



YEARLY STATUS REPORT - 2021-2022

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 its own campus? **Yes**
- Phone no./Alternate phone no. **9123681828**
- Mobile No: **9433460546**
- Registered e-mail **principal.citycollege@gmail.com**
- Alternate e-mail **iqac@citycollegekolkata.org**
- Address **102/1, RAJA RAMMOHAN SARANI**
- City/Town **KOLKATA**
- State/UT **WEST BENGAL**
- Pin Code **700009**

2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Coordinator **DR. ARNAB CHAUDHURI**
- Phone No. **9432205750**
- Alternate phone No.
- Mobile **9432205750**
- IQAC e-mail address **iqac@citycollegekolkata.org**
- Alternate e-mail address **carnabphysiology@citycollegekolkata.org**

3. Website address (Web link of the AQAR (Previous Academic Year))

http://www.citycollegekolkata.org/AQAR/AQAR_2020-21.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://www.citycollegekolkata.org/IQAC/Meetings/O9_Minutes_2021-22_06052022.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.5	2007	09/02/2007	08/02/2012

6. Date of Establishment of IQAC

26/08/2014

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. PAMPA GUHA	Gobeshonay Bangla	WBDSTBT	2022 (Duration 3 Years)	Rs. 7,85,000/-

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 01

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- Promoted implementation of Enterprise Resource Planning Module for complete digitalisation of College Administration.
- Promoted Community outreach activities by empowering Social Service Cell in absence of NSS Unit.
- Conducted several seminars and webinars on topics related to University Curricula and also on issues like Gender Sensitization and Human rights for holistic development of students
- Promoted collaborations and linkages for Academic purpose as well as extension activities for quality enhancement.
- Conducted satisfaction survey of the stakeholders of the Institute: Students, Teachers, Guardians and Alumni.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.	Implementation of Enterprise Resource Planning Module for complete digitalization of College Administration.
Optimization and integration of modern methods of teaching and learning.	Development of an Institutional Learning Management System.
Improvement of the relevance and quality of academic and research programmes.	Academic Linkage with Educational Institute- Gurudas College and NGO -WWF-India
Promotion of collaborative Community outreach activities and engaging students for their holistic development	Collaboration with NGO - Birati Icchedana Society and Community Based Organization - Rotary Club (Kolkata Metro South)
Organizing Academic Audit for assessment, analysis and improvement of all factions of the Institute.	Academic Audit performed for the first time in the history of the College for the Academic Session 2021-22, by State level and District Level mentors appointed by Dept. of higher Education, Govt. of West Bengal and Internal members of the College conducted in 2022-23.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of City College	25/02/2023

14. Whether institutional data submitted to AISHE

Part A

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• if yes, whether it is uploaded in the Institutional website Web link:	http://www.citycollegekolkata.org/IOAC/Meetings/09_Minutes_2021-22_06052022.pdf				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			01		
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been uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
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<ul style="list-style-type: none"> If yes, mention the amount 		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body of City College	25/02/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	20/01/2023
15.Multidisciplinary / interdisciplinary	

The important aspect of National Educational Policy (NEP) 2020 is to make the modern education system multidisciplinary. As India is poised to become a Knowledge Hub and "Viswa Guru" in the Educational sphere, the necessity of a multidisciplinary or interdisciplinary approach to education has been deeply felt as never before. The introduction of such liberal, multidisciplinary approach to the educational system will bring more critical, innovative and creative mindsets among students. In keeping with these trends, Science Departments organize jointly one day Interdisciplinary seminars on National Science day where students gather knowledge in various fields of Physical Science (Physics, Chemistry, Mathematics) and Life Science (Botany, Physiology, Zoology). Departments of Bengali, English, Hindi and Sanskrit have jointly organized seminar on the emerging trends in contemporary literature to provide students a wide range of knowledge on literature. City College is planning to introduce new add-on courses aiming to providing our students with a wide exposures to science and humanity. Science departments are in strong favor of applying for DBT Star College Scheme to get better infrastructure and facilities to engage in more research endeavours. Many of our faculties are doing individual research or in collaboration with different research institutions. Our college has a research subcommittee which encourages our faculties to do inter-departmental research related discussions.

