Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SETH SOORAJMULL JALAN GIRLS COLLEGE**
Name of the head of the Institution	**Mousumi Pathak**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**No**
Phone no/Alternate Phone no.	**916289835475**
Mobile no.	**9530464967**
Registered Email	**ssjalancollege@yahoo.co.in**
Alternate Email	**mousumi.pathak6@gmail.com**
Address	**8/9, BANKIM CHATTERJEE STREET**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700073**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. Lutfun Nesha**
Phone no/Alternate Phone no.	**916289835475**
Mobile no.	**9674067711**
Registered Email	**ssjgcnaac@gmail.com**
Alternate Email	**iqac.ssjgc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ssjalangirlscollege.ac.in/downloads/pdf/aqar201819.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://ssjalangirlscollege.ac.in/downloads/pdf/AcademicCalendar201920.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**75.30**	**2006**	**02-Feb-2006**	**01-Feb-2011**
2	**B+**	**2.66**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**26-Jul-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC	**16-Dec-2019** **1**	**11**

Meeting of IQAC	11-Mar-2020 1	13
Online submission of AQAR to NAAC portal	24-Dec-2019 1	0
Faculty Promotion to next stage under CAS	17-Dec-2019 1	2
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Promotion to next higher stage of two librarian under CAS • Huge number of books were purchased for the library from RUSA grant. • Feedback collected online from the students, parent and alumni through google form, analysed and action is taken as far as practicable. • Extension of canteen space

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes

Introduction of MIS	Order has been placed to the lowest bidder, but installation of the same has not been done yet.
Purchase of laptops and desk tops	30 desktops and 16 laptops are purchased for the use in departments, library and office.
Blood Donation Camp	The camp was held in the college on 30 September, 2019.
Thalassemia screening camp	Thalassemia screening camp has been organised on 27 September, 2019.
To organise departmental seminars, audio visual screenings etc.	Seminars and audio visual screenings were conducted. Lectures were delivered by the subject experts. Students took active part in educational programmes
. Change in library layout to accommodate more number of books	The layout of the library has been changed as far as practicable.
Community Development program.	Activities are taken place under Swach Bharat Program on 27 July, 2019 in Marwari Hospital, Amherst street,Kolkata
Performance Appraisal under CAS	Promotion process for next stage under CAS has been completed for two librarians.
Frequent cleaning of washroom	Frequent cleaning of washroom has been arranged, atleast twice during the college hour
Formalization of whole feedback system	Google Form is used to collect feedback from the students, parents and alumni.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Administrator	24-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**03-Mar-2020**
17. Does the Institution have Management Information System ?	**No**

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The teachers of our Institution are not involved in designing and implementing the curriculum. However the College follows the syllabus as per the curriculum set up by the University of Calcutta. Some Departments gave their valuable suggestions in curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, undergraduate level. The teachers of the different departments have attended the workshop in Curriculum designing and implementation of the CBCS course.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Honours - Semester I, III and V	01/07/2019
BCom	General - Semester I, III and V	01/07/2019
BA	Honours - Semester I andIII	01/07/2019
BA	General - Semester I and III	01/07/2019
BCom	Honours - Semeste II, IV and VI	01/01/2020
BCom	General - Semeste II, IV and VI	01/01/2020
BA	Honours - Semeste II and IV	01/01/2020
BA	General - Semeste II and IV	01/01/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NA	Nill

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college obtained student, parent and alumni feedback using google form. A core set of questions from the basis of a survey deployed to systematically evaluate teaching and learning, facilities of the College, library, office etc. The responses of the Feedback clearly show that when questions are related to classroom activities like a teacher's punctuality, completion of syllabus, preparedness of the teachers with regard to classroom teaching, periodical assessments, maintenance of attendance records by the teachers, special classes and assignments, the responses have been very positive with above 80 percent in most of them. Students also seem to be satisfied with college maintenance, availability of clean drinking water, plastic free and eco-friendly campus, common room and canteen food. These questions have got less than 80 percent but more than 50 percent. There can also be more improvement in areas related to career counselling, medical facilities within the campus and during college hours, encouragement towards extra-curricular activities. However attention needs to be paid to matters related to the online activities like availability of online resources in the library, and modern teaching methods like the PPT. Classrooms should also be made more accessible towards differently-abled people as the students there have only given 50 percent, although 28 percent are neutral about the issue. One of the most important areas which has to be given more attention is the availability of internet connection in the library. On the basis of the analysis, actions are taken by the college as far as practicable

