SETH SOORAJMULL JALAN GIRLS' COLLEGE

NAAC SELF-STUDY REPORT FOR RE-ACCREDITATION

BY

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

2015(2nd Cycle)

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A. PREFACE

An institution of higher education fulfils its mission by offering complete education, which meets not only the academic aspirations of the students but also prepares them for a happy and healthy life. I am pleased to present this Self Study Report to the National Assessment and Accreditation Council, Bengaluru, the higher rating agency of higher education institute in the country for re-assessment and re-accreditation for the second cycle.

In this report, the entire faculty and staff of our College have made an honest effort to highlight all activities and achievements of the institution. Our first cycle of assessment was done by the NAAC in 2006. Thereafter, the College has made sincere efforts in bringing about overall development in its functioning. During this period, as an institution, we have learnt many things and experimented with various ideas which have come from different quarters, namely our stakeholders, the University, the Government, the University Grants Commission and our well-wishers.

Seth Soorajmull Jalan Girls' College established in the year 1954 is an undergraduate College affiliated to University of Calcutta. Undergraduate courses are particularly important for building the strong foundations that the students will need for facing the challenges of learning and employment and making the best use of opportunities in real life, therefore, has been making consistent progress by creating the necessary academic infrastructure, by striving for constant improvement in the performance of the students. The College treats the interest of the students as most important.

Being a College dedicated to the vision of women empowerment through well rounded and integrated education and to set up with specific objective of meeting of higher education needs of the girls from the semi-urban areas of 24 Parganas (North/South), Howrah and Hooghly districts of West Bengal, it views the NAAC accreditation process as another major stepping stone towards making meaningful contribution to the national goal of inclusive development.

As an institution of higher education, we are committed to mould youngsters into responsible citizens of our country.

I take this opportunity to convey my gratitude to the Management of our College, my colleagues, the administrative as well as the support staff for assisting me wholeheartedly in fulfilling our stated vision of women empowerment.

We offer ourselves to be evaluated by NAAC PEER TEAM in order to get accreditation status that will enable us to serve the stakeholders in a better manner. We re-affirm our commitment to the sustenance and improvement of quality education within the set-up and conditions that exist in reality.

B. EXECUTIVE SUMMARY AND SWOC ANALYSIS

15th August 1938 opened a new chapter with the formation of the Seth Soorajmull Jalan Trust, a charitable and religious Institution which has handed down a legacy of humanitarian services especially in the field of women's education and development. The trust was formed under the leadership of Seth Mohanlal Jalan and other prominent members of the society**.**

The Trust was instrumental in establishing a large number of schools, libraries and reading rooms and Colleges in West Bengal and other parts of India.

Seth Soorajmull Jalan Girls' College owes its existence to the great industrialist of Bengal, late Shri Mohanlal, the founder president of the College. He was a noted industrialist, benevolent social worker and an enthusiastic promoter of Women's Education in Kolkata and in other parts of India. He made his revered father's dream a reality and the College owes its existence to his benevolent vision. Seth Soorajmull Jalan Girls' College had a very modest beginning with a handful of students at Seth Soorajmull Jalan School at 186, Chittaranjan Avenue, Kolkata- 700007 on 2nd August 1954. Today, under the able guidance of the present President of the College, Shri Tolaram Jalan, the College has extended education to girls of all communities. The College has earned a notable cosmopolitan character today and has been totally successful in being one of the notable girls' Colleges in North Kolkata where the medium of instruction is English.

In our pursuit of excellence, the College has achieved another landmark in its fiftieth year. The College is being assessed and accredited by the National Assessment and Accreditation Council (NAAC). We are indeed proud to declare that this esteemed body has evaluated the all-round development of the College and has awarded the College 'B+' grade.

The College has seriously taken note of the various recommendations for the further development of the College. As an organized effort for self-improvement, the College has established the Internal Quality Assurance Cell (IQAC), which is a body that helps in defining and guiding sustenance activity.

Seth Soorajmull Jalan Girls' College is committed to be an instrument of positive change in women's education for the benefit of society. In the pursuit of this mission the College endeavours:

- To impart balanced education and all round development of the students.
- To motivate, to guide and to pursue excellence in various fields of education.
- To create an atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the able guidance of the College Staff.

- To develop a system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions.

CRITERION I :CURRICULAR ASPECTS

- Well qualified and experienced faculty is engaged in imparting knowledge to students on the prescribed subjects of each course as per the syllabus designed by the University of Calcutta. The college follows 1+1+1 Examination system with guidelines provided by University of Calcutta. Access to library resources and internet facilities help the faculty and students to keep themselves abreast of knowledge.
- The Teacher-in-Charge, as a member of Under-Graduate Council of University of Calcutta actively participated restructuring the commerce syllabus. A few of our teaching staff are involved in curricular development as they are on the syllabus revision committees. A large number of our teachers assist in the university examinations as paper setters and moderators and all the teachers of the college are evaluators of the University Examinations of all 3 years of Part I, Part II, Part III.
- The vision, mission, objectives and curriculum of the institution are communicated to the staff, teachers, students and stake holders through the prospectus and website of the institution.
- The institution allows a number of elective options to the students in the Bachelors of Arts course.
- Effective implementation of the Curriculum is insisted upon.
- As the college is affiliated to the University of Calcutta and implements to curricula of the University in all its UG departments, it does not have academic autonomy.
- The college offers four honours courses in Humanities (Hindi, English, History and Political Science), one honours course in Commerce (Accounting and Finance) and two General courses in Humanities and Commerce.
- In addition to Bachelor of Arts and Bachelor of Commerce courses, the college makes it compulsory for all students to complete a certificate course of computer which includes Fundamental Windows 98 and MS-Excel, MS- Word and Pagemaker.
- In the curriculum, Environmental Science is compulsory for all departments with project work in Part III examination. Each student has to pass in English as compulsory language and in one Modern Indian Language such as Bengali/Urdu/Hindi/Alternative English in Part I Examination.
- A large library with good collection of text books, reference books, journals, magazines and newspapers have been provided to the students and faculty to enlarge their knowledge.
- The Internal Quality Assurance Cell plays an advisory role in chalking out action plans for the year. A very supportive management assisted by an able and dedicated Teacher-in Charge ensures that the action plans are converted into reality.
- The college has a Career Counselling Cell to guide the students for better career options.

CRITERION II: TEACHING- LEARNING AND EVALUATION

- The college considers Teaching- Learning to be the most important activity of the institution. We are affiliated to the University of Calcutta and follow stated policies. But we try to provide student-centric learning. For effective implementation of the curriculum, the college deploys the following action plans.
- The Admission process of the college is conducted with adequate publicity through notification and college website.
- Each faculty member submits a syllabus plan at the beginning of the academic year to the Teacher-in-Charge.
- An academic calendar is prepared in advance and printed as a booklet which is handed over to each student at the time of admission to each year.
- Admission process for all the course is completely and online process.
- Merit list for each subject separately published in the college website so that transparency is maintained.
- Admission in Honours courses is taken after counselling.
- Reservation for SC/ST/OBC is observed as per rule of the Government of West Bengal.
- Financially weak students are provided help by the Students' Association Fund.
- The Faculty through their interactions with students make efforts to find out students clarity on concepts. Remedial teaching is organized for weaker students. Advance learners are guided to excel.
- Teachers use various interactive teaching methods, audio-visual equipment, computer, LCDs Projector etc to make the process of teaching- learning interesting and learner centred. The college enforces strict discipline within the college.
- Feedback received relating to the teaching-learning process is used in a constructive manner.
- The Faculties improve their knowledge and skills by attending Refresher Courses, Orientation Programmes, Workshops, Seminars, and Conferences etc and by getting involved in research activities.
- Among the Faculties 10 teachers have Ph.D degree and M.Phil degree. 6 teachers are at present pursuing Ph.D courses.
- Number of Faculty members increased leading to an improvement in the teacher-student ratio.
- Teachers are appointed on the recommendation of the West Bengal College Service Commission and as per UGC Guidelines.
- College provides computers, LCDs Projectors and LED TVs, WiFi facilities in the departments and subscription to the journals and INFLIBNET. These are the strong support for IT based teaching and learning.
- Examination schedules are properly notified to the students in the Academic Calendar following the schedules of University of Calcutta. Mid-term and Test Examinations are

held accordingly, scripts are shown to the students in the class and results are published and discussed in the Parent- Teachers Meeting.

- Attendance in class is strictly monitored and parents are informed.
- Final examinations such as Part I, part II and Part III are held following guidelines of the University of Calcutta.
- The success rate at the end level examinations of University of Calcutta in Honours Course is almost 100% during the last few years. Many of the students mainly in B. Com Honours get 1st Class marks and awarded medals in the College Annual Function.
- The College aims at inculcating the following attributes amongst the students during the course of their study in the College such as through knowledge of the subject, environmental consciousness, good character, leadership qualities, responsible citizenship, patriotic attitudes commitment to human rights and a gender sensitive attitude.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION ACTIVITIES.

Quality enhancement and sustenance is an unending process. Keeping this in mind, measures have been taken to promote research culture among both the staff and the students. Though the primary aim of the college is to impart quality education in formal subjects in UG level, the institution has a broader vision to support the students to pursue research projects. The following are the major highlights in Research, Consultation and Extension:

- The college has a Research Committee to monitor and address the issues of research, though does not have a research Centre.
- As it is an undergraduate college, the students cannot be involved directly in research projects. But all 3rd year students are given project works on ENVS and B. Com 3rd year Honours students on various topics from the syllabi.
- We have10 teachers having Ph.D, 2 teachers who have completed a Minor Research Project funded by UGC. 6 Teachers are pursuing Ph.D course.
- Some faculties were granted study leave for the completion of their Ph.D course. Faculties may use books and journals of the college library to carry on their research works. Internet connectivity and WiFi routers are also available.
- Journals subscribed through INFLIBNET facility are accessible.
- The studies and surveys done by the researcher teachers of this college may benefit the society and contribute to new initiative and social development.
- Seminars have been organized and eminent researchers have been invited as resource persons to enlighten students and faculty about existing and emerging areas of research that van be pursued.
- The faculty guides and encourages students to participate and present papers at seminars.

- The faculties had their papers published in many seminar proceedings. Besides some of them wrote books as the sole-author or co-author. They have also published papers in national and international journals.
- The faculty members encouraged to attend orientation and refresher courses to be acquainted with modern research trends.
- Consultancy services are offered by faculty of various departments. The faculties are given the freedom and encouragement to utilize their expertise for the benefit of their society, provided there is no disruption in their core duties of teaching and research.
- The faculties render their expertise in certain paid and unpaid activities like modifying syllabus, preparing question papers, designing new programmes of the other universities and acting as subject experts in interview panels in other colleges.
- The college makes conscious efforts to promote institution-neighbourhood-community network. The college has been organizing various extension activities useful to the society within and outside the campus through the NSS unit, Women's Development Cell and ECO/Green Club.
- The college is headquarter of District III under NSS Department of University of Calcutta under which NSS programme officers of 5 colleges like Presidency College, Lady Brabourne College, Goenka College of Commerce, Umesh Chandra College Calcutta Girls' College Act.
- As part of the extension activities, AIDS awareness programmes, Blood Donation Camps with West Bengal Voluntary Blood Donation Association and NRS Medical College, Thalassemia Screening Camps with Calcutta Medical College, value added activities with All India Marwari Federation, lifestyle diseases awareness programme with the specialist doctors, etc are conducted.
- The students visit the nearby slums to make the women aware of those diseases and teach their children. They also visit Alokendu Bodh Niketan, an institute of mentally retarded and physically handicapped people.
- Awards like Best Volunteer, Best Programme Officer, and Best District amongst the NSS running the college under University of Calcutta were won by the students, faculty and the college.
- NCC Unit of the college also contributes to the extension activity of the students. They participate in many off- campus camps and parades. NCC programmes teach discipline, patriotism, social responsibility, health benefits and civil duty to the students.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES.

- The infrastructural facilities play a vital role in the achievement of Institutional objectives. The college is centrally located and is connected with two main railway stations of the city Sealdah and Howrah.
- The constructed area of the college is 1070.21 square meter.
- Apart from 35 rooms, which includes 20 classrooms and the college building has an administrative office, an accounts room, two Computer Laboratories, one Geography

Laboratory, one Career Counselling room, a separate chamber for the Principal and Vice-Principal, Honours Departments, examination room, separate study room of the students and the faculties, a library, washrooms on each floor, a canteen, a room for the indoor games, an open space for playing badminton, an open space with a stage and gallery for assembly and various cultural programme. The Administrative Office and Accounts are fully automated with competent software to meet all transactions. A sick room is provided for girl students.

- A sound system has been installed on the stage,
- The teachers use microphones in the large classrooms.
- There are CCTV surveillance in some selected areas of the college building.
- To provide uninterrupted power supply, a 40KVA diesel generator set is also in place.
- 63 Desktop computers, 4 Laptops, Printers, 3 LCD projectors have been provided in the college to facilitate digital creation, storage and transmission.
- 2 photocopies have been provided for the office work and lecture note.
- An elevator was installed in the year 2011 for the faculties to move fast to their classes and to facilitate the physically handicapped students. The students can use the lift in their post-operative period.
- The IT infrastructure is constantly strengthened either by upgrading the hardware/software or by upgrading additional equipments to suit the growing needs. All the equipment are covered by Annual Maintenance Contracts.
- Fire-extinguisher system is installed on all the floors.
- Purified cold water is made available to the faculty, non-teaching staff and the students on all the floors. 1 water cooler, refrigerator in the common staffroom and 5 Aqua guard machines are there.
- All the lecture halls, library, offices have been provided with adequate natural and artificial lighting.
- 24 hour security through an outside agency is in place to protect life and property.
- The Management has appointed supporting staff for the upkeep and maintenance of the above mentioned facilities.
- The college encourages sports activities among the students, both indoor and outdoor.
- The college has a website of its own: www.ssjgc.org. Online admission process is conducted through website. All the notices are published in the website.
- College premises are utilized for conducting university examinations, NET, examination and examinations of NCC and School Service Commission.

CRITERION V: STUDENT SUPPORT PROGRESSION

The college was set up with the mission of holistic education. We try to fulfil our vision and mission goals through the following:

- Information about the courses offered, admission procedure, examination schedule both college and university, facilities offered and expected code is disseminated in detail to

the prospective entrant through the prospective issued at the beginning of every year and college website.

- Socially and economically disadvantaged students are provided financially support from different sources to enable them to continue their study.
- Out of the over 1300 students admitted 10% get the benefit of free studentship.
- The college helps the students from the minority community to get scholarship from the State Government.
- For the last 2 years, the students having family income of less than Rs. 1,20,000 annually, one getting rant of Rs. 25,000 under Kanyashree Prakalpo of the State Government.
- SC/ST/OBC are provided reservation facility as per rules at the time of admission.
- Remedial classes are conducted for the slow learners. Learning disability and academically weak students.
- Various departments conduct educational trips to historical places and non-governmental organizations.
- The college provides a healthy environment to the students through several welfare means such as cheap canteen, Grievance Redressal Cell, Career Counselling and Guidelines Cell, Legal Literacy Club and Women's Development Cell.
- The Students' Association is apolitical by its nature, unique in the state. They organize Fresher's Welcome Ceremony, Farewell Programme to the students of final year.
- The faculties guide the students to write in the Wall Magazines of respective departments and to publish college magazine.
- Annual sports are held in the University ground.
- Students, who have inherent talents in activities like sports, fine arts, performing arts, etc, are given the necessary platform to develop and share them with fellow students.
- The career counselling and Guidance arranges for interaction between students and outside organizations specializing in counselling for higher studies as well as the employers who are in need of human resources.
- A very active National Service Scheme unit of the college channelizes the energy of the youth to productive means by involving the4 guiding them to undertake activities which are beneficial to fellow students and the community at large.
- For students having special interest in sports and games, the college provides under the able guidance of its experiences Sport Teacher ample opportunities to participate in different indoor and outdoor games.
- The college supports students to participate in Inter- College debate/Extempore Competitions, FEST of different colleges.
- Students who get 1st Class/ Division in their Final University Examination are awarded silver medals in the College Annual Function.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The vision and mission statements distinctly proclaim the Institution's commitment to the society and to the Nation. All the programmes are planned and organized with a view of achieving this vision. The Institution has been transferring this visionary leadership to its stakeholders since the day of its inception and has succeeded in building up a system relationship with them. The Institution gives due weightage to their suggestions in all matters related to planning and implementation of initiatives.

- The college is dedicated to the provision of education not just to the minority community, but also to the under privileged first generation learners who come to its portal.
- The college Governing Body represents the members of Seth Soorajmull Jalan Trust and has regular interaction with the Teacher-in Charge.
- The Teacher-in Charge shoulders the responsibility of the day to day operations of the \college which employs 38 faculty and 28 non-teaching staff and caters the needs of 1300 to 1400 students. Having been associated with college since 1986 and as Head of the Institution since 2000 is assisted with the effective administration of the institution by the Vice- Principal.
- The office administration is taken care of by an experienced Head Clerk. The Functional Responsibilities of each individual have been identified and communicated in clear terms.
- The IQAC set down broad guidelines under the Teaching- Learning process is implemented. The Teachers' Council form various committees to plan and implement activities under different heads so that the desired quality of outcome can be assured to the beneficiaries. These committees hold regular meetings and forward their proposals to the Management through the teacher-in _charge fro guidance and approval.
- The college provides operational autonomy to the Departments in the arranging the teaching assignment, in planning the teaching- learning method, in running the departmental library and in making requisition for books, journals and equipments.
- The institution encourages participative management by inducting the faculty, non-teaching staff and students in different committees.
- To ensure that our staff remains abreast of latest happenings in their individual specialized fields as well as in teaching techniques they are sent for orientation programmes, refresher courses and short term courses of soft skill development or any UGC course of interest to them.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

The college with its vision of moulding and enlightened generation has been imparting quality higher education to the students, through its unique and innovative methods since the day of its inception.

- The institution has introduced number of innovations in infrastructure, teaching and learning, administration, students' support and progression.

- All administrative work is made easier through computers.
- A certificate course on basic computers was introduced by the management in the year 1993, at a time when usage of computers was getting introduced globally. This course is still compulsory for all students.
- The programmes organized by NSS, NCC and other co-curricular and extra- curricular activities like Sports and Cultural Programmes instil social reasonability in students' mind and enable them to take part in nation building.
- The college Management makes an effort to keep the campus eco- friendly for the pur5pose of energy conservation, wastage of electricity is carefully avoided, and plantation programme was undertaken by the NSS Unit of the college.
- The college Library is equipped with rare and valuable books.
- The college has set up a Grievance Redressal Cell to address the grievances of the stake holders. Teachers submit self-appraisal reports which are mandatory at the time of promotion.
- The college ensures the salary to the staff on the first day of every month, availability of quick loans from provident fund, retirement benefit, etc.
- The major sources of institutional receipts or funding are the salary grant from the State Government, various grants from UGC and the fees collected from the students.
- A statutory Audit is conducted by external auditors appointed by the State Government every year. The Last audit was done for the year 2014-15.

SWOC ANALYSIS

The internal assessment by the College itself could bring the following strengths, weaknesses, opportunities and challenges (SWOC)

Strength

- UGC recognized and Cycle 1 NAAC accredited and awarded B+ College.
- A clear vision and noble mission on the educational policy.
- Supporting, cordial and participatory Management.
- Sufficient enrolment in UG courses. Centrally located and very near to the University of Calcutta.
- State of the art infrastructure facilities using IT equipment, software and Wi-Fi etc.
- Uninterrupted power supply through the installation of high-powered generator.
- Many of the teachers have long years of teaching experience. Besides, a good number of dynamic young teachers have joined the teaching service.

- Many of the teachers hold PhD degree and many teachers pursuing PhD course.
- The College library is equipped with good number of valuable and rare books.
- The College has committees for students support and progression.
- Among the best practices embraced by the institution, the most notable is the College Assembly where all students meet for Prayerand sing*Tumi ho mata pita tumhi ho* and *Raghu Pati Raghava Raja Ram*every day and National Anthem on Mondays. The teachers make the important announcements in the Assembly and all the Prize winners from different activities are acknowledged there.
- Maintenance of good relationship between teachers, non-teaching staff and students are also treasured.
- A systematic feedback mechanism.
- Parent-Teacher meeting where most of the parents interact with the teachers.
- A motivating Career Counselling and Guidance Cell.
- Variety of extension activities through NSS unit to induce social commitment among students.
- Well-mannered and disciplined students.
- An institution striving for sustenance and excellence in all fields of higher learning.

Weakness

- Space constraints.
- Lack of playground.
- The College has no autonomy in curriculum design of the undergraduate courses as it is prescribed by the University of Calcutta.
- The College has shortage of non-teaching staff as the State Government are not giving permission to fill up the vacant posts.
- Insufficient research laboratory.
- Insufficient collaborations with industries.
- Majority of the students in B.A Honours and General courses are from Hindi medium schools. They are thus weak in English language.
- Have not been able to make the Alumni Association very vibrant.

Opportunities

- Motivated Internal Quality Assurance Cell (IQAC).
- Scope for opening up P.G courses.
- Possibilities for collaborations with Industry.
- Scope for new courses.
- Encourage students to serve the country with dedication through civil services.

- Encourage students and faculties to undertake research in a planned and sustained manner.
- Empower our students to take their rightful place in the world.

Challenges

- To avail more sanctioned posts to enhance the faculty strength.
- To conduct campus placement of students through collaboration with industries and other employers.
- Develop research facilities to promote research activities to contribute more to the society.
- To attract eminent experts to campus.
- To organize more community development work.
- We belong to a state of Raja Rammohan Roy, Swami Vivekananda, Kobiguru Rabindranath Tagore and many other stalwarts.

SO, WE BELIEVE, WE CAN

C. Profile of the College

1. Name and Address of the College:

Name :	**Seth Soorajmull Jalan Girls' College**	
Address :	**8/9, Bankim Chatterjee Street,**	
City : Kolkata	**Pin : 700073**	**State :West Bengal**
Website :	**www.ssjalangirlsCollege.org**	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Teacher-in-Charge	Smt.Mousumi Pathak	O: 03322415256 R:03323608797	9830464967	03322199171	mousumi.pathak6@gmail.com
Vice Principal	Smt.Debjani Sanyal	O: 03322415256 R:03323590170	9830343244		sanyaldebjani57@yahoo.com
Steering Committee Co-ordinator	Smt.Dr. Uma Chakraborty	O: 03322415256 R:03323214839	9433339787		umasanjib84@yahoo.com

3. Status of the Institution

Affiliated College	√
Constituent College	
Any other (specify)	

4. Type of the Institution

a. **By Gender**

i. For Men	
ii. For Women	√
iii. Co-education	

b. By shift

i. Regular	√
ii. Day	
iii. Evening	

5. Is it a recognized minority institution?

Yes	
No	√

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence. **Applied for Linguistic Minority Status**

6. Source of funding

Government	
Grant-in-Aid	√
Self-finance	
Any other	

a. Date of establishment of the College: **02.08.1954(dd/mm/yyyy)**

b. University to which the College is affiliated /or which governs the College (If it is a Constituent College) **University Of Calcutta**

c. Details of UGC recognition

Under Section	Date, Month & Year(dd/mm/yyyy)	Remarks (if any)
i. 2 (f)	**July 1957**	**The College is eligible to receive central**
ii. 12 (B)	**01.09.2003**	**Assistance in terms of the rules framed u/s 12(B) of UGC**

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) Not Applicable

Under Section / Clause	Recognition/ Approval details Institution/ Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	---Nil---	------	------	------
ii.	---Nil---	------	------	------
iii.	---Nil---	------	------	------
iv.	---Nil---	------	------	------

(Enclose the recognition/approval letter)

7. Does the affiliating university Act provide for conferment of autonomy
(as recognized by the UGC), on its affiliated Colleges?

Yes [ ] **No** [√]

If yes, has the College applied for availing the autonomous status?

Yes [ ] **No** [√]

9. Is the College recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes [ ] **No** [√]

If yes, date of recognition: …… (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes [ ] **No** [√]

If yes, Name of the agency …… and

Date of recognition: …… (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	**Urban**
Campus area in sq. mts.	**1070.21sq.mtr.**
Built up area in sq. mts.	**1070.21sq.mtr.**

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

✸ **Auditorium/seminar hall with infrastructural facilities**	√
✸ **Sports Facilities**	N/A
Play ground	N/A
Swimming Pool	N/A
Gymnasium	N/A

Hostel : N/A

Boys' hostel

i. Number of hostels
ii. Number of inmates
iii. Facilities (mention available facilities)

Girls' hostel: N/A

i. Number of hostels
ii. Number of inmates
iii. Facilities (mention available facilities)

Working women's hostel : N/A

i. Number of hostels
ii. Facilities (mention available facilities)

Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) : N/A

Cafeteria —Cheap canteen

Health Centre – First -Aid, Sick Room.

First aid, Inpatient, Outpatient, Emergency Care Facility, Ambulance…. The College is situated very close to Calcutta Medical College so in case of emergency, Care Facility and Ambulance are available.

Health centre staff –

Qualified Doctor	Full time		**Part-time**	√
Qualified Nurse	Full time		**Part-time**	

Facilities like banking, post office, book shops:

Banking √

Book Shops: The College is situated in an area which is well-known as College Street. Book shops with a variety of books in a number of languages are easily available.

Transport facilities to cater to the needs of students and staff:We help students get concessions in Railway fares.

Animal house **N/A**

Biological waste disposal **N/A**

Generator or other facility for management/regulation of electricity and voltage: **40KV Generator**

Fire Extinguisher as emergency care facility.

Use of Electricity. It is also seen that students or the staffs do not misuse electricity.

Solid waste management facility N/A

Waste water management N/A

Water harvesting N/A

12.Details of programmes offered by the College (Give data for current academic year): Only Undergraduate.

Sl. No.	Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / Approved Student Strength	No. of Students admitted
1	Under-Graduate	B.Com. Honours in Accounting & Finance	3 Years	65% in Aggregate with Maths	English.	150	150
2	Under-Graduate	B.Com General	3 Years	60% in Aggregate	English.	150	96

3	Under-Graduate	Hindi Honours	3 Years	55% in Aggregate	Hons Hindi Elective English	60	60
4	Under-Graduate	English Honours	3 Years	55% in Aggregate	English	50	45
5	Under-Graduate	Political Science Honours	3 Years	55% in Aggregate	English	20	20
6	Under-Graduate	History Honours	3 Years	55% in Aggregate	English	25	17
7	Under-Graduate	B.A. General in Hindi	3 Years	50% in Aggregate	English		51
8	Under-Graduate	B.A. General in English	3 Years	50% in Aggregate	English		64
9	Under-Graduate	B.A. General in Political Science	3 Years	50% in Aggregate	English		65

10	Under-Graduate	B.A. General in History	3 Years	50% in Aggregate	English		71
11	Under-Graduate	B.A. General in Bengali	3 Years	50% in Aggregate			
12	Under-Graduate	B.A. General in Education	3 Years	50% in Aggregate	English		
13	Under-Graduate	B.A. General in Economics	3 Years	50% in Aggregate	English		78
14	Under-Graduate	B.A. General in Philosophy	3 Years	50% in Aggregate	English		02
15	Under-Graduate	B.A. General in	3 Years	50% in Aggregate	English		15

		Geography					
16	Post-Graduate	Nil	Nil	Nil	Nil	Nil	Nil
17	Integrated Programmes PG	Nil	Nil	Nil	Nil	Nil	Nil
18	Ph.D.	Nil	Nil	Nil	Nil	Nil	Nil
19	M.Phil.	Nil	Nil	Nil	Nil	Nil	Nil
20	Ph.D.	Nil	Nil	Nil	Nil	Nil	Nil
21	Certificate courses	Computer Awareness					
22	UG Diploma	Nil	Nil	Nil	Nil	Nil	Nil
23	PG Diploma	Nil	Nil	Nil	Nil	Nil	Nil
24	Any Other(Specify and provide details)	Nil	Nil	Nil	Nil	Nil	Nil

13. Does the College offer self-financed Programmes?

Yes [ ] **No** [√]

If yes, how many? [N/A]

14. New programmes introduced in the College during the last five years if any?

Yes	----	No	√	Number	N/A

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	----------	----------	----------	----------
Arts	English, Hindi, Pol. Science, History, Education , Economics, Bengali, Philosophy, Geography	√	----------	----------
Commerce	Hons. & General as per C.U. Syllabus	√	----------	----------
Any Other (Specify)	----------	----------	----------	----------

16. Number of Programmes offered under (Programme means a degree course like BA, B. Sc., MA, M. Com….)

a. **annual system**	√
b. semester system	
c. trimester system	

17. Number of Programmes with

a. Choice Based Credit System	
b. Inter/Multidisciplinary Approach	
c. Any other (specify and provide details)	
d. None	√

18. Does the College offer UG and/or PG programmes in Teacher Education?

Yes [ ] **No** [√]

a. Year of Introduction of the programme(s)…….
(dd/mm/yyyy)

and number of batches that completed the programme [N/A]

b.NCTE recognition details (if applicable)

Notification No.: ……

Date: …… (dd/mm/yyyy)

Validity: ……..

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes [ ] No [√]

19. Does the College offer UG or PG programme in Physical Education?

Yes [ ] No [√]

If yes,

a. **Year of Introduction of the programme(s)……. (dd/mm/yyyy)**

and number of batches that completed the programme [N/A]

b**. NCTE recognition details (if applicable)**

Notification No.: ……

Date: …… (dd/mm/yyyy)

Validity: ……

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes [ ] No [√]

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government	-	--		12	04	11	08	04	02	02
Yet to recruit			----	----	03		05			
Sanctioned by the Management/ society or other authorized bodies *Recruited*					01	04	02	07		
Yet to recruit										

***M-Male *F-Female**

21. Qualifications of the teaching staff:

Highest qualification	**Professor**		**Associate**		**Assistant**		**Total**
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			--	04	02	04	10
M.Phil.				05	-	04	09
PG				04	02	05	11
Temporary teachers							
Ph.D.					-	02	
M.Phil.					-	01	
PG					03	04	
Part-time teachers							
Ph.D.							
M.Phil.						01	
PG					01	04	

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

23.Furnish the number of the students admitted to the College during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	16	-	20	-	13	-	08
ST	-	03	-	04	-	04	-	03
OBC	-	24	-	38	-	38	-	41
General	-	1305	-	1331	-	1222	-	1103
Others	-	-						

24.Details on students enrollment in the College during the current academic year: 2015-2016

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same	1071	-	-	-	
Students from other states of India	06				
NRI students	-				
Foreign students	-				
Total	1077				

25. Dropout rate in UG and PG (average of the last two batches)

UG 5.45 PG N/A

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component **Rs.26545.68**

(b) excluding the salary component **Rs.1170.88**

27. Does the College offer any programme/s in distance education mode (DEP)?

Yes [ ] No [√]

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes [ ] No [√]

b) Name of the University which has granted such registration . [N/A]

c) Number of programmes offered [N/A]

d) Programmes carry the recognition of the Distance Education Council.

Yes [ ] No [√]

28.Provide Teacher-student ratio for each of the programme/course offered

SESSION	SUBJECTS	NO.OF TEACHERS.	NO.OF STUDENTS	RATIO
2011-12	ENGLISH	4	316	1:79
	HINDI	4	389	4:389
	PHILOSOPHY	2	36	1:18
	BENGALI	2	3	2:3
	ECONOMICS	2	54	1:27
	POLITICAL SCIENCE	4	234	2:117

	HISTORY	4	345	4:345
	GEOGRAPHY	2	46	1:23
	EDUCATION	2	364	1:182
	COMMERCE	7	710	7:710
2012-13	ENGLISH	4	332	1:83
	HINDI	4	392	1:98
	PHILOSOPHY	2	29	2:29
	BENGALI	2	9	2:9
	ECONOMICS	1	54	1:54
	POLITICAL SCIENCE	4	164	1:41
	HISTORY	4	446	2:223
	GEOGRAPHY	2	47	2:47
	EDUCATION	2	368	1:184
	COMMERCE	8	728	1:91
2013-14	ENGLISH	4	281	4:281
	HINDI	4	312	1:78
	PHILOSOPHY	2	29	2:29
	BENGALI	2	54	1:27
	POLITICAL SCIENCE	4	162	2:81
	HISTORY	4	281	4:281
	GEOGRAPHY	2	48	1:24
	EDUCATION	2	293	2.293

	COMMERCE	10	743	10:743
2014-15	ENGLISH	4	255	4:255
	HINDI	4	250	2:125
	PHILOSOPHY	2	25	2:25
	BENGALI	2	10	1:5
	ECONOMICS	2	47	2:47
	POLITICAL SCIENCE	5	134	5:134
	HISTORY	4	212	1:53
	GEOGRAPHY	2	35	2:35
	EDUCATION	2	257	2:257
	COMMERCE	10	709	10:709

29.Is the College applying for

Accreditation : Cycle 1 [ ] Cycle 2 [√] Cycle 3 [ ] Cycle4 [ ]

Re-Assessment: [√]

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30.Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: …… (dd/mm/yyyy) Accreditation Outcome/Result B+ (75-80)…....

Cycle 2: …… (dd/mm/yyyy) Accreditation Outcome/Result…….....
Cycle 3: …… (dd/mm/yyyy) Accreditation Outcome/Result…….....

**** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.***

31.Number of working days during the last academic year.

