

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Jogesh Chandra Chaudhuri College

1.2 Address Line 1

30

Address Line 2

Prince Anwar Shah Road

City/Town

Kolkata

State

West Bengal

Pin Code

700033

Institution e-mail address

jcc_cal@yahoo.com

Contact Nos.

033-2417-4622, 033-2417-3042

Name of the Head of the Institution:

Dr. Pankaj Kumar Roy

Tel. No. with STD Code:

033-2417-4622, 033-2417-3042

Mobile:

9830625703

Name of the IQAC Co-ordinator:

Samir Kumar Sinha

Mobile:

9830116524

IQAC e-mail address:

jccciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN12504

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

<http://jogeshchaudhuricollege.org/>

Web-link of the AQAR:

http://jogeshchaudhuricollege.org//app/webroot/tinymce_file_upload/aqar/JCC-AQAR-15-16.pdf

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 77 | 2005 | 5 |
| 2 | 2 nd Cycle | B++ | 2.79 | 2016 | 5 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

Established on 30/10/2009. Started active functioning since 16/04/2013

1.8 AQAR for the year (for example 2010-11)

2015-16

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

- i. AQAR 2010-11 submitted on 26/12/2015
- ii. AQAR 2011-12 submitted on 26/12/2015
- iii. AQAR 2012-13 submitted on 26/12/2015
- iv. AQAR 2013-14 submitted on 26/12/2015
- v. AQAR 2014-15 submitted on 26/12/2015

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Nil

1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

INTERNATIONAL

1. Poetry Workshop (International Presence: Prof Bashabi Fraser; Edinburgh Napier University)
2. Two Translation Workshops (International Presence: Prof Bashabi Fraser; Edinburgh Napier University)
3. A talk was delivered by Paul Sharrad of University of Wallongong University

STATE

1. Seminar on "Andaman & Nicobar Islands – before and after Tsunami"
2. Seminar cum exhibition on "Coin: A Saga of Ancient And Medieval India"
3. Seminar on "Budget For The Session 2016-2017"
4. Seminar on "Indian Economy Since Independence".

5. Seminar on Urban Disaster Management
6. Seminar on "Solar System".
7. Seminar on "X-Ray Crystallography: An Aesthetic Revolution on Earth"
8. Seminar on "Library Science for all: A new horizon"
9. NAAC workshop on Cycle II
10. Seminar on "Chadar Trekking"
11. Seminar on "Latest Technology 2015 and Social Networking"
12. Inter-college Students' seminar on "Renaissance literature and culture"

INSTITUTIONAL

1. Students' seminar on "Review on Pure and Applied Mathematics".
2. Students' Seminar on "Women in Advertisement"
3. Students' seminar on "Rationalist and Empiricist view of Substance"
4. Seminar on "Social& Economic Impact of Networking Site"
5. Students Seminar on Indian Poverty
6. Workshop on maintenance of Minutes Book.
7. Students Seminar on Women Empowerment

2.14 Significant Activities and contributions made by IQAC

1. Organized quality related workshops.
2. Organized value orientation / addition programmes for the students on
 - a. Concluding programme of Golden Jubilee year on 8th.October, 2015. The occasion was graced with the august presence of the Hon'ble Governor, West Bengal and a host of State Ministers to inculcate value system and a tradition of good works.
 - b. Inauguration and orientation of new students in July 2015
 - c. Observance of Teachers Day on 5th.September 2015.
 - d. Song & Dance competition for the students
3. Conducting of Academic Audit.
4. IQAC has verified documents and attended screening meetings for promotion of three faculty members under Career Advancement Scheme.
5. IQAC has uploaded DCF-II form for 2014-15 in the MHRD portal for the AISHE.
6. IQAC has supervised and motivated career counselling programme for students.
7. IQAC has reconstituted some committees (e.g. Routine, Admission etc.) for better functioning.

