

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)*

2013-2014

I. 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

collegcalcuttagirls@gmail.com

Contact Nos.

033-2265-3414

Name of the Head of the Institution:

Dr Raghunath
Datta

Tel. No. with STD Code:

033-2265-3414

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID *For ex. MHCOGN 18879*)

OR

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:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others Specify

1.11 Name of the Affiliating University for the Colleges

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-FIST	NA
UGC-Innovative PG programmes	AnyNA other	<i>Specify</i>	
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	9
2.10 No. of IQAC meetings held	2

2.11 No. of meetings with various stakeholders: No. Faculty 2

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

	International	National	State	Institutional	Level	
Total Nos.	<input type="text" value="Nil"/>	<input type="text" value="Nil"/>	<input type="text" value="Nil"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>

ii Themes

2.14 Significant Activities and contributions made by IQAC

1. IQAC takes a key role in preparation and implementation of the Academic Calendar in the College.
2. IQAC Coordinator conducts and oversees the formation of Student' Union which is an elected body of students.
3. The Coordinator of IQAC of the College organised a number of awareness programmes for the benefit of the students.
4. It has also kept abreast of the academic development of the institution by holding departmental meetings with the Principal in the Chair in which various academic issues of the different departments were discussed.
5. The IQAC makes sure that the TC meets regularly and brings the problems of the teachers before the Principal and the management.
6. IQAC is instrumental in implementing the Career Advancement Scheme of the teachers.
7. IQAC frames and puts forward the proposals and budgetary requirements for the infra-structural improvements of the College.
8. IQAC prepares the AQAR and uploads the same in College website. The Convenor of IQAC herself is the coordinator of the NAAC committee for 2nd cycle of accreditation.
9. IQAC arranges for responding to the All India Higher Education Survey.

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
<ol style="list-style-type: none"> 1. Preparing the Office for starting online admission. 2. Decision taken to make a new staffroom to accommodate all the teachers together. 3. Yearlong sensitization programmes against sexual harassment, women's health and well-being, women's entrepreneurship were taken up. 4. Increase of Faculty for different departments. 5. IQAC encouraged teachers to submit their career advancement forms as soon as possible. 6. Significant development of interdisciplinary activities. 	<ol style="list-style-type: none"> 1. Partial online admission started as directed by the university. 2. Plan to start renovation of the building discussed in the governing body. 3. A few programmes arranged 4. As per requirements of the departments guest lecturers appointed. 5. DrYasminAkhtar submitted her CAS on 24.12.2013 6. Workshops arranged between departments of English, History, Education, Political Sc. <p>Training workshop in Economics, Commerce and Mathematics.</p>

**Academic Calendar 2013-14 attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes No



Management

Syndicate

Any other body

Provide the details of the action taken

It was discussed in the Teachers' Council and the Governing Body that the College should prepare for NAAC in the coming year. The Coordinator also mentioned that the AQAR in the previous years could not be submitted and must be sent soon. An IQAC meeting was held on 20.08.2013 where it was decided that application for AQAR would be made. Once the AQAR was ready the President of the GB was informed and his permission obtained for uploading in College website.

Part – B

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	0	0	0	0
PG	0	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	1	0	0	1
Total	4	0	0	1
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 i Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

ii Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
On all aspects

Mode of feedback : Online Manual Co-operating schools for PEI

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

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

no

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

no

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	8	5	1 Principal	8(P TT)

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
0	10	0	NA	0	NA	0	NA	0	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

6

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	5	11
Presented papers	7	5	8
Resource Persons	1		2

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

1. Interdisciplinary training programmes were introduced in Commerce departments.
2. Computer and ICT training courses were conducted with particular focus on the Arts students.
3. Wall magazines published by Bengali and Urdu departments.
4. Project files were submitted Commerce, Economics, Education departments.
5. Publishing College Journal and wall magazine.

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

196

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

2

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

BOS 1

NIL

CD : 8

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

65%

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.	450	0	0.22%	9.77%	-	75.55%
B. Com.	165	0	1.22%	12.12%	-	79.39
B. Sc.	05	0	0	0	0	100%

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

1. Encouragement given to those teachers who introduce innovation in their teaching methods- project based teaching, use of the internet for additional material, providing reference material and books.

