

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)*

2014-2015

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

collegecalcuttagirls@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:

+919230671702

Name of the IQAC Co-ordinator:

Dr. Sarvani Datta Gooptu

Mobile:

+919831185385

IQAC e-mail address:

lqac.cgc@gmail.com

1.3 NAAC Track ID

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

233 dated 31st March 2007

1.5 Website address:

www.calcuttagirlscollege.org

Web-link of the AQAR: nloads/revise AQAR_1.doc

http://calcuttagirlscollege.org/dow

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

2008

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 _____ _____ 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

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 (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others Specify

DD
. E

1.11 Name of the Affiliating University

Calcutta University

1.12 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 *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 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

Total Nos. International National State Institution Level

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 improve infra- structure of the College, increase classrooms and start canteen for students. 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. <p>Significant development of interdisciplinary activities.</p>	<ol style="list-style-type: none"> 1. 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. Suparna Bhattacharya, Dept of English submitted her CAS on 12.01.15 Juthika Panday, Dept of Bengali submitted her CAS on 24.06.15 6. Workshops arranged between departments of English, History, Education, Political Sc. <p>Training workshop in Economics, Commerce and Mathematics.</p>

*Academic Calendar 2014-15 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 IQAC prepared the next two AQARs after submitting the 13-14. She informed the TC that though she submitted 2013-14 on 30.12 15 there was no acknowledgement from NAAC. The Coordinator also informed the President of the College Governing Body who gave the permission to send the next AQAR to the NAAC authorities.

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

1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	8	5	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				Others		Total	
R	V	R	V	R	V	R	V	R	V
2	8	0	NA	0	NA	0	-	2	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

8

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	10	11
Presented papers	7	7	8
Resource Persons	1	2	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. Wall charts were prepared by the History Department
5. Project files were submitted Commerce, Economics, Education and History departments.
6. Publishing College Journal , College Magazine 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

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.	397	0	%	7.3%	-	65.7%
B. Com.	133	0	4.76%	12.7%	-	60.9%
B. Sc.	05	0	0	0	0	40%

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. Students asked to evaluate their class experience in writing and put in their recommendations.

3. Extension lectures encouraged

4. Teachers encouraged participating in seminars and workshops and presenting 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.

5. Teachers are also encouraged to write for reputed journals

6. 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	2	2	2
Non-Peer Review Journals	1	1	3
e-Journals	1		
Conference proceedings	2	1	1

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 organizations

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	MAKAIAS	1,96,000.00	1,20,000/-
Total	1	1	1,96,000	1,20,000/-

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 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					college

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year: 4 Victorial Memorial, Muslim Institute, Urdu

Academy, Indian Association of Asian and Pacific studies, Lodha Skill Academy)

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	
Commercialized	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 level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	International level	<input type="text" value="X"/>		<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
- Educational visit to museums
- Education and sanitation drive in local slum
- Active work of cine club, handicraft club and literary club

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 sq.m		NA	469.37 sq.m
Class rooms	12	0		12
Laboratories	0	0		0
Seminar Halls	1	0	College Fund	1
No. of important equipments purchased (1-0 lakh) during the current year.	12	02	UGC and College	14
Value of the equipment purchased during the year Rs. in Lakhs	30, 24454	0.15230	-do-	30,39684
Others				

4.2 Computerization of administration and library

<p>Computer room for students' training.</p> <p>Computer installed in the library</p> <p>Laptops given to all departments – 8 Laptops</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7334	1023555	45	26, 900	7379	1050455
Reference Books	4644	632650	22	11,538	4666	644188
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	18		x			
Others (specify						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	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 Up gradation (Networking, E-Governance etc.

