

CITY COLLEGE

102/1 RAJA RAMMOHAN SARANI, KOLKATA 700009,

WEST BENGAL, INDIA

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THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR) 2014-2015
OF THE IQAC

श्रद्धावान् लभते ज्ञानम्

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

CITY COLLEGE

1.2 Address Line

102/1 RAJA RAMMOHAN SARANI

City/Town

KOLKATA (Previously CALCUTTA)

State

WEST BENGAL

Pin Code

700009

Institution e-mail address

principal.citycollege@gmail.com

Contact Nos.

033 6566 0005

Name of the Head of the Institution:

Dr. SITAL PRASAD CHATTOPADHYAY

Tel. No. with STD Code:

033 6566 0005

Mobile:

919433460546

Name of the IQAC Co-ordinator:

Dr. TAPAN KUMAR GHOSH

Mobile:

09231864656

IQAC e-mail address:

iqac.citycollegেকolkata@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 Website address:

www.citycollegেকolkata.org

Web-link of the AQAR:

http://citycollegেকolkata.org/AQAR/AQAR_2014_15.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.5	2007	5 YEARS

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

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC = March 2017

1.9 Institutional Status

Affiliated College 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)

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 : NIL

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

00

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

NIL

2.11 No. of meetings with various stakeholders:

No.

00

Faculty

00

Non-Teaching Staff

Students

00

Alumni

00

Others

00

2.12 Has IQAC received any funding from UGC during the year? Yes

No

2.13 Seminars and Conferences (only quality related): NIL (As IQAC was constituted in Aug., 2014)

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC - NIL

(As IQAC was constituted in August. 2014)

2.15 Plan of Action by IQAC/Outcome – Several activity programmes / awareness programmes were proposed :- 1) Career counselling, 2) Health awareness 3) Environment consciousness 4) energy conservation, etc.

2.16. Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Governing Body

Provide the details of the action taken

The AQAR was placed before the Governing Body for approval and suggestions offered by the Governing Body were considered for implementation.

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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
UG	03 (B.A, B. Sc, B. Com)	Nil	Nil	03
Diploma	Nil (Community College)	02	Nil	02
Total	03	02	Nil	05

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options – As per Calcutta University directives

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	02
Annual	03

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure

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

Calcutta University revises syllabi in regular basis

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
46	02	43	00	

2.2 No. of permanent faculty with Ph.D.

31

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

Asst. Professors		Associate Professors		Professors		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
01	33	Nil	NA	NA	NA	Nil	01	01	34

2.4 No. of Permanent Part Time and Guest faculty

24

20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		7	12
Presented papers		7	12
Resource Persons		3	05

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

ICT is used along with traditional mode of teaching and learning

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

202

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

As our Institution is affiliated to University of Calcutta our evaluation system is regulated by the University. In addition, internal assessment system is also practiced.

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

03

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class (60%)	II Class (50%)	III %	Pass %
B. A	189		01	137		83.59%
B. Sc	188		26	52		93.6%
B. Com	386		09	178		50.25%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: The IQAC interacts with the administration and Head of the Departments, for overall development for the teaching, learning process and institutional progress.

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	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	NA
Others	NIL

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	36	08	--	--
Technical Staff	02	02	--	--

Criterion – III

3. Research, Consultancy and Extension

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

NIL

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakh		10.33	11.44	

3.3 Details regarding minor projects – NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakh				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		6	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: NA

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	3 Years	UGC	11.44 Lakh	10.33 Lakh
Minor Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Total				10.33 Lakh

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

4

Chapters in Edited Books

2

ii) Without ISBN No.

5

3.8 No. of University Departments receiving funds from - NA

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	3602 sq.mt.			
Class rooms	40	0		
Laboratories	10	0		
Seminar Halls	NIL	NIL		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL		
Value of the equipment purchased during the year (Rs. in Lakh)	NIL	0.262	State Govt	
Others				

4.2 Computerization of administration and library

ADMINISTRATION: SOME OF THE DEPARTMENTS OF THE OFFICE ARE COMPUTERISED
LIBRARY: USING SOUL SOFTWARE DEVELOPED BY UGC-INFLIBNET FOR LIBRARY AUTOMATION

4.3 Library services: Financial Year – 2014-2015

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44806		172	69602.00	44978	
Reference Books	1804		19	11777.00	1784	
Journals	9	7722.00	All journals renewed No new additions		9	6814.00
e-Books	The City College Library is the member of UGC-N-LIST E-Journal Consortia vide letter INF/N-LIST.2010/546 dt. 20.04.2010 and thus getting access to e-resources as per UGC-N-LIST Norms. The users can access 6000+ e-journals and 13500+ e-books.					
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	58	3	3	11	NIL	10	48	NIL
Added	02	0	0	0	NIL	0	2	NIL
Total	60	3	3	11	NIL	10	50	NIL

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

NIL

4.6 Amount spent on maintenance in lakh

i) ICT	NIL
ii) Campus Infrastructure and facilities	0.073
iii) Equipments	0.262
iv) Others	0.109
Total :	1.091

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Suggestion to the administration for student support
2. Support during admission process
3. Infrastructure development
4. Career Counselling
5. Interaction among stake holders

5.2 Efforts made by the institution for tracking the progression

A regular monitoring of students' progress is conducted by the administration.