8. IQAC has organized a seminar on Soft Skill Development.
9. Reconstruction of Central Library and Renovation of Physics laboratory is in process.
10. IQAC has facilitated the implementation of two community development programmes.
11. IQAC has put forth several constructive suggestions to make the prospectus more informative and student friendly.
12. IQAC in collaboration with the department of Economics has organized a Seminar on Budget 2016 to inform the staff and the students of the college about the salient features of the Budget 2016.
13. IQAC has initiated and facilitated the setting up of a Yoga Centre for students and staff members.
14. IQAC has initiated and facilitated the setting up of a Cultural Centre (“Aikatan”) for training students.
15. IQAC along with the Eco Club of the College has organized an Eco Haat in an effort to spread greater environmental consciousness.
16. Film club under the supervision of IQAC has screened films to develop sense of aesthetics, to know the relation between the literature and film and make them aware about various social issues.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Sl No | Plan of Action | Achievements |
|-------|---|--|
| 1. | Holding the Golden Jubilee Concluding programme with the august presence of the Hon'ble West Bengal Governor and a host of state Ministers. | Golden Jubilee Concluding Programme was held on 08.10.2015 at Najrul Mancha with the august presence of the Hon'ble Governor, West Bengal and a host of State Ministers. |
| 2. | Collaborating with the National Skill Development Authority of the Central Government for enhancing entrepreneurial and soft skill of students. | Soft Skill Development Institute seminar has taken place. |
| 3. | Placement of students in TCS, WIPRO and through Contemporary Training Institute. | 8 students of different departments got job in TCS. |
| 4. | Getting approval for the vacant non teaching post from the government and completing recruitment for the posts. | 9 Non teaching staffs were recruited on January 2016. |
| 5. | Setting up a women cell and RTI cell. | Women's Cell and RTI Cell were formed. |
| 6. | Setting up a yoga centre for students, faculties and staff. Also to connect the centre with inculcating knowledge on Indian mythology amongst the students. | Yoga Centre for students, teachers and non teaching staff started from January 2016. |
| 7. | Conducting value addition programmes particularly on stress management, community development, outreach and gender oriented. | Stress management workshop for staff was held. Computer literacy workshop for senior citizens was organised. |

| | | |
|-----|---|---|
| 8. | Introducing an ICT based students profile mapping system to facilitate students counselling and guidance. | ICT based students profile mapping was completed successfully. |
| 9. | Introducing an ICT based Teaching Aid System (TAS) for every faculty to facilitate prepare and share teaching and research related materials. | Uploading of study materials by teachers was initiated. |
| 10. | Introducing completely online feedback system. | Introduced on February 2016 |
| 11. | Up gradation of library by enhancing library space and introducing open access reading facility, digital access and a repository facility. | Work is in progress. |
| 12. | Further upgrading office automation system for automatic generation of university registration forms of the students. | Already completed. |
| 13. | Organising Performance of Departments (POD) workshop and SWOC workshop | IQAC has organised Performance of Departments workshop as well as Performance of Committee workshop. |
| 14. | Undergoing the process of NAAC second cycle accreditation and getting accredited and for that conduct as many orientation meetings as required. | Work is in progress |
| 15. | To work out suitable environmental awareness activities. | Workshops and Eco Haat was organised by Eco Club |
| 16. | To organise Gender sensitization programme | Women's cell organised seminar on Gender Issue and prepared wall magazine on women issue with the help of students. |
| 17. | To publish a Research journal | ISSN pending |
| 18. | To organize seminar on human rights, women empowerment, secularism, child labour | Women's cell organised seminar on different issues of women empowerment and NSS hosted awareness camp on child labour |

| | | |
|-----|---|---|
| | | and trafficking . |
| 19. | To sign up MOU with other colleges for sharing of academic resources. | MOU with Behala College for faculty sharing was signed. |
| | | |

** Attach the Academic Calendar of the year as Annexure.*

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

1. Sri Keshari Nath Tripathi Honourable Governor of West Bengal and a host of state ministers were present at the concluding programme of the Golden Jubilee Celebration, held on 8/10/2015 at Najrul Manch.
2. January 2016 saw the recruitment of nine non teaching staff members.
3. The teachers have begun uploading the relevant study materials.
4. Online feedback system was initiated in February 2016.
5. A seminar on soft skill development was held at College.
6. Workshop on Stress Management for staff members was organised.
7. The process of formation of RTI Cell and Women Cell was completed.
8. January 2016 saw the inauguration of Yoga Centre for students, teaching and non teaching staff of the college.
9. Tata Consultancy Services selected 8 students of the college at a placement programme organised by Training and Placement Cell of the college.
10. Work has begun on the up gradation of the library by enhancing the library space and introducing open access reading facility, digital access and repository facility.
11. Eco Haat was organised by the Eco Club to promote environmental awareness.
12. Application for RNI number pertaining to the research journal was submitted.
13. Up gradation of the office automation system for automatic generation of university registration forms of the students has been completed.

