspora	14	-
Smt. Indrani Ray	M.A., M.Phil	Contractual Full-time Lecturer	English Language Teaching	6	-
Smt. Chandrima Das	M.A., M.Phil.	Assistant Professor	18th Century, Crime Literature	3	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Sudeshna Mukherjee	M.A.,	Contractual Full-time Lecturer	Regency Literature	1	-
Smt. Debanjali Ray	M.A.,	Part-time Lecturer	Language Studies	1	-

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Honours – 8.89%; Gen – 53.5% (2014-15)

13. Student-Teacher ratio (programme wise) Honours - 36:1; General - 48:1; Compulsory English - 77:1; MIL - 72:1.

14. Number of academic support staff (technical) and administrative staff sanctioned and filled: Nil

15. Qualifications of teaching faculty with D.Sc./D.LITT./Ph.D./M.Phil./PG: Ph.D – 2; M.Phil.. – 2; PG - 3

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received: None

18. Research Centre/facility recognized by the University: None

19. Publications:

- Publication per faculty:

Faculty	Number of Publications
Dr. Debnita Chakravarti	3
Smt. Malini Mukherjee	4
Dr. Tania Chakraverty	10
Smt. Chandrima Das	3
Smt. Debanjali Ray	2

- Number of papers published in peer reviewed journals national / international) by faculty and students. 18

- Books with ISBN/ISSN numbers with details of publishers: 18

20. Areas of consultancy and income generated: None

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards: None



22. Student Projects:

- a) Percentage of students who have done in-house projects including inter- Departmental/ programme: Nil
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: Internship - 2

23. Awards/Recognitions received by faculty and students:

Nikhat Saheba (Batch of 2008-2011) and Jagpreet Kaur (Batch of 2009-2012) adjudged the Best Volunteer Female for NSS from the University of Calcutta.

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Prof. Dipendu Chakrabarti	Sir Gooroodas Banerjee Professor, University of Calcutta	Drama, Film Studies, Translation
Prof. Amitava Roy	Retired Professor, Rabindra Bharati University	Shakespeare, British and American drama
Prof. Debiprasad Bhattacharya	Retired Professor, Kalyani University	Victorian Poetry

25. Seminars/Conferences/Workshops organized & the source of funding

- a) National: 1

In collaboration with the Department of English, Prafulla Chandra College, Kolkata for a National UGC sponsored seminar on “Representations of the Urban in Literary and Visual Culture”

- b) International: None

26. Student profile programme/course wise:

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011-2014	734	91	65	100%
2010-2013	631	88	60	100%
2009-2012	82	82	55	100%

27. Diversity of Students: (2014-15)

Name of the course (English Honours)	% of students from the same state	% of students from other states	% of students from abroad
1st year	95	5	-
2nd year	86	14	-
3rd year	81	19	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : 2

29. Student progression (last four years)

Student Progression Against % enrolled	2010-2013	2009-2012	2008-2011	2007-2010
UG to PG	50%	50%	40%	40%
PG to M.Phil.	-	-	-	-
PG to Ph D	-	-	-	-
Ph D to Post-Doctoral	-	-	-	-
Employed Campus Selection Other than campus recruitment	-	-	-	-
Entrepreneurship / Self-employment	-	-	-	-

30. Details of infrastructural facilities:

- Library: 4037 books.
- Internet facilities for staff and students: Available
- Classrooms with ICT facilities: Available
- Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name	Designation	Specialization
Prof. Dipendu Chakrabarti	Sir Gooroodas Banerjee Professor, University of Calcutta	Drama, Film Studies, Translation
Prof. Amitava Roy	Retired Professor, Rabindra Bharati University	Shakespeare, British and American drama
Prof. Debiprasad Bhattacharya	Retired Professor, Kalyani University	Victorian Poetry

33. Teaching methods adopted to improve student learning:

- ICT enabled teaching
- Film shows

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: 26 students in NSS unit



35. SWOC analysis of the department and Future plans:

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• Two faculty members also guest lectures at Calcutta University; the same syllabus is followed by our course• External paper setters and examiners ensure fair assessment in PG Department• Satisfactory teacher – student ratio in PG Department• Students eagerly participate and win accolades in inter-college and intra-college events	<ul style="list-style-type: none">• Too many students in the UG Department. 85 in an honours class are appalling• Teacher Student ratio in both UG Honours and General is poor• Because of the huge intake, many students shift from science or commerce because they think that studying English Honours is in vogue• Few students participate in UGC-Sponsored Student – Seminars• Need to motivate students to develop reading habits; attempts can be made to rectify this by recommending them out of the syllabus titles (both classic and contemporary fiction) for book discussion sessions
Opportunities	Challenges
<ul style="list-style-type: none">• Topics can be assigned keeping faculty specialization in mind• Proximity to British Council and American Centre can be used to advantage through collaborative programmes with these institutions• ICT for classroom teaching• Counseling students towards career – goals• In view of the presence of other allied departments (Bengali, History, Philosophy, Sociology, Political Science, JMC) inter-departmental lectures might be arranged	<ul style="list-style-type: none">• To put in place an effective review system for PG• High percentage of classes taken by guest faculty, so difficult to reassign classes in case of absence on short notice• Long class hours and back-to-back classes make participation in campus life challenging and even a designated lunch break impossible• Time-management: juggling with the prescribed university-syllabus and co-curricular academic activities• Dealing with ‘weak’ students who often need that extra help from teachers

Future Plans:

- Aptitude test for Honours students
- Collaboration with other colleges and universities in India and abroad
- Faculty-exchange and Student-exchange programs with other colleges and universities in India and abroad
- Online collaborative work between students over Facebook, Skype, a blog, or the literature class website that can be set up. Students can indulge in video-conferencing too
- Departmental peer-reviewed journal with ISSN number

1. Name of the department : **GEOGRAPHY**
2. Year of establishment: General: 1956; Honours: 1996
3. Names of programmes / courses offered (UG, PG, M Phi, Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	3 (by promotion)
Asst. Professors	4	1
Contractual Full Time Lecturer	-	1
Contractual Part time lecturer	-	-
Guest Lecturers	-	4

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Susmita Sen	Ph.D.	Associate Professor	Wetland Management	24	-
Dr. Nivedita Roy Barman	Ph.D.	Associate Professor	Agricultural Geography	18	-
Dr. Jayati Das	Ph.D.	Associate Professor	Medical Geography	18	-
Dr. Susmita Gupta	Ph.D.	Assistant Professor	Rural Development	16	-
Smt. Ritubarna Pratihari	M.A.	Contractual Full Time Lecturer	Fluvial Geomorphology	14	-



Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Soha Hossain	M.Sc.	Guest Lecturer	Industrial Geography	4	-
Smt. Indu Mun-dra	M.Sc.	Guest Lecturer	Regional Planning	1	-
Smt. Dipanjana Hajra	M.Sc.	Guest Lecturer	Geography of Tourism	3 months	-

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Honours: Theory- 26.60% ; Practical-16.60%.

General: Theory-58.80% ; Practical-11.11%.

13. Student-Teacher ratio (programme wise): Honours - 25:1 ; General - 5:1.

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled :
Sanctioned: 1(by UGC); 2 (by college) Filled: 1(by UGC); 1 (by college)

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil.. /PG: Ph.D. – 4; PG - 4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

1 National DST funded Major Research Project completed (Grant received : Rs 8 lakhs)

1 National Tea Board funded Major Research Project – ongoing (Grant allotted: 42 lakhs)

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received :
None

18. Research Centre/facility recognized by the University : None

19. Publications:

- Number of publication per faculty:

Faculty	Number of Publications
1. Dr. Susmita Sen	2
2. Dr. Nivedita RoyBarman	1
3. Dr. Jayati Das	6
4. Dr. Susmita Gupta	9
5. Smt. Ritubarna Pratihari	1
6. Smt. Soha Hussain	4
7. Smt. Indu Mundra	2

- Number of papers published in peer reviewed journals (national/international) by faculty and students: 17

20. Areas of consultancy and income generated:

Health and Environment, Wetland Protection and conservation; Environment and health in development sector. All consultancy services are honorary.

21. Faculty as members in - a) National Committees ; b) International Committees c) Editorial Boards: None

22. Student Projects -

- Percentage of students who have done in-house projects including inter-departmental/ programme: Honours - 100% ; General - 100%
- Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: 8 students undertook a collaborative project with Allergy and Asthma Research Centre, Kolkata. They also presented a paper in a National Conference.

23. Awards/Recognitions received by faculty and students: Dr. Jayati Das - Bharat Jyoti Award by International Friendship Society, New Delhi

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation
Dr. Debiprasad Duari	Director of Academic and Research wing of Birla Planetarium, Kolkata.
Dr. Arijit Bannerjee	Director of Institute of Environmental Studies and Wetland Management, Government of West Bengal.
Dr. Anurag Danda	Head, Sunderban Programme me of WWF
Dr. Utpal Dey	Retired Professor, Department of Environmental Science, Jadavpur University.
Dr. Ranjan Basu	Professor , Department of Geography, Calcutta University Member of Board of Undergraduate Studies, University of Calcutta.

25. Seminars/Conferences/Workshops organized & the source of funding:

- National: None
- International: None

26. Student profile programme/course wise: *

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr) Female	Pass percentage
2011-2014	121	58	44	100
2010-2013	84	60	29	93 (27appeared)
2009-2012	56	56	24	100



27. Diversity of Students: (2014-15)

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	60	4	0
2nd year	60	0	0
3rd year	33	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? GRE & TOEFL 1(Batch: 2008-11)

29. Student progression (last four years)

Student Progression Against % enrolled	2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	73.1%	57.1%	71%	39.5%
PG to M.Phil.	-	-	4.9%	-
PG to Ph D	-	-	-	-
Ph D to Post-Doctoral	-	-	-	-
MBA	-	7.1%	-	2.6%
B.Ed.	-	-	4.9%	2.6%
Other Qualifications(Diploma)	3.8%	4.9%	-	-
Employed				
Campus selection	-	-	-	-
Other than Campus recruitment	-	-	24.4%	16%
Entrepreneurship/Self-employment	-	-	2.4%	-

30. Details of infrastructural facilities

- Library: 2011 - books; Seminar – 104 books
- Internet facilities for Staff and Students: Available
- Classrooms with ICT facilities: Available
- Laboratories: GIS laboratory

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts:

Special Lectures on:

- Big Bang Theory by Dr. Debiprasad Duari, Director of Academic and Research wing of Birla Planetarium, Kolkata
- “Sunderban Biosphere” by Dr. Anurag Danda. Head, Sunderban Programme me of WWF, ON 19th September 2011.

3. Dr. Arijit Banerjee, Director, Institute of Environmental Studies and Wetland Management delivered a special lecture on “Forestry and Conservation in India – past, present and future”
4. Dr. Utpal Dey, Former professor Department of Environmental Science, Jadavpur University on “EI Nino and Southern Oscillation
5. Prof Ranjan Basu of the department of Geography, Calcutta University on “Bio diversity”.

33. Teaching methods adopted to improve student learning:

- Use of ICT
- Seminar presented by students
- Preparation of wall magazine
- Poster competition
- Slide and animation shows
- Empirical observation through field survey
- Quiz contests
- Encouraging students to use internet for reference and self learning
- Students' Summer Project

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS, Social Welfare activities by teachers and students

35. SWOC analysis of the department and Future plans.

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good quality students • Active participation of students in Departmental activities • Seminar library • Adequately equipped laboratory 	<ul style="list-style-type: none"> • Poor Teacher Student ratio • Inadequate laboratory space • Alumni interface not satisfactory
Opportunities	Challenges
<ul style="list-style-type: none"> • PG course • Collaborative research work • National seminars/workshops • Career oriented GIS short term • Courses (ERDAS, MAPINFO) 	<ul style="list-style-type: none"> • To bridge the gap between the levels of school & the UG course • Paucity of books written in vernacular. • Limited flexibility of academic curriculum • Student growth has reached a point where individual attention is not possible

Future plans :

- Post graduate course can be introduced with availability of adequate space, staff and infrastructural facilities
- Regular career counselling by dynamic alumni
- Active research by faculty members
- Collaborative projects involving faculty and the students
- Involvement of students in social service



1. Name of the department: **HINDI**
2. Year of establishment : General – 1955; Honours - 1958
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D. etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments: Faculty take MIL Hindi classes in all departments
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	1(by promotion)
Asst. Professors	4	3
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	1

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Sindhu Mehta	M.A, B.Ed., M.Phil.	Associate Prof.	Journalism	19	-
Smt. Alpana Nayak	M.A, B.Ed.	Assistant Prof.	Jayshankar Prasad	16	-
Dr. Priti Singhi	M.A, B.Ed., M.Phil., Ph.D.	Assistant Prof.	Middle class society in Bhishma Sahani's literature	8	-
Smt.Sulekha Kumari	M.A.	Guest Lecturer	Prem Chand	1	-
Dr. Rachana Pandey	M.A, B.Ed., Ph.D.	Assistant Prof.	Alochana	3	-