16. Academic bank of credits (ABC):

The NEP 2020 gives strong emphasis on an educational system where a student can gather knowledge from any institute all over India as he or she wishes to. The Ministry of Education in collaboration with the Ministry of Science and Technology has adopted a novel and innovative method of preserving student credit from multiple institutions via "Digi Locker" to preserve and record all credits earned by students in the entire course of their academic career. To implement that idea the Academic Bank of Credits (ABC) is essential. If all the academic institutes register themselves under ABC via the National Academic Depository (NAD) then students will have the complete freedom to choose programme from any institution. This would go a long way towards fulfilling their academic and professional requirements and aspirations. City College is an affiliated college to the University of Calcutta. So in true sense our college has no authority to implement the Academic Bank of Credits system. However in the current UG programme the Choice based Credit System (CBCS) is implemented by affiliated university and here the students can choose their preferred

subjects and gather Credit point. Within the approved framework, our faculties use various pedagogical approaches like participative learning which is a technique followed by encouraging debates in the classroom. This streamlining of student credit data has been taken due cognizance by the City College, and an initiative has been taken in this direction through the Introduction of the ERP System (Enterprise Resource Management) in collaboration with a private concern specializing in educational and management software.

17.Skill development:

To ensure flexible and holistic education system for lifelong learning all levels of training occurring in formal, non-formal, informal, on-the job settings, vocational and technical curricula require to be introduced. NEP has focused on skill development to bridge the gap resulting from the mismatch between the supply of the education system and labor market. City College had a Community college that had at least two courses in terms of vocational training for life-long learners. It has also taken initiative by way of introduction of Value-Added courses to fine-tune the soft skills of student learners in addition to the hard skills acquired through the regular CBCS Curriculum. The intermixing of these two types of skills through theoretical study and hand on training would ensure their professional aspirations, which in turn would facilitate the country's growth and development. Skill development is a way towards maximizing the demographic dividend of 'Young India'

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NEP gives immense importance to focus on integration of Indian Knowledge system for the exploration of Indian wisdom. Emphasis has been given to introduce ancient learning system to inculcate oriental value and culture among the learners. City College was founded on upanishadic principle and is trying over the years to revive the Indian tradition. Through the inception of UG course in Philosophy and Sanskrit before independence the founder members of Brahma Samaj Education Society envisaged the need for preservation of Indian tradition and culture. Presently the college observes the birthdays of spiritual personalities and freedom fighters to reminisce the pristine glory of our heritage. The Regional language Bangali is taught as Core courses and the Hindi is offered as AECC

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

In keeping with the sea change that higher education has undergone in the last couple of years, students ought to be well-equipped both mentally and physically to deal with unforeseen circumstances and be problem-solvers rather than solution-seekers. Under the CBCS Curriculum, this requirement has been fulfilled to a considerable extent as students have multiple options to choose the subjects of their choice for academic and professional fulfillment. All the UG courses offered by City College in the CBCS pattern are following the Outcome based Education theory. The Course Outcomes, Programme Outcomes and Programme specific outcomes are clearly stated for each course. The faculties try their utmost to counsel the students in the academic and professional fields for maximizing their potential. As learning outcome signifiers, teaching, journalism, civil services, marketing and hospitality sectors, besides IT are the most sought after professions by our young aspirants. The College organizes campussing for prospective students to get jobs in different sectors.

20.Distance education/online education:

The COVID situation (2020-21) and the continuous confinement thereof took a terrible mental and physical toll on teachers and students alike. It also served as an eye-opener towards the new reality of an online education system in the New Normal. Accordingly, both teachers and students of City College cooperated whole-heartedly in following the Central and State Government guidelines for the on-line mode of imparting instruction to students for the sake of their academic and professional needs. This applied equally for the various Internal assessment examinations that were conducted under the guidelines of the affiliating university (CU) and the theory examinations.

Extended Profile

1.Programme

1.1

17

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2652

Number of students during the year

File Description	Documents
Data Template	View File

2.2 738Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 761

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 70

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 76

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2652
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	738
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	761
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	70
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	76
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	65
Total number of Classrooms and Seminar halls	
4.2	43.14578
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	48
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Policies adopted towards the implementation and delivery of the curriculum:

1. Each academic session commences with the preparation of an academic calendar according to the programme set by the affiliating University.
2. A master routine is prepared and the same is circulated to different departments.
3. Departments allot classes and distribute teaching assignments to the individual teachers. Students are duly informed of such details through the College Website.
4. Each faculty prepares it's teaching plans according to the credit points allotted in the university syllabus for each topic.

