

## 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

#### I. 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

City/Town

Kolkata

State

West Bengal

Pin Code

700006

Institution e-mail address

[Scottish.cal@gmail.com](mailto:Scottish.cal@gmail.com)  
[tic@scottishchurch.ac.in](mailto:tic@scottishchurch.ac.in)

Contact Nos.

03323503862; 03323505207

Name of the Head of the Institution:

Dr. John Abraham (Rector)  
Dr. Arpita Mukerji (Teacher-in-Charge since  
September 2016)

Tel. No. with STD Code:

033-23505207

Mobile:

09903002401

Name of the IQAC Co-ordinator:

Dr. Supratim Das

Mobile:

09836703339; 09330301653

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	1 <sup>st</sup> Cycle	A		2004	5 years
2	2 <sup>nd</sup> Cycle	A	3.04	2014	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

15/09/2004

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

2015-16

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

## ACCREDITATION 2<sup>ND</sup> CYCLE DONE IN JANUARY 2014

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Med  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  2(f) UG  2B

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, Kolkata

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

CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes

Any other (*Specify*)Autonomous Post  
Graduate  
Departments

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. 3

Faculty

1

Non-Teaching Staff Students

1

Alumni

Others

1

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

Yes

No

If yes, mention the amount

Rs. 300,000

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

4

International

National

State

1

Institution Level

3

(ii) Themes

- Recent trends in Economic and Social History
- Poetry and Revolution
- Soft Skill Development and Disaster Management

2.14 Significant Activities and contributions made by IQAC

- Promotion of 9 Teachers under Career Advancement Scheme
- Workshop on Soft Skill Development and Disaster Management for the Non Teaching Staff of the college
- Active participation of the IQAC in an International Worksop on Leadership and Fund Raising organised by the United Board for Christian Higher Education in Asia
- Organising several Activity Clubs for students throughout the year

**Please see Annexure 1 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
<p>To organise a Training Programme for the entire Non Teaching Staff to enhance soft skill and efficiency</p> <p>To organise a national-level 7-day Workshop on Research Methodology in Humanities and Social Sciences for the faculty members of the college as well as those of various other Christian Minority colleges of India</p>	<p>The NTS Workshop has been organised with the help of different Expert Bodies</p> <p>Fund for the workshop has been received from the United Board for Christian Higher Education in Asia (UBCHEA) on the basis of presentation of project and interface meeting in an International Workshop held in Kolkata in December 2015. The workshop on Research Methodology will be held in the college in April 2017.</p>

\* 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

The AQAR is based on the sanction and approval of the Governing Board called the Council of Scottish Church College. The IQAC sent reports of all activities to the Council at regular intervals for discussion in the Council meetings. In the academic session 2015-16, three (3) such reports were sent.

Suggestions and advices of the Governing Council were complied with.

## Part – B

## Criterion – I

**I. 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>B.ED</b>	1			
<b>Total</b>	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 & B.Ed)
Trimester	
Annual	1 (for other departments)

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.

College has no authority to change syllabus as that is done by Calcutta University. However, various faculty members working as members on the Board of Studies play a significant part in the syllabus making and revision. In PG Chemistry and Botany, the faculty are actively involved in the process and have modernised syllabus as and when required.

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

The Department of Psychology has been introduced as a General Course with approval from Calcutta University. The same department has been playing a major role in the Counselling Cell of the college since its inception.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	35	34	1	

2.2 No. of permanent faculty with Ph.D.

43

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				1(principal)				2	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

72

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops			12
Presented papers	1		13
Resource Persons	1		2



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

- Continuing process of identifying the academically weak students and arranging special lecture sessions for them.
- A very comprehensive Orientation Programme at the beginning of the session.
- Regular compulsory students' seminars
- Familiarising students with current teaching-learning and research methodologies through interactive sessions and power point presentations

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

215

2.8 Examination/ Evaluation Reforms initiated by the beginning of the session. 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

6

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

**PLEASE SEE ANNEXURE 2 ON CALCUTTA UNIVERSITY RESULT FOR 2015 & 16**

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 :

- (1) Through analysis of students' feedback taken in various departments using anonymous questionnaire.
- (2) Through discussion on the result of Calcutta University examinations of the students with the Governing Council
- (3) Through discussion in the parent-teacher meetings organised in all departments on a single day of the session.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
<b>Refresher courses</b>	4
<b>UGC – Faculty Improvement Programme</b>	3
<b>HRD programmes</b>	
<b>Orientation programmes</b>	4
<b>Faculty exchange programme</b>	
<b>Staff training conducted by the university</b>	6
<b>Staff training conducted by other institutions</b>	8
<b>Summer / Winter schools, Workshops, etc.</b>	2
<b>Others</b>	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Principal	0		
Technical Staff	0	0	0	0
Teaching Staff	70			
Librarian	01			