2. Extension lectures encouraged

3. Teachers encouraged to participate in seminars and workshops and present in international and national conferences. They are also encouraged to participate in course oriented workshops and discussions. IQAC regularly disseminated information regarding different seminars taking place in different parts of the city and country to the concerned departments.

4. Teachers are also encouraged to write for reputed journals

5. Students are encouraged to write in the College Magazine published annually on various subjects.

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	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	3
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	2
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	3	0	
Technical Staff	0	0	0	2

Criterion – III

3. Research, Consultancy and Extension

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

1. Teachers encouraged to write for the College Journal and encouraged to write for national and international journals
2. Encouraging holding of extension lectures and awareness programmes in college and also visiting other colleges to give lectures.
3. To interact with faculty of other colleges to know about the researches going on elsewhere.
4. IQAC encourages teachers to be associated in other subject based associations and attend Congresses so that they are aware of research in their subjects.
5. Recommends the subscription of Infilbnet by the College so that journals are made available.
6. Recommends that College Library subscribe to good academic Journals and requests teachers to give names of such journals.
7. Recommends that teachers stay beyond their class hours and discuss on research matters with their colleagues and also work on research papers.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1, 96, 000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	5	2
Non-Peer Review Journals	1	1	3
e-Journals		1	
Conference proceedings		2	

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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>other than compulsory by the University</i>	0	0	0	0
Any otherSpecify	2013-15	MA KA IAS	1, 96 ,0 00	1,20 ,000
Total	1	1	1, 96 ,0 00	1 , 2 0 , 0 0 0

3.7 No. of books published i With ISBN No.

3

Chapters in Edited Books

9

ii Without ISBN No.

00

3.8 No. of University Departments receiving funds from

UGC-SAP NA

CAS NA

DST-FIST NA

DPE NA

DBT Scheme/funds NA

3.9 For colleges

Autonomy NA

CPE NA

DBT Star Scheme NA

INSPIRE NA

CE NA

Any Other (specify Grant-in-Aid)

3.10 Revenue generated through consultancy

NA

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	7
Sponsoring agencies	0	0	0	0	college

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

4

3.13 No. of collaborations

International

National

1

Any other

NIL

N
I
L

3.14 No. of linkages created during this year : NIL

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	NA
	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
NIL						

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="X"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text" value="X"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text" value="1"/>

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

- Go Green Activity in the locality
- Orphanage visit with students.
- Educational visit to museums
- Education and sanitation drive in local slum

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	469.37		NA	469.37

	sq.m			sq.m
Class rooms	12			12
Laboratories	1	0		1
Seminar Halls	1	0		1
No. of important equipments purchased (1-0 lakh) during the current year.	11	01	UGC and College	12
Value of the equipment purchased during the year Rs. in Lakhs	30, 11709	0.12745	-do-	30,24,454
Others				

4.2 Computerization of administration and library

Computer room for students training.
Computer installed in the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6876	8,90,458	290	98, 000	7166	988458
Reference Books	4500	5,93,650	72	25, 000	4572	618650
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	18					
Others (specify						

4.4 Technology up gradation (overall

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	01	01	-	01	01	08	-
Added	01	-	-	-	-	-	-	-
Total	25	01	01	-	01	01	08	-

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

Training to students byPendya Computers

4.6 Amount spent on maintenance in lakhs :

i ICT	0.022, 128
ii Campus Infrastructure and facilities	0 .030, 687
iii Equipments	0.012, 745
iv Others	
Total :	0.065, 560

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC is instrumental in formulating and implementing policies on development and growth.
2. IQAC coordinates the activities of grievance redressal cell, cell against sexual harassment, career counselling cell, anti-ragging cell. It plans allocation of fund for all such schemes.
3. The IQAC coordinator is also the key person controlling Students' Union Election and activities. IQAC takes all initiative to involve the students ' body in ensuring percolation of all information and datelines regarding student support schemes such as scholarships, special funds, training activities and awareness programmes.

