

The Annual Quality Assurance Report AQAR of the IQAC

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

Part – A

AQAR for the year *for example 2013 -14)*

2012-13

1. Details of the Institution

1.1 Name of the Institution

Calcutta Girls' College

1.2 Address Line 1

3, Goaltuli Lane

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700013

Institution e-mail address

collegecalcuttagirls@gmail.com

Contact Nos.

033-2265-3414

Name of the Head of the Institution:

Dr. Raghunath Datta

033-2265-3414

Tel. No. with STD Code:

Mobile:

9230671702

Name of the IQAC Co-ordinator:

Dr. Ruma Bhattacharyya**

Mobile:

9830035815

IQAC e-mail address:

lqac.cg@gmail.com

1.3 NAAC Track ID For ex. MHC0GN 18879 233/31st March 2007

OR

1.4 NAAC Executive Committee No. & Date: 233/31st March 2007

*For Example EC/32/A&A/143 dated 3 -5-2007
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate*

1.5 Website address:

www.calcuttagirlscollege.org

Web-link of the AQAR: www.calcuttagirlscollege.org/AQAR 2012-13

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	68.9	2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 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 2012-13 _____ 21 /02/2017
- ii. AQAR_2013-14 _____ 21/02/2017
- iii. AQAR_2014-15 _____ 21/02/2017
- iv. AQAR_2015-16 _____ 21/02/2017

1.9 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

e g. 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-financ

1.10 Type of Faculty/Programme

Arts Scien Comme I PEI Phys Edu

TEI Edu

En gineering

H th Science

M agement

Others Specify

NA

1.11 Name of the Affiliating University *for the College*

Calcutta University

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

DDE, Vidyasagar University

UGC-COP Programmes

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

0

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and

0

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.

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

Level Total Nos. Internation Natio \$ Institution

ii Themes

2.14 Significant Activities and contributions made by IQAC

- Quality enhancement of teaching learning process through greater use of ICT
- Making Tests and Examinations not only a process of evaluation but enabling students to know their strengths, weaknesses and improve accordingly
- Enhancing the potential of the library through proposals like subscription of journals, and N-LIST
- Improving the potential of NTS through their technical upgradation

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1.Updating the technical skill of the Non-teaching staff in computerization process. 2. Encouraging teachers to attend career development programmes 3. Encouraging research work and publication among teachers. 4. Organising programmes for increasing awareness about health and gender issues. 5. Organising workshops for job-oriented counselling and training.	1.Training sessions were organized 2. Three teachers attended Refresher Course and one attended workshop. 3. Publication in international and national conferences. 4. Health check up camps and gender sensitization programmes were held. 5. A few programmes were organized

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Management

icate

Any body

AQAR is placed and approved in the 244th. meeting of the GB dated 4.2.17.

Provide the details of the action taken

The proposals of the IQAC was discussed in the Teachers' Council and then forwarded to the Governing Body for ratification. The GB approved the AQAR and recommended the same for uploading to the website.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	2	x	x	x
UG	3	nil	nil	nil
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	3
Others	NA	NA	NA	NA
Total	5	NA	NA	3

Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

1.2 (i Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:
Core Option in English and Environmental Studies

ii Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	

1.3 Feedback from stakeholders* *On all aspects*

Alum	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employer	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

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.

No revision or updating was recommended by the University

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

No new department/centre was introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others PTT
	22	7	6	1	8

2.2 No. of permanent faculty with Ph.D. 6

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
	NA	10	NA	NA	NA	NA	NA	NA	NA	10

2.4 No. of Guest and Visiting faculty and Temporary faculty 5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NA	NA	NA
Presented	5	35	4
Resource Persons	5	NA	NA

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

- 1. Use of audio-visual technique in teaching-learning process
- 2. Publication of departmental wall magazine

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

208

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

- 1. Students have been acquainted with the Open Book Examination system in order to hone their research inclinations
- 2. Students are allowed to go through the checked answer scripts in order to understand their strength and weaknesses

