



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

CITY COLLEGE

**HUNDRED AND TWO BY ONE, RAJA RAMMOHAN SARANI, KOLKATA
700009**

www.citycollegekolkata.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

City College, Kolkata, is a renowned educational institution located in the heart of Kolkata. Established in 1881, it holds the distinction of being one of the oldest and most esteemed colleges in West Bengal. The College has a rich history and has played a significant role in the development of education in India. It is affiliated to the University of Calcutta. The College has been recognized under Section 2f and 12B by UGC with effect from 1961.

The College was accredited with grade 'B+' in the first cycle of assessment by NAAC. Presently, the College has 15 departments offering 14 Major and 3 Multidisciplinary undergraduate programmes. As prescribed in the 12th Five Year Plan Document of the Planning Commission, City College gave a special emphasis on expansion of skill-based programmes in higher education. The College set-up a Community College in the Session 2012-13, aided by grants from UGC to impart career oriented education and skills to students interested in directly entering the workforce. Two diploma courses on Travel & Tourism and Media & Journalism were taught in the Community College. The Community College became defunct in 2017, as the grant from UGC was discontinued. However, The College has always made an effort for comprehensive development of its students through various value added courses and workshops during last five years.

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are total 65 physical classrooms and well-equipped laboratories. The Central Library, an integral part of the institute, has been providing reference, information and documentation services to the students, faculty members and non-teaching staff. City College boasts a dedicated and experienced faculty who are committed to providing quality education to students.

The College encourages students to participate in various cultural and extracurricular activities. There are many events that provide a platform for students to showcase their talents and develop their skills beyond academics. City College has a notable alumni network that includes individuals who have excelled in various fields namely, academia, arts, and business. The alumni contribute to the college's legacy and serve as an inspiration for students.

Vision

- The College's vision is to provide value-based education for its students and groom them so that they become key role players in building a culturally sensitive, humane and knowledge-based society.
- The College aims to provide leadership that fosters an open and interactive environment, where all stakeholders can participate and voice their perspectives for effective decision-making and policy formulation.
- The Institution emphasizes the importance of effective communication between staff and authorities, which is essential for its smooth functioning.

- The College's governance reflects effective leadership that addresses the needs of students and other stakeholders in particular and the society in general.

Mission

- To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.
- To encourage students to participate in extracurricular activities and assist in their holistic development.
- To promote equality of education irrespective of social class, caste, gender, religion, and economic status.
- The College organizes seminars, conferences, symposia, and many other events for grooming students.
- The College strives to make students good citizens and compassionate human beings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The College has good human resources in respect of highly qualified and dedicated faculty members. Out of 71 Permanent teachers 46 teachers (65%) have Ph.D. degree. The college has produced three Shanti Swarup Bhatnagar awardee in the field of Biological Sciences, Medical Sciences and Chemical Sciences. Some of our alumni are working as faculty members in different reputed institutes, universities, and colleges all over India. Some faculty members have earned national and international laurels in their respective domains. The College Library houses a good collection of text books and reference books and is automated partially through the open source Library management software “KOHA”. The Library has a vast collection of rare books. City College adopts student-centric learning processes, to enhance the students’ learning experiences, which involve experiential learning, participatory learning and problem-solving methodologies.

Institutional Weakness

Infrastructure of the College is inadequate. The classrooms need to be upgraded with more number of Computers and IT facilities. There are no NCC/NSS units. Alumni Association is not registered.

Institutional Opportunity

The College can form linkages/collaborations with different institutes of repute for sharing knowledge and ideas related to teaching and research. More faculty and student exchange programmes may be introduced. Add on/certificate courses/skill enhancing courses/foreign languages courses /Entrepreneurship/ incubation centre may be organized regularly to give insight into entrepreneurship opportunities and enhance employability.

Institutional Challenge

The biggest Challenge of the College is that it has to share the building and most of the infrastructural facilities with two other Colleges. The College hours are significantly curtailed due to this. The College faces significant difficulties to implement any infrastructural upgradation.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Self-Study Report on Criterion-1 focuses on the curricular planning and implementation of the same by the Institution.

City College ensures effective delivery of the curriculum offered by the University of Calcutta through a well-planned and well-documented process by preparing a detailed academic schedule and adhering to it through regular teaching sessions and internal assessments. The departments prepare their own lesson plans in accordance with the central teaching routine.

The involvement of the faculties in all the assignments allotted by the affiliating university, like setting of question papers and acting as evaluators for University examinations, or, acting as members of various academic bodies, like Boards of Studies, has been properly reflected in this part of the SSR.

Various Field trips, seminars, value-added courses and workshops had been held in the last five years to promote experiential learning and to increase the interest of the learners in their respective subjects. Those activities have been cited and substantiated with all necessary documents.

City College, being an undergraduate, affiliated college, under the University of Calcutta, has no provision to make any change/addition in the curriculum offered by the affiliating Institution, still, this College always endeavours to organize certain events, to inculcate ethical values, sense of gender equality and environmental awareness in the students. With this aim in mind, seminars, workshops, community service programmes and field trips have been periodically arranged during the last five years to sensitize the students towards their social responsibilities. All such activities have been mentioned in the Criterion 1 part of the SSR with proper data substantiation and relevant documentation.

Considering that a well-maintained feedback system reflects an academic institution's overall impact on the stake holders, the Institution obtains feedback on the curricular transaction and post-graduation academic progression of the pass-out students as well as on the approach of the administrative office from all sections of stake holders, i.e., students, guardians, faculty members and members of the alumni. Such responses have been regularly collected and meticulously analysed.

Thus, the SSR part of the Criterion-1 duly offers an overview of all aspects of the curricular transaction undertaken by the Institution.

Teaching-learning and Evaluation

City College adheres to a well-organized and transparent process from admission to examinations to ensure INCLUSIVENESS of education catering to students from diverse backgrounds. Student admissions are conducted in accordance with the reservation policy of the Government of India. Programme Outcomes and

Course Outcomes for all the programs offered by the institution are displayed on the College website. This provides valuable information to the students and guardians in comprehending the overall scope, career prospects and personal growth opportunities of each program. The college adopts student-centric learning processes, to enhance the students' learning experiences, which involve experiential learning, participatory learning and problem-solving methodologies. Teachers assess students' academic proficiency based on their performance in classroom discussions and assignments. Remedial classes are regularly organized for the benefit of slow learners.

The College promotes students' participation in co-curricular activities such as field trips and industrial visits at the Departmental level. It regularly organizes conferences, workshops etc (through dedicated Seminar Organizing Committee and Cultural Committee) offering opportunities for students' academic development and enthusiasm.

Most of the full-time sanctioned teaching positions are filled, and teachers are appointed in accordance with UGC guidelines. The majority of the faculty members are highly qualified and hold M.Phil./Ph.D. degrees and are NET/SET qualified. The campus is Wi-Fi enabled, facilitating improved information dissemination among students. Teachers utilize various ICT tools like smart boards, PowerPoint presentations, and projectors for effective lecture delivery. During the COVID-19 pandemic period, various ICT tools and platforms like WhatsApp, Google Meet, Google Classroom, Zoom etc were widely employed to conduct classes. Reading materials, notes are regularly uploaded on the College website and shared through WhatsApp and email.

The College maintains a robust internal assessment mechanism to monitor the assessment process and progress. Students undergo continuous assessment through group discussions, assignments, class tests, projects etc. The college has an efficient and time-bound mechanism for addressing grievances related to internal examinations. Whereas grievances related to university-level examinations are communicated by the college to the University authority.

A significant number of students progress to higher education and achieve successful placements, including through campus recruitments.

Research, Innovations and Extension

The Institution is dedicated to giving teachers a space where they can broaden and deepen their knowledge. The institution is home to an innovation ecosystem that provides teachers and students with access to a variety of resources, including wifi-enabled computers, laptops and a well-stocked library. As a participant in the INFLIBNET-NLIST project, the library has guaranteed access to articles and eBooks. Faculty members actively pursue advancement in their scholarly backgrounds. Over the past five years, the institution has been awarded research grants in the form of big and small initiatives by government bodies. Our faculty members have published substantial number of publications of both non-listed but peer-reviewed journals and UGC Care Listed journals. They have also authored a good number of published books that have ISBN numbers. Distinguished subject experts are invited to appear at webinars, seminars, workshops, and lectures that the college regularly hosts. Seminar on some special issues like Human Rights, Gender Sensitisation, Intellectual Property Rights, cyber security etc. are also organised by IQAC for the general awareness of the students. Faculty members and students are encouraged to submit papers and take part in seminars outside of the college. Field trips, Lab visits and excursions are arranged to enhance experiential learning. On-campus placements and related training are organized to promote employability possibilities of students. On-

campus placements and related training are organized to promote employability of students. The college signs Memorandums of Understanding (MOUs) with esteemed organizations to promote faculty collaboration and exchange.