11. List of senior visiting faculty : 2

- a. Dr. Geeta Dubey, Associate Prof. (Scottish Church College)
- b. Dr. Vibha Kumari, Assistant Prof. (Rishi Bankim Chandra Evening College)

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil
13. Student-Teacher ratio (programme wise) : Honours.- 6:1, General - 90:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and Filled : None
15. Qualifications of teaching faculty with – D.Sc/D.Litt./Ph.D./M.Phil./PG.: PG- 2, M.Phil-1, Ph.D-2
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants Received : None
18. Research Centre/facility recognized by the University : None
19. Publications: 13

- Publication per faculty:

Faculty	Number of Publications
1. Smt Sindhu Mehra	2
2. mt. Alpana Nayak	3
3. Dr. Priti Singhi	4
4. Dr Rachana Pandey	7

- Number of papers published in peer reviewed journals (national/international) by faculty and students. : 3
 - Chapter in books : 7
20. Areas of consultancy and income generated : None
 21. Faculty as members in
 - a) National Committees : 2 Faculty Members are in NSS Committee
 1. in "Apni Bhasha" s' Core Committee
 2. members in "Sanskritik Punarnirman Mission" Committee
 - b) International Committees : None
 - c) Editorial Boards : None
 22. Student Projects – Patrakarita Ka Samajik Awadan (Summer Project)
 - a) Percentage of students who have done in-house projects including inter-departmental/programme - 100%. (2nd year)
 - b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies - Nil
 23. Awards/Recognitions received by faculty and students : None
 24. List of eminent academicians and scientists/visitors to the department : 10



Name	Designation
Dr. Vedraman Pandey	Associate Prof. (Jaipuria College, Dept. of Hindi)
Smt. Uma Jhunjhunwala	Director. Little Thespian
Shri Rajiv kumar Shukla	Assistant director, Films division
Shri Krishna Bihari Mishra	Retired Professor
Dr. Rajshri Shukla	Associate Prof. (Calcutta University, Dept. of Hindi)
Dr. Ramahalad Choudhury	Associate Prof.(Calcutta University, Dept. of Hindi)
Smt. Mridulla Garg	Renowned Writer
Dr.Rishikesh Rai	Deputy Director, Rajbhasha Vibhag, T.Board
Dr. Jai Kaushal	Assistant Prof. (Presidency University)
Dr. Arun Kamal	Retired Prof. from Patna University (Dept of English)

25. Seminars/Conferences/Workshops organized & the source of funding:

- a) National - None
- b) International - None

26. Student profile programme/course wise:

Batch	Applications received (1 st Yr)	Selected (1 st yr)	Enrolled (in 3 rd yr)	Pass percentage
2011-2014	16	10	5	100%
2010-2013	11	10	9	100%
2009-2012	15	15	8	100%

27. Diversity of Students: (2014-15):

Class	% of students from the same state	% of students from other states	% of students from abroad
1 st year	100	-	-
2 nd year	100	-	-
3 rd year	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc?

NET : NA

29. Student progression (last four years):

Student Progression	Against % enrolled 2011-2014	2010-2013	2009-2012	2008-2011	2007-2010
UG to PG	80%	87%	100%	57%	90%
PG to M.Phil.	-	-	-	-	-
PG to Ph D	-	-	-	-	-
Ph D to Post- Doctoral	-	-	-	-	-
Employed Campus Selection Other than campus recruitment	- 1	- -	- -	- 2	- 2
Entrepreneurship/ Self-employment	-	-	-	-	-

30. Details of infrastructural facilities

- a) Library : General- 6637; Seminar – 62; Book bank- 156
- b) Internet facilities for Staff and Student : Available
- c) Classrooms with ICT facilities : Available
- d) Laboratories :NA

31. Number of students receiving financial assistance from college, university, government or other agencies: 3 (from college)

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts : 11 (Details in answer to question 24)

33. Teaching methods adopted to improve student learning

- Dramatization
- Showing films related to syllabus
- Group discussion & Interaction
- Question - Answer sessions
- Tutorials
- Home-Tasks & its correction
- Remedial classes and Counseling

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students and faculty in NSS and LTS. Participation in blood donation camps.

35. SWOC analysis of the department and Future plans.



SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• In spite of getting weak students we train them in a way that fetches them good marks in the university examination. We get very few students; yet our dept. Manages to produce 1st classes and university toppers.• Being one of the oldest departments, the Hindi section of our library is well stocked and rich with some rare and useful books.	<ul style="list-style-type: none">• Every year the students admitted into the Hindi dept. Are usually weak and have low aptitude for Literature. This is a major shortcoming faced by our dept.• A declining student strength.
Opportunity	Challenge
<ul style="list-style-type: none">• Among Indian languages the demand of Hindi is on the rise. Our students who pursue higher education face no difficulty in getting a good job.	<ul style="list-style-type: none">• Grooming the weak students to attain academic excellence is our biggest challenge.

Future Plans :

- The department is planning to open a short- term course in the field of Translation.
- We are also planning to arrange lectures delivered by our esteemed alumni members of our department so that they can narrate their work-experience and encourage our students on their future career plans.
- Another plan is to start extra tutoring classes for preparation of NET, SLET, and for the entrance exams of other university.

1. Name of the department : **HISTORY**
2. Year of establishment : General -1955; Honours - 1996
3. Names of Programme mes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/ semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : None
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors		1 (by promotion)
Asst. Professors	3	-
Lecturer (Selection Grade)	-	2
Contractual Part-time Lecturer	-	1
Guest Lecturer	-	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the Last 4years
Smt. Devaleena Sinha	M.A.	Lecturer (Selection Grade)	Economic history	18	-
Dr. Soma Mitra	M.A., M. Phil, B.Ed., Ph.D.	Associate Professor	Art history	18	-
Smt. Piu Roy Chowdhury (Guha)	M.A., M.Phil.	Lecturer (Selection Grade)	Environmental history	17	-
Smt. Basabductta Chanda	M.A.	Part-time Lecturer	Histoy of science, technology, medicine and environment	1	-



Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the Last 4years
Smt. Bidisha Roy Chowdhury	M.A., M.Phil., B.Ed.	Guest Lecturer	History of the USA	2 months	-

11. List of senior visiting faculty : None

12. Percentage of lectures delivered and practical classes handled(programme wise)

By temporary faculty : Honours – 46.29%; General - 31.25%

13. Student -Teacher Ratio (programme wise) : Honours – 13:1; General – 42:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with D.Sc./ D.Litt/ Ph.D/ M.Phil / PG. : Ph.D – 1; M.Phil – 2, M.A. – 01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. And total grants received : None

18. Research Centre /facility recognized by the University : None

19. Publications:

- Publication per faculty : Smt. Basabductta Chanda - 2
- Number of papers published in peer reviewed journals (national / International) by faculty and students : 2

20. Areas of consultancy and income generated : None

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards : None

22. Student projects:

- Percentage of students who have done in-house projects including inter departmental/ programme : 18%
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : None

23. Awards / Recognitions received by faculty and students : None

24. List of eminent academicians and scientists / visitors to the department :

- Smt. Maitreyi Sengupta, Ex-Hod, History; Shri Shikshayatan College
- Dr. Bithi Sircar, Ex-Principal, Shri Shikshayatan College

iii) Dr. Banani Bhattacharya, Post-Doctoral Research Fellow, Centre for Indological Studies and Research, RKMIC, Golpark, Kolkata

iv) Dr. Satara Ahmed, Asst. Professor, Department of History, Rabindra Bharati University

25. Seminars/ Conferences/Workshops organized & the source of funding :

a) National : None

b) International: None

26. Student profile programme/course wise:

Batch	Applications received	Selected	Enrolled	Pass percentage
2011-2014	66	23	9	100
2010-2013	36	26	11	100
2009-2012	31	31	8	100

27. Diversity of Students (2014-2015) :

Class	% of students from the same state	% of students from other States	% of students from abroad
1 st Year	91.3	8.7	0
2 nd Year	88.9	11.1	0
3 rd Year	89	9	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NIL

29. Student progression

Student progression	Against % enrolled			
	2010-11	2011-12	2012-13	2013-14
UG to PG	50	50	33	54
PG to M.Phil.				
PG to Ph.D.				
Ph.D. To Post-Doctoral				
Employed				
• Campus selection				
• Other than campus recruitment	25	33	20	-
Entrepreneurship/Self-employment				

30. Details of Infrastructural facilities

a) Library : General – 1233 books

b) Internet facilities for staff and students : Available

c) Class rooms with ICT : Available

d) Laboratories : N.A.



31. Number of students receiving financial assistance from college, university, Government or other agencies : None
32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts :
- 2010-11 – Seminar on “ Women in Tagore’s Essays, Letters, Discourses and Speeches – A Historical Perspective” – Speaker : smt. Maitreyi Sengupta, Ex. HOD, History, Shri Shikshayatan College on 02-03-2011
- 2012-13 – Seminar on “Swami Vivekananda through Contemporary Eyes” – Speaker : Smt. Maitreyi Sengupta, Ex. HOD, History, Shri Shikshayatan College on 05-10-2012
- 2013-14 – (1) Seminar on “The Emergence of Israel as a State” – Speaker : Dr. Bithi Sircar, Ex-Principal, Shri Shikshayatan College on 29-01-2014
- (2) Inaugural lecture of the special lecture series – “Hunter Foragers to Food Gatherers – A Journey Of Pre-Historic Man” – Speaker : Dr. Banani Bhattacharyya, Post-Doctoral Research Fellow, Centre for Indological Studies and Research, RKMIC, Golpark, Kolkata.
- (3) Special Lecture on The Revolt of 1857 and its myriad interpretations by Dr. Satara Ahmed, Asst. Professor, Department of History, Rabindra Bharati University
33. Teaching methods adopted to improve student learning :
- Remedial Teaching
 - Tutorials
 - Special Lectures with external experts
 - ICT enabled teaching
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in NSS activities

35. SWOC analysis of the department and Future plans :

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> Faculty effectively guides, grooms and motivates the rather mediocre students Academic and personal counselling of Students as and when required Adequate stock of books on subject in the library 	<ul style="list-style-type: none"> Average grade enroll Shortage of space Inadequate application of ICT methods
Opportunities	Challenges
<ul style="list-style-type: none"> Demand for the course on the rise. Organization of more seminars and Extension lectures 	<ul style="list-style-type: none"> Motivation of students to use the library more frequently Vast syllabus to be completed within a short period.

Future Plans :

- The Department hopes to make the teaching-learning process more interesting, effective and objective by a more intense application of ICT methods.
- The Department intends to diversify its activities by organizing more seminars, extension lectures, subject quiz, visits to places of historical interest and film shows.
- The Department also plans to encourage more student participation in projects – Departmental journal, wall magazine, maps, timeline charts.
- Upgradation of the seminar library through the purchase of the latest works on the subject, more text books in English and Bengali, subscription of more journals and the purchase of cds and dvds on related topics also constitutes an important aspect of the Department's plan for the next five years.



1. Name of the department : **JOURNALISM & MASS COMMUNICATION**
2. Year of establishment: Honours - 2006 ; General – 2006
3. Names of Programme mes/Courses offered(UG, PG, M.Phil., Ph.D., integrated masters; integrated Ph.D. ,etc.) : UG
4. Names of inter disciplinary courses and the departments/units involved : NA
5. Annual/ semester/choice based credit system(programme wise) : Annual
6. Participation of the department in the courses offered by other departments: None
7. Coursesincollaborationwithotheruniversities,industries,foreigninstitutions,etc. : None
8. Details of courses/programmes discontinued(if any)with reasons : NA
9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-
Contractual Fulltime Lecturer	3	3
Contractual Part-Time Lecturer	-	-
Guest Lecturer	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. /M.Phil. etc.)