5.2 Efforts made by the institution for tracking the progression

The regular monitoring of curricular, co-curricular and extra-curricular activities by the IQAC.
The subcommittees in designated areas of involvement provide continuous information to the administration and IQAC alike.

5.3 (a Total Number of students

U G	PG	Ph. D.	Others
620	98		

b) No. of students outside the state

02

c No. of international students

X

Men Women

No	%
x	x

No	%
x	x

Last Year 2012-2013]This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
641	5	0	18	0	664	610	2	1	7	0	620

Demand ratio*: 2.7:1 Dropout: 4.46%

*#Applicant : #Seats Available

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

1. ~~Classes for UPSC organised for college students by Prof Ahmed in collaboration with Urdu Academy.~~
2. Students support provided by teachers for School Service Commission , TET and some other competitive examinations

No. of students beneficiaries

>50

5.5 No. of students qualified in these examinations

X

X

X

X

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others 9

5.6 Details of student counselling and career guidance

Following are the members of the Career Counselling Sub-Committee for the current year:

1. AmaleshPatra
2. Dr. Nayeem Ahmed
3. Dr. SarvaniDattaGooptu
4. SanchitaDatta
5. Dr. Nandini Bhattacharya
6. Prem Kumar Ghosh

07.09.13: UGC Career Oriented Programme on Adverstisement and Sales Promotion by Prof. AmalenduBhuinya, Dept. Of Commerce, Kalyani University

13.02.14: "Many Options for Future Careers" by Nandita Pal Chaudhuri, Member, Crafts Council, Kolkata

No. of students benefitted >100

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
X	x	x	8

5.8 Details of gender sensitization programmes

1. On 06.08.13 : " Jago: a short play on BetiBachao" –save the girl child
2. On 11.09.13 Self defenceprogramme – a workshop on women’s awareness
3. On 24.11.13" Nirbhaya: an awareness for violence against women"- a discussion by College students
4. 08.03.2014: Workshop on students writing on any woman icon they admire.

5.9 Students Activities

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

State/ University level National level International level

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 level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Not found suitable	x
Financial support from government	328	28, 68, 800/-
Financial support from other sources	x	x
Numberofstudentswhoreceived International/ National recognitions	x	x

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any redressed):

1. Problem regarding Review resolved by Dr Ahmed who contacted Secy UG council.
2. Economically weak students requested help for admission after due date. Dr Ahmed requested Secy UG council and facilitated it.
3. Problem arising out of a student's inability to communicate with the authorities which was resolved by Sm S Mukhopadhyay
4. Grievance regarding subject change resolved by Sm. S.Datta

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : To serve 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: a. Become interested in academic and cultural affairs
b gain self -confidence and vision to venture into avenues of self employment and entrepreneurship, c. Evolve as mature and responsible citizens

6.2 Does the Institution has a management Information System

The institution is determined to complete a comprehensive management Information System regarding the working of the institution is systematically maintained and made available to all stakeholders. At present all policy decisions and implementation are circulated among all levels of the staff and management

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 faculty as a member in the respective Board of Studies of the University. All the teachers regularly submit questions to the University Question bank for the university exams. All the teachers also correct exam scripts and scrutinise them.

6.3.2 Teaching and learning

Improvement of Library: The Library is working towards digitization. The catalogue has been digitized. Students can access their requirements from the Library Computer.

ICT skill development for students: Keeping in mind career options in future, students are entrusted with Computer training for students before and after classes.

Vocational training given to students: Training in different skills like fancy candle making, doll making, making cards and files, tailoring, embroidery and batik training and glass painting. Lectures were also given by entrepreneurs and women's NGOs and associations on professionalism and marketing.

6.3.3 Examination and Evaluation

1. The students are prepared for appearing for the 3 year Calcutta University examinations in the 1+1+1 system according to the syllabus provided by CU. Through regular classes the teachers in the different subjects complete the syllabus and provided extensive notes for these students who come from economically and socially backward classes and are unable to procure them themselves. The text and reference books are available in the College Library and the students can borrow 4 books at a time for a week. Regular tutorials and class tests are held to prepare the students.
2. Periodical Mid Term tests and Test examinations for sending up students for Final Exams are part of the curricula that is practiced in College in conformity with the requirements of the University.
3. Project work on environment for all students in the final year and projects for Economics, Commerce and Education as part of the University syllabus are guided and evaluated by the members of the faculty.