NTS	17			
NTS (Hostel)	13			
CWTT	11			
PTT	03			

### Criterion – III

#### 3. Research, Consultancy and Extension

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

IQAC looks after the international refereed journal of the college -- *journal of humanities and social sciences* -- published continuously since 2004 and acclaimed in the academia

Institutional research facilities such as infrastructure and space are provided to the faculty as and when required

IQAC monitors and documents the research projects as well as publications of the faculty through the Research Cell

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	1
Outlay in Rs. Lakhs			54.60	46.30

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		5	5	5
Outlay in Rs. Lakhs			6.69	4.05

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	19		
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings			

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	2015 - 18	DST (Central Govt)	54.60	46.30
Minor Projects	2013-17	UGC	6.69	4.05
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				50.35

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

ii) Without ISBN No.

Chapters in Edited Books

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			18
Sponsoring agencies					

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

3.13 No. of collaborations      International       National       Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency       From Management of University/College

Total

3.16 No. of patents received this year **NOT APPLICABLE**

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

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

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

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

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

**NOT APPLICABLE**

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: **90**

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	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="4"/>	Any other <input type="text"/>

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

**PLEASE SEE ANNEXURE 4 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)	51			
Laboratories (number)	21			
Seminar Halls (number)	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	4 (Above 1 lakh)		College, RUSA	
Value of the equipment purchased during the year (Rs. in Lakhs)	38.05			
Others				

## 4.2 Computerization of administration and library

Fully automated college library and college office 4 computers are added in the library from RUSA grant
------------------------------------------------------------------------------------------------------------

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	48500		411	334454	48911	
Reference Books	51324		545	above figure includes this	51869	
e-Books						
Journals	11			15990		
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Laptop + Wi-Fi
Existing	226	5	22					20 + 27
Added	20	0						20 (laptop)
Total	246	5	22					67

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

## 4.6 Amount spent on maintenance in lakhs:

i) ICT

6.72

ii) Campus Infrastructure and facilities

1.61

iii) Equipments

31.05

40.80



iv) Others

**Total:** 80.18

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC supervises and monitors the Orientation Programme organised by the college for the new students at the beginning of the session  
 Organises Activity Clubs through sub-committees like Committee for Students' Extra-curricular Activities  
 Encourages students' seminars and symposia

#### 5.2 Efforts made by the institution for tracking the progression

The institution monitors students' progression through:  
 1) Weekly meetings of the Internal Management Committee -- a body which looks after day-to-day administration  
 2) Meetings of Academic Council comprising the Heads of Department  
 3) Meetings of the Governing Council at regular intervals in which curricular, academic and other student-related issues are discussed in detail.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1775	99		

#### (b) No. of students outside the state

169

#### (c) No. of international students

Men

No	%
915	48.8

Women

No	%
959	51.2

## UG First Year Admission

Last Year (2014 – 15)						This Year (2015 – 16)					
General	SC	ST	Christian	Physically Challenged	Total	General	SC	ST	Christian	Physically Challenged	Total
493	114	60	102	5	774	478	149	22	141	5	795

### ON THE BASIS OF ADMISSION TO 1<sup>ST</sup> YEAR IN JULY 2014 & 2015

Demand ratio (UG) - **34:1**      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 APPLICABLE**

NET  SLET  GA  CAT    
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

The Guidance and Counselling Cell addresses diverse range of personal and social problems faced by students  
 It addresses students in both individual and group setting  
 It organises seminars and symposia for the benefit of the students (A seminar on “A Journey towards Self-development” was organised in February 2016)

### PLEASE SEE ANNEXURE 5 ON PLACEMENT CELL

No. of students benefitted

5

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	20	8	

## 5.8 Details of gender sensitization programmes

1. Gender sensitizing programmes are followed up during the Orientation Programme for the fresh students at the beginning of the session.
2. Different departments do it routinely.
3. Such programmes are organised at the commencement of the session in the college hostels.
4. The College Counselling Cell remains actively involved in this throughout the session.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount (in lakhs)
Financial support from institution		

Financial support from government		
Financial support from other sources	41	0.87
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives **BLOOD DONATION CAMP**  
**INTER-COLLEGE CULTURAL COMPETITION**

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## 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, counselling, scripture classes and orientation programmes are the assistances provided to the students.

6.2 Does the Institution has a management Information System

Work is going on it. Expected to launch this at the beginning of the next academic session.

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

### 6.3.1 Curriculum Development

6.3.2 T College has the liberty to formulate, revise and reappraise its own curriculum at the Master's level. Members of the Boards of Studies who are experts from their respective fields contribute

College constantly emphasises on soft skill management and innovative teaching methods. As students come from various states of India with chequered cultural and academic background, it is a challenge to the college to reach up to the slow learners in different disciplines. For this there is provision for orientation programmes, extension lectures, students' feedback, parent-teacher meetings, exchange programmes, interactive special classes, up gradation of infrastructure, and using digital archives. As a Christian minority institution the college gives utmost importance to value-based education. Hence there is provision for regular morning prayers and need-based counselling.