Name	Qualifi- cation	Designation	Specialization	No. of years of Experience	No. of Ph.D. Students Guided for the Last4years
Sri. Subir Chakraborty	M.A.	Contractual fulltime Lecturer	Video production, Film studies	8	-
Smt. Manasi Sengupta	M.A.	Contractual fulltime Lecturer	Newspaper management	5	-
Sri. Mayukh Lahiri	M.A.	Contractual fulltime Lecturer	Film studies	2	-

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) By temporary faculty : 100%
13. Student-teacher ratio (programme wise): 16:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Technical LAB Instructor : 1
15. Qualifications of teaching faculty with D.Sc/D.Litt./Ph.D./M.Phil./P.G.: PG - 3
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: None
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: None
18. Research centre/facility recognized by the university : None
19. Publications:
 - Publication per faculty: Sri.Subir Chakraborty - 4; Sri. Mayukh Lahiri - 100
 - Number of papers published in peer review ed-journals (national/ International) by faculty and students: Nil
20. Areas of consultancy and income generated: None
21. Faculty as members in: a) National Committees b) International committees c) Editorial Boards: None
22. Student projects:
 - a) Percentage of students who have done in-house projects including inter-departmental/programme: 100%
 - b) Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/Industry/other agencies : Nil
23. Awards/Recognitions received by faculty and students: None
24. List of eminent academicians' and scientists /visitors to the department: Nil
25. Seminars/Conferences/Workshops organized & the source of funding:
 - a) National: None
 - b) International : None
26. Student profile programme /course wise:

Batch	Applications Received (1st year)	Selected (1st year)	Enrolled (3rd year)	Pass percentage
2011–2014	202	38	-	100%
2010 – 2013	252	36	-	100%
2009 – 2012	238	35	-	100%
2008 – 2011	248	35	-	100%



27. Diversity of Students:

Class	%of students from the same state	% of students from other States	%of students from abroad
1st year	96	4	0
2nd year	95	3	2
3rd year	100	0	0

28. How many students have cleared national and state competitive examinations such as net, SLET, GATE, Civil services, Defense services, etc.?: None

29. Student progression:

Student progression (Against % enrolled)	2010-2013	2009-2012	2008-2011	2007-2010
UG to PG	45%	38%	40%	35%
PG to M.Phil..	-	-	-	-
PG to Ph.D..	-	-	-	-
Ph.D. to Post-Doctoral	-	-	-	-
Employed				
• Campus selection				
• Other than campus recruitment	10%	15%	12%	-
Entrepreneurship/Self-employment	-	-	-	-

30. Details of Infrastructural facilities:

- Library: 582 books
- Internet facilities for staff and students: Available
- Class rooms with ICT facility: Available
- Laboratories: Media LAB

31. Number of students receiving financial assistance from college, University, Government or other agencies: None
32. Details on student enrichment programmes (special lectures/workshops/ Seminar) with external experts: Nil
33. Teaching methods adopted to improve student learning: ICT enabled teaching
34. Participation in institutional social responsibility (ISR) and extension activities: NSS- 7 students
35. SWOC analysis of the department and future plans:

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good quality student enrollment. • Department has an excellent reputation. • Both academic and industry experience of The faculty. • Student's proficiency in media related issues. • Regular counselling by faculty related to Higher studies. 	<ul style="list-style-type: none"> • Limited placement facility. • Limited scope for future expansion. • Services offered by support staff (NTS) • Not adequate.
Opportunities	Challenges
<ul style="list-style-type: none"> • Exposure to media. • Emergence of diverse mass media • Geographic location affords opportunities to develop consultancy work. 	<ul style="list-style-type: none"> • Difficulty in practical demonstration in different media house. • Limited flexibility of academic curriculum. • Better placement facility in other colleges. • Student growth has reached a point where individual attention is not possible.

Future Plans:

- Publishing a quarterly news letter
- Arranging regular lecture series by eminent media personalities
- Opening short term courses on Film Studies, Advertising and Public Relations
- Developing E-content



1. Name of the department : **MATHEMATICS**
2. Year of establishment : General : 1996; Honours : 2012
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : Faculty take classes in B.Com., BBA, M.Com., CA (Major)
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	2	1
Contractual Full Time Lecturer	1	-
Contractual Part time lecturer	-	1
Guest Lecturers	-	5

10. Faculty profile with name, qualification, specialization (D.Sc. / D.Litt. / Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt.Madhuchhanda Sarkar	M.Sc., B.Ed.	Guest Lecturer	Plasma Physics and Hydrodynamics	7	-
Smt. Sukanya Mookerjee	M.Sc.	Contractual Full Time Lecturer	History of Mathematics and Logic	21	-
Dr.Tanwi Bandyopadhyay	Ph.D.	Assistant Professor	Cosmology & General Relativity	6	-
Smt. Gitanjali Ghosh	M.Sc., B.Ed.	Assistant Professor	Entropy	2	-
Smt. Tuhina Manna	M.Sc.	Contractual Part Time Lecturer	Functional Analysis	1	-
Smt. Poulami Saha	M.Sc.	Contractual Part Time Lecturer	Plasma Physics	1	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Sri. Anupam Chakraborty	M.Sc.	Guest Lecturer	Plasma Physics	1	-
Sri. Animesh Roy	M.Sc.	Guest Lecturer	Differential Geo and Mathematical Logic	1	-
Smt. Sreeya Ghosh	M.Sc.	Guest Lecturer	Computation	1	-
Dr. Debapriya Das	Ph.D.	Guest Lecturer	Non-Linear Dynamics	1	-

11. List of senior visiting faculty : None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2014-2015) : Honours: 69.69%; General: 83.25%

13. Student-Teacher ratio (programme wise): Honours – 2:1; General – 13:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : None

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M. Phil./P.G. : Ph.D – 1 , PG – 5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: 1 UGC funded National Minor Research Project completed in 2012, (Grant received ₹ 107000).

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received : None

18. Research Centre/facility recognized by the University : None

19. Publications:

- Publication per faculty

Faculty	Number of Publications
Dr.Tanwi Bandyopadhyay	25
Smt. Gitanjali Ghosh	1
Dr. Debapriya Das	4

20. Areas of consultancy and income generated : None

21. Faculty as members in: a) National Committees b) International Committees c) Editorial Boards : 1 faculty is visiting associate in IUCAA, Pune



22. Student Projects:

- a) Percentage of students who have done in-house projects including inter-departmental/programme : 67% in summer project of 2nd year; 100% in 3rd Honours practical
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/visitors to the department : None

25. Seminars/Conferences/Workshops organized & the source of funding

- a) National : None
- b) International : None

26. Student profile programme/course wise:

Batch	Applications received (1st Yr)	Selected (Admitted) (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2012-2015	16	5	2	-
2013-2016	41	7	-	-

27. Diversity of Students: (2014-15)

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	100	-	-
2nd year	67	33	-
3rd year	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years) : NA

30. Details of infrastructural facilities :

- a) Library : 1009 books; Seminar library - 240; Book bank - 18
- b) Internet facilities for staff and students : Available
- c) Classrooms with ICT facilities : Available
- d) Laboratories : NA

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts: Special Lecture

Name of the External expert	Designation
Dr. Manjusha Majumder (Tarafer)	Professor Dept. of Pure Mathematics Calcutta University and member of BoS

33. Teaching methods adopted to improve student learning:

- Tutorials are taken on regular basis
- Students' feedback are taken on current and previous topics and according to that those topics are taken care of

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : 1 Faculty as NSS Programme Officer, 2 Faculty in NSS Committee

35. SWOC analysis of the department and Future plans

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good teacher-student ratio • Well stocked Seminar library 	<ul style="list-style-type: none"> • Teething problem in handling the newly introduced honours course • Vacant posts need to be filled
Opportunity	Challenge
<ul style="list-style-type: none"> • Students have variety of career options on completing Honours graduation 	<ul style="list-style-type: none"> • To motivate students in the course so that they do not leave for Engineering and Technological courses.

Future Plans:

To initiate -

- Yearly departmental magazine
- Wall magazine .
- To organize regular departmental seminars within college by external expert.



1. Name of the department : **PHILOSOPHY**
2. Year of establishment : General – 1955; Honours - 1957
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: N.A.
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	3
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	2

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Debirupa Basu	M.A.; M.Phil.; Ph.D.	Assistant Professor	Logic	12	-
Dr. Sushobhona Pal	M.A.; Ph.D.	Assistant Professor	Analytic Philosophy	9	-
Dr. Madhurima Bhattacharya	M.A.; M.Phil.; Ph.D.	Assistant Professor	Ethics	7	-
Smt. Gayatri Chatterjee	M.A.; M.Phil.	Guest Faculty	Applied Ethics	1	-
Smt. Tanushree Chandra	M.A.	Guest Faculty	Logic	1	-

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Honours – 14% ; General - Nil
13. Student-Teacher ratio (programme wise) : Honours Course – 5:1; General – 10:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG. : Ph.D –03; M.Phil – 01; PG – 01
16. Number of faculty with ongoing projects from a) National B) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received : None
18. Research Centre/facility recognized by the University : None
19. Publications:

- Publication per faculty:

Faculty	Number of Publications
1. Dr. Debirupa Basu	1
2. Dr. Sushobhona Pal	2

- Number of papers published in peer reviewed journals (national/international) by faculty and students. : 2
- Number of publications listed in International Database (For eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences, Directory, EBSCO host etc) : 1

20. Areas of consultancy and income generated: None

21. Faculty as members in

- a) National Committees : None; b) International Committees: 1; c) Editorial Boards: None

22. Student Projects:

- a) Percentage of students who have done in-house projects including inter-departmental/programme: 7.5%
- b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies: Nil

23. Awards/Recognitions received by faculty and students: 1 student

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Dr. Aparna Bannerjee Dr. Martin Kampchen	Associate Professor Renowned international German Scholar	Social and Political Philosophy Rabindranath Tagore

25. Seminars/Conferences/Workshops organized & the source of funding:

- a) National: None
- b) International: None



26. Student profile programme/coursewise:

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 3rd yr)	Pass percentage
2011-2014	33	15	02	100
2010-2013	12	08	01	0
2009-2012	14	14	05	100

27. Diversity of Students:

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	86.7	13.3	-
2nd year	100	-	-
3rd year	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : N.A

29. Student progression (last four years):

Student Progression	Against % enrolled 2010- 2013	2009-2012	2008-2011	2007-2010
UG to PG	-	25%		100%
PG to M.Phil.	-	-		-
PG to Ph.D.	-	-		-
Ph.D. to Post-Doctoral	-	-		-
Employed: Campus Selection Other than campus recruitment	-	- 25%	- 50%	-
Entrepreneurship/ Self-employment	-	-	-	-

30. Details of infrastructural facilities:

- Library: General – 2061 books
- Internet facilities for staff and students: Available
- Classrooms with ICT facilities: Available
- Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external expert:

- Guest Speaker: Dr. Aparna Bannerjee, Associate Professor, Department of Philosophy, University of Calcutta.

Topic: Caste System.

Date: 8-th October, 2010.

- Guest Speaker: Dr. Tanika Bhattacharya, Associate Professor in Philosophy, Kidderpore College.

Topic: Euthanasia: Right to Life

Date: 21-st March, 2014

- Guest Speaker: Dr. Nilina Ghosh, Associate Professor in Philosophy, South Calcutta Girls' College, Topic: Reverence for life.

Date: 21-st March, 2014

- Student Enrichment Programme me – Rashmi Gangopadhyaya, 2012 batch, took part in an interactive session with present students in Feb 2014.

33. Teaching methods adopted to improve student learning:

- Extra/remedial classes provided to all students after selection test
- Encouraging written assignments and correction of the same
- Interactive classroom teaching
- Providing model answers on difficult and complex topics in both Honours and General courses
- Regular academic counselling pertaining to university examinations in both Honours and General courses
- Question bank relating to Honours course

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- NSS participation by 2 students in 2014-15; 2 students in 2013-14; 1 student in 2010-12
- Social Welfare Committee: participation by 1 student in 2013-14
- Voluntary service by students of Honours course at St. Joseph's Old Age Home in Feb 2014



35. SWOC analysis of the department and Future plans:

SWOC Analysis

Strengths	Weakness
<ul style="list-style-type: none">• Well-stocked Seminar Library and up-to-date library• Given the abstract nature of the discipline, student friendly study materials are developed by faculty• Individual personalized care• Regular academic counselling , pertaining to University Examination in both Honours and General courses.• Question bank for honours students.	<ul style="list-style-type: none">• Low enrollment
Opportunities	Challenges
<ul style="list-style-type: none">• Inculcates logical and analytic skills highly valued in management, law and also in other professional areas.• Develops the power of critical and insightful thinking essential for research in all fields.• Explains and explores the core values discussed in Business Ethics and Medical Ethics.	<ul style="list-style-type: none">• Rigid, out-dated and highly difficult curriculum: both in Honours and General Courses.• Limited scope in the job market since it is not a school subject.• The widespread misconception that the subject has no direct application.

Future Plans:

- Ensure an increase in student enrollment.
- Emphasis on improvement of University results.
- Organising a departmental Philosophical Society which may undertake programmes like debate, quiz, etc.
- Organising an Analytical Forum where students can openly discuss any traditional and contemporary issues relevant to the discipline, initially on a yearly basis.

