

# **Submission of Annual Quality Assurance Report AQAR**



**Assessment Year: 2015-16**

**By**

**Calcutta Girls' College**

**3 Goaltuli Lane, Kolkata – 700 013  
West Bengal**

## 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)

2015-2016

#### 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:

+91-9230671702

Name of the IQAC Co-ordinator:

Dr. Sarvani Gooptu

Mobile:

+91-9831185385

IQAC e-mail address:

iqac.cgc@gmail.com

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*

March, 31, 2007/233

1.5 Website address:

www.calcuttagirlscollege.org

Web-link of the AQAR:

www.calcuttagirlscollege.org

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 <sup>st</sup> Cycle	C++	68.9%	2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

03.05.2008

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 2012-2013 21/02/2017  
 ii. AQAR 2013-2014 21/02/2017  
 iii. AQAR 2014-2015 21/02/2017  
 iv. AQAR 2015-2016 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 Phys Edu

TEI Edu  Engineering  Health Science  Management

Others Specify

NA

### 1.11 Name of the Affiliating University for the Colleges

Calcutta University

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other Specify

DDEVU

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

6

2.3 No. of students

1
---

2.4 No. of Management representatives

1
---

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

1
---

2.9 Total No. of members

12
----

2.10 No. of IQAC meetings held

4
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2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

ii Themes

2.14 Significant Activities and contributions made by IQAC

ICAC coordinator organized a number of awareness programme .  
 Renovation of the seminar room.  
 Approval of promotion proposal of teachers under career advancement scheme CAS.  
 Recommended to purchase some new software for the library.  
 Recommend to establish Cine Club .

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
<p>Recommend to purchase some new software for the library.</p> <p>To re-construct NAAC steering committee and new NAAC coordinator for preparation of SSR.</p> <p>IQAC encouraged teachers to submit their career advancement forms as soon as possible.</p>	<p>A process is on-going for installation of LAN and new software in the library to automate the library related activities.</p> <p>The committee has been constituted with new NAAC coordinator.</p> <p>Two teachers submitted their CAS applications.</p>

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

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body       Governing body of the college

Provide the details of the action taken

The Governing body (GB) of the college approved the AQAR 2015 -16 and recommended the same for sending in the 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	2	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	2	0	0	0
Others	0	0	0	0
<b>Total</b>	7	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

a) CBCS: NA

b) Core: The college has core options at the UG level in **English** and **Environmental Studies**.

c) Elective Options:

d) Open Options:

**A. HONOURS LEVEL:** i English ii Bengali iii Hindi iv Urdu v History vi Education vii Political Science viii Accountancy & Finance ix Economics

**B. GENERAL LEVEL:** i English ii Bengali iii Hindi iv Urdu v History vi Education vii Political Science viii Economics ix Mathematics

ii Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	0

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.

The syllabus is prepared and revised by the University of Calcutta from time to time.

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
14	8	5	0	0

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	6	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	1	6	0
Resource Persons	0	1	0

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

1. Wall magazines published by different departments.
2. Continuation of interdisciplinary lectures has been maintained.

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

220
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2.8 Examination/ Evaluation Reforms initiated by the Institution for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions

The college has the authority to introduce reforms only internal Examinations and Evaluation system. In this regard, college has introduced open book test, subject quiz, students' seminar etc. to enhance the quality of learning.

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

NIL	NIL	CD:2
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2.10 Average percentage of attendance of students 

75%
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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.	374					
B.Com	129					
B.Sc.	04					

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

1. Extension lectures encouraged
2. Students are encouraged to write in the college magazine published annually on various subjects.
3. Teachers are also encouraged to write for reputed journals.
4. IQAC has regularly monitored the attendance status of the students in the class room; it has supervised the preparation of academic calendars, time table and publication of the result of internal examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	1
Others	1 (Short Term Course

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	2	NIL	1
Technical Staff	NIL	NIL	NIL	1

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ❖ IQAC has continuously encouraging the faculty members to pursue with research works,
- ❖ IQAC has facilitated Dr. Pinki Isha for getting her Ph.D. award.
- ❖ IQAC not only motivates the faculty members for pursuing research works, but it believes that research oriented outlook should be generated among the students also. Keeping this in mind, the institution has introduced short duration project works on some relevant physical and social issues.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
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	0	0	0	0
Total	0	0	0	0

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					4 Seminar
Sponsoring agencies					

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

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	N.A.
	Granted	N.A.
Commercialised	Applied	N.A.
	Granted	N.A.

