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

City/Town

> Kolkata

State

> West Bengal

Pin Code

> 700006

Institution e-mail address

> Scottish.cal@gmail.com
> 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

2

Name of the IQAC Co-ordinator:

> Dr. Supratim Das
>
> Dr. Indrani Kar (since April 2017)

Mobile:

> 91 93303 01653

IQAC e-mail address:

> iqac@scottishchurch.ac.in

1.3 **NAAC Track ID**

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)*

> 2016-2017

3

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

ACCREDITATION 2ND 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 ☐ emed ☐ 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

4

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   √
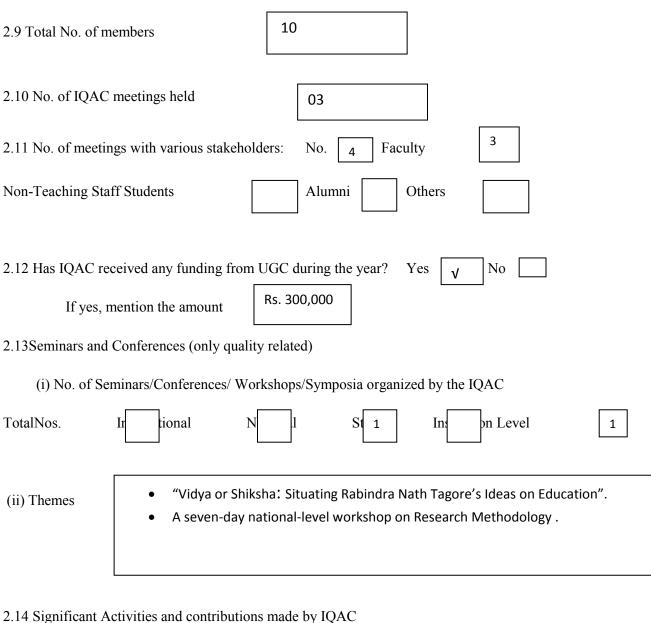
DST Star Scheme   CE

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   05

2.2 No. of Administrative/Technical staff   03

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

5

2.9 Total No. of members | 10 |

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 3 |

Non-Teaching Staff Students   [   ]   Alumni   [   ]   Others   [   ]

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

TotalNos.   In[ ]tional   N[ ]l   St | 1 | Ins[ ]on Level | 1 |

(ii) Themes

- "Vidya or Shiksha: Situating Rabindra Nath Tagore's Ideas on Education".
- A seven-day national-level workshop on Research Methodology .

2.14 Significant Activities and contributions made by IQAC

- Promotion of 8 Teachers under Career Advancement Scheme
- A seven-day national-level workshop on research methodology for humanities, social Sciences and language disciplines sponsored by the Untied Board for Christian Higher Education in Asia (UBCHEA)was held .The theme of the workshop was: Research Methodology in Humanities and Social Sciences: Contemporary Issues & Challenges.

- Organising several programmes under the Activity Clubs and N.S.S for students throughout the year.

Please see Annexure 1 on Academic Calendar

6

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
1. 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.	A seven-day national-level workshop on research methodology for humanities, social Sciences and language disciplines sponsored by the Untied Board for Christian Higher Education in Asia (UBCHEA)was held .The theme of the workshop was: Research Methodology in Humanities and Social Sciences: Contemporary Issues & Challenges.
2. To organise a daylong National Seminar on notions of Tolerance in India.	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 National Seminar will be held in the college in November 2017.

Attach the Academic Calendar of the year as Annexure.

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

            Management Syn [√] e   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 2016-17, three (3) such reports were sent.
>
> Suggestions and advices of the Governing Council were complied with.

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 &B.Ed)
Trimester	
Annual	1 (for other departments)

1.3 Feedback from stakeholders*Alumni ☐ Parents ☑ Employers Studen ☑ ☑
   (On all aspects)

Mode of feedback : Online ☐ Manual ☑ operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

8

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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	47	36	-	-

2.2 No. of permanent faculty with Ph.D.

48

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		6	8
Presented papers			

Resource Persons			

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

> ➢ 6 ICT Classrooms are installed with the RUSA grant for innovative teaching and learning.
>
> ➢ Aseven-day national-level workshop on research methodology for humanities, social Sciences and language disciplines sponsored by the Untied Board for Christian Higher Education in Asia (UBCHEA) was held for helping the faculty.
>
> ➢ Individual departments often call upon professional from industry, career counsellors as well as personal counsellors for encouraging students and to help them with coping with stress.
>
> ➢ The college often encourages faculty for higher learning as well as doing further research work. Dr. Kaberi Chatterjee for the department of English has been helped by the institute along with UBCHEA to publish a monograph about the college.
>
> ➢ A very comprehensive Orientation Programme at the beginning of the session.
>
> ➢ Regular compulsory students' seminars

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

210

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)

NIL

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 2016& 17

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.

(4)Continuing process of identifying the academically weak students and arrangingspecial lecture sessions for them.

(5) Familiarizing students with current teaching-learning and research methodologiesthrough interactive sessions and power point presentations

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	4
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	9
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	2

Others	

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	1		
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

1) Through Infrastructure by providing rooms and space for creating a research climate in the institution.

2) The college has a special committee that looks after the research work, and keeps a record for all ongoing projects and research work.