1. Name of the department: **PHYSICS**
2. Year of establishment: General : 2012
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments: Faculty take Environmental Science classes
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-
Contractual Full Time Lecturer	1	1
Contractual Part time lecturer	-	-
Guest Lecturers	1	1

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Shahin Nasrin	M.Sc.	Contractual Full-Time Lecturer	Material Science	3	-
Dr. Shibani Sharma	Ph.D.	Guest lecturer	Solid state Physics	35	-

11. List of senior visiting faculty - 1 (Dr. Shibani Sharma)
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100 %
13. Student-Teacher ratio (programme wise) : 4:1
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled – NIL
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG. : PG – 1; Ph.D. - 1
16. Number of faculty with ongoing projects from -
 - a) National b) International funding agencies and grants received : Nil



17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received :
None

18. Research Centre/facility recognized by the University : None

19. Publications: None

20. Areas of consultancy and income generated : None

21. Faculty as members in - a) National Committees b) International Committees c) Editorial Boards :
None

22. Student Projects :

a) Percentage of students who have done in-house projects including inter-departmental / programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation	Specialization
Dr. Debashish Chatterjee	Associate Professor in Bijoygarh Jyotish Roy College	High Energy Physics
Dr. Mridul Bose	Associate Professor in Jadavpur University	Plasma Physics

25. Seminars/Conferences/Workshops organized & the source of funding :

National : None

International : None

26. Student profile programme/course wise : NA

27. Diversity of Students: (2014-15):

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year	100	-	-
2nd year	100	-	-
3rd year	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years) : NA

30. Details of infrastructural facilities:

- a) Library - 139 books
- b) Internet facilities for staff and students : Available
- c) Classrooms with ICT facilities : Available
- d) Laboratories : Available with all required facilities

31. Number of students receiving financial assistance from college, university, government or other agencies : Nil

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts :

- Special Lecture delivered by Mr. Debashish Chatterjee, HOD of Bijoygarh Joytish Ray College & visiting Prof. of West Bengal State University.
- Special Lecture delivered by Dr. Mridul Bose, Associate Professor in Jadavpur University

33. Teaching methods adopted to improve student learning:

- ICT enabled teaching
- Remedial classes given to weak students.
- Practical done with theory.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : None

35. SWOC analysis of the department and Future plans. :

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • All the instruments are in very good working condition. • Senior visiting faculty. • Student teacher ratio is proportionate. • 4. Department has its own laptop. 	<ul style="list-style-type: none"> • No technical supportive staff. • No of student is very less. • No seminar library.
Opportunity	Challenge
<ul style="list-style-type: none"> • Department can be upgraded as honours stream. 	<ul style="list-style-type: none"> • To increase the number of students.

Future Plans:

- Introduction of honours course
- Greater intake of students



1. Name of the department: **POLITICAL SCIENCE**
2. Year of establishment: General- 1955; Honours- 1964
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: N.A.
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, foreign institutions, etc: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts :

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	3 (by promotion)
Asst. Professors	4	-
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	4

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Mahashweta Sen	M.A.	Associate Professor	Socialist Thought	34	-
Dr.Mandar Mukherjee	M.A, Ph.D.	Associate Professor	Social thought of Iswarchandra Vidyasagar	31	-
Dr. Aditi Dey	M.A.; M.Phil.; Ph.D.	Associate Professor (till Feb. 2013) Teacher- in-Charge(1 st March to 21 st August 2013) Principal (22 nd August, 2013 onwards)	Political Leadership and India's Democracy	30	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Urmi Gupta	M.A.; M.Phil	Associate Professor	United Nations (IR)	18	-
Smt. Indrani Bose	M.A	Part-Time lecturer	SE Asia	2013-14	-
Smt. Sneha Singh	M.A., M.Phil.	Guest Lecturer	SE Asia and India's security Scenario	Aug.2013 to Sept.2014	-
Smt. Kaberi Mukherjee	M.A. M.Phil.	Guest Lecturer	Education in West Bengal	August 2014 to Sept.2014	-
Smt. Srimanti Sarkar	M.A.; M.Phil.	Guest Lecturer	Indo-Bangladesh Relation	Since 1.8. 14	-
Smt. Soumi Neogy	M.A.; M.Phil.	Guest Lecturer	Implementation of Right to education in Private Schools	Since 29.9.14	-
Smt.Sootrisa Basak	M.A.	Guest Lecturer	South East Asia-Pacific Russia	Since 29.9.14	-
Smt. Somdat-ta Nayak	M.A.	Guest Lecturer	Local government and politics	Since 27.10.14	-

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: H- 24%; G- 33%

13. Student-Teacher ratio (programme wise): Honours- 9:1; General- 31: 1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: None

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.: PG- 4; M.Phil- 5; Ph.D -2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received: None

18. Research Centre/facility recognized by the University: None



19. Publications:

- Publication per faculty

Faculty	Number of Publications
1. Dr. Mandar Mukherjee	2
2. Dr. Aditi Dey	2
3. Smt.Srimanti Sarkar	2

- Number of publications listed in International Database (For eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences, Directory, EBSCO host etc): 2
 - a) Article entitled 'Decline of the Dominant Party in India' by Dr. Aditi Dey, published in Monmouth University Website by Institute of Global Understanding, 2013
 - b) Article entitled State and Statelessness: Plight of the Rohingyas and the Biharies in Bangladesh in Asia Connect, MAKAIAS Newsletter, Issue No. 3, July-Sept. 2014
- Chapter in books: 2
- Books with ISBN/ISSN numbers with details of publishers: 4
 1. Collection of Essays on Rabindranath titled 'Didimonir Desk-Prosongo Rabindranath', published by Gangchil, 2013, (ISBN No. 978-93-81346-96-9)
 2. Collection of Essays on Socio-cultural Issues titled 'Aahkautha-Pashkautha', published by Gamchil, 2009 (ISBN No. 81-89834-69-X)
 3. Chapter on Party System by Dr. Aditi Dey in Politics India: State-Society Interface, 2nd ed., ed. Prof Rakhahari Chatterji and 3rd ed. published in 2014 (ISBN N0-97-893-80663-99-9)
 4. 'The role of the left in Bangladesh's democracy : Challenges and Prospects', in Subharanjan Dasgupta edited, democratic governance and politics of the left in south asia, Aakar books, New Delhi, pp 228-244 (ISBN No. 978-93-5002-319-8)

20. Areas of consultancy and income generated: Community Service – Aesthetic Therapy for mentally challenged inmates of a Psychiatric Centres by Dr. Mandar Mukherjee on an honorary basis.

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards: None

22. Student Projects

- a) Percentage of students who have done in-house projects including inter-departmental/ programme: 35.55% in summer project
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies: Nil

23. Awards/Recognitions received by faculty and students:

- Smriti Bhagat of Second Year Honours won Gold and Bronze Medals in the 25th National ITF Taekwon-Do Championship (52 to 58 weight category in 2010 at Talkatora Indoor Stadium, New Delhi

24. List of eminent academicians and scientists/visitors to the department: (Last 4 years)

Name	Designation
Professor Rakhahari Chatterji	Prof. Dept. of Political Science,CU
Professor Sobhanlal Duttagupta	Prof. (Retd.), Surendranath Banerjee Prof. of Political Science
Dr. Uma Dasgupta	Noted Scholar and Academician
Prof. Apurba Baruah	Prof., Dept. of Political Science, N-E Hill University
Prof. Anup Sinha	Prof., Dept. of Economics, IIM, Joka
Prof. Debi Chatterjee	Prof.(Retd.), Dept. of International relations, JU
Prof. Sanghamitra Lahiri	Prof, Dept. of Political Science, Lady Brabourne College
Prof. Pritam Baruah	Prof.,National University of Juridical Sciences, Kolkata
Prof. Manabi Majumdar	Prof. Dept. of Political Science,Centre for Studies in Social Science, Kolkata
Prof. Partha Pratim Basu	Dept. of International Relations, Jadavpur University
Dr. T.K. Mukherjee	Advisor, Health Department, K.M.C

25. Seminars/Conferences/Workshops organized & the source of funding:

- a) National: None
- b) International: None

26. Student profile programme/coursewise

Batch	Applications received (1 st Yr)	Selected (1 st yr)	Enrolled (in 3 rd yr)	Pass percentage
2011-2014	71	26	14	100%
2010-2013	69	24	13	100%
2009-2012		38	08	100%

27. Diversity of Students: (2013-14)

Class	% of students from the same state	% of students from other states	% of students from abroad
1 st year	96.42	3.58	-
2 nd year	97	3	-
3 rd year	82	9	9

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc?: **01 in 2009**

29. Student progression (last four years)

Student Progression (Against % enrolled)	2011-14	2010- 2013	2009-2012	2008-2011
UG to PG	92.85%	54.5%	62.5%	41.6%
PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-



Student Progression (Against % enrolled)	2011-14	2010- 2013	2009-2012	2008-2011
Ph.D. to Post-Doctoral	-	-	-	-
Employed				
Campus Selection				
Other than campus recruitment	-	-	-	2
Entrepreneurship/Self-employment	-	-	-	-

30. Details of infrastructural facilities

- a) Library : 2403 books
- b) Internet facilities for Staff and Students: Available
- c) Classrooms with ICT facilities: Available
- d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies: None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts.-

Event	Speaker	Designation
1st Bela Rani De Memorial Lecture	Professor Rakhahari Chatterji	Prof.Dept. of Political Science,CU
2nd Bela Rani De Memorial Lecture	Professor Sobhanlal duttagupta	Prof. (Retd.), Surendranath Banerjee, Prof. of Political Science
3rd Bela Rani De Memorial Lecture	Dr. Uma Dasgupta	Noted Scholar and Academician
4th Bela Rani De Memorial Lecture	Prof. Apurba Baruah	Prof., Dept. of Political Science, N-E Hill University
5th Bela Rani De Memorial Lecture	Prof.Anup Sinha	Prof., Dept. of Economics,IIM,Joka
6th Bela Rani De Memorial Lecture	Prof. Debi Chatterje	Prof.(Retd.), Dept. of International relations,JU
Study Circle, 2010	Prof. Sanghamitra Lahiri	Prof, Dept. of Political Science, Lady Brabourne College
7th Bela Rani De Memorial Lecture	Prof. Pritam Baruah	Prof.,National University of Juridical Sciences, Kolkata
Special Lecture, 2014	Prof. Manabi Majumdar	Prof. Dept. of Political Science,Centre for Studies in Social Sciences, Kolkata
Orientation Lecture, 2014	Dr. T.K.Mukherjee	Advisor, Health Department,K.M.C.

33. Teaching methods adopted to improve student learning-

- Lecture (Memorial Lecture, Special Lecture Series)
- Encourage net browsing for relevant information
- Regular tutorial
- Remedial Classes
- Departmental Study circle – paper presentation, book/ chapter/article review
- Active Learning Day
- Weekly Newsletter/Wall Magazine
- Inter-College Seminar
- Departmental Journal

34. Participation in Institutional Social Responsibility (ISR) and Extension activities Students participate in blood donation camp and in activities of NSS

35. SWOC analysis of the department and Future plans

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Well stocked Seminar and Central Library. • Innovative practices like Memorial Lecture, Study Circle, Institutional visit, Orientation lecture, Weekly news letter, Departmental Award to the outgoing batch as a token of encouragement • Register to record comment and suggestion of the outgoing students • Redressal of students' problem and departmental support for those studying in difficult situation 	<ul style="list-style-type: none"> • Weak articulation and writing skill • Inadequate awareness of current political issues
Opportunities	Challenge
<ul style="list-style-type: none"> • Introduction of PG courses • Professional training particularly for civil service and management 	<ul style="list-style-type: none"> • Insufficient study material for the students of Bengali medium in the market • Non-availability of enough references in the market to match with the syllabus

**Future Plans:**

- UGC sponsored National or State Level seminar
- Inter-College Students' Seminar
- Interdisciplinary Studies
- Collaborative Academic Programme with other institutions / departments in the college
- Students' Projects based on sample survey
- Inter-college study Circle to encourage greater exchange among students on curriculum and current issues
- Departmental Alumni Club to share the experience on further studies and carrier advancement
- Satellite-based exchange program with top schools at national and international level
- Maintenance of Absent Diary by the students themselves
- Self Appraisal by the students regarding their performance
- Community Extension Service on a regular basis

1. Name of the department: **SOCIOLOGY**
2. Year of establishment: General : 2005
3. Names of programmes / courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate of Professors	-	-
Asst. Professors	1	1
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil.. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Udit Mitra	M.A. , M.Phil.	Assistant Professor	Sociology of Culture	7	-

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by Temporary faculty-No temporary faculty: Nil
13. Student-Teacher ratio (programme wise) : General 170:1
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./ PG.: M.Phil. - 1
16. Number of faculty with ongoing projects from: a) National b) International funding agencies and grants received.
1 National UGC funded Minor Research Project (Grant received - ₹ 91,500)
17. Departmental projects funded by DST – FIST; UGC. DBT. ICSSR., etc. and total grants received :None



18. Research Centre/facility recognized by the University: None

19. Publications:

- Publication per faculty:

Faculty	Number of Publications
Smt. Udit Mitra	1

20. Areas of consultancy and income generated : None.

21. Faculty as members in : a) National Committees. b) International Committees. c) Editorial Boards : None

22. Student Projects:

- a) Percentage of students who have done in-house projects including inter- Departmental/programme: Nil
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students: None

24. List of eminent academicians and scientists/visitors to the department : None

25. Seminars/Conferences/Workshops organized & the source of funding:-None

- a) National : None
- b) International : None

26. Student profile programme/course wise : NA

27. Diversity of Students: (2013-14): NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years) : NA

30. Details of infrastructural facilities:

- a) Library: 307 books
- b) Internet facilities for staff and students : Available
- c) Classrooms with ICT facilities: Available
- d) Laboratories : NA

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts : None

33. Teaching methods adopted to improve student learning : Use of ICT

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : None

35. SWOC analysis of the department and Future plans

SWOC Analysis

Strengths	Weakness
<ul style="list-style-type: none"> • Popularity of the subject resulting in good number of student intake • Departmental journal • Individual and personalized care of each student • Detailed study materials are provided 	<ul style="list-style-type: none"> • Low teacher-student ratio
Opportunity	Challenge
<ul style="list-style-type: none"> • Introduction of Honours Course 	<ul style="list-style-type: none"> • Being a general course subject it has limited scope for vertical progression of students