14. Seminar on various issues pertaining to women empowerment was organised by the Women Cell.
15. Seminar on gender issues was organised by the women cell. The women cell has also brought out a wall magazine.
16. Performance of Departments (POD) workshop as well as performance of committee workshop has been organised by IQAC.
17. Work is in progress for NAAC second cycle accreditation orientation meetings are being conducted as and when required.
18. In order to facilitate faculty sharing with Behala College a MOU was signed between the two colleges. Subsequently the process was kick-started and faculty members of both colleges visited and took classes.
19. Seminar on various issues pertaining to women empowerment was organised by the Women Cell.
20. Seminar on gender issues was organised by the women cell. The women cell has also brought out a wall magazine.

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 19 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 2 | | | |
| Others | | | | |
| Total | 21 | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

Pattern
Semester
Trimester
Annual 19

1.3 Feedback from stakeholders* (On all aspects)
Alumni ☒ Parents ☒ Employers ☐ Students ☒
Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

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

Not Applicable, Since Calcutta University has board of studies for under graduate colleges. The syllabus is formulated by them, which has to be followed by all affiliated colleges.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 37 | 24 | 13 | 0 | |

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|----|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 0 | 09 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 7 | 14 | 15 |
| Presented papers | 12 | 18 | 1 |
| Resource Persons | Nil | Nil | 1 |

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

- Interactive learning
- Project-based learning
- Intra-departmental and inter departmental seminar
- Use of web resources
- Invited Lectures
- College newsletter *Samayojan*
- Film shows
- Tutorial & Special class requests taken from students and classes arranged.
- Study Tours including industry visit
- Poster Presentation
- Students' Seminar
- Faculty exchange
- Computers with internet connection in all science departments, library and computer laboratory, MP Lab, Office and Staff rooms have been provided.
- Projectors, screens and laptops are available for use.
- Larger classrooms have audio systems installed.
- College has one smart class room.
- The department of chemistry, in addition to the gas connection by the Greater Calcutta Gas Supply Corporation, is provided with a separate petrol-run Gas Plant so that the practical classes never get interrupted.

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

207

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

The college does not have any scope of initiating reform in Calcutta University examination. It can only transmit its views. It has partnered with the reforms, if any, made by the university.

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

02

2.10 Average percentage of attendance of students

75>

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|-------------------------|--------------------------------|---------------|------|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| BA(Hons)-Bengali | 9 | | | 100 | | 100 |
| BA(Hons)-Education | 7 | | | 100 | | 100 |
| BA(Hons)-English | 11 | | | 90 | | 90 |
| BA(Hons)-Hindi | 16 | | 12.5 | 43.5 | | 56 |
| BA(Hons)-History | 10 | | | 70 | | 70 |
| BA(Hons)-Pol.Sc. | 2 | | | 50 | | 50 |
| B.Sc.(Hons)-Geography | 16 | | | 94 | | 94 |
| B.Sc.(Hons)-Chemistry | 2 | | | 100 | | 100 |
| B.Sc.(Hons)-Comp.Sc. | 9 | | 45 | 22 | | 67 |
| B.Sc.(Hons)-Electronics | 5 | | 40 | 40 | | 80 |
| B.Sc.(Hons)-Mathematics | 6 | | | 83 | | 83 |
| B.Sc.(Hons)-Physics | 4 | | 25 | 50 | | 75 |
| B.Com(Hons)-Accountancy | 82 | | 2 | 58 | | 60 |
| BA-GENERAL | 143 | | | 31 | | 31 |
| B.Sc.- GENERAL | 17 | | | 59 | | 59 |
| B.Sc.-GENERAL –Bio Sc. | 2 | | | 50 | | 50 |
| B.Com.-GENERAL | 78 | | | 19 | | 19 |

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

By organizing Academic Calendar, Tutorial Programmes, Academic Audit, Class Routine

