The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SCOTTISH CHURCH COLLEGE

1.2 Address Line 1

> 1 & 3 URQUHART SQUARE

Address Line 2

> KOLKATA - 6

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700006

Institution e-mail address

> scottish.cal@gmail.com ;
> principal@scottishchurch.ac.in

Contact Nos.

> 033-23503862;
> 033-23505207

Name of the Head of the Institution:

> DR. JOHN ABRAHAM (RECTOR AND SECRETARY)
>
> DR. AMIT ABRAHAM (PRINCIPAL SINCE AUGUST 2015)

Tel. No. with STD Code:

033-23505207

Mobile:

08420020788

Name of the IQAC Co-ordinator:

DR. SUPRATIM DAS

Mobile:

09836703339

IQAC e-mail address:

iqac@scottishchurch.ac.in

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   **WBCOGN 11393 / 2013**

1.4 Website address:

www.scottishchurch.ac.in

Web-link of the AQAR:

IN PROCESS

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		2004	5 YEARS
2	2nd Cycle	A	3.04	2014	5 YEARS
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY   15/09/2004

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

| 2014 - 2015 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR   **ACCREDITATION 2ND CYCLE DONE IN JANUARY 2014**

   ii. _____ (DD/MM/YYYY)4
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)
   v. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC   Yes ☐ No ☐

Regulatory Agency approved Institution   Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑ Men ☐ Women [ ]

                Urban ☑ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [✓] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | BACHELOR OF EDUCATION |

1.11 Name of the Affiliating University *(for the Colleges)* | UNIVERSITY OF CALCUTTA |

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

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [✓]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 6 |

2.2 No. of Administrative/Technical staff | 4 |

2.3 No. of students | |

2.4 No. of Management representatives | |

2.5 No. of Alumni | |

2. 6 No. of any other stakeholder and

   community representatives | |

2.7 No. of Employers/ Industrialists | |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 12 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders: No. | | Faculty | 1 |

   Non-Teaching Staff Students | | Alumni | | Others | 3 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | ✓ |

   If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 5 | International | | National | 2 | State | 2 | Institution Level | 1 |

(ii) Themes	➢ ALEXANDER DUFF AS AN ORIENTALIST ➢ STRESS MANAGEMENT ➢ ECONOPHYSICS AS A NEW DISCIPLINE ➢ MUSLIM WOMEN AND GENDER QUESTION ➢ HIGHER EDUCATION IN INDIA AND THE ROLE OF NAAC

2.14 Significant Activities and contributions made by IQAC

> ➢ PROMOTION OF 16 TEACHERS UNDER CAS
>
> ➢ A WEEK-LONG WORKSHOP ON STRESS MANAGEMENT FOR TEACHERS
>
> ➢ INSTALLATION OF THE DIGITAL ARCHIVE *JSTOR* FULLY FUNDED BY UGC

❖ **PLEASE SEE ANNEXURE ON ACADEMIC CALENDAR**

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality
   enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
TO INSTAL *JSTOR* IN COLLEGE	*JSTOR* SUCCESSFULLY INSTALLED
TO ORGANISE WORKSHOP ON SOFT SKILL DEVELOPMENT	A WEEK-LONG WORKSHOP WAS ORGANISED IN WHICH OUTSIDE TEACHERS ALSO PARTICIPATED

   * *Attach the Academic Calendar of the year as Annexure*

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> THREE (3) IQAC REPORTS WERE SUBMITTED TO THE COUNCIL -- THE COLLEGE GOVERNING BODY -- FOR DISCUSSION AND APPROVAL.
>
> ON THE BASIS OF SUGGESTIONS AND RECOMMENDATIONS, THE ACTION PLANS WERE IMPLEMENTED

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2	NIL	2	
UG	16	1	4	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (**B. ED**)	1			
Total	**19**	**1**	**6**	

Interdisciplinary			
Innovative			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**3** (FOR PG DEPTS & B.ED)
Trimester	
Annual	**1** (FOR OTHER DEPTS)

1.3 Feedback from stakeholders*   Alumni ☐   Parents ✔   Employers ✔   Students ✔
    (On all aspects)

        Mode of feedback   :   Online ☐   Manual ✔   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

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

NOT APPLICABLE

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

B.COM HONS COURSE INTRODUCED AS A NEW DISCIPLINE.   **CORE SUBJECTS:** ACCOUNTANCY & FINANCE

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	36	34	NA	

2.2 No. of permanent faculty with Ph.D.   36

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	NIL								

NOTE: TEACHERS ARE APPOINTED AS ASSISTANT PROFESSOR, SUBSEQUENTLY PROMOTED AS ASSOCIATE PROFESSOR UNDER CAREER ADVANCEMENT SCHEME