The college offers pertinent health-related extension and awareness programs and responds to community needs. Self-funded Social Service Cell carries out the extension activities with help of teachers and students. The College also collaborates with a service organisation of international repute, Rotary, to carry out social welfare activities. Regular events include blood donation, health check-ups, and awareness campaigns, garment distribution etc. many of which are particularly meant for the less fortunate residents of the area.

Infrastructure and Learning Resources

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are total 65 physical classrooms and laboratories. Every classroom is well-ventilated and suitable for proper teaching and learning. The Science Departments like Physics, Chemistry, Mathematics, Physiology, Zoology and Botany have laboratory facilities manned by dedicated staff to carry out experiments. The Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS curriculum. The laboratory equipments are looked after by the Teachers and Laboratory staff. No pain is spared to teach the students with the aid of ICT facilities. The College has one smart classroom which is used for special lectures. The College occupies a pride of place as far as sports and games are concerned.

The Central Library has been providing reference, information and documentation services to the students, faculty members and non-teaching staff. The numbers of books as on 31.03.2023 are 47526. Bibliographic data entry of current holdings in KOHA software installed in 2018 has been started. The transformation from standalone server to cloud server was done during October, 2023. Wi-Fi is available at the central library for accessing various e-resources. library has six computers, One is used as Linux server; one with scanner and printer for official work; one for circulation and three for accessing e-resources. The present version of KOHA is 23.05.04.000. The supporting database management system is MySQL, version: 8.0.35. The OPAC is available 24x7. The users may access some full text e-resources from KOHA OPAC i.e. the library management software also acts as digital library software. The latest acquisitions of books cover is displayed in “OPAC main user block” to catch the attention of the users. Library is the member of UGC e-ShodhSindhu Consortium through N-LIST subscription till date.

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection facilities including Wi-Fi. Routers have been provided at different points to provide seamless internet services.

The process of procuring the IT items is done through tendering process which involves a Purchase Sub-Committee, Finance Sub-Committee and the Governing Body of the college.

Student Support and Progression

Students stand as the invaluable assets of an academic institution, and it is the institution's foremost responsibility to cater to their needs to the best of its capabilities. City College, keeping this principle at its core, fosters a conducive environment for holistic education, dedicated to nurturing both academic and

extracurricular talents. The relentless efforts of the Placement Cell ensure comprehensive guidance for final-year students in navigating diverse career opportunities, with annual placement drives which has become a prominent feature on campus.

In addition to the Placement Cell's endeavors, various departments occasionally arrange seminars featuring insights from esteemed academicians, government officials or industry professionals, offering crucial exposure to the students. The institution places a strong emphasis on soft skills, health awareness, conducted regularly to equip young minds for a prosperous and healthy future. Constant encouragement is provided for the development of sports and cultural skills, with the Annual sports Meet serving as a vibrant showcase for talents spanning disciplines such as discus throwing, long jump, and races. The encouragement provided by the College is amply reflected in the wide participation and performance of our students in different state, national and international level tournaments.

Highlighting the rich cultural fabric of the institution, the departments organize year-round events, ranging from debates to dramas. This platform becomes a springboard for students to refine their skills in writing, painting, dancing and singing. Student union successfully organises cultural programmes like Freshers' welcome and annual College Fest "Shangrila" in close collaboration with the College administration and faculty members. Various celebrations on special occasions, such as Saraswati puja to revere the Goddess of Learning, Basanta Utsab, Independence Day, further contribute to the students' holistic growth.

The overarching goal is to provide students with ample opportunities to explore their diverse talents, both in academics and beyond. The aspiration is for them to graduate with a profound sense of fulfilment, satisfaction, and readiness for a bright future, where they can excel in every facet of life.

Governance, Leadership and Management

The academic and administrative structure of the institution is governed by a strong and well-coordinated leadership. The Governing Body, which comprises the President, the Principal, University Nominee, West Bengal State Council of Higher Education and Government Nominees, as well as teaching and non-teaching representatives, is the primary decision-making body. It helps to ensure that the college fulfils its mission of achieving excellence in all aspects by monitoring the quality and progress of college activities, designing policies and action plans, and incorporating feedback and suggestions from various stakeholders like students, teachers, guardians, and alumni.

The college is committed to making activities and information accessible to everyone. It has implemented e-governance in administration, finance and accounts, and examination to ensure transparency. The admission procedure for students is entirely online.

The college provides welfare measures for both teaching and non-teaching staff. Financial support is given to teachers to attend conferences and workshops, while non-teaching staff receives ex-gratia and festival advance that can be adjusted in equal instalments at 0% interest.

The College conducts regular financial audits both internally and externally to ensure transparency in its economic activities. During external audits, a government-appointed auditor scrutinizes all receipts, payments, and financial files. In contrast, an auditor appointed by the College performs internal audits by reviewing the same documents. Additionally, the College appraises the performance of both teaching. The appraisal process for teachers involves self-evaluation, student feedback, evaluation by the Principal, and evaluation by external

peers.

The IQAC is highly dynamic and has initiated a number of quality initiatives such as the institutionalization of memorial lectures, seminars, skill enhancement programs, and collaboration with other institutions, etc.

Institutional Values and Best Practices

City College is one of the oldest colleges of India established in 1881. The College takes pride in its illustrious heritage tracing back to the Bengal Renaissance. The institution has persistently pursued excellence across various realms of education. Throughout its journey, City College has adapted to the evolving landscape of modern learning and administration, serving as a harmonious bridge between tradition and modernity.

The Institution promotes holistic education among the students, by providing an inclusive environment such as yearly Sports events, frequent publications in magazines and college publications, updated central library (and seminar library) and a variety of cultural programmes, regular academic field trips and excursions, Community social outreach initiatives, a number of special programmes, workshops, Frequent parent-teacher meeting, seminars and webinars, as well as a number of online activities.

The extensive activities of the college focus on the concept of campus-community partnership, engaging the students with the realities of society and creating a mind-set to extend a helping hand to those in need.

Several exceptionally intense and disastrous tropical cyclonic storms hit West Bengal in 2019-20 and 2020-21. These, along with COVID-19, caused considerable devastation in Eastern India. During that time, our College premises were used as shelter for affected people.

College offered financial assistance, relief goods and other forms of assistance to the impacted people, both directly and through students. Simultaneously, faculty members from all departments were familiar with the various techniques of online teaching in order to provide students with a hassle-free virtual classroom atmosphere.

City College sincerely takes all possible initiatives every year by organizing various events, seminar and cultural 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, tolerance and harmony towards cultural and regional.

Our rich alumni strength is an evidence of success. There are three Shanti Swarup Bhatnagar awardees, two Sahitya Academy awardees, eminent scholars, renowned persons in the cultural field, famous sportspersons etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CITY COLLEGE
Address	Hundred and Two by One, Raja Rammohan Sarani, Kolkata
City	KOLKATA
State	West Bengal
Pin	700009
Website	www.citycollegekolkata.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sital Prasad Chattopadhyay	033-9123681828	9433460546	-	principal.citycollege@gmail.com
IQAC / CIQA coordinator	Arnab Chaudhuri	-	9432205750	-	carnabphysiology@citycollegekolkata.org

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	01-01-1961	View Document
12B of UGC	01-01-1961	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Hundred and Two by One, Raja Rammohan Sarani, Kolkata	Urban	0.89	2019

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme	Name of Pro	Duration in	Entry	Medium of	Sanctioned	No.of

Level	gramme/Co urse	Months	Qualificatio n	Instruction	Strength	Students Admitted
UG	BSc,Botany,	36	XII	English,Beng ali	31	14
UG	BSc,Zoology ,	36	XII	English,Beng ali	55	44
UG	BSc,Physiolo gy,	36	XII	English,Beng ali	50	34
UG	BSc,Chemist ry,	36	XII	English,Beng ali	55	19
UG	BSc,Mathem atics,	36	XII	English,Beng ali	66	17
UG	BSc,Physics,	36	XII	English,Beng ali	50	16
UG	BSc,Econom ics,	36	XII	English,Beng ali	55	8
UG	BA,Bengali,	36	XII	Bengali	66	24
UG	BA,English,	36	XII	English	66	58
UG	BA,Philosop hy,	36	XII	English,Beng ali	55	9
UG	BA,Political Science,	36	XII	English,Beng ali	55	45
UG	BA,Sanskrit,	36	XII	English,Beng ali	55	1
UG	BA,History,	36	XII	English,Beng ali	66	34
UG	BCom,Com merce,	36	XII	English,Beng ali	330	282
UG	BCom,Three Year Commerce,	36	XII	English,Beng ali	165	97
UG	BSc,Three Year Science,	36	XII	English,Beng ali	330	57
UG	BA,Three Year Arts,	36	XII	English,Beng ali	110	90

