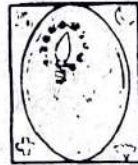


26th April 2007

NOTICE

*This for information to all concerns that
National Assessment & Accreditation Council
Accredits our college as B⁺ grade*



*Many many Thanks to all members of City College family
for your active participation and wholehearted
co-operation for the purpose of NAAC Peer Team visit in
our college during 26th and 27th February 2007.*

On behalf of NAAC Co-ordination Committee

[Handwritten signature]
26.4.07

Co-ordinator
NAAC coordination committee



[Handwritten signature]
26.4.07

Principal (Actg.)
City College, Kolkata



NAAC

for Quality and Excellence in Higher Education



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

2007: Year of promoting Internal Quality Assurance Systems

प्रो. वी.एस. प्रसाद

निदेशक

Prof. V.S. Prasad

Director

NAAC/A&A/outcome - 75/2007/

April 17, 2007

The Principal

City College

No. 102/1, Raja Rammohan Sarani (Amherst Street)

Kolkata - 700009

West Bengal

Dear *Principal*,

Greetings of Quality from NAAC.

I am glad to inform you that the outcome of the Assessment and Accreditation exercise of your institution has been processed and approved by the Chairman, Executive Committee, NAAC and your institution has been *Accredited* for a period of five years with *B+ Grade* (institutional score between 75-80%) with a validity from 31/03/2007. The certificate of accreditation with the grade, criterion-wise scores and total score will be sent to you shortly. I am sure the detailed peer team report given to you already by the peer team will enable the institution to initiate further quality enhancement measures.

With best wishes,

Yours sincerely,

(V. S. Prasad)

**REPORT OF THE
PEER TEAM ON THE INSTITUTIONAL ASSESSMENT AND
ACCREDITATION OF CITY COLLEGE, KOLKATA
WEST BENGAL**

26 – 27 February 2007

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE**

**REPORT OF THE PEER TEAM ON THE INSTITUTIONAL ASSESSMENT
AND ACCREDITATION OF CITY COLLEGE,
KOLKATA, WEST BENGAL**

SECTION – 1: INTRODUCTION

City College, Kolkata had a very humble beginning as a High School on 6th January 1879. It became a first grade college in 1881. The college founded by the Sadharan Brahma Samaj is now governed by the Brahma Samaj Education Society. It was established with the goal of "diffusion of education in its highest and widest sense". The objective was educating Indian students from all castes and creeds on an improved and comprehensive plan. With these goals and objectives, the City College has come a long way since its inception in the late 19th century. The college situated in busy streets of Kolkata spreads over an area of 3602 square meters. The college caters to the higher education needs of both boys and girls of various socio-economic strata, particularly disadvantaged sections of the region. The college is recognised by UGC under 2(f) and is affiliated to the University of Calcutta.

City College, which started with few departments in the Arts faculty, gradually offered Science education in 1920 and Commerce in 1939. Presently, the college has all the faculties of Humanities, Science and Commerce with a total of 16 departments. It has 7 departments (Bengali, English, Sanskrit, Hindi, History, Political Science and Philosophy) in the arts faculty; 8 departments (Physics, Chemistry, Botany, Zoology, Physiology, Mathematics, Economics and Statistics) in the Science faculty and the department of Commerce. The college offers UG courses – B.A. (Honours and General), B.Sc. (Honours and General) and B.Com. (Honours and General). The college offers Honours programmes in all the subjects except Hindi and Statistics. The college has introduced Statistics as a general subject only in 2006.

The faculty consists of 80 permanent teachers and 21 part-time teachers of which 53 have Ph.D., one has D.Sc. and 11 have M.Phil. degrees. There are 38 permanent non-teaching staff members, 2 laboratory instructors, one librarian and 13 temporary non-teaching staff in the college. The college has had an enrolment of 2993 students (2438 boys and 555 girls) during 2006-07.