252

32.Number of teaching days during the last academic year

213

(Teaching days means days on which lectures were engaged excluding the examination days)

33.Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC

……26/07/2006…… (dd/mm/yyyy)

34.Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 2011-12……14/12/15……(dd/mm/yyyy)

AQAR (ii) 2012-13 ……14/12/15…… (dd/mm/yyyy)

AQAR (iii) 2013-14…….14/12/15…… (dd/mm/yyyy)

AQAR (iv) 2014-15…….14/12/15…… (dd/mm/yyyy)

35. Any other relevant data (not covered above) the College would like to include. (Do

not include explanatory/descriptive information)

The College was originally established in 2 Chittaranjan Avenue, Kolkata on 2nd August 1954 and shifted to 8/9 Bankim Chatterjee Street which was used for residential purposes by the Jalan Family. Therefore space is the main constraints for infrastructure development.

D. CRITERION WISE EVALUATIVE REPORT

CRITERION I: CURRICULAR ASPECTS

The College is a centre for academic excellence instrumental in bringing positive changes in women's education, in pursuit of quality education through innovations for the benefit of society.

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution and describe how these are communicated to the students, teachers, staffs and other stakeholders.

As an affiliated College under the University of Calcutta, our institution operated within the framework of the syllabi designed by the University for the different courses in Humanities and Commerce.

VISION:

To impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community.

MISSION:

The foremost objective of the institution is to impart education and to ensure the development of the girl students. It is within such objectives, the mission of the institution are as follows:-

- To develop curricula reflecting modern outlook combined together with Indian cultural values, keeping pace with the changing scenario of the world.
- To provide opportunities for self-reliance, systematic teaching-learning programme with courses like B.Com and B.A. Honours subjects like Accounting and Finance; Hindi, English, History, Political Science and Subsidiary courses with subjects like Education, Geography, Philosophy, Economics and Bengali are given special Importance.
- To raise academic standards and to bring cultural integration, equal salience is accorded to all the three languages.
- To use English as a unifying platform.
- Hindi providing a base for Hindi learning and teaching, not only for Hindi speaking students but also for Non-Hindi speaking girls from within and outside state.
- The teaching of Bengali General with the main stream culture of the state.

- To accommodate students coming from linguistic minority groups, Alternative English and Urdu are offered along with Hindi and English.
- To promote educational researches, B.Com projects and ENVS projects are conducted with special care to support academic and social needs.
- To develop learning-teaching materials and ICT materials.
- To promote computer competency for students.
- To provide counselling services to students and aptitude tests are conducted for career support.
- To support and encourage staff for personal academic growth and skill enrichment.
- To ensure proper teaching in disciplined environment.
- The co – curricular activities of the College also geared to fulfil the mission and goals of the institution.
- To encourage students to participate in inter-College and intra-College activities, fests, sports, regular debates.
- To promote healthy practices such as community services, extension activities, co-curricular activities for the benefit of society.
- To participate in various National Social Service (NSS) programme with the guidance of programme officer.
- Intra and inter departmental seminar presentations and lectures by resource persons and students initiating the later to do in depth studies and enable to build up confidence and ultimately to gain a wider social perspective.
- To promote communication, cooperation and shared decision making among administrative and academic departments.
- To organize computer database for administrative purposes.
- To develop a well-equipped library including the facilities of Book Bank and departmental Seminar Library.
- Introduction of INFLIB NET for better academic pursuit.
- Regular meetings with stakeholders.
- To ensure and sustain the institutional standards to highest level and to cater all needs for all round development of the students.
- To give special care to slow learners and physically challenged students.
- To encourage students in various community development programme and initiation of plastic free zone, nurturing of green zone on the College premises.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The institution always tries to ensure effective implementation of the curriculum as designed by the University of Calcutta. In order to sustain institution standards to the highest level, the measures that have been deployed are as follows:-

- Intellectual and academic training through class room studies as well as through practical exposures. The syllabi for each year are distributed uniformly into Academic Calendar (July to Pre-Puja vacation followed by Mid-Term exam and then Post-Puja vacation to end of session followed by Selection Test) give a detailed format of topics to be taught in prescribed period.
- The syllabus is divided into modular method in accordance with the suggestion given by the University.
- To ensure better understanding of the syllabus, tutorial classes are conducted.
- Teaching Plan and academic calendar distributed at the beginning of the academic session.
- Regular tutorials, class tests, remedial/special classes.
- Special lectures on curriculum by experts from industry and academia.
- Recruitment of competent teachers for quality and timely completion of the curriculum.
- Excursions, surveys and projects assigned for self-study and research.
- For ensuring inspiration Departmental Educational tours, participation in the seminars, symposiums, workshops are conducted.
- Students are encouraged to meet scholastic personalities.
- Use of ICT for acquiring proficiency in teaching – learning procedure.
- Involvement of students in organizing academic related exhibitions.
- Audio-Visual methods are implemented for better teaching-learning process, for example cinemas and documentaries are shown in the English and History Departments to have better understanding of the subject matter.
- Access to Library for proper reference works and availability of Book Banks.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The teachers are constantly supported and encouraged for personal academic grow and skill enrichment:-

Support from University:

- Guidelines and suggested references on curriculum.
- Curriculum divided into modules and units with number of lectures.
- Teachers attend orientation courses, refresher courses, workshops and special lectures on syllabus support from institution.

Support from Institution:

- In order to cater in the improvement and teaching practices teachers are encouraged to attend Seminars and Workshops.
- To keep the up-to-date by going to Libraries in the State and beyond.
- To complete Minor Research Projects.
- To conduct Practical classes in subjects like Geography.
- Access INFLIBNET N-List, internet facilities in College with Wi-Fi system.
- To carry on their professional pursuits.
- Additional teaching staff (Guest / Part-time) employed by the College.
- Active learning opportunities provided through lectures, projects, seminars, workshops, field work, institutional visit, industry interaction etc.
- Provisions for Salary advance and Provident Fund Loan.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the provided by the affiliated University or other statutory agency.

The academia initiates effective measures for curriculum delivery and transaction on curriculum provided by the affiliating University which are as follows:-

- Execution of Modular syllabi.
- Routinization of Tutorial classes.
- Proper evaluation of students through regular class tests, mid-term examinations.

- Large numbers of our teachers are paper setters, moderator of University examinations.
- All teachers are evaluators of the University examinations of BA/B.Com Part I, II and III under (1+1+1) regulation.
- Organization of Audio-Visual methods and ICT for better teaching learning process.
- Educational Excursions and Tours.
- Proper practical classes in subjects like Geography.
- Motivate the students by organizing seminars, workshops, expert talks, exhibitions and wall-magazines.
- The communication of the curriculum of the institution to the staff, teachers, students and stakeholders through the prospectus, website of the institution.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of curriculum?

- Network developed with industry for B.Com Projects.
- Special lectures by experts from academia and industry.
- Interface with members of Board of Studies (BoS) of the affiliating university.

1.1.6 What are the contributions of the institution and /or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies. Student feedback, Teacher feedback, Stakeholder feedback provided, specific suggestions etc.)

The institution is affiliated to the University of Calcutta and hence cannot design or change the curriculum on its own. It follows the syllabus framed by the university. However Teachers attend Workshops and offer suggestions on the curriculum and when organized by the University of Calcutta and the affiliating Colleges.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of affiliating university) by it? If 'yes', give details of the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Presently, the College does not run any such Course for which the curriculum has to be designed at the institutional level.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The main aim of the institution is to ensure that the stated objectives of the curriculum are achieved. These objectives are fulfilled through following measures:-

- Thrust is given for completion of the syllabus properly and meticulously.
- Proper Class room teaching.
- Making the teaching learning method interesting to ensure regular attendance of the students and proper documents of attendance are maintained officially.
- Taking regular Tutorial, Special/Remedial classes.
- Ensuring special attention to the slow learners and physically challenged students.
- Implementation of Audio-Visual methods for easy understanding of the syllabi.
- Proper evaluation of students through regular class –tests and Mid –Term examination before Selection Tests.
- For further references, books are available in College Library and Departmental Seminar Library.
- Book Bank facility is also available for needy students.
- Students are enriched with expert lectures, attending seminars and for gaining proper knowledge of the subject educational tours are conducted.
- Departmental meeting concerning with the completion of syllabus, progress of the students and programmes for teaching learning. Analysis of progress of students after Mid-Term and Selection Test Examination.
- Regular analysis of University results.
- Progression of students to higher levels of education.
- Entrance at P.G level as well as employment of graduates in national and international educational institutions and industries.

1.2 Academic Flexibility

1.2.1 Specify the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Presently, there is one certificate course in computer offered by the institution to B.A Ist year students, For B.Com (Hons. and General) students Information Technology is a compulsory paper in the curriculum.

1.2.2 Does the institution offer programmes that facilitate twinning / dual degree? If 'yes', give details.

The institution being affiliated to the University of Calcutta does not offer programmes that facilitate twinning/dual degrees.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

Range of Core / Elective options offered by the University and those opted by the College:

As an affiliated College under the University of Calcutta, our institution operated within the framework of the syllabi designed by the University for the different courses in Humanities and Commerce.

- The curriculum of the College is delivered through meticulous planning and sustained implementation. Various mechanisms and measures taken by the College ensure that the syllabus is taught within a definite time frame.

- The time-table and the Academic Calendar are two mechanisms that enable timely completion of the syllabus. Various measures are taken to accommodate the different needs of different learners. These include tutorials, remedial lessons, and counselling sessions.

- At present the College offers, as per the regulations directed by the University of Calcutta Honours courses and two General courses of BA and B.Com. The Humanities course comprises of Honours in Hindi, English, Political Science and History including General courses offered in subjects like Education, Economics, Geography, Philosophy, Bengali and Urdu. Our students attain the Urdu classes in Moulana Azad College. The B.Com course has Honours in accounting and Finance. Besides, Alternative English is taught as one of the subsidiary subjects.

- The College offers a certificate course in Computers. The students are given lessons in important professional programmes in Computer. These courses, base d on an assessment of learners needs, are provided as horizontal support for the students.

- Currently, the students are given a total choice of 9 elective options for Humanities.

• Horizontal mobility is allowed to students through the option of choosing a different course within the time period before final registration with the University.

• Students are allowed some vertical flexibility to complete their programme as per the guidelines framed by the University. The institution also undertakes supplementary measures to enrich curriculum and teaching practices through lectures/seminars/workshops by academics and experts, through study tours and th rough interaction/association with external research bodies/agencies.

• Supplementary enrichment programmes are conducted through ECO CLUB as Environment Education programme.

• The College also organizes various co-curricular and extra-curricular activities to offer students an exposure to skill-development opportunities. . Student progress is monitored and evaluated through the Continuous Internal Assessment mechanism of the College—through Mid-Term and class tests. The formal feedback from students and feedback received from other stakeholders and external peer groups enables the institution to constantly evaluate and re-work on the implementation of curriculum.

• All these measures ensure the holistic development of students through appropriate deployment of curriculum, as envisioned in the mission and goals of the institution.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

No

1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programmes and the beneficiaries.

- Accounting course using Tally ERP9.
- Basic computer certificate course by the College like MS Word, Excel, etc.
- There are community service programmes organized by NSS. Social Welfare Committee and Community outreach Service Unit to sensitize students towards community well-being.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

The affiliating university does not provide such options.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution takes initiatives and supplements the curriculum laid down by the affiliating university in the following ways:

- Enhance ability to collect and organize data; analytical and logical presentation and public speaking ability through seminar presentation.
- Intra and inter-College student programmes.
- Posters, Wall magazines and publication of College magazine ***Smriti***.
- Teaching aid exhibitions and collage competition.
- Women's forum activities.
- Projects in ENVS and B.Com.
- All of the above mentioned programmes ensure students' integration with the institution's goals and objectives.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

To cope with the needs of the dynamic employment market, the institution has introduced:

- The College organizes short-term skill development certificate course such as Computer Application/Programming (e.g. Tally, C#.Net) for specific student category and Basics of Computer for others.
- Projects.
- Personality Development Programmes through psychometric tests..

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The institution offers the following programmes on the cross-cutting issues such as Gender, Climate Change, Environmental Education, Human Rights,ICT etc.to facilitate holistic education of its students:

- Gender sensitization through programmes of the Women's Forum.
- Observance of Women's Day.
- Environmental education through projects, field work and Nature Club activities.
- ICT enabled classroom teaching.
- NSS, NCC programmes.
- Community outreach and other social welfare programmes.
- Health awareness Programmes.
- Blood Donation Camp.
- Thalassemia Screening Camp.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Moral and ethical values –

- Moral and ethical values are propagated through NSS activities round the year.
- Social Welfare Committee and the Community outreach Service Unit sensitize students about their duties towards the disadvantaged.
- Value education lectures, workshops and organising programmes like Rabindra *Jayanti*, Khudiram *Jayanti*, *Samskar-Samskriti-Chetana* (Comprising *shlokas* of Chanakya/Bidur/BhagvatGeeta and teachings of Swami Vivekananda).
- Celebration of Saraswati *Puja*.
- Celebration of Human Rights Day.
- Commemoration of Shakespeare's Birth Anniversary.

Employable and life skills –

- The College regularly organizes short-term skill development certificate course such as Computer Application/Programming (e.g. Tally, C#.Net) for specific student category and Basics of Computer for others.
- Projects.
- Personality Development Programmes.
- Orientation and counselling on career and personality

Community orientation –

NSS, Women's forum and activities of the Social Welfare Committee and Community Outreach Service Unit.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Curriculum enrichment is done at the institutional level based on the requirement of the students. For feedback on the curriculum the only means available with the College is internal evaluation and finally the Examination conducted by the University of Calcutta. However, feedback is taken from students and faculty on the curriculum and analyzed by the IQAC. Meetings are held with BoS member/s and the analyses/observations on the feedback communicated for consideration.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institution ensures assured quality of the enrichment programmes by collaborating with reputed organizations. It also monitors and evaluates the quality of its enrichment programmes through feedback from stakeholders.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

As mentioned in pt. no.1.1.6, the College contributes in the design and development of curriculum by representation of its faculty members in the Boards of Studies of the University. A workshop is conducted by the respective Board of Studies asking suggestions from all faculties of different Colleges under Calcutta University. Teachers attend workshops and offer suggestions on the curriculum as and when organized.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

There is formal mechanism to obtain feedback from students on the curriculum. Feedback on the curriculum from students and teachers of each department is obtained through a questionnaire prepared by the IQAC.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

No, there were no new programmes/courses were introduced by the institution during the last four years.

CRITERION II: TEACHING LEARNING AND EVALUATION

The College is affiliated to the University of Calcutta and follows the rules and regulations, curriculum designing and system of examination and evaluation set up by the University. The College provides and atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the able guidance of the College staff.

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 How does the College ensure publicity and transparency in the admission process?

A. Publicity:

Our College is an undergraduate College. As per the regulation of the University of Calcutta, details of admission process and admission policy (criteria for admission, adherence to the decisions of the admission committee, equity, access, transparency etc.) are published in the prospectus, institutional official website www.ssjalangirlsCollege.org and in the College notice board.

1) Prospectus :

The prospectus of the College opens with vision, mission, objectives, goals, values, admission procedure, admission criteria, courses of study and prizes to be offered for academically sound result in University Examination. Mention is made about curricular, co-curricular and extra-curricular activities also. Free studentship (full and half) are given by the College. Moreover, information regarding the scholarship for Muslim minority students (WBMDFC: Post Matric Scholarship) and financial assistance to economically weaker female students (Kanyashree Programme) given by the Government of West Bengal are mentioned here. The prospectus also highlights the rules and regulations of the College and information about the faculty and non- teaching staff.

2) Institutional website :

The College website www.ssjalangirlscollege.org has all the information about the College with photographs that speaks for the infrastructure and the quality of learning.

3) College notice board:

Notice is displayed both inside the College and in the board outside the campus for wide publicity of the College and also displayed and updated in the website.

B.Transparency:

For B.A and B.Com courses, the College strictly follows the norms given by the University of Calcutta regarding admission. Course and programme wise admission processes and admission policy of the College are as follows:

Programme	Total number of seats				Cut-off marks			
	2011 - 12	2012 - 13	2013 - 14	2014 - 15	2011 - 12	2012 - 13	2013 - 14	2014 - 15
B.A Honours	145	145	145	145	50%	50%	55%	50%
B.A General	150	150	150	150	40%	40%	50%	50%
B.Com Honours	150	150	150	150	65%	65%	65%	65%
B.Com General	150	150	150	150	55%	55%	60%	60%

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The cut off percentage at the entry level in various courses is in strict accordance with their performance in the +2 Examination conducted by the West Bengal Council of Higher Secondary Examination or its equivalent board/authorities. The admission procedure is same for all streams. Students can opt for the stream of their choice. The College strictly follows the admission norms as prescribed by the University of Calcutta. Admission to B.A, B.Com courses happen through on-line submission of admission form, followed by screening, counselling and arranging personal meeting of parents and students with the Teacher-in -Charge (as and when deemed fit by the admission committee)

2.1.3Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges of the affiliating university within the city/district.

Subject	Minimum marks (%)	Maximum marks (%)
B.Com.Honours	65% in aggregate with Mathematics or Statistics in the Board Examination	
B.Com General	60% in aggregate with Mathematics or Statistics or Business Economics, Business Mathematics or Economics in the Board Examination	
B.A Honours English Hindi Political Science History	55% in aggregate with 55% in History & Political Science, 55% in group A & 60% in group B for Hindi & 50% in group A & 60% in group B for English. Marks in English required for Hindi Hons. is 40% and 50% in English for all other three Hons. subjects	
B.A General	50% in aggregate with 40% marks in English	

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, there is a mechanism in the institution to review the admission process and student profiles annually. After the completion of admission process, the Head of the Departments of various subjects review the overall admission process, in case of any gaps the Admission Committee makes action plans to improve/bridge those gaps. Efforts are being initiated to bring out necessary changes in admission from the next academic year.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

A diverse range of students, irrespective of their varied economic, cultural, religious, linguistic backgrounds including physically challenged students are admitted in our institution every year. It is interesting to note that students from almost all the districts of West Bengal and also from other states are admitted in our College. Since the institution is meant only for female candidates from its very inception as per the decision of the College authority, therefore, the question of gender diversity does not arise.

To retain the diverse student population, the College strictly adheres to the Reservation Policy of the Government of West Bengal and the norms followed by the University of Calcutta which goes as follows:

<u>As on 2014-15-</u>

SC/ST 8/3

OBC 41

Women 1190

Differently able 0

Economically weaker sections 148

Minority community 205

Any other

The rural-urban ratio for the last four years as enumerated below depicts the institution's concern for the individuals coming from different socio-cultural backgrounds.

Session	Class	Number of students admitted	Same state		Other state	
			Nos.	Percentage	Nos.	Percentage
2011-12	B.A Hons.	137	133	97.08	4	32.91
	B.A Genrl.	111	110	99.09	1	0.90

	B.Com. Hons.	147	147	100	-	-
	B.Com. Genrl.	127	125	98.42	2	1.57
2012-13	B.A Hons.	136	136	100	-	-
	B.A Genrl.	115	113	98.26	2	1.73
	B.Com. Hons.	153	153	100	-	-
	B.Com. Genrl.	115	115	100	-	-
2013-14	B.A Hons.	93	90	96.77	3	3.22
	B.A Genrl.	48	47	97.92	1	2.08
	B.Com. Hons.	154	154	100	-	-
	B.Com. Genrl.	129	126	97.67	3	2.32
2014-15	B.A Hons.	94	92	97.87	2	2.12
	B.A Genrl.	25	25	100	-	-
	B.Com. Hons.	147	146	99.31	1	0.68
	B.Com. Genrl.	121	100	82.64	21	17.35

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

SESSION		2011-12		2012-13		2013-14		2014-15	
CLASS		APPLICATION RECEIVED	ADMITTED	APPLICATION RECEIVED	ADMITTED	APPLICATION RECEIVED	ADMITTED	APPLICATION RECEIVED	ADMITTED
B.COM HONOURS		292	147	411	151	291	154	355	159
B.COM GENERAL		127	127	252	115	136	129	245	95
B.A. HONOURS	ENGLISH	128	52	173	50	92	47	108	44
	HINDI	87	45	81	51	40	30	84	32
	HISTORY	23	18	19	17	7	2	18	10
	POLITICAL SCIENCE	37	22	29	18	28	14	20	8
B.A. GENERAL		111	111	116	116	81	49	96	24

Trend: The above table indicates that demand for B.Com course was maximum in the year 2014-15 where the demand ratio was 1:1. In previous years also, the demand was very high and almost all seats filled up. The demand for B.A in the year 2014-15 was higher. However, the enhancement of intake was not filled in with adequate admissions as suitable candidates are not found. The management is planning to augment needful facilities for filling the total intake.

2.2 CATERING TO STUDENT DIVERSITY

2.2.1 How does the Institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Differently-abled students are identified and the College does its best to support them in terms of physical facilities, library facilities and other curricular and co-curricular participation. Arrangement for wheel chair, lift and support of the class IV staff for their movement in the College premises is also provided. Special teaching session are conducted for such students.

2.2.2 Does the Institution assess the students' needs in terms of knowledge and skills before the commencement of the Programme? If "yes", give details on the process.

No, not at the entry level, but we do assess the students after the admission. The College is well aware of the needs of the students. The teacher of each

department help the students with proper counselling and intensive coaching. The teacher makes personal contact with students and identifies their problems and suggests solutions to them. Students also take help from the Career Counselling Cell in the College.

The faculty members are quick in identifying the slow and advanced learners during their class room interactions. Class tests, Home assignments and Tutorials are conducted to evaluate student's academic performance. Based on the performances slow and advanced learners are identified. Further Remedial classes/Bridge Courses are provided to the slow learners where the faculty take extra care in identifying the student's problem and teach the concepts in a simple and detailed manner. Special classes are arranged by the teachers to help those students who have missed their regular classes due to practice sessions of cultural events, sports events and for participating in national level competitions. Enrichment like personality development programmes, workshops, management festivals, communication skills are conducted to improve the student's mind set and motivate them to do some novel innovations and creativity.

2.2.4 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc.?

A. Gender

- To sensitize issues related to gender, the College is likely to start women empowerment cell and anti -sexual harassment cell.

- From time to time guest lectures are organized for students on issues related to women empowerment so that awareness is spread among students related to women equality & women rights.

B. Inclusion

- The College initiates visits to the marginalized sections of the society through NSS activities like homes for mentally challenged, slum areas, Alakendu Bodh Niketan Anuradha Unit, a home for physically and mentally challenged people, etc.to sensitize staff and students on awareness of inclusion.

C. Environment

- A compulsory paper on Environmental Studies has been introduced in the curriculum for the students to create an awareness regarding

environment and health. An initiative is taken for plastic-free zone and green zone.

The College every year arranges for a Blood Donation Camp which inculcates social responsibility to the students.

- Thalassemia Screening Programmes are conducted in the College with doctors and staff from Institute of Haematology and Transfusion Medicine, Kolkata. Special lectures are delivered by those resource persons to create awareness among the students regarding health and future family life.

2.2.5 How does the Institution identify and respond to special educational / learning needs of advanced learners?

Advanced learners are encouraged by providing training for inter-collegiate competitions, by sending them to participate in seminars held in other Colleges. Model question papers and previous years question papers and answers are provided to them to do their best in University Examinations. Such advanced learners are mapped out and extra time is devoted for them.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the Programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

A. Collection and Analysis of Data

• Internal evaluation tests of the Institution

• University result analysis

• Regular interaction between teacher and student to get the information about students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker students.

• Teachers regularly interact with the students to find out the quality of their performance and probable reasons for the ups and down.

B. Use of Data

The institution uses the data as follows:

•Physically Challenged

The institution makes special arrangements to teach the syllabus contents as per the convenience of the respective students.

•Slow learner

The Institution arranges remedial lecturers for slow learners in all the subjects. Teachers repeatedly teach the content as per requirement of slow learners. Teachers inform the parents regarding improvement in the performance of their ward on regular basis. Attempts are made by the teachers to give personal attention to these students. Participative and progressive slow learners are given chance to improve team work to motivate and appreciate their efforts.

•Economically Weaker Section

- Deferred fee payments are permitted for needy students. Institution provides information about government and NGO aid, scholarship etc. Institution offers book-bank facility.

•Disadvantaged sections of society

Institution provides information about free ships, different government schemes and education loan facilities to the students and their parents at the time of their admission. Free book bank facility is provided to the students

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Academic calendar:

• Under the guidance of the Teacher-in Charge and the Head of the Department teaching, learning & evaluation schedules are implemented.

• Before the commencement of classes as per calendar of events given by University, calendar of events for the College is prepared.

• Examination committee is in charge of preparing time table for the upcoming internal examinations.

• Staffs are allocated with definite number of teaching hours.

• Departmental meetings are held time to time.

• The entire syllabi for each subjects are provided to the students and the names of the teachers who are responsible to teach those chapters and how many lectures to be delivered are all mentioned in the calendar.

• Information such as internal assessment dates, University Examination dates, last date to submit project titles & project report for B.A/ B.Com III year students, dates for commencement of next session are displayed in noticeboard. Moreover announcement regarding above information is made in advance to all students.

Teaching plan

• Lesson plans are prepared by all the faculty members.

•Work Diaries are maintained by all faculty members from different Departments.

•Learning resources such as books, journals, magazines etc. are updated timely.

•Apart from regular lecture sessions, assignments, guest lectures are provided to students on timely basis.

•Portion completion dates are given by the Head of the Department to respective faculties. In case if faculties need extra lectures it is communicated to the Head of the Department.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

IQAC helps in -

• Up gradation of teaching- learning process

• Active participation in admission process

• Monitoring the classes held

• Monitoring attendance of students

• Organizing remedial teaching

• Filling up the vacant teaching and non-teaching posts

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The vision of College is to impart student centric education to all through proven and time tested methodologies by way of continuous improvement in teaching and learning process. The vision of the institution is framed prioritizing the students' needs and requirements in the field of education which will subsequently mould them as capacious employees and responsible individuals. Hence, the learning mode is completely student-centric.

Support structures and systems available in the Institution for —

•**Interactive learning**: The faculty promotes and encourages the use of digital media for in-class group discussions, group presentations, debates etc., and most importantly dissemination of study materials.

•**Collaborative learning**: To support the theoretical knowledge of the students, the teachers encourage them to attend the value added programs to facilitate collaborative learning.

•**Independent learning**: The College has adequate library facilities for enriching knowledge and keeping oneself updated with the world outside. Class assignments and individual participation in sports activities also enhance independent learning. The College tries to develop the personality of the students by bringing radical changes in them. It focuses on attitude, aptitude, value systems, communication, writing skills, interview skills etc., so that students emerge as better individuals.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

•Critical Thinking:

Besides class-room lectures questioning method are implemented to test the student' understanding and learning. They are given topic relevant to their subject of Environmental Science and then they contact the concerned industry, collect inputs on the functional aspects and present their findings systematically in the course of project work in the final year. In house cultural events and inter-College competitions also help the students to develop their logic skills, analytical skills as well as decision making abilities.

•Creativity:

The College promotes creativity amongst students by encouraging them to publish materials in the College magazine and Wall magazine. A major publication of the College is *SMRITI* – the annual College magazine comprising of different languages and subject section. This magazine enables our young writers to taste the excitement of having created something out of their imagination/intellect and provides them a platform for giving an expression to their creative urge. Creative endeavours like articles, stories, poems by students find a place of prominence in the magazine.

A number of teaching departments in the College have also put up their Wall Magazine whose display is handled totally by the students of different classes in rotational manner. Creative researches as well as review articles by the students are put up in the wall magazine along with interesting tit-bits and pictures. Various clubs and societies function in the College and keep the College brimming with numerous activities that extend beyond syllabus

and text books. Student-centric in nature, these clubs aim at tapping, nurturing and promoting the creative energy that bubbles out of every individual student. Almost all the departments actively engage themselves in arranging various types of academic and cultural events like quiz, symposia, poster-making, paper-reading, debates, skits, choreographies etc. that help the students in refining and redefining their personality. In addition to this, the College takes special efforts to instil and nurture creative and scientific temper among the learners by providing opportunities for the following:

Creative temper

•Academic projects

•Educational Tours

•Seminars and Power Point Presentations

•Creative Assignments viz. Slogan Writing, Essay Writing Competition

•Assessment of Higher level Cognitive ability through Quiz

•Participating in activities at Regional and National level

•Organizing Academic activities at Departmental Level

Scientific Temper:

The students utilize the Computer laboratory where they involve themselves to get quality training from expert teachers in MS Word, Excel, Power point, Tally, Access etc.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning-resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The technologies and facilities available and used by the faculty for effective teaching are:

•All classrooms have the provision to use LCD projectors.

• Some class rooms have audio-visual inputs.

•Apart from chalk & board method, power point presentation is the most preferred mode of teaching.

•Digital library in College is under process through which faculty have online access to journals and books.

• The College is Wi-Fi enabled.

•Desktop with broadband internet connection is provided in the College building which is easily accessible by all the faculty members. This helps the faculty to upgrade from time to time and be aware of emerging trends which help them in the teaching learning process.

•The College has two computer laboratories with latest licensed hardware & software with internet facilities.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

•Institution organizes expert lectures, seminars, conferences, workshops, to expose student and faculty to advance level of knowledge.

•Institution deputes the faculty for seminars, conferences, workshops, organized by other Institutions.

•The faculty members are encouraged to participate in short term courses, staff development programmes and workshops on advanced topics to keep pace with the advanced level of knowledge and skills.

•Over the past years the faculties have been participating /presenting papers in national/international conferences and publish their articles in national/international journals to enrich their knowledge.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/ mentoring/academic advice) provided to students?

Process

•Academic Support: The Head of the Departments and other faculty members look into the results and attendance of the students. Continuous departmental meetings are held to track the slow learners and improve them. Every month the concerned subject teachers prepare a list of students who need extra attention in terms of results and attendance. The teachers initiate immediate remedial action. Counselling is being provided to the weak students to give them emotional support. Remedial classes are being provided to these students to help with the syllabus.

•Special attention is given to the slow learners. The College conducts parent teachers meet whereby the parents get a chance to meet their ward's teachers and discuss their progress with them. This in turn provides them with the required academic support.

•The continuous and systematic efforts of the teacher aims at providing the right career guidance and academic advice to the students.

•Mentoring: The Career Counselling Cell renders help to the students by guiding them in the studies, career planning, setting goals etc. The mentors also address students' personal and psychosocial issues to make them feel more confident and composed. Mentoring records are maintained for each student which includes both personal and academic details.

•Psycho-social support: The Institution ensures an expertise counselling on career and psycho-social issues which is provided by a teacher who possesses a professional degree in Counselling. The right counselling at the right time really helps and guides the students to proceed with confidence in their studies and career. The counsellor holds individual session with the students in need and group sessions are also being held for the first year students on personality development, journey to success, success and failure , Stress Management and Time Management' for the benefit of the students.

2.3.8. Provide details of innovative teaching approaches / methods adapted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative Teaching Approaches/methods

•Faculty uses Laptop, digital library, and online journals to download lectures, study materials and data from internet.

• The teachers try to make lectures more student-centric by using maps, showing subject related films and documentaries in some of the subjects.

• The institution has developed some class rooms with web-based teaching. The teacher utilize these facilities to illustrate the concept clearly through audio/ video mode.

•The students are assigned home works, mini projects, wall magazines to improve the self-learning ability and teamwork among the students.

• Study materials are prepared by the faculty on their respective subjects in a simple abridged manner unit wise and the same is given to the students.

Impact of innovative practices on student learning:

•Learning process becomes increasingly personalized.

•It enables students to develop and realize their aspired potential.

•Learning process help students to enjoy learning and acquire skills that empower them.

2.3.9 How are library resources used to augment the teaching learning process?

The institution and the members of the faculty understand and emphasize the role of a library in augmenting the teaching-learning process. The College has a well-stocked library. New additions to library happen every year. Library also has internet connectivity. The College library also subscribes to various international and national journals by which students and faculty get latest content development occurring here and elsewhere. Previous years question papers are kept in the library. Teachers are encouraged to use the library services for teaching, preparing study materials, analysing case studies and publishing articles while the students are encouraged to use the library for reference, writing assignments, preparing projects and such other activities. Teachers can also access to INFLIBNET N-List facility.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution has a well laid down system to plan the schedule in advance and monitor the coverage of syllabus on regular basis to ensure curriculum completion within the stipulated time. The institution does not find any difficulty in completing the curriculum within the planned time frame and calendar. Constant monitoring by the Head of the Department ensure effective implementation of the work plans. When the institution faces challenges in completing the curriculum, the faculty manages by conducting extra classes.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

• The institution takes feedback from the students, alumni and parents. The feedback is communicated to the teachers and suggestions given to improve their performance. The performance of the teachers is monitored continuously and reviewed.

• The institution arranges Class Tests, Mid-Term and Test Examinations, Re-test to analyse the result. Counselling is provided to the weak students to give them academic and emotional support. Remedial classes are provided to these students to cope with the syllabus.

• The institute monitor the College and University results of the students and evaluate the teaching-learning process.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

The Institution recruits highly qualified, meritorious faculty, with good research potential through the West Bengal College Service Commission and maintain a faculty: student ratio as per the UGC norms.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.							
Ph. D				4	2	4	10
M.Phil.				5		4	9
P.G							27
Temporary Teachers							
Ph. D						1	1
M.Phil.							
P.G							6
Part-time Teachers							
Ph. D						1	1
M.Phil.						1	1
P.G							5

The Institution has the required number of qualified and competent staff to handle all the courses. The Retention rate is good as the institution provides a conducive environment such as—

• Excellent recognition for qualified and experienced faculty

• Best service benefits, Provident Fund, Gratuity, etc.

• Winter and summer recess.

• Encouragement for higher learning.

• Better scope for research and development.

• Higher promotion ladder.

• Sixth pay commission pay.

• All allowances as per the Government order.

2.4.2 How does the Institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programs/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the Institution in this direction and the outcome during the last three years.