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				30				40			
Recruited	1	0	0	1	18	12	0	30	34	6	0	40
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	15	2	0	17
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	8	2	0	10
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	11	11	0	19	4	0	46
M.Phil.	0	0	0	1	1	0	4	0	0	6
PG	0	0	0	6	0	0	11	2	0	19
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	4	0	7
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	6	15	0	21
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	3	4	0	7	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1473	25	0	0	1498
	Female	1129	26	0	0	1155
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	101	101	90	58
	Female	61	71	65	31
	Others	0	0	0	0
ST	Male	10	15	9	4
	Female	4	8	2	3
	Others	0	0	0	0
OBC	Male	22	60	44	22
	Female	11	28	22	18
	Others	0	0	0	0
General	Male	350	338	358	415
	Female	290	279	314	300
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		849	900	904	851

Institutional preparedness for NEP

1. 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
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	<p>Educational sphere, the necessity of a multidisciplinary 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 value-added and add-on courses aiming to provide our students with a wide exposure to science and humanities Science departments are in strong favour 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 research in an individual capacity or in collaboration with different research institutions. Our college has a research sub-committee which encourages our faculties to do inter-departmental research related discussions.</p>
2. Academic bank of credits (ABC):	<p>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, an 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.</p>

	<p>However in the current UG programme the Choice based Credit System (CBCS) is implemented by CU, our affiliating 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 of 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.</p>
<p>3. Skill development:</p>	<p>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 job market. Our college has 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'.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>NEP gives immense importance to focus on integration of Indian Knowledge system for the exploration of Indian wisdom. Emphasis has been given 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</p>

	Bengali is taught as Core courses and Hindi is offered as AECC. Department of Sanskrit organizes one-act dramas in Sanskrit to promote the ancient Indian knowledge system.
5. Focus on Outcome based education (OBE):	<p>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 campus recruitment drives so that prospective students can get jobs in different sectors. Problem solving, that is, application-oriented teaching-learning is an integral part of the Economics curricula. Similar brainstorming sessions are also encouraged in many other departments as well, especially the Science departments.</p>
6. Distance education/online education:	<p>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' world. Accordingly, both teachers and students at 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.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Not applicable.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	While no ELC has been set up in the College, the premises is utilised by the Election Commission of India during the revision and enrolment of voters who have attained the age of 18 years every year. This year such a camp was held in the college premises from November 01 to December 09, 2023. Students are encouraged to help the officials in their duty during such camps. The college authority extends all necessary help during this period. Further, during the polling dates the college building is requisitioned by the police department for housing the extra forces that arrives from outside the state. Needless to mention that our building serves as polling booths during the polling process.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	No
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Not applicable

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2653	2655	2566	2750	3172

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 71

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
71	73	73	72	61

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
144.62	82.62	94.54	260.16	55.21

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

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 its own 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, surveys, project works and students' seminars are regularly organized by various Departments to fulfil the curricular requirements and to promote the interest of the learners.
8. Seminars with invited resource persons are often arranged to offer wider exposures to the students and faculties.
9. Teachers are available for the students even beyond the prescribed teaching hours to cater to their academic as well as extra-academic needs. Slow learners are motivated through remedial classes and during the post-Covid period, Mentor-Mentee sessions are also held regularly so that the students can bring forth their views and problems unhesitatingly before the teachers and obtain solutions as far as practicable.
10. the Institution maintains a thorough feedback policy to acquire opinions from its learners as well the guardians. In each academic year such feedbacks when obtained, are meticulously analysed to specify the areas where special attention is required to enhance the quality of teaching-learning in the curricular application.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 6

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0.9

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
9	0	0	60	55

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

City College, Kolkata, being an undergraduate, affiliated college, under the University of Calcutta, has no provision to make any change/addition in the curriculum offered by the affiliating Institution, which is the University of Calcutta. However, City College always endeavours to organize certain events, to inculcate ethical values, sense of gender equality and environmental awareness in the students. Seminars, workshops, community service programmes and field trips are periodically arranged to sensitize the students towards their social responsibilities. They are consistently and constantly motivated, mentored and mobilized to evolve themselves as citizens who would nurture proper social and ethical values and would look at life from an unbiased point of view.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 22.43

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 595

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from

various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 54.97

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
849	900	904	851	811

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1660	1660	1510	1510	1510

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 33.08

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
209	283	232	136	173

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
765	765	531	531	531

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 37.37

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

City College adopts student-centric learning processes, to enhance the students' learning experiences, which involve experiential learning, participatory learning and problem-solving methodologies. The methods adopted in the teaching-learning process have evolved according to the modalities of the UG syllabus of University of Calcutta. Some of the endeavors undertaken are listed below:

- Experiential learning is embedded in the general teaching-learning process. Students of different science disciplines conduct hands on laboratory experiments as part of their UG curriculum. Excursions to National parks and bird sanctuaries are organized by the Department of Zoology, while the Botany Department includes trips to different phytogeographical regions along with horticulture and botanical gardens in its curriculum. Department of Physiology also conducts regular excursions which enable the students to get acquainted with nature.
- Several departments supplement traditional teaching methods e.g. classroom lecture with participative approaches. The History and Sanskrit Departments visit museums, historical sites, and archaeological locations. Political Science Department organizes visits to museums like Raja Rammohan Memorial Museum. The Bengali Department conducts one-day tours for field works and also to several museums, galleries e.g. Asutosh Museum, University of Calcutta. Students of the Department of Chemistry regularly visit established laboratories e.g. Indian Association for the Cultivation of Science, IISER Kolkata etc. Students of Economics Department visit localities with some socio-economic relevance for studying livelihood patterns and economic institutions like RBI for some first-hand experience of Central banking.
- Students across disciplines engage in science exhibitions, poster competitions, seminars, workshops etc organized by different institutions. In-house departmental Students' seminars are also arranged regularly. Participation in online courses e.g. MOOCs offered by different platforms like SWAYAM is encouraged.
- City College has dedicated Seminar Organizing Committee, Cultural Committee and Sports Committee which ensure that participation of students in co-curricular, extra-curricular and outreach programs is a regular feature. Students are encouraged to contribute to Students' magazine to exhibit and nourish their writing skills.
- ICT tools are increasingly integrated into the teaching-learning process at the College. The campus is Wi-Fi enabled, facilitating improved information dissemination among students, faculty members as well as non-teaching staff. The college features ICT-enabled classroom with laptops, smartboard and projectors, contributing to the e-learning process.
- City College Central Library boasts an Online Public Access Catalogue (OPAC) facility which simplifies book availability searches for students. Additionally, the library offers e-books and e-resource accessibility through INFLIBNET for teachers and students.
- Well-equipped computer laboratories are available in various departments such as Commerce, Physics, Chemistry, Mathematics for practical classes. On the other hand, the Department of English leverages ICT resources by screening syllabus-oriented movies which enhances the overall learning experience for students.
- Students are motivated to master different ICT tools and software e.g. Microsoft Word, PowerPoint, Excel etc and to prepare their presentations, assignments, projects, and field reports by using them.
- During the COVID-19 pandemic period, various ICT tools and platforms like WhatsApp, Google Meet, Google Classroom, Zoom etc were widely employed to conduct classes. Reading materials, notes are regularly uploaded on the College website and shared through WhatsApp and email.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.11

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
76	76	76	76	76

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 89.43

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
64	66	66	64	53

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

City College is affiliated to the University of Calcutta (CU) and adheres to the examination and evaluation regulations set by the University. The college is dedicated to maintaining a transparent and equitable continuous internal assessment process. The University implemented the Choice Based Credit System (CBCS) from the 2018-19 academic year which involves both internal and external assessment systems. For non-practical subjects, 10% of total marks constitutes of a student's class attendance, 10% comes from the marks obtained by the student in Internal Assessment (IA) and 15% is allotted for tutorial examination. In case of practical-based subjects, there is no provision of tutorial examination, rather 30% marks is allotted to external practical examination. Rest of the marks (for both non-practical and practical-based subjects) are allotted to external theoretical evaluations. While awarding marks for class attendance, certain case-specific relaxations are provided on medical grounds and participation in notable extracurricular activities.

Since the implementation of the CBCS Curriculum, City College has established a robust framework for internal assessment and evaluation. The central Examination Committee oversees internal and university examinations, addressing any exam-related grievances. All Departments actively participate in conducting internal assessment examinations following the routine provided by the Examination committee, aligning with academic calendar and notifications issued by CU. Faculty members set question papers according to the guidelines provided by the respective UGBOS and meticulously check and scrutinize answer scripts. The acquired marks are then promptly uploaded onto the University portal within a defined timeframe in accordance with CU notifications that specify the commencement and closure dates. The college has an efficient and time-bound mechanism for addressing grievances related to internal examinations. If a student has concerns about their marks, they are welcome to approach the respective Department and communicate their grievance. The Head of the Department (HOD) then holds a meeting with faculty members and addresses the grievance aptly in a timely manner. During the pandemic, the college, with guidance from the affiliating university, successfully conducted all examinations, including end-semester exams. Grievances related to exams and answer script uploads were effectively addressed by the examination committee.