### 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

Holding staff development programs-for Heads of Departments, 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.

Providing infrastructure facility and financial support to the teaching staff for academic and socio-cultural activities

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

Well-defined recruitment policy based on merit of the applicant within the general framework of the Government/UGC norms. Providing a better teaching-learning environment in the institution

### 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

Students are admitted to the college through a purely online and merit-based procedure. There is provision for admission test in 2 departments. In other departments a completely transparent and

6.4 Welfare schemes for

Teaching	
Non-teaching	
Students	

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				
Administrative	Yes	m/s B.L. Gang & Co.	Yes	Scottish Church College

6.8 Does the University/ Autonomous College declares results within 30 days? **NOT APPLICABLE**

For UG Programmes

Yes 

No

For PG Programmes

Yes 

No

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

**NOT APPLICABLE**

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

The Vice Chancellor of Calcutta University has advised the College Governing Council to go ahead with the plan of autonomy in various programmes attended by him in the college

6.11 Activities and support from the Alumni Association

The Scottish Church College Former Students' Association is one of the old organs of the college. It encourages meritorious students by offering them annual awards from time to time. It also organises academic and cultural programmes on the occasion of birth centenaries of illustrious alumni of the college such as Swami Vivekananda and Netaji Subhas Chandra Bose.

6.12 Activities and support from the Parent – Teacher Association

Every year on a specific day, preferably in December, parent-teacher meetings for all years and disciplines are held in the college. In the meeting, students' attendance and performance in the college examinations are announced to the parents and an interactive session is conducted to discuss various issues such as class room performance, discipline, participation in the activity club programmes, athletics etc.

A report is prepared by the department on the basis of feedback from the meeting and kept as records for future reference.

However, there is no formal parent-teacher association in the college.



### 6.13 Development programmes for support staff

College being a Christian Minority institution gives emphasis on the development and welfare of the staff, especially the support staff. Periodic workshops are organised for developing their soft skills. Thus a day-long workshop was conducted by the IQAC in October 2015 in which there were sessions on fire combat, stress management and accounting.

College also provides space and financial assistance to the support staff for higher studies of their children. Thus a number of wards of the Group D staff were given the opportunity to study in the college, and special guidance given by the faculty. All of them are now doing good jobs.

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.

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

Vermi composting; water conservation; chemical waste management; solar lamps

## 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.

- Fully on-line admission process based on academic merit
- 4-hour Introductory Orientation Programme for freshers to familiarize them with the history, academic, extra-curricular and administrative systems of the college
- Annual Parent-Teacher interactions
- Regular student feedback for more transparency in the teaching -evaluation system and a better academic exchange.
- Free Studentship and Book Bank for needy students
- Grievance Redressal Cell, Women’s Cell and Counselling Centre for students
- Active Placement Cell
- Regular Activity Clubs focusing on music, drama, photography, debate, creative writing etc. to give the students a platform to showcase their talents.
- Publication of the international annual refereed journal- *journal of humanities and social sciences* - since 2004
- Publication of Commemoration Volumes at regular intervals to mark special occasions in the college, e.g., 150th Year Commemoration Volume; Netaji Subhas Chandra Bose Centenary Commemoration Volume; 175th Year Commemoration Volume etc.
- Regular students’ seminars, class tests, tutorials, interface meetings for cumulative evaluation
- Remedial classes are taken especially for honours students.
- Special lectures and guidance for slow learners in many departments
- Global Digital Archive *jstor* available in the college
- *Inflibnet* available in the college

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

- A week-long workshop on “Soft Skills Development and Stress Management” in collaboration with the **Centre for Counselling Services and Studies in Self Development, Jadavpur University**. It was meant for college teachers.
- Construction of Basketball Court and Volleyball Court and installation of Flood Lights in the College Ground funded by UGC
- One day Workshop on skill enhancement for the college NTS

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

- 4-hour Introductory Orientation Programme for freshers to familiarize them with the history, academic, extra-curricular and administrative systems of the college
- Regular Activity Clubs focusing on music, drama, photography, debate, creative writing etc. to give the students a platform to showcase their talents.

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

7.4 Contribution to environmental awareness / protection

Continuous efforts towards maintaining a green campus:  
These include vermi composting, water conservation, management of chemical waste and installation of solar lights

7.5 Whether environmental audit was conducted?    Yes     No

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

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

- Week-long Workshop on Research Methodology for college teachers and research scholars
- Workshop on the Issue of Tolerance in India for college teachers and students
- Publication of a Proceedings Volume
- Construction of the College Gym for the staff and students

Name - **Dr. Supratim Das**

*Supratim Das*

Name - **Dr. Arpita Mukerji**

*Arpita Mukerji*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**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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