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation programmes | Nil |
| Faculty exchange programme | 1 |
| Staff training conducted by the university | 1 |
| Staff training conducted by other institutions | Nil |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others | IQAC workshop 1 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 12 | 0 | 4 | |
| Technical Staff | 9 | 0 | 5 | |

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC has formed a Research Committee to evaluate research initiative of faculties and make liaison with funding agencies.
2. Felicitation is done for every research achievement.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | 21.59 | 14.64 | Nil | Nil |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 1 | 04 | Nil | Nil |
| Outlay in Rs. Lakhs | 1.65 | 4.16 | Nil | Nil |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 4 | 4 | Nil |
| Non-Peer Review Journals | 1 | Nil | Nil |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | 2 | 4 | Nil |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No.

8

Chapters in Edited Books

8

ii) Without ISBN No.

3

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | 1 |
| Sponsoring agencies | | | | | |

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

3.13 No. of collaborations

International

National

Any other

2

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | |
| | Granted | |
| International | Applied | |
| | Granted | |
| Commercialised | Applied | |
| | Granted | |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| | | | | | | |

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

| | | | |
|------------------|--------------------------------|---------------------|---------------------------------|
| University level | <input type="text"/> | State level | <input type="text" value="32"/> |
| National level | <input type="text" value="8"/> | International level | <input type="text"/> |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----------------------------------|---------------------|----------------------------------|
| University level | <input type="text" value="Nil"/> | State level | <input type="text" value="Nil"/> |
| National level | <input type="text" value="Nil"/> | International level | <input type="text" value="Nil"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----------------------------------|---------------------|----------------------------------|
| University level | <input type="text" value="nil"/> | State level | <input type="text" value="nil"/> |
| National level | <input type="text" value="nil"/> | International level | <input type="text" value="nil"/> |

3.25 No. of Extension activities organized

| | | | |
|------------------|----------------------|---------------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> |
| NCC | <input type="text"/> | NSS | <input type="text" value="14"/> |
| | | Any other | <input type="text"/> |

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

i) Three community extension programmes –

- a) Computer literacy workshop for senior citizens
- b) Sports event was organised for nearby primary school (Durgabala Primary School)
- c) Story books were distributed among slum children.

ii) Four NSS units of the college have conducted special camp and other programmes.

For instance:

1. Survey at four adopted slums regarding mind support camp and live camp about mind support (counselling) with slums people, students and homeless persons with psychosocial disabilities on the streets surrounding the college areas collaboration with renowned NGO “Iswar Sankalpa”.

2. Awareness raising rally on Girl child Trafficking, Child Labour and child rights through street by pestering, talk in adopted slum site by IPER and N.S.S – J.C.C volunteers.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|-----------|---------------|----------------|-----------|
| Campus area | 0.56 acre | nil | | 0.56 acre |
| Class rooms | 21 | nil | | 21 |
| Laboratories | 7 | nil | | 7 |
| Seminar Halls | 2 | nil | | 2 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | nil | nil | | nil |
| Value of the equipment purchased during the year (Rs. in Lakhs) | nil | nil | | nil |
| Others | nil | nil | | nil |

4.2 Computerization of administration and library

1. Computerisation of salary account (COSA) as per e- Governance requirement of West Bengal Government was implemented.
2. The teachers have begun uploading the relevant study materials.
3. Online feedback system was initiated in February 2016.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|-------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 16445 | 1695150 | 232 | 47750 | 16677 | 1742900 |
| Reference Books | 8948 | 1171454 | 105 | 73579 | 9053 | 1245033 |
| e-Books | | | | | | |
| Journals | 19 | 100998 | 1 | 5600 | 20 | 106598 |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |

| | | | | | | |
|------------------|------|--------|----|------|------|--------|
| Others (specify) | 2596 | 136683 | 17 | 5836 | 2666 | 142519 |
|------------------|------|--------|----|------|------|--------|

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|----------------------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | No change with previous yr | | | | | | | |
| Added | | | | | | | | |
| Total | | | | | | | | |

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

148768

ii) Campus Infrastructure and facilities

2025404

iii) Equipments

475714

iv) Others

Total :

2649886

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The college is a member of Student Health Home. It provides heavily subsidised medical check-up facilities.
2. Student welfare and counselling cell of the college is actively functioning.
3. Parent teacher meeting held to figure out students' problems and find out solutions.
4. Tutorial classes are regularly held by the departments.
5. Insurance coverage for accidents faced by students within or outside the campus is provided.

