

# CITY COLLEGE

102/1 RAJA RAMMOHAN SARANI, KOLKATA 700009,

WEST BENGAL, INDIA

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-18

श्रद्धावान् ज्ञानम्  
OF THE IQAC  
ज्ञानम्

# 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

City/Town

KOLKATA (Previously

State

WEST BENGAL

Pin Code

700009

Institution e-mail address

principal.citycollege@gmail.com

Contact Nos.

033 6566 0005

Name of the Head of the Institution

Dr. SITAL PRASAD

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. MHC0GN 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	1 <sup>st</sup> Cycle	B+	78.5	2007	5 YEARS
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1.6 Date of Establishment of IQAC: DD/MM/YYYY

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

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

1.9 Institutional Status

Affiliated College Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

Others (Specify)

1.11 Name of the Affiliating University (for the College)

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

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

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 00

Students 00

A 00

O 00

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

No

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC : 02

(ii) Themes: Students Welfare; Green Marketing and Digital Detoxification

2.14 Significant Activities and contributions made by IQAC –

IQAC coordinated with different departments for arranging institution-level seminars, guest lecture sessions, and apprising the latest advances in their respective fields of study. However, the functions of IQAC were withheld from November, 2017 as per a Government Notification dissolving our Governing Body.

2.15 Plan of Action by IQAC/Outcome – Several activity programmes / awareness programmes

were proposed :- 1) Career counselling, 2) Health awareness 3) Environment consciousness 4) energy conservation, etc.

2.16. Whether the AQAR was placed in statutory body

Management

Syndicate

Any other body

Governing Body

Provide the details of the action taken

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

## 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
<b>Total</b>	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	01
Trimester	
Annual	04

1.3 Feedback from stakeholders\*  Alumni  Parents  Employees  Students  
(On all aspects)

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

*\*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. The B.Com. Syllabus was thoroughly revised by the CU and CBCS was

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
83	28	32	00	23

2.2 No. of permanent faculty with Ph.D.

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
06	12	Nil	NA	NA	NA	Nil	01	06	13

2.4 No. of Permanent Part Time and Guest faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	14	06
Presented	05	13	03
Resource Persons	01	01	03

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

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

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

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

2.10 Average percentage of attendance of students

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	84		00	21	11	38.1
B. Sc	135		18	60	00	57.8
B. Com	218		08	75	04	39.9

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

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	04
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	31	13	--	--
Technical Staff	01	01	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

NIL

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	1	
Outlay in Rs. Lakh	32.50	3.60	3.60	

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	6	1
Non-Peer Review Journals	1	5	
e-Journals			1
Conference proceedings	1	4	

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	2018-2020	WBBDB	3.60	1.80
	2015-2018	SERB-DST	32.5	32.50
Minor Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Total				34.30

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

2

Chapters in Edited Book

2

1



ii) Without ISBN No.

3.8 No. of University Departments receiving funds from - NA

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution – 03 (International – 1)