6.3.4 Research and Development

Research Committee, Calcutta Girls' College

- DrNandini Bhattacharya, Convenor, Dept of History
- DrNayeem Ahmed, Jt- Convenor, Dept of Urdu
- Suparna Bhattacharya, Department of English
- ChandranathSaha, Department of Political Science

The Research Committee is in charge of reviewing the Research Project Proposals prepared by the College Faculty members for submission to funding bodies. The Boards functions include

- Percolation of information on projects, awards, timelines etc
- Research proposals are screened and forwarded by the Committees and finally by the Principal
- Centrally maintained stock purchased from researched grants.
- Accession of books bought with research grant
- Forwarding periodical reports, Utilization cert. to the Principal for final submission

6.3.5 Library ICT and physical infrastructure / instrumentation

Advisory Committee for Library:

1. SmtSaswati Bhattacharya, Librarian Convener
2. SmtSuprithaMukhopadhyay, Department of Bengali
3. SmtSuparna Bhattacharya, Department of English
4. Dr YasminAkhtar, Department of Urdu,
5. Sri ChandranathSaha, Department of Political Science

- To formulate policies and principles by which the library is administered
- To advise the authorities on implementation of policies for improvement and expansion
- To review the progress of library and its services
- To monitor facilities and order in Reading Room

ICT:The institution plans to augment the existing facilities with

- Upgrade to complete digitization of the Library
- To provide instant information to the readers regarding the status of the book required.
- To tie up with university and other institutional inventories.
- To procure advanced high-speed broadband connections.
- Resource sharing with international universities.
- To develop Virtual classrooms.

Physical Infrastructure:

For maintenance and upkeep of the infrastructure, facilities and equipment following timeline is followed:

6.3.6 Human Resource Management

- December preceding Year: Proposals are sought from the Head of the Departments.
- March: IQAC and Purchase Committee approves the proposals
- April: Advertisements are published asking tenders in leading newspapers
- Post Grant: Allocation of Funds to the departments

There is no specific HR department in the college. However optimum and efficient deployment of human resource. Faculty is an integral and staff part recruitment of any management initiative.

- The Permanent Part time teachers are actively involved in the running of the College and participate in all the activities of the College. The Guest Lecturers not only take classes but also undertake other duties like checking answer scripts..

For governance following strategy is followed:

- Four members of the faculty are elected by the TC to be the Teacher Members in Governing Body.
- Two members of the non-teaching staff is elected to the Governing Body.
- The General Secretary of the Students' Union is a member of the Governing Body.
- The Teachers' Council nominates its members to different sub-committees that look after almost every aspect of management.
- The IQAC has nominated representatives of the Teachers' Council to look after planning and implementation of vision and mission of the college.

6.3.7 Faculty and Staff recruitment

Recruitment is by West Bengal College Service Commission of the full time Permanent staff. The permanent part timers were recruited by the college and then approved by the government. Guest Lecturers are appointed by the College and paid by the College on class basis from the college fund.

6.3.8 Industry Interaction / Collaboration

Association with the Bengal National chamber of Commerce for organisation of training and awareness programmes for students within the College and at BNCCI

6.3.9 Admission of Students

Admission Procedure:

- The Admission Convenor holds a meeting with the committee members which comprises of all the teachers to discuss the important dates regarding Admission which will be uploaded on the website.
- The Admission announcement is published in the leading Bengali, Urdu and English newspapers
- College announces its admission on college website www.calcuttagirlscollege.com. Application forms submitted online
- Merit published in college and also on college website by Skill Hut under Ashutosh Roy to handle the logistics of the admission process. However, the office has been equipped to handle admission process online with physical back-up preserved for all cases of admission.
- Admission data is maintained and Student ID card with roil number is given to every student.
- Selected candidates take admission in college and submit fees at Indian Bank, Dharamtala Branch. Students are also given College Prospectus on submission of fees.
- Second list published when seats are not exhausted in different subjects from fresh application.
- Physical examination of all credentials, documents in support of caste, financial status of the family, eligibility for reservation are undertaken to avoid room for error.
- Admission is based only on merit.
- Entire process of admission is conducted by an Admission Sub-Committee