The complete process of external assessment (incorporating schedule preparation, question paper setting, exam centre allotment, examiner/scrutineer/reviewer assignment etc) is mediated by CU. Accordingly, any grievances related to University-level end-semester examination are communicated by the college to the University authority (Controller of Examinations) for possible and necessary redressal. Students dissatisfied with their marks can apply through the college for re-examination or self-examination of their answer scripts and needs to pay the prescribed fee. Upon re-examination, the University issues fresh marksheets. For self-examination, the University provides photocopies of answer sheets under the Right to Information Act and takes adequate steps for redressal. This process is crucial considering the academic and professional prospects of students upon completion of the course.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The curriculum of all the programs is framed by the University of Calcutta and City College adheres to the curriculum framed by the University of Calcutta for all its programs, maintaining alignment with the prescribed educational standards. The College explicitly states the Programme Outcomes (POs) and Course Outcomes (COs) for all the programs offered by the institution, features them on the College website and takes serious measures to attain the learning outcomes. This not only ensures transparency and accessibility for all stakeholders but provides valuable information to the students and guardians in comprehending the overall scope, career prospects and personal growth opportunities (i.e. skill development, knowledge enrichment) of each program also.

The programs are broadly categorized under Sciences (B.Sc. Honours and General), Humanities (B.A. Honours and General) and Commerce (B.Com. Honours and General), each having varied outcomes. Apart from in-depth knowledge of the subjects concerned, examples of other primary outcomes include development of critical thinking, logical reasoning, communication skills, building up of ethical values, alertness towards biodiversity and awareness of environmental responsibility, resilience and sustainability. These general outcomes contribute towards establishment of professional readiness in the students across different disciplines and instils morale and values in them. The outline of program outcomes is communicated during the departmental Orientation Program for newly admitted students, providing them with a clear understanding of the expectations and goals at the beginning of the academic session.

On the other hand, Course Outcomes (COs) are specific and measurable statements that outline the

expected learning achievements for a particular course. As COs are tailored to the content, objectives, and assessments of a particular course, addressing the unique aspects of that course, the Assessment of COs involves evaluating whether students have achieved the specific learning outcomes outlined for a particular course. As a program comprises multiple courses, each contributes to distinct program outcomes, though not uniformly.

The faculty members from the relevant Departments actively engage in interactive sessions with incoming students at the outset of their entry into the college. This orientation serves to familiarize the newcomers with the courses offered under the Choice-Based Credit System (CBCS) Curriculum and the associated learning outcomes. Given that CBCS provides a multidisciplinary and holistic learning framework, it becomes especially crucial to guide students in making informed decisions about their course content. The aim is to assist them in shaping a curriculum that aligns with their academic and professional aspirations.

Notably, the Skill Enhancement Courses (SEC) and Discipline-Specific Elective Courses (DSE) warrant particular attention for both teachers and students. These courses may have areas of overlap, making careful selection imperative. The interactive sessions seek to emphasize the importance of making thoughtful choices in these areas. By doing so, the college aims to empower students to navigate the diverse and enriching opportunities offered by the CBCS Curriculum, contributing to their academic and professional success in the future.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

In compliance with the guidelines set by the University of Calcutta, City College conducts internal examinations alongside the end-semester examinations. The internal examination structure includes an assessment of attendance (10%) and internal assessment (IA) (10%). Tutorial examinations (15%) are also conducted only for non-practical based subjects. Additionally, the College implements continuous internal evaluation through class tests, group discussions, project-based assignments etc. This approach not only helps in assessing programme and course outcomes (POs and Cos) but also provides students with opportunities for improvement.

To address the needs of academically weak students, the college organizes Departmental meetings to strategize appropriate measures, such as arranging remedial classes. Parents-Teachers' Meetings are regularly organized by all the Departments which allow the guardians to comprehend the level of

learning of their wards in real times. These targeted interventions aim to support the struggling students and facilitate their academic progress.

Several Departments of the College (e.g. Departments of Chemistry, Physiology, Zoology etc) recognize and reward academic excellence by awarding students with commemorative prizes, certificates, and medals who achieve the highest marks in the University examination. This recognition serves to boost the morale of high-performing students who have demonstrated exceptional achievements within their academic pursuits and serves as motivation for others to excel academically. The holistic approach to assessment, intervention, and recognition contributes to fostering a positive and supportive academic environment at City College.

Moreover, the institution specifically assesses the attainment of Program Outcomes (POs) and Course Outcomes (COs) by conducting Students' Satisfaction Surveys (SSS). Feedbacks of all stakeholders (parents, alumni etc) are also collected institutionally. Analysing the SSS and other feedback reports thoroughly and addressing the grievances or concerns raised in such surveys allows the College to pinpoint the areas which need immediate attention. It is a practice of City College to monitor Students' progression by tracking the number of students enrolling in Post Graduate programmes and/or other Higher Studies programmes (including different vocational courses, Fellowships and PhD Programs), and by recording the placement of students (through campus recruitment activities, direct application-based etc). Details of students qualifying professional examinations like NET, SET, GATE, TET etc are also noted carefully. Additionally, the institution benefits from a robust Alumni Association, which actively gathers feedback from former students regarding their academic and professional experiences.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 74.39

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
401	643	607	676	340

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
755	761	644	787	638

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.32

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 10.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
2.8	5.9	0	0.4	1.4

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Many contemporary amenities have been made available to the academic ecosystem by City College. An atmosphere for the efficient execution of research and innovation projects has been established by a well-stocked library having INFLIBNET link, computers with internet access in every department, and well-equipped laboratories. Under the direction of the College's IQAC, several student exchange programs, faculty exchange programs and cooperative seminars (both in online and offline mode) are also conducted. . Special Lectures by eminent Professors are organized every year by the Departments and IQAC City College. Students are also encouraged to organise seminars where the students act as speakers. Students are also motivated to attend national and international conferences, organised by other institutions to present and publish their research. Seminar on some special issues like Human Rights, Gender Sensitisation, Intellectual Property Rights are also organised by IQAC for the general awareness of the students. Seminars on 'National Education Policy' are also organised. To support creativity among students, different

departments publish journals annually like 'Chemazene' from Chemistry dept., 'Perspective' from Physics dept. and 'Beekshan' from Zoology department. Departmental wall magazines and cultural programmes are also done periodically. Lab visits, Field visits and excursions are arranged by the departments (Zoology, Botany, Chemistry, Economics, History, Bengali etc) regularly to make the students acquainted with the applicability and tractability of a subject. On-campus placements and related training are organized to promote employability possibilities of students. In the last few years two well known Kolkata based company – Kotak Mahindra Life Insurance Pvt. Ltd and Led Heights came to the college and secured employment of some students. Another Mumbai based General Insurance company came. Seminar on career counselling has also been organized. Mrs. Chandrima Mozumdar, Deputy Director of Employment, District Employment Exchange, East Kolkata, Govt. of West Bengal discussed various career options for Graduates from B.A stream Hons and General. Then she also had interactive session where she answered to the queries raised by the participants. Teachers are encouraged to conduct research in order to publish high-quality research papers in national or international renowned journals or in UGC Care Listed journals by the IQAC and the Research Cell of City College. College also received some research grants from UGC (Zoology dept.) and WB-DSTBT, Gov WB (Chemistry Dept). The college has entered into MoU with (i) different other colleges for sharing of knowledge, library and research and with (ii) NGO as because working with NGOs exposes students to diverse challenges, fostering the development of crucial skills such as teamwork, communication, problem-solving, and project management. Students may directly involve in society development, community improvement. City College has a formal Students' Union which participate in the programmes organised by the College like Annual Prize Distribution ceremony, Annual Sports etc. Moreover, they organize programmes on Independence Day and Republic Day etc. The Union also organises programmes like, the Annual College Fest, Saraswati Puja, Fresher's Welcome and Farewell etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 48

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	14	9	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.61

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
38	26	20	22	8

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.37

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	6	2	1	2

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

City College is devoted to the goal of the holistic development of its pupils. Apart from the standard methods of instruction, the college aims to imbue its students with a moral and ethical outlook that fosters individual development and civic engagement. The college is particularly interested in organizing extension activities of social service on a regular basis with the goal of educating students about their social surroundings and giving them the chance to comprehend and respect community issues. Students become more aware of the need to strive toward assisting the poor as a result. In light of this, our college students provide extension services to adjacent communities.