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The college has a central library, canteen, a 16 station gymnasium, playground named Marcus Square which is now under temporary possession of the Kolkata Municipal Corporation, some indoor games facilities, common rooms for boys and girls, cheap store for books and stationeries and residential quarter for few non-teaching staff. The college works under annual system as per the affiliating university's academic curricula and Act and Statutes. The dropout percentage of students is around 30. The success rate in the university examination varies between 85 to 94 per cent. The unit cost of education per student is Rs. 647/- excluding the salary component and Rs. 11,252/- including the salary component.

The college has a Governing Body with representations from the Brahma Samaj Education Society, Teachers, Non-Teaching Staff, students. The Governing Body supervises, controls and regulates all the academic, administrative and financial affairs of the college. The Principal (Teacher-in-Charge) of the college is the ex-officio Secretary of the Governing Body and the executive head of the college. The Principal is assisted by the Vice-Principal (academic), Vice-Principal (finance) and bursar, Heads of the Departments, Teachers, non-teaching staff and students for the smooth and effective management of the college. Various committees like Finance Committee, Purchase Committee, Admission Committee, Examination Committee, Academic Sub-committee, Library Sub-committee etc. also help the Principal.

City College volunteered to be assessed and accredited by the National assessment and Accreditation Council (NAAC), Bangalore and submitted its Self Study Report in January 2007. The NAAC constituted a Peer Team consisting of Prof. P.C. Deka, former Vice-Chancellor, Tezpur University, Tezpur, Assam as Chairman, Dr. Reny George, Principal, St. Thomas College, Bhillai as Member and Prof. Sunil Kanta Behera, Department of Mass Communication, Berhampur University, Berhampur, Orissa as Member Coordinator. Dr. M.S. Shyamasundar, Deputy Adviser, NAAC, Bangalore was the coordination officer.

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The Peer Team after carefully studying and analysing the Self Study Report visited the college on 26th and 27th February 2007. The Peer Team visited all the academic and administrative departments, library, laboratories and other support services. The Peer Team also had extensive interaction with the Principal, Governing Body members, teachers, non-teaching staff, students, alumni and parents. Based on the above exercise and the scrutiny of documentary evidence and keeping in view the criteria, norms and framework laid down by the NAAC, the Peer Team has formulated its assessment report on institutional accreditation of the college as given in the following pages.

SECTION – 2: CRITERION-WISE ANALYSIS

Criterion – I: Curricular Aspects

The goals and objectives of the college have been clearly stated and the college has been successful in providing higher education to the largest possible number of students during the last 126 years of its existence.

As an affiliated college of University of Calcutta, the college offers undergraduate programmes leading to B.A., B.Sc. and B.Com. English, Major Indian Language and Environmental Studies are core subjects common to all Bachelor's Degree Programmes. The objectives of the college are reflected in the variety of its academic programmes. The Arts faculty consists of the departments of English, Bengali, Sanskrit, Hindi, History, Political Science and Philosophy. The Science faculty consists of the departments of Physics, Chemistry, Botany, Zoology, Physiology, Mathematics, Economics and Statistics. The department of Commerce is a faculty by itself. Introduction of Information Technology as a component of B.Com. syllabus and Statistics as a general paper are the recent additions to the degree curricula. The college offers honours courses in all the existing subjects except Hindi and Statistics.

The college follows the syllabi prescribed by the University of Calcutta for B.A. (General and Honours), B.Sc. (General and Honours) and B.Com. (General and Honours) courses. The curricula have been recast by the affiliating university according to UGC guidelines. The college has no freedom for revision of the curricula, but the teachers, some of them being the members of the undergraduate Board of Studies of the

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University, suggest necessary changes in the curricula to make them contemporary relevant. Though there is no scope for horizontal mobility, the students are offered diversity and flexibility in choosing their subjects as the college offers multiple electives and subject combination options.

