# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **CITY COLLEGE** |
| Name of the head of the Institution | **DR. SITALPRASAD CHATTOPADHYAY** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **03323506505** |
| Mobile no. | **9433460546** |
| Registered Email | **principal.citycollege@gmail.com** |
| Alternate Email | **iqac.citycollegekolkata@gmail.com** |
| Address | **102/1, RAJA RAMMOHAN SARANI** |
| City/Town | **KOLKATA** |
| State/UT | **West Bengal** |
| Pincode | **700009** |

**2. Institutional Status**

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **DR. TAPAN KUMAR GHOSH** |
| Phone no/Alternate Phone no. | **03324067838** |
| Mobile no. | **9231864656** |
| Registered Email | **iqac.citycollegekolkata@gmail.com** |
| Alternate Email | **principal.citycollege@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.citycollegekolkata.org/AQAR.shtml |
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.citycollegekolkata.org/AQAR.shtml |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B+** | **78.5** | **2007** | **09-Feb-2007** | **08-Feb-2012** |

| **6. Date of Establishment of IQAC** | **26-Aug-2014** |
|---|---|

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **No Data Entered/Not Applicable!!!** | | |
| View File | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| No Data Entered/Not Applicable!!! | | | | |
| No Files Uploaded !!! | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **3** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

. Preparation for 2nd Cycle NAAC accreditation. Organizing seminars for benefit of the students and teachers. Regular meeting with the Administration and Management giving suggestions for improving the academic environment and infrastructural development. Proper instruction and direction about various avenues for teachers' future improvement was given by IQAC, like API score, CAS etc.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| Preparation for 2nd cycle NAAC accreditation | Preparation is in progress |
| No Files Uploaded !!! | |

| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | **No** |

| 15. **Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | No |
|---|---|
| 16. **Whether institutional data submitted to AISHE:** | Yes |
| Year of Submission | 2020 |
| Date of Submission | 23-Mar-2020 |
| 17. **Does the Institution have Management Information System ?** | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | The office management software (Smart College) has been successfully installed and is fully functional |

# Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each academic session, college prepares its proposed academic calendar, according to the notices and circulars received from the affiliating University, which is uploaded in the college website. 2. Routine committee of the college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. 3. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department 4. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 5. Along with the traditional chalk and talk method, teachers also use power-point projections during the lectures. Recently. On-line teachings have also been introduced. 6. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken 7. Field tours are organized by Departments of Physiology, Botany, Zoology as per the prescribed curriculum. 8. Interactive sessions with students and, sometimes with guardians is held to identify problem areas.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |

### 1.2 – Academic Flexibility

## 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BSc | Science | 02/07/2018 |
| BA | Humanities | 02/07/2018 |
| BCom | Commerce | 02/07/2018 |

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## 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BCom | Commerce | 02/07/2018 |
| BA | Arts Subjects | 02/07/2018 |
| BSc | Science Subjects | 02/07/2018 |

## 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 0 | 0 |

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| **No Data Entered/Not Applicable !!!** | | |

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### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BSc | Physiology, Botany, Zoology | 120 |
| BCom | Commerce | 200 |
| BA | Bengali , students of all Classes | 120 |
| BA | English, students of all classes | 120 |

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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | No |
|---|---|
| Teachers | No |
| Employers | No |
| Alumni | No |
| Parents | No |

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
| --- |
| NA |

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
| --- | --- | --- | --- | --- |
| BA | English, Bengali,Hindi,Sanskrit,Political Sc, Philosophy,History, | 1440 | 4590 | 550 |
| BSc | Physics, Chemistry,Mathemetics, Ecomomics,Botany,Physiology, Zoology | 1890 | 2300 | 790 |
| BCom | Commerce | 1350 | 3450 | 1116 |
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## 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2018 | 2546 | 0 | 55 | 0 | 0 |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 55 | 40 | 4 | 20 | 1 | 4 |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are monitored Department wise. Every dept. has its own monitoring system. The whole process is guided, monitored and assessed by the Academic Sub-Committee.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 2456 | 55 | 1:44 |

## 2.4 – Teacher Profile and Quality

**2.4.1 – Number of full time teachers appointed during the year**

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 85 | 55 | 30 | 3 | 49 |

**2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )**

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2018 | Dr. Biswajit Panda | Assistant Professor | "Best Paper Award" from Indian Chemical Society |

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## 2.5 – Evaluation Process and Reforms

**2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BSc | Science | 1 | 24/12/2018 | 22/02/2019 |
| BA | Humanities | 1 | 24/12/2018 | 22/02/2019 |
| BCom | Commerce | 1 | 24/12/2018 | 22/02/2019 |

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**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

Internal Evaluation is a continuous process in the CBCS curriculum. For each paper of 100 marks, 10 marks of Internal Evaluation are conducted in the Institute in every semester.