Our Institution makes efforts to recruit the best quality teachers. The Institution recruits teachers as per the recommendation of West Bengal College Service Commission. The guest lecturers are recruited as per the UGC rules. The young faculty members are encouraged to pursue their Ph.D. through Part time programme and get the expertise in latest emerging areas. Thereby teaching learning process in this Institution is effective. The Institution conducts guest lecturers and seminars on all branches of learning at regular intervals to upgrade the technological skill of our teachers. To attract the new faculty and to retain the existing teachers the Institution provides research facilities like library and internet.

The faculty members are encouraged to participate in short term courses, staff development programmes and workshops on advanced topics to keep pace with the advanced level of knowledge and skills.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the Institution in enhancing the teacher quality.

The Institute has a positive attitude for the professional development of the faculty in acquiring the knowledge on recent developments and engaging them in research activities.

Some of the activities followed by the Institution for the enrichment the knowledge skills are:

•Permitting faculty members to do part time Ph.D.

•Providing "on duty" facility to attend workshops/ training programs/conferences etc.

•Nominating teaching staff to attend subject orientation programmes.

The details of the Staff Development Programmes during the last four years are as follows:

a) Nomination to staff development programmes

The College makes it a point to send their teaching staff to participate in workshops/ seminars/ conferences both as a resource person and participant to improve their teaching ability and enrich their content delivery. This knowledge is duly transferred to the students in turn.

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	2
HRD programmes	0
Orientation programmes	1
Staff training conducted by the University	0
Staff training conducted by other institutions	0
Summer/winter schools, workshops, etc.	5

(*as per the data of 2014-15)

b) Faculty Training Programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

None

c) Percentage of faculty

* invited as resource persons in workshops/seminars/ conferences by external professional agencies.

* participated in external Workshops/ Seminars? Conferences recognized by national/ international professional bodies

*presented papers in Workshops/ Seminars/ Conferences conducted or recognised by professional agencies

- Refer to individual profile

2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national Institutions and specialized programs industrial engagement etc.)

The institution strives hard to promote professional development of faculty by encouraging them to attend general orientation courses, refresher courses, training programs and workshops organized by the reputed institutions/universities. The efforts are in:

•Organizing national /international seminars/guest lecturers/workshops/conferences on crucial issues

•Granting leave for attending state/national seminars/workshops etc.

•Encouraging faculty to apply for research grants

• Organizing Guest lectures in various upcoming areas in different disciplines for faculty

• Providing support for attending international conferences also on a case by case basis

List of Staff pursuing Ph.D.

Srl No.	Name of the teacher	Field of study	University
1.	Prof.Mousumi Chowdhuri	Corporate social responsibility and its possible impact	University of Calcutta
2.	Prof. Sucheta Kujur	Hindi Dalit katha sahitya stri lekhan me samajik chetna	West Bengal State University
3.	Prof. Mousumi Das	Social and political philosophy	Rabindra Bharati University
4.	Prof. Maitrayee Guha	Migration and geo-politics	Jadavpur University
5.	Prof. Anupriya Basu	School Attachment and Achievement of the Slow learners	University of Calcutta

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

None

2.4.6 Has the Institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching learning process?

Yes. Evaluation of teacher's performance is done every year. The institution has a feedback system to evaluate teachers by students through printed questionnaires relating to all subjects. Students evaluate their respective teachers on the basis of their teaching style, methodology and their interaction level. The feedback system helps to identify the strengths and weaknesses of the faculty. Based on assessment of performance, the Head of the Department gives necessary directions for the improvement in the teaching methods. The faculty with good feedback is well appreciated and it further strengthens their commitment to the teaching learning process. IQAC and Teacher-in -Charge monitor the feedback system and take appropriate corrective actions. In addition to this, external peers such as the affiliating university, parents are also evaluating the teaching learning process. Based upon these evaluations the quality of teaching and learning is improved accordingly.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Evaluation process plays an instrumental role to a student's personal and career front. The institution ensures that the stakeholders of the institution especially students and faculty are aware of the evaluation process.

Information to Students

• Students are provided College programme schedule containing the timetable and academic calendar.

• At the beginning of the session the faculty briefs about the evaluation methods, university examination, Mid-Term and Test Examination before the final University Examinations.

• Attendance and performance record is maintained for each student as the evaluation process is continuous due to which good attendance and participation in the class is ensured.

•Marks obtained in Mid-Term and Test Examination and total number of class attended by the student is posted in the College notice board.

Information to Faculty

•Staff meetings are held to discuss the latest evaluation methods and its implementation and the final constructive decision is taken which is conveyed through circular.

Information to Parents and other Stakeholders

• Parents are briefed about the evaluation methods followed in each discipline during the Parent-Teacher meet.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the Institution on its own?

University Reforms adopted by the institution

The evaluation reforms of the university are followed thoroughly.

• Several departments serve as zonal centre as recommended by the University.

• Evaluation and scrutiny of answer scripts in General subjects are compulsory for all the teachers.

Initiated Reforms by the institution

•For internal evaluation, the institution conducts Mid-Term and Test Examination in each level.

• Re Tests are also conducted for weak students and for absentees and students participating in sports and extra-curricular activities.

• Remedial classes for the weaker students and special guidance for the advance learners are given in order to motivate them for better performance.

•Motivating students to attend the classes regularly.

•Student mentoring by faculty teachers and professionally -qualified teacher counsellor.

•Study material prepared by concerned subject faculty which includes previous year question paper are given to students for easy understating and better performance in the preparatory and University Examination

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The evaluation reforms of the university are followed thoroughly. The Institution strongly believes in continuous evaluation system which is implemented effectively. The evaluation is fair; the students are satisfied by showing them the evaluated answer scripts. Question papers are discussed in the class to improve their weak areas. There is a display of attendance percentage in the College notice board at regular interval .Remedial classes are conducted when and wherever necessary. Thus through the continuous evaluation system the student is made to read regularly, gain knowledge and also obtain maximum advantage in scoring higher marks.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Though university is the sole authority for implementation of reforms in examination and evaluation, the institution adopts both formative and summative methods of evaluation. Formative approach continuously monitors student's progress in a conducive learning environment. It measures the student's achievement and performance through group discussions, assignments, creative presentation, writing papers, organizing various events etc. Summative approach is based on the evaluation of class tests and Mid-Term and Test Examination at the end of the academic session. Both the approaches have positive impact on the evaluation system, because performance of a student is not only judged by the marks, but also by her other formative performances during the course. For all theory and practical courses other than project work, continuous assessment is done. Project work is also evaluated through presentations before internal experts. The final marking of the project work is an average of internal and external marks as per University rule.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skill etc.)

Refer to 2.5.4

2.5.6 What are the graduates attributes specified by the College/affiliating university? How does the Institution ensure the attainment of these by the students?

Graduate Attributes

•Co-curricular Activities

•Academic excellence

•Skill development

•Responsible citizens with a feel of patriotism

•Aware of environmental and sustainability issues

Attainment of Graduate Attributes

•Co-curricular activities – These are attained through participation in various cultural activities and fests conducted by the different Colleges , College annual function, sports , Saraswati puja, celebrating Independence day , Fresher's welcome, Farewell and so on.

•Academic excellence is attained through measures like Remedial classes, Bridge classes, and Extra classes for the advanced learners.

•Skill development is attained through assignments and presentations in Students' seminar.

•Responsible citizens with a feel of patriotism is obtained through Blood donation programmes, Thalassemia screening camps and various NSS activities.

•Awareness of environmental and sustainability issues are formed with the introduction of Environmental Science as a subject in the curriculum.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

The Redressal of grievances regarding evaluation in both internal assessment and university examination is through the following processes:

•Internal Assessment: (Institution level) All grievances regarding evaluation, including the internal assessment marks awarded to the students, can be clarified with the concerned faculty. If the grievance cannot be addressed by the course faculty, the student has the option to take it up with the Head of the Department. Discrepancies if any are treated with seriousness and adequately addressed depending on the nature of the problem. An exclusive student grievance Redressal cell is also functional in the College.

•Final Examination: (University level) If the grievance is against the final examination results, the institution guides the students to apply for re-evaluation to the office of the Controller of Examination by paying proposed fee. Students can also apply photo copy of the answer booklet by paying photo copy fees through the University. The University authorities get the answer sheets re- evaluated and re-evaluation results are published in University website. The dissatisfied scholars have the right to take legal actions also.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the Institution have clearly stated learning outcomes? If yes give details on how the students and staff are made aware of these?

Yes. Over the years, the Institution has built a positive reputation owing to its sound academic and administrative systems. The Institution continues to seek further innovation for making the teaching learning process more effective. The following learning outcomes are kept in mind while delivering the curriculum.

Learning Outcomes

• An ability to apply knowledge of commerce, accounts, finance and management.

• An ability to design and conduct projects, as well as to analyze and interpret data.

- An ability to design a method, strategy or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.

•An ability to function on multidisciplinary teams.

•An ability to identify, formulates, and solve management and financial problems.

•An understanding of professional and ethical responsibility.

•An ability to communicate effectively.

•The broad education necessary to understand the impact of commerce and management solutions in a global, economic, environmental, and societal context.

•A recognition of the need for, and an ability to engage in life-long learning.

•A knowledge of contemporary issues.

Faculty members are aware of the objectives and outcomes and they list them in their course files. The expected learning outcomes of a course are made known to the students in the classroom during the introductory lecture by the faculty.

2.6.2. Enumerate on how the Institution monitors and communicates the progress and performance of students through the duration of the course / programme? Provide an analysis of the student's results / achievements (Programme / course wise for last four years) and explain the differences if any and patterns of achievement across the programmes / courses offered.

Name of the Examination	Year	No. of candidates appeared	No. of candidates passed						Part - III partly cleared QX3	% of success fully
			1st Class	2nd Class	1st Div	2nd Div	P Div	Part-I/II not cleared (PNC)		
B.Com Part - III (Honours)	2014	106	21	67				12	6	83.02
	2013	103	19	56				3	25	72.82
	2012	106	19	79		1	2	5		95.28
	2011	82	17	65						100.00

Name of the Examination	Year	No. of candidates appeared	No. of candidates passed						Part - III partly cleared QX3	% of success fully
			1st Class	2nd Class	1st Div	2nd Div	P Div	Part-I/II not cleared		
B.Com Part - III (General)	2014	79				21	27		14	60.76
	2013	73				24	42	6	1	90.41
	2012	70				28	29	6	7	81.43
	2011	112			1	68	37	4		94.64

Result of Part III – Hindi Honours				
Year	2011	2012	2013	2014
1st class	1	1	2	
2nd class	25	22	30	26
Transferred to General	2	1		
Part - I / II not cleared	10	3	12	13
Part - III partly cleared	-	-	-	-
Total	38	27	44	39
Failed	-	-	-	-
Absent	-	-	2	-
% of Success	73.68%	88.89%	72.73%	66.67%

Result of Part III – English Honours				
Year	2011	2012	2013	2014
No. of candidates appeared	23	28	11	22
1st class				
2nd class	22	18	9	18
Transferred to General		7	2	4
Part - I / II not cleared	1	3		
Part - III partly cleared				
Total	23	28	11	22
% of Success	95.65%	89.29%	100%	100%

Result of Part III - Political Science Honours				
Year	2011	2012	2013	2014
No. of candidates appeared	8	2	10	6
1st class			1	
2nd class	8	2	7	6
Transferred to General			2	
Part - I / II not cleared				
Part - III partly cleared				
Total	8	2	10	6
% of Success	100%	100%	100%	100%

Result of Part III - History Honours				
Year	2011	2012	2013	2014
No. of candidates appeared	3	5	6	7
1st class				
2nd class	3	5	5	4
Transferred to General			1	3
Part - I / II not cleared				
Part - III partly cleared				
Total	3	5	6	7
% of Success	100%	100%	100%	100%

Result of B. A. / B.SC. Part III - General				
Year	2011	2012	2013	2014
No. of candidates enrolled	161	116	139	90
1st Division				
2nd Division	16	13	19	7
P (without division)	69	52	39	30
Part - I / II not cleared (PNC)	29	15	36	25
Part - III partly cleared (QX3)	32	21	40	27
Total		101	134	89
Failed (X)	13	12	2	1
Absent	2	3	3	
% of Success	71.70%	70.80%	71.76%	67.21%

2.6.3 How are the teaching, learning and assessment strategies ***of the Institution structured to facilitate the achievement of the intended learning outcomes?***

The institution aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the staff is involved in the construction of this learning environment. All students are valued equally during their learning journey with the institution. Accordingly, the curriculum, teaching and learning and assessment at institution

are student centric. The institution has formulated academic committees that aim at enhancing the quality of learning, teaching and assessment across the institution by providing academic leadership for the continued development of excellence in academic practice. The institution is committed in creating an environment where students are supported to achieve their potential and working towards creating an inclusive learning community. In terms of lifelong learning this strategy is intended to be learner-centric, recognizing student's prior learning, experience and abilities. This requires the identification of individual learning goals and it will emphasize the importance of reviewing student progress against agreed objectives. Students are active partners with shared responsibilities for their own learning and achievement. This strategy recognizes the need to develop progressively self-directed and confident learners with the knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. It acknowledges that students learn most effectively if they are supported as individuals to achieve personal development.

2.6.4 What are the measures/initiatives taken up by the Institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

Students are encouraged to take social issues as their problems. Social outreach programmes in which student teams from various departments visit slums and spend a day with them supporting them in a best possible manner. The College has an active NSS team which conducts various socially relevant activities in terms of blood donation, thalassemia camp, planting of saplings etc.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Every course teacher prepares lesson plan and there is verbal questioning at the end of every lecture. Students participate in different activities like departmental seminar, group discussion, wall magazine presentation conducted by respective course teacher. Reports of these activities give the data about learning outcomes achieved by students and same is analyzed. Institution has the continuous internal evaluation system which consists of class tests, Mid-term Tests and Test Examination. University conducts Final examination after completion of every year. Analysis of internal examination results and University examination result is carried out and the same is related to achievement of learning outcomes. After every internal examination, Result committee is held for evaluating the weak performers. Reasons are discussed for weak performance and accordingly

action plan is devised which may include retest/assignment/question bank solution/presentations. Using the report of above mentioned analysis, lesson plans and lecture plans are modified to overcome the barriers of learning if any.

2.6.6 How does the Institution monitor and ensure the achievement of learning outcomes?

The Institution ensures monitoring of the achievement of learning outcome through:

•Stakeholder Feedback

•Institute/ Department Objectives

•Institute/ Department Mission

•Institute/ Department Vision

•Graduate Attributes

•Learning process by Students

•Project Work

•Tutorial

•Student Centric Learning

•Lab Work

•Lesson Plan

•Programme Outcome

•Course Outcome

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the College uses assessment as an indicator tool for evaluating student performance but also curricular as well as faculty performance. The assessment methods followed are

Srl No.	Assessment Criterion	Learning outcome	Example
1.	Written assessment	Improved flow of thought and expression	Internal assessment
2.	Practical skills and assessment	Develop learning through hands-on, resulting in better understanding and fostering creativity	Laboratory work
3.	Attendance assessment	Leads to regularity and punctuality	Attendance details are published at regular intervals
4.	Project assessment	Innovative thinking and gaining in depth knowledge	Viva-Voce

CRITERION III: RESEARCH, CONSULTANCY & EXTENSION

The College gives importance and thrust to the development of research, consultancy and extension activities in all disciplines. The faculties get research enabling facilities from the books of library in various subjects. Teachers are encouraged to participate in national and international seminars.

3.1 PROMOTION OF RESEARCH

Research oriented teachings and learning is encouraged at undergraduate level only, as the College does not have any post graduate course. There is a Research Monitoring Cell functioning since as a support system to encourage and enable the faculty members to undertake research activities along with their teaching.

3.1.1 Does the institution have recognized research Centre/s of the affiliating University or any other agency/organization?

At present the College is not recognized as a Research Centre.

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the College has a Committee to monitor and address the issues of research. The UGC and Research Committee were initiated to promote research-oriented atmosphere among the faculty. The committee updates the teachers about the various fellowships and help to apply for the same. Some of the teachers have completed their Ph.D. while others have been already enrolled for it. Some of the faculty members have earlier undertaken Minor Research Projects from UGC. It is headed by the Teacher-in-Charge along with a faculty convener and three other faculty members and two non-teaching staff.

SL.NO	NAME	POSITON	DESIGNATION
1.	Prof. Mousumi Pathak	Chairperson	Teacher-in- Charge
2.	Prof. Madhulata Gupta	Convener	Associate Professor
3.	Dr. Uma Chakraborty	Member	Associate Professor
4.	Dr. LutfunNesha	Member	Associate Professor
5.	Dr. Bipasha Sinha	Member	Assistant Professor
6.	Mr. Shyambabu Bharati	Member	Head Clerk
7.	Mr. Indrajit Das	Member	Accountant

A few recommendations made by the committee are:

•To inculcate research culture in faculty members and to encourage the staff members to pursue higher studies.
•To motivate the faculty to publish and present papers in research journals and conferences respectively as the practice will lead them to enrol and obtain their Ph. D. degree.
•To publish an in-house journal to encourage and promote the innovative aptitude of the staff members.
•To enable the faculty to take up minor/major research projects.

Impact of recommendations:

•Staff members have initiated enrolling for M. Phil. and Ph. D.
•Students and faculty members are encouraged to publish papers in various research journals and also to participate in conferences and seminars.

• Faculty members are planning about taking up minor/major research projects in their relevant areas.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

•Timely availability or release of resources

•Adequate infrastructure and human resource

•Time-off, reduced teaching load, special leave etc. to teachers

•Support in terms of technology and information needs

•Facilitated timely auditing and submission of utilization certificate to funding authorities

• Any other

Presently there is no on-going minor / major research project.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

•The College arranges educational tours to develop the scientific temper and research culture and aptitude by advancing the knowledge of the students.

•Students are motivated to participate in various inter-College competitions to improve their aptitude.

• They are inspired to present papers in seminars and workshops.

•Assignments and presentations are given to the students to inculcate better understanding and to develop scientific temper.

• III year students do a minor research project as the part of the curriculum.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

A. Teachers guide the Third year students of the College for their projects.

Following is the list of the teachers who supervise/guide students of various courses and universities in their project/research work.

NAME	AREA	COURSE	UNIVERSITY GUIDED
Dr. Uma Chakraborty	Narrative sculptural art of the Pallavas	M.Phil	Annamalai University

B. Leading research Projects: Nil

C. Many faculty members have successfully completed their M. Phil. and Ph.D. degree while in service. A few other members have enrolled themselves for Ph. D. with various universities. Following is the list of the faculty members who have completed or pursuing their Ph. D

NAME	DEGREE	STATUS & YEAR OF STARTING/ COMPLETION	TOPIC	DEPARTMENT	UNIVERSITY
Dr.Indira Chakravarty	PhD	Awarded in 1997	Swatantrattar Mahila Kahanikaroki Kahaniyo Mein Samajik Chetna	Hindi	University of Calcutta
Dr. Lutfun Nesha	PhD	Awarded in 2008	Insurance Sector.	Commerce	Sahuji Maharaj Univeristy, (Kanpur University)
Dr. Bipasha Sinha	PhD	Awarded in 2009	Experience and Perception of Sexual Harassment of Female University Students	Education	University of Calcutta
Dr. Debarati Sen	PhD	Awarded in 2005	A Study on Environmental Issues in Inter-State Relations in South Asia	Political Science	Jadavpur University
Dr.Basupurna Mukherjee	PhD	Awarded in 2011	Growth, Development and Decline in Woodcut Prints in Bengal	History	University of Calcutta
Dr. Vivek Singh	PhD	Awarded in 2012	Hindi Patrakarita Mein 'Dharmayuga' ka Yogdan	Hindi	University of Calcutta
Dr.Shinjini Gan Chaudhury	PhD	Awarded in 2015	Durga Puja in Bengal: A Historical Analysis Since Eighteenth Century	History	Jadavpur University
Prof. Mousumi Chowdhuri	PhD	Pursuing	Corporate Social Responsibility with	Commerce	University of Calcutta

			Special Reference to a Study on a Firm's Effective Performance and Growth		
Prof. Suchita Kujur	PhD	Pursuing	Dalit Stree Chetna Aur Sangharsh	Hindi	West Bengal State university
Prof. Mousumi Das	PhD	Pursuing	'Gora': In the light of Tagore's socio-political and religious thought.	Philosophy	Rabindra Bharati University
Prof. Anupriya Basu	PhD	Pursuing	A Study on School Attachment and Achievement with Special Emphasis on Slow Learners Studying in KMCP Schools	Education	University of Calcutta
Prof. Maitrayee Guha	PhD	Pursuing	Impact of Geo-politics on Migration in South Asia	Political Science	Jadavpur University

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The Institution emphasizes on the capacity building in terms of research for both the staff and the students in the form of workshops/ seminars/ training programmes/ sensitization programmes. The details of the activities are illustrated hereunder:

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

At the moment the College has no prioritized research.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Various eminent researchers from different institutions of repute have visited the Institution. They visited the campus and interacted with the teachers and students. Given below are the names of some of them:-

SL.NO	SPEAKER	DESIGNATION
1.	Dr. Bonita Aleaz	Professor, Department of Political Science, University of Calcutta
2.	Prof. Anindya Jyoti Majumdar	Professor, Department of International Relations, Jadavpur University, Kolkata
3.	Mr.Prithvi Nath Chaudhury	Sound Engineer and Impressionist
4.	Dr. Prof.Malayendu Saha	Professor, Department of Commerce, University of Calcutta.
5.	Dr. Dhruba Ranjan Dandapat	Professor, Department of Commerce, University of Calcutta.
6.	Prof. Rachana Chakraborty	Professor, Department of History, University of Calcutta.
7.	Dr. Keka Dutta-Ray	Associate Professor, Department of History, Prafulla Chandra College.
8.	Dr. Debasri Banerjee	Professor, Department of Education, University of Calcutta.
9	Professor Sumita Sen	Professor, Department of International Relations, Jadavpur University.
10.	Dr.Ishani Naskar	Associate Professor, Department of Political Science, Rabindra Bharati University.
11.	Dr.Ashish Sana	Associate Professor, Department of Commerce, University of Calcutta.

Besides the above, the faculty of the Institution has been organizing guest lectures at regular intervals from subject experts of the various institutions and industries for motivating the students to imbibe and enhance the subject knowledge.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Teachers are permitted to pursue their research within and after College hours. Policies or systems to discharge teachers "On Duty" leave is given for faculty members who present papers, attend seminars at the state, national or international level. Research grants are not provided as of now. One/two day early leave per week is given for faculty members who are pursuing PhD. Sabbatical leave is not applicable in our Institution.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

A number of student projects focusing on various socio-economic and environmental problems like Socio-economic analysis of villages, Land-use study and socio-economic analysis of villages, Environmental problems in urban and semi-urban areas with special emphasis on Air and Water pollution, Activity and Costing, Corporate Social Responsibility, etc. have been undertaken by Department of Geography, Department of ENVS and Department of Commerce.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

As has been mentioned above, the institution does not have any specific research centre so there is no provision of budget allotment for research. The institution provides him/her necessary help as required and permitted within the rules. No budget is earmarked for research work by the institution. Research activity is going on at the personal level by the faculty in the College. The institution only encourages and supports them. The College provides to the students.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

As an affiliated College of the University of Calcutta, the College collects the fees for projects from B.Com Honours. Students and deposit to the University. While doing the project work the department if given seed money which is adjusted on receipt of money by the College from the University. The institution does not have provision for the seed money as of now; it shall be taken up in the ensuring future.

3.2.3 What are the financial provisions made available to support students research projects by students?

There is no provision in the institute to provide financial help to support research projects by students. The Institution does not possess a registration for research Centre at present. However, the Institution encourages and supports students for academic excellence and is equipped to provide financial support if required.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

The Institution has been carrying out undergraduate courses, but for inculcation of research aptitude amongst our students the institution takes several initiatives like interdisciplinary seminars on the current, relative and exciting issues. Faculties also take initiatives in arranging guest lectures, workshops and seminars.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

•Library facilities and its conducive environment encourage and motivate the staff and students to take a forward step to pursue research in their relevant field/interests.

•The institution has a well - stocked library which includes latest syllabi as well as reference books of all relevant subjects and disciplines and the institution is always keen to purchase new edition of books every year.

•Internet connectivity is also provided in order to help the researchers review their academic as well as research programs.

•The institution has a Digital library in order to facilitate their academic enrichment.

3.2.6 Has the Institution received any special grants or finance from the industry or other beneficiary agency for developing research facility? If yes give details.

The Institution neither possesses a research grant nor Industry interaction in this regard at the moment. However, if required it shall be take up shortly.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years. The Institution is devising to implement the same in near future.

The Institution is devising to implement the same in near future.

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

• Students have benefit of rich library well -stocked with thousands of books relevant to their studies.

•Technological support through availability of Wi-Fi

• Access to departmental computers

•Reading room facility

•Access to Seminar library books and journals

• Guidance by faculty

• INFLIBNET/IUC FACILITIES: All subscribed databases are IP based. Teachers are allowed to use e-resources through Wi-Fi or digital library

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The institution definitely has strategies for planning, upgrading and creating infrastructural facilities such as

• Upgrading laboratories with more Computer systems and internet facilities with latest software programs.

•The College also has plans to create a Language Lab for students to take maximum benefit out of this facility.

•Upgrading books and research journals in the library.

• Keeping track of the various research projects funded by UGC.

• Monitor that infrastructural facilities are provided in the College premises to carry out
Major and Minor Research Projects.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes,' what are the instruments/ facilities created during the last four years?

No, the Institution has not obtained any grants as of now.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The infrastructure available at the moment is sufficient of in house research. But if required, students can very well visit companies, and libraries at other institutions with permission letter from the principal and from the institution they wish to visit.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

The following facilities are available specifically for the researchers:

• Internet facility.

• Reprographic Facility.

• Central computing facility.

• Online Journals.

• Procurement of Research Oriented Journals.

• General/Departmental Library, Departments are well-equipped with LCD, printers, scanners, and Internet facilities. A few departmental publications is mentioned here.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes 3in the College. For ex. Laboratories, library, instruments, computers, new technology etc.

Within the campus, the following infrastructure that can be utilized for teaching as well as research includes: user friendly Library, Computer systems, Internet, Instruments like projectors and microphones, Seminar Hall, and Auditorium. Staff and researchers are benefitted with the above -mentioned facilities.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of
•Patents obtained and filed (process and product)
•Original research contributing to product improvement
•Research studies or surveys benefitting the community or improving the services
•Research inputs contributing to new initiatives and social improvement.

The College has minimal research achievements in the above areas at the moment.

3.4.2 Does the Institution publish or partner in publication of research journals? If yes indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database.

The Institution does not publish or collaborate in publication of research journals.

3.4.3 Give details of publications by the faculty and students:
a. Publication per faculty:
b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international)
c. Number of publications listed in International Database (for E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
d. Monographs
e. Chapter in Books:
f. Books Edited.
g. Books with ISBN/ISSN numbers with details of publishers:

h. Citation Index: Citation Range
i. SNIP Range
j. SJR Range
k. Impact factor Range
l. h-index

See Anexure-I

3.4.4 Provide details (if any)

•Research awards received by the faculty

So far the faculty has not received any Research Awards.

•Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally.

So far the faculty has not received any recognition from any reputed professional bodies and agencies, nationally and internationally.

•Incentives given to faculty for receiving state, national and International recognition for research contributions.

So far the faculty has not received any incentives for their state, national and International research contributions

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface

The following systems and strategies are adopted for establishing institute-industry interface:

•Consultancy services are provided to industry and corporate sector by the expert faculty of department of commerce

• Seminars and workshops are also held in the department of commerce and the Career Counselling Cell to provide technical learning to the students.

3.5.2 What is stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The College is yet to formulate its policy on consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The College would encourage the staff to utilize their expertise and available facilities after setting up consultancy.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The College is yet to formulate its policy on consultancy.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The College is yet to formulate its policy on consultancy.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

The Institution has some specific objectives behind the promotion of Institution-Neighbourhood-Community Network:

- Holistic development of students by making them aware of socio-economic realities and giving them an in-depth exposure to the real world.
- Developing among them a sense of responsibility towards the broader society through offering their service in different spheres.
- Promoting responsible citizenship by including among them a spirit of serving the disadvantaged sections of society.
- Value based lectures are also arranged.

3.6.1 How does the institution promote institution -neighbourhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

•The Institution is always keen in increasing the access of students from various sections of the society by providing reservations, scholarships and further motivates them towards higher education.

•Institution aims at imparting knowledge and quality education to all sections of society.
•To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies.
•The institution aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.
•The institute has played an important role in campus-community connection and welfare of its neighbourhood by initiating a number of community development activities such as voluntary financial contribution during recovery of natural calamities.
•Organizing regular blood donation camps for last 12 years and blood donation camps are organized for first donors, to make students aware towards the social responsibility of donating blood.
•NSS volunteers have participated in our institutional activities such as Women's Day, in campus.

- Organizing AIDS awareness programme to spread the message of prevention of AIDS in the locality.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The Institution has a number of bodies functioning on the campus throughout the year to promote the socially responsible roles. They are NSS, NCC, and Legal-Literacy Cell. The NSS Unit regularly monitors the involvement of their students in different activities. All round programme for an academic session is planned and executed throughout the year.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution gives due importance to the stakeholder's perception on the overall performance and quality of the institution to solicit the views and expectations of the students, parents and alumni.
•The vision, mission, goals and objectives of the institute are highlighted in the prospectus that is given to the students at the time of admission.
•Also the same is displayed on the College website.
•The institute has evolved stakeholder's web by forming different platforms like alumni, parent teacher meet. It considers feedback collected from various stakeholders to prepare perspective on development.

Students:

•Grievances and opinion of the students are always considered. One student from each class is nominated as a representative. He/ She interacts with the students regarding their needs/grievances and reports same to the respective teacher. Further the class teacher takes initiative in discussing the same with the concerned teacher, Head of the Department and Principal.

•Students can easily approach the Teacher-in- Charge during visiting hours.

Parents:

• Teachers of the Departments interact with Parents/Guardians regularly in parents-teachers meeting about their wards' academic performance and attendance records. The parents are informed about the meeting well in advance through notice. Direct interaction of the Parents/Guardians with the Teacher-in-Charge is also encouraged. Opinion of parents is considered with respect to various aspects such as teaching-learning, students discipline etc. their suggestions are valued.

•Parents are also allowed to meet teachers and Teacher-in- Charge on any day of the week for clarification/ suggestions/complaints.

Staff:

•Regular staff meetings are conducted in order to keep the staff updated about changes and developments of the institute. Most of the decisions are implemented after the discussion.

•Most of the decisions are taken only after consultation with the staff, during staff meeting.

Alumni:

•The Alumni association is recently constituted with a faculty in-charge.

•The association organizes meetings and has regular formal and informal interactions wherein any alumnus is free to give his/her suggestions.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Provide the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

Extension and outreach programmes are generally of two kinds:-

i. Educational extension programme- This include exhibitions and quiz competitions, participations in Youth Parliament, organizing Departmental/State level seminars, interactions with academic experts, participation in seminars/ workshops/management

meets/paper presentations and motivate students to give free tuition to school students.

ii. General extension programmes that are administered by NSS, NCC and Legal Literacy Cell. Members from the State Legal Authority visited the institution.

•The College is increasingly organizing a number of outreach activities which relate to academic, social, cultural, community service, adventure etc. and all culminating in building a healthy society contributing to our nation building.
•Institution organizes regular blood donation camps in collaboration with leading Government hospitals of Kolkata and also undertakes wide spread cross-curricular enrichment activities through NSS.
•The College organizes environmental friendly outreach programmes through NSS.
•NSS Programme officer in consultation with the Teacher-in-Charge takes a lead in organizing several socially relevant activities involving students across various programmes.
•NSS activities are funded by the University and other activities are self-funded.

Year	Budget	Regular Activity (C.U. Funding)	NSS Special Camp (C.U. Funding)	College Contributions	Special Grant Received	Students Participation	Beneficiaries
2011-12		22500	22500			50	
2012-13		22500	22500			100	
2013-14		13500	15000			100	
2014-15		13500	-			100	

Active involvement and participation of students in these programmes inculcate human values; develop community feelings, a strong sense of responsibility and commitment towards the society. It enables students to assume responsibility in the future. It promotes a sense of good leadership and citizenship roles among the students of the institution. It also helps them realize the significance of environmental conservation.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The Institution organizes orientation programme for the first year students to inform them about academic curriculum as well as NSS/NCC which includes social service activities.The significance of NSS is made aware to them with respect to the credits they gain while pursuing for higher studies or appearing for job interviews. All social awareness events lead is taken by the NSS students of the Institution.

- The teachers present at the counselling session motivate the students to undertake either of these activities. Value-based classes also act as motivating factor. The certification by the NSS and NCC for the service rendered also acts as an incentive.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- To ensure social justice, to empower students from under-privileged and vulnerable sections of the society and offer some meaningful service to the society, students from all the departments participate in the programmes organized by the College. These are:

- The College NSS unit has been motivating students in participating and organizing pulse polio programme and in applying voting rights.

- Health talks are organized by doctors on sensitive issues on women to the girl students.
- Visit and interaction with the physically handicapped and mentally retarded persons.
- Visit to Old Age Homes.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- Extension activities carried out by the Institution always help in inculcation of academic learning process, values and skills amongst the staff and students.

- The institution imparts quality education to all sections of society. But its maximum focus is to recognize, encourage the economically weaker section of students by rendering financial support in the form of fee concession, providing scholarships to those students and to carve the great laurels.

- To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies.

- The institution aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.