The courses offered by the college are of conventional nature. The college has to take initiatives to offer job-oriented courses like information technology, computer applications, biotechnology, bioinformatics, journalism and mass communication, videography, animation and graphics, interior designing etc. on self-financing mode. The college may also plan for introduction of post-graduate courses in a phased manner after making provisions for more infrastructural facilities. Though the college has adopted the methods of collecting feedback from the outgoing students through a structured questionnaire, it has to be systematised and made more effective through continuous evaluation at the end of first, second and third year.

Criterion – II: Teaching-Learning and Evaluation

Admissions are based on academic records and the college follows a transparent admission policy. The teachers render guidance to the students in choosing appropriate courses, subjects and combinations. The college follows the minimum criteria set by the affiliating university and also sets cut-off marks for admission to Honours courses. The college follows the reservation policy of the government in admitting students to different courses. The college is a co-educational college except for the Bio-Science departments. The demand ratio is 3:1 (3 applications for one seat). The college publishes the updated prospectus and academic calendar and supplies to the students at the beginning of the academic session. The college works for 238 days in an academic session of which 199 are teaching days. The syllabus is taught according to the teaching plans formulated by the teachers and approved by the departmental councils. The teaching-learning process and the progress of the syllabus are closely monitored through departmental meetings.

The college is supplementing lecture method of teaching with students' presentations, departmental seminars and field visits. Students' progress is monitored through periodic class tests, test examinations and annual examinations. The academically weak students are guided by the teachers informally.

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Teachers are selected by the West Bengal College Service Commission and appointed by the Governing Body as per the university/government/UGC norms and guidelines. The college has qualified faculty as out of a total of 101 teachers, 53 have Ph.D., 1 has D.Sc. and 11 have M.Phil. degrees. The college appoints guest faculties and part-time teachers as per the requirement and the payments are made from the college fund. Six departments have computers and the teachers use OHPs and slide projectors in classroom teaching. The laboratories are reasonably equipped to meet the curricular requirements of the students. However, computer facilities with internet connectivity which is available in the departments of Commerce and Physics may be extended to all the departments for the promotion of computer-aided teaching.

Teachers are allowed to attend refresher courses, orientation programmes, seminars and workshops for their updation of knowledge and academic development.

The teachers maintain diaries about classes taken and courses covered. But the college may think of introducing self appraisal methods of evaluation of the teachers. The college may organise regional and national seminars and workshops regularly. UGC and other agencies like ICSSR, CSIR, etc. may be approached for funds as the college is recognised by UGC under 2(f).

Criterion – III: Research, Consultancy and Extension

The college encourages faculty members for conducting research by sanctioning leave and deputing them to attend and present research articles at seminars, conferences and workshops. Four UGC funded minor research projects with a total outlay of Rs. 2.84 lakh are in progress in the departments of English, Economics, Commerce and Zoology. Some teachers of the departments of Botany, Zoology, Physics, Physiology, Economics, English and Bengali are actively engaged in research and even invited as resource persons for National Workshops. There are about 30 publications in international journals and 23 in national journals during the last 5 years. The faculty-wise publication of books is 8 by Arts, 18 by Science and 2 by Commerce. Three teachers have been awarded with Post-Doctoral Fellowships by the Ministry of Education, Spain, HWK Germany and the University of Washington. Two teachers have also been awarded with Fellow of Zoological Society, Kolkata. As 53 teachers are Ph.D. holders, they can undertake major and minor research projects sponsored by UGC, CSIR, DST, ICSSR,

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ICHR and other funding agencies. Steps should be taken by the college to further promote research culture among the faculty.

The departments of Physics, Chemistry, Commerce and Economics have organised UGC sponsored seminars. The college does not, however, offer the expertise of faculty members in the form of consultancy.

The college do not have NSS and NCC units. However, the college has Social Service Cell, which organises health check-up camps in collaboration with Rotary Club and Indian Oil Corporation. The Students' Union also undertakes community development programmes for the upliftment of the poor and the downtrodden people. The college shall undertake efforts to have NSS and NCC units which will help the students in inculcating the values of social service, community development, etc.