5. Along with the traditional method, teachers also use electronic teaching aids effectively to enhance the quality of classroom teaching. Recently, during the pandemic, digital platforms like Google Meet, Google classroom and Zoom etc. had been used extensively to facilitate online teaching.

6. The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners. Students' seminars are regularly organized to monitor the progress of the students.

7. Field tours and surveys are regularly organized by various Departments to fulfil the curricular requirements and to promote the interest of the learners.

8. Teachers are available for the students even beyond the prescribed teaching hours to cater to their academic needs.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

City College being an Under Graduate institution affiliated to University of Calcutta follows the academic calendar of the affiliating university and undertakes continuous internal assessment programmes through tutorials and internal examinations as instructed by the University of Calcutta for students of all semesters.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.citycollegekolkata.org/academic_calendar.shtml

1.1.3 - Teachers of the Institution

B. Any 3 of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NA

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

City College, Kolkata, being an undergraduate, affiliated College, under the University of Calcutta, has no provision to contribute to the curriculum offered by the affiliating Institution. However, City College has endeavoured to organize certain events, relevant to the given curriculum to facilitate and enrich the learners so that their interest towards the respective part of the curriculum is effectively enhanced.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

63

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.citycollegekolkata.org/IQAC_feedback.shtml

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1660

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

282

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes every available measure to advance and enhance the learning capability for advanced as well as slow learners. Periodic assessment through class tests and quiz programmes are held by the faculty of all the departments to assess the lessons learnt and absorbed by the students and difficulties encountered in grasping concepts are also cleared by the faculty concerned. Faculty of all departments are available at all times to meet the requirements of the students who wish to get their doubts and queries clarified at theoretical and experimental levels.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2652	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

All faculty members of their respective departments of City College try their utmost to meet the learning requirements of their students through interactive and participative learning in a student-friendly atmosphere. The lab -based subjects are most

well-equipped to provide the logistics and infrastructural support for experiential and participative learning so that the students get the most out of their lessons learnt during the academic sessions. The social sciences and humanities together with the language groups try to make up for the deficit in terms of laboratory equipment through class room teaching and after-class interactions to cater to the needs of students. Students are always encouraged and motivated to be inquisitive about the lessons being imparted in the class hours and try to implement them in problem-solving strategies. This way, life skills, both in terms of hard and soft skills, are imparted to enable the students to make them employable and ready to face challenges in future.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teaching faculty use ICT -enabled tools like Lap-tops and Projectors along with Smart Board to teach in a meaningful manner. Most of the faculty members of different departments are adept in the use of computers and therefore it's convenient for them to teach using ICT enabled tools. The College has provided routers and Wi-Fi networks at convenient points for quick and easy transmission of data for computers and laptops to work efficiently. Periodic checks of the installations are made by technicians to obviate the glitches and to ensure proper and seamless transmission of data. Broadband connectivity has been put in place for providing maximum bandwidth of data procurement and transmission throughout the college premises.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1084

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Ever since the inception of the CBCS Curriculum, a robust framework of internal assessment and evaluation have been put in place. All the departments of City College are duly engaged in taking the internal assessment examination in keeping with the notifications issued by the University of Calcutta from time to time. Faculty members check the answer scripts taken in course of such examinations and the marks acquired by the students are duly uploaded in the University (CU) portal as per the CU notifications indicating the commencement and closure of the same within a stipulated time framework.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The mechanism to deal with the internal examination-related grievances is time-bound and efficient. If any student has any grievance related to marks, he or she is at liberty to approach the Department concerned, and state the same, whereupon the HOD approaches the CU authorities with the letter duly forwarded by the Principal of the College to the Controllers' Section, CU, for necessary rectification. This is primarily because of the fact that all internal and tutorial marks have to be uploaded in the University (CU) portal. This is done promptly taking into consideration the student's academic and professional prospects after having completed the course.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All Teaching Faculty members of the concerned departments participate in interactive session with the freshers at the very inception of the latter's entry into the College premises to acquaint the latter with the courses being offered under the CBCS Curriculum and the learning outcomes of such programmes. Since the CBCS offers a multi-disciplinary and holistic learning outlay for students with diverse interest, so it's all the more imperative to convince the young learners to carefully choose their course content for their better academic and professional future. The Skill Enhancement and the Discipline Specific Courses need special consideration for Teachers and students alike as some of them tend to be overlapping and therefore require careful selection.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the institution through Students' Satisfaction Survey Reports, number of students being enrolled for Masters and Higher Studies (including Fellowship and PhD Programmes), number of students getting placement through campussing and so on and so forth. There is a strong Alumni Association that caters to inputs from ex-students with regard to their academic and professional performance. Also, the Departments of Life Science and Chemistry present their outstanding students who have performed well academically with commemorative prizes, certificates and medals in special ceremonies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