- The institute has played an important role in campus-community connection and welfare of its neighbourhood by initiating a number of community development activities such as voluntary financial contribution during recovery of natural calamities Organizing regular blood donation camps and blood donation on life saving emergency call.
- Organizing NSS camps

Output

The output of the participation in the various socially relevant activities have resulted in spreading awareness in the institution and motivating students for social upliftment.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- Institution aims at marching towards excellence in creating manpower with best degree of intellectual, professional and cultural development to meet the national and global challenges.
- The institution is focusing to promote awareness towards

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The Institution has forged constructive relations with many local institutions enabling the smooth conduct of outreach and extension activities. The details are as below:

- Students' Health home.
- St.John's Ambulance.
- Indian Red Cross Society.
- Bengal Tuberculosis Association.
- Alokendu Bodh Niketan, Anuradha Unit.
- SVS Marwari Hospital.
- Various Local Schools.

Besides the College is the Head Quarter of District III of NSS under the University of Calcutta. The following are the Colleges that act for the extension activities under District III

1. Calcutta Girls' College.
2. Presidency College(discontinued from the time it became Presidency University).
3. Lady Brabourne College.
4. Goenka College of Commerce.
5. City College of Commerce and Business Administration.
6. Awareness on environment protection, legal issues has been carried out.
7. Seminars, Individual discussions are held to solve these problems.

In future our institution would plan to take initiatives to make alert the students about social and health problems like female feticide, dowry system etc.

3.6.10 Give details of awards received by the institution for extension activities and contributions to the social/community development during the last four years.

The institution has a very active NSS unit which works vigorously throughout the year and organizes programmes on a regular basis under the able guidance of programme officer.

- The unit has won the best Programme Officer Award in 2012 – 2013.
- It was recognized as the best NSS District III in 2010 – 2011.
- On Special Camping Programmes in 2011 – 2012.
- It has also won the Best Volunteer Award in the session 2012 – 2013.

The institution has made valuable contribution to social and community development through its extension and outreach activities. It has successfully spread the message of AIDS and Thalassaemia Awareness among its students and the local slums. It has also served the underprivileged by offering knowledge-based services for the benefit of them.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutions and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The institution interacts with a number of universities through the teachers. The faculties get training for research with these universities and they undergo doctoral research in these research establishments and this leads to academic cooperation between them and our institutions.

The numerous UGC sponsored seminars, workshops and other academic events the department organise, also pave way for collaborative interactions with a number of research establishments in the country.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of institution

There are no MOUs or official collaborative arrangements of the College with Institutions of national importance/ other universities/ industries or corporate entities. However, the faculties on their part as well as the Departments interact frequently with other research institutes in order to enrich themselves academically through exchange of new ideas and thoughts in their respective subjects. Some of the institutes which are accessed by the faculty of various Departments are listed below

List of Institutes Accessed by Different Departments and students:

Institute of Historical Studies; Corpus Research Institute; University of Calcutta Departments of Bengali, English, Education, History, Geography, Commerce; British Council Library; Loreto College; WBVBDA, N.R.S. Medical College, R.G. Kar Medical College for Blood Donation Camp; Institute of Haematology and Transfusion Medicine for Thalassaemia screening camp.

The outcome of such collaborative activities with student involvement has resulted in academic, social and cultural exposure.

3.7.3 Give details (if any) on the industry -institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institutions viz laboratories/library/new technology/placement services etc.

The industry- institution- community interactions have not contributed to the establishment/ creation/ up gradation of academic facilities, student and staff support or infrastructure facilities of the Institution as the College did not

possess the science departments till the beginning of its inception. However, the exchange of new ideas and thoughts by the faculty as a result of the interactions get disseminated among the students leading to overall knowledge up gradation.

3.7.4 Highlight the names of eminent scientists/participants, who contributed to the events, provide details of national and international conferences organized by the College during the last four years

The English Department of our college in collaboration with Victoria Institution (College) organized a National Seminar on Women's Voices: Heard Voices and those Unheard- Elizabethan and Jacobian Theatre in December 2015.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated

Twinning is approved by the affiliating University and we have established linkages with several institutions, the details are given as below –

- Curriculum Development: We have linkages with University of Calcutta.
- Extension: The institution has a well-built linkage with local Self Government, Government of West Bengal, Municipal Corporation, Students' Health Home, Bengal Tuberculosis Association, St. John's Ambulance, and Red Cross Society.

3.7.6 Detail on the systematic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations. Any other relevant information regarding Research, Consultancy and Extension which the College would like to include

The strategic management of the institute – industry linkage is a matter of faculty interest and dynamics.

The College has linkages in curricular aspects, in extension activities and for research funding. But has not established any linkages / collaborations in exchange of academic expertise and research activities.
The departments try to forge collaboration links with other institutions in the field of research and faculty development.

Any Other:

- Most of the departments have organised academic programmes using the above links. Our Career Counselling Cell keeps continuous contact with Indian Institute of Psychometry, Kolkata.
- A few Faculty members act as Examiners of PG studies and Paper Setters in the University of Calcutta, Presidency University, UG Board of Studies (Hindi) in Sidhu Kanho Birsa University,
- A few of the Faculty members offered administrative guidance to other institutions as members of their Governing Body.
- A few of the Faculty members act as examiners, members of interview board of competitive examinations conducted by School Service Commission.

Annexure I

Department of Education

Articles Published by Dr. Bipasha Sinha

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of Journal	Month, Year, Pag	ISSN
1.	Gender Inequality in Indian education: Hindrance to Inclusive growth.	-	-	-	-	National	Towards Excellence, Journal of Higher Education	Vol.3 , No.1, March, 2011, pp 6-9.	ISSN:0974-035X
2.	Value Dynamics and Value Education.	-	-	√	-	National	Journal of Education and Develop-ment	Vol.2, No.3. June 2012, pp. 228-236.	ISSN 2248-9703.
3.	Value Priorities and well-being: Implications for value-oriented education'.	CABELL, PsyINFO, ERIC, Host Copernicus	Ulrich, Indian Citation Index	√	-	International	Educatio-nal Quest	Vol.3, Sept II, 2012, pp 129-134.	ISSN: 2230-7311.
4.	Sustainable Development and Education	-	-	√	-	International	Journal of Educational Techno-logy	Vol.1, Issue II, 2012, pp 21-27.	ISSN: 2278-232X.

	of Women in India.								
5.	**Relationship between Compulsive Use of Internet and Some Personality Characteristics of College Students.**	**-**	**Index Copernicus,**	√	**6.89**	**International**	**Quest International Multidisciplinary Research Journal**	**Vol.1, Issue2, Dec, 2012, pp. 146-150.**	**ISSN: 2278-4497.**
6.	**Cross-Cultural Adjustment of Indian Students in Canada.**	**-**	**Index Copernicus**	√	**5.93**	**International**	**Research Expo**	**Vol.1, Issue.2, Dec, 2012, pp 1-6.**	**ISSN: 2250-1630.**
7.	**Exploring the Relationship between Test Anxiety and Academic Achievement of Adolescent Students.**	**-**	**-**	√	**-**	**National**	**Edulight**	**Vol. 2, Issue. 3. May 2013.**	**ISSN-2278-9545.**
8.	**Gandhi's philosophy of ahimsa and its role in education'.**	**-**	**-**	√	**-**	**National**	**Journal of Education, Research & Develop-ment**	**Vol.1, No.1. June 2013, pp. 15-19.**	**ISSN 2321-5313.**
9.	**Perception of Academic Expectations of Parents among High School Boys and Girls and their Psychological Consequences.**	**Ulrich's Periodicals Directory, ProQuest.** **U.S.A.**	**Index Copernicus**	√	**3.318**	**International**	**International Journal of Multidis-ciplinary Educat-ional Research**	**Vol.1, Issue.2, January, 2013, pp.1-13.**	**ISSN: 2277-7881.**
10.	**A Study of Environmental Awareness and Ecological Behaviour among female**	**-**	**-**	√	**-**	**International**	**Educatio-nal Perspecti-ves**	**Vol. I, Issue I, 2013, pp. 41-50.**	**ISSN:2278-8433**

	B.Ed Students.								
11.	**Blowing the Whistle: Sexual Harassment and Redressal Among Female University Students in India.**	**-**	**Open Academic Journals Index**	√	**-**	**International**	**Learning Commu-nity**	**Vol. 4, No.1, March, 2013, pp. 13-17.**	**P ISSN :0976-3201**
12.	**Perception of stressful life events and coping strategies of depressed and non-depressed persons.**	**-**	**Index Copernicus**	√	**5.56**	**International**	**Global Academic Research Journal.**	**Vol. 11, Issue 4, Ap 2014, pp.37-43**	**ISSN: 2347-3592.**
13.	**The feasibility and fallacies of internationalization of Higher Education in India.**	**Google Scholar, Research Bible**	**Internat-ional Scien-tific Indexing**	√		**International**	**Asia Pacific Journal of Education, Arts and Sciences. Philippines.**	**Vol. I, No.3, July, 2014.pp. 7-11.**	**PISSN 2362-8022/ E-ISSN 2362-8030.**
14.	**Challenges to democracy in the wake of gender inequity in education.**	**-**	**Open Academic Journals Index**	√	**-**	**International**	**EDU-QUEST**	**Vol.3, Issue-II, July-Dec, 2014. Pp 24-35.**	**ISSN 2277-3614**
15.	**Happiness, Wellbeing, Gross National Happiness and Sustainability Education'.**	**J-Gate, Ulrich's Web, Academic Journals Database, Electronic Journals Library.**	**Index Copern-icus**	√	**3.4546**	**International**	**European Academic Research Journal**	**Volume 2, Issue 7, 2014. Pp 9883-9896.**	**ISSN 2286-4822**
16.	**Exploring the relationship between substance abuse and**	**Ulrich's Periodicals Directory,**	**Index Copernicus**	√	**5.16**	**International**	**International Journal of MultidisciplinaryEducational Research,**	**Volume 4, Issue 3(1), 2015.**	**ISSN: 2277-7881.**

	anxiety among Adolescents in Kolkata.	ProQuest. U.S.A.						Pp 60-72	
17.	Radhakrishnan on Human Values in Higher Education	-	-	-	-	National	University News	Vol.53.No.10, March, 2015. Pp22-25	ISSN-0566-2257
18.	Factors related to psychological well-being among engineering, medical and general male students	-	Index Copernicus,	√	5.93	International	Research Expo	Vol-5, Issue-8, 2015. pp.6-16	ISSN-2250-1630

Book Publication by Dr. Bipasha Sinha

Sl. No	Name of Book	Publisher and Place	ISBN No.
1.	Sexual Harassment of Female University Students in India. (2013)	LAP LAMBERTAcademic Publishing, Germany.	(ISBN 978-3-659-34802-0)

Book Chapters of Dr.Bipasha Sinha

Sl. No	Name of Book	Chapter in Book	Publisher and Place	ISBN No.
1.	In, in Goswami Banibrata (ed), Homage to Tagore, (2011)	Tagore as Educator, (pp. 240-250).	Council for Ms Academic, Kalyani	ISBN 978-81-921697-1-2
2.	Thoughts and Ideas of Swami Vivekananda on Education: Proceedings of International Seminar. (2013)	Swami Vivekananda on Women's Education: His Vision and Legacy. (pp.52-62)	University of Kalyani, Kalyani	ISBN 978-81-924088-0-4
3.	In Ravindra Kumar (ed), Swami Vivekananda: The Man and His Mission. (2013)	Swami Vivekananda as an educationist and a nationalist. (pp133-146).	Sridhar University, Pilani, Rajasthan.	ISBN : 81-928008-0-6
4.	Environment and its Impact on Society: Book of Papers and Conference Proceedings (2013)	Green Human Resources: An effort towards Environment Sustainability. (pp 346-351)	J.D.Birla Institute, Kolkata	ISBN: 978-93-5126-892-5
5.	In Ranjana Banerjee, Neeta Dang and Debika Guha (Ed),	The importance of value for well-being in education'. (pp 166-176).	Loreto College, Calcutta in collaboration with	ISBN: 978-93-

	Dynamics of Values Dynamics of Values (2013).		**Levant Books, Kolkata.**	**80663-79-1**
6.	**Education as a right across levels: Challenges, Opportunities and strategies. (2014)**	**Challenges in Higher Education with special reference to University of Calcutta (pp 869-977).**	**Viva Books Private Limited, New Delhi**	**ISBN 978-81-309-2742-8**
7.	**In Devika Guha (Ed) Challenges and Opportunities in Education.(2014)**	**Challenges to Education: Gender Sensitization among College students on the Rising Crimes Against Women. (pp 262-271).**	**Loreto College, Calcutta in collaboration with Levant Books, Kolkata.**	**ISBN: 978-93-84106-03-4**

Publications of Prof.Anupriya Basu:

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of Journal	Month, Year, Page	ISSN No.
1.	**Mixed ability grouping on academic achievement of the slow learners studying in KMCP Schools**					**National**	**Inclusive Education : Policy, Practice and Prospects**	**2015 Pg No. 43-54**	**978-93-5207-122-7**
2.	**Exploring the relationship between substance abuse and anxiety among Adolescents in Kolkata.**	**Ulrich's Periodicals Directory, ProQuest. U.S.A.**	**Index Copern-icus**	√	**5.16**	**International**	**Internat-ional Journal of Multidis-ciplinary Educat-ional Research,**	**Volume 4, Issue 3(1), 2015. Pp 60-72**	**ISSN: 2277-7881.**

Department of English

Publications of Prof. Shyamali Dasgupta

Sl.	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of Journal	Month Year, Page No.	ISSN No.
1.	On Reading "Streer Patra" : Mrinal's letter to her husband'	Ulrichs Web Global Serial Directory, Universia Biblioteca.Ne	MLA International Directory, 2010.Google Scholar, J-Gate, Research Gate	√	-	International	'Rupkatha' Journal on Interdisciplinary Studies in Humanities	Jan 2011 pp. 588-595	ISSN 0975-2935
2.	'The changing Image of the Modern African Woman in Ama Ata Aidoo's Novel "Changes: A Love Story"			√		International	'MS Academic'	May 2011 pp. 16-22	ISSN: 2229-6484
3.	'Rabindranath Tagore and the Partition of			√		International	'Panchakot Essays'	Dec 2011	ISSN:

	Bengal: An Overview'							**pp. 76-80**	**0976 - 4968**
4.	**'Tagore's Critique of Imperialism and Nationalism : A Re-appraisal in the Modern Day Context'**		**Literary Reference Centre Plus - EBSCO HOST, USA**	√		**International**	**'Labyrinth'**	**July 2012 pp. 160-168**	**ISSN: 0976 - 0814**
5.	**'The Girl Child in Two Short Stories of Tagore'**					**International**	**'MS Academic'**	**Aug 2013 pp. 81-86**	**ISSN: 2229 - 6484**
6.	**'A reading of Tagore's 'Khata' Against the Backdrop of the Age'**	**Ulrich's Periodicals Directory, ProQuest USA.**		√	**2.972**	**International**	**International Journal of Multidisciplinary Educational Research**	**Oct 2013 pp. 28-39**	**ISSN: 2277 - 7881**
7.	**'English Language Teaching and Applied Linguistics: An Appraisal'**					**International**	**'MS Academic'**	**Jan 2014 pp. 61-68**	**ISSN: 2229 - 6484**
8.	**'The challenges of Translating Across Cultures'**		**Literary Reference Centre Plus - EBSCO HOST, USA**			**International**	**'Labyrinth'**	**Jan 2014 pp. 128-134**	**ISSN: 0976 - 0814**
9.	**'The Efficacy of Communicative English Language Teaching: An Appraisal'**		**Literary Reference Centre Plus - EBSCO HOST, USA**			**International**	**'Labyrinth'**	**July 2014 pp. 80-87**	**ISSN: 0976 - 0814**
10	**'The Chenchu Tribes of Andhra Pradesh'**					**International**	**'MS Academic'**	**Aug 2014 pp. 44-48**	**ISSN: 2229 - 6484**
11	**'A Reading of Tagore's**					**International**	**'MS Academic'**	**Feb 2015**	**ISSN:**

	“ Ghater Katha” ’							**pp. 103-107**	**2229 - 6484**

Department of Geography

Publications of Dr.Chandana Das

Sl. No	**Title**	**International Database**	**Citation Index**	**Peer Reviewed**	**Impact Factor**	**National/ International**	**Name of Journal**	**Month, Year, Page No**	**ISSN No.**
01	**Water Budget in Water Management – A Case Study of Jhargram, West Medinipur**					**National**	**Indian Journal of Landscape Systems and Ecological Studies**	**Dec, 2013 pp-114-119**	**O971-4170**
02	**Past Climate to Greenhouse Planet and West Bengal Scenario**			**Peer Reviewed**	**2.735**	**International**	**IJMR**	**May 2014 60-69**	**2277-7881**
03	**Degraded Land of the Western Medinipur Upland**			**Peer Reviewed**	**6.89**	**International**	**Quest**	**March 2015 86, 92**	**22784497**

Department of Hindi

Publications of Prof. Madhulata Gupta

Book Publication

Sl. No	Name of Book	Chapter in Book	Publisher and Place	ISBN No.
1	Rabindra ki kahaaniyaan dus naariyaan	----(2011)	Sata Sahitya Mandal, Kolkata	ISBN-978-81-7309-586-3
2	Rabindra aur Hindi Saahitya	---(2012)	Anand Prakashan,Kolkata	ISBN-978-81-88904-39-6
3	Nagarjun Vividh aayam	----(2012)	Anand Prakashan,Kolkata	ISBN-978-81-923645-2-0
4	Sanchayan: Nibandh evam Anya Vidhayen	2012	do	ISBN-978-93-80332-40-6
5	Tulsidas aur Bhanubhakt:Samajik aur sanskritik paridrishya	2012	do	ISBN-81-87964-15-4

Publications of Dr. Indira Chakrabarty

Book Publication

Sl. No	Name of Book	Chapter in Book	Publisher and Place	ISBN No.
1	Stri Kataha –Adhunik Aur Asmita	----(2011)	Astha Prakashan,Kolkata	ISBN-978-81-908796-2-0
2	Kshitij	---(2011)	Manav Prakashan,Kolkata	ISBN-978-93-80332-21-5
3	Stree Lekhani : Stree Dishti	----(2013)	Manav Prakashan,Kolkata	ISBN-978-93-80332-57-4
4	Apne Apne Agnayaye	Kranti dharma kahanikaar Agnyaye (2014)	do	ISBN-978-93-80332-40-6

Publications of Dr. Vivek Singh

Articles Published:

Sl. No	Title	National/ International	Name of Journal	Month, Year, Pa No.	ISSN No.
1	Udai Prakash ke katha sansaar mein Nav Aupniveshik sarokaar	National	"Vidyasagar Vartika"Refreed Journal of Vidyasagar University	2014-15 Page-106-112	2349-168X
2	Pichli Peedhee aur Vartamaan saahitya(Sandarbh: Rehan Par Ragghu)	National	Parivesh,Moradabaad	July-Dec 2010	----

Book Publication

Sl. No	Name of Book	Chapter in Book	Publisher and Place	ISBN No.
1	Apne Apne Agnayaye	Apne Apne Ajnabi : Mrityu ka AAkhyaan(2013)	Manaav Prakaashan,Kolkata	(ISBN: 93-60332-40-8)
2	Dharmayuga aur Hindi Patrakaarita(Thesis published as book)	--(2014)	Manaav Prakaashan,Kolkata	ISBN: 93-80332-59-9

Publications of Prof. Suchita Kujur

Articles Published:

Sl. No	Title	National/ International	Name of Journal	Month, Year, Pa No.	ISBN No.
1	Lokgeeton ka sandarbh aur sanchipt parichay	National	Lokman	2012	978-93-81554-23-4
2.	Uttar Bangal aur Adivasi-Asmita	National	Adivasi-Sahitya	April-June 2016	ISSN 2394-689X

Department of History

Publication of Dr. Uma Chakraborty

Book Publication

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	Slices of the Past, Vol. I, (Ed) Prof. Gautam Basu and Prof. Anasua Bagchi	Bengal School of Art – A Historical Overview	2013	978-81-925711-9-5

Publications of Dr. Basupurna Mukherjee

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of the Journal	Month Year Page no	ISSN No.
1	Woodcut Print – Nineteenth Century Urban Art of Calcutta			Yes		International	The Quarterly Review of Historical Studies	Volume LIII. No. 1 & 2, 2013	0033-5800
2	A Brief History of Bengali Drama – Nineteenth and Early Twentieth Century			Yes		International	International Peer Reviewed Journal of Social Sciences	2014	2249-6637
3	Urbanisation and Aristocracy of Calcutta: Nineteenth and Twentieth Century			Yes		International	International Journal of Multidisciplinary Educational Research	2013	2277-7881
4	Religion, Religious Conflicts and World Peace			Yes		International	Culture and Quest: An Intercultural Exchange	2010	

Book Publication

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	The Lost Art – The Growth, Development and Decline of Woodcut Print in Calcutta		Sreejoni, a branch of K.P. Bagchi and Co.	In Press
2	Slices of the Past, Vol. I, (Ed) Prof. Gautam Basu and Prof. Anasua Bagchi	Facets of Woodcut Prints in Nineteenth and Twentieth Century, Calcutta	2013	978-81-925711-9-5
3	Frestchrist Volume in Honour of S. P. Verma	Woodcut Prints – Nineteenth Century Urban Art of Calcutta	Aligarh University	In Press
4	Proceedings of Indian History Congress	Rabindranath and the Urban Visual Art of Woodcut Prints	Aligarh University, Jawaharlal Nehru University	
5	Sri Aurobindo: A Revolutionary and Yogi	Sri Aurobindo and Pan-Asianism	Sabitri College and Corpus Research Institute	

Publications of Dr. Shinjini Gan Choudhury

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of the Journal	Month Year Page no	ISSN No.
1	The Lyrical Journey of Uma's Womanhood through the Eyes of Bengali Poets			Yes		National	Quarterly Review of the Historical Studies	2013	0033-5800
2	The Icon of Durga in Pre Colonial and Colonial India: An Expression of Time, Place and Condition			Yes	2.972	International	IJMER (Internal Journal of Multidisciplinary Educational Research)	2013	2277-7881
3	The Politics behind Durga Puja in 18th Century Kolkata:			Yes		National	Sucharitha	2013	2319-4235

	A Historical Analysis								
4	**Secularism in Indian Plural Society: The Case of Durga Puja**			**Yes**	**2.972**	**International**	**IJMER (Internal Journal of Multidisciplinary Educational Research)**	**2013**	**2277-7881**

Book Publication

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	**Slices of the Past Vol. I (ed) Gautam Basu and Anasua Bagchi**	**Fun, Frolic and Amusement in Bengali Society on Durga Puja: An Encounter with the Changes**	**2013**	**978-81-925711-9-5**
2	**Slices of the Past Vol. II (ed) Gautam Basu and Shinjini Gan Choudhury**	**A Reflection of Death Penalty in Ancient India – A Historical Overview**	**2014**	**978-81-925711-9-5**

Department of Philosophy

Publications of Prof.Mousumi Das

Articles Published:

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National / International	Name of Journal	Month, Yea Page No.	ISSN No.
1	Justifying the Non-Cooperation Movement: The Tagore Gandhi Debate	Ulrich's Periodicals Directory@Pro.Quest USA	Copernicus Index	YES		International	International Journal of Multidisciplinary Education Research	Volume 2, ISSUE 5(2) April 2013	ISSN: 2277-7881
2	Indian View of Peace and Development Leading to Global Harmony and Unity			YES		International	International Organization of Scientific Research Journal of Humanities and Social Science	Vol.19.APRIL 2013	
3	Gandhi's philosophy of ahimsa and its role in education			YES		NATIONAL	Journal of Education Research and Development	VOL.1,NO 1,JUNE 2013 pp.15-19	ISSN 2321-5313

Department of Political Science

Publications of Dr. Debarati Sen

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of the Journal	Month Year Page no	ISSN No.
1	Asserting Caste Identities in Coalition Politics: An Analysis of Uttar Pradesh					International	International Journal of Multi-Disciplinary Educational Research Vol 2, Issue 7(2)	June 2013, 173 - 182	22777881
2	The Changing Role of Dams in Water Resource Management in India – A Critical Review of the Narmada Valley Development Project					National	Journal of a UGC sponsored National Level Multi-Disciplinary Seminar on 'Water Resource Management: Society and Sustainability' organised by Sovarani Memorial College in Collaboration with Pravu Jagatbandhu College, Andul Howrah		

Book Publication

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	Towards an Inclusive Society: Understanding the Role of Education and Citizenship in the Indian Context. Edicted by: Nabanita Sen, Alefia Tundawala and Arjun Sengupta	Chapter on "Development Induced Displacement Model – A Challenge to Human Rights and Human Needs in the Indian Context"	Rachayita, Kolkata	978-93-82549-14-7

Publications of Prof. Maitrayee Guha

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of the Journal	Month Year Page no	ISSN No.
1	The Right to Vote: Refugees in India					National	JAIR Journal of International Relations	Volume 1, June 2014	23487496
2	Forced Migration of Tamils: India Versus Sri Lanka					International	India Quarterly	March 2015	09749284

Book Publication:

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	Political Sociology	Political Participation	Setu Prakashani, Kolkata, April 2015	978-93-80677-71-2
2	Political Economy of India's North East Border, (ed) Sreeradha Dutta and Sayantani Sen Mazumdar	The Impact of Undocumented Migration: Focus North-East India	MAKAIAS and Pentagon Press, Kolkata, New Delhi, 2015	978-81-8274-822-4

Publications of Prof. Simonti Banerjee

Book Publication:

Sl. No.	Name of the Book	Chapter in the Book	Publisher and Place	ISBN No.
1	Bharoter Rajnoitik Andolon (1885 – 1947)	Many Chapters	Progressive Publishers, 2011	81-89846-10-8

Publications of Prof. Soumi Neogy

Sl. No	Title	International Database	Citation Index	Peer Reviewed	Impact Factor	National/ International	Name of the Journal	Month Year Page no	ISSN No.

1	Change in West Bengal's Nomenclature			Yes		Internatio nal	International Journal Multidisciplinary Education Researches	Volume 2	2277-7881

Department of Commerce

Publications of Prof. Lutfan Nesha

Publication of Book -

Sl. No.	Title with page no.	Type of Book & Author-Ship	Publisher & ISSN/ISBN No. (I. International II. National III. Regional)	Whether peer reviewed	No. of co-author
1	Basic Concepts of Financial Management (August, 2012)	Text Book	ABS Publishing House(National) ISBN: 978-81-921289-3-1	N.A.	2

Publication of Articles -

Sl. No.	Title with page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed ImpactFactor, if any	No. of co-author	Whether you are the main author
1	Chit Fund - A Saving and Borrowing Vehicle of the Poor(pg. No.106 - 118)	International Journal of Multidisciplinary Educational Research Volume 3, Issue 6(1) June, 2014	ISSN NO. 2277-7881	Peer reviewed Impact Factor: 2.735	N.A.	Yes
2	Financial Literacy & Education - A Present Need for Every Individual (pg .no. 85 - 91)	Vignettes of Research. Vol -II, Issue - III, Section – II Jul-14	ISSN No. 2320 - 1797	Peer reviewed Impact Factor: 4.67	N.A.	yes

3	**Financial Incursion in India - A Long Road Ahead (pg .no. 77 - 85)**	**Quest Vol - IV, Issue - III, Section – II March, 2015**	**ISSN No. 2278 - 4497**	**Peer reviewed Impact Factor: 6.89**	**1**	**Yes**

CRITERION IV: INFRASTUCTURE AND LEARNING RESOURCES

The College provides a number of infrastructure and other facilities to the students from the very date of the session, for example, a well-equipped library, UGC Network Resource Centre, Grievance Redressal Cell, Co and Extra-curricular activities. The College adopts several measures to secure bright future for the students.

4.1 **Physical Facilities:**

4.1.1 ***What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?***

The Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment. Over the last four years the infrastructure of the institution has been upgraded. State-of-the-art technology is made available in most of the classrooms.

4.1.2 ***Detail the facilities available for:***

a) Curricular and Co-Curricular activities- Classrooms, Technology enabled learning spaces, Seminar halls, Tutorial spaces, Laboratories, Botanical gardens, Animal house, Specialized facilities, and equipment for teaching-learning and research, etc.

b) Extra-curricular activities- Sports, Outdoor and Indoor games, Gymnasium, Auditorium, NSS, NCC, Cultural activities, Public speaking , Communication skills development, Yoga, Health and hygiene , etc.

The Institution has adequate psychical facilities which are augmented from time to time for conducting curricular, co- curricular and extra-curricular activities efficiently.

a. Curricular and Co-curricular activities-

- Classroom- All the classrooms have been renovated . There is power backup and provision of wireless micro-phones in the bigger classrooms.
- Technology enabled learning spaces- Technology – enable learning spaces have been created with the installation of LED TV sets in Room number: 7&22 for the Department of English and Hindi respectively. Power-point presentation, as also audio-visual screening of films related to the Honours Course work, is done in these new spaces.
- Seminar hall- Big classrooms with projectors and other audio-visual facilities are used as seminar halls. At present, the Institution has five seminar halls.
- Tutorial spaces- Classrooms are used for tutorials and remedial coaching after regular classes for weaker students.
- Laboratories- There are two computer laboratories for the Department of Commerce.
- Botanical garden- The College does not have a botanical garden. However, the small enclose with a few plants by the entrance is an endeavour towards environmental awareness. The plants are looked after and watered by a gardener appointed by the management. The second floor of the College has a green zone.
- Special facilities- Provisions of wheel chair and elevator are made available for the physically challenged students.
- Equipment for teaching-learning and research- These include projectors, LED TV sets, computer with the internet and Wi-Fi facilities in the different departments, etc.

b. Extra-Curricular activities-
    - The College encourages extra-curricular activities through systematic programmes for student participation in sports and games, both outdoor and indoor. The provision of a small auditorium facilitates the execution of several programmes within the premise itself.
    - There is a dedicated Games Room on the third floor of the College building, which also acts as the Students' Common Room.
    - A permanent room is used for career-counselling of the students.
    - A medical room with adequate facilities is available for students. Doctor C.C Paan, a local general physician is available for health check-ups and in cases of emergency.

- All the students of the Colleges are entitled to enjoy Student Health Home services through a systematized membership of the students' Health Home, run by the Government of West Bengal.
- The National Social Service (NSS) unit in the College has been functional since 2009. NSS Camps and other social service activities are carried out regularly. In the year 2009-10 the College was acknowledged as the headquarters for the District III and was awarded the best NSS District trophy.

4.1.3. ***How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years(Enclose the master plan of the institution/ campus and indicate the existing physical infrastructure and the future plan expansion, if any)***

- The physical facilities of the institution are used for the regular UG courses from 7:30am to 1:00 pm.
- Many of the class rooms are equipped with inter-active projectors.
- The entire campus is fully Wi-Fi enabled. Teachers can avail this facility in their staffrooms, departments and laboratories. Students can also use this facility in their departmental rooms and laboratories.
- University examinations are held round the year.
- The College is a zonal distribution centre for many subjects.
- Expansion of Room No.30 on the top floor has been done to accommodate the growing student strength.
- Room No.5 &16 on the first and second floor respectively are upgraded with better facilities.
- The auditorium is used all round the year for all types of academic, cultural and extra-curricular activities.
- LED TV sets have been installed in Room No.7&22. Power – point presentation.
- Audio-visual screening of films related to the course work for the departments of English and Hindi Honours respectively.
- The terrace is coveted space for the students looking for free movements.

4.1.4. ***How does the institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?***

- The institution has arrangements to take care of the basic necessities of differently able students.
- There is an elevator which can be used by them.
- There is wheel chair and also attendants on call.

4.1.5. ***Give details on the residential facility and various provisions available within them.***

The College does not have residential facilities for the students.

4.1.6. ***What are the provisions made available to students and staff in terms of healthcare on the campus and off the campus?***

- The College has a medical room with basic medical facilities.
- A local general physician is available for health check-ups and in case of emergency.
- First-aid box with basic medicines is in place for students and staff.
- The NSS unit conducts various health awareness programmes.
- All the students of the College are entitled to enjoy 'Students Health Home' services through a systematized membership of the Student Health Home, run by the Government of West Bengal.

4.1.7. ***Give details of the Common Facilities available on the campus-Spaces for special units like IQAC, Grievance redressal unit, Women's cell, Counselling and Career guidance, Placement unit, Health centre, Canteen, Recreational spaces for staff and students, Safe drinking water facility, Auditorium, etc.***

The College provides spaces in the campus for special units, for example

- IQAC- At present the College has 20 members in IQAC looking after various academic and co-curricular activities.
- An air-conditioned Counselling and Career Guidance Cell.
- Women's cell.
- Canteen-with provision for steamed, baked and fried stuff at subsidized rate.
- Safe drinking water- Ensured by the installation of 5 Aquaguard water purifier machines and also a cold drinking water machine.

- The staff room is provided with a refrigerator.
- The auditorium and the terrace are two recreational places for the staff and students.
- 8 CCTV Cameras are installed throughout the campus for constant surveillance.

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Library as a Learning resource:

4.2.1 Does the Library have an Advisory Committee?

Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library student/ user friendly?

The College library has an Advisory Committee with the two Librarians, and the H.O.D s of all the faculties as the enlisted members and a Convenor.

Initiatives implemented in the last four years: These includes-

1) Increase in the number of books and periodicals.
2) Weeding out of obsolete and damaged books to increase shelf space.
3) Membership of n-list programme of INFLIBNET.

4.2.2 Provide details of the following:

Total area of library
123'-3'' x70'-10'
Total seating capacity-70
Working hours (on working days, on holidays, before examination days, during vacation)
The regular working hours for the library is 5hours and 30 minutes, from 7-30am- 1 o'clock. During the summer vacation the library remains open and the working hours remain the same. The library enjoys a vacation for 26 days.
Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
There is a lounge area in the library for relaxed reading.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Books are purchased according to the requirement of the syllabus and students' demand. Publisher's catalogues are given to respective subject teachers for recommendation. The librarians keep a record of the purchases, ensuring complete utilization of the UGC Grant for the purpose.