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
2851	xx	xx	xx

(b) No. of students outside the state

Exact data not available

(c) No. of international students

NIL

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2480	259	16	14	00	2769	2442	399	06	04	00	2851

Demand ratio :- 11:1 Dropout % :-

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

No such mechanism exists

5.5 No. of students qualified in these examinations Data not available

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

5.6 Details of student counselling and career guidance

SOME SERVICE PROVIDERS FREQUENTLY VISITED OUR INSTITUTION FOR COUNSELLING & CAREER GUIDANCE.

No. of students benefitted 07

5.7 Details of campus placement – NA

5.8 Details of gender sensitization programmes: NIL

5.9 Students Activities

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

State/ University level 41 National level 2 International level 0

No. of students participated in cultural events

State/ University level 4 National level 1 International level 0

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

Sports: State/ University level 1 National level 1 International level 0

Cultural: State/ University level 1 National level 1 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	68	According to their
Financial support from government	217	requirement and
Financial support from other sources	0	deposited in their
Number of students who received International/ National recognitions	0	bank account

5.11 Student organised / initiatives

Fairs: State/ University level 0 National level 0 International level 0

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

2

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

TO PROPAGATE KNOWLEDGE AMONG DIFFERENT STRATA OF THE SOCIETY

6.2 Does the Institution has a management Information System

Intallation of a fully functional and versatile office management software is under way.

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

6.3.1 Curriculum Development

NOT APPLICABLE

6.3.2 Teaching and Learning

FIELD WORK, VISIT TO PLACES OF ACADEMIC INTEREST, ATTEND SEMINARS, VISIT BIHAN SABHA, Etc..

6.3.3 Examination and Evaluation

DEPARTMENTAL CLASS TEST, MID TERM TEST, ANNUAL/TEST EXAMINATION

6.3.4 Research and Development

MINOR & MAJOR RESEARCH PROJECT

6.3.5 Library, ICT and physical infrastructure / instrumentation

WELL EQUIPPED LIBRARY PROVIDED WITH ICT

6.3.6 Human Resource Management

- Support for skill-development of the staff and faculty through training programmes
- Career Advancement Scheme/Professional development through promotion to higher scales
- Encouragement provided to the faculty to join Academic Staff College Programmes.
- Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities
- Sanction of leave to the faculty members for advanced study, research, participation in seminars, conferences, workshops, etc.
- Appraisal of the staff and teachers to improve teaching/ research /service.
- Welfare measures for the staff and faculty
- Provision of infrastructural facility for both teachers and the students .

6.3.7 Faculty and Staff recruitment

AS PER DIRECTIVES FROM GOVT OF WEST

6.3.8 Industry Interaction / Collaboration

SOME INDUSTRIES ARE COMING TO MEET WITH OUR STUDENTS FOR SELECTING THEIR PROSPECTIVE EMPLOYEES

6.3.9 Admission of Students

ON LINE & MERIT BASIS

6.4 Welfare schemes for

Teaching	STAFF BENEVOLENT FUND & COOPERATIVE
Non teaching	
Students	WELFARE FUND

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done? NO

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

ALUMNI MEET, SOCIAL GATHERING AND FRUITFUL COORDINATION AMONG STAKE HOLDERS

6.12 Activities and support from the Parent – Teacher Association

NO SUCH ASSOCIATION EXISTS

6.13 Development programmes for support staff

REGULAR TRAINING & INSTRUCTIONS FROM THE COLLEGE & UNIVERSITY

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

ORGANIZATION OF REGULAR ENVIRONMENTAL AWARENEE PROGRAMS

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.

INTRODUCTION OF ONLINE PAYMENT OF ALL ADMISSION FEES.
SPREADING ENVIRONMENTAL AWARENESS.

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

ONLINE PAYMENTS DURING ADMISSION WAS INTRODUCED.
REGULAR INSPECTIONS WERE MADE TO KEEP THE ENVIRONMENT OF THE COLLEGE CLEAN.

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

Involvement of all section of stake holders in the Management of the Institution and Decentralization of administration.

Congenial Atmosphere and supports provided to meritorious students from economically backward sections, girl students and first-generation learners

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

7.4 Contribution to environmental awareness / protection

Project on environmental studies are assigned to the students.