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

Total	International	National	State	University	Dist	College
3		1	2			

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  State level   
 National level  International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="04"/>	Any other	<input type="text"/>

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 museum
- 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 sq. m	–	OWN	469.37 sq. m
Class rooms	12	–		–
Laboratories	–	–		–
Seminar Halls	01	–		–



No. of important equipments purchased 1-0 lakh) during the current year.	14	02	UGC AND COLLEGE	16
Value of the equipment purchased during the year Rs. in Lakhs	3039684/-	476823/-	DO	3516507/-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

02 computer for office /staff use
Computer room for students training –
Computer installed in the library - 02

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7146	9,88,458/ -	45	24,966/-	7211	10,134,24/ -
Reference Books	4573	6,18,650/	22	6,200/	4595	6,24,850/
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others specify						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	01		01	01	08	
Added	01							
Total	26	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.)

The extension plan for up gradation has been approved by the G.B. The extension work is already in progress.

4.6 Amount spent on maintenance in lakhs :

i ICT	3,29,663/
ii Campus Infrastructure and facilities	2,03,106/
iii Equipments	2,76,555/
iv Others	
<b>Total :</b>	<b>8,09,324/</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

In enhancing awareness about Students Support Services, the IQAC has contributed in the following ways:

1. It has maintained the procedures adopted in the previous years.
2. It has introduced an **“Tutorial Classes and Open Book Examination”** at the beginning of the academic session to upgrade their level of knowledge in respective disciplines.

5.2 Efforts made by the institution for tracking the progression

For tracking the progression of the student IQAC and the coordinators of the relevant subcommittees have organized regular meeting and have taken necessary actions. Apart from these class tests, students Seminar, Open Book Test etc. have been organized by the respective departments on regular basis. Tutorial classes have been arranged to makeup the short coming of the students.

5.3 (a Total Number of students

UG	PG	Ph. D.	Others
507	111	-	-

b) No. of students outside the state

NIL

c No. of international students

NIL

Men	No	%	Women	No	%
					100

Last Year 2014 -15						This Year 2015 -16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
514	06	00	15	00	535	503	1	0	3	0	507

Demand ratio\*: 2.2:1

Dropout : 35%

\*Applicants : Number of Seats

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

It is to be mentioned in this connection that as of today, the institution has adopted no scheme to provide support and guidance to the students preparing for competitive examinations such as NET, SLET etc. However, institute felt the need of it and started planning over it for early implementation of the same.

No. of students beneficiaries

&lt; 50

## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="NIL"/>	SET/SLET	<input type="text" value="NIL"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NIL"/>
IAS/IPS etc	<input type="text" value="NIL"/>	State PSC	<input type="text" value="NIL"/>	UPSC	<input type="text" value="NIL"/>	Others	<input type="text" value="8"/>

5.6 The career counseling cell of the college has arranged two Seminars for out going and pass out 3<sup>rd</sup> year students for job training and placement purposes.

No. of students benefitted

## 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
			12

## 5.8 Details of gender sensitization programmes

Each department arranged regular counselling for the under privileged students.

## 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	13	₹ 9345
Financial support from government	42	₹ 689400
Financial support from other sources	N.A.	N.A.
Number of students who received International/ National recognitions	N.A.	N.A.

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:

Grievance	Redressed
• Demand for common room and canteen	The proposal has been submitted in GB and this is under process.
• Demand for Bengali version question	Resolved
• Demand for Bengali books	The proposal has been sanctioned by the Librarian.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

- To be an Institute of better academics success and repute, committed to all round development of the students irrespective of their social, economic and gender related status.

**Mission:**

- To upgrade the infrastructural and technological facilities of the library for enhancing the quality of both teaching and learning.
- To setup departmental libraries in every department.
- To introduce some environment friendly practices like pot planting zeal among the students.

#### 6.2 Does the Institution has a management Information System

The institution is trying to setup computerized management system to make the data more efficient and easily accessible. The institution has made provision in the budget for the same.

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

##### 6.3.1 Curriculum Development

The institution enjoys no power to directly modify the curriculum. However, it encourages all those activities which are related to curriculum development in way or other like attending syllabus related workshop, preparing question banks etc.

### 6.3.2 Teaching and Learning

The institution has adopted a policy to move towards modern teaching techniques. As a part of this venture, tutorial classes for academically backward students, seminar method for advanced group have been organized from time to time.