Library holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text Books	128	34,229	168	48,780	241	69,218	65	21,518
Reference Books	192	43,452	135	41,203	222	72,255	172	51,889
Journal/ Periodical	8	7123	8	7385	8	8022	8	8022
e-resources								
Any other (specify) (Question papers, scroller etc)	34	4848	39	7980	47	11,770	39	11,410

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection.

OPAC

Electronic Resource Management package for e-journals Federated searching tools to search articles in multiple databases.

Library Website

In house/ remote access to e-publications

Library automation

Total number of computers for public access

Total number of printers for public access

Internet band width/speed ----2 mbps------10 mbps-------1 GB

Institutional Repository

Content management system for e-learning

Participation in Resource sharing networks/ consortia (like INFLIBNET)

Since the library is not fully automated, the above mentioned tools are not available. However, very recently, the library has taken membership of n-list programme of INFLIBNET.

4.2.5 Provide details on the following items:

Average number of work-ins-65

Average number of books issued/ returned-45

Ratio of library books to student enrolled – 50:1

Average number of books added during last three years-334

Average number of login to OPAC- NA

Average number of login to e-resources-NA

Average number of e-resources downloaded/printed- NA

Details of "weeding out" of books and others materials-

The decision of "weeding out" of obsolete and damaged books is taken by the Library Advisory Committee. The practice is carried out by the cooperative efforts of the library staff and teachers.

4.2.6 Give details of the specialized services provided by the library-

Manuscripts-NA

Reference- Available on request. The College reading room and reference section are the same.

Reprography-NA

ILL (Inter Library Loan Service)- NA

Information deployment and notification- through the library notice board, brochure of seminars and workshops, book jackets of newly added books, information related to different courses etc. are displayed.

Downloaded-NA

Printing- NA

Reading list / Bibliography compilation- NA

User Orientation and awareness –NA

Assistance in searching Databases- The library has recently taken membership of n-list programme of INFLIBNET. The librarian provides personal assistance to students and staff in searching databases.

INFLIBNET/IUC facilities-Recently INFLIBNET N-List facility is made available in the library.

4.2.7 Enumerates on the support provided by the Library staff to the students and teachers of the College.

The library staffs provide ready assistance to the students and teachers in searching books. Facility of book reservation is also available.

4.2.8 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.

At present, special facilities for visually/ physically challenged persons are not available in the library. However, lift and wheel chair are available, which can be used in case of need.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. What strategies are deployed by the library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?

The library gets formal feedback from feedback from the teaching staff via Library Committee meeting proceedings recorded in the Minute Book of the committee. The feedback is informally analyzed and used for improving library services. The suggestions or complaints regarding the library from the students are available from the suggestion box kept in the College premises. The

suggestions made by the students are communicated to the Teacher-in-charge for suitable action.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

-Number of computers with Configuration (provide actual number with exact configuration of each available system)
Computer-student ratio
Stand-alone facility
LAN facility
Wifi facility
Licensed software
Number of nodes/computers with internet facility
Any other

4.3.1 **Hardware Details**

9 nos,Configuration- Intel(R) ATOM(TM) CPU 230@ 1.60GHz 1.60 GHz, 2 GB RAM,500 GB HDD, Frontech Keyboard, Logitech Mouse, Samsung 21.5" Monitor, Frontech UPS, Odyssey Cabinet, DVD RW

9 nos,Configuration- Intel(R) Pentium(R) CPU G2020@ 2.90GHz 2.90 GHz, 4 GB RAM, 500 GB HDD, Logitech Keyboard, Logitech Mouse, Samsung 21.5" Monitor, FrontechUPS, iBall Cabinet, DVD RW

7 nos,Configuration- Intel(R) ATOM(TM) CPU D425@ 1.80GHz 1.80 GHz, 2 GB RAM, 500 GB HDD, Logitech Keyboard, Logitech Mouse, Samsung 21.5" Monitor, Numeric UPS, iBall Cabinet, DVD RW

3 no, Configuration- Intel(R) Pentium(R) CPU G2010@ 2.80GHz 2.80 GHz,2 GB RAM, 500 GB HDD, Logitech Keyboard, Logitech Mouse, Samsung 18" Monitor, Frontech UPS, Samsung Cabinet , DVD RW

1 no, Configuration- Intel(R) Pentium(R) CPU G2010@ 2.80GHz 2.80 GHz,2 GB RAM, 500 GB HDD Odyssey Keyboard, Logitech Mouse, LG 18" Monitor, Frontech UPS, Samsung Cabinet, DVD RW

2 no, Configuration- Pentium(R)Dual Core CPU E6600@ 3.06GHz 3.06 GHz,2 GB RAM, 500 GB HDD ,Frontech Keyboard, Beetel Mouse, Mercury 18" Monitor, Frontech UPS, Crypton Cabinet, DVD RW

1 no, Configuration- Intel(R) Core(TM) 2 Duo CPU E7500@ 2.93 GHz, 2.93GHz, 2 GB RAM, 500 GB HDD Logitech Keyboard, Logitech Mouse, Samsung 21.5" Monitor , iBall Cabinet, DVD RW

1 no, Configuration- Intel(R) Core(TM)i3-3220CPU@3.30 GHz 3.30GHz , 4 GB RAM, 500 GB HDD Odyssey Keyboard, Frontech Mouse , AOC 21.5" Monitor ,Samsung Cabinet, Samsung DVD RW,HPLaser Printer and Scanner.

1 no, Configuration- Intel(R) Core(TM) 2 Duo CPU E7400@ 2.80 GHz, 2.80GHz, 2 GB RAM, 500 GB HDD, Logitech Keyboard, TECH-GOM Mouse, Zenith 18" Monitor, Crypton Cabinet, DVD RW

3 no, Configuration- Pentium(R)Dual Core CPU E5700@ 3.00GHz 3.00 GHz,2 GB RAM, 500 GB HDD ,Logitech Keyboard, Zebronic Mouse, Mercury 18" Monitor, Frontech UPS, Compact-Disc Cabinet , DVD RW

1 no, Configuration- Pentium(R)Dual Core CPU E5700@ 3.00GHz 3.00 GHz,2 GB RAM, 500 GB HDD, Odyssey Keyboard, Beetel Mouse, Mercury 18" Monitor, Iton UPS, LG Cabinet, DVD RW

1 no, Configuration- Pentium(R)Dual Core CPU E5700@ 3.00GHz 3.00 GHz,2 GB RAM, 500 GB HDD, Frontech Keyboard, Logitech Mouse, Mercury 18" Monitor, Numaric UPS, LG Cabinet, DVD RW

1 no, Configuration- Pentium(R)Dual Core CPU E5500@ 2.80GHz 2.80GHz,1 GB RAM, 500 GB HDD, Frontech Keyboard, Frontech Mouse, Mercury 18" Monitor, Digital UPS, Frontech Cabinet, HP LaserP1108 Printer, DVD RW

2 no, Configuration- Pentium(R)Dual Core CPU E5500@ 2.80GHz 2.80GHz,2 GB RAM, 250 GB HDD, Frontech Keyboard, Frontech Mouse, Samsung 21" Monitor, Iton UPS, Frontech Cabinet, Canon Printer, Canon Scanner, Canon Xerox, DVD RW

3 no, Configuration- Pentium(R)Dual Core CPU E6600@ 3.06GHz 3.06GHz,2 GB RAM, 500 GB HDD Frontech Keyboard, Frontech Mouse, Samsung 18" Monitor, Iton UPS, Frontech Cabinet, HPLeser Printer, LG DVD RW

6 no, Configuration- Pentium(R)Dual Core CPU E5500@ 2.80GHz 2.80GHz,1 GB RAM, Frontech Keyboard, Frontech Mouse, Mercury 18" Monitor, Numaric UPS, Frontech Cabinet, HP Laser Printer.

1 no, Configuration- Intel(R)Pentium(R)Dual Core CPU E180@ 2.00GHz 2.00 GHz,1 GB RAM, Frontech Keyboard, Logitech Mouse, Wizard 18" Monitor, BPE UPS, Crypton Cabinet,HP Laser Printer, LG DVD RW.

1 no, Configuration- Intel(R)CORE(TM)2Quad CPU E6600@ 2.40GHz 2.40 GHz,4 GB RAM, 1 TB HDD, Frontech Keyboard, Logitech Mouse, Samsung 18" Monitor, Numaric UPS, ASUS Cabinet,HP Laser Printer, LG DVD RW.

2 no, Configuration- Intel(R)Pentium(R)Dual Core CPU E180@ 2.00GHz 2.00 GHz,1 GB RAM,250 GB HDD , Frontech Keyboard, Logitech Mouse, PHILIPS18" Monitor, BPE UPS, Crypton Cabinet, LG DVD RW.

Software Details

1. Tally ERP 9.2
2. Windows 8.1

3. Office 2013
4. Norton Internet Security- 10 user 1 year
5. ESET Nod 32 Antivirus- 10 user 1 year
6. Web Based Admission System
7. Designing Package
   i). Corel Draw 11.0 A.E
   ii). PageMaker 7.0
   iii). Adobe Photoshop 7.0

Total classes are divided in several groups. The computer-student ratio is 2:1in IT and 1:1 in B.A.
LAN and Wi-Fi facilities are available. There are two Airtel Broadband connections. The number of nodes/computers with Internet facility is 55.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus.

The faculty can access internet facility from all desktops and laptops in the campus through LAN and Wi-Fi. They can also access library e-resources off-campus through INFLIBNET N-List.
Students have access to internet facility in the computer labs.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The Institution regularly maintains and upgrades the existing machines. There is also renovation, upgradation and maintenance of computer laboratories.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Budget	2011-12	2012-13	2013-14	2014-15
Annual maintenance contract of computers and printers and other general expenses (Rs)	70,000	75,000	90,000	1,00,000

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The use of computer-aided teaching/learning materials; the installation of LED TV sets for the Departments of Hindi and English, the computer laboratory for the Department of Commerce facilitate the use of ICT resources.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The 1:1 ratio in the computer practical classes consolidate an individual attention to the enrolled students in the face of the traditional lecture method for classroom teaching. Technology-enabled learning spaces have been created with the installation of LED TV sets in Room No: 7 &22 for the Department of English and Hindi respectively. Power point presentation, as also audio-visual screening of films related to the Honours course work, is done in these new spaces.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The Library has, very recently, taken membership of the n-list programme of INFLIBNET N-List.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

To ensure optimal allocation and utilization of the available financial resources, the College runs a Budget system and has Annual Maintenance Contracts (AMCs) for most of its facilities.

Budget	2011-12 (Rs)	2012-13(Rs)	2013-14(Rs)	2014-15(Rs)
Building	60,000	80,000	80,000	70,000
Furniture	20,000	20,000	10,000	70,000
Computer	70,000	75,000	90,000	1,00,000
Lift	Nil	nil	10,000	15,000

Generator	50,000	5000	15,000	5000
CCTV	Nil	nil	nil	6000

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

For maintenance and upkeep of the infrastructure, facilities and equipment, annual maintenance contracts (AMCs), repair and renovation are done as per necessity.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Not applicable.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water, etc.)?
Any other relevant information regarding infrastructure and learning resources which the College would like to include.

- To ensure regular water supply in the premise, the College keeps in regular correspondence with the Kolkata Municipal Corporation and the local councilor. The water ferule has been changed and new pipeline has been installed recently to regularize the supply of water.
- The fire extinguisher is refilled every year.
- The staffroom is provided with a refrigerator.
- There are five Aquaguard machines installed to ensure safe drinking water. A cold water machine is also installed to bring relief in the hot summer season.
- During the *Puja* holidays in 2014, the entire College building was repainted.
- Every year, the College building serves as a Pulse Polio vaccination centre.
- The building is illuminated every year during the Five days of the Durga *Puja.*
- The College intends to introduce smart board technique for teaching learning process very soon.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The mission of the College is to motivate and to pursue excellence in various fields of education and to ensure student's support and progression. The College emphasizes upon inter and intra-College competitions and extension programmes like environmental awareness, medical camps etc. every year. Student's views are expressed through this platform and it works in unison with the teaching and non-teaching staffs.

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

College e-prospectus is updated every year before commencement of the academic session. The prospectus contains the information related to various courses offered, combination of subjects, the eligibility criteria, certificates to be attached along with the application form, counselling date. The College prospectus also includes the following:

- College motto along with the emblem.
- Address, phone number, location, e-mail ids and website.
- Brief history of the College.

- Teaching faculty with their qualifications and areas of research interest.
- List of non-teaching staffs.
- General rules and expected code of conduct of the College.
- Office hours.
- Date of commencement of the classes.
- A general calendar with tentative dates of mid-term examination, College examinations, tentative dates for College exam results and dates for filling up the forms for University exams.
- Co-curriculum and extra -curricular activities of the College.
- Infrastructural facilities provided by the College for the students.
- Library timings.
- Free-ships and State financial aids.

In addition to this, the College also distributes an **academic calendar** to each and every student and the teaching faculties which contain details of the syllabus and the division of the syllabus amongst the teachers.

The institution has moved to electronic data management and have official institutional website www.ssjalangirlsCollege.org to provide ready and relevant information to the stakeholders.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

As per the Government rules 10% of the total 1300 admitted students get the benefit of the scholarship. Since many students are under privileged, the College offers free-ships (full and half) to them on the basis of their financial status which is disbursed to them on time.

YEAR-2011-12

CLASS	FULL FREESHIP	HALF FREESHIP	TOTAL
B.COM 1st YEAR	14	8	22

B.COM 2nd YEAR	23	-	23
B.COM 3rd YEAR	04	-	04
B.A 1st YEAR	19	16	35
B.A 2nd YEAR	47	08	55
B.A 3rd YEAR	16	03	19

YEAR-2012-13

CLASS	FULL FREESHIP	HALF FREESHIP	TOTAL
B.COM 1st YEAR	11	-	11
B.COM 2nd YEAR	15	21	36
B.COM 3rd YEAR	13	01	14
B.A 1st YEAR	27	20	47
B.A 2nd YEAR	16	11	27
B.A 3rd YEAR	23	07	30

YEAR-2013-14

CLASS	FULL FREESHIP	HALF FREESHIP	TOTAL
B.COM 1st YEAR	17	-	17
B.COM 2nd YEAR	15	-	15
B.COM 3rd YEAR	15	16	31
B.A 1st YEAR	13	08	21
B.A 2nd YEAR	24	16	40

B.A 3rd YEAR	12	07	19

YEAR-2014-15

CLASS	FULL FREESHIP	HALF FREESHIP	TOTAL
B.COM 1st YEAR	02	-	02
B.COM 2nd YEAR	15	-	15
B.COM 3rd YEAR	10	-	10
B.A 1st YEAR	01	-	01
B.A 2nd YEAR	09	07	16
B.A 3rd YEAR	13	13	26

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Since 2012, the West Bengal Government started the **'Kanyashree Prakalpa'** with the mission and vision to ensure education to the deprived and the underprivileged girl students by giving them financial assistance. For last 02 years students with family income less than Rs.120000/= annually are getting Rs. 25000/= as grant annually. The Muslim minority students also receive financial aid called WBMDFC: Post Matric Scholarship.

Kanyasree Parakalpa

2012-2013	2013-14	2014-15
64%	95.52%	75%

WBMDFC: Post Matric Scholarship

2011-12	2012-13	2013-14	2014-15
86	58	103	7

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ ST, OBC and economically weaker section-**

The students from SC/ST, OBC and economically weaker sections are admitted as per the rules of the University of Calcutta. The College follows the rule of reserving 22% for SC community,6% from ST community and 7% for OBC. They are given free-ships (both full and half) as per the College regulation and scholarships as per the State Government regulation. The needy students get access to Book Bank. If required, the respective faculties come forward to help the financially deprived students by paying their fees. They are also facilitated by compulsory computer classes to meet the needs of the future. A certificate course of computer programmes is conducted by the institution.

- **Students with physical disabilities-**

The College abides by a standing instruction issued by the designated authorities that the physically challenged should face minimum challenge in the class room. The institution provides a sick room. The College arranged for a wheel chair for the physically challenged student. The classes are arranged in the convenient locations preferably in the ground floor. An elevator has been installed in 2011 to cater to their needs. Extra time is given for the candidate during examinations.

- **Overseas students-**

Not applicable.

- **Students to participate in various competitions/ National and international-**

A Physical Instructor has been appointed by the College to train the talented students. Necessary administrative support is also available in terms of permission to participate in the competition. The teachers provide academic support like extra lectures for such students. TA and DA, registration fees are also given from the College. Condonation of attendance is also done (as approved by the concerned authority).

- **Medical assistance to the students: health center, health insurance-**

The College believes in the proverb “Health is wealth”. As a step taken to this consolidated belief, the College holds regular yoga classes. The College has a first aid box for immediate relief and a sick room in case of emergency. The institution has tie-up with **Student’s Health Home**, a Government of West Bengal enterprise where the students can avail a proper medical attention at a concessional rate. Almost every year the College organizes Thalassemia Screening Camp ensuring a secured future for its students. In

case of emergency, the student is taken to nearby Calcutta Medical College for advanced medical ministration. The College also has a doctor on call. Dr.C.C Pan, is always available during emergency.

- **Organizing coaching classes for competitive exams-**

  Not applicable

- **Skill development-**

The College facilitates compulsory computer classes for its students during their stipulated periods keeping in mind the importance of computer education in the field of occupation. The College encourages wall magazines that invigorate the students to exhibit their creative talents. Publication of the College magazine **'Smriti'** inspires students to contribute essays, poems, paintings which indirectly help them to identify their talents thus making way to explore their creativity in the near future.

- **Support to "slow learners"-**

For slow learners outcome in daily classes, special contact programmes are conducted by the teachers. Academic counselling is done whenever necessary. Extra coaching is given by way of assignments. The student's progress is monitored through regular tests. The teacher keeps in motion with the student by regular revision of topics. For the convenience of the slow learners simple but standard notes or course materials are arranged. Remedial classes/Bridged courses are offered by the faculty for the slow learners. Personal attention is given by the teachers to them. Parent Teacher Meeting is organized to motivate the participative and progressive slow learners and to encourage/motivate for future development.

- **Exposure of students to other institution of higher learning/ corporate/ business houses etc.-**

Students are encouraged to attend and participate in seminars, workshops as well as competitions to other institutions of higher learning like the University, MBA and other professional institutions. Thus they are exposed to professional courses along with regular Degree courses. Projects are also regular features to interface with corporate and business houses. The institution also regularly organizes seminars inviting eminent speakers from industry and academia.

- **Publication of student magazines-**

The College magazine ***Smriti*** is an ideal medium/book for the students to enunciate their literary and creative talents. The students contribute essays,

articles, and evaluation of various events, poems and paintings. All activities and achievements of the College are published in the magazine.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills among the students and its impact-

Successful entrepreneurs are invited to share their achievements with students and offer them internship. They also motivate the students to become future entrepreneurs. Since the College has one of big names in the Managing Committee from the industry sector, it helps the cause. Many of the students start their own ventures which include event management, online business, interior decoration, jewellery designing etc.

5.1.6Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

Students are motivated to actively participate in co-curricular and extracurricular activities as it is the foundation-stone of an integrated development of the personality of the student. These activities encourage interpersonal interactions which is required for the development of a strong civil society.

- **Sports-** The College has a games room with a Physical Instructor. In order to attract students to participate in sports, arrangements have been made for indoor sports like Ludo, Carom, Table Tennis and Chess. There are also provisions for students to play badminton. Necessary administrative support is also available in terms of permission to participate in the competition. TA and DA, registration fees are also given from the College. The teachers provide academic support like extra lectures for students, participating in University / State and national sports meets, condonation of attendance is also done (as approved by the concerned authority). In order to create a feeling of togetherness, the Annual Sports Day is organized in the Calcutta University play ground by the College where the students enthusiastically compete in different events and win prizes and certificates.

- **NSS activities-** The basic motto of NSS is developing student's personality through community service. Keeping this in mind, the NSS wing of the College is committed to **Regular Activities** and **Special Campaign programs.** Among its Regular Activities, they celebrate the National Youth Day, Republic Day, Independence Day, World AIDS Day, Ambedkar Jayanti, World Environment Day and National NSS Day. In 2015, the NSS wing took the initiative to

celebrate the Birth Anniversary of Sardar Ballabh Bhai Patel officially called **Sanghati Diwas** and organized Pulse Polio Programme.

SPECIAL CAMPAIGN PROGRAMMES

YEAR	DATE	ACTIVITIES
2009-2010	**11th – 18th DECEMBER.** **(except Sundays)**	**Survey of slum area at Patwar Bagan, ward No.37.** **Training of female education.** **Seminar on inclusive female education in status of women.** **Seminar on AIDS, Malaria, Dengue, child labour.** **Blood Donation camp.**

2010-2011	**5th -22nd December** **(except Sunday)** **[Special Campaign Programme]** **(29th Jan-5th Feb)**	**Visit to slum area at Patwar Bagan, Ward No.37 to spread awareness and make a survey on issues like polio vaccination, availability of pure drinking water, level of education.** **Seminar on Environmental Pollution.** **Training for children and female education of slum.** **Seminar on Malaria, Dengue, HIV, AIDS** **Voluntary Blood Donation camp.** **Seminar on Self-Employment awareness for women and avoiding early marriage.**
2011- 2012	**8th – 15th MARCH** **(except Sunday)**	**Vivekananda and his teachings.** **Survey at slum area, Ward no. 15, Jogipara, Maniktala.** **Thalassemia screening camp.**
2012-2013	**24th- 31st MARCH** **(except Sunday)**	**Inauguration of Legal Literacy Club by Justice Pradipta Sen.** **Survey at slum area, Ward no. 15, Jogipara, Maniktala.**

- **NCC activities-** The aim of NCC activities helps in grooming the youth of the College into disciplined and patriotic citizens.

DATE and YEAR	PROGRAM ATTENDED
2009-10 (8^{th}-10^{th}/11/09)	East Zone Youth Festival at Kohima, Nagaland.
2010-11 (6/12/11)	Disaster preparedness camp at Bhubaneswar, Odhissa.

2011-12(1^{st} – 7^{th} /11/12)	Gender equity camp at Bhubaneswar, Odhissa.
2012-13	--------
2013-14	---------
2014-15	---------

- **Cultural activity-** Participation in cultural activities helps students to exhibit their hidden talents. It is not only a medium of creative expression but makes room for personal growth and pursuit of excellence, to learn new skills, to develop a cohesive bonding among the fellow mates and to celebrate cultural traditions. Keeping these aspects in mind, the College encourages its students to participate in organizing the Saraswati Puja, the Annual Function, organizing farewell of the 3^{rd} year students and Fresher's Welcome. The College also encourages them to participate in various inter College fests that takes place throughout the year.

5.1.6 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defence, Civil Services, etc.

The Career Counselling Cell organizes seminars, conducts Aptitude tests and career fairs at regular intervals for guidance and dissemination of information among students. Books and journals for competitive exams are purchased by the faculty and made available to the students.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)?

The goal and mission of Seth Soorajmull Jalan Girls' College is all round development of the girl student. For that, the College ensures an environment and infrastructure which are essential for making career of our students. The students counselling services are available in the College in the following order-

- **Academic counselling-** It starts right from the time a girl seeks admission to our College as proper counselling determines her

career. Here, the objective is to accommodate the interest of the students with the subjects the College can offer. The teachers from different disciplines help and guide the students to the choice of the subject combination, keeping in view the facilities of the College as also their future career options. Such counselling is relevant as average merit students are admitted to the College. On the very first day, the Teacher –In-Charge welcomes the newly admitted students by an introductory note on the curricular and extra-curricular activities of the College and motivates the students to tread on the path of higher studies. "Parent-Teacher Meet" is often arranged by the Head of the Institution to interact with the students and their parents. The weak performers are identified and remedial classes are taken for them in order to uplift their standard of understanding. The positive relationship that the teachers share with the students reduces the risk of a student entering into an endless cycle of academic failure or dropouts. Students are always motivated in the class to have high ambition and determination to achieve their goals. The teachers assist their students in their academic planning, sharing ideas the students have about their career and pursuing areas of interest to them.

- **Personal counselling-** Personal counselling has been carried out in an informal manner department-wise and individually by the teachers. The College has a Counselling Cell organized by the education department. Students take the help of this Cell if any personal problem arises.

- **Career counselling-** Counselling is extended to change the mind set of the students towards jobs. The students are inclined to accept only white collar jobs. Counselling helps them to draw their attention towards jobs requiring physical mobility, travelling or may include hard labour and learning. The teachers through the Counselling Cell motivate the students to get part time and vacation jobs. The teachers disseminate information about various scopes and opportunities when the students choose their honours subjects.

- **Psycho- social counselling-** Young adulthood is a very crucial time of life. To make a right decision at this stage is very important. Teachers take recourse to an informal psycho-social counselling which help students to make right choices which is suitable and realistic for them. For this, lectures are organized from time to time on basking social issues like female education, gender equity as well as psychometric tests are conducted.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The Career Counselling Cell provides guidance and counselling to the students regarding various traditional and job-oriented courses, different kinds of pre-admission and competitive examinations, available job opportunities, current market trends and employability in public and private sectors. Besides these, the objectives of the cell is to work as a platform of support-service for the students in developing their personality, soft skills, ability

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

For the welfare of the students, the College has a committee comprising of teachers of different departments to look after the grievances of the students. A complaint box has been placed in the College. The students having grievances submit their complaints in the complaint box. The members of the committee provide proper guidance and help to resolve issues. If deemed necessary, the committee brings the issue to the notice of the Teacher-in- charge to resolve the issue.

COMPLAINT	STEPS TAKEN TO RESOLVE THE COMPLAINT
Toilet cleaning	The College has outsourced a person for cleaning the toilets at regular intervals.
Variation in canteen food	Introduction of varied food items like dosa, cakes, pastries, vegetable patties, soft drinks, tea and coffee.
Accession of books during summer recess	Unlike previously, the students can avail books during summer recess

	after a resolution was passed by the Library Committee.
Issue of books	• Formerly, the students of all the three years could not avail books on Saturdays. However, now they can do so. • Earlier the third year students could issue only one book. Now, they can issue two books. • Increase in the number of books in the Book Bank. • Previously, third year students could issue books on Tuesday, Wednesday and Fridays. Now they can issue books on all the six days.

5.1.11 what are the institutional provisions for resolving issues pertaining to sexual harassment?

The anti-ragging and Prevention of Sexual Harassment Cell was constituted by IQAC as per the directive of the Supreme Court of India. The cell comprises Teacher-in-Charge and faculty members. Students' Grievance Redressal Cell has not received any complaint of sexual harassment.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The anti-ragging and Prevention of Sexual Harassment Cell was constituted by IQAC as per the directive of the Supreme Court of India. The Cell comprises of the Teacher in Charge and faculty members. However, no case of ragging has been reported so far.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The College has a number of welfare schemes broadly enumerated under the following categories-

- **Academic** - Remedial coaching for slow learners, Counselling Cell, compulsory computer classes, Book Bank facility, availability of seminar library books.
- **Cultural** - Sports Day, Annual Function Day along with other cultural activities throughout the year, NSS activities, NCC activities.
- **Social and financial** - Grant of reservation facility, free-ships and scholarships, availability of a wheel chair and installation of an elevator for physically challenged students.
- **Infrastructure-** Drinking water facility, indoor sports facility, clean washroom, subsidized canteen.
- **Health and hygiene-** Yoga classes, Thalassemia screening campaigns, blood donation camp.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The Alumni Association is not yet registered.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student Progression	Percentage	
	B.A	**B.Com**
UG to PG	Hindi(H)-80% English(H)-60% History(H)-50% Pol.Sc(H)-30%	45% UG to professional courses such as

		CA,CMA,CS – 52%
PG to M.Phil.	Hindi(H)-10% English(H)-10% History(H)-4-5% Pol.Sc(H)-Data not known	
PG to Ph.D.	Hindi(H)-8% English(H)-4% History(H)-70%	
Employed -Campus Selection -Other than campus recruitment	NIL	NIL

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Name of the Examination	Year	No. of candidates enrolled	QH	QG (Transferred to General)	QX1 (Cleared partly and eligible to appea	X1 (Not eligible to appear in Part - II	% of Success Fully	X (Failed)	Absent	% of Success with Partly

						r in Part - II)	Honours)				
B.A. PART - I (HONOURS) EXAMINATION	HINDI HONOURS	2014	27	16		11		59.26			100
		2013	48	28	1	18		60.42	1		97.92
		2012	42	17		25		40.48			100
		2011	52	38	1	10	1	75	2		96.15
	ENGLISH HONOURS	2014	22	14	2	3	2	73		1	95.45
		2013	29	17	7			83	7		82.76
		2012	37	22	6	4	5	76			100.00
		2011	45	13	10	2	19	51	1		97.78
	HISTORY HONOURS	2014	2				1	0		1	50.00
		2013	10	9		1		90			100.00
		2012	8	7	1			100			100.00
		2011	14	5	1	5		43	3		78.57
	POLITICAL SCIENCE HONOURS	2014	14	2	3		8	36	1		92.86
		2013	12	8	1		3	75			100.00
		2012	13	6	2	2	3	62			100.00
		2011	12	11			1	92			100.00
B.A. PART - I (GENERAL) EXAMINATION		2014	66		9	41		14	14	2	75.76
		2013	122		55	52		45	15		87.70
		2012	105		28	73		27	4		96.19
		2011	109		30	72	1	28	7		93.58

RESULT OF B.A. PART - II (HONOURS & GENERAL) EXAMINATION
2014, 2013, 2012, 2011

Name of the Examination		Year	No. of candidates enrolled	QH	QG (Transferred to General)	QX2 (Cleared partly and eligible to appear in Part - III)	X2 (Not eligible to appear in Part - III Honours)	% of Success Fully	X (Failed)	Absent	% of Success with Partly
B.A. PART - II (HONOURS) EXAMINATION	HINDI HONOURS	2014	44	26		18		59.09			100
		2013	40	17		23		42.50			100
		2012	45	31		14		68.89			100
		2011	29	26		3		89.66			100
	ENGLISH HONOURS	2014	16	14	1	1		93.75			100
		2013	24	21	2	1		95.83			100
		2012	13	11	2			100.00			100
		2011	30	27		1	2	90.00			100
	HISTORY HONOURS	2014	10	9		1		90.00			100
		2013	7	6		1		85.71			100
		2012	8	6	1		1	87.50			100
		2011	8	5	3			100.00			100
	POLITICAL SCIENCE HONOURS	2014	7	6	1			100.00			100
		2013	8	6	2			100.00			100
		2012	11	10		1		90.91			100
		2011	7	3		4		42.86			100
B.A. PART - II (GENERAL) EXAMINATION		2014	111		34	72		30.63	5		95
		2013	103		27	65		26.21	12		89
		2012	126		51	65		40.48	10		92
		2011	79		45	33		56.96	1		99

RESULT OF B.A. PART - III (GENERAL) EXAMINATION
2014, 2013, 2012, 2011

Name of the Examination	Year	No. of candidates enrolled	2nd Division	P (without division)	PNC (Part-I / II not cleared)	QX3 (Cleared partly)	% of Success Fully	X (Failed)	Absent	% of Success with Partly
B.A. PART - III (GENERAL) EXAMINATION	2014	90	7	30	25	27	41.11	1		99
	2013	118	19	42	25	30	51.69	2		98
	2012	81	11	43	11	13	66.67	12	3	96
	2011	146	14	84	8	23	67.12	15	2	88

B.A. PART III HONOURS

Name of the Examination	Year	No. of candidates enrolled	No. of candidates passed				Part-III partly cleared	Total	Failed	Absent	% of Success
			1st class	2nd class	Transferred to General	Part-I/ II not cleared					
Hindi Honours	2014	39	-	26	-	13	-	39	-	-	66.67 %
	2013	46	2	30	-	12		44	-	2	72.73 %
	2012	27	1	22	1	3	-	27	-	-	88.89 %
	2011	38	1	25	2	10		38	-	-	73.68 %
English Honours	2014	22		18	4	-	-	22	-	-	100%
	2013	11		9	2	-	-	11	-	-	100%
	2012	28		18	7	3	-	28	-	-	89.29 %
	2011	23	-	22	-	1	-	23	-	-	95.65 %
History Honours	2014	7	-	4	3	-	-	7	-	-	100%
	2013	6	-	5	1	-	-	6	-	-	100%
	2012	5	-	5	-	-	-	5	-	-	100%
	2011	3	-	-	3	-	-	3	-	-	100%
Political Science Honours	2014	6	-	6	-	-	-	6	-	-	100%
	2013	10	-	8	2	-	-	10	-	-	100%
	2012	2	-	2	-	-	-	2	-	-	100%
	2011	8	-	8	-	-	-	8	-	-	100%

RESULT OF B.COM PART - I (HONOURS & GENERAL) EXAMINATION
2011, 2012, 2013, 2014

Name of the	Year	No. of candidat	No. of candidates passed	Part - I	% of succe	Failed	Absent	% of Succe

Examination		es appeared	QH	QG	Transfer to General X1	Part-I/II not cleared	partly cleared QX	ss fully			ss with partly
B.Com Part - I (Honours)	2014	150	80				70	53.33			100
	2013	143	99				41	69.23	3		97.9
	2012	141	97				44	68.79			100
	2011	139	113				25	81.29		1	99
B.Com Part - I (General)	2014	87	6	22			58	25.29		1	99
	2013	100	1	34			65	34.00			100
	2012	100	2	13			74	13.00	11		89
	2011	121	2	52			63	42.98	3	1	96.69

RESULT OF B.COM PART - II (HONOURS & GENERAL) EXAMINATION
2011, 2012, 2013, 2014, 2015

Name of the	Year	No. of candidates	No. of candidates passed	Part - II partl	% of succe	Failed	Absent	% of Success

Examination		appeared	QH	QG	Transfer to General X1	Part-I/II not cleared	y cleared QX	ss fully			with partly
B.Com Part - II (Honours)	2015	141	116		5		20	82.27			100
	2014	141	126		6		9	89.36			100
	2013	124	96		8		20	77.42			100
	2012	126	104		5		17	82.54			100
	2011	110	105				4	95.45	1		99.091
B.Com Part - II (General)	2015	81		21			60	25.93			100
	2014	78		45			33	57.69			100
	2013	80		34			46	42.5			100
	2012	90		56			34	62.22			100
	2011	77		50			27	64.94			100

RESULT OF B.COM PART - III (HONOURS & GENERAL) EXAMINATION
2011, 2012, 2013, 2014, 2015

Name of the	Year	No. of candid	No. of candidates passed	Part - III	% of succ	Failed	Absent	% of Succ

Examination		ates appeared	1st Class	2nd Class	1st Div	2nd Div	P Div	Part-I/II not cleared (PNC)	partly cleared QX3	ess fully			ess with partly
B.Com Part - III (Honours)	2015	123	17	91				6	9	87.80			100
	2014	106	21	67				12	6	83.02			100
	2013	103	19	56				3	25	72.82			100
	2012	106	19	79		1	2	5		95.28			100
	2011	82	17	65						100.00			100

RESULT OF B.COM PART - III (GENERAL) EXAMINATION 2011, 2012, 2013, 2014, 2015

Name of the Examination	Year	No. of candidates appeared	No. of candidates passed						Part - III partly cleared QX3	% of success fully	Failed	Absent	% of Success with partly
			1st Class	2nd Class	1st Div	2nd Div	P Div	Part-I/II not cleared					
B.Com Part - III (General)	2015	79				14	24	27	14	48.10			100.00
	2014	79				21	27		14	60.76	10		78.48
	2013	73				24	42	6	1	90.41			100.00
	2012	70				28	29	6	7	81.43			100.00
	2011	112			1	68	37	4		94.64	2		98.21

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The weak performers are identified and remedial classes are taken for them in order to uplift their standard of understandings. The positive relationship

that the teachers share with the students reduces the risk of a student entering into an endless cycle of academic failure or dropouts. For slow learner outcome in daily classes, special contact programs are conducted by the teachers. Academic counselling is done whenever necessary. Extra coaching is given by way of assignments. The student's progress is monitored through regular tests. As majority of our students are Hindi speaking, bi-lingual explanations are also provided if demanded. The teacher keeps in motion with the student by regular revision of topics. For the convenience of the slow learners simple but standard notes or course materials are arranged. The slow learners also get the benefit of departmental library.