2.4 No. of Guest and Visiting faculty and Temporary faculty   73

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State / **Local level**
Attended			54
Presented papers			41
Resource Persons			7

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

> MULTIPLE SET OF QUESTIONS IN COLLEGE EXAMINATION; OPEN-BOOK EXAMINATION; ORAL TESTS; INTERFACE MEETING WITH STUDENTS

2.7 Total No. of actual teaching days during this academic year   213

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   NOT APPLICABLE

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

		4

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

❖   **PLEASE SEE ANNEXURE ON CU RESULT 2014**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

THE IQAC HAS A SPECIAL SUB-COMMITTEE FOR MONITORING TEACHING-LEARNING-EVALUATION AND STUDENT MATTER. THIS MONITORING CELL MEETS AT REGULAR INTERVALS, GETS FEEDBACK FROM VARIOUS DEPARTMENTS AND SUBMITS A REPORT TO THE IQAC WHICH IS ULTIMATELY SUBMITTED TO THE GOVERNING BODY FOR INTIMATION AND APPROVAL.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	8
Staff training conducted by other institutions	11
Summer / Winter schools, Workshops, etc.	3
Others	31

2.14 Details of Administrative and Technical staff

Category	Number of permanent employees	Number of vacant positions	Number of permanent positions filled during the year	Number of positions filled temporally (CWTT)
Administrative Staff	**1 (Principal)** **1 Bursar** (must be a teacher of the college)	**0**	**1**	**0**
Technical staff	**0**	**0**	**0**	**0**
Non-Teaching **Staff** **Group-C** **Group-D**	**4** **13 + 2** (pay fixation pending in the DPI office)	**7** **20**	**1** **0**	**7** **20**
Librarian	**1**	**1**	**0**	**0**
Teaching Staff	**69**	**0**	**0**	**24**
Hostel Staff	**13**	**14**	**0**	**14**

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ IQAC MONITORS THE RESEARCH CELL OF THE COLLEGE CONSTITUTED AS PER NAAC GUIDELINES. THE RESEARCH CELL MAKES PROPER DOCUMENTATION OF THE VARIOUS RUNNING PROJECTS AS WELL AS PUBLICATIONS BY THE FACULTY UNDER THE GUIDANCE OF THE IQAC.
>
> ➢ INFRASTRUCTURE INCLUDING SPACE FOR RESEARCH PROJECTS IS PROVIDED TO THE FACULTY
>
> ➢ THE INTERNATIONAL REFEREED JOURNAL PUBLISHED BY THE COLLEGE SINCE 2004 - *JHSS* - IS ACTIVELY PATRONISED AND MONITORED BY THE IQAC
>
> ➢ AN E-JOURNAL FOR SCIENCE FACULTY IS ALREADY IN THE PIPELINE

3.2 Details regarding major projects

❖ PLEASE SEE ANNEXURE ON RESEARCH PROJECTS

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	39		
Non-Peer Review Journals	3		
e-Journals			
Conference proceedings	7		

3.5 Details on Impact factor of publications: **NOT AVAILABLE**

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	**2012-15 & 2015-18**.	DST & UGC	76,60,000	63,20,000
Minor Projects	2014 - 15	UGC	12,99,630	10,24,580
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			89,59,630	73,44,580

[ ]

3.7 No. of books published   i) With ISBN No.   [3]   Chapters in Edited Books   [15]

ii) Without ISBN No.   [2]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy ☐   CPE ☑   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			22
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   **6**

3.13 No. of collaborations   International **2**   National **1**   Any other ☐

3.14 No. of linkages created during this year   **1**

3.15 Total budget for research for current year in lakhs :

From Funding agency   89.59   From Management of University/College ☐

Total   89.59

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	NIL
	Granted	
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows

    Of the institute in the year

Total	International	National	State	University	Dist	College
1	1					

DR. MADHUMANJARI MANDAL OF THE DEPT OF BOTANY HAS RECEIVED AN ASSIGNMENT OF POST-DOCTORAL FELLOWSHIP IN POLAND FOR A PERIOD OF 2 YEARS (2014-16)

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

1

1

3.19 No. of Ph.D. awarded by faculty from the Institution

NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)   **NA**

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events: **100**

University level [✔]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events: **NOT APPLICABLE**

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [**1**] College forum [**2**]