6.4 Welfare schemes for

Teaching	Study Leave, Orientation and Ref Courses, FIP, MRP, Maternity leave
Non teaching	Duty leave for training,
Students	Students Health St ip e Home, Students Aid Fund , Otherds n

6.5 Total corpus fund generated

NA

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		University		Principal with Departmental heads
Administrative		DPI, WB		Principal with Office and IQAC

6.8 Does the University/ Autonomous College declare 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 NA

6.11 Activities and support from the Alumni Association

- Helping needy students by arranging Examination fees.
- Inspiring students to develop skills in English, the main medium of expression by providing story books and teaching aids.
- Helping them to develop gender awareness as part of academic as well as co-curricular activities.

Alumni Association

President : Principal ex- officio

Vice President :Rumana Ali

General Secretary :TahuraNawab

Joint Secretary: MrsMehriyaMurshid Al Qadri

Treasurer: Gulshan Khan

Members: MinhajMoin DrZarinaZareen

Jaya Mishra ZAheraParveen

ShabanaEjaz NishaJasmin

SarikaChowdhury FarhaZeba

FarhaQamruddin SairaBano

Programme held on 14.01.2014: Extension Lecture on Maulana Azad: Contribution in the field of Education

Speakers:

1.Dr. Imam Azam, Regional Director, Maulana Azad National University, Kolkata

2. DrDabir Ahmed, Head, Department of Urdu, Maulana Azad College, Kolkata

6.Attended12Activitiesby50andstudentssupportasfromwelltheas Parentteachers–TeacherofthecollegeAssociation.

6.12Activities and support from the Parent – Teacher Association

There is as yet no formal Parent- Teacher association. However Departments hold Parent Teacher meetings at least twice a year in every department. Parents/guardians are regularly apprised of a students' progress, regularity, competence, leadership qualities and general behaviour with fellow students and teachers. Inputs from parents are taken into consideration for the benefit of the students.

6.13 Development programmes for support staff

All Support Staff can access Computer facility. All are covered by Group Insurance Scheme. There is a scheme for compensatory appointment of family if there is a death in harness.

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

Despite a huge dearth of space attempt is being made to put green plants around the College and make the campus a "no plastic" zone.

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 maintaining its commitment to the cause of inclusiveness in higher education by strictly following the reservation of seats for SC/ST/OBC.
2. A large number of girl students were brought under the Kanyashree scheme of the Government of West Bengal.
3. Introduction of special coaching and tutorials for weaker students to augment the curriculum requirements.
5. The admission process was made partially online with the fee collection in bank.
6. The College Journal with quality articles from different fields was deeply appreciated and it was proposed that an issn number would be applied for it.
7. More portals were made available to the students for networking.
8. Students and teachers actively organized a number of awareness programmes based on gender equality and Visak guidelines .
10. Greater number of students were encouraged to write for the College Magazine and contribute in English, Bengali, Hindi and Urdu in the Wall Magazine.

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

1. The college is aiming at increasing number of seats to the extent of about 10% to accommodate students belonging to the minority community. The admission process was aimed at increasing the inclusiveness and the college was largely successful in carrying this out in practice.
2. A new staffroom constructed to accommodate all the teachers in one space and provide for improved infrastructural facility for increased work load.
3. The college is determined to inculcate its culture of value based education in a secular and unbiased environment. The college arranged workshops, talk shows , drama events to encourage empowerment and equality.
4. Computer skill development programmes for minority Girl students generated huge response we were happy to continue this programme as a certificate course without charging any fees whatsoever.
5. There was remarkable improvement in interdepartmental activities and yearlong programmes were undertaken in this regard
6. To increase awareness of students on important issues events and campaigns were organised at College level throughout the year.