Although the college does not have a formal NSS or NCC unit, it has not discontinued its community service work. The college has created its self funded 'Social Service Cell' and several extension activities have been carried out during the academic year 2018-23 through this cell in collaboration with IQAC -

i) Woollen garments and stationary items have been distributed among the needy street children (almost 85) of the neighbourhood community in collaboration with Rotary Club. Both teachers and students participated in the programme.

ii) When the Yaas cyclone struck the state of West Bengal, college arranged food and shelter for

180 helpless family inside the college building from 27.05.21-29.05.21.

iii) Moreover, Relief work was arranged for victims of natural calamities to the interior places of North and South 24 parganas –

a) On 01.06.21 at Kultali, South 24 Parganas.

b) On 06.06.21 at Karanjali, Tengrabichi, South 24 parganas.

c) On 09.06.21 at Baunia, Kaanmari, North 24 parganas.

iv) On 29.05.21 College alumni in association of Student union in collaboration with Serum Thalassemia and East Bengal Club distributed foods for about 150 needy person.

iv) During the Pandemic, the college took a number of initiatives including starting a Covid helpline where relevant information about medicines, oxygen, food, hospital bed was made available to those in need. In one initiative, food items, Masks and sanitizers were distributed in front of the College for local slum-dwellers (8th May, 2020).

v) The college regularly organizes Blood Donation Camps and spreads awareness about the requirement of donating blood.

v) The 'Social Service Cell' of the College distributed new clothes as Durgapuja gift to the nearby underprivileged children.

vi) Members of 'Social Service Cell' alongwith few students 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.

vii) Dept of zoology and IQAC organised a blood donation camp in collaboration of Birati Icchedana society. Around 65 blood donors donated blood.

viii) Initiatives has been taken by the Social Service Cell members to spread awareness about campus cleaning and especially bathroom cleaning. A survey was done and the report and necessary actions was intimated to college authority.

ix) Gender sensitisation seminar was organised by IQAC.

x) Environmental awareness programmes like plantation of trees, cleanliness drives have been conducted.

File Description	Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

NA

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 10

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	5	2	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 11

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

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 Mathematics 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. The College has 1 smart classroom which is used for special lectures. 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. The College has separate common rooms for boys and girls as well as a well-equipped gymnasium. The College has recruited a qualified physical instructor who provides expert guidance to the students exercising in the gymnasium.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 5.96

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
19.55	.655	0.1449	8.31	9.32

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Library collection of Textbooks, Reference books, journals, etc

The Library has a good collection of Textbooks, Reference books, peer-reviewed journals, and bound volumes. Students & Faculty members can access journals and publication of college, e-journals, e-books in the library. The library is open on all working days [Monday to Saturday]. Students have to sign at the user register before using the library. New Arrivals of books and journals are displayed on the OPAC. The library has closed-circuit television (CCTV) surveillance Camera at the entrance gate. Total collections as on 31.03.2023 are 47526.

Library is automated using integrated Library Management System

The Central Library, an integral part of the century old institute, has been providing Reference, information and documentation services to the students, faculty members and non-teaching staff members. We have started bibliographic data entry of current holdings of the library in KOHA software installed in the year 2018. Koha is an open-source integrated library management system, used worldwide for various library activities. Koha is a fully featured, scalable library management system. KOHA has all basic library management modules and support system. Since installation of Koha in 2018, we have maintained the database on standalone server. The transformation from standalone server to cloud server was done during October, 2023. Wi-Fi is available at the central library as well departmental library for accessing various e-resources and electronic communication. Internet service is available within the library with 2.4 GBPS line. At present the library has 6 desktop computers: One desktop is used as Linux server for Koha backup; one desktop with scanner and printer is used for official work;

one desktop is used for circulation and three desktops are used for accessing e-resources by the students and teachers. The present version of KOHA is 23.05.04.000 and the supporting database management system is MySQL, version: 8.0.35. The OPAC is available in world wide web. (<https://cc.socialwell.app>)

The OPAC Homepage is designed in such way so that the users may find other relevant and important information sources in addition to find out bibliographic details of library holdings. The other search-bar includes useful links; e-journals; e-books; previous year question papers; City College Publication; rare books; career guidance. The users may access some full text e-resources from KOHA OPAC i.e. the library management software also acts digital library software. The latest acquisitions of books have been displayed in “OPAC main user block” through slide show of book cover to catch the attention of the users. Another important feature of OPAC is “Library GPT” - AI replied real time chat box. Our Koha OPAC is also compatible to mobile phone.

The library is the member of UGC e-ShodhSindhu Consortium through N-LIST subscription till date. The teachers and students also access e-resources through National Digital Library of India (NDLI), a virtual repository of learning resources, sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). through individual registration. The users may access e-resources through NLIST & NDLI.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

As computers and the internet have become indispensable in Teaching and Learning as well as managing the day to 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 bidder with the lowest rate as well as satisfactory track record is chosen after deliberation and due diligence in the

College Purchase Committee. 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, Government of West Bengal.

The College has purchased 14 desktop computers and 9 laptops during 2022-23 for different departments. Prior to that, the College provided laptops to each of the Arts departments as well as to the Department of Economics.

The College premises is under 24 x 7 CCTV surveillance since 2023.

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 37.37

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 71

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 8.81

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
22.59	6.61	2.696	10.86	13.35

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 20.32

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1070	742	473	256	262

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 6.9

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
37	00	183	383	349

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 6.79

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
38	42	74	22	5

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
401	643	607	676	340

File Description	Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.17

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
13	2	7	7	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 10

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	1	0	3	1

File Description	Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 6.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	6	1	8	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

There is no registered alumni association present in our institution yet.



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

City College is a government-sponsored degree college having a long history. The institution strives to provide quality education to students from diverse socio-economic backgrounds and emphasizes the all-round, integrated development of its students, including intellectual, spiritual, and emotional growth. The college has a clear vision and mission to provide quality and value-based education.

Vision:

- The college's vision is to provide value-based education for its students and groom them so that they become key role players in building a culturally sensitive and knowledge-based society.
- The college aims to provide leadership that fosters an open and interactive environment, where all stakeholders can participate and voice their perspectives for effective decision-making and policy formulation.
- The institution emphasizes the importance of effective communication between staff and authorities, which is essential for its smooth functioning.
- The college's governance reflects effective leadership that addresses the needs of students and society.

Mission:

- The college promotes equality of education irrespective of social class, caste, gender, religion, and economic status.
- To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.
- To encourage students to participate in extracurricular activities and help them produce their best efforts.
- The college organizes seminars, conferences, symposia, and many other events for grooming students.
- The college tries to make students sensible people and good citizens.

NEP implementation:

At this institution, we are fully committed to embracing the National Education Policy (NEP) and empowering our students to achieve their full potential. We recognize, identify, and foster the unique capabilities of each student, aiming to "Include, Ignite, and Innovate" through our range of programs. To achieve this, we have implemented several initiatives, such as publishing magazines, organising

students' seminars, participating in Social work, inter-college competitions etc.

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

- The College management creates a positive working environment and implements government policies. The Principal is the key person in developing the organizational structure and formulating and implementing the development strategy through the various committees under the overall guidance of the Governing Body. He is also the Chairperson of all committees and sub-committees. He regularly meets with teachers, non-teaching staff and students through meetings 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 major governance and administration-related decisions, in areas like college infrastructure development, financial management, academic affairs and admission are taken by the Governing Body. The Internal Quality Assessment Cell (IQAC) encourages all teachers to improve their academic career advancement and all major decisions on academic affairs are discussed and decided by the IQAC.
- Departments can plan seminars, workshops, and lectures, subject to approval by the Principal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

With the hands-on experience of the management, the Institutional Management is designed scientifically with transparency to get the optimum results out of it. A hierarchical setup is established from demarcating the Duties, Responsibilities, Accountability and Authorities at every stage. The hierarchy includes the Governing Body, the Principal, the IQAC, the Heads of Departments, and various committees. In the office, the hierarchy includes the Head Clerk, Cashier and Accountant, and other office staff.

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

- **Curriculum Development:** The college is affiliated to the Calcutta University (CU) and follows its curriculum.
- **Teaching and Learning:** In addition to traditional teaching methods, the college incorporates multimedia applications, fieldwork, seminars, and projects to enhance the learning experience.
- **Examination and Evaluation:** Departmental Class Tests, Internal Assessments, Tutorial/Project Evaluations, Laboratory exams etc. are conducted under the CBCS mode of studies.
- **Research and Development:** The faculty of this college apply for both minor and major research projects. Currently, several research projects are underway at this institution.
- **Library, ICT and Physical Infrastructure / Instrumentation:**

1. Well-equipped Library provided with ample online resources.
2. Conversion of bibliographic data from SOUL1 to Koha Software.
3. The Library is a member of the UGCN-List Consortium.