NCC [ ] NSS [**4**] Any other [ ]

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

❖ **PLEASE SEE ANNEXURE ON ACTIVITY CLUBS**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area **(in acres)**	2.66			
Class rooms **(number)**	48			
Laboratories **(number)**	21			
Seminar Halls (**number**)	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		5.12 19.55	COLLEGE UGC/DST	
Others				

4.2 Computerization of administration and library

FULLY AUTOMATED LIBRARY

AND COLLEGE OFFFICE

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	48300		200	Rs.	48500	
Reference Books	51000		324	Rs. 188,823/-	51324	
e-Books						
Journals	11			Rs. 13,200/-		
e-Journals	Institutional access to global digital archive JSTOR					
Digital Database						
CD & Video						
Others (specify)	ACCESS TO INFLIBNET					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	200	5	22					Laptop 20 Wi-Fi 10
Added	10							12
Total	210	5	22					42

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> A ONE-DAY WORKSHOP WAS ORGANISED FOR GIVING COMPUTER AND NETWORK TRAINING TO TEACHERS AND STAFF

4.6 Amount spent on maintenance in lakhs:

i) ICT | 3.15

ii) Campus Infrastructure and facilities | 17.60

iii) Equipments | 6.59

iv) Others   **(HOSTEL CONSTRUCTION)** | 100.00

Total: | 127.34

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - IQAC IS ACTIVELY INVOLVED IN THE ORIENTATION PROGRAMME ORGANISED BY THE COLLEGE FOR THE FRESHERS AT THE BEGINNING OF THE SESSION
>
> - ORGANISES AND SUPERVISES ACTIVITY CLUBS
>
> - ENCOURAGES STUDENTS' SEMINARS AND SYMPOSIA

5.2 Efforts made by the institution for tracking the progression

THE INSTITUTION TRACKS STUDENT PROGRESSION THROUGH:

- ➢ WEEKLY MEETINGS OF INTERNAL MANAGEMENT COMMITTEE

- ➢ MEETINGS OF IQAC SUB SOMMITTEES, WHENEVER NECESSARY

- ➢ MEETINGS OF THE COLLEGE COUNCIL (GB) AT REGULAR INTERVALS SEEKING DETAILED REPORTS FROM ALL RELEVANT COMMITTEES SUCH AS THE SENATUS, IQAC, FINANCE COMMITTEE, POST GRADUATE COUNCIL, HOSTEL COMMITTEE ETC

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1678	**108**		

(b) No. of students outside the state

197

(c) No. of international students

NIL

Men

No	%
880	49.3

Women

No	%
906	50.7

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	**Christian**	Physically Challenged	Total	General	SC	ST	**Christian**	Physically Challenged	Total
495	172	48	81	5	801	493	114	60	102	5	774

NOTE -ON THE BASIS OF ADMISSION TO FIRST YEAR IN JULY 2013 & 2014

Demand ratio (UG**) 30: 1**   Dropout % (UG) **15%**

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

NOT AVAILABLE

No. of students beneficiaries

| NIL |

5.5 No. of students qualified in these examinations   **NOT AVAILABLE**

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

5.6 Details of student counselling and career guidance

> ❖ **PLEASE SEE ANNEXURE ON PLACEMENT CELL**

No. of students benefitted   **5 + 5**

[PLEASE NOTE THAT DURING THIS PERIOD, IN THE ABSENCE OF A REGULAR COUNSELLOR, THE FACULTY OF THE B. ED DEPARTMENT OF THE COLLEGE PROVIDED COUNSELLING SERVICE TO THE STUDENTS].

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	112	59	

5.8 Details of gender sensitization programmes

> - A FEW PROGRAMMES HAVE BEEN DONE IN SOME DEPARTMENTS AS WELL AS IN THE COLLEGE HOSTELS.
> - THE MANDATORY ORIENTATION PROGRAMME FOR FRESHERS ORGANISED BY THE COLLEGE IN COLLABORATION WITH IQAC AT THE BEGINNING OF THE SESSION IS EXTREMELY HELPFUL

5.9 Students Activities

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

State/ University level [7]   National level [   ]   International level [   ]

No. of students participated in cultural events

State/ University level [18]   National level [   ]   International level [   ]

[   ]   [   ]   [   ]

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

Sports : State/ University level   National level   International level

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	8	0.82
Financial support from other sources (INDIVIDUAL)	43	0.66
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

INTER COLLEGE CULTURAL PROGRAMME - "CALEDONIA"

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

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students   [1]

BLOOD DONATION CAMP THROUGH NSS

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To impart liberal education; imbibe moral and spiritual values; produce intellectually sound, morally upright, socially concerned men and women; prepare young people to meet the challenges of a rapidly changing world; equip the students to take their rightful place in society in this twenty first century; provide efficient and pragmatic training according to the changing demands of the present century. The vision and mission of the institution are in perfect consonance with the objectives of the higher education policies in India. Socially and economically backward sections of the students are provided academic, cultural and financial support with a view to raising them in higher status of the society. Free studentship, scholarships, library and Book Bank facilities, counseling, scripture classes and orientation programmes are the assistances provided to the students.

