CITY COLLEGE

102/1 RAJA RAMMOHAN SARANI, KOLKATA 700009,

WEST BENGAL, INDIA

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016-17

OF THE IQAC

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	CITY COLLEGE
1.2 Address Line	102/1 RAJA RAMMOHAN SARANI
City/Town	KOLKATA (Previously CALCUTTA)
State	WEST BENGAL
Pin Code	700009
Institution e-mail address	principal.citycollege@gmail.com
Contact Nos.	033 6566 0005
Name of the Head of the Institutio	Dr. SITAL PRASAD
Tel. No. with STD Code:	033 6566 0005
Mobile:	919433460546
Name of the IQAC Co-ordinator:	Dr. TAPAN KUMAR
Mobile:	09231864656
IQAC e-mail address:	iqac.citycollegekolkata@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

1.4 Website address: www.citycollegekolkata.org

Web-link of the AQAR: **http://www.citycollegekolkata.org/AQAR.shtml**

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period

1	1st Cycle	B+	78.5	2007	5 YEARS

1.6 Date of Establishment of IQAC: DD/MM/YYYY 26/08/2014

1.7 AQAR for the year *(for example 2010-11)* 2016 - 2017

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

1.9 Institutional Status

Affiliated College Yes √ No

Type of Institution Co-education √ Men Women

Urban √ Rural Tribal

Financial Status Grant-in-aid UGC 2(f) √ UGC 12B √

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts √ Science √ Commerc √ Law PEI (Phys Edu)

Others (Specify) Community College (Vocational)

1.11 Name of the Affiliating University *(for the College* UNIVERSITY OF CALCUTTA

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

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	03
2. 6 No. of any other stakeholder and	01

community representatives

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held | NIL |

2.11 No. of meetings with various stakeholders: N 00 Fa 00

Non-Teaching Staff Students 00 A 00 O 00

2.12 Has IQAC received any funding from UGC during the year? Ye [ ] No [√]

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC : 10

(ii) Themes – Human Rights; Demonetization; Mahasweta Devi – Literature and struggle; Application of Mathematics in securing digital data; Exploring the quantum world a cartoonist's view, Nanabati in Literature;

2.14 Significant Activities and contributions made by IQAC –

- IQAC coordinates with different organizations to arrange for career counseling sessions for helping shape students' future.

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

2.16. Whether the AQAR was placed in statutory body Y [✓] [ ]

Management [ ] Syndicate [ ] Any other body Governing Body

Provide the details of the action take The AQAR was placed before the Governing Body for approval and suggestions offered by the Governing Body were considered for

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	03 (B.A, B. Sc, B. Com)	Nil	Nil	03
Diploma	02 (Community College)	Nil	Nil	02
Total	05	Nil	Nil	05

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	05

1.3 Feedback from stakeholders* Alum[X] P[√]ts Emp[x]rs [√]nts *(On all aspects)*

Mode of feedback : Online [X] Manual [√] Co-operating schools (for P[X]

Please provide an analysis of the feedback in the Annexure

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

The college does not frame regulations/syllabi. The affiliating university designs the same.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
81	23	34	00	24

2.2 No. of permanent faculty with Ph.D 40

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

Asst. Professors		Associate Professors		Professors		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
11	18	Nil	NA	NA	NA	Nil	01	11	19

2.4 No. of Permanent Part Time and Guest faculty 33 23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	13	04
Presented	00	11	04
Resource Persons	00	02	03

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

ICT is used along with traditional mode of teaching and learning

2.7 Total No. of actual teaching days during this academic year 205

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development worksho 01 01

2.10 Average percentage of attendance of stude 60%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class (60%)	II Class (50%)	III /P. Div	Pass %
B. A	140		00	45	16	43.6
B. Sc	228		27	80	51	69.3
B. Com	386		32	73	29	34.7

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

The IQAC interacts with the administration and Head of the Departments, for overall development for the teaching, learning process and institutional progress.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	NA
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	33	11	--	--
Technical Staff	01	01	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institutic NIL

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	1	1
Outlay in Rs. Lakh	11.27	32.50	32.50	4.00

3.3 Details regarding minor projects – NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakh				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	1	1
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings	3	7	

3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-16	UGC	11.27	11.27
	2015-18	SERB-DST	32.50	32.50
Minor Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Total				43.77

3.7 No. of books published i) With ISBN No. 3 Chapters in Edited Boo 3

ii) Without ISBN No. 1

3.8 No. of University Departments receiving funds from - NA

3.9 For colleges	Autonom	X	CPE	X	DBT Star Scheme	X	
	INSPIRE	X	CE	X	Any Other (specify)	X	

3.10 Revenue generated through consultancy NIL

3.11 No. of conferences organized by the Institution - 10

3.12 No. of faculty served as experts, chairpersons or resource per 5

3.13 No. of collaborations- NIL

3.14 No. of linkages created during this year – NIL

3.15 Total budget for research for current year in lakh: - NIL

3.16 No. of patents received this year - NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: 01

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them : NA

3.19 No. of Ph.D. awarded by faculty from the Institutio NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): JRF; SRF; Project Fellows; Any other: 01 JRF