### 6.3.3 Examination and Evaluation

6.3.4 This year has adopted some new and innovative strategies in the field of examination and evaluation. The institution has introduced open book examination system in some selected subjects on experimental basis to enhance the critical thinking power and analytical ability of the students.

The institution always encourages the faculty member to pursue research works. It believes that research oriented outlook should be generated among the students also. Keeping this In mind, the institution has introduced some project works topics relevant to syllabus in some of the departments.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:** As per the suggestions of the library committee, the institution has taken to extend the library specially in order to provide reading facilities to more students. The initiative has also been under taken to purchase software for automation of certain function of library operations. Moreover, the institution has initiated necessary formalities for procurement of the **Enlist** and **Inflibnet** facilities so that both the students and teachers can easily access the electronically available reading resources.

**ICT:** For better utilization of ICT, three Desktop Computers and Printers have been procured for few departments this year. Moreover, the institution has set its target to upgrade the Seminar Room so that the same can function as Virtual Class Room.

**Physical Infrastructure/ Instrumentation:** In an undergraduate college like ours a gap between academic expansion and available infrastructure is a very common phenomenon. To cope with this problem, the institution has adopted a policy of optimum utilization of available infrastructural facilities. Some common space are used for conduction of classes for various departments.

## 6.3.6 Human Resource Management

The institution has organized two-days training programme for teaching and non-teaching members for handling the software purchased for the admission purpose.

## 6.3.7 Faculty and Staff recruitment

The shortage of full time teaching staff is major problem of the college and the institution's top priority is to resolve the issue at its earliest.

## 6.3.8

~~So the institution has placed requisition for the vacant and new~~

No Industry-interaction has so far been arranged by the institution this year.

## 6.3.9 Admission of Students

An external agency has been employed for processing the on-line admission data and preparation of the merit list. Required training has also been provided to some of the teaching and non-teaching members so that proper monitoring and supervision are maintained for the entire process.

## 6.4 Welfare schemes for

Teaching and Non teaching	The college also provides Puja/Festival Advance to both Teaching and Non-teaching Staff.
Students	Student Aid-Fund is also proved to the needy students.

## 6.5 Total corpus fund generated

## 6.6 Whether annual financial audit has been done

Yes

No

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



Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	N.A.	Yes	Academic Council and Governing Body of the College.
Administrative	No	N.A.	Yes	Governing Body of the College.

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

The college is not autonomous and is affiliated to the University of Calcutta. So it has no authority to execute examination reforms.

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

N.A.

6.11 Activities and support from the Alumni Association

This year the Alumni Association of the College has organized the Re-Union

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meeting has been convened by the Institution after publication of the results of internal examinations to make the parents aware of the status of their wards regarding both academic performance and percentage of attendance. The parents have assured to look after the matters.

6.13 Development programmes for support staff

The institution has organized two-days training programme for teaching and non-teaching members for handling the software purchased for the admission purpose.

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

The Institution has adopted a holistic approach to make the campus eco-friendly as a part of this project. It has prepared an environmental assessment report of the college under the supervision of NSS unit. On the basis of the report, the College premise is used for potted –plants that have medicinal and herbal value like Tulsi, Alovera and some seasonal flowers that lend colour and brightness to the environment.

**Criterion – VII****7. Innovations and Best Practices**

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

A Special Prize has been declared by the college authority who secure highest marks in honours in each subject. This is to motivate and to encourage the students for higher studies.

To up-grade and strengthening of the existing book-bank facilities.

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

- To solve the present space problem, a new staff room for teachers has been renovated.
- Process is ongoing for installation of new software for library to enable the students to access the library catalogue online.
- The proposal for renovation of the Seminar Room has been submitted to the Finance Committee and resolution has been taken to sanction a grant for this purpose.

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

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

7.4 Contribution to environmental awareness / protection

- NSS Camp has been organised
- Blood donation camp in collaboration with United Bank of India to make the students socially responsible.
- Cleaning programme to make college premises plastic-free .

7.5 Whether environmental audit was conducted?      Yes              No

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

N.A.

**8. Plans of institution for next year**

- Construction of 3<sup>rd</sup> and 4<sup>th</sup> floor
- Computer training for office staff
- Formation of a Journal committee and publication of a college journal
- Submission of SSR and preparation for NAAC visit.

Name Dr. Nandini Bhattacharya

Name Dr. Satya Upadhyay

*Nandini Bhattacharya*

*S. Upadhyay*

Signature of the Coordinator\*\*, IQAC

Signature of the Chairperson, IQAC

\*\*Prepared and uploaded by the current coordinator

\*\*\*