6.2 Does the Institution have a management Information System?

IN PROCESS

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

6.3.1 Curriculum Development

NOT APPLICABLE

6.3.2 Teaching and Learning

At the beginning of each academic session the college prepares the academic calendar based on the Calcutta University calendar to which the College is affiliated. This calendar is published in the College prospectus for that academic year (e.g. 2014-2015). Since the college is affiliated to Calcutta University the syllabus is primarily framed by the university. Many of the teachers contribute in syllabus revision of the University being members of relevant Boards of Study. Teachers act as experts in the syllabus revision process and participate in the workshops conducted by the University for syllabus revision. Depending on the syllabus stipulated by the university and college academic calendar, each department frames the teaching plan, distributing the classes per paper/topic for every teacher at the beginning of the academic session.

6.3.3 Examination and Evaluation

The College holds two centralized examinations each year, viz., the Mid-term Examination and the Selection Test. Results of these examinations are published centrally. Answer scripts are shown to the students and the scheme of evaluation is explained. Model answers are discussed for the benefit of the students. Class tests and tutorial classes are held regularly by the departments in order to assess students' knowledge and skills. Besides these tests, students' presentation in seminars, group discussions, projects in the relevant subjects etc. also help in monitoring students' performance before the university examinations.

6.3.4   Research and Development

Research activities are encouraged in the institute both among the teachers and students. The college has budgetary allocation for organizing departmental seminars and symposia where reputed scholars are invited. A good number of major and minor research projects are running in different departments. The college receives a number of grants from different agencies for pursuing research. The college was granted Rs. 77 lakh under the BSR scheme of the UGC to improve the research facilities in 7 lab-based departments. The infrastructure has also been upgraded in compliance with the demands for research activities. Teachers are encouraged to attend seminars and symposia throughout India and abroad.

6.3.5   Library, ICT and physical infrastructure / instrumentation

AUTOMATION IN COLLEGE LIBRARY AND COLLEGE OFFICE

6.3.6 Human Resource Management

This is achieved through

- ✓ Well-defined recruitment policy based on merit of the applicant within the general frame-work of the Government/UGC norms
- ✓ Providing a better teaching-learning environment in the institution
- ✓ Holding staff development programs-for HODs, senior teachers (above 40 years of age), junior teachers (below 40 years of age) and Non-teaching staff members separately.
- ✓ Providing duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research.
- ✓ Encouraging faculty members to attend leadership training programmes in India and abroad
- ✓ Providing infrastructure facility and financial support to the teaching staff for academic and socio-cultural activities
- ✓ Providing special allowances from the college to Contractual Whole Time Teachers (CWTT) and Part-time teachers (PTT) as part of retainment policy of the college.

6.3.7 Faculty and Staff recruitment

As a Christian minority institution, the college enjoys the liberty to constitute its own Selection Board which includes competent authorities as expert on the Board. The Selection Board recruits the faculty and staff in compliance with UGC and State Government norms. All selections are duly approved by the State Government.

6.3.8   Industry Interaction / Collaboration

> The college tries to follow an Institute-Industry Partnership programme in the following way:
>
> The guest faculty in the department of Business Administration includes experts from industries and different management courses outside the college. Both the faculty and the students are intimately associated with the industries through visits, interactions and bonding. The industries often look for and select suitable staff and trainees among the students.