7.5 Whether environmental audit was conducted?

NO

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

See Annexure I

8. Plans of institution for next year

INTRODUCTION OF MODERN ICT BASED PROGRAMMES

Name DR. TAPAN KR. GHOSH

Name DR. SITAL PRASAD CHATTOPADHYAY

Japanu W Shosh

Sitalprasad Chattopadhyay

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



Annexure I

Post NAAC Initiatives & SWOC Analysis

Observation of last NAAC Peer team

1. The progress made by the college since its inception in 1881 and by its ability and determination to translate its vision and goals of advancement of knowledge and learning, spread of education and inculcation of values - moral, ethical and social, into reality in the pursuit of all-round physical and mental growth of students, by amalgamating knowledge on science and society.
2. Establishment of collaborative links with firms like M/s. Brainware, NUT, Kotak Mahindra. etc. which enhances the competency as well as employability status of the students.
3. Efficient management of the Library for its proper maintenance and use by the students and teachers.
4. Regular publication of the updated prospectus and the academic calendar every year and providing those to the students at the beginning of the academic session.
5. Effective functioning of the Students' Aid Fund thus providing financial help by way of freeships, waiver of university examination fees, etc. to the poor and needy students.
6. Hosting a website of the College for the benefit of all the stake holders and the public.

Suggestions and recommendations of the last NAAC Peer team

While appreciating the efforts of the college, the following suggestions/areas of concern may be considered by the college authorities for its growth and development.

- i) The college may introduce contemporary relevant job-oriented certificate/short-term/diploma courses in consultation with business and industry sector. The courses may be Computer Applications, Advertising and Public Relations, Journalism and Mass Communication, Food Processing, Biotechnology, Secretarial and Office Practices, Marketing Management, Tourism and Travel Management and other such courses which have region specific relevance
- ii) The college should take immediate steps for the possession of the old Hostel Building which is lying unused and renovate it so that some existing courses and also new courses can be introduced there. The governing body has to pursue the matter at the government/any other appropriate level without any further delay.
- iii) The college should provide remedial courses for the weaker students so as to increase their ability in learning, For this purpose, the college can approach UGC for financial assistance under the 'remedial courses' scheme.
- iv) Faculty members should be encouraged to undertake more research projects funded by various agencies like UGC, CSIR, ICSSR, AICTE, DST, etc.
- v) Career Guidance Cell and Grievance Redressal Cell should be made operative and functional.
- vi) College may approach the University of Calcutta and other appropriate authorities for establishment of NSS and NCC units in the college.
- vii) The college may initiate steps for the organisation of State level and National Seminar, Conferences and Workshops on a regular basis. The UGC and other agencies can be approached for funding through the College Development Council of the University of Calcutta.

- viii) More computer terminals should be provided in the Library.
- ix) The self-appraisal and other appraisal mechanisms of teachers and non-teaching staff need to be introduced in the light of UGC and affiliating university guidelines.
- x) The college may approach UGC for augmentation of computer facilities by establishing a Central Computer Centre with Internet connectivity for the staff and students.
- xi) Students' feedback should be utilised to make the teaching-learning process more effective
- xii) The college must initiate steps for the introduction of post graduate courses in a phased manner after augmenting infrastructural facilities
- xiii) Use of audio-visual gadgets in classroom teaching should be encouraged and provisions should be made by the college.
- xiv) Accounts and auditing needs immediate attention by the college administration
- xv) The Alumni Association which has been revived recently can be made more functional, thus helping the college raise funds and otherwise.
- xvi) Steps should be taken to identify the reasons for high dropout and find solution to reduce the same