5.3 Students participation and activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- **Sports and games-** Within a limited space, the College has tried to provide maximum support for mental and physical development of its students. Indoor games like Ludo, Carom and Chess are available for the students for relaxation of mind. There are also provisions for students to play badminton. Yoga classes are also held regularly.

- **Cultural activity-** Participation in cultural activities helps students to exhibit their hidden talents. It is not only a medium of creative expression but makes room for personal growth and pursuit of excellence, to learn new skills, to develop a cohesive bonding among the fellow mates and to celebrate cultural traditions. Keeping these aspects in mind, the College encourages its students to participate in organizing the Saraswati Puja, the Annual Function, organizing farewell of the 3rd year students and Fresher's Welcome. The College also encourages them to participate in various inter College fests that takes place throughout the year. The students also participate in Sports Day, Annual Program Day programme.

- **Extracurricular and co-curricular activities-** The basic motto of NSS is developing student's personality through community service. Keeping this in mind, the NSS wing of the College is committed to **Regular Activities** and **Special Campaign programmes** which involve active participation of the students. Among its Regular Activities, they celebrate the National Youth Day, Republic Day, Independence Day, World Aids Day, Ambedkar Jayanti, World Environment Day, and National NSS Day. In 2015, the NSS wing took the initiative to celebrate

the Birth Anniversary of Sardar Ballabh Bhai Patel officially called **Sanghati Diwas** and organized Pulse Polio Program. A visit to SVS Marwari Hospital was made.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular activities at different levels: University/ State/ Zonal/ National/ International, etc. of previous four years:

The students go for University Meet and participate in items like badminton, athletics, diving, and basketball. They have also participated in District Level Meets in items like Athletics (100 mts., 200 mts., 400 mts., and 800 mts.), Javelin and broad jump. The jewel achievers of this College are as follows:

YEAR	NAME OF THE PARTICIPANT	ITEM PARTICIPATED	LEVEL	POSITION
2010-11				
2011-12	**Rajani Khujur**	**Basket Ball**	**University Level**	
2012-13	**Ankita Pandey** **Khusboo Tewari**	**Atheletics** **Throwing the ball**	**State Level** **State and University level.**	
2013-2014	**Tanuka Dhara**	**Diving**	**National level and University Blue.**	

5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

In order to improve the performance and quality of the institutional provisions, the College seeks feedback from its graduates as well as its employers through the suggestions recorded.

Implementation of suggestions:

Employer:

- Up gradation of infrastructure
- Procurement of state-of-the-art equipment
- Installation of CCTV in strategic locations within campus
- Installation of Lift service

- Installation of Fire extinguishing equipment in the ground floor and top floor. Four more Fire Extinguishers have been installed in the stage, in the canteen, in the common room and in the library. s

Graduates:

- Quality improvement of students' canteen
- Increase in number of text books, reference books and journals in library
- Facilities in Games room

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The College encourages putting up of wall magazines that invigorate the students to exhibit their creative talents. Publication of the College magazine **'Smriti'** inspire students to contribute essays, poems, paintings which indirectly help them to identify their talents thus making way to explore their creativity in the near future.

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The College has an apolitical Student Association.

- **Selection-** The teachers select the Office bearers among the selected candidates.
- **Constitution-** The Association has one President Post, two Vice-President posts, Class Representatives from each class (B.A and B.Com 1st year to 3rd year), one General Secretary and one Assistant General Secretary.
- **Activities-** The Student Association organizes Republic Day celebration, Independence Day celebration, Annual Function, Fresher's Welcome and Farewell.
- **Funding-** It is a onetime payment which the students pay along with their admission fees.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Not applicable.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

We have a norm to invite them in Annual Function, Saraswati Puja and Annual Sports.

Any other relevant information regarding Student Support and Progression which the College would like to include.

NA

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The College is a legacy of humanitarian services especially in the field of women's education and development. It ensures an atmosphere of excellence for the conscious, consistent and catalytic action for improving the academic and administrative performance of the institution.

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision: 'Tamasoma Jyotirgamaya' is the emblematic of the purpose of our College that is the enlightenment and upliftment of women in Indian society. The College aims to impart education to girl students.

The noble cause of encouraging women community to pursue higher studies prompted the founder President Shri Mohanlal Jalan, a noted Industrialist and benevolent social worker to form the Seth Soorajmull Jalan Trust. Shri Jalan had in mind the all-round development of Marwari Society. He understood that without women's education, the society cannot move forward. The Trust was founded in 1941. The College has actualized this educational vision with the dedication of competent and committed faculty members. Academic excellence may be achieved in many ways of which the elementary route is the combined effort of experience of senior and enthusiasm of juniors. Its vision includes a desire to achieve the academic and all round excellence along the mentioned pathway but to transcend beyond the narrow confines of academic education and embrace the contemporary dimensions of educating in totality. We are confident enough that we will be true to our commitments and reach our cherished goal i.e. upholding the prestige and dignity of womanhood at large.

Mission: Seth Soorajmull Jalan Girls' College is committed to be an instrument of positive change in women's education for the benefit of society. In the pursuit of this mission the College endeavours:

- To impart balanced education and all round development of the students.
- To motivate, to guide and to pursue excellence in various fields of education.
- To create an atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the able guidance of the College Staff.

•To develop a system for conscious and consistent effort for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC).

All these purposes, visions and mission are made known to the various stakeholders through the College website and prospectus.

In order to focus on the spiritual and cultural heritage of our country, the students assemble every day for prayers. An atmosphere of secularism is inculcated through the singing of the National Anthem every Monday.

The mission of the College also includes the idea of transferring education downwards. This is done when students from the College impart knowledge to those in schools. Proper values are given to these juniors who are our future. As our students belong to various communities, irrespective of caste, creed and religion they inculcate in themselves values like religious tolerance, social unity and cultural harmony. They are able to shoulder larger responsibilities as ideal citizens.

6.1.2 What is the role of top management, Teacher-in-Charge and Faculty in design and implementation of its quality policy and plans?

The top management of this College refers to its Governing Body which is responsible for ensuring the design and implementation of its policies and plans:

- Appointments are made in accordance with the rules and regulations of the Higher Education Council, West Bengal for the efficient and effective operation of the College and maintaining good student-teacher ratio.

- The institution is well equipped with Information and Communication Technologies (ICT) and audio-visual tools for enhancing the knowledge of the students.

- The library is properly equipped and continuously upgraded.

- The College building is maintained at a satisfactory state of repair and sanitation.

- All information, reports, utilization certificates, and other materials required by the State Government, University of Calcutta and UGC are promptly collected and made available as and when required.

- All books, registers, records and accounts required are maintained and kept up to date.

- Examinations are held according to rules and regulations of Uniersity of Calcutta.

- The directives and orders issued by the University from time to time are complied with and executed/implemented.

- Meetings are carried out at regular intervals with IQAC, Teacher-in-Charge, and Heads of Departments. For proper governance and management, regular meetings of the Governing Body are held

The Teacher-in-Charge as the Head of the Institution and the Secretary to the Governing Body of the College defines the duties of the individual staff through terms and conditions of appointment. Communications to teaching, non-teaching staff and students about their responsibilities are made through notices, office orders & circulars and holding meetings with academic and various administrative bodies, meeting with office staff and thus ensuring accountability for accomplishment of allotted duties.

The institution has aimed towards quality development to achieve academic distinction. The teaching staff ensures that curricula are such designed that they are able to improve the academic environment of the College. The IQAC and the faculty have a major role to play in the design of internal quality assurance systems for developing a quality culture at institutional level. Teaching-learning support through regular direct teaching in classes as per the central routine, counselling of students beyond the classroom, evaluation of performance in class, assignments and tests/examinations and integrating value-based holistic instruction.

6.1.3 What is the involvement of the leadership in ensuring the policy statements and action plans for fulfilment of the stated mission?

The College had a humble beginning with merely fourteen students and very few departments. Its work was confined to a few activities. Gradually the number of students increased and many new courses were introduced. In the beginning it was only accessible to Marwari Hindu girl students. With time it opened up to all other groups and categories of girl students from any caste, region or language. True to the mission of the College, with the help of qualified and experienced faculty, the College caters to economically underprivileged students**.** Here physically handicapped students also find a congenial atmosphere to pursue studies. The Governing Body. is completely involved in the preparation of all policy statements and action plans of the College. They conduct meetings (apart from statutory G.B. meeting) with the Teacher-in Charge and Teachers' Council and on a regular basis and discuss thoroughly on

the policy statements and action plans of the College in accordance to its mission.

The Governing Body of the College functions for strategy planning. As the College is affiliated to the University of Calcutta, it follows the academic guidelines set by the former. Detailed planning is done by the members of different academic and non-academic committees in consultation with the Teacher-in-Charge prior to decision-making.

The areas of planning are:

- Drawing up an Academic Calendar.
- Admission.
- Routine
- Student's activities which include both academic and non-academic.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

Action plans are formulated in meetings and are discussed in the staff meeting. Their recommendations/ suggestions are also taken into consideration before finalizing the plan. Finally all these decisions are included in the strategic plan of the College.

Interaction with stakeholders:

The College gets proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders. Governed by the Teacher-in-Charges of participative management, conveners and members of various sub-committees collect the feedback (in writing or through verbal discussions) from the departments, students and other stakeholders and accordingly set the agenda for the meeting. Decisions on policies and planning initiatives are made at respective sub-committee meetings through need analysis, feedback of stakeholders, budget allocation and available infrastructures and human resources.

Reinforcing the culture of excellence: The institution takes great care in planning for the achievement towards a culture of excellence

Champion organizational change: The role of the leadership is to identify the needs of the institution in the light of a changing global academic scenario and update the programmes and facilities accordingly.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Teachers' Council forms a number of committees to monitor the implementation of action plan. The non-teaching staff are also involved in this implementation. The progress made is frequently discussed and measures are taken in order to implement the plan successfully.

6.1.5 Give details of the academic leadership provided to the faculty by the top management.

The top management helps create an environment that is much needed for academic development. It encourages and supports:

- The participation of teachers in faculty development programmes such as Refresher Course, Orientation Programme, seminars, conferences, workshops, symposiums held in other institutions, Leave is granted for pursuing of PhD.

- Faculty members interested in taking up research projects are encouraged to do so. They are provided with full support by the College management.

- Interested departments are provided funds to organize seminars, guest lectures, field trips and other co-curricular activities.

6.1.6 How does the College groom leadership at various levels?

The Teacher-in-Charge encourages the Heads of the Departments (HOD) to prepare plans and implement various academic activities. The advisory committees plan the various academic, curricular, co-curricular and extra-curricular activities of the College. The Conveners of the Sub-committees under the Chairmanship of the Teacher-in-Charge conducts meetings with committee members to prepare the plan.

6.1.7 How does the College delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

With the guidance of the Teacher-in-Charge and support of the departmental staff, HODs plan and implement the academic activities and programmes for their departments. The Academic and other sub-committees constituted by the Teacher-in-Charge frame the various academic, curricular, co-curricular and extra-curricular activities of the College in meetings convened by the Teacher-in-Charge.

6.1.8 Does the College promote a culture of participative management? If yes, indicate the levels of participative management.

Yes. The various curricular, co-curricular and extra-curricular activities are discussed by the College management before getting finalized.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

In the vision statement of the Institution the following policies have been considered for ensuring.

- To encourage students to work diligently to achieve their goals and excel in their chosen profession.

- To promote the girl students from socially and economically backward strata of the society and help them to establish an individual identity.

- To generate social, economic and political awareness among the students.

- Members of the Teaching staff are allowed to attend international, national and state level seminars, workshops and conferences.

- Necessary measures are adopted to improve the academic standards.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- Plans to make our campus more green and plastic free.

- Emphasis is given to undertake more student extension program like students' seminar.

6.2.3 Describe the internal organizational structure and decision making processes.

- The Teacher-in-Charge of the institution takes decisions regarding day-to-day matters of the College in consultation with the Governing Body.

- The Heads of the Departments along with other departmental faculties takes the decisions with regard to Departmental matters.

- Regarding the organization of co-curricular and extra-curricular activities, the decisions are taken by the Teacher-in-Charge along with other advisory committees.

- The major decisions regarding developmental activities like construction of new buildings, introduction of new courses in UG /PG and research proposal, providing additional facilities to faculties and students are taken through G.B.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

TEACHING AND LEARNING - In order to achieve the quality improvement the institute adopted the following has been done.

Apart from using the conventional teaching method through blackboard, teachers also use audio-visual methods. This not only acts a new and innovative method of teaching but also creates an interest among the students.

Research and Development:

One of the aims of the institution is to spread knowledge, help in the interaction through knowledge and development work.

The institution always encourages its faculty for pursuing research within a limited capacity.

Most of the faculty members are engaged in research activities.

INDUSTRY INTERACTION -Although we have no formal tie-ups with the industries yet we are planning to have links with some of the IT Industries/Academic Consultant farm located in the surrounding areas of Kolkata.

The Teacher-in-Charge takes care of checks and balances through regular meetings with different stakeholders.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Governing Body has made a number of resolutions on issues related to academics, administration and finance most of which have been successfully implemented. An Academic meeting was held with the Governing Body on 20th June 2015. Management has approved to send LOI for Re-accreditation for NAAC.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If, yes, what are the efforts made by the institution in obtaining autonomy?

The College management has not opted to apply for an autonomous status.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

This is an institution under direct Grant-in-aid of Govt. of West Bengal followed by University of Calcutta (affiliating University) Statute. The staff grievances are directly redressed by the G.B. following the mentioned norms. There is complaint and grievance collection box where students and stakeholders can drop their specific complaint. The grievances are redressed accordingly by the Students' Grievance Redressal Cell. The Cell in its meetings discusses the measures to be taken up for redress.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these? No such case had arisen in last four years.

In the year 2013, a student of English Honours (2012 – 2013) had challenged the evaluation of the Faculty in the Test Examination. She had filed a case against the College for not being allowed to appear in the Part I University Examination. On producing the evaluated scripts (of Mid-Term and Test) to the Judicial Bench, the verdict was passed in favour of the College.

6.2.11 Does the Institution have a mechanism for analysing student feedback on institutional performance? If yes, what was the outcome and response of the institution to such an effort?

Yes, the College has a mechanism for analysing student feedback on institutional performance through the following steps: ¬ The Institution collects feedback from outgoing students for improving the growth and development of Institution. ¬ The outgoing students are asked to fill in the prescribed questionnaire prepared on institutional performance such as

- improving the infrastructural facilities
- introduction of new courses
- performance of faculty members ¬The filled in questionnaires are collected and analyzed by the IQAC

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The College Authority with the support of the UGC, Affiliating University and State Govt. ensures the professional development of the faculty. The following practices and policies are adopted by the Institution:

- Faculty members are allowed to participate in Seminars / Workshops / Symposia organized by the UGC and other organizations.

•Deputing the eligible senior faculty members to pursue Ph.D. / M.Phil.by availing UGC– FDP by adhering to the Govt. and UGC norms.

• The Institution has arranged for internet access and also subscribes to a few Journals and Periodicals to update their knowledge in their respective subject along with membership in UGC-INFLIBNET N-LIST Programmes etc.

• The Authority encourages the members of its faculty to take up Minor and Major Research Projects and take part in Institutional Research Programs.

• Authority also encourages its faculties to participate in affiliating University's training and moderation programs/ workshops.

• Whenever the syllabus is revised by the University, the faculty members are deputed to attend the workshop organized by the respective departments of the affiliating University.

The Institution organizes the following programmes for the up-gradation of Non-teaching staff.

• Computer training is offered to the Non-teaching staff for their professional development (like use of new software).

• The Head Clerk of the College is entrusted to train the office staff from time to time in the maintenance of office records and plan of work in various academic, administrative and finance sections of the College.

• New staff members are attached to different sections and are trained.

• Training programmes are also conducted for non-teaching staff in different areas of the College administration.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The HR management policy of institution identifies a considerable group of the faculty as good organizers.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Yes, Self-appraisal reports are mandatory for the teachers deserving CAS/ fitment to next higher point in the pay scale. They need to appear before the selection committee constituted by Govt. nominee, University expert, Convener/Coordinator of IQAC and Teacher-in-Charge. Critical areas like appraisal on teaching, research and extension programmes are identified from the feedback and placed before the committee for their opinion and are

encouraged in planning future academic activities. The faculty members are also encouraged to participate in the professional development programmes such as Refresher and Orientation courses (it is a mandatory requirement for CAS) to update their knowledge in the subject.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Performance Appraisal Committee comprising of the Teacher-in-Charge, the G.B. members and IQAC Coordinator evaluate the performance of the teaching staff. Appropriate suggestions identified in areas are given by the committee and are reviewed for implementation in the G.B. Academic meetings. The Institution also takes the feedback from the students on teachers' performance for evaluation of the teaching staff.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The College approves quick loan from PF, salary on the first day of every month, conveyance, lunch allowance for those on extra-College duty.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Since this institution is under grant–in aid category of Govt. of West Bengal, no such provisions exist.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

Proposed budget prepared by each department submitted to the Teacher-in-Charge which includes purchase of ¬ Books ¬ Equipment ¬ Glassware ¬ Chemicals ¬ Misc. expenditure for maintenance of laboratories ¬

Activities to be conducted during the academic year like

- Extension Lectures
- Quiz Competitions
- Educational tours to name a few.

On the basis of analysis of each departments and of the College, funds are allocated or applied for grants as per UGC schemes for building and other development projects of the institution.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

External Audit of 2014-2015 has been done. An auditor has been appointed by the Department of Higher Education, Government of West Bengal. Permission has been granted for Academic Audit and work is in progress.

- Funds received from The University Grants Commission.
- Funds received from the Government of West Bengal.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statements of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions, if any.

The major sources of receipt are the following:

- The fees are collected from the students.
- Salary grants are received from State Governments for full-time teaching and non-teaching staffs and approved Part-time Teachers.
- Interests from fixed deposits
- Development grants from the UGC.
- Proceeds from miscellaneous sources like from the sale of old magazines and newspapers, sale of scrap etc.

  The College has, till date been successfully managing all the resources very well. It is because of this that a situation of deficit has not arisen till date.

6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any).

Nil

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC).

a. Has the institution established an Internal Quality Assurance Cell? If 'yes' what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- The College established IQAC after its first accreditation in 2006.

- It set to move forward by keeping in mind its vision and mission and plans accordingly.
- It acts as a continuous monitoring system for the improvement of the academic environment within the College.
- Apart from academic development it also wants to bring about positive developments in the administration of the institution. For this purpose the IQAC makes recommendations and makes policies for the academic and administrative matters. However all these measures and policies are guided largely by the rules set by the affiliating university, University of Calcutta.
- Accountability towards the stakeholders is maintained through a feedback mechanism.
- There are special committees like the Library Advisory Committee, Grievance Redressal Cell, Career Counselling, Anti-Ragging for effective functioning of the College.
- Co-curricular activities and extension services are highly encouraged.
- Sports meet held is annually at the University of Calcutta ground at Maidan.
- The College is regularly involved in student support programmes like Seminars in the academic field and Health Camps in the field of individual care facility.
- Infrastructure upgradation for ICT enabled teaching-learning.

b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

Recommendations by the IQAC are related to the academics, learning resources, infrastructure, student support, extension programme, faculty development programmes, environmental awareness, staff welfare initiatives. Most of these get approval by the management of the College.

c. Does the IQAC have external members on its committee? If so mention any significant contribution made by them.

The IQAC has two external members in the committee.

d. How do students and alumni contribute to the effective functioning of the IQAC?

- Ex-students who have important positions in society are an inspiration to the present students.
- The Alumni participate in holding seminars in the College.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC communicate and engage staff from different constituents of the institution through meetings held periodically.

6.5.2 Does the institution have an integrated framework for Quality Assurance of the academic and administration activities? If 'yes' give details on its operationalization.

The College adopts a quality management strategy for academic and administrative purposes. Recommendations made by the various departments and committees are reviewed as well as analysed before implementation.

Academics

- Merit based admission through an online application process.
- Planning of Teaching schedule.
- Introduction of ICT and modern teaching aids.
- Upgraded Library with e-resources.
- Organizations of seminars, workshops, lectures, debates and quizzes along with independent project work are undertaken.
- Incentives in the form of awards for academic performance.
- Career counselling.
- Remedial teaching.
- Parent-Teacher meetings are held every year.

Administration

- Infrastructure facilities are regularly upgraded.
- On-going digitalization of records.
- The College provides for a computer literacy programme for all the staff.
- INFLIBNET (N-List) introduced.

6.5.3 Does the institution provided training to its staff for the effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

- The staff are given training for the purpose of effective implementation of quality assurance procedures.
- Computer training for office staff as well as teachers which act as capacity building trainings.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities.

The Teacher-in-Charge meets all the Heads of the Departments on a regular basis for an internal academic review. Weaker students are identified and special care plans are taken through these meetings. Suitable corrective measures are also taken.

6.5.5 How are the internal quality assurance mechanism aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities.

The IQAC was set up with the help of the guidelines set by the external quality assurance agency of NAAC.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

It is a year long practice of the College to be friendly towards the environment. The College is committed to promote an ambience of creativity and is concerned with quality achieved through innovation.

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The College shows its awareness and responsibility towards the environment management and it conducts a Green Audit of its campus and facilities. The Green Audit is carried out by the College through maintenance of the following activities.

- Green Campaign amongst the students and staff.
- Consumption of electricity and necessary arrangement for its reduction.
- Implementation of Eco-friendly practices through Eco-Club.
- Practices into curriculum through awareness programmes and Environmental Studies.
- Facility information such as number of users and functions and Feedback mechanism from facility users.

7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?

Following are available in the College to make the campus eco-friendly.

a. Energy conservation

- Buildings are well ventilated with glass window to maximize natural lighting. It helps in conservation of electricity.
- Energy saving tubes, CFL and fans with lower consumption are installed.
- Lights and fans are switched off by floor peons, staff and students after completion of the classes so that the use of electricity can be minimized. It helps in energy saving.
- LCD monitors are also used in the College to reduce consumption of electricity.

b. Use of renewable energy

It has not yet been used in the College campus.

c. Water harvesting

This practice has not yet been carried out in the College campus.

d. Check dam construction

The College is situated in the heart of the city and there is no dam near to it so there is no scope of checking dam construction.

e. Efforts for Carbon neutrality

- The teaching faculty of the College has adopted methods of teaching mainly by e-learning processes in order to reduce usage of paper for giving study materials and instructions.
- The non-teaching staffs have also adopted methods of similar principle by storing office records mainly in form of soft copy.
- The canteen of the College uses bio-degradable plates made from dried leaves for eating purposes in place of paper plates.
- LPG is used in College canteen which is also carbon neutral.
- The College installed low carbon emitting generator.

f. Plantation

- The College is situated in a congested urban area with no place to carry out plantation works. However, small indoor plants are maintained in the College premises.
- Trees were planted by students on both sides of the footpath in front of the College.
- The NSS unit of the College actively conducts green campaigns and has taken the initiative to teach students how to make environment more conducive to healthy living by making it greener.
- The students, under the supervision of the NSS unit of the College, ensure that the classrooms and campus are kept clean and plastic free.

g. Hazardous waste management:

- The College generates minimum amount of environmentally hazardous wastes mainly in the form of plastic wastes.
- Dustbins/Litters are effectively used and all the wastes generated from canteen and the campus in general are collected every day and given to the civic body workers for their disposal.

h. E-waste management:

- Some of the computers which are purchased earlier have been replaced with upgraded configuration. Old PCs are

supplied to the schools of nearby areas and in remote villages for free.

- Still there is a sharp waste of few computers and peripherals. It is unavoidable to dispose them to scrap merchants and these are replaced and these are replaced anyway with new ones.

DONATED MACHINE DETAILS

Date	Details	System
13.11.2011	Seth Soorajmull Jalan Balika Vidyalaya,Kolkata	5 old Systems Monitor, mouse, keyboard, CPU.
07.05.2012	Seth Soorajmull Jalan Pustaklay Pustaklay,Kolkata	1 old System Monitor, mouse, keyboard, CPU and 1 PC H.P. 1000 new printer
16.02.2013	Bhatigachi Saotalpara Primary School,Katwa,Bardhaman	1 old System Monitor, keyboard, mouse, CPU.
09.01.2013	Suryadoy Vidyapith,Beldanga, Murshidabad	1 old System Monitor, mouse, keyboard, CPU.
11.04.2014	Amarpur Radhanath Induprava Sishu Siksha Mandir Purba Medinipur	1 old System Monitor, mouse, keyboard, CPU.
01.01.2015	Chenchai F.P. School,Balapur Dakshin Dinajpur	2 old System Monitor, mouse, keyboard, CPU.

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

During the last five years the College has taken many innovative steps for smooth functioning of the College. Some of them are presented below:

a) **Innovations in Academic Procedure:**

- Wide publicity and transparency in admission process.
- Manual admission procedure has been replaced by computerized system from 2011 onwards. The prospectus has been uploaded to the College website from 2014. All

information regarding admissions is provided in the website to assist the students during admission. All important information and notices are also uploaded in the website of the College.

b) **Innovations in Teaching Methodology:**

- Following up of academic calendar with teaching plan which have been utilized by the College.
- Establishment of internet connectivity in the College have been done. Laptops, Projectors for Power-Point presentation and screening of movies in LCD monitors along with proper audio systems have been installed for better assistance in teaching. Microphones with good audio systems are present in every class to assist teachers in delivering lectures.
- Continuous evaluation system in the form of Class Test, Mid-term Test, Test and University Final Examination.

c) **Innovative Infrastructural Facilities:**

- Establishment of internet connectivity in different segments of the College.
- Installation of audio system in the big classrooms.
- Setting up two classrooms for seminar and special teaching purpose.
- Membership of N-List programme of INFLIBNET.
- Use of audio-visual aid e.g. use of films as teaching aid.
- Presentation of papers by students in seminars inside and outside the College.
- Participation in mock parliament.
- Participation of students in debates and extempore on contemporary issues.
- Participation of students in the Field Works.

d) Innovative to be Socially Responsible:

The College complies with its social responsibilities through the NSS and NCC schemes by performing the following activities:

- Organising Blood Donation Camps for last twelve years continuously in the Collegecampus in collaboration with West Bengal Voluntary Blood Donors Association and Nilratan Sirkar Medical College, Kolkata.
- Organising an awareness programme about HIV/AIDS on World AIDS Day 1st December by a professional expert on the subject.

- Organizing Thalassaemia Screening Camp every year in collaboration with Institute of Haematology and Transfusion Medicine, Calcutta Medical College.
- Regular visit to the Alokendu Bodh Niketan Anuradha Unit, a home for physically challenged and mentally retarded.
- Outreach programmes have been conducted by the College in ward numbers 15 and 28 and 37 of Kolkata Municipal Corporation, support service to blind people etc.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and / or contributed to the Quality improvement of the core activities of the College.

The College holds a number of best practices. Even though the College has quite a number of healthy practices, two of them – 'Extension Activities' and 'Performance Appraisal of Teachers' deserve special mention. There is a growing need for educational institutions to become more accountable to the needs of the students and the society.

Best Practice 1

1. **Title of the Practice:** Extension Activities.
2. **Goal:** The focus of the Extension Activities are
    - To enhance the quality of the students for their all-round development.
    - To develop the initiative among students to explore the different aspects of life apart from academic facets.
    - To identify and understand the varied needs of the society.
    - To develop students as independent force and to encourage them to eradicate different problems that arises in our society.
3. **The Context:** The College though situated in a central location of the city, yet a good number of slums thrive around. While passing through the students feel to serve them and that provides the frame for the programmes. The factors that are reflected are as follows:
    - Lack of awareness about the health problems.
    - Untidiness of clothes.
    - Dearth of hygienic sense.
    - Contaminations in water
    - Living in dirty environment.

Therefore, the NSS and NCC unit and Students' Association with the help of the teachers formulate different programmes and workshops to identify and eradicate the problems concerned.

4. **The Practice:** The practices that are undertaken to achieve the objectives of the programmes are:
    - Every year the NSS unit takes up voluntary activity by visiting the nearby slums.
    - They also visit Alokendu Bodh NiketanAnuradha Unit, a Home for physically challenged and mentally retarded women and share with them some joyful moments of their lives. Sometimes, they are invited to perform cultural programmes in the College premises in front of the students.
    - The students undertake an elementary survey on a definite section of women to understand their awareness and knowledge on social issues.
    - Programmes are also organized specifically for parents of destitute children to make them conscious and alert of the necessity of cleanliness and proper hygiene. The programme also aims to make the parents alert about Child Health Benefits.
    - The NCC unit undertake Cleanliness Programme to make everyone aware of the necessity of cleanliness.
5. **Evidence of Success:** The success of the above stated objectives is validated by the acceptance of the people of the area; the measures that have been undertaken, proved instrumental in identifying the various problems. It is noteworthy to state that during the time of revisiting the area, the students are greeted cordially by the people. They not only show an acceptable attitude towards the unit but also appraise the volunteers for the redressal of the problems.

   The Students' Association and NSS along with the teachers extend their hands to reach out to the victims of natural calamities like *Aila*, people suffering from floods, earthquake (the recent being in Nepal). In addition, financial help is offered to Blind Persons Associations, Non-Teaching Staffs in case of their illness. Special help is made to the parents of poor students as and when they need it.
6. **Problems Encountered and Resources Required:** Initially the people of the slums did not care for the students initiatives. It took time to make them understand that the mission of the students is only to develop their lifestyle. Gradually, they become friendly and extend their hands for co-operation.

   The College for the extension activities requires adequate funds, necessary administrative help, discipline and unity among the students to facilitate the methodical and proper working of the programmes. But

the institution still endeavours to work at its best and bring out the best out of everything. Education not only broadens and enlightens our mind but also builds up our responsibility towards the society.

Best Practice 2

1. **Title of the Practice:** Performance Appraisal of Teachers.
2. **Goal:** The objective of the Performance Appraisal of the Teachers are:

- To achieve self-accountability of the teachers in discharging their duties to the institutions, students and to the society at large.
- To acquire self-confidence.
- To become a role model to the students well to the society.

3. **The Context:** With the above view the following objectives may be summarised.

- To make teachers punctual regarding timely attendance in the College and classes.
- To make teachers available during College hours for academic as well as other activities.
- To make them responsible regarding students' success and failures.
- To assess on daily basis the number of classes actually taken by a teacher in respect of classes allotted.
- To reduce students' complaints regarding the teaching-learning process.
- To confirm the completion of syllabus assigned to a particular teacher.
- Attendance Register is maintained properly where the teachers put their signature, time of arrival and departure and classes allotted and taken.

4. **The Practice:** Practices are performed by the teachers in the following way –

- Recording of attendance of teachers – their office-in and office-out by the teachers themselves.
- Regular vigilance of the records maintained by the Teacher-in-Charge or Vice-Principal, followed by the necessary measures.
- To record the academic progress in the departmental log book and individual academic diary.
- Feedback taken from the students and parents yearly.
- Participation of teachers in orientation, refresher courses, seminars etc. within and outside the campus.
- Introduction of Technology Enabled Teaching and Learning is recorded.
- Operation of Grievance Redressal Cell

5. **Evidence of Success:** Successes for the above-mentioned programmes are manifold.