3)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

12

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs		54,60,000		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	3	2
Outlay in Rs. Lakhs		752000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	09	10	
Non-Peer Review Journals	7	19	
e-Journals	1		
Conference proceedings	4	15	

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				50.35

13

3.7 No. of books published   i) With ISBN No. | 11 |

 ii) Without ISBN No. | 7 |

Chapters in Edited Books | 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		3			17
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 5 |

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 | $3000 | From Management of University/College | |

Total | $3000 |

Type of Patent		Number
National	Applied	

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

	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

3.18No. of faculty from the Institution
who are Ph. D. Guides

1

and students registered under them

2

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

N/A

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: Around 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   [   ]   College forum   [   ]

NCC   [   ]   NSS   [08]   Any other   [   ]

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 (≥ 1-0 lakh) during the current year.	40 Lakhs approx through RUSA Grant			
Value of the equipment purchased during the year (Rs. in Lakhs)				
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	34955		650		35605	
Reference Books					104572	
e-Books						
Journals					23	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	**Depart-ments**	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   7

    ii) Campus Infrastructure and facilities   2

    iii) Equipments   35

iv) Others   42

                              Total: 86

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
1636	54		

(b) No. of students outside the state

73

(c) No. of international students

MenWomen

No	%
1016	51.3

No	%
964	48.7

UG First Year Admission

Last Year(2015 – 16)						This Year					
General	SC	ST	Christian	Physically Challenged	Total	General	SC	ST	Christian	Physically Challenged	Total
478	149	22	141	5	795	493	112	42	117	5	769

ON THE BASIS OF ADMISSION TO 1ST YEAR IN JULY 2015 & 2016

Demand ratio   **(UG) –**Dropout % **(UG)** -

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 GATE ☐ 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 ☐

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	151	34	

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 ☐ 9 National level ☐ 2 International level ☐

No. of students participated in cultural events

State/ University level ☐ 10   National level ☐   International level ☐

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

Sports: State/ University level ☐ **3**   National level ☐   International level ☐

Cultural: State/ University level ☐ 5   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   ☐ 2

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

Not at present but college is trying to implement one.

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

6.3.1 Curriculum Development

In the undergraduate level the college doesn't have the liberty to devise curriculum as it affiliated to the University of Calcutta but at the master's level which is offered by two departments of the college, Botany and Chemistry the college with the help of experts formulates its own curriculum.

6.3.2 Teaching and Learning

College constantly tries to improve the quality of education that is imparted by implementing various tools and methods required for modern teaching.

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.
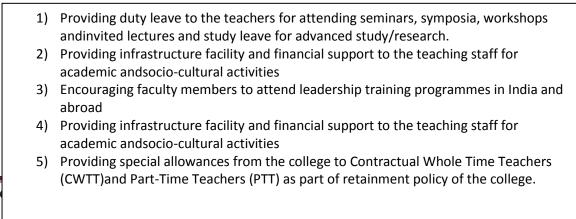
6.3.4 Research and Development

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

1) The college library is fully automated.
2) The college is thinking about digitisation of rare books and manuscripts present in the library.
3) The college office is fully automated.
4) The college has as many as 6 ICT enabled classrooms and three computer centres for the students as well as the faculty.

6.3.6 Human Resource Management

1) Providing duty leave to the teachers for attending seminars, symposia, workshops andinvited lectures and study leave for advanced study/research.
2) Providing infrastructure facility and financial support to the teaching staff for academic andsocio-cultural activities
3) Encouraging faculty members to attend leadership training programmes in India and abroad
4) Providing infrastructure facility and financial support to the teaching staff for academic andsocio-cultural activities
5) 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

Scottish Church College is one of the first institutions under the University of Calcutta to implement online admission process which is hundred percent transparent. Some of the departments have admission tests as well.

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

> 1) Regular Parent Teacher Meeting is a regular practice of the institution where parents are made aware of their ward's performance in college and attendance, their discipline and participation in various college activities.
> 2) The feedback that the parents give during parent teacher's meeting is taken into consideration.
> 3) 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.

Revis

> 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.

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.

1) Fully on-line admission process based on academic merit
2) 4-hour Introductory Orientation Programme for freshers to familiarize them with the history, academic,extra-curricular and administrative systems of the college
3) Annual Parent-Teacher interactions
4) Regular student feedback for more transparency in the teaching -evaluation system and a better academic exchange.
5) Studentship and Book Bank for needy studentsGrievance Redressal Cell, Women's Cell and Counselling Centre for students
6) Active Placement Cell

Revised

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

1. Aseven-day national-level workshop on research methodology for humanities, social Sciences and language disciplines sponsored by the Untied Board for Christian Higher Education in Asia (UBCHEA)was held .The theme of the workshop was: Research Methodology in Humanities and Social Sciences: Contemporary Issues & Challenges. Duration -26th April to 2nd May 2017.
2. Construction of the College Gym for the staff and students
3. Renovation of the College ground and fencing it for the safety of the students.

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

1. 4-hour Introductory Orientation Programme for freshers to familiarize them with the history,academic, extra-curricular and administrative systems of the college
2. Regular Activity Clubs focusing on music, drama, photography, debate, creative writing etc. togive 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 and college campus have been declared s "plastic free".

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**

> 1) To organise a day- long seminar on tolerance.
> 2) To conduct a UGC CPE Sponsored a Two Day National Workshop on "Soft Skill Development and Innovative Teaching Methods".
> 3) To organise a Special Talk on "100 years of Bolshevik Revolution".

Name - **Dr. Indrani Kar**Name - **Dr. Arpita Mukerji**

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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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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