6.3.9   Admission of Students

> - FULLY ON-LINE ADMISSION.
> - CRITERIA FOR ADMISSION ARE BASED ON INDEX MARKS CALCULATED IN COMPLIANCE WITH WEIGHTAGE GIVEN TO PERFORMANCE IN THE LAST EXAMINATION.
> - THERE IS PROVISION FOR ADMISSION TEST AND GROUP DISCUSSION IN A FEW DEPARTMENTS.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

NOTE - There are welfare schemes such as the College Provident Fund for permanent employees, Employees' Provident Fund for contractual staff, Co-operative Credit Society and Group Insurance Scheme for all staff and the ESI scheme for non-teaching staff. The College has also a Group D Welfare fund for the benefit of the Group D staff. The college also has provision for providing personal loans to the non-teaching members. The college also stands as guarantor against loans availed by the college staff from the neighbouring banks. The Teachers' Council has a special fund for helping former and present teachers in times of dire need.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes   ✔   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

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

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

PLEASE REFER TO POINT NO. 1.4

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

> ➢ THE ALUMNI ASSOCIATION HAS ORGANISED SEMINARS AND CULTURAL PROGRAMMES IN MEMORY OF SWAMI VIVEKANANDA -- THE GREATEST ALUMNUS OF THE COLLEGE
>
> ➢ COLLEGE TOPPERS HAVE BEEN AWARDED BY THE ASSOCIATION
>
> ➢ AN ANTHOLOGY ON SWAMI VIVEKANANDA HAS ALSO BEEN PUBLISHED

6.12 Activities and support from the Parent – Teacher Association

> ➢ PARENT - TEACHER MEETINGS ARE HELD IN ALL THE DEPARTMENTS OF THE COLLEGE IN DECEMBER EVERY YEAR
> ➢ THERE IS A SYSTEM OF FEEDBACK ANALYSIS FOR MAKING THE MEETINGS EFFECTIVE AND MEANINGFUL
> ➢ PARENTS AND GUARDIANS ARE ADVISED TO SEND SUGGESTIONS TO THE COLLEGE AUTHORITIES
> ➢ FOR THIS PURPOSE, A DEDICATED EMAIL ADDRESS IS GIVEN IN THE COLLEGE WEBSITE AND THE PROSPECTUS
> ➢ THERE IS, HOWEVER, NO OFFICIAL PARENT-TEACHER ASSOCIATION IN THE COLLEGE

6.13 Development programmes for support staff

> PLAN FOR A DAY-LONG WORKSHOP ON "SKILL ENHANCEMENT "FOR THE SUPPORT STAFF -- BOTH GROUP C AND GROUP D -- IS IN THE PIPELINE. ALL PREPARATIONS ARE DONE. IT IS LIKELY TO BE HELD AT THE BEGINNING OF THE NEXT SESSION.

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

> ➢ GREEN CAMPUS INITIATIVE
> ➢ VERMI COMPOSTING AND WATER CONSERVATION
> ➢ CAMPUS AUDIT

Criterion – VII

7. Innovations and Best Practices

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

> ➢ GREEN CAMPUS INITIATIVE HAS BEEN OPERATIVE
> ➢ GLOBAL DIGITAL ARCHIVE - JSTOR - HAS BEEN INSTALLED FULLY FUNDED BY UGC
> ➢ A GENDER SENSITIZATION PROGRAMME HAS BEEN CARRIED OUT
> ➢ REMEDIAL SESSIONS HAVE BEEN ARRANGED FOR WEAKER STUDENTS

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

- ➢ A thorough database on students' admission, enrolment, university results, seminars and workshops organised by the college, programmes organised by the Activity Clubs and NSS, services provided by the Counselling Cell, eminent visitors to the college among many other things for the last few years has been prepared by the Subcommittee for Documentation under IQAC.

- ➢ Reconstruction work of the Lady Jane Dundas Hostel has been completed. It was fully funded by the UGC.

- ➢ A College Film Club for the students and faculty has been launched

- ➢ Wellness talks and short workshops for proper guidance in lifestyle matters have been organised periodically. Areas involved were gender sensitisation, examination-stress counselling and so on.

- ➢ Construction of the Quarto-sept Jubilee Building funded by the UGC is in good progress

- ➢ The College Gymnasium funded by the UGC is almost complete

- ➢ Week- long Workshop on Stress Management and Soft Skill Development for the faculty of the college as well as those from nearby institutions has been successfully organised

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

- ➢ FULLY ON-LINE ADMISSION PROCESS BASED ON ACADEMIC MERIT
- ➢ 4-HOUR INTRODUCTORY ORIENTATION PROGRAMME FOR FRESHERS TO FAMILIARISE THEM WITH THE HISTORY AND ACADEMIC, EXTRA-CURRICULAR AND ADMINISTRATIVE SYSTEMS OF THE COLLEGE

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Green Campus Initiative

Goal - To create, in the College Campus, a clean and green environment through
- ✓ Use of vermi-composting (composting of vegetable residues by earthworms) as an environment friendly way of solid waste disposal.
- ✓ Adoption of solar lighting on the campus
- ✓ Water conservation and re-use

The Context - Garden and vegetable refuse can profitably recycled through conversion into organic manure of high quality.
- ✓ Electricity consumption can be reduced substantially by having recourse to a renewable source of energy, here sunlight. Pollution is checked and carbon credits can be earned.
- ✓ Re-use of water, flowing out from water distillation plants, is one way of reducing both water and electricity consumption – an easily implementable eco-friendly step.