Future Plans

- To introduce an Honours course in Sociology
- To continue publishing the departmental magazine
- Extensive use of ICT
- To introduce special lectures in the department



1. Name of the department: **STATISTICS**
2. Year of establishment: General : 2004
3. Names of Programmes / Courses offered: UG
4. Names of Interdisciplinary courses and the departments involved : NA
5. Annual /(Semester) based credit system : Annual
6. Participation of departments in the courses offered by other departments: Faculty takes classes in M.Com. and BBA departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc : None
8. Details of courses/ programmes discontinued (if any) with reasons: None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	1	-
Guest Lecturer	-	1

10. Faculty profile:

Name	Qualificat-ions	Designation	Specialization	No. of years of experience	No. of Ph.D students guided
Dr. Reshma Dirghangi	M.Sc, Ph.D..	Assistant Professor		5	-
Sri. Tanmoy Jana	M.Sc.	Guest Lecturer	Reliability and Survival Analysis	1	-

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and Practical classes handled by temporary faculty : 100%
13. Student – Teacher ratio: General - 47:1.
14. Number of academic support staff (technical) and administrative staff : Nil
15. Qualifications of teaching faculty with D.Sc./ D.Litt./Ph.D./M.Phil./PG: PG -1
16. Number of faculty with ongoing projects from National/ International funding agencies : Nil
17. Departmental projects funded by DST-FIST,UGC, DBT, ICSSR, etc and total grants received: None
18. Research Centre / facility recognised by the University: None
19. Publications : None
20. Areas of consultancy and income generated : None
21. Faculty as members in a) National committees b) International Committees c)Editorial Board : None

22. Student projects:

- a) Percentage of students who have done in-house projects including inter-departmental programme: 100 % (2nd year)
- b) Percentage of students placed for projects in organisations outside the institution : Nil

23. Awards / Recognitions received by faculty and students: None

24. List of eminent academicians and scientists/ visitors to the department: None

25. Seminars/ Conferences/Workshops organized & the source of funding : None

26. Student Profile programme/ coursewise :NA

27. Diversity of students: NA

28. How many students of have cleared national and state competitive examinations such as NET, SLET, GATE, etc? : NA

29. Student Progression: NA

30. Details of Infrastructural facilities

- a) Library : 230 books
- b) Internet facilities for staff & students : Available
- c) Class rooms with ICT : Available
- d) Laboratories: NA

31. Number of students receiving financial assistance from college, university,government or other agencies: None

32. Details on student enrichment programmes(special lectures/workshops/seminar) with external experts: None

33. Teaching methods adopted to improve student learning : Remedial classes are provided on regular basis for academically poor students

34. Participation in institutional Social Responsibility (ISR) and extension activities : NSS Committee

35. SWOC analysis of the department and future plans:

Strengths	Weakness
<ul style="list-style-type: none"> This subject is always high in demand by students due to bright future prospects. It works as an advantage for related Honours subjects in academics and career wise. 	<ul style="list-style-type: none"> Only one full time faculty post is sanctioned
Opportunities	Challenge
<ul style="list-style-type: none"> To introduce some short term subject related courses which can help in career opportunities Increase the number of seats in the subject To allow students to use reference books from seminar library. 	<ul style="list-style-type: none"> To introduce honours course in Statistics.

**Future Plans :**

- To introduce Honours course in Statistics.
- To introduce some short term courses which can help in career opportunities.
- To maintain seminar library in the department to keep reference books and journals
- To introduce application of Statistical software for practical oriented problems

1. Name of the department : **URDU**
2. Year of establishment : MIL: 2002; General : 2008
3. Names of programmes / courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : None
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses / programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate of Professors	-	-
Asst. Professors	-	-
Contractual Full Time Lecturer	1	1
Contractual Part time lecturer	-	-
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Shaheen Perveen	Ph.D.	Lecturer	Krishen Chander Ke Navelon mein Ihtezazi Anasir Ka Tanqidi Mutala.	5	-

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%
13. Student-Teacher ratio (programme wise): 5:1
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG. : Ph.D. - 1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received : None



18. Research Centre/facility recognized by the University: None

19. Publications:

- Publication per faculty :

Faculty	Number of Publications
Dr. Shaheen Perveen	4

- Number of papers published in peer reviewed journals (national/international) by faculty and students: 2

20. Areas of consultancy and income generated : None

21. Faculty as members in : a) National Committees b) International Committees c) Editorial Boards : None

22. Student Projects :

- a) Percentage of students who have done in-house projects including inter-departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/visitors to the department

Name	Designation	Specialization
Dr. Shanaiz Nabi	Prof. Calcutta University Dept of Urdu	Tanquid

25. Seminars/Conferences/Workshops organized and the source of funding

- a) National : None
- b) International : None

26. Student profile programme/course wise : NA

27. Diversity of Students: NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NA

29. Student progression (last four years): NA

30. Details of infrastructural facilities

- a) Library : 248 books
- b) Internet facilities for staff and students : Available
- c) Classrooms with ICT facilities : Available
- d) Laboratories : NA

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts

Name	Designation	Specialization
Dr. Shanaiz Nabi	Prof. Calcutta University Dept. of Urdu	Tanquid

33. Teaching methods adopted to improve student learning : Use of ICT

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : NSS

35. SWOC analysis of the department and Future plans

SWOC Analysis

Strength	Weakness
<ul style="list-style-type: none"> Good Student - Teacher ratio 	<ul style="list-style-type: none"> Low enrollment of students
Opportunities	Challenges
<ul style="list-style-type: none"> Collaboration with other colleges Inter – College competitions Opening of the honours course Language translation 	<ul style="list-style-type: none"> Certificate Language courses can be started Being a general course subject, it has limited scope for vertical progression of students

Future Plans:

- To start Honours course
- To hold quarterly seminars
- To start short language course
- To start translation course
- To take monthly class tests



1. Name of the department: **ZOOLOGY**
2. Year of establishment: General - 2002
3. Names of programmes / courses offered:
(UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Faculty takes Environmental Science classes
7. Courses in collaboration with other universities, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reasons: None
9. Number of teaching posts

Posts	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	1	1 (by promotion)
Contractual Full Time Lecturer	-	-
Contractual Part time lecturer	-	-
Guest Lecturers	-	-

10. Faculty profile with name, qualification, specialization (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.):

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Smt. Ramyani Chattopadhyay	M.Sc.	Asst. Prof.	Fish Biology	5	-

11. List of senior visiting faculty : None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil
13. Student-Teacher ratio (programme wise) : 41:1
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled :
Sanctioned (by college) : 1; Filled : 1
15. Qualifications of teaching faculty with DSC/D.Litt./Ph.D./M.Phil.. /PG.: PG-1
16. Number of faculty with ongoing projects from- a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received :
None

18. Research Centre/facility recognized by the University : None

19. Publications: None

20. Areas of consultancy and income generated : None

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards : None

22. Student Projects:

a) Percentage of students who have done in-house projects including inter-departmental/programme: 95.4%

b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/visitors to the department:

Name	Designation
Prof. A Gomes	Prof. Dept of Physiology, CU
Prof. N.D Paria	Prof. Dept of Botany, CU
Dr. Bidhan Chandra Roy	Prof. Dept of Chemistry, JU
Prof. Timir Baran Jha	Prof. Dept of Botany, CU
Dr. Pallab Sengupta	Vice President, Asiatic Society
Dr. Subir Bera	Prof. Dept of Botany, CU

25. Seminars/Conferences/Workshops organized & the source of funding:

a) National : None

b) International : None

26. Student profile programme/course wise: NA

27. Diversity of Students: (2014-15)

Class	% of students from the same state	% of students from other states	% of students from abroad
1 st year	95	5	-
2 nd year	94	6	-
3 rd year	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc?: N.A.

29. Student progression (last four years) : N.A.

30. Details of infrastructural facilities:

a) Library : 297 books

b) Internet facilities for staff and students : Available



c) Classrooms with ICT facilities : Available

d) Laboratories : Available with all required facilities

31. Number of students receiving financial assistance from college, university, government or other agencies : 1 student receives college freeship

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external expert :

Date	Programme me	External Expert
28.4.14	Special Lecture	Dr. Sudeshna Ghoshal, Asst. Prof. Vijaygarh Jyotish Ray College
28.2.13	Science awareness day	Prof. A Gomes , Prof, Dept of Physiology, CU
10.1.12	Science awareness day	Dr. Bidhan Chandra Roy, Prof, Dept of Chemistry, JU
23.9.11	Active learning day	Dr. Sajal Bhattacharya Prof, Dept of Zoology, Asutosh College
1.10.10	Active learning day	Prof. Timir Baran Jha Prof., Dept of Botany, CU
25.11.09	Science awareness day	Dr. Pallab Sengupta Vice President, Asiatic Society Dr. Subir Bera Prof, Dept of Botany, CU

33. Teaching methods adopted to improve student learning:

- Use of ICT in teaching
- Use of OHP
- Use of Specimens

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: In NSS unit

35. SWOC analysis of the department and Future plans.

SWOC Analysis

Strengths	Weakness
<ul style="list-style-type: none">• Well equipped Laboratory• Well stocked Seminar Library• Compact routine• Consistent good result	<ul style="list-style-type: none">• Student - Teacher ratio
Opportunity	Challenge
<ul style="list-style-type: none">• Introduction of Honours course	<ul style="list-style-type: none">• Availability of specimens for practical work

Future Plans:

- Publication of departmental wall magazine
- Introduction of honours course

Postgraduate Courses:



1. Name of the department : **ENGLISH**
2. Year of establishment : 2011
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.) : PG
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : Faculty take CE and MIL classes in all departments and also in UG course
7. Courses in collaboration with other universities, foreign institutions, etc. : None
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts :

Posts	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	3	3
Contractual Full Time Lecturer	-	1
Contractual Part time lecturer	-	-
Visiting Lecturers	-	13

10. Faculty profile with name, designation, specialization:

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr. Debnita Chakravarti	M.A.; Ph.D.	Assistant Professor	Romantic Women Poets	16	-
Smt. Malini Mukherjee	M.A., M. Phil., Ph.D. submitted	Assistant Professor	Gothic literature	16	-
Dr. Tania Chakraverty	M.A., Ph.D.	Assistant Professor	American Literature; Gender Studies; Literature of the Diaspora	15	-
Smt. Antara Ghatak	M.A., M. Phil.	Contractual Full time	Memory Studies	3	-
Dr. Prof. Amitava Roy	Ph.D.	Guest Lecturer	Shakespeare, British and American Drama	47	12

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Sri. Angshuman Mukherjee	M.A.	Guest Lecturer	Modern British Drama	11	-
Smt. Aparna Singh	M.A.	Guest Lecturer	Subaltern Literature	6	-
Dr. Arpa Ghosh	M.A., Ph.D.	Guest Lecturer	American Southern Literature	17	-
Smt. Chandrima Das	M.A., M. Phil.	Guest Lecturer	Eighteenth Century Crime Literature	3	-
Dr. Indrajit Basu	M.A., Ph.D.	Guest Lecturer	Modernist Literature	11	-
Dr. Ketaki Datta	M.A., Ph.D.	Guest Lecturer	American Drama, Gender Studies	17	-
Smt. Kusumita Dutta	M.A., M. Phil.	Guest Lecturer	Post Modernism	3	-
Madhuchanda Roy Chaudhury	M.A. Ph.D.	Guest Lecturer	Gothic Literature	1	-
Smt. Mita Mukherjee	M.A., M.Phil.	Guest Lecturer	Modernist Literature, Gender Studies	33	-
Smt. Raikamal Das Gupta	M.A.	Guest Lecturer	Modern European Classics	34	-
Dr. Shruti Lahiri	Ph.D.	Guest Lecturer	Shakespeare and Gender Studies	15	-
Smt. Tillotama Roy Banerjee	M. Phil.	Guest Lecturer	Romantic Studies	24	-

11. List of senior visiting faculty : 8

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 55%

13. Student-Teacher ratio (programme wise) : 4:1



14. Number of academic support staff (technical) and administrative staff, sanctioned and filled :
Sanctioned (by college) – 1; Filled - 1
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.: Ph.D. – 8, M.Phil – 6, PG - 3
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. and total grants received :
None
18. Research Centre/facility recognized by the University : None
19. Publications:
- Publication per faculty :

Faculty	Number of Publications (National)
1. Dr. Debnita Chakravarti	2
2. Smt. Malini Mukherjee	4
3. Dr. Tania Chakraverty	6
4. Smt. Chandrima Das	3
5. Dr. Amitava Roy	25
6. Dr. Shruti Lahiri (Chakrabarti)	2
7. Smt. Aparna Singh	1
8. Smt. Arunima Bhattacharya	3
9. Smt. Kusumita Datta	1
10. Dr. Indrajit Basu	1
11. Smt. Ketaki Datta	28
12. Dr. Santanu Ganguly	16
13. Smt. Antara Ghatak	1

- Number of papers published in peer reviewed journals (national/international) by faculty and students : 11
 - Number of publications listed in International Database (For eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences, Directory, EBSCO host etc): 1
 - Chapter in books : 3
20. Areas of consultancy and income generated : None
21. Faculty as members in a) National Committees: None; b) International Committees: None; c) Editorial Boards : 1

22. Student Projects :

- a) Percentage of students who have done in-house projects including inter-departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognitions received by faculty and students - 2 (faculty)

24. List of eminent academicians and scientists/visitors to the department

Name	Designation	Specialization
Professor Krishna Sen	Retired, Calcutta University	Postcolonial Studies
Prof. Ramkrishna Bhattacharya	Retired Professor, City College	Romantic Studies
Prof. Deblina Bhattacharya	Professor, Bethune College	Victorian Novel and Poetry

25. Seminars/Conferences/Workshops organized & the source of funding

- a) National : None
- b) International : None

26. Student profile programme/coursewise

Batch	Applications received (1st Yr)	Selected (1st yr)	Enrolled (in 2nd yr)	Pass percentage
2012-2014	169	60	57	100%
2011-2013	68	30	30	100%

27. Diversity of Students:

Class	% of students from the same state	% of students from other states	% of students from abroad
1st year 2014-15	100.0	0	0
1st year 2013-14	99.4	1.6	0
2nd year 2013-14	99.4	1.6	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : 1

29. Student progression (last four years)

Student Progression	Against % enrolled 2011- 2013
UG to PG	N.A.
PG to M.Phil.	1.6%
PG to Ph D	0%
Ph D to Post-Doctoral	N.A.