5.2 Efforts made by the institution for tracking the progression

1. Training and placement cell organises placement programmes.
2. All departments follow up Alumni for tracking progression.
3. Yoga centre organises workshops and training programmes and assesses the progression.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1743 | | | |

(b) No. of students outside the state

0

(c) No. of international students

4

| No | % |
|----|---|
| | |

Men

Women

| No | % |
|----|---|
| | |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1097 | 214 | 07 | 31 | 0 | 1349 | 1543 | 297 | 13 | 48 | 0 | 1901 |

Demand ratio 2.86

Dropout %

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

The college has not yet started student support mechanism for coaching for competitive examination.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|----|
| NET | 6 | SET/SLET | | GATE | 1 | CAT | |
| IAS/IPS etc | | State PSC | 1 | UPSC | | Others | 22 |

5.6 Details of student counselling and career guidance

Counselling and career guidance programmes are undertaken by several departments.

No. of students benefitted

57

5.7 Details of campus placement

| | <i>On campus</i> | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 2 | 120 | 16 | NIL |

5.8 Details of gender sensitization programmes

Women's cell organised seminar on Gender Issue and prepared wall magazine on women issue with the help of students.

5.9 Students Activities

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

| | | | | | |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|----------------------------------|
| State/ University level | <input type="text" value="21"/> | National level | <input type="text" value="13"/> | International level | <input type="text" value="Nil"/> |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|----------------------------------|

No. of students participated in cultural events

| | | | | | |
|-------------------------|---------------------------------|----------------|----------------------------------|---------------------|----------------------------------|
| State/ University level | <input type="text" value="17"/> | National level | <input type="text" value="Nil"/> | International level | <input type="text" value="Nil"/> |
|-------------------------|---------------------------------|----------------|----------------------------------|---------------------|----------------------------------|

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

| | | | | | |
|----------------------------------|----------------------------------|----------------|----------------------------------|---------------------|----------------------------------|
| Sports : State/ University level | <input type="text" value="Nil"/> | National level | <input type="text" value="Nil"/> | International level | <input type="text" value="Nil"/> |
|----------------------------------|----------------------------------|----------------|----------------------------------|---------------------|----------------------------------|

| | | | | | |
|-----------------------------------|---------------------------------|----------------|----------------------------------|---------------------|----------------------------------|
| Cultural: State/ University level | <input type="text" value="03"/> | National level | <input type="text" value="Nil"/> | International level | <input type="text" value="Nil"/> |
|-----------------------------------|---------------------------------|----------------|----------------------------------|---------------------|----------------------------------|

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

| | | | | | |
|---------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|
| Fairs : State/ University level | <input type="text"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|---------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|

| | | | | | |
|-------------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|
| Exhibition: State/ University level | <input type="text"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|-------------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|

| | |
|---|--------------------------------|
| 5.12 No. of social initiatives undertaken by the students | <input type="text" value="9"/> |
|---|--------------------------------|

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission – To provide higher education across the different strata of society, with special preference to the socially challenged groups, so as to empower them for gainful employment and cultivate a charitable spirit towards fellow beings in need.

Vision - EQUITY, EMPOWERMENT AND EMPATHY

6.2 Does the Institution has a management Information System

1. The college has a well designed office automation system which is being upgraded regularly for generating various student related information .This provides students related information to the management.
2. The college has computerised accounting system (using Tally software) to supply accounting information.
3. The college uses e-Tax software for all income tax related works to generate all tax Related information
4. The college has newly introduced COSA system to partner with the e-Governance programme of the state government. This will ensure better handling of salary information.

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

6.3.1 Curriculum Development

Not Applicable, Since Calcutta University has board of studies for under graduate colleges. The curriculum is formulated by them, which has to be followed by all affiliated colleges.

6.3.2 Teaching and Learning

1. Teaching plans and instruction materials and syllabus circulated amongst the students
2. CBSQ interactive session using ppt. Presentation conducted by departments.
3. Educational Tours and screening of movies resorted to better instructions.
4. Tutorial classes are organised as per student's requests.
5. Inter disciplinary classes held.
6. Evaluated answers are displayed and discussed with the students when it is internal Examination.