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

- Special counselling for unsuccessful students and encouraging them to try more through sitting for mock tests after class hours and during their study leave.
- Inspiring students to develop skills in English, the main medium of expression by providing story books and teaching aids.
- Helping them to develop gender awareness as part of academic as well as co-curricular activities.
- Cosmopolitan environment of the College is naturally conducive for developing better understanding and acculturation for students of each community. The College facilitates the scope of greater understanding and exchanges between and amongst the students from diverse ethno-cultural roots having different languages and religions.

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

7.4 Contribution to environmental awareness / protection

All students are encouraged to take responsibility to bring green potted plants for the area outside the college building. Maintenance of Hygiene and cleanliness is stressed on and on a competitive level students are encouraged to strive to make the college campus a 'no plastic' area.



7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT ANALYSIS:

STRENGTHS:

1. Harmonious relationship among students and teachers and being trusted by all sections of the society as one of the major institutions of higher learning while providing a safe and comfortable sanctuary for girl students
2. Aiming at inclusion of socially and economically deprived class of students and extending several beneficial support schemes for all of them.
3. There are very few institutions in this part of the country where social sciences, Commerce and 4 different modern languages are taught. The diversity allows us to cater to the needs of a large variety of stakeholders.
4. Emphasis on an all- round development for the girl students through not only academic learning but through extra- curricular and awareness growth.
5. Encouragement to the students through counselling by teachers to participate in inter College activities and focus on developing skills for seeking employment after graduation.

WEAKNESS:

1. A relatively high drop-out ratio.
2. Shortage of space is the major hindrance in growth of the college.
3. A large number of vacancies among in administrative and support positions.
4. Lack of skill in English which is required medium of writing in the university examinations since the students come mainly from Urdu or Hindi medium of instruction.
5. There is no space for sporting activities and the College has to hire a field for the Annual Sports.

OPPORTUNITIES:

1. Several departments , specially Urdu, Commerce and English, which consistently gets good results can upgrade to Post Graduation.
2. Institution of a school of modern and oriental languages is possible with little more inputs.
3. A Girls' Hostel can accommodate a large number of girl students who come from districts and other states.
4. A second campus might be opened with land from the government.

THREATS:

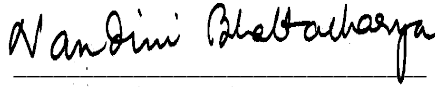
1. Students, succumbing to family pressure and leaving studies midway.
2. The limitation in infrastructure will slowly increase aversion among new generation to get admitted in this very unattractive
3. Opening up of PG courses without proper infrastructural facility and manpower would adversely affect both UG and PG students.

8.Plans of institution for next year

Plans of institution for next year

1. To get the college accredited by NAAC.
2. To build a third floor and increase the number of classes.
3. To arrange for land and funds to build a hostel for girls.
3. To arrange a training programme for the administrative staff.
4. To request the newly constructed GB to take more active steps to remove the blocks to the development of College infrastructure.
5. To increase number of seats in the subjects where there is great demand like English and Commerce.
6. To be among the most highly rated colleges for women and welcome students from all communities and economic strata.
7. To broaden the base of students receiving assistance to support their academics.
8. To manage the admission and students' affair in more efficient manner through a more updated modern dedicated software and to make the process of admission fully online.
9. To extend CAS benefits as early as possible for the teachers.
10. To upgrade at least one department to the PG level.