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	175	190	132
BA	General	160	49	49
BCom	Honours	160	327	156
BCom	General	160	95	95

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1282	Nill	30	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
38	2	Nill	6	2	1

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of student is a multi-dimensional task which every teacher of the institute shoulders from the very beginning of the admission process. The College follows on line admission procedure as per the recommendation of the University of Calcutta, with which the College is affiliated as well as of the Higher Education Department, Govt. of West Bengal. Every year, we find some students, belonging to very disadvantageous situations, not being able to apply online for varied reasons. These students are guided by the teachers of the college through college Help Desk. Regarding choice of subject combinations, all probable options are being explained to the students through E-prospectus and also through Help Desk. Moreover, students are allowed to change subject combinations within a time span as specified by the University of Calcutta. Teachers play a pivotal role in nursing them in selecting their optimum combination. On the very first day of the college, counselling of the students being done with one welcome address by the Teacher-in-Charge. Students are also informing of serious repercussions and strict application of rules on allegations of sexual harassment and ragging. Opportunities on availing different types of scholarship, free studentship, book bank facilities (other than regular library facilities), and medical facilities through students' Health Home are explained to them. Also college events like Excursion, Picnic, Annual Sports, Annual Function, Saraswati Puja etc. are unfolded to them for their participation in these events. Mock Parliament is organised every year by the college to infuse to confidence and faith among student in participating serious debates on all current affairs and help to develop leadership quality in them. Students are taken to visit industry and study tour so that they can make an idea of different stages of working in the industry and acquire Knowledge from real life. Once the classes begin teachers also start getting familiar with students and categorize them according to their picking-up capabilities. Teachers always assist them regarding academic affairs not only in the class room but also outside the class room whenever they seek help. Students' performance is monitored through regular class tests, internal examination, mid-term examination, practical and project work.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio

institution		
1282	30	1:43

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	Nill	1	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nill	Nill	Nill
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At the institutional level, the college follows certain evaluation procedure of its own in addition to the university (University of Calcutta) recommended evaluation procedure through Mid Term, Tutorial and Internal Assessment for Semester system. Since the college caters the need of mediocre and below mediocre students, evaluation procedure is decided according to the category of the students. Before Mid Term examination students are made prepared by taking tutorial test on each topic every week. If the performance of the tutorial test is not all right, they are given home assignments on short questions and keep themselves engaged on the same topic by taking repeated test. Apart from this, the college introduced book review, open book examination, MCQ method of evaluation, project work and preparation of wall magazine for the continuous internal evaluation of the students. After mid-term examination, the performance of the students are noted and steps are taken in such a way so that better students can do better in next examination and who are slow learner, they are given more attention by the teachers outside the classes. At this stage counselling of the students are often required and that is provided by the college. The college has a counselling department where the underlying reason of poor the performance of the students addressed. Accordingly steps are taken after informing their parents. Feedback from different stakeholders is collected, analysed and actions are taken as far as practicable.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year the college prepares academic calendar and adheres to that for conducting examination as far as possible and other events held in the college.