3.21 No. of students Participated in NSS events: University level; State level; National level; International level: NIL

3.22 No. of students participated in NCC events: University level; State level; National level; International level: NIL

3.23 No. of Awards won in NSS: University level; State level; National level; International level: NIL

3.24 No. of Awards won in NCC: University level; State level; National level; International level: NIL

3.25 No. of Extension activities organized: 1

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility – NIL

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Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3602 sq.mt.			
Class rooms	40	0		
Laboratories	10	0		
Seminar Halls	NIL	NIL		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL		
Value of the equipment purchased during the year (Rs. in Lakh)	NIL	0.76	College Fund	
Others				

4.2 Computerization of administration and library

ADMINISTRATION: SOME OF THE DEPARTMENTS OF THE OFFICE ARE COMPUTERISED

4.3 Library services: Financial Year – 2016-20167

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44978		215	22041	45193	
Reference Books	1827		04	3290	1831	
Journals	9	8581	All journals renewed			9588
e-Books	The City College Library is the member of N-LIST, an Initiative of Ministry of Human Resource Development (MHRD) of the NME-ICT, funded by UGC, as college component under e-ShodhSindhu Consortium since 2010 and thus getting access to e-books, e-journals and e-database as per subscription for the colleges. The central library is also the member of National Digital Library (NDL) of India and thus getting remote access to e- resources.					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	60	3	3	11	NIL	10	50	NIL
Added	00	0	0	0	NIL	0	00	NIL
Total	60	3	3	11	NIL	10	50	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for

NIL

technology up gradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakh

i) ICT	NIL
ii) Campus Infrastructure and facilitie	0.59
iii) Equipments	0.76
iv) Others	0.20.4
Total :	21.76

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
3314	xx	xx	xx

(b) No. of students outside the state: Exact data not available

(c) No. of international students: NIL

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenge	Total	General	SC	ST	OBC	Physically Challenge	Total

				d						d	
2325	60	16	02	00	2403	3116	103	08	87	00	3314

Demand ratio :- 11:1 Dropout % :- 17

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

No such mechanism exists

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

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Other

5.6 Details of student counselling and career guidance

Some service providers frequently visited our institution for counseling and career

No. of students benefitted 14

5.7 Details of campus placement – NA

5.8 Details of gender sensitization programmes: NIL

5.9 Students Activities

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

State/ University level 02 National leve 2 International leve 0

No. of students participated in cultural events

State/ University level 04 National leve 01 International leve 0

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

Sports: State/ University level 02 National leve 01 International leve 0

Cultural: State/ University level 00 National leve 00 International lev 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	65	According to their
Financial support from government	261	requirement and
Financial support from other sources	0	deposited in their

Number of students who received International/ National recognitions	0	bank account

5.11 Student organised / initiatives

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

Exhibition: State/ University level 0 National level 0 International lev 0

5.12 No. of social initiatives undertaken by the students 03

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Propagation of knowledge among different strata of society.

6.2 Does the Institution has a management Information System

The Office Management Software (Smart College) has been successfully installed and the staff members are currently engaged in necessary training programme

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

6.3.1 Curriculum Development

Not Applicable. We follow the University Curriculum

6.3.2 Teaching and Learning

In addition to traditional mode of teaching, the college uses multimedia applications, fieldworks, seminars, projects, etc. as teaching aids.

6.3.3 Examination and Evaluation

Departmental Class Tests, Mid-Term Test, Annual/Selection Test

6.3.4 Research and Development

Minor and Major Research Project

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well equipped Library provided with ample on-line resources
- Conversion of bibliographic data from SOUL 1 to Koha Software
- The Library is the member of UGC N-List Consortium

6.3.6 Human Resource Management

- Support for skill-development of the staff and faculty through training programmes
- Career Advancement Scheme/Professional development through promotion to higher scales
- Encouragement provided to the faculty to join Academic Staff College Programmes.
- Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities
- Sanction of leave to the faculty members for advanced 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

6.3.7 Faculty and Staff recruitment

Full-time staff members are recruited as per directive of the Govt. of West Bengal and the college recruits Guest Faculty and Casual staff as and when required.

6.3.8 Industry Interaction / Collaboration

Occasional visits are conducted by Companies / Industries for career advancement related awareness programmes and placement of students.

6.3.9 Admission of Students

On the basis of Merit as per the rules of the University of Calcutta and the method is fully on-line. Admission Fees are accepted through Bank only.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NIL

√ ☐

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni Meets, Social gatherings, and fruitful coordination among stake holders

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

All members of the staff are encouraged to participate in various training programmes/ workshops organised by the college/university.

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

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

Criterion – VII

7. Innovations and Best Practices

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

INTRODUCTION OF ONLINE PAYMENT OF ADMISSION FEES.

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

ONLINE PAYMENTS DURING ADMISSION WAS INTRODUCED.

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

Involvement of all stakeholders (Teaching, Non-teaching, students) in the efficient management of the institution.

Constant effort is made to keep the campus clean.