- **Human Resource Management:**

1. Support for skill development of the staff and faculty through training programmes,
2. Career Advancement Scheme/Professional development through promotion to higher Scale,
3. Encouragement provided to the faculty to join Academic Staff College Programmes,
4. Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities,
5. Sanction of leave and limited financial assistance to the faculty members for advanced studies, research, participation in Seminars, conferences, workshops, etc.,
6. Appraisal of the teachers to improve teaching/ research/ service,
7. 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:** Admission is granted online based on merit, as per the rules of CU. Payment is received through online mode.

Appointment, service rules etc.:

The process of appointing teaching staff in government-aided colleges is conducted in strict adherence to government rules and regulations. The West Bengal College Service Commission (WBCSC) carries out a centralized selection process to ensure the most qualified candidates are appointed. The Governing Body takes responsibility for issuing appointment letters to the most suitable candidates recommended by the WBCSC, and in case of any declines, the WBCSC recommends another candidate from their centralized merit panel. Non-teaching staff appointments are also conducted following state government orders and memos, as issued from time to time.

The service rules for all staff against substantive posts are in full compliance with the existing government regulations and the statutes of the University of Calcutta, to which the college is affiliated.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Appraisal system:

- The teaching staff undergoes evaluation through a Performance Based Appraisal System, as mandated by the State Directorate of Higher Education. This system strictly adheres to the norms

laid down by the UGC under the API scheme of promotion. The self-appraisal and the API score claim, as per the Career Advancement Scheme laid down by the UGC, are verified by the IQAC and then forwarded to the Principal for scrutiny. If the Principal is satisfied with the same, it is placed before the GB for recommendation. The recommendations are then forwarded to the Directorate of Higher Education. The faculties are encouraged to pursue professional developmental programs, research activities, and publications.

- Non-teaching staff can advance in their careers through promotional benefits of scale enhancements after ten and twenty years of service. The Screening Committee, consisting of nominees from Calcutta University, the West Bengal College Service Commission, the State Government, and the Governing Body, proposes a Head Clerk, Accountant and Cashier (promotional posts) from amongst employees in substantive posts through an interview and screening process. The proposal is sent to the Higher Education Directorate for confirmation.
- The Principal regularly examines both the biometric attendance and attendance register of all staff. A service book is maintained for each staff in substantive posts.

Welfare measures for teaching and non-teaching staff:

- Staff Benevolent Fund and City College Cooperative Credit Society in which members can get loans at a low interest.
- The employees get free Gym facilities and guidance of an expert.
- Teaching and Non-Teaching Staff organize tours and sports activities for the staff.
- The faculty of this college participates in Faculty Development Programs (FDP)/ Orientation Programmes (OP)/ Refresher Courses/ Short Term Courses (STC) etc. regularly.
- The management also extends financial assistance to the teachers to attend conferences/workshops and towards membership fees of professional bodies.
- The college promotes teachers and non-teaching staff to enhance their knowledge. The principal issues on duty leave for this purpose.
- TS and NTS in substantive posts receive interest-free ad-hoc payments until the issuance of their final pay fixation orders from the Department of Higher Education.
- Interest-free repayable Puja advance is provided to willing employees

As a government-aided college, employees benefit from welfare schemes provided by the West Bengal Government through the institution:

- The **Provident Fund and Loan Facility** is provided to employees in substantive posts, according to Govt. regulations.
- **West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017** facilitates enrolment of interested teachers and processes reimbursement claims, according to government rules.
- The facility of availing of **Maternity, Paternity and Child care Leave for Employees** is extended with the prior permission of the college authority.
- **Casual leave** and **Medical Leave** are provided for all employees.
- Teachers are granted **duty** and **study** leaves for their academic and professional development. Employees in permanent positions are entitled to take **Earned** leave subject to approval by GB. GB may also approve **Extraordinary Leave** on special grounds.
- **Ex gratia/Bonus** is provided to NTS
- **Leave encashment** benefit is available for staff in substantive posts.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.14

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

2022-23	2021-22	2020-21	2019-20	2018-19
15	7	1	1	1

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 18.85

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	26	29	8	8

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	17	17	17

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The finance and Purchase Committee of this college are formed/reformed to meet regularly and prepare strategies 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 a budget for optimum utilization of resources.

The major sources of funds:

- Salary and non-salary grants from the State Government,
- Financial assistance/Grants received from UGC and other educational sponsoring agencies,
- Research Project grants,

- Sponsorships to organize major events such as National /State Level Conferences/Seminars/Workshops/Special lectures from sponsors,
- Alumni contribution,
- Funds from college fees,
- Sale of Admission form, but presently it is free of cost as per the Govt. order.
- Interest earned on fixed deposits and other savings.
- The college earns income by allowing numerous competitive examinations in the campus.

The major areas of allocation of funds:

- Infrastructure augmentation.
- Academic support facilities.
- Amenities to staff and students.
- Building and campus development and maintenance.
- Miscellaneous expenses.

All major proposals or schemes that require college funds are submitted to the Finance Committee and/or the Governing Body for approval. Once the funds are approved, the Purchase Committee will initiate the purchasing process. Payments are made in the form of a cheque or a demand draft for larger amounts, while smaller amounts are paid in cash. E tenders are invited as per the Government rules. All government funds are utilized in accordance with the guidelines and utilization certificates are submitted to ensure compliance.

The institution has a system in place for conducting both internal and external audits of financial transactions every year, in order to ensure financial compliance. The Principal submits purchase proposals to the Governing Body taking into account the recommendations made by the Heads of all the departments. Such proposals include both recurring expenses such as salaries of casual staff, electricity and internet charges, maintenance costs, stationery, and other consumable charges, as well as non-recurring expenses such as lab equipment purchases, furniture, and other development expenses. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. The college conducts the internal audit exercise, while the government sends names of auditors to complete statutory audits.

The audit details for the past five financial years are listed below:

- Financial Year 2018 –19 (Statutory Audit): Name of Auditor: A.R.MAITI & CO. (Registration no. 307093E)
- Financial Year 2019 –20 (Statutory Audit): Name of Auditor: A.R.MAITI & CO. (Registration no. 307093E)
- Financial Year 2020 –21 (Internal Audit: Audit arranged by the college, in absence of instruction from WBHED till date): Name of Auditor: PANDIT& CO. (Registration no. 329612E)
- Financial Year 2021 –22 (Internal Audit): Name of Auditor: PANDIT& CO. (Registration no. 329612E)
- Financial Year 2022 –23 (Internal Audit): Name of Auditor: PANDIT& CO. (Registration no. 329612E)

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

- The primary responsibility of IQAC is to establish a conscious, consistent, and catalytic system for improving the overall performance of the institution. IQAC plays a significant role in the post-accreditation phase of the institution. During this period, IQAC directs all measures and efforts of the institution towards promoting academic excellence.
- Annually, academic audits are conducted, where departments are required to conduct a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of their performances. The analysis is based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies. The IQAC provides constructive feedback to the departments based on the academic audit and suggests measures for internal quality enhancement. The IQAC also recommends that departments perform self-evaluation and set higher goals to meet new challenges.
- The IQAC gathers feedback from various stakeholders, such as students, parents, staff, and alumni to bring about changes in teaching and learning processes. This approach helps in obtaining an unbiased and honest opinion about institutional performance, particularly in academics. The IQAC regularly collects student feedback on teachers. The feedback forms are carefully analyzed and shared with the teachers to improve their teaching skills and build better relationships with their students.
- The IQAC holds regular meetings under the leadership of the Principal. These meetings follow a set agenda and all members are encouraged to contribute suggestions for improving the curriculum and implementing various quality improvement measures.
- All faculty members are encouraged and supported to participate in various programs such as Orientation, Refresher Courses, FDPs, Workshops, Seminars, and Conferences. These programs are aimed at improving the skills of the teaching faculty and enhancing the quality of the learning process and research. Our non-teaching staff have also attended training programs for the smooth and efficient running of the office and administration. Teachers are motivated to participate in workshops relating to NAAC, and feedback given by the teachers is taken into account. Expert talks on NAAC assessment have been organized in the College, which have helped to streamline the preparation of AQARs and the SSR.
- A number of skill enhancement courses and add-on courses have been introduced for various subjects. Students are free to choose any course according to their preference. This promotes a multi-disciplinary approach to education and helps students break free from rigid boundaries between different disciplines.

- In order to improve the teaching-learning process, methodologies, and learning outcomes, the IQAC suggests innovative pedagogical methods such as PowerPoint Presentations, Projects, Field Trips, Workshops, and videos. Additionally, students are expected to complete the curriculum through Assignments, Class Tests, and Tutorials. Departments are also encouraged to organize Conferences and Seminars on topics relevant to the educational needs and future growth of students. The IQAC periodically reviews the teaching-learning process, structures, and methodologies of operations, as well as the learning outcomes, which include the Academic Calendar, the preparation of lesson plans for each semester, and daily lecture records.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender sensitization in educational institutions is acknowledged as an essential component of all policies that outline high-quality education and establish a safe and healthy work environment for teachers and learners. As a co-educational college, City College has made a significant effort to embark on implementing initiatives for the advancement of gender equity.