Student Progression	Against % enrolled 2011- 2013
Employed	
Campus Selection	0%
Other than campus recruitment	3.33%
Entrepreneurship/Self-employment	-

30. Details of infrastructural facilities:

- Library : 490 books
- Internet facilities for Staff and Students : Available
- Classrooms with ICT facilities : Available
- Laboratories : N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts :

Name	Designation	Specialization
Professor Krishna Sen	Retired, Calcutta University	Postcolonial Studies
Prof. Ramkrishna Bhattacharya	Retired Professor, City College	Romantic Studies
Prof. Deblina Bhattacharya	Professor, Bethune College	Victorian Novel and Poetry

33. Teaching methods adopted to improve student learning –

- Use of ICT
- Screening film adaptation of texts in the syllabus
- Seminars by eminent academicians

34. Participation in Institutional Social Responsibility (ISR) and Extension activities – ISR : None

35. SWOC analysis of the department and Future plans :

SWOC Analysis

Strengths	Weakness
<ul style="list-style-type: none"> • All faculty members have research experience - most of them have an M. Phil/Ph.D, and all of them are NET/SET qualified • Transparent online admission • External paper setters and examiners ensure fair assessment • Satisfactory teacher-student ratio (1:4 approximately) • Two faculty members are also guest lecturers at Calcutta University; the same syllabus is followed by our course • Students eagerly participate and win accolades in inter and intra college events 	<ul style="list-style-type: none"> • Library stock still being built up as the course began in 2011
Opportunities	Challenges
<ul style="list-style-type: none"> • Topics can be assigned keeping faculty specialisation in mind • Proximity to British Council and American Centre can be used to advantage through collaborative programmes with these institutions • One of the largest English PG departments among affiliated colleges in the city 	<ul style="list-style-type: none"> • To put in place an effective review system • To increase the options for special papers in the second year • Finding paper setters and examiners with relevant specializations • High percentage of classes taken by guest faculty, so difficult to reassign classes in case of absence on short notice • Long class hours and back-to-back classes make participation in campus life challenging and even a designated lunch break impossible

Future Plans:

- Enhanced library resources and a fully functional research library in the next 5 years
- Collaborative student seminars with PG departments of other colleges
- Orienting students to attend seminars, publish and develop research aptitude
- Placement assistance for students
- Dedicated journal with ISSN number



1. Name of the department: **COMMERCE**
2. Year of Establishment: 2011
3. Names of programmes / courses offered (U.G., P.G., M.Phil., Ph.D., Integrated Masters, Integrated Ph.D, etc.) : P.G.
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : B.COM., B.B.A.
7. Courses in collaboration with other universities, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : None
9. Number of teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	2 (by promotion)
Asst. Professors	3	1
Contractual Full Time Lecturer	1	1
Contractual Part time lecturer	-	-
Guest Lecturers	-	17

10. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Smt. Indrani Saha	M.Com., F.C.A.	Associate Professor	Accounting & Finance	24	-
Smt. Papiya Chaudhury	M.A., M.Phil., NET	Associate Professor	Economics	24	-
Dr. Kajal Gandhi	M.Com., Ph.D.	Assistant Professor	Accounting & Finance	12	-
Smt. Sutapa Sen	M.Sc., M.Phil.	Assistant Professor	Economics	5	-
Dr. Atas Kumar Banerjee	M.Com., F.C.A., Ph.D.	Contractual Full Time Lecturer	Accounting & Finance	2	1

11. List of senior visiting faculty :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Anish Kumar Dan	M.Com., M.Phil., Ph.D.	Assistant Professor	Accounting & finance	2	-
Dr. Anirban Ghosh	M.Com., M.Phil., Ph.D.	Assistant Professor	Accounting & Finance	2	-
Dr. Anupam Karmakar	M.Com., M.Phil., Ph.D.	Assistant Professor	Marketing	2	-
Sri. Abhik Kumar Mukherjee	M.Com., M.Phil.	Assistant Professor	Accounting & Finance	2	-
Dr. Basab Kumar Sil	M.Com., M.Phil., Ph.D.	Assistant Professor	Accounting & Finance	2	-
Smt. Chitralekha Sengupta	M.Com., M.B.A.	Contractual Full Time	Marketing	2	-
Dr. Himadri Chatterjee	M.Com., AICWA., Ph.D.	Assistant Professor	Accounting & Finance	2	-
Sri. Mrityunjay Acharjee	M.Com., A.C.A., A.I.C.W.A., A.C.S.	Vice-President, Balmer & Lawrie	Accounting & Finance	2	-
Smt. Nancy Jaiswal	M.Com.	Part Time	Accounting & finance	2	-
Dr. Partha Pratim Ghosh	M.Sc., Ph.D.	Associate Professor	Economics	2	-
Smt. Sujatra Bhattacharyya	M.Sc., M.Phil.	Associate Professor	Economics	2	-
Smt. Soma Nath	M.Com.	Assistant Professor	Marketing	2	-
Smt. Rumpa Chakraborty	M.Com.	Contractual Full time	Accounting & Finance	2	-
Sri. Soumya Mukherjee	M.Com., M.Phil.	Associate Professor	Accounting & Finance	2	-
Sri. Sanjay Bhattacharya	M.Sc	Assistant Professor	Statistics	2	-



Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Smt. Sreyasi Ghosh	M.Sc., M.Tech	Assistant Professor	Statistics	2	-
Sri. Sumanta Dutta	M.Com., M. Phil	Assistant Professor	Accounting & Finance	2	-

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Lectures- 60% Practical Classes: Nil

13. Student-Teacher ratio (programme wise): 4:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled - Administrative Staff: sanctioned -1 filled : 1 (By College)

15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D. /M.Phil. /P.G. : Ph.D. : 9, M. Phil: 9 , PG : 4

16. Number of faculty with ongoing projects from a) National B) International funding agencies and grants received : Nil

17. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received : Nil

18. Research Centre/facility recognized by the University : None

19. Publications:

- Publication per faculty:

Faculty	Number of Publications
Smt. Indrani Saha	12
Smt. Papiya Chaudhury	3
Dr. Kajal Gandhi	5
Sri. Atas Banerjee	3

- Number of papers published in peer reviewed journals (national/international) by faculty and students. International: 03, National: 161
- Number of publications listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences, Directory, EBSCO host etc) : 1
- Monographs : NONE
- Chapter in books :
- Books edited :
- Books with ISBN/ISSN numbers with details of publishers : 12

Title of the book	Publisher's Name	ISBN / ISSN No.
Financial management	TEE DEE	-
Financial Accounting vol. 1	Pearson	978-81-317-6835-8
Balanced Score Card for Corporate Performance Management	LAP	978-38-484-3631-6
Post-Merger Scenario of Acquires: A Case study	LAP	978-36-596-7058-9
Information Technology and Its Applications in Business	Elegant Publication	978-81-921-313-3
Principles of Marketing & E-Commerce	Elegant Publication	978-93-80664-08-8
Principles and Practices of Management and Business Communication	Pearson	978-81-317-5955-4
Assessment of Women's Empowerment – A Study Based on Five Districts	LAP	978-3-659-32700-1
Indian Financial System and Financial Market Operations	Pearson	978-81-317-7073-3
Accounting and Finance for Managers	Law Point Publications	978-93-82472-77-3
Information Technology, E-Commerce and Principles of Marketing	Oriental Book Company (P) Ltd.	978-81-923071-9-0
Business Studies (1)	Oriental Book Company (P) Ltd.	978-93-82886-11-2
Business Studies (2)	Oriental Book Company (P) Ltd.	978-93-82886-12-9

- Citation Index: 69.8%
- SNIP
- SJR
- Impact Factor: 1.458
- H-index

20. Areas of consultancy and income generated : None

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards : 1

22. Student Projects:

- Percentage of students who have done in-house projects including inter-departmental/ programme : 100% students of M.Com. Final Year
- Percentage of students placed for projects in organizations outside the institution ie, in Research laboratories/Industry/Other agencies : None

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/visitors to the department :



Name	Designation	Specialization
Dr.(CA) Debashis Mitra Prof. Rajib Dasgupta Prof. Mrityunjay Acharjee	Professional Practice Professor, Calcutta University Vice-President, balmer& Law- rie Co. Ltd.	Finance Marketing Finance & Taxation
Prof. Sitangshu Chakroborty Shri Soubhik Dutta	Mentor Analyst	Value Education Statistical Analysis

25. Seminars/Conferences/Workshops organized & the source of funding

a) National : None

b) International : None

26. Student profile programme/course wise

Name of the course/programme (MathematicsHonours)	Applications received (1st Yr)	Selected (Admitted) (1st yr)	Enrolled (in 2nd yr) Female	Pass percentage
2011-2013	56	40	38	100%
2012-2014	81	60	55	100%

27. Diversity of Students: (2014-15) :

Name of the course (M.Com)	% of students from the same state	% of students from other states	% of students from abroad
1st year 2011	100	-	-
2nd year 2012	100	-	-
3rd year 2013	93.22	6.78	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc? : NET: 1

29. Student progression (last four years)

Student Progression (Against % enrolled)	2011- 2013	2012-2014	2013-2015	2014-2016
UG to PG	N.A.	N.A.	N.A.	N.A.
PG to M.Phil.	10	N.A.	N.A.	N.A.
PG to Ph.D.	-	N.A.	N.A.	N.A.
Ph D to Post-Doctoral	-	N.A.	N.A.	N.A.
Employed Campus Selection Other than campus recruitment	20	N.A.	N.A.	N.A.
Entrepreneurship/Self-employment	8	N.A.	N.A.	N.A.

30. Details of infrastructural facilities

- a) Library : Main library : 154 plus new books under accession
- b) Internet facilities for Staff and Students : Available
- c) Classrooms with ICT facilities : Available
- d) Laboratories : Available

31. Number of students receiving financial assistance from college, university, government or other agencies : None

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts.
Special Lecture :

Name	Designation	Specialization
Dr.(CA) Debashis Mitra	Professional Practice	Finance
Prof. Rajib Dasgupta	Professor, Calcutta University	Marketing
Prof. Mrityunjay Acharjee	Vice-President, balmer& Lawrie Co. Ltd.	Finance & Taxation
Prof. Sitangshu Chakroborty	Mentor	Value Education
Shri Soubhik Dutta	Analyst	Statistical Analysis

33. Teaching methods adopted to improve student learning :

- Students' feedback are taken on current and previous topics and according to that topics are taken care of
- Use of ICT facility
- Seminars, special lectures by eminent speakers are organized on regular basis
- Workshops on SPSS is organized to develop analytical skill
- Summer projects are taken up by the final year students. Presentation of the projects are evaluated by the experts

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: None

35. SWOC analysis of the department and Future plans:

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Guest faculties are from the Universities and professional accountants with corporate experience • Students undertake project as an added step of learning over and above university curriculum • Special classes on SPSS for analytical skill development 	<ul style="list-style-type: none"> • Inadequate number of fulltime faculty • No dedicated classroom



Opportunities	Challenges
<ul style="list-style-type: none">• Special classes may be arranged for NET / SLET coaching• Students have option to join the corporate sector or may pursue higher studies	<ul style="list-style-type: none">• University curriculum is not job oriented

Future Plans:

- Recently appointed Placement Officer to facilitate better placements, competing with B-Schools
- Adoption of more ‘smart classes’ in future
- Arrangements for summer internship for most of the students

Professional Course:



1. Name of the department: **B.Ed.**
2. Year of establishment : 1963
3. Names of programmes / courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.): Bachelor of Education (Professional Course).
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/semester/choice based credit system (programme wise) :
2010 to 2013 – Annual Based Programme me
2013-2014 Semester Based Programme me
6. Participation of the department in the courses offered by other departments
7. Faculty takes classes in the Geography and History departments
8. Courses in collaboration with other universities, foreign institutions, etc: None
9. Details of courses/programmes discontinued (if any) with reasons: None
10. Number of teaching posts

Posts	Sanctioned	Filled
Professors		
Associate Professors		3 (by promotion)
Asst. Professors	5	1
College Full Time Lecturer	1	2
Contractual Full Time Lecturer	4	4
Contractual Part time lecturer	2	1
Guest Lecturers		1

11. Faculty profile with name, qualification, specialization, (D.Sc. / D.Litt. / Ph.D. / M.Phil Etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dr.Susmita Saha	Ph.D.	Associate Professor	Educational Management	29	1
Dr. Jayati Das	Ph.D.	Associate Professor	Medical Geography	18	-
Dr. Soma Mitra	Ph.D	Associate Professor	Art Histroy	18	-
Mrs. Sunanda Das	M. Fine Art, M.Ed.	Assistant Professor	Work education	19	-
Mrs. Bichitra Deb	M.Sc., M.Ed.	Senior Lecturer	Pedagogy of geography	27	-

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Mrs. Subhasri Dasgupta	M.Sc, M.Ed.	Contractual Full time Lecturer	Pedagogy of economics	19	-
Mrs. Aditi Chatterjee	M.A ,M.Ed.	Contractual Full time Lecturer	Pedagogy of history	15	-
Mrs. Bhaswati Bose	M.A, M.Ed. M.Phil.	Contractual Full time Lecturer	Pedagogy of Bengali	14	-
Ms. Patralekha Sinha	M.A., M.Ed., M.Phil	Contractual Full time Lecturer	Pedagogy of English	13	
Dr. Mili Das	Ph.D.	Guest Lecturer	Mathematics	23	-
Ms. Sadhana Tiwari	M.A.	Part time Lecturer	Hindi Pedagogy	3	-
Ms. Urmi Datta	M.A., PG-DCA	Lecturer (College Permanent Staff)	Computer Assisted Presentation	15	-

12. List of senior visiting faculty : None

13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

Subject	Lectures Delivered	Practical
Philosophical and Sociological Bases of Education	50%	0%
Psychology of Learning	25%	0%
Psychology of Instruction	25%	0%
Evaluation of Education	100%	0%
Pedagogy of English	100%	100%
Pedagogy of Bengali	100%	100%
Pedagogy of Hindi	100%	100%
Pedagogy of History	100%	100%
Pedagogy of Geography	100%	100%
Pedagogy of Economics	100%	100%
Pedagogy of Mathematics	100%	100%
Pedagogy of Work Education	0%	0%
Management and Organisation of Education	100%	0%
Teaching as a Profession	25%	0%
Inclusive Education	25%	0%



Subject	Lectures Delivered	Practical
Contemporary Issues in Indian Education	50%	0%
Computer Assisted Instructions	0%	0%

14. Student-Teacher ratio (programme wise) : 9:1

15. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil

16. Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D./M.Phil/P.G. : Ph.D. -4; M.Phil.-2; PG-6

17. Number of faculty with ongoing projects from

a) National: 1

b) International funding agencies and grants received: None

18. Departmental projects funded by DST – FIST; UGC. DBT, ICSSR, etc. And total grants received: None

19. Research Centre/facility recognized by the University: None

20. Publications:

- Publication per faculty

Faculty	Number of Publications
1.Dr.Susmita Saha	2
2. Urmi Datta	3

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: 1

- Books with ISBN/ISSN numbers with details of publishers: 1 (ISBN 978-93-82420-17-0 2013)

21. Areas of consultancy and income generated : Academic Consultant

22. Faculty as members in

a. National Committees: None

b. International Committees: None

c. Editorial Boards: None

23. Student Projects

a. Percentage of students who have done in-house projects including inter-departmental/ programme: 100%

b. Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/Other agencies : 100%

24. Awards/Recognitions received by faculty and students : None

25. List of eminent academicians and scientists/visitors to the department

Name	Designation	Specialization
Ms.Mamata Banerjee	Honorable Chief Minister, West Bengal and Ex student	Politics
Prof.Dr.Dulal Mukhopadhyay	Professor of Education School of Education NSOU,visiting Professor to CU,BU and WBSU,member NCF 2005,member of inspection team NAAC,UGC and NCTE. Member of board of studies of all WB universities.	Education
Prof.Sanjoy Mukherjee	Professor IIM Shillong, former professor Management Centre for Human Values IIMC Joka	Human values in management, spiritual intelligence in the work place
Justice Samaresh Banerjea	First Lokayukt of West Bengal, Former Judge Kolkata high court	Gender justice
Justice Asok Kumar Ganguly	Ex judge Supreme Court of India, Ex Chairperson Human Rights Commission West Bengal	Constitutional law, human rights
Tapan Kumar Das	Modeller Indian Museum Calcutta	Sculpture
Partho Dasgupta	Painter	Ceramic art
Prasun Ghosh	Visual artist	Ceramics and pottery
Mary Ann Dasgupta	Managing trustee Share House Charitable Foundation	Education, social work
Prof. Debabrata Roy	Pioneer and founder member of ABVD ,consultant to who for voluntary blood donation, consultant of NACO	Professor of mechanical Engineering, social service
Sandhi Mukherjee	Retired as Joint Police Commissioner, and Additional Police Commissioner of IB West Bengal. He headed the monitoring cell of the social work project of Kolkata police, namely Nabadisha. Introduced computers to Kolkata police.	Philanthropic work, intelligence, traffic management
Ms.Sunita Sen	Principal, BSS School	Administration and education
Ms.Joyee Lahiri	Founder and director of crossroads training and consultancy company, columnist of Anandabazar Patrika	Business Communication and soft skills
Mrs. Maitrayee Sengupta	Ex head department of history SSC, ex member Netaji Research Bureau, Joint Secretary Indian Cancer Society, member South East Asian Study Centre	Historical studies, women studies



Name	Designation	Specialization
Mrs. Kajori Mukherjee	Academic director in the corporate house RDB,ex principal Rajasthan Vidya Mandir	Setting up new schools and successfully running them
Dr. Subroto Maitra	Consultant physician and intensive cardiac care specialist in Belle Vue Clinic	Cardiologist and stress specialist
Dr. K.M.Mandana	Fortis hospital cardio thoracic surgeon	Thoracic surgery and stress specialist
Ms. Nandita Pal Chowdhury	Global art curator	Art
Ms. Moumita Biswas	Co-ordanitor women and gender justice concerns commission of diocese of Calcutta Church of North India	Women and gender justice
Krishnendu Mukherjee	AMRI hospital general surgeon	General surgery and stress management
Ms. Farhana Masood	Ex student and presently principal of Al Madinah School,New York,USA	Administration and education
Mrs. Indrani Ganguly	Principal Shri Shikshayatan School,Full-bright Scholar	Administration and education
Prof. Bimal Chandra Das	Visiting Prof CU	Educating technical educators
Prof. Basab Chaudhuri	Registrar, University of Calcutta	Education

26. Seminars/Conferences/Workshops organized & the source of funding

- a. National: None
- b. International: None

27. Student profile programme/course wise

Bachelor of Education (B.Ed)	Applications received	Selected	Enrolled	Pass percentage
2009-2010	312	129	101	95.789%
2010-2011	264	131	101	100%
2011-2012	339	138	100	100%
2012-2013	389	120	102	100%
2013-2014	459	146	101	98% (2% Absent)

28. Diversity of Students: (2014-15)

Bachelor of Education (B.Ed)	% of Students from the same state	% of Students from other States	% of Students from abroad
93 Students	100%	0%	0%

29. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc. ?

Competitive Examinations (Against % enrolled)	2012 – 2013	2011 – 2012	2010 – 2011	2009 – 2010
SSC	15.22%	7.22%	13.7%	6.34%
NET	3.26%	2.06%	1.05%	1.05%

30. Student progression (last four years)

Student Progression (Against % enrolled)	2012 – 2013	2011 – 2012	2010 – 2011	2009 – 2010
UG to PG (M.Ed.)	2.17%	3.09%	-	2.10%
PG to M. Phil.	-	-	-	-
PG to Ph.D.	2.17%	-	-	2.105%
Ph D to Post-Doctoral	-	-	-	-
Employed Campus Selection Other than campus recruitment	42.39%	49.48%	36.84%	27.37%
Entrepreneurship/Self-employment	-	-	-	-

31. Details of infrastructural facilities

- a. Library: 6523 Books
- b. Internet facilities for Staff and Students: Available
- c. Classrooms with ICT facilities: Available
- d. Laboratories: Available

32. Number of students receiving financial assistance from college, university, government or other agencies

Financial Assistance (Against % enrolled)	2013 – 2014	2012 – 2013	2011 – 2012	2010 – 2011
Full from College	6.45%	1.08%	5.15%	8.4%
Half from College	-	-	5.15%	-

33. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts.



External Expert	Student Enrichment Programme	On
Ms Farhana Masood, ex student and presently principal of Al Madinah School, New York, USA	Teacher education in USA and INDIA	7 th August 2010
Prof Debabrata Roy pioneer and founder member of ABVD, consultant to WHO for voluntary blood donation, consultant of NACO	Orientation for blood donation	Before the blood donation camp every year
Mrs. Indrani Ganguly Principal Shri Shikshayatan School, Fullbright Scholar	Training teachers to transform education for peace	29 th April 2011
Mrs. Maitrayee Sengupta ex head department of history SSC, ex member Netaji Research Bureau, joint secretary Indian Cancer Society, member South East Asian Study Centre	“Rabindranath o Nari”	24 th November 2011
Ms. Mamata Banerjee, ex student and presently the Honorable Chief Minister of West Bengal	Down memory lane	18 th February 2012
Prof. Bimal Chandra Das visiting Prof.CU	Teaching models and class-room interaction	27 th January 2012
Prof. Sanjoy Mukherjee professor IIM Shillong, former professor management centre for human values IIMC Joka	Lina Ray Memorial lecture on “Enlightened Leadership”	22 nd November 2012
Prof. Basab Chaudhuri, Registrar, University of Calcutta	Lina Ray Memorial lecture on “What is Education”	25 th July 2014

34. Teaching methods adopted to improve student learning:

All the students must compulsorily

1. Attend Tutorial Classes
2. Take an online Test in November and May.
3. Take the Test on Practicum throughout the year as part of the semester I and semester II Calcutta University B.ED. Curriculum.
4. Take the Test in November and May.

Answer scripts are returned back to the students for feedback.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The students besides curricular activities also participated in several compulsory co-curricular activities such as:

- All students work for 2 months for “Pratibandhi Kalyan Kendra” Bandel. Educating their neighbors about such an institution for the physically and mentally challenged and collecting money for the institution and submitting a project report till date.

- All students pack warm clothes and send them to the Sunder ban Fishermen families living in abject poverty through Share House Charitable Trust till date.
- All students participate in the College Fete for fund collection for the needy students of the college, by putting up a cuisine stall till 2013.
- All students participate in organizing a Blood Donation Camp with the Association of Voluntary Blood Donors, and the NSS unit of the College; many students also donate blood till date.
- All students visit an orphanage “Khelaghar” at Madhayamgram, presenting the inmates with new garments, books, pencils, erasers. They perform in the open air with some value message – this time on the origin of the names of the months of the Bengali calendar and the corresponding seasons in the form of an open air theatre. The children look forward to our students visiting them till date.

35. SWOC analysis of the department and Future plans.

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Professionally equipped teachers with dedication, commitment and ethical code of conduct. Department is disciplined, organized and structured • 100% participation of students and faculty in curricular and co-curricular activities. • The best results under Calcutta University .100% first class.1st class first, second and another 7 ranked between 1 to 10 in 2013. • Premises are aesthetically and functionally designed • Going beyond syllabus both in curricular and co-curricular activities • Students internalize the culture of discipline, organization and structuring of work in their profession as teachers. 	<ul style="list-style-type: none"> • Limited number of Ph.D. and publication • Paucity of space
Opportunities	Challenges
<ul style="list-style-type: none"> • Starting new Pedagogy Subjects such as Accountancy and Book-Keeping. • Enhanced opportunities of value addition to their training as professional teachers through workshops on Value Education. 	<ul style="list-style-type: none"> • The department and the faculty must make time for Ph.D and publication which is difficult under present curricular pressure.

**Future Plans:**

- To begin instructions on the Pedagogy of two school Subjects such as Accountancy and Book-Keeping.
- To use the Interactive Smart Board both by Faculty and Trainee Teachers.
- Faculty to concentrate on publications, MRP and Ph.D.

POST ACCREDITATION REPORT



NAAC PEER TEAM EXIT REPORT 2009

Recommendations for Quality Enhancement of the Institution

- **The college should plan to have a more spacious campus and start PG programmes / new job oriented courses in emerging areas.**

Introduction of courses/programmes in the evening section has ensured optimum utilization of existing space of the college. Renovation and remodeling of furniture has been done for increased utilization of classroom space.