643

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.citycollegerkolkata.org/IOAC/Feedback/Students_SATISFACTION_FEEDBACK_REPORT.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Rs. 5,90,000/-

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://www.vigyansathi.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

18

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Several extension activities have been carried out during the academic year 2021-22 to sensitize students to social issues e.g woollen garments and stationary items have been distributed among the needy street children of the neighborhood community in collaboration with Rotary Club. Both teachers and students participated in the programme. We had a visit to 'Natun Ghar', an old-age home for destitute women. Students and teachers spent some quality time there. Lunch for the day and some stationary items were also provided. Dept of zoology and IQAC organised a blood donation camp in collaboration of Birati Icchedana society. Around 65 blood donors donated blood. Students were actively involved in these programmes and they interacted well with people from different layers of our society.

File Description	Documents
Paste link for additional information	http://www.citycollegekolkata.org/activities_social_outreach.shtml
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

269

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are total 65 physical classrooms and laboratories, with adequate benches and tables in addition to dais for teaching faculty. Every classroom is well-ventilated and adequately lit for proper conducting of teaching and learning. The Science Departments

like Physics, Chemistry, Mathematics, Physiology, Zoology and Botany have ample laboratory facilities manned by dedicated staff to carry out experiments. The Economics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS curriculum. The laboratory equipments are well looked after by the Teachers and lab attendants alike and the College authority are immediately approached to compensate for deficiencies, if any. No pain is spared to teach the students with the aid of ICT facilities. The College has 1 smart classroom which is used for special lectures.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.citycollegekolkata.org/facilities.shtml

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College occupies a pride of place as far as sports and games are concerned . Annual Sports have been held on a regular basis and participants have come out with flying colours. "A sound mind in a sound body" is the motto of the College and students are encouraged to participate in all sporting events to the extent possible. In addition to students, faculty members and non-teaching staff have also been eager participants in sporting events and won prizes. The Pandemic situation during the period 2020-21 not only acted as a spoil sport, but also wreaked havoc on the physical and mental constitution of the teachers and students alike. So, immediately after the College had been re-opened on 03.02.2022, the College authority spared neither time nor effort to conduct and open-air annual sports event in the late afternoon till sundown. It had gone down extremely well. As we recover gradually from the aftereffects of the pandemic situation, we as a college would try to do all we can to hold the annual sports event on a regular basis for the physical and mental rejuvenation of the teacher, non-teaching staff and students alike.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.citycollegekolkata.org/facilities.shtml

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.citycollegekolkata.org/facilities.shtml
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

43.14578

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is partially automated using Koha Integrated Library Management Software, Version- 18. The software is modified and customized by Bengal Library Association (1925)- a century old state level organization in the year 2019. At present we are working on catalogue module. The bibliographic details of books may be searched through remote log-in via OnLine Public Access Catalogue (OPAC). Detailed project proposals for retrospective conversion of bibliographic data of books with automated circulation of books have been submitted for approval. Otherwise, we may write 'We are in the process of retrospective conversion of bibliographic data of books with automated circulation of books. We are also in the process of hosting the software in cloud'.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.citycollegekolkata.org/college-library.shtml

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.059

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

As computers and the internet have become indispensable in Teaching and Learning as well as managing the day affairs of the College, every efforts is made by the College authority to upgrade the IT facilities, including upgradating of Wi-Fi on a regular basis. Routers have been provided at differnt points to provide seamless internet services to the students and College Staff, teaching and non-teaching alike. Tenders are called for purchase of computers, software and other accessories and the one with the lowest rate but satisfactory service record is chosed after a prolonged deliberation in the College Governing Body. As the state government has made E-pension mandatory, so a seamless internet and W-Fi service is essential towards the uploading and sending of data of the superannuated personnel to the Higher Education Department, Goverment of West Bengal.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