For the preparation of academic calendar, the college has to follow the rules regulation of University of Calcutta to which the college is affiliated. The dates of different examinations are set by the said university and college accordingly follows those date and fixes up the dates of internal examination of the college. About the syllabus of the examination, the teachers of all the departments make a teaching plan among the teachers of the department. The teaching plan is made in such a way so that students can understand clearly the number of lectures devoted to each topic side by side the name of the teachers assigned to the respective topic. The dates of internal, test examination and University examination are mentioned in the academic calendar. Apart from course work and examination, many academic, social and cultural activities of the college are performed by the students. Academic activities like seminar, work shop, debate, mock parliament, study tour, industrial visit are held and their tentative dates are pre specified. Cultural programme like observation of birth anniversary of renowned personality, Annual function, Quiz competition, students' fest, sarawati puja are held with pre specification of those dates and events in the academic calendar. Regarding social work, NSS unit of the college is very active. Under NSS, blood donation camp, Thalassemia Screening camp, expansion of literacy programme in slum area and community development programme in slum area and community development programme, environment protection programme are held in the college and their dates are prefixed in academic calendar and the college tries to maintain those dates.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.ssjalangirlscollege.ac.in/downloads/pdf/ProgramSpecificOutcomes201920.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BA	SEMESTER III HONOURS	126	77	61
NA	BA	SEMESTER II GENERAL	76	5	7
NA	BA	SEMESTER II HONOURS	138	100	72.46
NA	BA	SEMESTER GENERAL	37	37	100
NA	BA	SEMESTER HONOURS	114	114	100
NA	BA	PART-I GENERAL	9	5	56
NA	BA	PART-I HONOURS	1	1	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	LIBRARY	1	Nill
International	EDUCATION	2	Nill
International	ENVIRONMENTAL SCIENCE	7	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HISTORY	1
COMMERCE	2
View File	

 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nill	Nill	Nill	2020	Nill	Nill	Nill
No file uploaded.						

 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2020	Nill	Nill	Nill
No file uploaded.						

 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	5	3	Nill
Presented papers	4	3	Nill	Nill
Resource persons	Nill	1	Nill	Nill
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3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
State Level Youth Convention	NSS Unit of Calcutta University and NSS units of colleges of North Kolkata in Birendra Mancha, Kolkata	2	12
NSS Awareness Programme	NSS Unit of the College	10	72
Swachh Bharat Programme	NSS Unit of the College along with Marwari Hospital , Kolkata-27/07/2019	2	20

Blood Donation Camp	Institute of Blood Transfusion Medicine and Immunohematology	10	35
Thalassemia Screening Camp	NSS unit of the college and Institute of Blood Transfusion Medicine and Immunohematology.	10	65
[View File](#)			

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
No file uploaded.			

 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Blood Donation Camp	Institute of Blood Transfusion Medicine and Immunohematology	Blood Donation by the students, teachers and non-teaching staffs-30/09/2019	10	35
International Women's Day	NSS Unit and the Women's Cell of the College	An awareness programme on International Women's Day was organized in the college assembly by the Women's Cell and participated by the students of B.Com and BA Department .07/03/2020	2	100
NSS Awareness Programme	NSS Unit of the College .	An awareness programme on the need of Self discipline and NSS activities. Lecture by Prof .VidyawatiAgarwal (Siliguri B. College) 06/09/2019	10	72

State Level Youth Convention	NSS Unit of Calcutta University and NSS units of colleges of North Kolkata in Birendra Mancha, Kolkata.	An awareness programme attended by the students of the NSS wing of the college-12/08/2019	10	12
International Literacy Day.	NSS Unit of the College	Drawing Competition was organised and importance of vocational training.	10	25
Thalassemia Screening	NSS unit of the college and Institute of Blood Transfusion Medicine and Immunohematology	A Screening programme for students is organised for detection and necessary guidelines given to students through counselling.-27/09/2019	10	65
Kolkata District online Training orientation Programme	Nill	Awareness programme	1	2
International Yoga Day	NSS unit of the college	Virtual programme observed by NSS volunteers	10	10
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

NIL	NIL	NIL	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
539000	474639

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Partially	Nill	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	Nill	575124	Nill	Nill	Nill	575124
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	2723	122383	Nill	Nill	2723	122383
Text Books	16233	695267	1750	530570	17983	1225837
Reference Books	9581	388354	250	80976	9831	469330
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	5	9697	Nill	Nill	5	9697
e-	Nill	Nill	Nill	Nill	Nill	Nill

Journals						
Digital Database	Nill	5900	Nill	Nill	Nill	5900

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	56	2	1	2	0	1	16	8	0
Added	46	0	0	0	0	0	0	0	0
Total	102	2	1	2	0	1	16	8	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

300 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
70000	115822	469000	358817

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

During the current year (2019-2020) no renovation work has been undertaken. However the renovation work already undertaken in 2018- 2019 and the existing infrastructure of the college were adequately maintain. During the pandemic period (March 2020 – June 2020) proper sanitization of the campus was done as an when necessary.