PG programmes in Commerce and English have been introduced from session 2011-12. UG courses in Mathematics Honours and Physics General have been started in the same academic session. B.Com. evening course with Honours in Marketing and Accounting has been introduced in 2014-15. Permission for introducing B.Sc. Computer Science General has been obtained from the affiliating University to be started from session 2015-16.

New add-on certificate courses have been introduced in French, German and Chinese. Certificate courses on technical and soft skill development by ICA and Winnow Minds have been introduced since 2012-13.

- **Considering the number of outstation students, college should provide hostel facility.**

The college has tie-ups with 4 registered PG accommodations in the city for outstation students.

- **The counselling and placement cells should be made active with maintenance of database and follow-up.**

The IQAC has initiated the creation of a database of students requiring placements based on feedback from last 4 batches of students. The career guidance and placement cell has been made more active with the appointment of a placement officer. The process of initiating placements has already begun.

- **Teachers must be encouraged for minor research projects DST, UGC, DoEn from, ICSSR, AICTE, Industries, ICAR etc. for generating more funds and enhancing quality of academics through research.**

Teachers are always encouraged to take up Minor and Major Research Projects. Some of the completed and ongoing research projects are funded by UGC, DST and National Tea Research Institute.

- **More special lectures by experts from institutions / industries be arranged by individual departments.**

All departments of the college organize two to three special lectures by renowned experts from the industry and academia in each academic session.

[Please refer Departmental Evaluative Reports for details]

- **More collaborations and tie-ups with industries be explored strengthening teaching / learning. Summer and winter projects for students could be arranged.**

A formal MoU has been signed with NEN for enhancing entrepreneurial skills among students.

Summer projects have been initiated in most of the departments including collaborative research projects. For the PG Commerce students the summer projects have been incorporated in the curriculum by the faculty of the college.

A number of industrial visits have been conducted by the departments of Business Administration, Commerce and Economics.

- **Strategies must be developed for students and teacher exchange programmes.**

The college encourages faculty to attend national and international seminars and conferences thereby opening up opportunities for student-teacher exchange programmes.

The Principal of the college was invited as International Visiting Scholar at Monmouth University, USA in 2013 and subsequently a group of students and faculty from the same University visited the campus for a Joint International Symposium in January 2014.

- **Efforts are on for a student exchange programme with a college in China.**

Efforts should be made to activate Alumni Association and explore their contributions to the development of the college.

The Alumni Association of the college “Shrijaa” is actively involved in the development initiatives of the college. It has contributed to the academic development of the college by introducing a memorial lecture. They provide financial support to needy students by sponsoring their fees as and when required. They donate books to the college library on an annual basis. Currently they have taken responsibility of monitoring the college canteen and the hostel tie-up facilities of the college.

“Shrijaa” is also making sincere efforts to involve more city based alumni in its regular activities.

- **College may commence counselling and coaching for competitive examinations such as ICS, GATE, GRE, CAT, GMAT etc.**

The college has entered into a formal MoU with institutes like Roads and Collegify for coaching students in the campus for competitive examinations such as GRE and GMAT.

The Career Counselling Cell of the college organizes seminars and career fairs to guide students for admission into foreign universities and other professional courses in India and abroad.

- **College should prepare a Vision Document and Roadmap for future development with reference to quality enhancement.**

Vision document was prepared by the college and the roadmap was chalked out by the IQAC for the period 2010-2014 for quality enhancement of the college.

The major thrust areas in the vision document were:

1. Overall quality sustenance and enhancement of the institution through:

- Special lectures by eminent experts from industry and academia in all departments
- Central Research Committee for sensitization of students and faculty in active research
- Summer Projects in most departments
- Feedback mechanism at all levels for identifying areas of excellence as well as areas of concern



- Publication of Students' Magazine
 - Infrastructure upgradation and maintenance
 - Optimum utilization of available space
 - Capacity building workshops for teaching and non-teaching staff
2. Enhanced use of ICT through:
 - Fully automated library with facilities of e-resources
 - Online examinations
 - Digitization of lessons
 - Continuous upgradation of IRP in tune with latest technological advancements for overall quality management of institutional resources
 3. Vertical progression of students and horizontal expansion of subjects through:
 - More collaborations/tie-ups with institutes for certificate courses to increase employability and global competence of students
 - Appointment of placement officer for increased employment opportunities
 - Introduction of new degree courses and expansion of existing subjects
 4. Social and environmental awareness among students through:
 - NSS, LTS, Social Welfare Committee, Community Outreach and NCC Units
 - Green audit of the campus and enhanced activities of the Nature Club including collaborative activities with renowned environmental organizations
 - Eco-friendly campus including rainwater harvesting measures and installation of solar panel
 5. Improving physical and mental health of students through:
 - Increased outdoor sports facilities
 - Value education for students and staff
 - Medical camps and seminars
 - Appointment of psycho-social counselor

Declaration by the Head of the College



I certify that the data included in the Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in the SSR during the peer team visit.

Signature of the Head of the Institution

with seal:

Principal
Shri Shikshayatan College
11, Lord, Sinha Ron.
Kolkata-71

Place: Kolkata

Date: 15.05.2015

PHOTO GALLERY



MEDICAL SEMINAR



CHINESE FILM FESTIVAL



MEDICAL CAMP



ANNUAL FUNCTION



ANNUAL SPORTS



BELARANI DE MEMORIAL LECTURE



CAREER COUNSELLING



FACULTY WORKSHOP ON SPSS



**FELICITATION OF ACHIEVERS ON
FOUNDATION DAY**



**ALUMNI PROGRAMME ON
FOUNDATION DAY**



FRESHERS' WELCOME



**ORIENTATION PROGRAMME
BY LIBRARIAN**



NEN WORKSHOP



PARENT-FACULTY INTERFACE



REPROGRAPHIC FACILITY



SARASWATI TROPHY WINNER



SHREE: ART AND CUISINE FAIR



BASKETBALL GAME IN QUADRANGLE



INTER - STREAM CRICKET MATCH



VOLLEYBALL MATCH IN CAMPUS



STUDENTS' COUNCIL ELECTION



STUDENTS' COUNCIL EVENT



PUBLICATION OF STUDENTS' MAGAZINE



FIRE FIGHTING DEVICES ON EACH FLOOR



MAINTENANCE AND HOUSEKEEPING



COMPUTER LAB



AIR CONDITIONED CLASSROOMS



MEDIA LAB



ALUMNI MEET



ANNUAL FUNCTION



CHEAP STORE



CHOIR SOCIETY



CHOREOGRAPHY SOCIETY



COLLEGE OFFICE



COLLABORATIVE PROGRAMME



COMMON ROOM



EXCURSION - CHALSA



**FACULTY WORKSHOP ON
VALUE EDUCATION**



FELICITATION OF FACULTY



FINAL YEAR FAREWELL



FOUNDATION DAY PROGRAMME



**GREEN AUDIT INITIATIVE BY STUDENTS'
COUNCIL AND WWF**



HINDI DIVAS



LIBRARY ORIENTATION FOR FACULTY



LIBRARY ORIENTATION FOR STUDENTS



LIFE SKILL COACHING



MATRI BHASHA DIVAS



ONLINE EXAMINATION



ORIENTATION ON ROWING



**STRESS MANAGEMENT WORKSHOP
(MINISTERIAL STAFF)**



POSTER MAKING COMPETITION



PRIZE DISTRIBUTION ON SPORTS DAY



SHREE - ART AND CUISINE FAIR



**SOCIAL WELFARE COMMITTEE
PROGRAMME**



SRIGYAN: BOOK EXHIBITION



STUDENTS' SEMINAR



VIDYASAGAR DIVAS



WOMENS' FORUM EVENT WITH DANSEUSE ALAKANANDA RAY



WORLD LITERACY DAY CELEBRATION



WWF PRESENTATION



INDUSTRIAL VISIT



ANNUAL FEST : SRIJAN



BOTANY EXCURSION



SHORT TERM CERTIFICATE COURSES



TROPHIES



TROPHIES



SUMMER PROJECT : FLORA ANALYSIS



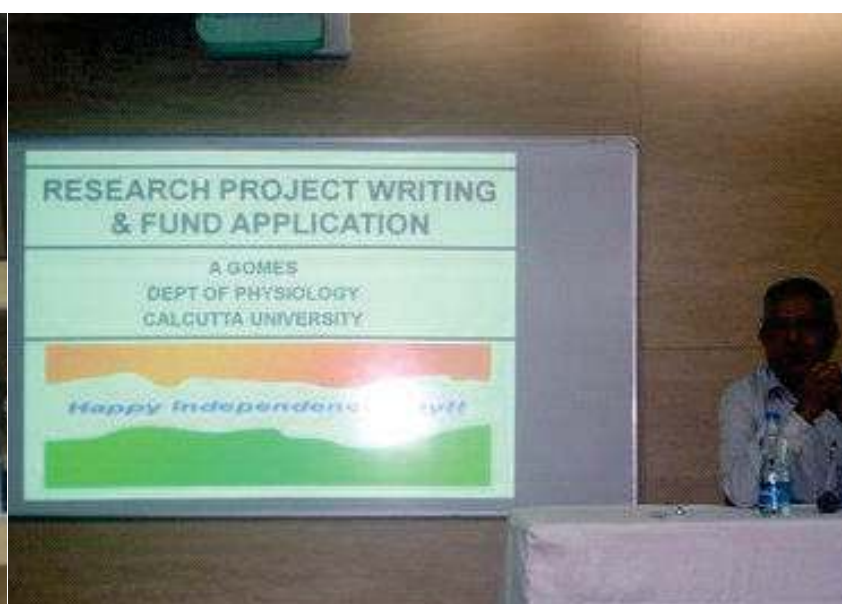
**INAUGURATION OF
DEPARTMENTAL MAGAZINE**



WALL MAGAZINE



PSYCHO-SOCIAL COUNSELLOR



RESEARCH COMMITTEE SEMINAR



**STUDENTS PARTICIPATE IN
NATIONAL CONFERENCE**

LIST OF ACRONYMS

Abbreviation	Full Forms
AFM	Animation and Film Making
AISEC	Association of Students in Economic and Commercial Sciences
AMC	Annual Maintenance Contract
B.A.	Bachelor of Arts
BBA	Bachelor of Business Administration
B.Com.	Bachelor of Commerce
B.Ed.	Bachelor of Education
B.Sc.	Bachelor of Science
BoS	Board of Studies
CCTV	Closed Circuit Television
CESC	Calcutta Electric Supply Corporation
CU	University of Calcutta
CFT	College Full Timer
CE	Communicative/ Compulsory English
CA MAJOR	Computer Application Major
CCE	Continuous and Comprehensive Evaluation
CFC	Chlorofluorocarbon
CINI	Child in Need Institute
DDO	Drawing and Disbursing Officer
DELNET	Developing Library Network
D.Litt	Doctor of Literature
DOEACC	Department of Electronics and Accreditation of Computer Courses
D.Sc.	Doctor of Science
ENVS	Environmental Studies
EPBX	Electronic Private Branch Exchange
ERP	Enterprise Resource Planning
ESI	Employees' State Insurance
FSI	Facility for Self Inspection
FDP	Faculty Development Programme
FIP	Faculty Improvement Programme
GB	Governing Body
GEN	General
GIS	Geographic Information System
GO	Government Order
GMAT	Graduate Management Admission Test



Abbreviation	Full Forms
GRE	Graduate Record Examination
HOD	Head of Department
HONS	Honours
HRD	Human Resource Development
HR	Human Resource
IBS	Icfai Buisness School
ICT	Information and Communication Technology
INFLIBNET	Information and Library Network
IASE	Institute of Advanced Studies in Education
ICA	Institute of Computer Applications
IQAC	Internal Quality Assurance Cell
ICON (DESIGN)	Interpretation Constructive Design
IT	Information Technology
KMC	Kolkata Municipal Corporation
LAC	Library Advisory Committee
LAN	Local Area Network
LASWEB	Legal Aid Services, West Bengal
LED	Laser Electrical Display
LIC	Life Insurance Corporation
LTS	Leadership Training Service
MBA	Masters of Business Administration
M.Com.	Master of Commerce
MM	Multimedia
M.Phil.	Master of Philosophy
MIL	Modern Indian Language
MIS	Management Information System
NEN	National Entrepreneurial Network
NIELIT	National Institute of Electronics & Information Technology
N-List	National Library and Information Services
NSS	National Social Service
NTS	Non Teaching Staff
OPAC	Online Public Access Catalog
OB	Other Board
OU	Other Universities
PG	Post Garduate
Ph.D.	Doctor of Philosophy
RKM	Ramkrishna Mission

Abbreviation	Full Forms
RTI	Right to Information
SC	Scheduled Caste
ST	Scheduled Tribe
SPSS	Statistical Package for Social Scientists
TC	Teachers Council
TLM	Teaching Learning Material
UG	Under Graduate
USIS	United States Information Service
UGC	University Grants Commission
VETA	The Vocational Educational and Training Authority
WB	West Bengal
Wi-Fi	Wireless Fidelity
WWF	World Wide Fund for Nature