**2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

Academic Calender is published by University of Calcutta: It is displayed in the college web-site and is strictly followed by the college as affiliated to the said University.

## 2.6 – Student Performance and Learning Outcomes

**2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)**

http://www.citycollegekolkata.org

**2.6.2 – Pass percentage of students**

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
|  | BCom | Commerce | 378 | 341 | 90 |

| | BA | Humanities | 82 | 55 | 63 |
| --- | --- | --- | --- | --- | --- |
| | BSc | Physical and Biological Sciences | 131 | 65 | 49.6 |

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
| --- | --- | --- | --- | --- |
| Major Projects | 720 | WEST BENGALBIODIVERSITY BOARD | 3.6 | 1.8 |
| Minor Projects | 1080 | SERB-DST | 32.5 | 10.8 |
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## 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
| --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | |
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## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| No Data Entered/Not Applicable !!! | |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| International | Botany | 1 | 3.2 |
| National | Chemistry | 3 | 1.62 |

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| Political Science | 1 |
| Ecomomics | 1 |
| History | 3 |

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | |
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | |
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 2 | 15 | 5 | 5 |
| Presented papers | 2 | 10 | 3 | 3 |
| Resource persons | 0 | 4 | 5 | 3 |

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## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |
| **No file uploaded.** | | | |

**3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year**

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
| --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | |
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**3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year**

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | |
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## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
| --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | |
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
| --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | |
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
| --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | |
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| --- | --- |
| 2.5 | 2.25 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
| --- | --- |

| | |
|---|---|
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Others | Newly Added |
| Classrooms with LCD facilities | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |

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## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| KOHA | Partially | 18 | 2019 |

### 4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 45211 | 1 | 0 | 0 | 45211 | 1 |
| Reference Books | 1831 | 1 | 0 | 0 | 1831 | 1 |
| Journals | 9 | 9588 | 0 | 0 | 9 | 9588 |
| e-Books | 3000 | 5900 | 0 | 0 | 3000 | 5900 |
| e-Journals | 6000 | 5900 | 0 | 0 | 6000 | 5900 |

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### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |

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## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 60 | 3 | 3 | 11 | 0 | 10 | 50 | 64 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 60 | 3 | 3 | 11 | 0 | 10 | 50 | 64 | 0 |

### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|---|
| 64 MBPS/ GBPS |

### 4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| **No Data Entered/Not Applicable !!!** ||

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** ||||

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Although there is no such policies, but whenever needed, academic, physical, laboratory, library facilities are extended by the authorities. With the increase in the price index, college suffers from financial deficiency. As there is good number of students from middle and lower class families, we have problem in increasing the college fees of the students. With an excellent faculty, the college can render high class of facilities to the students if enough govt. funds are available. We also have a shortage of college running time as because a single building is shared by three colleges.

http://www.citycollegekolkata.org

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** ||||
| View File ||||

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** ||||
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** ||||||
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| 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year |||
| --- | --- | --- |
| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| 0 | 0 | 0 |

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| --- | --- | --- | --- | --- | --- |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| Some service providers frequently visited our institution for counseling and career guidance | | | | | |
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5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
| --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | |
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
| --- | --- |
| No Data Entered/Not Applicable !!! | |
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
| --- | --- | --- |
| Sports, games | State/University | 7 |
| Sports, games | National | 2 |
| Cultural | State/University | 4 |
| Cultural | National | 1 |
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**5.3 – Student Participation and Activities**

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for | Number of awards for | Student ID number | Name of the student |
| --- | --- | --- | --- | --- | --- | --- |

| | | | Sports | Cultural | |
|---|---|---|---|---|---|

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">[View File](#)</div>

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

> Students' representatives are present in Governing Body, Academic Sub-committee, Sports Committee, Cultural Committee, and many other vital committees of the college.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

<div align="center">0</div>

5.4.3 – Alumni contribution during the year (in Rupees) :

<div align="center">0</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">0</div>