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

3.13 No. of collaborations- 01

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 Institution

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

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

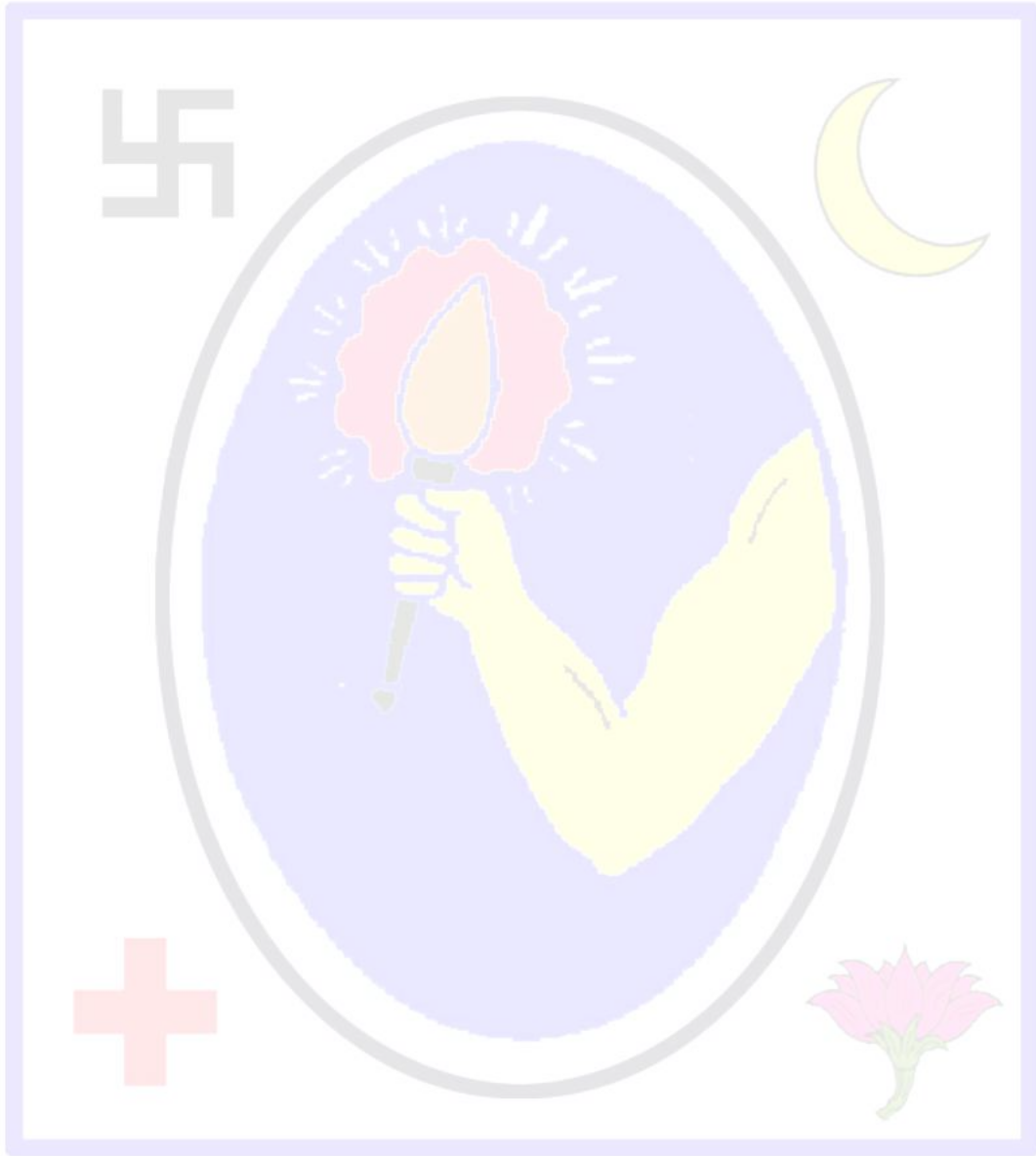
3.22 No. of students participated in NCC events: University level; State level; National level; International level: NIL

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: 03

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 ( $\geq$ 1-0 lakh) during the current year.	NIL	NIL		
Value of the equipment purchased during the year (Rs. in Lakh)	NIL	1.81	College Fund	
Others		.50		

#### 4.2 Computerization of administration and library

ADMINISTRATION: SOME OF THE DEPARTMENTS OF THE OFFICE ARE COMPUTERISED

#### 4.3 Library services: Financial Year – 2015-2016

	EXISTING		NEWLY ADDED		TOTAL	
	No.	VALUE	No.	VALUE	No.	VALUE
TEXT BOOKS	45193		17	14400	45210	
REFERENCE BOOKS	1831		5	5485	1836	
JOURNALS	9	9588	ALL JOURNALS RENEWED			8527
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	Departments	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 facilities	0.38
iii) Equipments	1.81
iv) Others	.50
<b>Total :</b>	<b>2.7</b>

**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. Infrastructures 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.

	UG	PG	Ph. D	Others
5.3 (a) Total Number of students	2935	xx	xx	xx

(b) No. of students outside the state NA

(c) No. of international students NIL

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenge	Total	General	SC	ST	OBC	Physically Challenge	Total

				d						d	
3116	103	08	87	00	3314	2483	379	11	62	00	2935

Demand ratio :- 11:1      Dropout % :- 24

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

No such mechanism exists

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

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

5.6 Details of student counselling and career guidance

Some service providers frequently visited our institution for counseling and career guidance

No. of students benefitted

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       National level       International level

No. of students participated in cultural events

State/ University level       National level       International level

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

Sports: State/ University level       National level       International level

Cultural: State/ University level       National level       International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	68	According to their
Financial support from government	510	requirement and
Financial support from other sources	0	deposited in their

Number of students who received International/ National recognitions	0	bank account
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#### 5.11 Student organised / initiatives

Fairs: State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ 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 is fully functional.

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

6.3.1 Curriculum Development

Not Applicable. We follow the curriculum of CU

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 Tests, Annual/Selection Tests are regularly held and for Commerce Stream Internal Assessment and Project Evaluations are conducted under CBCS

6.3.4 Research and Development

Minor and Major Research Projects

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 rules of CU. The method is fully on-line. Admission Fees are received through Bank

## 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"

NIL

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

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

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

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni 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 On-line 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

On-line payments during admission was introduced to ensure fair and transparent selection of eligible candidates

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 (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Project on environmental studies are assigned to the students.