Name Dr. Nandini Bhattacharya



Signature of the Coordinator**, IQAC

**Prepared and uploaded by the current coordinator

Name Dr. Satya Upadhyay



Signature of the Chairperson, IQAC

Annexure I

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 Commi

Annexure I

Academic Calendar

1st July, 2013 Mon)	College Reopens
10 th July, 2013 (Wed)	RathaJatra
8-10 Aug, 2013 (Thurs-Fri-Sat	Id-ul-Fitr
15 th Aug, 2013 Thurs)	Independence Day
16 th Aug, 2013 Fri	College Foundation Day
28 th Aug, 2013 Wed)	Janmashtami
17 th Sept, 2013 (Tues)	Biswakarma Puja
2 nd Oct, 2013 (Wed)	Gandhi Birthday
4 th Oct, 2013 (Fri	Mahalaya
9 th Oct, 2013 (Wed) – 5 th Nov, 2013 (Tue	Puja Holiday
16 th Oct, 2013 (Wed)	Id-Ud-Zoha
18 th Oct, 2013 (Fri	Laxmi Puja
2 nd Nov, 2013 Sat – 3 rd Nov, 2013 (Sun)	Kali Puja
9 TH Nov, 2013 Onwards	Mid-Term Examination 1 st Year
11 th Nov, 2013 (Mon)	Jagadhatri Puja
14 th Nov, 2013 (Thus)	Muharram
17 th Nov, 2013 (Sun)	Gurunanak's Birthday
24 th Dec, 2013 (Tue – 1 st Jan, 2014 (Wed)	Winter Recess

06 th Jan, 2014 Onwards	Test Examination of 3 rd Year
13 th Jan, 2014 Mon)	Id MilasumNabi
23 rd Jan, 2014 (Thurs)	Netaji's Birthday
24 th Jan, 2014 Fri	Univ. Foundation day
25 th Jan, 2014 Sat	Maghotsav
26 th Jan, 2014 Sun)	Republic Day
4 th Feb, 2014 (Tues) – 5 th Feb, 2014 (Wed)	Saraswati Puja
11 th Feb, 2014 Onwards	Test Examination 2 nd Year
27 th Feb, 2014 (Thurs)	Shibratri
4 th March, 2014 Onwards	Test Examination 1 st Year
16 th March, 2014 (Sun) – 17 th March, 2014 (Mon)	Doljatra ,Ambedkar's Birthday
14 th Apr, 2014 (Mon) – 15 th Apr, 2014 (Tues	Bengali New Years Day

Annexure II

A sample of the feedback forms are provided below.

Aumni Feedback Form

Name

Year of Passing

Subject Hons/Gen

Present occupation

Address and Contact number

Write about your experience of the time you spent in College:

What is your opinion about further development of the College?

What guidance will you give to the present students about life and career?

Parents Feedback Form

Name of Father

Mother

Parents of :

Class, Year and Roll no

Address and contact no:

Why did you admit your daughter to this college?

Are you satisfied with the educational and cultural environment of the College?

Is your daughter facing any problems in the College?

Would you recommend the College to your relatives and friends for admission of their daughters?

Any suggestions or remarks for the development of the College

Students Feedback Form

Name:

Class :

Subject: Hons /Gen

Roll No:

Do you face any problem regarding regularity of classes?

If yes please give details and suggest changes

Do you have any problem regarding college infrastructure? Is

yes please give details and suggest changes

Do you have any other complaints about your college

experience? If yes, please give details and suggest changes

Do you sit for all tests and college exams?

If no give reason

If yes suggest any changes you feel may benefit students

Do you attend extra –curricular activities of the College?

If no give reason

If yes give further suggestions

Do you attend awareness programmes in College?

If no, give reason

If yes, give further suggestions

Give suggestions regarding further development of your college

Analysis of the Feedback forms 2013-14

From the **studentsfeedback** we come to know that students are aggrieved that no canteen has been set up for the students within the campus despite promises made last year. They have also pointed out that they have no place to sit between classes or when they have free periods. So they requested the Principal that a common room be constructed.

They have also complained that there should be excursions organised by the college and that travelling outside Kolkata with their friends and teachers would be very exciting.

Some students have complained that they do not get patient behaviour in the College office and have asked the principal to find a solution to the problem.

The requests of the students have been forwarded to the Principal.

From the feedback form some idea may be made as to why some students are not appearing for the exams despite the strict notices that are being circulated.

From the **Alumni Feedback** we come to know that they want to form a whataspp or a facebook group so that they can find through the social media their alma mater scattered all over the continents. The principal agreed with them. They also want more frequent meetings so that they are able to stay in touch with each other and also with the College.

From the **Parents Feedback** we come to know that the parents are as worried as the teachers about the students performances as well as the prolonged absence of teachers from the classes. Some parents have requested the teachers to take a more personalised connection with the students.