College has organized one one-day Seminar on "Human Rights and Gender Sensitization". It helps the participants in examining their attitudes and beliefs and questioning the realities of both sexes. It 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.

The ICC cell is entrusted with the task of ensuring that complaints of sexual harassment, if any, are dealt with in accordance with law. ICC cell assures that all complaints raised by students, teaching and non-teaching staff are treated with proper dignity and respect.

Specific facilities provided for women:

1. We have a dedicated common room for female students with an attached toilet.
2. There are separate ladies' toilets in each floor (except the ground floor) as well as a teacher; toilet
3. We have a very active ICC Cell to prevent any sexual harassment and abuse towards female students and female staff.
4. The college has installed CCTV Surveillance System inside the college premises as a deterrent to any untoward incidents.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: D.1 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

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. The college also 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.

List of some programs:**2018**

1. Saraswati Puja on 22/01/2018
2. Basanta Utsav on 28/02/2018
3. Independence Day Celebration on 15/08/2018
4. Teachers Day Celebration on 05/09/2018
5. Freshers Welcome on 07/09/2018
6. Sangrila Cultural Fest on 05/10/2018-08/10/2018
7. Bijoya Sammilani on 24.11.2018

2019

8. Saraswati Puja on 10/02/2019
9. Blood Donation Camp on 20/02/2019
10. Basanta Utsab on 20/03/2019
11. Independence Day Celebration on 15/08/2019
12. Fresher Welcome on 30.08.2019
13. Teachers Day Celebration on 05/09/2019
14. Sangrila, Annual Cultural Fest from 26.09.2019 to 29.09.2019
15. Bijoya Sammilani on 16/11/2019

2020

16. Saraswati Puja on 29/01/2020

17. Basanta Utsab, City College on 07/03/2020

18. Covid relief programme for poor local people on 08.05.2020

2021

19. Free shelter and food at City College premises for 180 Cyclone 'Yass' impacted peoples on 27/05/21.

20. Distribution of food for 150 local needy peoples, jointly organised by East Bengal club and Serum Thalassemia Prevention federation in association with City college students Union at City College on 29/05/21

21. Distribution of relief for cyclone 'Yass' impacted peoples at South 24 Parganas Kultali Village on 01/06/21, South 24 Parganas Karanjali and Tangrachok Village on 06/06/21, North 22 Parganas Baunia and Kanmari village on 09/06/21.

22. 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.

23. Independence Day Celebration on 15/08/21

24. Distribution of 1000 musk and sanitizer on eve of Students' union birth anniversary celebration on 29/08/21

25. Teacher's Day Celebration on 05/09/21

26. Distribution of woollen garments, stationary items and Food packets to needy children on 24/12/21

2022

27. Annual Students' Picnic on 2022

28. Saraswati Puja, City College on 05/02/22

29. Blood Donation Camp organized by Dept. of Zoology in collaboration with Birati Ichchedana society on 20/02/22.

30. International Mother Language Day Celebration on 21/02/22.

31. Basanta Utsab Celebration on 12/03/22.

32. World Health Day Celebration on 07/04/22.

33. 'Exuberance', Freshers' welcome as well as Farewell to the departing batch, Department of English on 20/04/22.

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

35. Rabindra Jayanti Celebration on 10/05/22
36. World Sanskrit Day on 12/08/22
37. Independence Day Celebration on 15/08/22
38. Teacher's Day Celebration on 05/09/22
39. Sangrila, Annual cultural Programme from 22/10/22 to 25/10/22
40. Blood Donation Camp In collaboration with HDFC Bank on 06/12/22
41. Visit to Pratyush, a Society for downtrodden Children and Women on 19/12/22
42. Navin Baran (Freshers' Welcome) on 24/12/22
43. Christmas Day celebration on 25/12/22

2023

44. Distribution of food and stationary items for street Childs on 01/01/23
45. Annual students' picnic on 13/01/23
46. Saraswati Puja at City College on 26/01/23
47. Basanta Utsab Celebration at City College on 09/03/23
48. Blood Donation Camp In collaboration with Birati Icchedana Society on 12/03/23
49. National Science Day Celebration on 29/03/23
50. Intra-college Carrom competition 12/05/23 to 13/05/23.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:***Best Practice. 1*****1. Title of the Practice:** Community Engagement and Social Responsibility**2. Objectives of the Practice:**

1. To inculcate values of community engagement in the students so that their understanding of, and approach to social issues will be holistic, respectful and inspiring.
2. To generate proper social attitudes in young minds.
3. To gain an understanding of social realities and find out solutions.

3. The Context:

Despite India's economic growth, problems related to population like poverty, inequality, environmental degradation and conflict persist. It is expected that education would contribute towards arriving at solutions to these problems to some extent. The higher education sector is bestowed with certain social and academic responsibilities. City College played a key role in the generation of social attitudes in young minds during the Bengal Renaissance. One important mission of this college is to develop sensitive and responsible youth forces that have social commitments toward the larger sections of society. The college has made serious efforts to improve the social connect of our students and faculty members through various initiatives.

4. The Practice:

The extension activities of the college focus on the concept of campus-community partnership, engaging the students with the realities of society and creating a mindset of extending a helping hand to those in need.

Several exceptionally intense and disastrous tropical cyclonic storms hit West Bengal in 2019-20, including Fani on 3rd May 2019 and Bulbul on 6th November 2019, The super cyclone Amphan on May 20, 2020, another super cyclone "Yass" made its landfall on May 23-28, 2021 and COVID-19 Pandemic simultaneously causing considerable devastation in Eastern India. During that time, our College premises were used as shelter for needy people, the college offered financial assistance, relief goods and other forms of assistance to the impacted people, both directly and through students.

5. Evidence of Success:

Various events of social relevance have been organized by the college over the last few years. These include Blood Donation camp, distribution of woollen garments, stationery items and food packets to the economically challenged, awareness camps on the Student Credit Card Scheme, visit to 'NatunGhar', an old-age home for destitute women, Visit to 'Pratyush', a society for downtrodden children and women and seminars on social context such as 'Human rights and Gender Sensitization', 'Non-Violence in Gandhian Philosophy' etc. at the college premises.

6. Problems Encountered and Resources Required:

In terms of the challenges and problems encountered in implementing the practice of community engagement and social responsibility financial limitations hinder the implementation of this practice on a larger scale. The real challenge, however, is to take up and sustain a programme with long term impact instead of one-off, short term projects. The College has not been able to identify and implement such a programme so far.

Best Practice 2:

1. Title of the Practice: Fostering an environment that is inclusive for all learners

2. Objectives of the Practice:

City College is one of the oldest colleges of eastern India established in 1881 and has 143 years of history. Since inception, City College has always strived to retain its reputation as a learning institution for the marginalized and middle-class people of Bengal. The College was founded with the goal of providing a better and more complete education to Indian students of all castes and creeds and to create learning spaces where financial and social disadvantages do not impede a student's education and growth.

3. The Context:

Students come from a variety of socioeconomic backgrounds for its reputation and strategic location. The institution strives to aid all the students in their evolution as leaders and agents of social change who make a significant contribution in all spheres of life.

4. The Practice:

At a time when the Indian education system is undergoing a significant transition as per the government's thrust on inclusive and practical knowledge dispensation, it is of paramount importance to ensure that students belonging to the economically challenged categories are not left behind. The institution is known for providing quality education at nominal fees. The institution promotes education among the students, by providing an inclusive environment such as yearly Sports events, frequent publications in magazines and college publications, updated seminar and central libraries, a variety of cultural programs, regular academic field trips and excursions, community social outreach initiatives, a number of special programs, workshops, frequent parent-teacher meeting, seminars and webinars, as well as a number of online activities.

City College has a highly specialised ERP platform, an effective administration with various committees addressing every facet of high-quality education. Students also avail of various Govt. Scholarship and the college sensitizes the students about such opportunities through awareness camps and also facilitate the process to help the needy and deserving students.

5. Evidence of Success: Our rich alumni strength is one evidence of success. There are several Bhatnagar awardees, eminent scholars, renowned persons in the cultural field, famous sportspersons etc. Following the practice of promoting education for all, many of our students pursue higher education and are successfully placed in various organizations across India.

Our effort toward making our institution inclusive has borne fruit over the years which is reflected in the composition of student profile. It is observed that students from 9 different states, ranging from North Eastern states like Assam, Meghalaya and Tripura and Eastern neighbouring states of Bihar, Jharkhand and Orissa to Northern states like Delhi and Uttar Pradesh and Central Indian state of Chhatisgarh have enrolled in our College. The cultural and linguistic heterogeneity are reflected in our student composition.