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

> Decentralization The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. Principal is the member secretary of the Governing Body and Chairperson of the IQAC. Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers Council. Faculty members are given representation in various committees/cells nominated by the Teachers Council, in the Governing body, in the IQAC and other committees. After a fixed tenure, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. General Secretary of the Students Union is the member of governing body. Students are empowered to play important role in different activities. Functioning of different secretaries of students union (listed below) further reinforces decentralization. Participative management The Principal, Governing body, Teachers Council. Academic Sub-Committee and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Fac Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty members are involved in joint research and have quite a good number of published papers. Principal interacts with State Government and external agencies faculty members maintain interactions with the concerned departments of affiliating University. Students

and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related activities and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | Not Applicable. We follow the curriculum of CU. |
| Teaching and Learning | In addition to traditional mode of teaching, the college uses multimedia applications, fieldworks, seminars, projects, etc. as teaching aids |
| Examination and Evaluation | Departmental Class Tests, Midterm Tests, Annual/Selection Tests are regularly held and for Commerce Stream Internal Assessment and Project Evaluations are Conducted under CBCS |
| Research and Development | Minor and Major Research Projects |
| Library, ICT and Physical Infrastructure / Instrumentation | • Well equipped Library provided with ample on-line resources • Conversion of bibliographic data from SOUL1 to Koha Software • The Library is the member of UGCN-List Consortium |
| Human Resource Management | ? Support for skill-development of the staff and faculty through training programmes ? Career Advancement Scheme/Professional development through promotion to higher Scale ? 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 studies, 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 |
| Industry Interaction / Collaboration | Occasional visits are conducted by Companies /Industries for career advancement Related awareness programmes and placement of students |
| Admission of Students | On the basis of Merit as per rules of CU. The method is fully on-line. Admission Fees are received through Bank. |

**6.2.2** – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | All type of development processes are displayed in the web-site. Tenders are invited through web-site advertisement. |
| Administration | All notices, tenders, etc, related to administration are displayed in the web-site. |
| Finance and Accounts | Regular Financial Audit. Although some payments are made through cheques, salary of teachers and non-teaching staff are made through ECS. |
| Student Admission and Support | On the basis of Merit as per rules of CU. The method is fully on-line. Admission Fees are received through Bank |
| Examination | Departmental Class Tests, Mid Term Tests, Annual/ Selection Tests are regularly held and Internal Assessment and Project Evaluations are Conducted under CBCS. Marks are then uploaded through University portals. |

## 6.3 – Faculty Empowerment Strategies

**6.3.1** – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

**6.3.2** – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

**6.3.3** – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |

**6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):**

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 55 | 55 | 30 | 9 |

**6.3.5 – Welfare schemes for**

| Teaching | Non-teaching | Students |
|---|---|---|
| Staff Benevolent Fund and Cooperative Society | Staff Benevolent Fund and Cooperative Society | Welfare Fund, the college also competently manages the state government welfare schemes like "Kanyashree," , Swami Vivekananda Merit cum Means Scholarship and "Post-Matric and TSPS scholarship Programme for students of minority community" |

## 6.4 – Financial Management and Resource Mobilization

**6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)**

| Yes |
|---|

**6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)**

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

**6.4.3 – Total corpus fund generated**

| 00 |
|---|

## 6.5 – Internal Quality Assurance System

**6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?**

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

**6.5.2 – Activities and support from the Parent – Teacher Association (at least three)**

| Nil |
|---|

**6.5.3 – Development programmes for support staff (at least three)**

| Nil |
|---|

**6.5.4 – Post Accreditation initiative(s) (mention at least three)**

| a) Plastic free environment b) Digitization of Library c) Trying for post-graduate course step by step once the unutilized hostel building is released |
|---|

| 6.5.5 – Internal Quality Assurance System Details | |
| --- | --- |
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
| --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
| --- | --- | --- | --- | --- |
| | | | Female | Male |
| No Data Entered/Not Applicable !!! | | | | |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
| --- |
| Project on environmental studies are assigned to all the students. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| --- | --- | --- |
| Physical facilities | No | 0 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 0 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | Yes | 0 |
| Scribes for examination | No | 0 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadva | Number of initiatives taken to engage with and contribute to | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
| --- | --- | --- | --- | --- | --- | --- | --- |

| ntages | local community | | | | | |
|--------|----------------|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| No Data Entered/Not Applicable !!! | | |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Organization of regular environmental awareness programmes. The effort is on to make the campus totally plastic-free**

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

**1. Involvement of all stakeholders (Teaching, Non-teaching, students) in the efficient management of the institution. 2. Constant effort is made to keep the campus clean and eco-friendly.**

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|---|
| www.citycollegekokata.org |

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

**A constant effort is made to keep the college campus safe by debarring the entry of outsiders through regular Identity Checks, besides catering to the needs of girl students and weaker sections of the Society.**

| Provide the weblink of the institution |
|---|
| http://www.citycollegekolkata.org |

## 8.Future Plans of Actions for Next Academic Year

**To aim for autonomy regarding curricula framing and examination pattern. To introduce Post Graduate Courses step by Step.**