43.14578

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College authority provides timely assistance as and when required for the proper maintenance and utilization of physical, academic and support facilities. All Laboratories of the Physical and Life Sciences, including the IT Lab are run for the benefit of the Departments of Commerce and Economics, and are maintained by the respective departments. The Departments provide the College authority with the requisition for equipments of their choice deemed vital for teaching and learning. The Principal considers all such requisitions on a case by case basis and the same are sent to the Finance Committee for a feasibility study. The Pandemic period threw a veritable challenge to the College as physical contacts could not be made on account of Government Restrictions both at the Central and State levels. Conducting offline meetings was out of question. About 30-35% of the Staff were affected by COVID. Notwithstanding these drawbacks, the College undertook every possible step to conduct day to day functions. Online meetings were held from time to time. The Principal alongside a handpicked team of Teaching and Non-Teaching Staff worked tirelessly to keep the administration on an even keel. This included disbursing of funds, keeping of records, and conducting long pending cases of CAS under these extraordinary circumstances.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

464

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

9

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

39

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

City College has a very active Student Union (Council) which plays significant role in the decision-making process related to the welfare of the students. Student Union (Council) represents all the students who are part of the institution. They successfully organise cultural programmes like Freshers welcome, Annual college Social and annual College Fest "Shangrila" in close collaboration with the College administration and faculty members. The College administration enjoys a healthy relationship with the Students as some of them are part of some of the key administrative committees such as College Governing body, Academic Sub-committee, Sports Page Committee, Cultural Committee, and many other vital committees of the college. Student representation in IQAC Core Committee is there. Students are also a part of the Editorial Board of the College Magazine which published annually. Beside that the Students Council also performs several social responsibilities. They organize annual Blood donation Camp. They take key initiatives to promote green and clean campus. They also collaborate with the Anti-Ragging Cell to promote a healthy, safe and peaceful campus life. They also organize the Saraswati puja to revere the Goddess of Learning and Basanta Utsab. However, due to the pandemic situation and series of lockdowns in several sectors including academic institutions in the state and the country created by rise of the COVID-19 disease, some of these events could not be held.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NA

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision- City college is one of the oldest government degree colleges, it aims to cater to the needs of students belonging to diverse socio-economic background and City college believes in attaining excellence and lays emphasis on the all-round, integrated development of its students (like intellectual, spiritual, emotional). The institution has a well-defined vision and mission to make concrete and dedicated effort for quality and value-based education. For the fulfillment of the mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision-making and policy formatting. Very well communication between the staff and the authorities is an important feature of this institution. The governance of the college is reflective of effective leadership as it addresses the needs of students and society.

Mission- 1. The mission of the college is to provide value-based education for its students and toward grooming the students so that they become key role players in building a culturally sensitive and knowledge-based society.

2. City College promotes equality of education irrespective of social class, caste, gender, religion, and economic status.

3. To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.

4. To encourage extra curriculum activities with their best effort.

5. The college organizes various seminars, conferences, symposia, and many other events for their student.

6. The college makes their students sensible people and good citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Upon Decentralization, the institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

- As a Head of the Institution the Principal provides leadership in creating a positive working environment and implements government policies. He is the key person in developing the organizational structure, and formulating and implementing the strategy of development through the various committees and Governing Body. The Principal is also the Chairperson of all committees and sub-committees. He regularly meets with teachers, non-teaching staff and students through meeting of these committees. As an outcome of these meetings strategic plans of the institution are developed.
- The Governing Body is the highest administrative body of the college, with the Principal as the secretary and representatives from Teaching, Non Teaching, Students and External Members. All governance and administrative related decisions, like college infrastructure development, financial management, academic affairs, admission are taken by the Governing Body.
- The Internal Quality Assessment Cell (IQAC) encourage all teachers to improve their academic Carrier advancement and all major decisions on academic affairs are discussed and decided by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Curriculum Development: We follow the curriculum of Calcutta University.

