

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 principal@scottishchurch.ac.in
Contact Nos.	03323503862; 03323505207
Name of the Head of the Institution:	Dr. Arpita Mukerji (Teacher-in-Charge and Principal from May 2018)
Tel. No. with STD Code:	033-23505207
Mobile:	09903002401

Name of the IQAC Co-ordinator:

Dr. Indrani Kar

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:

www.scottishchurch.ac.in

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 st Cycle	A		2004	5 years
2	2 nd Cycle	A	3.04	2014	5 years
3	3 rd Cycle				
4	4 th Cycle				

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

15/09/2004

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

2017-2018

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

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

4

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

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

2.13 Seminars and Conferences (only quality related)

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

TotalNos.

International National State Institution Level

(ii) Themes

- “Histories and Mysteries of Calender”
- “Notions of Tolerance in India: Diverse Perspective”
- A Special Talk on “100 years of Bolshevik Revolution”

2.14 Significant Activities and contributions made by IQAC

- Promotion of 5 Teachers under Career Advancement Scheme
- Organised Dr. Alexander Duff Memorial Lecture on “ Histories and Mysteries of Calender” on 12th September,2017
- UGC CPE Sponsored a Two Day National Workshop on “Soft Skill Development and Innovative Teaching Methods”. Duration- 23rd and 24th March 2018
- Organising several programmes under the Activity Clubs and N.S.S 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
1. Organising 5th Dr. Alexander Duff Memorial Lecture 2. To organize a UGC CPE Sponsored a Two Day National Workshop on “Soft Skill Development and Innovative Teaching Methods”. 3. To organise a daylong National Seminar on notions of Tolerance in India. 4. To celebrate the commencement of 100 years of the Bolshevik Revolution.	<ul style="list-style-type: none"> • Organised Dr. Alexander Duff Memorial Lecture on “ Histories and Mysteries of Calender” on 12th September,2017 • Atwo-day national-level workshop sponsored byUGC CPE on “Soft Skill Development and Innovative Teaching Methods” was held on 23rd and 24th March 2018. • UBCHEA Sponsored a day long National Seminar on “Notions of Tolerance in India: Diverse Perspective” was held on 23rd November 2017. • A Special Talk on “100 years of Bolshevik Revolution” by speaker Dr. Sobhanlal Dutta Gupta was held on- 28th November, 2017.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management System Any other body

Provide the details of the action taken

Revised

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 2017-18, 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.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	2 (for other departments)

1.3 Feedback from stakeholders* Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback : Online Manual 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.

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.

52

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

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.
- A two-day national-level workshop sponsored by UGC CPE on “Soft Skill Development and Innovative Teaching Methods” was held on 23rd and 24th March 2018
- 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

213

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

8

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 2017& 18

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) Continuous process of identifying the academically weak students and arranging special lecture sessions for them.
- (5) Familiarizing students with current teaching-learning and research methodologies through interactive sessions and power point presentations

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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			2	
Technical Staff	0	0	0	0
Teaching Staff	71			
Librarian	01			
NTS	6			
NTS (Hostel)	12			
CWTT	9			
PTT	03			

Criterion – III

3. Research, Consultancy and Extension

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

Rev	<p>1) Through Infrastructure by providing rooms and space for creating a research climate in the institution.</p> <p>2) The college has a special committee that looks after the research work, and keeps a record for all ongoing projects and research work.</p> <p>3) IQAC looks after the international refereed journal of the college -- <i>journal of humanities and social sciences</i> -- published continuously since 2004 and acclaimed in the academia</p>
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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	10	11	
Non-Peer Review Journals	6	21	
e-Journals	1		
Conference proceedings	3	14	

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	2017-19	UGC	75.20	75.20
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				121.50

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		3			17
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

£1400£14

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

2

5

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

National level University level State 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 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 ($\geq 1-0$ 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	105767		1070		106837	
Reference Books					104874	
e-Books						
Journals					173	
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	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

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

5.2 Efforts made by the institution for tracking the progression

Revised C	<p>The institution monitors students' progression through:</p> <ol style="list-style-type: none"> 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
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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1637	59		

(b) No. of students outside the state

(c) No. of international students

MenWomen

No	%
1016	50.3

No	%
964	49.7

UG First Year Admission

Last Year(2016 – 17)						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 2017& 2018

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

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

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations – **NOT APPLICABLE**

NET	<input type="text"/>	SLET	GA	<input type="text"/>	CAT	<input type="text"/>	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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

PLEASE SEE ANNEXURE 5 ON PLACEMENT CELL

No. of students benefitted

210

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
8	155	39	

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

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 as well at the post graduate level the college doesn't have the liberty to devise curriculum as it affiliated to the University of Calcutta.

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

Revised

- 1) Providing duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research.
- 2) Providing infrastructure facility and financial support to the teaching staff for academic and socio-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 and socio-cultural activities

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.

Teaching	
Non-teaching	

Students	
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6.4 Welfare schemes for

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?

Revised

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 2017 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 nonteaching 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.

- 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 students Grievance Redressal Cell, Women's Cell and Counselling Centre for students
- 6) Active Placement Cell
- 7) Regular Activity Clubs focusing on music, drama, photography, debate, creative writing etc. to give the students a platform to showcase their talents.
- 8) Publication of the international annual refereed journal- *journal of humanities and social sciences* - since 2004
- 9) Regular students' seminars, class tests, tutorials, interface meetings for cumulative evaluation
- 10) Remedial classes are taken along with Special lectures and guidance for slow learners in many departments
- 11) Anonymous feedback, students counseling cell, grievance redressal cell are there to address issues of students.
- 12) *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

1. A two-day national-level workshop sponsored by UGC CPE on "Soft Skill Development and Innovative Teaching Methods" was held on 23rd and 24th March 2018.
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*)

Revis

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. 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 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 seminar on movies,culture and society.
- 2) To conduct a National Workshop on “Gender sensetization”.
- 3) To organise a Special Programmes on “150 birth year celebration of Gandhiji”.

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

Indrani Kar *Arpita Mukerji*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