6. Problems Encountered and Resources Required:

In order to achieve the set objective of providing holistic education to all, certain facilities are needed such as a dedicated seminar/conference room and more smart classroom for the Arts departments, language laboratory for language subjects, a dedicated computer room for the Economics department. There are some challenges due to space limitations and certain difficulties because this institution's building and infrastructure is shared by two other colleges.

File Description	Document
Any other relevant information	View Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

City College, Kolkata: A Legacy of Excellence, Tradition and Modernity

City College, Kolkata, stands as a respected institution with a rich history spanning 143 years, contributing significantly to the intellectual landscape of Bengal and beyond. Established in 1881 by Anandamohan Bose, the college has evolved over time, seamlessly blending tradition and modernity, and continues to be a beacon of educational excellence. This essay explores the institutional distinctiveness of City College, focusing on its historical roots, commitment to inclusive education, modernization efforts, academic achievements, and notable alumni.

Historical Roots and Inclusive Education:

City College emerged during the Bengal Renaissance, a period of socio-cultural awakening in the 19th century. Founded on January 6, 1879, as a high school by Anandamohan Bose, the institution aimed to

provide comprehensive education to students of all castes and creeds. The Brahmo Samaj Education Society played a crucial role in elevating City College to its status as a prominent learning institution. The support of figures like Pandit Shivrath Shastri and Rastraguru Surendranath Bandyopadhyay facilitated the establishment of the school, which later expanded into a first-grade college in 1881.

Despite its historical legacy, City College has remained committed to inclusivity, providing high-quality education without discrimination based on caste, creed, or economic status. This commitment is evident in its geographical accessibility, attracting students from various parts of West Bengal, including remote regions. The college's central location in Kolkata, within 1 km of Sealdah rail station and MG Road metro station, makes it a convenient choice for a diverse student population.

Modernization and Technological Integration:

In the dynamic landscape of education, City College has successfully adapted to changing times. One notable example is the adoption of the Enterprise Resource Planning (ERP) module, facilitating efficient administrative activities, online admissions, fee collection management, and students' information tracking. This integration of technology reflects the institution's commitment to providing a seamless learning experience while embracing contemporary administrative practices.

The college recognizes the significance of modern technologies in education. The use of Learning Management Systems (LMS) for efficient data management, uploading study materials, and other academic activities demonstrates an understanding of global educational trends. City College strategically employs a mix of traditional and modern tools to ensure holistic academic progress.

Academic Excellence and Global Outreach:

City College has consistently upheld academic standards, offering a diverse range of courses across 15 departments. These departments are equipped with highly competent teaching and non-teaching staff, modern libraries, and laboratories, ensuring the fulfillment of today's educational requirements.

The Ministry of Human Resource Development recognized City College's potential in 2013, selecting it for the Community College Scheme pilot project. This initiative underscores the institution's commitment to job-oriented specialties, positioning itself as a new destination in the state for skill development and vocational education.

Notable Alumni and Government Takeover:

City College boasts an impressive list of alumni who have played pivotal roles in shaping the socio-cultural and political landscape. Several luminaries as scions of Bengal Renaissance including Deshbandhu Chitta Ranjan Das, Sir Surendranath Bandyopadhyay, Dr. Rajendra Prasad (Former President of India), Harendra Kumar Mukhopadhyay (Former Governor of West Bengal), Umesh Chandra Dutta, Bhashacharya Suniti Kumar Chattopadhyay, Jibananda Das and Muhammad

Shahidulla, Acharya Brajendra Sil taught at this College and did us a proud generation to follow. The institution takes pride in its lineage, with luminaries from the Bengal Renaissance contributing to its legacy.

There are many notable alumni and teachers: Sunil Gangopadhyay, Soumitra Chattopadhyay, P. K. Banerjee (alumni), Sankha Ghosh (Jnanpith awardee and teacher), Narayan Ganguly (teacher) to name a few.

City College has three notable alumni with Shanti Swarup Bhatnagar award, Dr. Prof. Birendra Nath Mallick (Shanti Swarup Bhatnagar Laureate, Neurobiology, 2001. Alumni, Dept. of Physiology), Dr. Prof. Bhaskar Saha (Shanti Swarup Bhatnagar Laureate, Immunology, 2009. Alumni, Dept. of Physiology), Dr. Prof. Pradyut Ghosh (Shanti Swarup Bhatnagar Laureate, Inorganic chemistry, 2015. Alumni, Dept. of Chemistry).

City College has two Sahitya Akademi Award winner teachers Sri. Bratya Basu, Sahitya Akademi Award winner (2021) for his Book: Mirzaffar O Onnano Natok (Collection of Plays). He is an Indian Actor, Stage Director, Playwright, Film Director and Politician and Ex-Assistant Professor, Department of Bengali, presently Hon'ble Minister of Education, Govt. of West Bengal.

Dr. Subodh Sarkar, Sahitya Akademi Award winner (2013) for his Book: Dwaipayana Hradra Dhare (Poetry). He is an Indian Bengali Poet, Editor, Translator and Ex-Associate Professor, Department of English, City College, Kolkata.

On 3rd November 2017, City College underwent a significant transition when it was taken over by the Government of West Bengal. Since then, it has operated as one of the state's aided colleges, maintaining its commitment to providing quality education.

Currently, the college accommodates 2653 (Male 1498 & Female 1155) students (2022-2023) and 71 full-time Professors of which 40 Assistant Professors (Male 34 & Female 6) and 30 Associate Professors (Male 18 & Female 12) and one Professor (Male) along with that 29 (Male 10 and Female 19), Part-time faculty (State Aided College Teacher), contributing to its vibrant academic community.

Conclusion:

City College, Kolkata, embodies a unique blend of tradition, modernity, and inclusivity. Its historical roots, commitment to inclusive education, integration of modern technologies, academic achievements, and notable alumni collectively contribute to its institutional distinctiveness. As the college continues to evolve, it remains a symbol of educational excellence, leaving an indelible mark on the educational landscape of Bengal and the nation.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

City College has made important initiatives in recent years to improve the academic facilities in the present context of technological development towards ICT based methods. Some of the salient initiatives are:

- Conducting a number of value-added courses.
- Introduction of Learning Management System.
- Introduction of career counselling sessions for competitive examinations.
- Renovation of Science laboratories.
- Upgradation of ICT facilities.
- Thorough renovation of Central Library.
- Introduction of biometric attendance of staff.

In the context of governance and employee welfare, City College changed from its age-old self-managed PF system to the GPF system under Government umbrella since 2018-19.

Concluding Remarks :

Over the years, the college has gradually grown towards ensuring updated teaching-learning methods, support to students in academic, skill development and career related matters. It also instils moral and human values to students so as to enable their holistic development. The endeavour of the college has been appreciated and has featured in media news. The college still faces challenges in many aspects and is treading ahead to overcome those. The future plans of the college are:

- To introduce skill-based courses in accordance to the needs of the industry.
- To introduce more value-added and add-on courses.
- To promote multidisciplinary academic co-ordination through engagement of faculty of a particular discipline in teaching-learning in other related discipline.
- To arrange for funding to promote students' research in areas relevant to local community.
- To enter into Memorandum of Understandings with industries for internship and placement.
- To expand infrastructural facilities, especially through acquiring of the erstwhile hostel from the Calcutta University authority.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :6</p> <p>Remark : Input edited as per supporting documents</p>																																								
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 645</p> <p>Answer after DVV Verification: 595</p> <p>Remark : Input edited as One student involved in multiple field works and/or project work and/or internship in the same academic session can be counted as one</p>																																								
2.1.2	<p><i>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>209</td> <td>283</td> <td>232</td> <td>136</td> <td>173</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>209</td> <td>283</td> <td>232</td> <td>136</td> <td>173</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>738</td> <td>738</td> <td>477</td> <td>477</td> <td>477</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>765</td> <td>765</td> <td>531</td> <td>531</td> <td>531</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	209	283	232	136	173	2022-23	2021-22	2020-21	2019-20	2018-19	209	283	232	136	173	2022-23	2021-22	2020-21	2019-20	2018-19	738	738	477	477	477	2022-23	2021-22	2020-21	2019-20	2018-19	765	765	531	531	531
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738	738	477	477	477																																					
2022-23	2021-22	2020-21	2019-20	2018-19																																					
765	765	531	531	531																																					

Remark : Input edited as per data template

3.5.1 **Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

Answer before DVV Verification :

Answer After DVV Verification :11

Remark : Input edited as per supporting documents

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	6	2	12	9

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	6	1	8	5

Remark : Input edited Excluding the Teachers' Day Celebration, Independence Day Celebration, Saraswati Puja Celebration, Rabindra Jayanti Celebration (Online)

6.3.3 **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11	26	29	8	8

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11	26	29	8	8

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
00	10	00	00	00

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	17	17	17

Remark : Input edited as per IIQA

2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 77 Answer after DVV Verification : 71</p>