- Regular attendance of students. A majority of students have more than 75% of attendance in class.
- The students have better understandings of the subjects.
- Improvement in the results of University Examinations.
- Students pursue higher education.
- Enabling the students to acquire knowledge in various fields which help them in getting desired jobs.
- Development of self-esteem in the students.

6. Problems Encountered and the Resources Required:

- The College experiences troubles in handling internet facilities because of the disruption of networks. Thus the teaching-learning is hampered at times.
- Due to space constrains extra classes cannot be taken in accordance with the availability of teachers.
- At times, the College faces problems in mitigating untoward events in last hours of the College schedule for the absence of fellow teachers.
- Signing in the Attendance Register with full details is a yearlong practice, sometimes the College faces problem when a teacher does not include necessary details in the Register.

The Resources required to implement this method are follows:

- Requirement of more funds to implement this method successfully.
- Technology enabled teaching aids.
- Appointment of more teachers in the Department of Commerce.

Contact Details

Name of the Principal / Teacher-in-Charge: Smt. Mousumi Pathak

Name of the Institution: Seth SoorajmullJalan Girls' College

City: Kolkata

Pin Code: 700 073

Accredited Status: B+

Work Phone: (033) 22415256

Fax: (033) 22199171

Website: www.ssjalangirlsCollege.org

Email: ssjalanCollege@yahoo.co.in

Mobile: (+ 91) 9830464967

E. Evaluative Report of the Departments:

Evaluative Report of the Department of Bengali

1) Name of the Department: Bengali.

2)Year of Establishment: 26-6-1957 (Bengali Vernacular)

16-6-1961 Elective Bengali
Affiliation No. C/2818/118 (Affl.)Dated 24.6.1957

3) . Names of Programmes/Courses offered: U.G, PG, M.Phil, Integrated Masters, Integrated P.h.D, etc: U.G:B.A General.

4) Names of Interdisciplinary courses and the departments/units involved- Nil

5) Annual/Semester/choice based credit system –Annual.

6) Participation of the department in the courses offered by other departments: Nil.

7) Courses in collaboration with other universities, industries, foreign institutions, etc. -Nil

8) Details of courses/programmes discontinued- Nil

9) Number of teaching posts:

	Sanctioned	Filled
Professor	-	-
Associate Professor	2	2
Assistant Professor	-	

10) Faculty profile with name, qualification, designation, specialisation, (PhD/MPhil):

Name	Qualifi-cation	Designation	Specialisation	Years of Experience	PhD students guided for 4 years
Dr. Sanjukta Guha	M.A, P.hD	Associate Professor	Linguistics, Modern Poetry	33 years	Nil
Prof. Soma Chattopadhay	M.A, M.Phil	Associate Professor	Drama, Medieval Period of Bengali Literature	19 years	Nil

11) List of Visiting Faculty: Nil

12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Not Applicable.

13) Student-Teacher ratio:

Year	BA (General)
2011-12	1:12
2012-13	1:13
2013-14	1:4
2014-15	1:10

14) Number of academic support staff (technical) and administrative staff; sanctioned and filled: Specifically none for the Department but administrative and technical staffs are provided by the College to maintain and update all academic records and other data required by the Department.

15) Qualifications of teaching faculty with DSc./D.Litt/PH.D/MPhil/PG.

D.Sc	--
D.Litt	--
Ph.D.	01
M.Phil	01
. PG	---

16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-

a) National- Nil
b) International-Nil

17) Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received-

Funding Agency	Grants
DST-FIST	Nil
UGC	Nil.
DBT	Nil
ICSSR	Nil

18) Research centre/facility recognised by the University. Nil

19) Publications:

a) Publication per faculty

b) Number of papers published in peer reviewed journals i)) national ii) international by faculty and students

c)Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in books

f) Books Edited

g) Books with ISBN/ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact Factor

l)H-index

Name of the faculty	A	bi	bii	c	d	e	f	g	h	i	j	k	L
Dr.Sanjukta Guha	04	04	--	---	---	02	---	---	---	---	----	---	---
Prof. Soma Chattopadhyay	01	01	----	---	---	---	---	---	---	---	---	---	---

20) Areas of consultancy and income generated: Nil

21) Faculty as members in

a)National Committees b) International committees c) Editorial Boards.

Dr Sanjukta Guha.

National	Nil
International	Nil
Editorial	Nil

Prof Soma Chatterjee.

National	Nil
International	Nil
Editorial	Nil

22) Student Projects:

a) Percentage of Students who have done in-house projects including inter-departmental programme: 100% BA 3RD Year have compulsory projects on Environmental Science.

b) Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: Nil.

23) Awards / Recognitions received by faculty and students: Nil

24) List of eminent academicians and scientists/ visitors to the department: Nil

25) Seminars/ Conferences / Workshops organised and the source of funding

a) **National:** Nil.
b) **International:** Nil

26) Student Profile Programme/ course wise:

Name of the course/ programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.A. General	11-12	7	7	7	100 %
	12-13	5	5	5	100 %
	13-14	7	7	7	100 %
	14-15	9	9	9	100%

27) Diversity of students

Session	Name of the Course	% of the students from the same state	% of the students from the other state	% of the students from abroad
2011-12	B.A (General)	100%	0%	0%
2012-13		100%	0%	0%
2013-14		100%	0%	0%
2014-15		100%	0%	0%

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc. Data not available.

29) Student Progression

Student Progression	**Against % enrolled**	
	2013-14	**2014-15**
UG to PG	20%	20%
PG to M.Phil.	----	----
PG to Ph.D. Ph.D. to Post-Doctoral	----	------
Employed Campus Selection Other than campus recruitment	50%	50%
Entrepreneurship/ Self-employment	20%	20%

30) Details of infrastructural facilities

a) Library: Total number of Books:2327

Bangla Atmajiboni 63

Potraboli 03

Bangla Jiboni 166

Bangla Bhromn Kahini 69

Bangla Natak 132

Bangla Ramya Rocchona 38

Bangla Sahityer Itihaas 40

Bangla Probondho 70

Bangle Kobita 168

Bangle Upannash 60

Bangla Kabbo Totto 255

Bangla Somalochona 186

b) **Internet facilities for Staff & students:** The Staff have access to computer and internet facilities like the INFLIBNET. The students have access to the computer laboratory.

c) **Class rooms with I.C.T facility**: Two rooms with I.C.T facility. Classes are held as per required.

d) **Laboratories:** Nil

31) Number of students receiving financial assistance from College, university, government or other agencies:

	College	University	Govt. Or other agencies
11-12	-	-	-
12-13	-	-	-
13-14	-	-	-
14-15	-	-	1

32) Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts: Nil

33) Teaching methods adopted to improve student learning:

We arrange tutorial classes, remedial classes, and educational tours for the students.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities:

The students of our department participated in the activities:

- NSS Camp.
- Blood Donation Camp.
- Thalassemia Screening Camp.
- AIDS awareness programme.
- Women empowerment programme.

35) SWOC analysis of the department and future plans:

Strength: -

- The teachers of our department are highly qualified, efficient and dedicated

Weakness:-

- Since most of the students have Hindi as their mother tongue, the number of students enrolled for Bengali subject is very less.

Opportunity:

- There is an opportunity to open Honours course in our department

Challenges:

- Accommodate more students in the department for those who are from Hindi-medium background.

Future Plans:

- We are looking forward to start an Honours Course.

Evaluative Report of the Department of Economics

1. **Name of the Department:** Economics**.**

2. **Year of Establishment:** Letter No. C/2818/118(Affl.), dated 24/06/1957.

3. **Names of Programmes/Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc.):** U.G**.**

4. **Names of Interdisciplinary courses and the departments/units involved:** B.A. (Gen.) and B.Com. (Gen.).

5. **Annual/Semester/choice based credit system (programme wise):** Annual**.**

6. **Participation of the department in the courses offered by other departments**: **The Department participates in few courses offered by Geography Department.**

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Nil**.**

8. **Details of courses/programmes discontinued (if any) with reasons:** Nil**.**

9. **Number of teaching posts:**

	Sanctioned	**Filled**
Professor	**--**	**--**
Associate Professor	**1**	**1**
Assistant Professor	**1**	**1**

10. **Faculty profile with name, qualification, designation, specialisation, (Ph.D/M.Phil):**

Name	**Qualification**	**Designation**	**Specialisation**	**Years of Experience**	**No. Of PhD students guided for the last 4 years**
Mira Haldar	**M.A., M.Phil**	**Associate Professor**	**Advanced Economic Theory &Econometrics**	**27 Years**	**Nil**
Avijit Pal	**M.A., B.Ed.**	**Assistant Professor**	**Econometrics**	**2Years**	**Nil**

11. List of Visiting Faculty: Nil**.**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 50%.

13. Student-Teacher ratio (Programme wise):

Year	B.A.	B.Com.
	Ratio	Ratio
2011-12	27:1	91:1
2012-13	28.5:1	89:1
2013-14	25:1	94:1
2014-15	23.5:1	85:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: No administrative staff is sanctioned for the department. But support is obtained from the office administration.

15. Qualifications of teaching faculty with D.Sc./D.Litt/PH.D/M.Phil/P.G.:

D.Sc.	0
D.Litt	0
PH.D	0
M.Phil	1
P.G.	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil.

18. Research centre/facility recognised by the University: Nil.

19. Publications: Nil.

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national/b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in books

f) Books Edited

g) Books with ISBN/ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact Factor

l) h-index

Name of the teacher	(a)	(b_1)	(b_2)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
Mira Haldar	--	--	--	--	--	--	--	--	--	--	--	--	--
Avijit Pal	--	--	--	--	--	--	--	--	--	--	--	--	--

20. Areas of consultancy and income generated: Nil.

21. Faculty as members in

a) National Committees b) International committees c) Editorial Boards: Nil.

22. Student Projects

a) Percentage of Students who have done in-house projects including inter-departmental programme: 100% students of 3rd year prepare in-house project on Environmental Studies.

b) Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: Nil.

23. Awards / Recognitions received by faculty and students: Nil.

24. List of eminent academicians and scientists/ visitors to the department: Nil.

25. Seminars/ Conferences / Workshops organised and the source of funding

c) National: Nil.

d) International: Nil.

26. Student Profile Programme/ course wise:

Year	Name of the course/programme : B.A.(General)				
	Application received	Selected	Enrolled		Pass percentage
			Male	Female	
2011-12	22	22	_	22	69%
2012-13	29	29	_	29	100%
2013-14	28	28	_	28	100%
2014-15	12	12	_	12	60%
Year	Name of the course/programme : B.Com.(Honours &General)				
	Application received	Selected	Enrolled		Pass percentage
			Male	Female	
2011-12	419	274	_	274	99%
2012-13	663	266	_	266	100%
2013-14	427	283	_	283	100%
2014-15	610	254	_	254	94%

27. Diversity of students:

Year	Name of course					
	B.A.(General)			B.Com.(Honours &General)		
	% of students from the same state	% of students from other states	% of students from abroad	% of students from the same state	% of students from other states	% of students from abroad
2011-12	100%	--	--	99.21%	0.79%	--
2012-13	100%	--	--	100%	--	--
2013-14	100%	--	--	98.83%	1.17%	--

1014-15	**100%**	**--**	**--**	**82.64**	**17.36**	**--**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc.: Data not available.

29. Student Progression:

Student Progression	**Against % enrolled**	
	2013-14	**2014-15**
UG to PG	--	--
PG to M.Phil.	--	--
PG to Ph.D.	--	--
Ph.D. to Post-Doctoral	--	--
Employed • Campus Selection • Other than campus recruitment	Nil 60%	Nil 72%
Entrepreneurship/ Self-employment	40%	28%

30.Details of infrastructural facilities

e) Library: Total no. of books in the library: 1039, No. of Journal: 1.

f) Internet facilities for Staff & students: Internet facilities are provided by the College to staff and students.

g) Classroom with ICT facility: Two rooms are equipped with ICT facility.

30. Number of students receiving financial assistance from College, university, government or other agencies:

Year	**B.A. (General)**			**B.Com. (Honours &General)**		
	College	**University**	**Govt. And other agency**	**College**	**University**	**Govt. And other agency**
2011-12	**2**	**--**	**2**	**49**	**--**	**50**
2012-13	**3**	**--**	**1**	**61**	**--**	**32**
2013-14	**2**	**--**	**1**	**63**	**--**	**82**
2014-15	**1**	**--**	**3**	**27**	**--**	**12**

31. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts: Nil.

32. Teaching methods adopted to improve student learning:

- **Lecture based teaching method is followed in the class.**
- **Lecture is lucid and analytical.**
- **Board work is carried out in the class.**
- **Students are motivated to take part in the teaching process.**
- **Their comment in the class is given weightage.**
- **Multiple tests are arranged for slow learners.**
- **After checking, answer scripts are shown to the students so that they can rectify themselves.**

33. **Participation in Institutional Social Responsibility (ISR) and Extension activities: Students of the department actively take part in following work under NSS.**

    - **NSS Camp**
    - **Blood Donation Camp**
    - **Thalasemia Screening Camp**
    - **AIDS awareness programme**
    - **Women empowerment programme**
    - **Cleaning and beautification of the campus**

34. **SWOC analysis of the department and future plans:**

    Strength –

    - **Teachers are experienced, capable and qualified.**
    - **They can adequately take care of individual students.**
    - **Regular examinations, evaluation of answer scripts and showing of answer scripts to the students.**
    - **Special attention to the slow learners.**
    - **Annual parent-teacher meeting.**
    - **Strict consideration to the students attendance.**

    Weakness

    - **Teaching Economics to the students without mathematics background is serious weakness to our department.**
    - **There is no departmental room to carry out many activities of the department.**

    Opportunity

    - **Honours Course for the subject can be opened.**
    - **Teacher-training course can also be introduced.**

Challenge

- **Most of the students of the department are from Hindi background. Teaching them in English is a big challenge to us.**

Future Plan

- **We are looking forward to start an Honours course for the students.**

Evaluative Report of Department of Education

1. **Name of the Department: -** Education.
2. **Year of Establishment:-**Affiliation: C/1506/48 (AAFL.) 29.06.1970.
   Education General: 29.06.1970.
   Session: 10THAugust, 1970-71.
3. **Names of Programmes/Courses offered:-** UG: General.
4. **Names of Interdisciplinary courses and the departments/units involved: -** Inter-disciplinary lectures are delivered sometimes.
5. **Annual/Semester/choice based credit system (programme wise):-** Annual.
6. **Participation of the department in the courses offered by other departments:-** Nil
7. **Courses in collaboration with other universities, industries, foreign institutions:-**Nil
8. **Details of courses/programmes discontinued:-**Nil
9. **Number of teaching posts:-**

	Sanctioned	**Filled**
Professor	-	-
Associate Professor	-	-
Assistant Professor	2	2

10. **Faculty profile with name, qualification, designation, specialisation, (PhD/MPhil):-**

Name	**Qualification**	**Desig-nation**	**Speciali-sation**	**Years of Exper-ience**	**PhD students guided for 4 years**
Dr. Bipasha Sinha	M.A in Education, B.Ed, M.Sc in Psychology, M.Phil., Ph. D in Applied Psychology	Asst. Professor	Guidance and Counselling	15 Years	Nil
Prof. Anupriya Basu	M.A in Education, B.Ed, M.Phil., (Ph. D in Education in process of submission)	Asst. Professor	Statistics and Children with special needs	1 and 6 months	Nil

11. **List of Visiting Faculty:-** Nil
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:-** Prof. Romana Ali (from 2011 to 2014)

Percentage of Lectures Delivered			
	2011-2012	**2012-2013**	**2013-2014**
B.A. General	42.03	41.1	33.3

13. **Student-Teacher ratio:-**

2011-2012	1:53
2012-2013	1:55
2013-2014	1:46
2014-2015	1:45

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:-**None for the department but overall help is provided by academic support staff and administrative staff when needed.
15. **Qualifications of teaching faculty with DSc./D.Litt/PH.D/MPhil/PG.:-**

P.G.	-
M.Phil	1
Ph.D	1
D.Litt	-
D.Sc	-

16. **Number of faculty with ongoing projects from**

a) National funding agencies and grants received	Nil
b) International funding agencies and grants received	Nil

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:-**

DST-FIST	Nil
UGC, DBT	Nil
DBT	Nil
ICSSR	Nil

18. **Research centre/facility recognised by the University:-** Nil
19. **Publications:**
    a) Publication per faculty

b) Number of papers published in peer reviewed journals (1) national/ (2) international by faculty and students
c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)
d) Monographs
e) Chapter in books
f) Books Edited
g) Books with ISBN/ISSN numbers with details of publishers
h) Citation Index
i) SNIP
j) SJR
k) Impact Factor
l) h-index

	a	**b. 1**	**b. 2**	**c**	**d**	**e**	**f**	**g**	**h**	**i**	**j**	**k**	**L**
Dr.Bipasha Sinha	26	4	13	5	-	7	-	1. Sexual Harassment of Female University Students in India. (2013) LAP LAMBERTAcademic Publishing, Germany. (ISBN 978-3-659-34802-0)	11	-	-	7	-
Prof.Anupriya Basu	2	-	1	1	-	-	-	-	1	-	-	1	-

20. Areas of consultancy and income generated:- Nil

21. Faculty as members in

Memberships in Committees and Editorial Board by Dr. Bipasha Sinha

Name of Faculty	a)National Committees	b) International committees	c) Editorial Boards
Dr. Bipasha Sinha	1. Member of Rehabilitation Council of India. Registration No. AO3816	Nil	1. Member of Editorial Board and Reviewer of International Journal of Multidisciplinary Educational Research. ISSN: 2277-7881.
	2. Life member of All India Association of Educational Research, ID No: 2520.	Nil	2. Member of /Editorial Board and Reviewer of Research Expo International Multidisciplinary Research Journal. ISSN : 2250-1630
	3. Associate Life Member of World Peace Movement Trust. Meerut, U.P.	Nil	3. Member of Editorial Board of Global Academic Research Journal. An International Peer-Reviewed Research Journal.ISSN:2347-3592
	4. Life member of Global Educational Research Association, India ID No:91000554	Nil	4. Member of Editorial Board of Vignettes. An International Multidisciplinary Research Journal. ISSN: 2320-1797
	5. Life member of Indian Association of Teacher Educators. Member ID:B-89	Nil	5. Member of Editorial Board and Reviewer of Acme International Journal of Multidisciplinary Research. ISSN: 2320-236X
		Nil	6. Member of Editorial Board and Reviewer of Quest International Multidisciplinary

			Research. ISSN: 2278-4497
		Nil	7. Section Editor of the subject Psychology and Education in the International Journal of Human Sciences (Turkey), ISSN: 1303-5134
Prof. Anupriya Basu	Nil	Nil	Nil

22. Student Projects

c) Percentage of Students who have done in-house projects including inter-departmental programme- 100% of the students of B.A. 3rd Year prepared a compulsory project in Environmental Science.

d) **Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies:-** Nil

23. Awards / Recognitions received by faculty and students:- Nil

24. List of eminent academicians and scientists/ visitors to the department:- Nil

25. Seminars/ Conferences / Workshops organised and the source of funding:-

a) National:	Nil
b) International:	Nil

26. Student Profile Programme/ course wise:-

Name of the course/ programme	Applications received	Selected	Enrolled		Pass percentage (For B.A. 3RD Year)
			Male	Female	
B. A. General					
2011-2012	134	134	×	√	78 %
2012-2013	131	131	×	√	94 %
2013-2014	98	98	×	√	87.5 %
2014-2015	110	110	×	√	82.3%

27. Diversity of students

	% of students from same state	% of students from other states	% of students from abroad
2011-2012	97.76 **%**	2.23 **%**	Nil
2012-2013	99.23 **%**	.76 **%**	Nil
2013-2014	100 **%**	0 **%**	Nil
2014-2015	97.05 **%**	2.94 **%**	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc. :-Data not Available.

29. Student Progression

Student Progression	**Against % enrolled**	
	2013-2014	**2014-2015**
UG to PG	20 %	20 %
PG to M.Phil.	2 %	2 %
PG to Ph.D. **Ph.D. to Post-Doctoral**	-	-
Employed • **Campus Selection** • **Other than campus recruitment**	- 50%	- 50%
Entrepreneurship/ Self-employment	20%	20%

30. Details of infrastructural facilities

h) **Library: -**

- There are 1362 number of books on Education for students use in the main library
- There are various books on education in the book bank from where students can borrow textbooks for an entire session.
- There is a seminar library for the students from where students can also borrow books on education.
- The Department also subscribes a weekly Journal on higher education called 'University News'.

i) **Internet facilities for Staff and students: -**

- The Staff have access to computer and internet facilities like the Wi-Fi and INFLIBNET.
- The students have access to Wi-Fi and the computer laboratory

- Few classrooms have ICT facility like the Projector and LCD's.

j) Laboratories:- Nil

31. Number of students receiving financial assistance from College, university, government or other agencies:

	College	University	Govt. & other agencies
2011-2012	32	-	-
2012-2013	33	-	-
2013-2014	28	-	26
2014-2015	23	-	3

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:- Nil

33. Teaching methods adopted to improve student learning:-

- Student's projects to encourage activity based learning among students.
- Wall magazine to foster creativity among students
- Object lessons are demonstrated in class to facilitate learning by the teachers.
- Educational tours to acquaint students with places of educational interest.
- Educational videos and PPT presentations to facilitate learning through visual aids.
- Continuous assessment through class tests and tutorials
- Showing of answer scripts so that students are shown their errors in the scripts.
- Remedial classes to help weak students overcome their difficulties in studies.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:-

NSS

- Slum visits
- Blood Donation Camps,
- Thalassemia Detection Camps,
- Pulse Polio Programme
- Celebration of World Aids Day, Human Rights Day, World Environment Day etc

NCC

- Weapon training
- Communication Training
- Health and hygiene

Games and sports

- Annual Sports
- Yoga Classes
- Indoor Games like Badminton, Table Tennis

35. SWOC analysis of the department and future plans:-

Strength: -

- Quality teaching, motivated and professionally competent faculty.
- Warm and cordial teacher-student relationship.
- Study material and references are all preserved in printed hard copy and soft copy.
- Annual Parent-teacher Meeting. Weak and irregular student's parents are informed.
- The department also runs the Career Counselling Cell whereby apart from student counselling by the teachers, regular psychometric tests (consisting of personality, intelligence and aptitude test) are held to facilitate B.A/B.Com 3rd year students to choosing their future career pursuits.

➢ **Weakness: -**

- All classes do not have ICT facilities.
- Our College is an English medium College, it is very difficult for the Hindi medium students to shift to English medium in the UG stage resulting in poor results due to lack of English language skills.

Opportunity: - We would like to open Honours course and teacher training courses like B. Ed.

Challenge:-

- Majority of students are first generation learners and are not from English medium background so teaching seems very challenging.
- It is also a challenge to get back drop-outs to complete the course as some parents fix marriage of the students and thereby do not want them to complete education.

Future Plans

- To introduce Honours Course
- To make classroom teaching technology based
- To organise regular remedial classes for slow learners
- To arrange seminars and workshops regarding contemporary educational issues and future prospects

Evaluative Report of the Department of English.

1. **Name of the Department:** English

2. **Year of Establishment: (a)Eng (Gen) :** 2818/118 (Affl.), Session : 1957-58

(b) Eng (Hons) :25-01-1999, (C/46/48/Affl.), Session :1998-99

3. **Names of Programmes/Courses offered: (U.G., P.G., M.Phil., Ph. D., Integrated Ph.D., etc.)**

U.G.: B.A. Honours
General

4. **Names of Interdisciplinary courses and the departments/units involved-** B.A. & B.Com.

5. **Annual/Semester/choice based credit system (programme wise):** Annual (1+1+1 System)

6. **Participation of the department in the courses offered by other departments:**
Supports in the teaching of Hindi, Bengali & B.Com Students.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :**Nil

8. **Details of courses/programmes discontinued-** Nil

9. **Number of teaching posts:**

	Sanctioned	**Filled**
Professor	-	-
Associate Professor	3	3
Assistant Professor	1	1

10. **Faculty profile with name, qualification, designation, specialisation, (PhD/MPhil):**

Name	Qualification	Designation	Specialisation	Years of Experience	PhD students guided for 4 years
Prof.Debjani Sanyal	M.A., M.Phil	Associate Professor	Modern European Texts	33 years	-
Prof.Chandana Dutta	M.A., B.Ed	Associate Professor	Greek Tragedy	27 years	-
Prof.Ramita Paul	M.A., M.Phil	Associate Professor	Modern European Texts	30 years	-
Prof.ShyamaliDasgupta	M.A.	Assistant Professor	American Literature	12 years	-

11. **List of Senior Visiting Faculty:**Nil

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** Not Applicable.

13. **Student-Teacher ratio :-**

	Student/Teacher ratio			
Year	B.A. (Hons) Ratio	B.A. (G) ratio	B.Com. (Hons) Ratio	B.Com. (G) ratio
2011-12	13:1	29.25:1	73.5:1	63.5:1
2012-13	12.5:1	16.5:1	75.5:1	57.5:1
2013-14	11.75:1	13.5:1	77:1	64.5:1
2014-15	11:1	15:1	79.5:1	47.5:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

None specifically for the Department but Administrative and technical support is obtained from the Office.

15. Qualifications of teaching faculty with DSc./D.Litt/PH.D/MPhil/PG. (see section 10).

D.Sc	-
D.Litt.	-
P.H.D	-
M.Phil	2
P.G.	2

16. Number of faculty with ongoing projects from a) National b)International funding agencies and grants received:

National	Nil
International	Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Funding Agency	
DST-FIST	Nil
UGC	Nil
DBT	Nil
ICSSR	Nil

18. Research centre/facility recognised by the University: Nil

19. Publications:

a) Publication per Faculty
b) Number of papers published in peer reviewed journals (national/international) by faculty and students.
c) Number of publications listed in International Database (for eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences, EBSCO host, etc)
d) Monographs
e) Chapter of Books
f) Books Edited
g) Books with ISBN / ISSN numbers with details of publishers
h) Citation Index
i) SNIP
j) SIR
k) Impact Factor
l) h-index

	Name of the Faculty	a	b(i)	b(ii)	c	d	e	f	g	h	i	j	**k**	**l**
1	Prof.Chandana Dutta	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Prof.Debjani Sanyal	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Prof.Ramita Paul	-	1	-	-	-	-	-	1 (ISBN-978-93-80761-88-6) Avenel Publication	-	-	-	-	-
4	Prof.Shyamoli Dasgupta	-	-	11	-	-	-	-	-	-	-	-	-	-

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

b) National Committees b) International committees c) Editorial Boards:

a	Nil
b	Nil
c	Nil

22. Student Projects

e) Percentage of Students who have done in-house projects including inter-departmental programme-

f) **Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies:**

a	100% of 3rd Year Students
b	Nil

23. Awards / Recognitions received by faculty and students:

Name of the Student	**Year**	**2011**
Nidhi Dwivedi (B.A. (H)) 2010-13	2011 - NCC Cadet in Republic Parade	Best Girl Cadet. 'A' grading with 89%.

24. List of eminent academicians and scientists/ visitors to the department: Nil

25. Seminars/ Conferences / Workshops organised and the source of funding:

a) National
b) International

	Seminars/Workshops	**Date**	**Funding**
a)	National Seminar on 'Women's Voices: Heard Voices and those Unheard. Elizabethan and Jacobean Theatre and The Indian Classroom Context.	03.12.15 04.12.15	U.G.C. Sponsored
b)	None		

26. Student Profile Programme/ course wise:

Name of the course/ programme (refer question no. 4)	Year	Applications Received	Selected	Pass Percentage
Honours	2011-12	128	52	97.80
Honours	2012-13	173	50	100
Honours	2013-14	092	47	82.76
Honours	2014-15	108	44	96.48
General	2011-12	117	117	94
General	2012-13	050	050	71
General	2013-14	047	047	87
General	2014-15	044	044	94

27. Diversity of students

Name of the Course	% of the students from the same state	% of the students from other states	% of the students from abroad
Hons2011-12	97.08	2.92	-
Hons2012-13	100	-	-
Hons2013-14	96.77	3.23	-
Hons2014-15	97.87	2.13	-
Gen 2011-12	100	-	-
Gen 2012-13	100	-	-
Gen 2013-14	99	1	-
Gen 2014-15	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc.

Data not available

29. Student Progression

Student Progression	**Against % enrolled**	
	2013-14	2014-15
UG to PG	50	60
PG to M.Phil	07	10
PG to Ph.D.	02	04
Ph.D. to Post-Doctoral	Nil	Nil
Employed		
- Campus Selection	Nil	Nil
- Other than campus recruitment	40	50
Entrepreneurship / Self-employment	20	30

30. Details of infrastructural facilities

k) Library:-

Students avail books from the Main Library and the Seminar Library. Books are given to the Economically Challenged Students from the 'Book Bank'.

l) Internet facilities for Staff & students:-The Staff have access to computer and internet facilities like the INFLIBNET. The students have access to the computer laboratory.

m) Classrooms with I.C.T. Facility – I.C.T. Facility is available in 4 Classrooms.
n) Laboratories: N.A.

31. Number of students receiving financial assistance from College, university, government or other agencies:

	College	University	Government and Other Agencies.
2011-12	30	-	-
2012-13	16	-	-
2013-14	14	-	79
2014-15	12	-	22

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:

Seminars/Workshops	Date	Funding
Deptt. Seminar & interactive session 'Shakespeare's Sonnets' by B.A. 1st Years Hons. & Gen	25.04.13	None
Interactive session and Students' Paper Presentation on Pope's "The rape of the lock".	26.04.13	None
CommemoratingShakespeare's 450th Birth Anniversary with Student Papers	23.04.14	None
Deptt. Seminar on History of English Literature from the beginning to the 16th Century. Paper Presentation by 1st year Eng. Hons. Students	18.03.15 19.03.15	None
State Level Seminar on Higher Education as a Harbinger of a Prosperous Modern India	19.11.11	U.G.C. Sponsored

33. Teaching methods adopted to improve student learning:

- Classroom teachings with traditional aids& microphones for better clarity.
- Interactive sessions between teachers and students.
- Dramatic enacting of texts.

- Audio-Visual screening and Power Point Presentation of Texts and related Texts.
- Evaluation of Answer Scripts with copious comments, communicated to students.
- Remedial Classes and Tutorials to improve writing skills.
- Student support in the form of giving study materials and individual attention to both, Advanced and Slow Learners.
- Counselling Students for betterment and future Career Prospects.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Participation in NSS programme which includes:

- Blood Donation Camps
- Thalassemia Screening Camps
- Visit to Slum Areas to teach the children
- Distribution of Food Packets and Stationery to Slum Children.
- Participation of students in enacting play in the Annual Function.
- Participation of Students in Saraswati Puja, Independence Day and Republic Day held annually in the College.
- Participation of Students in Yoga Classes and in Indoor Games viz, Badminton, Table Tennis, etc.

35. SWOC analysis of the department and future plans:

Strength:-

- Competent Faculty
- Individual Attention given to Students.
- Well-equipped Seminar Library
- Availability of LCD TVs for Audio-Visual Screening, related to Course work
- Tenacity and Competence of Students to receive and absorb information for betterment.
- More guidance and mentoring for Slow Learners.
- Regular Parent-Teacher Meetings to discuss Students' performance and Attendance.
- Received U.G.C Sanction and Grant to hold National Seminar in English in Collaboration with Victoria Institution (College).

Weakness:-

- Lack of adequate space for infrastructural development.
- Language problems for some 1st generation learners

Opportunities:-

- Initiating M.A. with the existing experienced faculty

- Prepare the Students for Competitive Examinations and Career Orientation

Challenges:-

- Teaching English as a 1st Language to Students who are (a) 1st generation Leaners and/or (b) from the vernacular medium.
- To develop non-performers towards Excellences

Future Plans:-

- More Lectures and Workshops by Eminent Visiting Faculty
- More Books in the Seminar Library.

Evaluative Report of Department of Geography

1. **Name of the Department:** Geography

2. **Year of Establishment:** Commercial Geography -1957-1958 Aff.No.C/1899/188- 26.2.57

   Geography General started in 1961-1962 Aff.No.C/2592/118- 16.6.61

3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc)-** UG :B.A General

4. **Names of Interdisciplinary courses and the departments/units involved-** Nil

5. **Annual/Semester/choice based credit system (programme wise) –** Annual
6. **Participation of the department in the courses offered by other departments:** Nil

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** :
   Chapters related with the Department of Economics and Department of Environmental Studies.
8. **Details of courses/programmes discontinued-** Nil
9. **Number of teaching posts:**

	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Assistant Professor	2	2

10. **Faculty profile with name, qualification, designation, specialisation, (D.Sc./D.Litt./PhD/MPhil etc.):**

Name	Qualifica-tion	Designation	Specialisation	Years of Experience	PhD students guided for last 4 years
Dr.Chandana Das	M.A.,B.Ed, Ph.D	Assistant Professor	Advanced Geomorphology	12 yrs	Nil
Prof. Paramita Ranjit	M.Sc., B.Ed.	Assistant Professor	Advanced Industrial Geography	7 yrs	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by
temporary faculty: Not applicable**.**

13. Student-Teacher ratio – For General Course:

B.A. General	2011-12	27:1
	2012-13	25:1
	2013-14	25;1
	2013-14	18:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

- Technical -1; Sanctioned -1 and Filled -1
- Administrative support from the College Office when required.