Training of Staff and Teachers by Projukti
--

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 counseling 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

1. Feedback from students
2. Regular interface between teachers, staff and students through formal and informal meetings
3. The subcommittees in designated areas of involvement provide continuous information to the administration

5.3 a Total Number of students

UG	PG	Ph. D.	Others
535	85		

b) No. of students outside the state

02

c No. of international students

X

Men Women

No	%
x	x

No	%
-	100

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
610	02	1	7	0	620	514	06	0	15	0	535

Demand ratio*: 1.7:1 Dropout: 4.46%

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

1. Classes for UPSC organized for college students by Prof Ahmed in collaboration with Urdu Academy.
2. Planning for coaching for SSC and other competitive examinations are on its way- soon to be implemented

No. of students beneficiaries

>50

5.5 No. of students qualified in these examinations

NET	<input type="checkbox"/>	SET/SLET	<input type="checkbox"/>	GATE	<input type="checkbox"/>	CAT	<input type="checkbox"/>
IAS/IPS etc	<input type="checkbox"/>	State PSC	<input type="checkbox"/>	UPSC	<input type="checkbox"/>	Others	<input type="checkbox"/>

5.6 Details of student counseling and career guidance

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

1. Prem Kumar Ghosh
2. Dr. Nayeem Ahmed
3. Dr. Sarvani Datta Gooptu
4. Sanchita Datta
5. Dr. Nandini Bhattacharya
6. Amalesh Patra

08.9.14: Academic Career options by Dr. Sipra Mukherjee, West Bengal State University

13.02.15 : 'Career options for the new generation' Nandita Pal Chaudhuri, Member, Crafts Council, Kolkata

07.04.15: Career counseling question answer session by College teachers

No. of students benefitted

>400

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	12

5.8 Details of gender sensitization programmes

1. On 05.08.14 : Important laws for women : discussion by Dr Nandini Bhattacharyya
2. On 11.09.14 Self defence programme – a workshop on women’s awareness
3. On 24.11.14 “How safe is the world for women today ?”- a discussion by College students
4. 8.03.2015: Observation of International Women’s Day
5. 10.03.2015: Quiz on Malala Yusufjai and her Achievements and Contributions

5.9 Students Activities

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

State/ University level

x

National level

x

International level

x

No. of students participated in cultural events

State/ University level

5

National level

x

International level

x

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	25	9, 870/-
Financial support from government	158	13, 08, 000/-
Financial support from other sources	x	x
Number of students who received International/ National recognitions	x	x

5.11 Student organized / 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 scrutinize 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 Pendya Computers 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, makings 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

- Dr Nandini Bhattacharya, Convenor, Dept of History
- Dr Nayeem Ahmed, Jt- Convenor, Dept of Urdu
- Suparna Bhattacharya, Department of English
- Chandranath Saha, 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. Smt Saswati Bhattacharya, Librarian Convener
2. Smt Supritha Mukhopadhyay, Department of Bengali
3. Smt Suparna Bhattacharya, Department of English
4. Dr Yasmin Akhtar, Department of Urdu,
5. Sri Chandranath Saha, 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

6.3.6 Human Resource Management

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 organization of training and awareness programmes for students within the College and at BNCCI, Lodha Group of Advertising Agency etc.

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 roll number is given to every student.
- Selected candidates take admission in college and submit fees at Indian Bank, Dharmatolla 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 nominated by the Teachers' Council the members of which work under the guidance of the Principal. The Committee is formed a new every year and all the teachers are entrusted with duties every year.

6.4 Welfare schemes for

Teaching	Study Leave, Orientation and Ref Courses, FIP, MRP, Maternity leave, quarantine leave
Non teaching	Duty leave for training, Maternity leave, quarantine leave
Students	Students Health Home Student's Aid Fund

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

- Special counseling for the students for different scope and prospects in various career options encouraging them to try out diverse avenues for career after graduation
- 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: Mrs Mehriya Murshid Al Qadri

Treasurer: Gulshan Khan

Members: MinhajMoin

DrZarina Zareen

Jaya Mishra

ZAheraParveen

ShabanaEjaz

NishaJasmin

SarikaChowdhury

FarhaZeba

FarhaQamruddin

SairaBano

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

6.13Development programmes for support staff

behavior with fellow students and teachers. Inputs from parents are taken into consideration for the benefit of the students.