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, Internal Assessments, Tutorial/Project Evaluations, Laboratory exams, and Annual Exams are Conducted under CBCS mode of studies. **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 the 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 the rules of

CU. The method is fully online. Admission Fees are received through Bank.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established

from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

PRINCIPAL

GOVERNING BODY

SECRETARY

IQAC

HEAD OF THE DEPARTMENTS

COMMITTEES

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>In our College Staff welfare is given foremost importance. In connection with this, existing welfare measures for teaching and non-teaching staff are itemized below:</p> <p>Welfare schemes for Teaching: Staff Benevolent Fund and Co-operative credit Society</p> <p>Welfare schemes for Non-teaching: Staff Benevolent Fund and Co-operative credit Society, Employee gets fee Gym facilities.</p> <p>Teaching and Non-Teaching Staff organize tours and sports activities for the staff.</p> <p>Faculty development programs (FDP) for faculty members on regular basis.</p> <p>The management also extends financial assistance to needy students for pursuing higher education in our institution as per the requirement.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. They enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honours, fellowships etc. A few strategies are observed for non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioural aspects like group behaviour, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Before the commencement of every financial year, Principal Sir submits a proposal on budget allocation, by considering the recommendations made by the Heads of all the departments, to the management. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. All vouchers are audited by an internal financial committee on yearly basis. The expenses

Incurred under different heads are thoroughly checked by verifying the bills and vouchers. The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College Finance and Purchase Committee has to be formed/reformed (as per the UGC guidelines) to meets regularly and prepares strategy for resource mobilization effectively and efficiently with the consent of the Governing Body. The members of the committee will decide the major areas of sources and allocation of funds and need to prepare budget for optimum utilization of resources. The major sources of funds: Salary and non-salary grants from State Government. Financial assistance /Grants received from UGC and other educational sponsoring agencies to meet the expenses to run the college.

Research Project grants. Scholarships/Grants from government organizations. Sponsorships to organize major events such as National/State Level Conferences/Seminars/Workshops/Special lectures from sponsors. Alumni contribution development. Funds from college fees, Sale of Admission form. Interest earned on fixed deposits and other savings.

The major areas of allocation of funds: • Infrastructure augmentation. • Academic support facilities. • Amenities to staffs and students. • Building and campus development and maintenance. • Miscellaneous expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

1. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post-accreditation period, the IQAC will channelize all efforts and measures of the Institution towards promoting its academic excellence.

2. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of

ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.

3. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly.

4. To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the information received due to implementation of the above

two practices, IQAC, post accreditation, has been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching learning process, structure, methodologies and learning outcomes. Specific Outcomes and Course Outcomes IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc. IQAC promotes the culture of research amongst students by organizing Research Workshops for students. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: Academic Calendar, Preparation of lesson plan for each Semester, and Daily lecture Record.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

On 29/04/2022 college organized one day Seminar on "Human Rights and Gender Sensitization". Respected speaker Dr. Saswati Ghosh discussed the need for gender sensitization to create awareness among the participating students. The seminar focused on raising sensitization of gender equality-related major concerns. It helps the participants in examining their attitudes and beliefs and questioning the realities of both sexes and helps the participants to understand the difference between sex and gender, how gender is socially constructed and the stereotypes around gender roles. It helps them determine which assumptions in matters of gender are valid and which are stereotyped.

Specific facilities provided for women:

1. We have a dedicated common room for Female students.
2. We have a very active Vishakha committee to prevent any sexual harassment and abuse towards girl students and female staff.

Annual gender sensitization action plan:

1. College is taking the initiative to install CCTV Surveillance System at the college premises.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Common Room

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	E. None of the above
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our housekeeping personnel regularly taken out garbages and disposed of to the Kolkata Municipal Corporation (KMC) authorized personnel. All toilet wastewater lines are connected to the main public municipal drainage system. The college is working to create a unique infrastructure for chemical waste from the chemistry department's laboratory such as separate concealed pipelines into soak pits to neutralize the acid-contaminated chemical water. Currently, E-wastes are also regularly collected and disposed of by KMC.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

E. None of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college's cultural programs are actually an effort to make the environment more inclusive. International Mother Language Day celebration on 21/02/2022 brings all the students from various linguistic together to honor and glorify each language. On Rabindranath Tagore's birthday on May 5, 2022, students of various religions celebrated to honor Tagore's memory and spread his message of harmony and unity among diversity.

In a seminar on Human rights organized by City College on 29/04/2022, the respected speaker Mr. Ranjit Shur lucidly explained to the young minds that we all have inherent rights regardless of our language, culture, religion, nationality, sex, national or ethnic origin, color or any other status. They range from the most fundamental, the right to life, to the rights to food, education, employment, health, and liberty, which make life worthwhile.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

City College sincerely takes all possible initiatives by organizing various events and programs for moulding the students and employees to become responsible citizens of the country by sensitizing them to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

On June 21, 2021, City College students visited remote areas in our State and donated food as well as other necessities to help those who had been affected by the lockdown brought on by COVID-19.