http://www.ssjalangirlscollege.ac.in/downloads/pdf/MaintenanceofFacilities201920.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Aid from Students Association, S.S.Jalan College**	**2**	**7530**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Not Applicable**	**Nill**	**0**
[View File](#)			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NA	**Nill**	**Nill**	**NA**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	**Personal Career Counselling**	**Nill**	**30**	**Nill**	**Nill**
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	**Nill**	**Nill**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	**Nill**	**Nill**	**NA**	**Nill**	**Nill**
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

Year	enrolling into higher education				admitted to
2020	16	BA	Hindi	University of Calcutta, Presidency University	MA
2020	5	BA	Political Science	University ofCalcutta	MA
2020	30	BCom	Commerce	University of Calcutta, ICAI, ICSI	M.Com, MBA, CA, CS

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Saraswati Puja	Intra College	150
Freshers welcome	Intra College	450

No file uploaded.

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	NA	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Association of the college actively participate in day to day actvities of the college, like organising assembly everyday and maintaininf discipline of the college. The association also participate actively in different cultural activities of the college, in eco club activities etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Our College has a decentralised Committee system which is effectively monitored by an internal organizational structure. Different committees are formed under the chairmanship of Teacher-in-charge (Principal-in-charge) to look into the activities related to the academic, administrative, finance, students association, cultural programmes and NSS. The Teachers' Council takes all academic decisions and gives suggestions which are closely monitored by the Teacher-in-Charge. 2. The Administrator of the College has participated in all the policy decisions regarding administrative and financial matters of the College. The IQAC plays an active role in monitoring and constantly improving the overall performance of the College.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The guideline set by the University of Calcutta regarding curriculum is followed by the College which is affiliated to the University of Calcutta. A detailed academic lesson plan of the syllabus is prepared by the respective Departments at the beginning of each session/semester which is followed by the teachers according to the schedule of the Routine. The Routine Committee prepares this schedule through a series of meetings. The CBCS system is followed in both B.A. and B. Com courses at par with the rules and regulations stipulated by the University of Calcutta. The details of the action plan regarding syllabus, time table, schedule of the College examination and preparation of the schedule for publishing results and filling of the forms of the University examinations are discussed in the Teachers' Council meeting. The strategic plan of the College is designed considering the recommendation and suggestion of the Teachers' Council.
Teaching and Learning	A radical change has taken place with

	the introduction of the CBCS system and has paved the way for adopting innovative methods of teaching. Book reviews, preparing projects, writing essays, organizing quiz, are an integral part of the teaching learning process. The teaching environment has been further enriched with the use of audio-visual screening, power point presentation, student seminars as well as inter disciplinary seminars.
Examination and Evaluation	The College follows the schedule of examinations prepared by the University of Calcutta. The B.A./ B. Com examinations are held every semester in the CBCS curriculum. The B.A 3rd year which is the last batch of the annual system had annual examinations. The College has the mechanism of internal assessment through Mid-Term/Mid-Semester/ Test Examinations. In the CBCS system, internal assessment which includes internal examination (10 marks) and class attendance (10marks) is shown in the respective Semester Result. Special Tests are taken for weak students under annual system. Evaluation of answer scripts of college examinations are done as scheduled and the corrected scripts are shown to the students making them aware of their shortcomings. Their performance is closely monitored through tests and tutorials.
Research and Development	The teaching faculty is constantly striving to upgrade their academic competence, through various academic activities. A few of the faculty members are engaged in research activities, rightly encouraged by the College. Many faculty members have acquired Ph.D degree while in service. Teachers participate in various Conferences and Webinars organised by different Colleges and Universities. Teachers are also involved in post graduate teaching in different Universities as visiting faculty and also act as resource persons. A few teachers are also counsellors in IGNOU study centres. Some teachers regularly publish articles in reputed journals and are also involved in writing text books and reference books
Library, ICT and Physical Infrastructure / Instrumentation	The College has a resourceful Library which is well organised. The library is fully automated and the learners can