7.5 Whether environmental audit was conducted

NO

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

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

See Annexure I

### 8. Plans of institution for next year

To aim for autonomy regarding curricula framing and examination pattern.

To introduce Post Graduate Courses step by Step

Name *\_DR. TAPAN KR. GHOSH*

Name *\_DR. SITAL PRASAD CHATTOPADHYAY*

*Tapan kr Ghosh*

*Sital prasad Chattopadhyay*

Annexure I

## **Post NAAC Initiatives & SWOC Analysis**

### **Observation of last NAAC Peer team**

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

### **Suggestions and recommendations of the last NAAC Peer team**

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

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

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

- ii) The college should take immediate steps for the possession of the old Hostel Building which is lying unused and renovate it so that some existing courses and also new courses can be introduced there. The governing body has to pursue the matter at the government/any other appropriate level without any further delay.
- iii) The college should provide remedial courses for the weaker students so as to increase their ability in learning, For this purpose, the college can approach UGC for financial assistance under the 'remedial courses' scheme.
- iv) Faculty members should be encouraged to undertake more research projects funded by various agencies like UGC, CSIR, ICSSR, AICTE, DST, etc.
- v) Career Guidance Cell and Grievance—Redressal Cell should be made operative and functional.
- vi) College may approach the University of Calcutta and other appropriate authorities for establishment of NSS and NCC units in the college.
- vii) The college may initiate steps for the organisation of State level and National Seminar, Conferences and Workshops on a regular basis. The UGC and other agencies can be approached for funding through the College Development Council of the University of Calcutta.
- viii) More computer terminals should be provided in the Library.
- ix) The self-appraisal and other appraisal mechanisms of teachers and non-teaching staff need to be introduced in the light of UGC and affiliating university guidelines.
- x) The college may approach UGC for augmentation of computer facilities by establishing a Central Computer Centre with Internet connectivity for the staff and students.
- xi) Students' feedback should be utilised to make the teaching-learning process more effective
- xii) The college must initiate steps for the introduction of post graduate courses

- in a phased manner after augmenting infrastructural facilities
- xiii) Use of audio-visual gadgets in classroom teaching should be encouraged and provisions should be made by the college.
  - xiv) Accounts and auditing needs immediate attention by the college administration
  - xv) The Alumni Association which has been revived recently can be made more functional, thus helping the college raise funds and otherwise.
  - xvi) Steps should be taken to identify the reasons for high dropout and find solution to reduce the same

### **Actions taken by the college authority**

- i) The college has introduced contemporary relevant job-oriented diploma courses in under the Community College Scheme of UGC-MHRD. The courses includes Media and Communication technology, Tourism and Travel Management
- ii) The college has taken steps for the possession of the old Hostel Building. The governing body has pursued the matter at the Government and University level. ~~University has given clearance for the possession. The matter is now on the board of Government of West Bengal, which is yet to be released.~~
- iii) ~~The~~ college approached UGC for financial assistance under the 'remedial courses' scheme. UGC sanctioned a fund, but due to some unavoidable reasons the fund has to return.
- iv) Faculty members of Zoology Department and Commerce Department applied for the Major and Minor ~~research~~ projects of UGC. Two Major Research Project has been sanctioned in Zoology Department by the UGC.
- v) Career Guidance Cell and ~~Grievance~~ Redressal Cell are operative and functional. Moreover, a ICC Committee is formed under the guidance of Bishakha Recommendation.
- vi) College has already ~~approached~~ the University of Calcutta for ~~establishment~~ of NSS units in the college. It is yet to be sanctioned.
- vii) The college has taken steps for the organisation of State level and National level ~~Seminar, Conferences~~ and Workshops. The steps were not sufficiently strong and ultimately no result was yielded.
- viii) More ~~computer~~ terminals were 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 approached UGC and Government of West Bengal for augmentation of computer facilities and establishing a Central Computer Centre with Internet connectivity and a Smart Class Room for the students and staffs.
- xi) Students' feedback are utilised in some departments to make the teaching-learning process more effective, but in the college as a whole is not yet introduced.
- xii) The college has taken steps for the introduction of post graduate course in Zoology Department
- xiii) Teachers are using audio-visual gadgets in classroom teaching in a regular basis in most of the science departments, especially in biological sciences.
- xiv) College maintenance software is installed by the college administration, which includes Accounts and auditing software.
- xv) The Alumni Association 'EXCITIGEN', is very much functional and helping the college in various ways.
- xvi) Steps have been taken to identify the reasons for high dropout and solution to reduce the same is practiced.

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