The college organizes blood donation camps, Visited to 'Natun Ghar', an old-age home for destitute women, Distribution of woollen garments, stationery items and Food packets to needy

children and encourages the students to take part in academic study tours for them that make them understand the importance of protecting the mankind, Society, cultural and natural heritage of the country. Every year the college organizes a flag-hoisting ceremony and other programs on Independence Day. Speeches are delivered by senior faculty on those occasions, whereby the students learn the importance of constitutional obligations.

As part of social awareness, our college has also conducted special lectures on Gender Sensitization and Human Rights where experts enlightened the students about the importance of raising sensitization of gender equality concerns. Respected speaker Mr. Ranjit Shur lucidly explained various aspects of human rights and associated laws to the students. The students also being responsible citizens take many community services and provide services to mankind and society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Teacher's Day Celebration (Online) on 05/09/2021
2. Independence Day Celebration on 15/08/2021
3. International Mother Language Day Celebration on 21/02/2022
4. Basanta Utsab Celebration on 12/03/2022
5. World Health day Celebration on 07/04/2022
6. Rabindra Jayanti Celebration on 10/05/2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. Title of the Practice: ERP- Enterprise Resource Planning

Objectives: Creating a digital platform for managing all activities and processes of the institution.

The Context: The ERP is a perfect blend of different modules which acted as a precursor to digitalization.

The Practice: It has promoted a new culture of quality management.

Evidence of Success: ERP helped in the integration of all the stakeholders and reduced the workload on administrative or office staff members.

Problems Encountered and Resources Required:challenging endeavor at the beginning.

B. Title of the Practice: Community Engagement and Social Responsibility

Objectives: Community engagement is to generate their appreciation of field realities.

The Context: The social responsibility of the students can be fostered through continuous community engagement.

The Practice: Engaging the students with the realities of society and creating a mindset to extend a helping hand to those in need.

Evidence of Success: COVID vaccination Camp on 04/10/21.

Distribution of woollen garments to needy children on 04/12/21.

Camp on Student Credit Card Scheme on 23rd and 27th December 2021.

Blood Donation Camp on 20/02/22.

Visit to 'Natun Ghar', an old-age home on 23/04/22.

World Health Day Celebration on 07/04/22.

Webinar on "Do's and Dont's" on 27/04/22.

Seminar on "Human rights and Gender Sensitization" on 29/04/22.

Seminar on "Intellectual Property Rights" on 05/05/22.

Seminar on "Cyber-crime and ethical hacking" on 14/05/22.

Lecture on The 'Wizard of Oz': on 20/05/22.

Problems Encountered and Resources Required: Financial limitations.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

City College boasts of a glorious heritage dating back to the Bengal Renaissance. The college has been functioning as an educational institution ever since 1881 but has continued to strive towards excellence in all forms. Over the time, the college has adapted smoothly to the changing requirements of modern learning and administration, serving as a link between tradition and modernity. This is best exemplified by, among other things, the adoption of the Enterprise Resource Planning (ERP) module to facilitate administrative activities, students' information, fee collection management, online admission process, etc. On an academic level, the goal is to help the teachers in attendance management, uploading of study materials at LMS, etc. These have not only emerged as alternative platforms for the efficient management of education systems globally, but a necessary one and City College continues to employ such modern technologies, along with traditional ones in order to cater to all aspects of academic progress. Along with regular classes, various departments of the college are actively engaged in promoting knowledge of the real world through social work, excursions and field trips. All of these efforts have led to an environment of teaching-learning that allows the students to express their knowledge in the form of articles, essays, poetry and art through numerous departmental magazines published by the college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. More collaborations and MoU must be made.
2. Offering financial support to all faculty members for the publication of high-quality papers in International and National journals listed by UGC CARE.
3. Offering financial support to faculty members to attend academic training programs such as the Faculty Development Program, Refresher Course, NAAC-related training program, national and international conferences and webinars.
4. Implementation of Mentor-mentee program.
5. Installation of biometric attendance for all Teaching and Non-teaching staff including casual staff.
6. Upgradation of our existing college website.
7. Implementation of rotational headship.