The Practice

Vermi-compost pits utilize the decomposing action of red earthworms, on garden and vegetable residues, to produce organic manure of high quality.

Running water is used to cool the water vapor generated by the immersion heaters (run on electricity). Water condensed in this way gives us high quality distilled water which is used for chemistry related experiments. Water used as the coolant was formerly allowed to go down the drain. Now, it is stored in large water tanks and kept for future re-use e.g. washing of utensils, clothes, and cars. It is also utilized in watering the trees and plants of the college garden and lawn.

7.5 Whether environmental audit was conducted?   Yes ✔   No ☐

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

Strength:

Regular Parent-Teacher Interactions, (rare in colleges) for more transparency in the teaching - evaluation system and a better academic exchange; Career Counselling and Placement Services Maintenance of Green Campus Initiatives through Vermi Composting, Water Saving, Solar Panels for campus electrification etc; Campus medical facility with weekly visit of doctor ; For emergencies there is a tie-up with a local nursing home Introductory Orientation Programmes for each new batch of students to familiarize them with academic, extra-curricular and administrative systems of the college; Special feedback email id for receiving suggestions, feedback, grievances and complaints from all stakeholder Need-based tuition-waiver schemes to facilitate academic continuity for the students from the weaker section.; Inter-disciplinary projects and seminars were organized by the college where students and teachers of different disciplines had an opportunity to interact; The college journal, *jhss*, is a very effective platform in this effort and is being published annually.

Weakness:

Lower emphasis on research and publication; Lower involvement of staff in PDP; Underutilization of ICT and library resources; Space including playground is a constraint.

Opportunity:

Quarto-sept Jubilee Building; Linkages with higher educational institutions abroad; Leadership Training Programmes for teaching as well as non-teaching staff members Increase in ICT facilities; extending INFLIBNET facility for more teaching staff and students (through the teachers); adoption of the Green Campus concept and implementation thereof

Threats:
Retention of institutional culture; promotion of research culture; functional use of ICT and library as a resource; adoption of innovative practices; preparing students for global challenges.
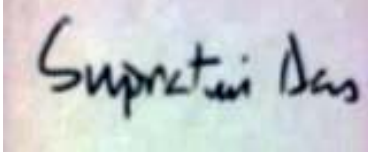
8. Plans of institution for next year

> SETTING UP SMART CLASS ROOMS

> LAUNCHING A DYNAMIC COLLEGE WEBSITE

> SETTING UP AN ARCHIVES IN THE COLLEGE

> DIGITIZATION OF OLD AND RARE BOOKS AVAILABLE IN THE COLLEGE LIBRARY PUBLISHED IN THE NINETEENTH CENTURY

> CONSTRUCTION OF A GYMNASIUM FOR STUDENTS

> BUILDING UP A MUSEUM IN MEMORY OF THE FOUNDER OF THE COLLEGE - REV. ALEXANDER DUFF

> RENOVATION OF THE COLLEGE AUDITORIUM NAMED M.L.BHOWMIK AUDITORIUM

> INTRODUCING A NET/SET TRAINING CENTRE

> MEMORANDUM OF UNDERSTANDING WITH INSTITUTIONS LIKE THE INDIAN MUSEUM, VICTORIA MEMORIAL HALL, INDIAN ARCHIVES, KOLKATA, NATIONAL COUNCIL OF SCIENCE MUSEUM, INDIAN SCIENCE CONGRESS ASSOCIATION, WEST BENGAL POLLUTION CONTROL BOARD ETC

> STARTING A PUBLICATION CELL IN THE COLLEGE FOR PUBLISHING MONOGRAPHS AND OCCASIONAL PAPERS WRITTEN BY THE COLLEGE FACULTY

PLEASE SEE THE ATTACHMENT FOR 5 (five) ANNEXURES

Name - DR. SUPRATIM DAS

Supratim Das

_____
Signature of the Coordinator, IQAC

Name - DR. AMIT ABRAHAM

_____
Signature of the Chairperson, IQAC

_____ *** _____
Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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