Provide the details in annexure

7.4 Contribution to environmental awareness / protection

Students were give projects for raising environmental awareness.

7.5 Whether environmental audit was conducted? NO

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

The college has a strong Alumni Association in addition to a congenial education-friendly atmosphere.

See Annexure I

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

Introduction of modern ICT based teaching programmes.

Name _DR. TAPAN KR. GHOSH

Name _DR. SITAL PRASAD CHATTOPADHYAY

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

Annexure I

Post NAAC Initiatives & SWOC Analysis

Observation of last NAAC Peer team

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

Suggestions and recommendations of the last NAAC Peer team

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

i) The college may introduce contemporary relevant job-oriented certificate/short-term/diploma courses in consultation with business and

industry sector. The courses may be Computer Applications, Advertising and Public Relations, Journalism and Mass Communication, Food Processing, Biotechnology, Secretarial and Office Practices, Marketing Management, Tourism and Travel Management and other such courses which have region specific relevance

ii) The college should take immediate steps for the possession of the old Hostel Building which is lying unused and renovate it so that some existing courses and also new courses can be introduced there. The governing body has to pursue the matter at the government/any other appropriate level without any further delay.

iii) The college should provide remedial courses for the weaker students so as to increase their ability in learning, For this purpose, the college can approach UGC for financial assistance under the 'remedial courses' scheme.

iv) Faculty members should be encouraged to undertake more research projects funded by various agencies like UGC, CSIR, ICSSR. AICTE, DST, etc.

v) Career Guidance Cell and Grievance — Redressal Cell should be made operative and functional.

vi) College may approach the University of Calcutta and other appropriate authorities for establishment of NSS and NCC units in the college.

vii) The college may initiate steps for the organisation of State level and National Seminar, Conferences and Workshops on a regular basis. The UGC and other agencies ran be approached for funding through the College Development Council of the University of Calcutta.

viii) More computer terminals should be provided in the Library.

ix) The self-appraisal and other appraisal mechanisms of teachers and non-teaching staff need to be introduced in the light of UGC and affiliating university guidelines.

x) The college may approach UGC for augmentation of computer facilities by establishing a Central Computer Centre with Internet connectivity for the staff and students.

xi) Students' feedback should be utilised to make the teaching-learning process more effective

xii) The college must initiate steps for the introduction of post graduate courses

in a phased manner after augmenting infrastructural facilities

xiii) Use of audio-visual gadgets in classroom teaching should be encouraged and provisions should be made by the college.

xiv) Accounts and auditing needs immediate attention by the college administration

xv) The Alumni Association which has been revived recently can be made more functional, thus helping the college raise funds and otherwise.

xvi) Steps should be taken to identify the reasons for high dropout and find solution to reduce the same

Actions taken by the college authority

i) The college has introduced contemporary relevant job-oriented diploma courses in under the Community College Scheme of UGC-MHRD. The courses includes Media and Communication technology, Tourism and Travel Management

~~ii)~~ The college has taken steps for the possession of the old Hostel Building. The governing body has pursued the matter at the Government and University level~~. University has given clearance for the possession. The matter is now on the board of Government of West Bengal, which is yet to be released.~~

iii) ~~The~~ college approached UGC for financial assistance under the 'remedial courses' scheme. UGC sanctioned a fund, but due to some unavoidable reasons the fund has to return.

iv) Faculty members of Zoology Department and Commerce Department applied for the Major and Minor ~~research~~ projects of UGC. Two Major Research Project has been sanctioned in Zoology Department by the UGC.

v) Career Guidance Cell and ~~Grievance~~ Redressal Cell are operative and functional. Moreover, a ICC Committee is formed under the guidance of Bishakha Recommendation.

vi) College has already ~~approached~~ the University of Calcutta for ~~establishment~~ of NSS units in the college. It is yet to be sanctioned.

vii) The college has taken steps for the organisation of State level and National level ~~Seminar, Conferen~~ces and Workshops. The steps were not sufficiently strong and ultimately no result was yielded.

viii) More ~~computer~~ terminals were be provided in the Library.

ix) The self-appraisal and other appraisal mechanisms of teachers have introduced in the light of UGC and affiliating university guidelines, because the promotion of teachers required that report. The self-appraisal and other appraisal mechanisms for non- ~~teaching~~ staff are yet to be introduced.

x) The college has already ~~a~~approa~~a~~ched UGC and Government of West Bengal for augmentation of computer facilities and establishing a Central Computer Centre with Internet connectivity and a Smart Class Room for the students and staffs.

xi) Students' feedback are utilised in some departments to make the teaching-learning process more effective, but in the college as a whole is not yet introduced.

xii) The college has taken steps for the introduction of post graduate course in Zoology Department

xiii) Teachers are using audio-visual gadgets in classroom teaching in a regular basis in most of the science departments, especially in biological sciences.

xiv) College maintenance software is installed by the college administration, which includes Accounts and auditing software.

xv) The Alumni Association 'EXCITIGEN', is very much functional and helping the college in various ways.

xvi) Steps have been taken to identify the reasons for high dropout and solution to reduce the same is practiced.

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