6.3.3 Examination and Evaluation

1. Regular class tests are held in all the departments. Midterm and preparatory test questions are set as per University norms in order to acquaint the students with the question pattern followed by the University.
2. Evaluation of answer scripts for all college exams is carried out by the teachers following the University norms. Final University answer scripts are evaluated by faculty members of other colleges as per University norms. However, in some cases e.g. Project work of Commerce students, practical papers of science students and language papers of all students; evaluation is carried out by the faculty members themselves (either partly or fully).
3. After the publication of the examination results parent teacher meetings are held, where guardians are apprised of their wards' progress. Guidance is provided to the students to enable them to improve their performance.

6.3.4 Research and Development

The College has a research committee to monitor, promote and address the issues of research on the campus. The research committee inculcates research orientation. The Ph.D. holders are encouraged to take up post doctoral projects sponsored by U.G.C/DST/DBT and other Govt. and private agencies. On recommendation of the Research Committee seed money is provided to the faculty members for taking up research projects. Faculty members are also encouraged to organize seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Quality improvement strategy in this case includes:

1. To restructure the library and equip it with up to date facilities.
2. To provide adequate number of computers at all places of work with necessary maintenance.
3. To acquire adequate laboratory equipments for all labs based departments and major research projects.
4. Vertical expansion of the college building in order to increase work space.

6.3.6 Human Resource Management

1. To create conducive work environment where stake holders of the college work with cooperation, honour and dignity, physical comfort, empowerment, exchange of opinion, participation, peace, enjoyment, welfare measures and encouragement for good works.
2. To take measures and follow practices to achieve the above mentioned goals. These include holding frequent meeting with faculty members. Regular interaction with staff members in different committees and activity centres is ensured. Participation of staff members and students in management bodies, employees cooperative society, Group Insurance Scheme are regularly practiced. Cordial relationship with the students union, organising picnic, social and student's programmes where all employees participate ensure a healthy work atmosphere. Felicitations to wards of the staff members for achievements, felicitation of research achievements and other contributions and so on are arranged on a regular basis.

6.3.7 Faculty and Staff recruitment

The strategy in this case is to fill up vacant teaching posts through West Bengal College Service Commission as quick as possible. Creation of new posts of teaching staff is also constantly pursued. 9 non teaching staff members have been recruited.

6.3.8 Industry Interaction / Collaboration

The strategy here is not to lose an opportunity of interaction and collaboration. The college has established relationship with a number of companies, training institutes and recruitment agencies for the stated purpose.

6.3.9 Admission of Students

College runs a completely online fare admission process which is constantly monitored by an active admission committee. All departments are involved in the process by framing respective admission norms.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | 1. Staff welfare committee |
| Non teaching | 2. Group Insurance |
| | 3. Staff Cooperative Society |
| Students | Insurance, students concession, medical aids. |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

| Audit Type | External | | Internal | |
|----------------|----------|-------------------|----------|------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | | Yes | IQAC |
| Administrative | No | Statutory Auditor | No | Internal AuditOr |

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association (SGT)

The alumni of the college provide active support. Many of them frequently visits the college, contributes funds to college programmes, provides leadership in various college programmes , provides assistance in establishing contact with civic and other authorities.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association provides active support to the college. The guardians meet the departments whenever called upon. They provide feedback and suggestions about teaching and other matters.

6.13 Development programmes for support staff

Nil

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

1. It is ensured that the college premise is completely plastic free.
2. Medicinal and other indoor plants have been sown inside the campus. The teachers of Botany department took a lead in this effort.

Criterion – VII

7. Innovations and Best Practices

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

The College cultivates a spirit of communal harmony where the students from different communities participate in the planning and implementation of the whole programme with equal enthusiasm. This brings members of all religions close in a spirit of mutual respect towards each other's religious practices.

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

1. January 2016 saw the recruitment of nine non teaching staff members.
2. Students profile mapping was completed employing ICT software.
3. The teachers have begun uploading the relevant study materials.
4. Online feedback system was initiated in February 2016.
5. A seminar on soft skill development was held at College.
6. Workshop on Stress Management for staff members was organised.
7. The process of formation of RTI Cell and Women Cell was completed.
8. January 2016 saw the inauguration of Yoga Centre for students, teaching and non teaching staff of the college.
9. Tata Consultancy Services selected 8 students of the college at a placement programme organised by Training and Placement Cell of the college.
10. Work has begun on the up gradation of the library by enhancing the library space and introducing open access reading facility, digital access and repository facility.
11. Eco Haat was organised by the Eco Club to promote environmental awareness.
12. Work is in progress for NAAC second cycle accreditation orientation meetings are being conducted as and when required.