Criterion – IV: Infrastructure and Learning Resources

During the past 126 years, the college has expanded its infrastructural facilities in the form of present 4-storied building with an area of 3602 square meters. The college has constructed mezzanine floors in four departments for their laboratories and computer room. Besides, additional 5 rooms have been built on the third floor of the new wing during 2002. The college has about 29 classrooms, 14 laboratories, 14 lab-cum-classrooms and 10 rooms for administrative purposes. The college has a central library and small departmental libraries, canteen, multi-gym, common rooms for both boys and girls, cheap store etc. The college maintains its infrastructure by utilising funds from the State Government, UGC, M.P. LAD funds and own resources. All the Science departments of the college have reasonably equipped laboratories.

The Central Library has a collection of 44,619 books. The college also subscribes for 11 popular journals. During the X Plan period, the college spent about Rs. 2 lakh for the purchase of books and journals. The library has two computers with broadband connectivity. The library is partially automated. Database is created with the use of SOUL software developed by INFLIBNET. Teachers and students are encouraged to access the research journals through UGC Infonet E-Journal Consortium.

Feb 2012

The college has about 31 computers out of which 2 are in the Library, 3 in the office, and the rest 25 are in the departments of Physics (5), Chemistry (1), Mathematics (2), Zoology (1), Physiology (1), Botany (1) and Commerce (15). The department of commerce has established the IT lab with 15 computers after the introduction of IT in the curriculum. The college may initiate efforts for extending the computer facilities to all the departments for initiating computer-aided teaching. The UGC can always be approached for funds to establish a central computer centre in the college. Audio-visual and other teaching aids may be made available to the teachers, which will enhance and optimise the teaching-learning process.

The college had a hostel which was managed by the University of Calcutta. Presently, as the hostel is vacant and the university is unwilling to manage, the college shall make efforts to take possession of the building and it may be utilised as the second academic building for the conduct of existing and new academic programmes. A separate building for commerce may also be constructed in the vacant land existing in the hostel premises keeping in view the huge demand for Commerce and Management education.

Criterion – V: Student Support and Progression

The college has been able to attract students from all socio-economic strata for its courses. The college has reasonably adequate support services to ensure healthy growth of students. The college publishes its updated prospectus and academic calendar annually which contains information regarding profile of the college, mission and goals, courses offered, brief outline of the syllabi, subject combinations, admission procedure and criteria, fees structure, library, teachers and non-teaching staff, financial aids and freeships for the students, governing body, other support services, examination schedule and list of holidays, etc. The college admits the students on the basis of the marks obtained in the qualifying examinations following the reservation policy. Besides scholarships and stipends from the government, the college also provides freeships and examination fee waivers from the Students' Aid Fund to the economically poor and meritorious students. The results of the university examinations indicate that this college results are fairly good. The average dropout rate is 30.

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The college do not have a placement or career-counselling cell. But the college has been able to organise career counselling sessions for the students periodically by inviting representatives from firms like NIIT, Kotak Mahindra, etc. The college may take initiatives to establish a career counselling cum placement cell to guide the students. Teachers may also undertake personal, academic and career counselling of students on a regular basis.

As many students have participated and brought laurels for themselves and the college at Inter-University and State-level sports and games tournaments, the college should make provisions for more support services in the field of sports and games. The college has a multi-gym for the male students. The college has plans for establishing a yoga centre for the students. However, the college may also establish a gymnasium for the girl students.

The college has recently revived the alumni association. As there are many prominent alumni in various fields, the alumni association can always help the college grow and develop further. The college needs to develop a mechanism to monitor students' progression to further studies and employment. There is a Students' Union in the college with elected office bearers and it also contributes to the effective management and development of the college.