	search and reserve their required books from anywhere using WebOPAC. The learning community can access Open Access E-resources i.e. e-journals, e-books, from several destinations and can also use various prestigious open-access digital libraries and repositories using our resourceful library website. The library is secured with a CCTV camera. The stock verification program is carried out regularly by the library staff. The library facilitates lending books for home reading, reading from service, reference service, Journals, Magazines, Newspaper reading facilities, reprography Service , e-resource sharing facilities etc.
Human Resource Management	The College endeavors to create a congenial atmosphere amongst Stakeholders adopting various measures. Anti-ragging Cell and Sexual harassment Cell formulated according to UGC guidelines , sensitise the students about different issues through an orientation programme organised generally at the beginning of the academic Session. The Career Guidance Cell helps in guiding students for future career prospects and counselling them on their strength and skills.
Industry Interaction / Collaboration	The College does not have any formal tie up with industries.
Admission of Students	The admission procedure is conducted under the strict guidelines laid out by the University of Calcutta and Higher Education Department, Govt. of West Bengal. The schedule for the application for admission, publication of merit lists and enrolling for admission is clearly outlined by the University and Higher Education Department. Students submit applications online on the College Website after the publication of H.S.(102 or equivalent) results. The intake capacity for enrolling students is stipulated by the University. Students seek help from the teachers available in the Helpline desk and are counselled accordingly.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Through copious planning the college is constantly striving to upgrade the

	digitalization of the different areas of administration. The funds from the RUSA have been utilized to this effect. The RUSA committee has gone through a series of meetings internally as well as with the RUSA Cell of the Higher Education Department to decide on the utilization of RUSA grant for the purpose of the overall development of the college, especially, the academic and administrative aspects. Huge Number of books, desktops, laptops are purchased from the RUSA grant. One class room has been converted to Smart Class room. The committee is also working on installing the MIS facility.
Administration	Through copious planning the college is constantly striving to upgrade the digitalization of the different areas of administration. The funds from the RUSA have been utilized to this effect. The RUSA committee has gone through a series of meetings internally as well as with the RUSA Cell of the Higher Education Department to decide on the utilization of RUSA grant for the purpose of the overall development of the college, especially, the academic and administrative aspects. Huge Number of books, desktops, laptops are purchased from the RUSA grant. One class room has been converted to Smart Class room. The committee is also working on installing the MIS facility.
Finance and Accounts	The whole finance and accounts related work is done digitally. Salary of Teaching and non-Teaching staffs as well as the Government approved Part-time Teachers is done electronically through the Pay and Accounts Office of the W.B. State Govt. to individual bank accounts through HRMS. E Pension has also been introduced by the Govt. of West Bengal.
Student Admission and Support	The admission procedure of the college is done online which is a long drawn process starting from issuing application forms which is available on the college website , submission of the forms, publication of merit lists and finally securing admission in the college. The fee payment is also done online. The feedback forms of students, parents and alumni are filled and submitted online.
Examination	The college conducts all examinations

	according to the rules and regulations set by the University of Calcutta. The administrative process of all work related to examinations are done electronically which includes downloading the students 'admit card to the uploading of marks of the students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One day workshop on Computerized accounting e-filling of tax returns, organized by UG Board of studies in commerce and Netaji Nagar Day College	3	16/01/2020	16/01/2020	1
Faculty Development Short Term Course One week Faculty Development Program Online	1	17/06/2020	22/06/2020	6

Teaching Learning, organized by Bodoland University, Kokrajhar, Assam.				
One week online national level FDP organized by St. Claret College, Dept of Commerce, affiliated to Bangalore University Topic: Research Methodology using spss and art of writing a research proposal	1	15/06/2020	20/06/2020	6
Refresher Course Disaster management Jadavpur University	1	03/02/2020	15/02/2020	13
Orientation Programme, Department of Education HRDC, University of Calcutta	1	04/02/2020	24/02/2020	21
Orientation Programme, Department of Economics HRDC, University of Burdwan	1	14/11/2019	04/12/2019	21
Orientation Programme, Department of Political Science, HRDC, Jadavpur University	1	08/08/2019	27/08/2019	20
Refresher Course in Disaster Management, HRDC, University of Calcutta.	1	05/11/2019	19/11/2019	15
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
None	ESI benefit for casual staff and Non- teaching staff welfare fund	Different non institutional scholarships are availed by the students, such as Kanyasree Prakalpa, Vivekananda Scholarship, Minority scholarship etc. Half or full free ship is granted to the financially weaker students by the college. Some financial support is also provided to the financially weaker students from the Students Association Fund.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