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

Title of the Practice: **Save paper save nature**

Goal: The goal of the practice is to inculcate the spirit of saving paper within the stake holders.

The Context: The stake holders are encouraged to save paper in bid to reduce the damage to the environment. Saving paper should be a top priority amongst all, since by saving paper we will eventually save trees. Preservation of greenery is imperative in order to prevent severe damage to mankind by breaking the sustainable living chain of the society.

The Practice: The College aims to promote the saving as well as the reuse of paper.

- Most of the official communication in the college is made via electronic media viz. email, WhatsApp, bulk message . Use of paper for official communication is avoided as much as possible.
- All printers and photocopy machines in the college carry the tag “Think Twice Before Using Me.” This acts as a reminder to all the users of these machines to limit their use of paper.
- Reuse of paper is a common practice in the college. The blank sides of all used sheets are mandatorily used either for writing/printing/photo copying purposes.

Title: **Extending hands to the underprivileged**

Goal: The goal of the practice is to inculcate the spirit of social service within the stake holders.

The Context: The stakeholders are encouraged to extend all possible support to the underprivileged. Our aim is to try and reduce the disparity between the different classes of the society.

The Practice: The College aims to promote the spirit of social service amongst all the stakeholders.

- The college has organised an eye check up camp to aid the underprivileged citizens of the locality. People of all ages from nearby slums turned up in large numbers and took advantage of the services provided.
- A large number of books were donated by the stakeholders of the college to a nearby primary school.
- The college has sponsored the annual sports at Durgabala primary school. Without this much needed sponsorship the school would not have been able to organise the sports as was facing a severe fund crisis.
- The college has organised a two day workshop in order to promote computer literacy among senior citizens.
- Survey at four adopted slums regarding mind support camp and live camp about mind support (counselling) with slums people, students and homeless persons with psychosocial disabilities on the streets surrounding the college areas collaboration with renowned NGO “Iswar Sankalpa”.

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

7.4 Contribution to environmental awareness / protection

The Environmental Consciousness Committee has organised an “Eco Haat”. Alongside a seminar on environmental consciousness was also organised. The committee has also organised programmes on disaster management. The college has planned to install a solar panel in order to sensitize the stakeholders about the importance of conservation of energy. The use of renewable energy will considerably reduce the carbon footprint. Several environmental study projects were taken up by the students on various environment related topics.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strength:

1. The college website has been upgraded by adding a module to store the study materials and question banks which were uploaded by the faculty members in order to help the students.
2. College organises several outreach programmes each year to promote social awareness.

Weakness:

3. A severe space crunch renders plans for expansion unfeasible.

Opportunity:

4. With a good number of academic resources and being located at a prominent place in Kolkata, it has ample scope for venturing into consultancy jobs/ projects.

Challenge:

5. However, being housed in a building which it has to share with a sister college any expansion, advancement has to face challenge of sorting out multiple issues with the sharer.

8. Plans of institution for next year

1. Holding of NAAC cycle-II successfully.
2. Installation of solar panel.
3. Teaching by college students at a local school aiming towards community development.
4. To organise seminars and workshops of various departments
5. To promote informal learning
6. To continue faculty exchange program
7. To promote environmental awareness and inculcate a sense of environmental concern among the students
8. To disseminate knowledge and information on current social issues among the students
9. To create an awareness about the importance of yoga and meditation and to popularise these practices amongst the students.
10. To organise IQAC program for ICT training of Teaching and Non Teaching staff
11. Campus placement of students in larger number
12. Increased used of ICT for teaching and learning
13. Explore research grant and funding
14. To complete the ongoing upgradation of library space and open access facility.
15. To construct a media lab and modify and reconstruct the ground floor lobby. To install the bust of Sri Ranadeb Chaudhuri, the founder of the college and Sri Jogesh Chandra Chaudhuri, after whom the college is named.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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