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

BOS:2

CDS:2

2.10 Average percentage of attendance of students

67

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	482		3.66	83.1	-	86.7
B.COM	178	-	-	90.44	-	90.44
B.Sc	4			100		100

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

1. IQAC contributes to the learning process by recommending guidelines to the Admission sub-committee, Academic Sub-committee and Examination sub-committee like the merit criterion and the modernisation of the class room teaching process, and showing the checked answer scripts to the students after examination. It suggests various other measures like arrangement of Extension Lecture programmes, students' seminars and faculty development programmes.

2. IQAC monitors the learning process through meetings where the co-ordinators of the various subcommittees present their reports. During the admission process, the IQAC monitors the merit list and the candidates taking admission. The IQAC also monitors the performance of students in the internal examinations.

3. IQAC evaluates the learning process through various measures and discussions. The teaching plan of each department, the performance of students, as provided in the departmental profile, are analysed and suggestions, if required are made.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	NA
HRD programmes	NA
Orientation programmes	NA
Faculty exchange programme	NA
Staff training conducted by the university	NA
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	2
Others	NA

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	5	2	Nil	1
Technical Staff	nil	nil	nil	0

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC has taken an ingenious step for promoting research climate by organising a forum where the teachers are invited to share their research activities within the college after college hours. It plans to bring out a journal with the research papers presented here.
2. IQAC has played a role in sensitizing research climate both among teachers and students. Each department has been given a laptop with internet access which will facilitate the research works and also help the teachers to keep themselves updated with various seminars and workshops. IQAC has urged each department to organize students' seminar on a quarterly basis on such topics that encourage students to undertake research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	2	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	2	2	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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>other than compulsory by the University</i>	NIL	NIL	NIL	NIL
Any otherSpecify	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

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

ii Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS
 DPE DBT Scheme/fund

3.9 For colleges Autonomy CPE DBT Star Sch
 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	NIL	NIL	NIL	NIL	3
	Sponsoring agencies	NIL	NIL	NIL	NIL	College

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

	NIL	NIL	7	NIL
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3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

NIL

3.15 Total budget for research for current year in lakhs :

From Funding agency

NIL

From Management of University/College

NIL

Total

NIL

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

NA

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

NA

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

JRF	NIL	SRF	NIL	Project Fellows	NIL	Any	NIL
-----	-----	-----	-----	-----------------	-----	-----	-----

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="32"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International	<input type="text" value="NIL"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International	<input type="text" value="NA"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NI"/>
National level	<input type="text" value="NIL"/>	International	<input type="text" value="NI"/>

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" value="NA"/>	College forum	<input type="text" value="NA"/>		
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text"/>

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

1.Educational and sanitation drive to adjoining slums

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	518.167 m ²	-	-	518.167 m ²
Class rooms	12	-	-	12
Laboratories	1	-	-	
Seminar Halls	1	-	-	
No. of important equipments purchased 1-0 lakh) during the current year.	7	4	UGC & COLLEGE	11
Value of the equipment purchased during the year Rs. in Lakhs)	2441930/-	569779/-	DO	3011709/-
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

Purchase of computers and training of staff

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7284	887900	967	190630	8251	1078530
Reference Books	3123	380528	386	57000	3509	437528
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify	NIL	NIL	NIL	NIL	NIL	NIL

4.4 Technology up gradation (overall

	Total Computer	Computer Labs	Internet	Browsing	Computer Centres	Office	Depart -	Others

	s			Centres			ments	
Existin g	16	01	01	01	01	01	9	x
Added	14	x	x	x	x	x	x	x
Total	30	01	01	01	01	01	9	x

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation Networking, e -Governance etc.)