   Institution conducts internal and external financial audits regularly

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

   5556787.38

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

   Parent-Teacher meetings are held regularly which are attended by the parents/guardians of students of all the three years of B.A. and B. Com courses according to schedule. They interact with the teachers and give their valuable suggestions to improve the overall environment of the academic aspects of the

	students	

6.5.3 – Development programmes for support staff (at least three)

None

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The Naac report of second cycle was discussed in the IQAC meeting held on 18/01/2017 and different measures were adopted on the recommendations of the report. Measures have been taken to improve the dropout ratio of some department as had been recommended by the peer team. The feedback mechanism of students, parents and alumni have been formalized. The number of Journals in the Library has been increased. Seminars and workshops are organized regularly by different departments. Community Development Committee and the NSS unit are involved in various activities in uplifting the institutional and community interface, in order to make it more effective. As per the recommendation of the Peer team, the college has applied for Post Graduate course in Hindi. The inspection has already been done by the Higher Education Department, Govt. of West Bengal and shall start functioning as soon as the formalities are over. IQAC Committee has suggested to include office Staffs as well as student in the College Governing Body as per the recommendation made by the NAAC Peer Team. The IQAC Body also discussed about the filling up Principal's post as it was recommended in the NAAC Report of 2nd cycle. The requisition for filling up the Principal's post was sent to the West Bengal College Service Commission on 12th December, 2019. The Governing Body (GB) of the college has been dissolved by the Government of West Bengal on 30th September, 2019 as it was not constituted as per the State Government Rule. The Department of Higher Education has appointed the Joint DPI of the college as the Administrator of the college and directed the Teacher-in-charge to reconstitute the Governing Body as per the provision of West Bengal Universities and Colleges (Administration and Regulation Act 2017).

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Swachh Bharat Programme (at Marwari Hospital)	Nill	20/07/2019	20/07/2019	21
2019	State Level Youth Convention	Nill	12/08/2019	12/08/2019	13
2019	NSS Awarness Programme	Nill	06/09/2019	06/09/2019	77
2019	Observing Internationa l Literacy	Nill	07/09/2019	07/09/2019	27

	Day				
2019	Thalassemia Screening Camp	Nill	27/09/2019	27/09/2019	70
2019	Blood Donation Camp	Nill	30/09/2019	30/09/2019	40
2020	Online Training and Orientation	Nill	14/05/2020	14/05/2020	3
2020	World Yoga Day (online)	Nill	21/06/2020	21/06/2020	6

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Program on International Woman's Day	08/03/2020	08/03/2020	30	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Charts Posters Placards were made by the students and displayed inside the college premises to spread awareness about saving electricity not wasting water. 2. Under guidance of the Eco Club, students were encouraged to keep the College premises free from plastic pollution by spreading awareness about the dangers of plastic pollution. 3. The Eco club the students have worked hard to create a small green zone inside the college with potted plants.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	27/07/2019	1	Swachh Bharat	Spreading	21

Year			Date		Activity	Objective	Participants
					Program (at Marwari Hospital)	awareness about lessening pollution	
2019	Nill	1	12/08/2019	1	State Level Youth Convention	Empowering the youth	13
2019	Nill	1	06/09/2019	1	NSS Awareness Programme	Spreading awareness about NSS	77
2019	Nill	1	07/09/2019	1	Observing International literacy Day	Importance of Education and women participation at present	27
2019	Nill	1	27/09/2019	1	Thalassemia Screening Camp	Spreading awareness about thalassemia	70
2019	Nill	1	30/09/2019	1	Blood Donation camp	Importance of blood donation	40
2020	Nill	1	14/05/2020	1	online Training Orientation	NSS Aareness	3
2020	Nill	1	21/06/2020	1	Observing Worl Yoga day	Spreading health awareness	6
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

No file uploaded.