Criterion – VI: Organisation and Management

The City College is governed by the Governing Body constituted as per the Brahma Samaj Education Society regulations. The college is administered in accordance with the rules and regulations of the Department of Higher Education, Government of West Bengal. The Governing Body has representatives from the parent body – Brahma Samaj Education Society, teachers, non-teaching staff and students. The Principal/Teacher-in-Charge being the ex-officio Secretary of the Governing Body is the executive head of the college and manages the college with the assistance of the Vice-Principal (academic), Vice-Principal (finance), bursar, teachers, non-teaching staff and students. There are several committees like finance committee, purchase committee, admission committee, academic sub-committee, library sub-committee, examination committee, etc. which help the Principal in the smooth management of the college. The Governing Body meets regularly to review and monitor the progress of the college.

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The college has organised basic computer training programme for the non-teaching staff members in collaboration with M/s. Brainware, a leading IT firm of West Bengal.

The college has a surplus budget. It has been able to generate resources through M.P. LAD Funds, UGC Plan allocations, grants from the state government and the receipts from tuition and development fees. Bookkeeping and updation of financial accounts of the college need to be streamlined. The backlog in auditing has to be dealt with without any further delay. The college may initiate steps for resource mobilisation through introduction of self-financing job-oriented courses.

Criterion – VII: Healthy Practices

The Peer Team has identified certain healthy practices of the college, which enhance the academic ambience of the college. They are as follows:

- Good interpersonal relationships among teaching, non-teaching staff and students helps in the smooth functioning of the college.
- Regular meetings of the statutory bodies like the Governing Body and Teachers' Council help in reviewing the performance of the college as a whole and planning for the future.
- Emphasis on curricular, co-curricular and extra-curricular activities of the students for their holistic growth.
- Regular parent-teacher meeting for reviewing the academic performance and conduct of the students.

SECTION – 3: OVERALL ANALYSIS

The Peer Team after going through the Self Study Report and assessing the college during its visit is pleased to note that the college has fairly succeeded in translating its vision and goals into academic practices.

There are a number of features of City College, which reflect the quality assurance and standards that need to be commended. But it is also necessary and appropriate to mention certain concerns of the Peer Team for the consideration of the

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college for its future progress and development. The college should be commended for the following:

- i) 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.
- ii) Establishment of collaborative links with firms like M/s. Brainware, NIIT, Kotak Mahindra, etc. which enhances the competency as well as employability status of the students.
- iii) Efficient management of the Library for its proper maintenance and use by the students and teachers.
- iv) 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.
- v) 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.
- vi) Hosting a website of the College for the benefit of all the stake holders and the public.

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,

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Tourism and Travel Management and other such courses which have region specific relevance. Some of these could be pursued under the vocational subject grid of the UGC or as fees-paying 'add-on' courses to be pursued simultaneously with conventional degree courses.

- 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 conducted 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 Seminars, Conferences and Workshops on a regular basis. The UGC and other agencies may 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.

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- 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 solutions to reduce the same.

The Peer Team takes this opportunity to laud the efforts of various stakeholders of the college in making it a premier institution serving the cause of higher education in West Bengal.

The Peer Team thanks the members of the Governing Body, Teacher-in-Charge, Faculty Members, Administrative Staff, Students, Parents and Alumni for their cooperation in making the Peer Team's work feasible. The Peer Team expresses its gratitude for their gracious hospitality and all other facilities readily made available to it during the visit.

The Peer Team wishes the college success in its future academic planning and endeavours.

(Prof. P.C. Deka)
Chairman

P.C. Deka
27-2-07

(Dr. Reny George)
Member

[Signature]
27-02-07

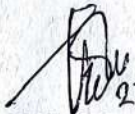
(Prof. Sunil Kanta Behera)
Member Coordinator

[Signature]
27/2/07

I agree with the observations and suggestions made by the Peer Team in this report.

Kolkata
27th February 2007




27.2.07
(Dr. P.K. Mandal)
Teacher-in-Charge
City College
102/1, Raja Rammohan Sarani
Kolkata - 700 009
West Bengal
~~Principal (Acad.)~~
~~City College, Kolkata~~