All SupportStaff 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 Visakaguidelines .
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 counseling 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, ii,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. Harmonies 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 counseling 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, particularly girls, succumbing to family pressure and leaving studies midway.
2. Opening up of PG courses without proper infrastructural facility and manpower would adversely affect both UG and PG students.

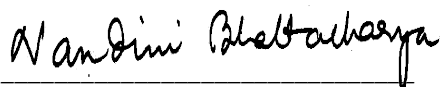
8.

Plans of institution for next year

8. 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 computer 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

Academic Calendar

1. 1st July, 2014 (Tuesday) Academic New Year Begins
2. 3rd Week of July 2014 (Wed) orientation for 1st year
3. 28th -30th July , 2014 *Monday , Tuesday ,Wednesday* Id -ul-Fitr
4. 15th Aug, 2014 Friday Independence Day
5. 16th Aug, 2014 Saturday College Foundation Day
6. 18th Aug, 2014 (Mon) Janmashtami
7. 29th Aug, 2014 Friday Ganesh Puja
8. 5th Sept, 2014 (Tues) Teachers' Day
9. 17th September ,2014 Biswakarma Puja
10. 23rd September ,2014(wed) Mahalaya
11. 24th September ,2014(Wed) NSS Day
12. 29th September ,2014 to 27th October Puja Holiday
13. 6th -8th October , 2014(Mon , Tues ,Wed) Id-Ul-Zoha
14. 2nd Oct, 2013 (Wed) Gandhi Birthday
15. 7th October ,2014(Tuesday) Laxmi Puja
16. 23rd October ,2014(Thursday) kali puja
17. 25th October,2014 (sat) Bhatrideuitiya
18. 29th October ,2014(wed) chatt puja
19. 1st November ,2014 Saturday) Jagadhatri Puja
20. 4th November ,2014(Tuesday) maharam
21. 6th November ,2014(Thursday) Guru Nanak's Birthday
22. Mid-November ,2014 Midterm Examination 1st Year

23. 2 nd -3 rd week of December ,2014	sports
24. 17 th December ,2014 (wed)	Aahri Chaarshamba
25. 24 th December,2014-1 st Jan,2015	Winter Recess
26. 2 nd January ,2015(Friday)	2 nd college re opens after winter recess
27. 3 rd January ,2015 (Saturday	Eid –Milad-Un-nabi
28. 1 st week of January ,2015	3 rd year selection examination
29. 12 th January ,2015(Monday	Vivekananda ‘s birthday
30. 23 rd January ,2015 (Friday	Netaji’s Birthday
31. 24 th January ,2015(Saturday	University Foundation Day
32. 25 th January ,2015(Sunday	Saraswati Puja + Mahostav
33. 26 th January ,2015(Monday	Saraswati Puja + Republic Day
34. 10 th February , 2015	Second Year Selection Exam
35. 17 th February ,2015 (Tuesday	Sivaratri
36. 21 st February ,2015 Saturday)	International Language Day
37. 5 th -6 th march ,2015 Thursday ,Friday)	Doljatra
38. 8 th march,2015 (Sunday	International Women’s Day
39. 9 th March, 2015 (Monday	1 st Year Selection Exam
40. 3 rd -4 th April,2015 (Friday & Saturday	Good Friday & Easter Saturday
41. 14 th April ,2015 (Tuesday	Ambedkar’s Birthday
42. 15 th April,2015 (Wednesday	Poila Baisakh
43. 1 st May ,2015 (Friday)	May Day
44. 9 th May , 2015 Saturday)	Rabindra Jayanti
45. 16 th May ,2015	Classes Suspended

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 2014-15

From the **students feedback** we come to know

1. The 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.
2. They have also complained that there should be excursions organized by the college and that travelling outside Kolkata with their friends and teachers would be very exciting.
3. Some students have complained that they do not get patient hearing and friendly behavior 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

1. They want to form a whatsapp 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.
2. 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

1. 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 personalized connection with the students.
2. More and more parents are happy with the counseling that the students are receiving from the teachers which also involve the parents.
3. It was decided that Parent teacher meetings will be held more regularly for the students who are weak in studies or who the teachers feel need more attention at home.