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

. Charts Posters Placards were made by the students and displayed inside the college premises to spread awareness about saving electricity not wasting water.

2. Under the guidance of the Eco Club, students were encouraged to keep the

College premises free from plastic pollution by spreading awareness about the dangers of plastic pollution.
3. The Eco club the students have worked hard to create a small green zone inside the college with potted plants .
4. Students are encouraged to use Eco friendly cardboard and paper Folders Files made from bio degradable products discouraged from using Plastic Files Folders.
. Students are sensitized made aware of the health hazards of over exposure to the electromagnetic emissions from mobile phones encouraged to use mobile phones judiciously carefully.
6. Students are discouraged from littering the Campus encouraged to make the College more clean eco friendly.
Energy Conservation is enhanced by the following process. Energy saving tubes, LED lamps, and fans with less power consumption is installed.
Lights fans are switched off by staff, teachers, students after classes are over so that the misuse wastage of electricity can be minimized. This helps in Energy Conservation.
LCD monitors are also used in the College to reduce consumption of electricity.
10. The College building has well ventilated rooms with glass windows to maximize natural lighting. It helps in conservation of energy.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The College Assembly is held regularly where all the students meet for Prayer every day in the Assembly Hall. The teachers make important announcements in the Assembly and the students' achievements in different activities are declared applauded there. 2. The College organized Thalassemia Screening Awareness Camp, Blood Donation Camp.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.ssjalangirlscollege.ac.in/downloads/pdf/BestPractices201920.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The aim of the College is to enlighten and uplift the women in Indian Society and bring about emancipation of women througheducation, thus empowering them and setting them on the path of financial independence. The motto of the college is "TamasomaJyotirgamaya". The noble mission of encouraging women to pursue higher education inspired the founder President, Shri Mohan Lal Jalan, a noted Industrialist and benevolent social worker to establish the College. He understood that without the progress and emancipation of women society cannot progress and the family unit cannot thrive and prosper as an educated and enlightened woman is the backbone of the family and society.The College has realized this educational vision and mission with the aid of its dedicated, competent and committed teaching faculty. Academic excellence and all round development of the students is the main thrust area of the College. The College is confident that it will be true to its commitment and continue to achieve its vision of upholding the prestige and dignity of Indian womanhood. The College is committed to be a powerful instrument of positive change in the field of women's education for the improvement of the condition of women in society and the benefit of society and the family. In its pursuit of this mission the

College endeavors to provide a balanced education and all round guidance to ensure a balanced development of the students. The teaching faculty motivates and guides the students to be achievers and pursue excellence in academics as well as extra- curricular activities, fosters creative skills and leadership skills in students and encourages them by enhancing opportunities for further studies and research activities under the able guidance and tutelage of the teaching faculty. The students are encouraged to do social service when they go, accompanied by College faculty, and teach poor and disadvantaged children. They are also made aware of their rich spiritual and cultural heritage by participating in the prayer assembly that is held regularly in College, where they sing the National Anthem every Monday, fostering feeling of patriotism and upholding the secular spirit of the Institution. The endeavor of the College is to inculcate a positive value system in the students, as they are the future of our society and Nation. The students are from various communities and they are treated as equal irrespective of caste, creed and religion, and encouraged to practice the same behaviour amongst themselves, thus inculcating values like religious tolerance, social unity and cultural harmony amongst them. They are groomed in such a manner to ensure a holistic development with the aim of creating ideal citizens of modern India who are good human beings who will make the College and the Nation proud of them.

Provide the weblink of the institution
http://www.ssjalangirlscollege.ac.in

8.Future Plans of Actions for Next Academic Year

Put more emphasis on extra-curricular activities like sports and games, debates and elocution contests and quizzes Participation in other inter college activities and inter college competitions by the students Put more stress on cleanliness of the College premises Organize slum visits to teach and help underprivileged children Organizing Blood Donation Camp, Thalassemia Screening Awareness Camp for the students, Organizing Career Guidance Tests for students, Installation of MIS, Registration of Alumni Association Organizing more Seminar and workshops Speedy Performance Appraisal of Teachers under CAS Encouraging Teachers in doing research work Encouraging greater involvement of teachers in technology enabled teaching and learning.