Pendya Computers offered training

4.6 Amount spent on maintenance in lakhs :

i ICT	9.14
ii Campus Infrastructure and facilities	x
iii Equipments	6.24
iv) Others	.12
Total :	15.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1 .IQAC Co-ordinator informs the students during the Orientation Programme about the student support services

2.IQAC informs students about using the NRC and free internet service

3. IQAC co-ordinates the activities of the Grievance Redressal Cell, Internal Complaints Committee, Career Counselling Cell, Anti-Ragging Cell.

4. IQAC keeps the students aware of information regarding scholarships, training activities, health awareness camps etc.

5Notices scholarship related information and stipend – are displayed in notice boards and college website. Teachers took initiatives to inform students about the support services

5.2 Efforts made by the institution for tracking the progression

It is decided that feedback from students, parents and alumni are to be taken.

5.3 a Total Number of students

UG	PG DDE, VU	Ph. D.	Others
664	185	NA	NA

b) No. of students outside the state

NA

c No. of international students

NA

No	%
x	

Men

No	%
	100

Women

Last Year 2011-12						This Year 2012-13					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
590	NIL	NIL	06	NIL	596	641	05	NIL	18	NIL	664

Demand ratio* : 1.5:1

Dropout % 4.67

*Applicants : Number of Seats

5.4 Details of student support mechanism for coaching for competitive examinations If an

College is planning support mechanism for SSC, Bank, PO and other examinations through outsourcing or collaboration.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET

NIL

SET/SLET

NIL

GATE

NIL

CAT

NIL

IAS/IPS etc

NIL

State PSC

NIL

UPSC

NIL

Other

NIL

5.6 Details of student counselling and career guidance

The Career Counselling Cell provides regular information regarding vacancies on the college notice board.

The college runs UGC-COP.

There are a few workshops on vocational training.

No. of students benefitted

50

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
NIL	NIL		8

5.8 Details of gender sensitization programmes

1. Short Film on the day of Orientation Programme
2. Special Programme on International Women's Day

5.9 Students Activities

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

State/ University level

√

National level

x

International level

x

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	158	806300/-
Financial support from other sources UGC	193	207700/-
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

Fairs : State/ University level National level International

Exhibition: State/ University level National level International

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any redressed: The grievances were mainly regarding infrastructural shortcomings, hence they could not be redressed immediately.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To serve as an ideal atmosphere for students mostly from backward communities for learning and self-development so that they emerge as self-reliant, informed, liberal and confident citizens.

Mission: Empowerment through higher education, social service and vocational training so that our students become interested in academic and cultural affairs, gain self-confidence and vision to venture into avenues of self employment and entrepreneurship so that they evolve as mature and responsible citizens.

6.2 Does the Institution has a Management Information System

The institution is planning to launch MIS.

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

6.3.1 Curriculum Development

Department of Urdu and English has a member in the respective Board of Studies

6.3.2 Teaching and Learning

1. Library is planning Digitized facilities.
2. Computer training for students by Pendya Infotech
3. Extension Lecture Programmes

1. After class tests, Mid-term, Annual and Selection Examinations, students are allowed access to the evaluated manuscript and clarify doubts. If any, with the examiner.
2. Mid-term Examination and Selection Examinations are followed by meeting and discussions with students and their parents in order to inform the student about her strength and weaknesses and measures for academic improvement. The parents of the first-generation learners are counselled to be more supportive to their wards.

6.3.4 Research and Development

IQAC is planning to set up a Research Committee for facilitating research work among teachers and staff.

IQAC also plans to organize a forum where the teachers are invited to share their research activities within the college after college hours. It plans to bring out a journal with the research papers presented here.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library has a separate reading room for its student readers. It also has a photocopier machine. Discussions are on for a speedy digitization

The Librarian is planning to organize book display in various subjects for the students to get acquainted with the new acquisitions and existing collections in the library.

6.3.6 Human Resource Management

Various actions towards Human Resource Management like Library automation, training for handling new software for the staff have been undertaken.