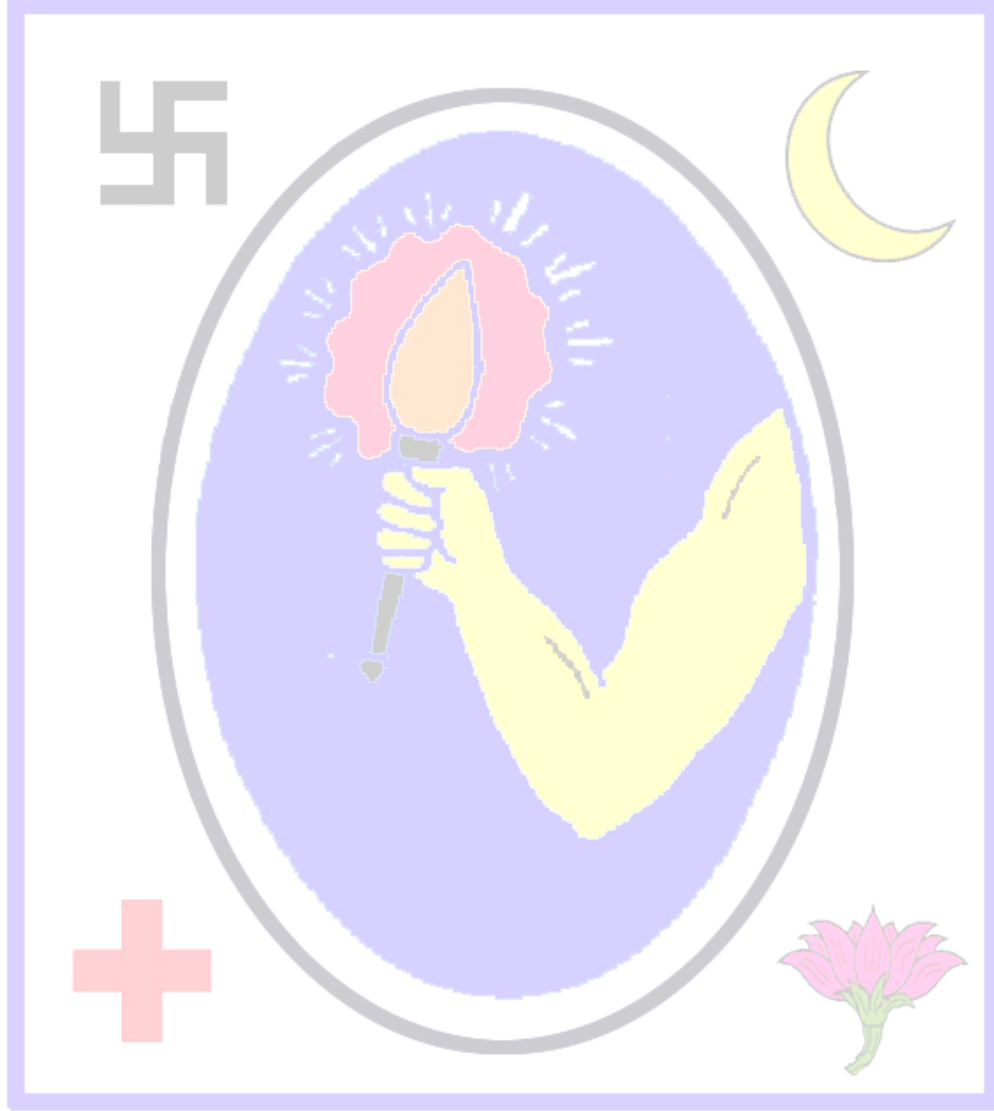
Actions taken by the college authority

- i) The college has introduced contemporary relevant job-oriented diploma courses in under the Community College Scheme of UGC-MHRD. The courses includes Media and Communication technology, Tourism and Travel Management
- ii) The college has taken steps for the possession of the old Hostel Building. The governing body has pursued the matter at the Government and University level. University has given clearance for the possession. The matter is now on the board of Government of West Bengal, which is yet to be released.
- iii) The college approached UGC for financial assistance under the 'remedial courses' scheme. UGC sanctioned a fund, but due to some

unavoidable reasons the fund has to return.

- iv) Faculty members of Zoology Department and Commerce Department applied for the Major and Minor research projects of UGC. Two Major Research Project has been sanctioned in Zoology Department by the UGC.
- v) Career Guidance Cell and Grievance Redressal Cell are operative and functional. Moreover, a ICC Committee is formed under the guidance of Bishakha Recommendation.
- vi) College has already approached the University of Calcutta for establishment of NSS units in the college. It is yet to be sanctioned.
- vii) The college has taken steps for the organisation of State level and National level Seminar, Conferences and Workshops. The steps were not sufficiently strong and ultimately no result was yielded.
- viii) More computer terminals were provided in the Library.
- ix) The self-appraisal and other appraisal mechanisms of teachers have introduced in the light of UGC and affiliating university guidelines, because the promotion of teachers required that report. The self-appraisal and other appraisal mechanisms for non-teaching staff are yet to be introduced.
- x) The college has already approached UGC and Government of West Bengal for augmentation of computer facilities and establishing a Central Computer Centre with Internet connectivity and a Smart Class Room for the students and staffs.
- xi) Students' feedback are utilised in some departments to make the teaching-learning process more effective, but in the college as a whole is not yet introduced.
- xii) The college has taken steps for the introduction of post graduate course in Zoology Department
- xiii) Teachers are using audio-visual gadgets in classroom teaching in a regular basis in most of the science departments, especially in biological sciences.
- xiv) College maintenance software is installed by the college administration, which includes Accounts and auditing software.

- xv) The Alumni Association 'EXCITIGEN', is very much functional and helping the college in various ways.
- xvi) Steps have been taken to identify the reasons for high dropout and solution to reduce the same is practiced.



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