6.3.7 Faculty and Staff recruitment

No recruitment in 2012-13

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

At the end of the academic session, a meeting is convened by the Admission Sub-Committee regarding issues like the marks criterion for each department, availability of seats, reservation rules etc. Admission process is conducted as per the guidelines of the Higher Education Department and regulations of the affiliating university.

The notice for admission appears in Hindi, Bengali, English and Urdu local dailies. The application forms are submitted, scrutinized and merit list is prepared as per seat availability of seats and other regulations.

6.4 Welfare schemes for	Teaching	ESI
	Non teaching	Loan extended from PF funds in case of emergency need, Festival Advance
	Students	Students' Aid

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				Principal, HODs & IQAC
Administrative				Principal, Office & IQAC

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?

The college enjoys no such privilege.

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

The University allows the college to exercise its authority in areas like admission, Academic Calendar, arranging PG classes etc but does not encourage autonomy till the college has the required potential.

6.11 Activities and support from the Alumni Association

Alumni Association has been actively extending moral support to the present students. They have contributed towards awarding students and also helping financial aid to needy students. The gifts for Alumni meeting has been sponsored by members of the association.

6.12 Activities and support from the Parent – Teacher Association

Though there is no such formal body, the parents attend most of the meetings with teachers. The parents can also meet the Principal after fixing an appointment.

These meetings help in reworking the teaching-learning process and also help in understanding the various problems of the students coming from less-privileged backgrounds.

6.13 Development programmes for support staff

Technical upgradation of support staff is provided to improve their professional expertise.

They are covered under the Group Insurance Scheme.

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

1. Prohibition of smoking within college campus
2. Prohibition of plastic within college campus.
3. NSS takes special “Go Green” drives
4. The college has an Eco Club that has planted herbal and seasonal plants which beautify the campus and also provide medicinal support

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.

1. The college is committed to the cause of inclusiveness in higher education and abides by the rules of reservation of seats.
2. As a part of its commitment to female empowerment, the college has brought a large number of girl students were brought under the Kanyashree scheme of the Government of West Bengal.
3. The setting up of Eco club, forum for encouraging research activities, encouraging gender sensitization have contributed the overall improvement in the functioning of the college.

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

1. Examination system has changed from being a medium of evaluation to improvement as students have access to their answer scripts.
2. Admission system is inclusive and merit based.
3. Academic exercises for the betterment of students like extension lectures and students' seminars have been organized.
4. Co-curricular activities of students like departmental wall magazine, Eco-Club have made an impact
5. The students are gender sensitized through programmes, events and presence of female achievers as guests in college programmes

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

1. Celebrating Woman's Empowerment & Emancipation through Invitation of Female Achievers as Guests in various College Programs
2. Setting up Eco-Club for students

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

7.4 Contribution to environmental awareness / protection

- a) Awareness campaigns are done by NSS
- b) Plantation is done by NSS to observe important socially relevant events
- c) Banners, hoardings and posters are displayed to sensitize all.
- d) The Eco Club plants saplings chiefly of medicinal and herbal value and also conducts seminars to convey the need for greater environmental awareness

7.5 Whether environmental audit was conducted? Yes No

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

S- Enthusiastic and collective effort to accomplish target-oriented assignments

W – Classroom construction and staff recruitment

O – Motivated and resourceful staff strength

T – Long delay in solving the space problem

8. Plans of institution for next year

The institution wishes to

- a. expand activities regarding vocational training and gender sensitization for the female students,
- b. increase its space and acquire a building of its own
- c. open other departments
- d. build a hostel for girls
- e. modernize the library
- f. improve the academic standards
- g. build a canteen for the students
- h. open a NCC unit
- i. organize more vocational programmes

Name Dr. Nandini Bhattacharya

Name Dr. Satya Upadhyay

Nandini Bhattacharya

S. Upadhyay

Signature of the Coordinator**

Signature of the Chairperson, IQAC

**Prepared and uploaded by the current Co-ordinator

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