15. Qualifications of teaching faculty with DSc./D.Litt/PH.D/MPhil/PG.
–

P.G.	1
M.Phil	-
Ph.D	1
D.Litt	-
D.Sc	-

16. Number of faculty with ongoing projects from a) National b)International funding agencies and grants received-
a) National: - Nil
b) International funding agencies and grants received**:-** Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received-

DST-FIST	Nil
UGC, DBT	Nil
DBT	Nil
ICSSR	Nil

18. Research centre/facility recognised by the University- Nil

19. Publications:

a) Publication per faculty

b) Number of papers published in peer reviewed journals (national/international) by faculty and students

c) Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humnities International Complete, Dare Datebase-International Social Science Directory, EBSCO host etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN/ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

	a	**b.1**	**b.2**	**c**	**d**	**e**	**f**	**g**	**h**	**i**	**j**	**k**	**L**
Dr. Chandana Das	4		2			1			1			2	

	a	**b.1**	**b.2**	**c**	**d**	**E**	**f**	**g**	**h**	**i**	**j**	**k**	**L**
Prof.Paramita Ranjit	-	-	-	-	-	-	-	-	-	-	-	-	-

20. Areas of consultancy and income generated : Nil

21. Faculty as members in a) National committees b) International committees c) Editorial Boards.....

Dr.Chandana Das

a) National Committees	b) International committees	c)Editorial Boards
1.The Geographical Society of India	-	-
2.Institute of Landscape, Ecology and Ekistics,		

Prof.Paramita Ranjit

a) National Committees	b) International committees	c)Editorial Boards
1.The Geographical Society of India	-	-
2.Institute of Landscape, Ecology and Ekistics,		

22. Student Projects

g) **Percentage of Students who have done in-house projects including inter-departmental programme :**

- 100% students of B. II year are engaged in field survey for geographical project.
- 100% students of B.A III year are engaged in –house projects of Environmental Studies.

h) **Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies** : Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/ visitors to the department: Nil

25. Seminars/ Conferences / Workshops organised and the source of funding:

e) **National:** Nil.

f) International: Nil.

26. Student Profile Programme/ course wise:

Name of the course/ programme (refer question no. 4)	Applications received	Selected	Enrolled Male Female	Pass percentage
B.A. General				
2011-12	22	22	22	71.4
2012-13	24	24	24	70.0
2013-14	17	17	17	75.0
2014-15	9	9	9	10.0

27. Diversity of students

Name of the Course	% of the students from the same state	% of the students from other states	% of the students from abroad
B.A. General 2011	100	-	-
2012	100	-	-
2013	98	2	-
2014	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc.? Not Known.

29. Student Progression

Student Progression	Against % enrolled	
	2013-2014	2014-2015
UG to PG	20%	20%
PG to M.Phil.	-	-
PG to Ph.D. Ph.D. to Post-Doctoral		- -
Employed • Campus Selection • Other than campus recruitment	- 50%	- 50%
Entrepreneurship/ Self-employment	20%	20%

30. Details of infrastructural facilities:

o) Library

- There are total 802 books on Geography (as in 2015) in our main library for students use.
- Book bank facility is also available for the needy students.
- The Department also subscribes a monthly magazine **Jibaner Paribesh** (Environment of Life).

p) **Internet facilities for Staff & students:** The staffs have access to computer and internet facilities like the INFLIBNET. The students have access to the computer laboratory.

q) **Class rooms with ICT facility:** Two rooms with ICT facility. Classes are held as per requirement.

r) Laboratories: Geography Laboratory

31. Number of students receiving financial assistance from College, university, government or other agencies:

Year	College	University	Government or other agencies
2011-12	11	-	-
2012-13	13	-	01
2013-14	11	-	02
2014-15	04	-	02

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning :

- To make the teaching more effective different models, charts are often used.
- Overall performance of students is regularly assessed through tutorials.
- Remedial classes are taken after selection test for better performance of students.
- Students are taken to the field for firsthand experience of topological features of land, river courses etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

a**)** Our students actively participate in activities of the NSS, NCC of our College.

List of different programmes conducted by our NSS unit:

- Blood donation camp
- Thalassemia screening camp

- Slum visit etc.

b) The Department use to organise an educational tour each year.

35. SWOC analysis of the department and future plans:

Strength:

- The teachers of our department are highly qualified, efficient and dedicated
- There exists warm and cordial teacher-student relationship.
- The teachers are approachable and try to help out students whenever the need arises.

Weakness:

- Many students do not have geography in the plus two stages; hence studying geography (especially practical) at the UG stage is sometimes difficult for them.

Opportunity:

- There is an opportunity to open Honours course in our department.

Challenge:

- A majority of the students are first generation learners and are not from English medium background so teaching seems very challenging.
- Moreover, since this College is an English medium College, it is very difficult for the students to grasp the subject which is taught in English, resulting in poor results.

Future Plans:

- Inclusion of Honours course to attract better and meritorious students.

Evaluative Report of the Department of HINDI

1. **Name of the department : Department of HINDI**

2. **Year of Establishment:** (I.AC/789AFFL)dated 04/07/1955
B.A General (C/2818/18(AFFL) dated 24/06/1957
B.A Honours CC/187/118(AFFL)dated 18/07/1958

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):** UG (Honours and General)

4. **Names of Interdisciplinary courses and the departments/units involved:** Nil

5. **Annual/ semester/choice based credit system (programme wise):** Annual

6. **Participation of the department in the courses offered by other departments:** Nil

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Nil

8.**Details of courses/programmes discontinued (if any) with reasons:** Nil

9. **Number of Teaching posts:**

	Sanctioned	**Filled**
Professor	-	-
Associate Professor	2	2
Assistant Professor	2	2

10.**Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,):**

Name	Qualification	Designation	Specialization	No. of Experience of Years	No. of students guided for the last 4 years
Madhulata Gupta	M.A	Associate Professor, H.O.D	Prasad Sahitya	24	-
Dr.Indira Chakrabarty	M A,. M.Phil/ Ph.D	Associate Professor	Prasad Sahitya	22	-
Dr. Vivek Singh	M.A , Ph.D	Professor Assistant	Hindi Journalism	15	-
Suchita Kujur	M.A, B.Ed	Professor Assistant	Hindi Drama	09	-

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise)by temporary faculty: Nil

13. Student -Teacher Ratio (programme wise)

	Year	Hindi(Honours)	Hindi(General)
1	2011-12	12:1	28:1
2	2012-13	13:1	28:1
3	2013-14	8:1	23:1
4	2014-15	8:1	18:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:** No sanctioned post for the Department, although works like maintenance of office record, result, attendance etc are done by college office staff.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. :

1	DSc	-----
2	D.Litt	-----
3	Ph.D	2
4	MPhil	----
5	PG	4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

DST - FIST	---
UGC	---
DBT	---
ICSSR	---
Others	---

18. Research Centre /facility recognized by the University: Nil

19. Publications/Chapters in Books/Books Edited/Seminar attended etc. by Faculty:-

a) Publication per faculty
b) Number of papers published in peer reviewed journals
   (i) National
   (ii) International
c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
d) Monographs
e) Chapter in Books
f) Books Edited
g) Books with ISBN/ISSN numbers with details of publishers
h) Citation Index
i) SNIP

j) SJR
k) Impact factor
l) h-index

	Name of the Faculty	a	b(i)	b(ii)	c	d	e	f	g	h	i	j	k	l
1	***Prof.Madhu Lata Gupta***	5	-	-	-	-	4	1	-	-	-	-	-	-
2	***Dr. Indira Chakrabarty***	4	-	-	-	-	1	-	3 Astha Prakashan (ISBN-978-81-908796-2-0) Manav Prakashan (ISBN-978-93-80332-21-5) Manav Prakashan (ISBN-978-93-80332-57-4)	-	-	-	-	-
3	***Dr. Vivek Singh***	5	2	-	-	-	1	-	2 Manav Prakashan (ISSN-2349-168X) Manav Prakashan (ISBN: 93-80332-59-9	-	-	-	-	-
4	***Prof. Suchita Kujur***	2	1	-	-	-	-	-	1 LokmanPrakashan (ISBN-978-93-81554-23-4)	-	-	-	-	-

20. Areas of consultancy and income generated: Nil

21. Faculty as members in:

		Prof. Madhu Lata Gupta	***Dr. Indira Chakrabarty***	***Dr. Vivek Singh***	***Prof. Suchita Kujur***
a)	National committees	--	--	1)UG Board of Studies(SKB University) 2)Hindi Sahitya Sammelan,Prayag	--
b)	International Committees	--	--	--	--
c)	Editorial	--	--	1) International Journal of	--

	Boards			Social Sciences & Linguistics(ISSN-2319-2755)	
d)	Visiting	IGNOU	IGNOU	1)Presidency University 2)Calcutta University 3) MGIH University, Wardha	

22 . Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : All 3rd year students prepare project for the compulsory paper of Environment Studies.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23**. Awards / Recognitions received by faculty and students:**

Sl No.	Name	Event	Year/Date
1	Diksha Gupta	1st in Creative Writing;organised by W.B.state Govt.	2012
2	Komal Shaw	1st in Extempore acting;Inter college competition,Shri Shikshayatan	27/9/13
3	Simran Shaw	Participated in Republic Day Parade	26/01/15
4	Puja Lal	Winner in Dance Competition (Commonwealth Games)	2011
5	Priya Kumari	1st in Poster Competition(Commonwealth Games)	2011
6	Urmila Yadav	2nd in Extempore speech;Inter College competition,Vidyasagar college for women	7-8/10/15
7	Preeti Roy	2nd in Recitation:Inter College competition,Presidency University	17-18/09/15
8	Nilu Thakur	Certificate of Merit (Winner Kolkata Dist.)2nd Sub Junior U-16 State Net Ball Championship2015-16 by W.B Govt.	6-8/11/15

24. **List of eminent academicians and scientists / visitors to the department**

Sl no.	Academic year	Name of the Academician and status	Event
1	2011-12	**Dr.Shambhu Nath Shaw**, Professor and Ex Head of Department, Calcutta University	Hindi Diwas
2	2012-13	**Dr. Jagadishwar Chaturvedi,** Professor and Ex Head of Department, Calcutta University	Hindi Diwas
3	2013-14	**Dr. Manju Rani Singh,** Professor and Ex Head of Department, Vishwa Bharti University.	Special Lecture

25. **Seminars/ Conferences/Workshops organized & the source of funding**

A) National : Nil

B) International: Nil

26.**Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Enrolled		Pass percentage
		Male	Female	
Hindi(H)				
2011-12	87	-	45	73.68
2012-13	81	-	51	88.89
2013-14	40	-	30	72.73
2014-15	84	-	32	66.67
Hindi(Gen)				
2011-12	111	-	111	100
2012-13	116	-	112	100
2013-14	49	-	90	97
2014-15	32	-	72	98

27. **Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Hindi(H)2011-12	97.7	2.22	---
(G)2011-12	97.29	1.80	---
Hindi(H)2012-13	100	0	---
(G)2012-13	98.27	1.72	---
Hindi(H)2013-14	96.66	3.33	---
(G)2013-14	93.87	6.12	---
Hindi(H)2014-15	0	0	---
(G)2014-15	91.66	8.33	---
Hindi(H)2015-16	0	0	---
(G)2015-16	0	0	---

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

Batch	Name	Position/ Office/Achievement	Joining Year
2010	Sadhana Rai	Sr. Hindi Translator(O/O Comptroller Auditor General of India)	May 2010
2010	Ritu Singh	Assistant School Teacher (Heritage School)	June 2010
2010	Kiran Singh	Assistant Professor(St. Xaviers' College)	2015
2010	Sweta Vajpayee	Assistant School Teacher (Heritage School)	2011
2010	Mala Mishra	Assistant School Teacher (Heritage School)	2011
2010	Anjali Mishra	Assistant School Teacher	2011

2010	Puja Lal	Winner in Dance Competition (Commonwealth Games)	2011
2008	Sudha Tiwari	Hindi Translator (DGACE)	2012
	Munni Gupta	Assistant Professor (Vidyasagar University)	2012
2010	Priya Kumari	1st in Poster Competition(Commonwealth Games)/ Assistant Teacher	2012
2010	Swati Sharma	MPhil	2012
2010	Anupama	MPhil	2012
2010	Sushma Tripathi	Journalist (previously Sanmarg now Salam India)	2013
2011	Puja Singh	Hindi Translator(Ministry of Steel)/Qualified NET	30/12/2013
2010	Champa Patwa	Assistant Teacher (Qualified SSC)	2013
	Diksha Gupta	U.G Gold Medalist	2013
2009	Rita Mishra	Assistant Teacher	2014
2008	Gagan Sokhi	Assistant Teacher	2014
2008	Kaju KmShaw	Assistant Professor(Khudiram Bose College)/MPhil,Ph.D,SET	2015
2006	Madhu Mishra	Assistant Professor(Kalyani University)	2015

29.

Student Progression	**Against % enrolled**		
	2012-13	2013-14	2014-15
UG to PG	80%	80%	80%
PG to M.Phil.	10%	10%	N.A(Yet to
PG to Ph.D.	6%	8%	N.A
Ph.D. to Post-Doctoral	--	--	---

Employed • Campus selection • Other than campus recruitment	Nil 50%-	Nil 45% - 50%	Nil 40%-50%
Entrepreneurship/Self-employment	---	---	---

30. Details of Infrastructural facilities

a) Library:

- College Central Library with 8531 books.
- Departmental Seminar Library with 165 books.

b) Internet facilities for Staff & Students: 1 computer with Printer and Internet facility in the Department.

c) Class rooms with I C T facility: 1 room with facility. Effective sound system in most of the class rooms.

d) Laboratories: Nil

31. **Number of students receiving financial assistance from college, university,**

Government or other agencies:

Year	College	University	Goverment
2011-12	FF-19,HF-13	--	--
2012-13	FF-20,HF-21	--	--
2013-14	FF-38,HF-27	--	--
2014-15	FF-17,HF-18	--	*H-15, G-08
2015-16	FF-13,HF-17	--	H-08, G-0

N.B: FF- Full free ship, HF- Half free ship,*- Kanyashree Prakalpa

32. **Details on student enrichment programmes (special lectures / workshops /**

Seminar) with external experts:

- Celebration of ***HINDI DIVAS*** on 14th September every year.
- Organising lectures and interaction session on Birthdays of Writers/Poets (***Premchand Jayanti, Bhartendu Divas ,Nirala Jayanti, Agnanye centenary*** etc.)
- Publication anniversaries of important works (***100 years of 'Usne Kaha Tha' & 'Saut', 60 years of' Maila Aanchal'*** etc.

33. **Teaching methods adopted to improve student learning:**

- Conventional teaching with chalk and Board.
- Use of Power Point Presentations.
- Audio & Video CD etc.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Participation in NSS Programmes.
- Active participation in Cultural events.
- Active participation in Inter College and Intra college competitions.

35. **SWOC analysis of the department and Future plans:**

- **Strength:**

- It is one of the oldest Hindi (Hons.) Department under University of Calcutta, particularly established to cater the needs of the girls of Hindi speaking families of the city. It is still favored college and Department for this population of the city.
- It has one of the richest libraries in the city from the Hindi language point of view with collection of rare titles.
- The Department has four posts of regular faculty.
- It has a Departmental room and a Departmental library.
- It has computer with printer and internet facilities for staff and students.
- The department has an LCD projector.
- The department has good student strength. Many students of the department had attained ranks and distinction in the university examinations in the past.
- Since the college is situated well connected with the Hindi speaking belt, the students are well conversant with the language as well as culture of Hindi Literature. Hence they find literature in Hindi more interesting and easy to handle.
- It has qualified and experienced teachers.
- The Department can boast of its alumni in most of the city Colleges as Assistant Professors or Hindi Officers/Translators in Central Govt. Offices.
- Very close and well knit Faculty –Student relation which sometimes last for years.
- Very good number of students with mother tongue other than Hindi(especially Bengali) also take admission in this college for

this course and some of them are very successful in their professional life.

- **Weakness:**

- Shortage of Class rooms and seminar halls compels to compromise on many occasions.
- Most of the students come from Hindi medium Higher Secondary schools. In graduation as per the university rules they have to write the other two Elective papers in English which is a big cause of concern for these students. This stress affects their Hindi (Hons.) preparation too.
- As many students come from economically weak sections, at times they are keen on getting a teaching job in a school at the earliest to support the family and don't pursue for higher academics. Sometimes they are not allowed to do so from the family and marriage and other issues crop in.

- **Opportunities:**

- Since the country is slowly waking up to the use of Hindi in more and more areas, the chances of Hindi students are good. Also a lot of vacancies are there in the government and even private schools for teachers.
- Other fields related to Hindi like Journalism & Media, Advertisements, Script writing etc. are drawing the attention of young generation. Adequate changes in the syllabus are also made by the University.

- **Challenges:**

- Day by day decreasing interest in Humanities is a big cause of concern. Either there are students who are very good in literature with fair amount of family background of education or there are the ones who come because they think they don't have any other option left. This situation creates a kind of misbalance in the class and is a big challenge for the Faculties to carry everyone forward maintaining the class with mass.

- **Future Plans:**

- We are seriously considering opening PG in Hindi as we are one of the most equipped colleges in the city to do so. Number of Faculty, Location, Library strength and good number of passing out students in UG make our case stronger for getting the permission.
- To open a Translation Diploma Course.
- To enhance the use of multi-media in class teaching.

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

1. **Name of the Department** :HISTORY

2. **Year of Establishment** : I.A.C/78/(AFFL.) dt.04/07/1955
   B.A. General C/2818/118(AFFL) dt.24/06/1957
   B.A. Honours C/6138/48(AFFL.) dt.27/07/2004

3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)**
   UG: B. A. Honours
   General

4. **Names of Interdisciplinary courses and the departments/units involved**:Nil

5. Annual/ semester/choice based credit system (programme wise): Annual.

6. Participation of the department in the courses offered by other departments:

- Inter-disciplinary lectures with the Department of Political Science on "Terrorism" by Prof. Bonita Aleaz, Department of Political Science, University of Calcutta on 10th of December, 2011.

7. Courses in collaboration with other universities, industries,foreign institutions, etc.:Nil.

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of teaching posts

Posts	Sanctioned	Filled
Professors	---	---
Associate Professor	1	1
Asst. Professor	3	2
Part-time teacher Government approved	1	1

10. Faculty profile with name, qualification, designation, specialization, (D. Sc. /D. Litt. /Ph. D. / M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of M. Phil /Ph. D. Students guided for the last 4 years
Dr. Uma Chakraborty	M.A. (Gold Medalist), PhD	Associate Professor	Art History	19 years	1 (M. Phil)
Dr. Basupurna Mukherjee	M. A., M.Phil, PhD.	Assistant Professor	Social History	12 years	Nil
Prof. Kamalesh Sarkar	M. A.	Assistant Professor	Social History of Modern India	1year	Nil
Dr. Shinjini Gan Choudhury	M. A., PhD	Part Time Teacher (Govt. sanctioned)	Early Medieval India	10 years	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Not Applicable.

13. Student -Teacher Ratio (programme wise):

Year	Honours	General
2011-12	4:1	35:1
2012-13	4:1	40:1
2013-14	2:1	40:1
2014-15	2:1	20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

No post of technical and administrative staff is sanctioned specifically for the Department. Nevertheless, support of technical and administrative staff of the College is available whenever required.

15. Qualifications of teaching faculty with D.Sc./D.Litt./ Ph.D. / MPhil. /PG.:

D.Sc.	0
D.Litt.	0
Ph.D	3
M.Phil	1
PG	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

National	International funding agencies and grants
-	-

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

DST-FIST	-
UGC	-
DBT	-
ICSSR	-

18. Research Centre /facility recognized by the University: Nil

19. Publications: July 2011—June 2015

a. Publication per faculty:

b.Number of papers published by faculty and students in peer reviewed journals (b 1 : national / b 2 : international) :

c. Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Science Directory, EBSCO host, etc)

d. Monographs: No.

e. Chapter in Books: No.

f. Books Edited: No. 2

g. Books with ISBN / ISSN NUMBER WITH DETAILS OF PUBLISHERS: No.

h. Citation Index : Citation Range

i. SPIN Range

j. SJR Range

k. Impact factor

l. H-index

Faculty	a	b 1	b2	c	d	e	f	G	h	i	j	K	l
Dr.Uma Chakraborty	01		-	-	-	01	-	ISBN: 1	-	-	-	-	-
Dr.Basupurna Mukherjee	09	02	07	03	-	03	01	ISBN:03 ISSN:06	-	-	-	03	-
Prof. Kamalesh Sarkar	-		-		-	-	-		-	-	-	-	-
Dr. Shinjini Gan Choudhury	06	02	02	-	-	02	01	ISBN: 2 ISSN: 4	-	-	-	01	-

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Board:

Dr. Uma Chakraborty

National Committees	International Committees	Editorial Board
Paschimbanga Itihash Samsad	Indian History Congress	-

Dr. Basupurna Mukherjee

National Committees	International Committees	Editorial Board
Paschimbanga Itihash Samsad	Indian History Congress Institute For Historical Studies	International Journal of Humanity and Social Sciences, United Kingdom. ISSN No: 2231-3532; E-ISSN-2231-3540

Prof. Kamalesh Sarkar

National Committees	International Committees	Editorial Board
Corpus Research Institute	Institute For Historical Studies	-

Dr. Shinjini Gan Choudhury

National Committees	International Committees	Editorial Board
Paschimbanga Itihash Samsad	Institute For Historical Studies	-

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental / programme:

- Participation of students in in-house projects like exhibition, wall-magazine etc. which are relevant to their curriculum is 80%.
- Students' participation in projects of Environmental Science in the Third Year is 100%.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/ Recognitions received by faculty and students:

Recognition received by students:

- Smt.Sarita Bansal stood first class first in Post-Graduation in History from Banaras Hindu University in 2011

- Smt.Priyanka Singh stood first class first in Post-Graduation in Islamic History and Culture from University of Calcutta in 2013

24. List of eminent academicians and scientists/ visitors to the department:

Academic year	Name of the Academician	Status
2014 – 2015	Prof. Shereen Ratnagar	Retd. Professor of Archaeology and Ancient History, Centre for Historical Studies, Jawaharlal Nehru University.
2014 – 2015	Mr. Prithvi N. Chaudhury	Sound Engineer and Impressionist.

25. Seminars/Conferences/Workshops organized & the source of funding:

a) National: Nil

b) International: Nil

26. Student profile programme/course wise:

Name of the Course / Programme (refer question no.4)	**Year**	**Application Received**	**Enrolled ~~Male~~/Female**	**Pass percentage**
History Honours	2011	23	19	100%
	2012	19	17	100%
	2013	07	02	00%*
	2014	18	10	100%
History General	2011	138	138	87.35%
	2012	159	159	87.50%
	2013	49	49	80.49%
	2014	40	40	92.16%

* (one transferred to general and one dropped out)

27. Diversity of Students

Name of the Course	**Year**	**% of students from the same state**	**% of students from other States**	**% of students from abroad**
Honours	2011 – 2012	84.22%	15.78%	0%
	2012 – 2013	100%	0%	0%
	2013 – 2014	100%	0%	0%
	2014 – 2015	100%	0%	0%
General	2011 – 2012	100%	0%	0%
	2012 – 2013	98.75%	1.25%	0%
	2013 – 2014	97.96%	2.04%	0%
	2014 – 2015	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defase services, etc.?

Data not available.

29. Student progression

Student progression	Against % enrolled	
	2013 – 2014 **2014 – 2015**	
UG to PG	50%	55%
PG to M. Phil.	---	---
PG to Ph. D.	3%	4%
Ph. D. to Post-Doctoral	---	---
Employed Campus selection Other than campus recruitment	 --- 55%	 --- 65%
Entrepreneurship/Self-employment	60%	65%

30. Details of Infrastructural facilities

a. Library: Central Library.

- Indian History – 782
- History of Europe – 180
- General History – 180
- British History – 24
- History of France – 18
- History of Persia – 2

Total number of books: 1186

Departmental Seminar Library: Total number of History books: 86

INFLIBNET (N-List) facilities.

b. Internet facilities for Staff & Students: Internet with Wi-Fi facility available.

c. Class rooms with ICT facility: Two rooms with ICT facility. Classes are held as per requirement. LCD projector is available to support classroom facilities.

d. Laboratories: Nil.

31. Number of students receiving financial assistance from College, university, government or other agencies:

Period	College	University	Government or Other Agencies
2011 – 2012	15	___	90
2012 – 2013	17	___	105
2013 – 2014	05	___	30
2014 – 2015	05	___	20

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

- A special audio-visual lecture was organized on 'In Search of the Ancient Civilization of Persia' conducted by the Department of History, Seth Soorajmull Jalan Girls' College, Kolkata on 9th February 2015. Speaker: Mr. Prithvi N. Chaudhury

Other activities:

- Departmental seminar on Indo-Roman trade with the first year Honours students on 21st January, 2011.
- Departmental seminar on Transition Debate with the second year Honours students on 8th August, 2012.
- Students' seminar on Cross Cultural Currents: India in the Ancient World on 11th March, 2013.
- Departmental seminar on Glorious Revolution on 12th February , 2014
- Students active participation in the national seminar organized on 'A Case Study of Dholavira' by Loreto College, Kolkata on 29th of January, 2015. Speaker: Prof. Shereen Ratnagar
- Commemoration of 125th birth centenary of Sardar Ballabhbhai Patel in the Department and preparation of wall magazine.

33. Teaching methods adopted to improve student learning:

•Faculty uses Laptop, digital library, and online journals to download lectures, study materials and data from internet.

• The teachers try to make lectures more student-centric by using maps, showing subject related films and documentaries.

• The teachers utilize these facilities to illustrate the concept clearly through audio/ video mode.

•The students are assigned home works, mini projects, wall magazines to improve the self-learning ability and teamwork among the students.

• Study materials are prepared by the faculty on their respective subjects in a simple abridged manner unit wise and the same is given to the students.

• Student-Teacher interaction to develop their reasoning ability.

- Educational tours are conducted every year to gather primary knowledge.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Actively participated in

- NSS camp and activities.
- Blood donation camp
- Thalassaemia screening camp
- AIDS awareness programme
- Women Empowerment Programme

35. SWOC analysis of the department and Future plans: in separate sheet

Strength:

- Well-experienced and dedicated faculty with 80% doctoral degree.
- Effective leadership and co-ordination of teachers and students.
- Quality enhancement through modern teaching methods and activity based teaching learning.
- Well crafted curriculum.
- Good and uniform result.
- Separated department room with internet facility and Wi-Fi connection.
- Rich departmental library.
- Organized educational tours.
- Organized class-related seminars at class room levels.
- Departmental wall magazine.

Weakness:

- Students come from economically weaker section of the community.
- Communication barrier of students from different linguistic background.
- Below-average students.
- We still fail to attract bright students.

Opportunities:

- Admission of students from different streams like Science, Commerce and Arts.
- Pursue higher studies in different branches of History, Museology, Archaeology,
- Prospects in competitive examinations.
- Participation in seminars and conferences.
- Jobs in Travel and Tourism, Mass-Communication and Journalism and Corporate sector.

Challenges:

- Maintaining regularity of students.
- Upgrading faculty in College and keeping faculty updated with modern teaching methods.
- To sustain in competitive scenario.
- To increase the proficiency level.

Future Plans:

- To augment the infrastructure in order to fill 100% intake.
- To collaborate with other Universities for students' enrichment.
- To organize state/national level seminars.
- Student progression to post-graduation.
- To provide employment opportunities.
- Publication of a Departmental Journal and funding.

Evaluative Report of the Department of Philosophy

1. Name of the Department: Philosophy**.**

2. Year of Establishment: Philosophy (Gen)-1955-56, I.A.C/78Aff/-4.7.1955/B.A (Pass) C/2818/118/Aff-24.6.57, Honours (Affiliation): 17.07.1970-71,

B.A (Hons)C/1115046/48/Aff-29.06.70.

3. Names of Programmes/Courses offered: U.G:B.A General.

4. Names of Interdisciplinary courses and the departments/units involved: Nil.

5. Annual/Semester/choice based credit system (programme wise): Annual.

6. Participation of the department in the courses offered by other departments: At times interdisciplinary lectures are organized for upgrading the students of our Department.

7. Courses in collaboration with other universities, industries, foreign institutions, etc: Nil

8. Details of courses/programmes discontinued : Honours course was discontinued from the session-2005-06 on the basis of a resolution passed by the Governing- Body meeting on 30.11.2004. Due to inadequate number of students enrolling in Honours course the authority decided to discontinue it.

9) Number of teaching posts:

	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Assistant Professor	02	02

10) Faculty profile with name, qualification, designation, specialisation, (PhD/MPhil):

Name	Qualification	Designation	Specialisation	Years of Experience	PhD students guided for 4 years
Prof.Mousum Das	M.A, (Ph.D. Pursuing)	Assistant Professor	Social and Political Philosophy	5 Years	Nil
Dr.Uday Sarkar	M.A,Ph. D.	Assistant Professor	Sankhya Yoga	1Year	Nil

11) List of Visiting Faculty: Nil

12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Year	BA (General)
2011-12	36.67%
2012-13	35.78%
2013-14	35.07%
2014-15	----

13) Student-Teacher ratio (programme wise):

Year	BA (General)
2011-12	16:1
2012-13	15:1
2013-14	29:2
2014-15	23:2

14) Number of academic support staff (technical) and administrative staff; sanctioned andfilled: Specifically none for the Department but administrative and technical staffs are provided by the College to maintain and update all academic records and other data required by the Department.

15) Qualifications of teaching faculty with (D.Sc./D.Litt./ Ph.D. /M.Phil. PG:

D.Sc	--
D.Litt	--
Ph.D.	01
M.Phil	--
PG	01

16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

a) National- Nil
b) International-Nil

17) Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Funding Agency	Grants
DST-FIST	Nil
UGC	Nil
DBT	Nil
ICSSR	Nil

18) Research centre/facility recognised by the University: Nil

19) Publications:

a) Publication per faculty
b) Number of papers published in peer reviewed journals i)) national ii) international by faculty and students
c)Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)
d) Monographs
e) Chapter in books
f) Books Edited
g) Books with ISBN/ISSN numbers with details of publishers
h) Citation Index
i) SNIP
j) SJR
k) Impact Factor
l)H-index

Name of the faculty	a	bi	bii	c	d	e	f	g	h	i	J	k	l
Prof.Mousumi Das	03	01	02	01	---	---	---	---	01	---	----	02	---
Dr.Uday Sarkar	----	---	----	---	---	---	---	---	---	---	---	---	---

20) Areas of consultancy and income generated: Nil.

21) Faculty as members in

a)National Committees b) International committees c) Editorial Boards. :

Prof.Mousumi Das

National	Nil
International	Nil
Editorial Boards	Nil

Dr.Uday Sarkar

National	Life Member in All India Philosophy Association.
International	Nil
Editorial Boards	Nil

22) Student Projects:

a) Percentage of Students who have done in-house projects including inter-departmental programme: 100% BA 3RD Year have compulsory projects on Environmental Science.

b) Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: Nil

23) Awards / Recognitions received by faculty and students: Nil

24) List of eminent academicians and scientists/ visitors to the department:

Nil

25) Seminars/ Conferences / Workshops organised and the source of funding:

a) National: Nil

b) International: Nil

26) Student Profile Programme/ course wise:

Name of the course/ programme (refer question no. 4)	**Session**	**Applications received**	**Enrolled**	**Pass percentage**
BA (GENERAL)	2011-12	6	6	20%
	2012-13	14	14	20%
	2013-14	6	6	57.1%
	2014-15	11	11	100%

27) Diversity of students

Session	**Name of the Course**	**% of the students from the same state**	**% of the students from the other state**	**% of the students from abroad**
2011-12	B.A (General)	100%	0%	0%
2012-13		99%	1%	0%
2013-14		100%	0%	0%
2014-15		100%	0%	0%

28) How many students have cleared national and state competitive examinations

such as NET, SLET, GATE, Civil services, Defence services etc:Data not available.

29) Student Progression

Student Progression	Against% enrolled	
	2013-14	**2014-15**
UG to PG	-----	------
PG to M.Phil.	------	------
PG to Ph.D. Ph.D. to Post-Doctoral	------	------
Employed Campus Selection Other than campus recruitment	30%	40%
Entrepreneurship/ Self-employment	55%	60%

30) Details of infrastructural facilities

a) Library: Total number of Books: 1350

Logic (L/Phil)	183
Psychology (Psy)	158
Indian Philosophy (I/Phil)	125
Social Philosophy(S/Phil)	91
Metaphysics (Met)	361
Religious Philosophy(R/Phil)	222
History of Philosophy (H/Phil)	130
Ethics	80

b) Internet facilities for Staff & students: The staffs have access to computer and internet facilities like the INFLIBNET.The students have access to the Computer lab.

c)Class rooms with I.C.T facility: Two rooms with I.C.T facility.Classses are held as per required.

d) Laboratories: Nil

31) Number of students receiving financial assistance from College, university, government or other agencies:

Academic Year	College	University	Government and Other Agency
2011-2012	03	----	---
2012-13	03	----	----
2013-14	02	---	02
2014-15	03	-----	01

32) Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts: Nil

33) Teaching methods adopted to improve student learning:

We follow the Traditional Chalk & Talk method. We also give Student Projects; arrange Educational Tours, Remedial Classes and Tutorial Classes for the students.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities-NSS and NCC activities: The students of our department participated in the activities:

- NSS Camp.
- Blood Donation Camp.
- Thalassemia Screening Camp.
- AIDS awareness programme.
- Women empowerment programme.

35) SWOCanalysis of the department and future plans:

Strength:

- Efficient and dedicated faculty.
- Well crafted curriculum.
- Tutorial classes and remedial classes.

Weakness:

- Student quality is very poor.

.

- There is no separate departmental room for our Department.

Opportunity

- Students after completion of degree course can go for MA and other course.

Challenges :

- To make courses more relevant and simultaneously prepare students for careers in academics. The uneven motivations of students prove to be a challenge.
- To train the weaker students to perform consistently well in academics and help them to seek higher education in Philosophy.

Future plans :

- We are looking forward to restart an Honours course for the students.

EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE

1. Name of the Department: **Political Science**

2. Year of Establishment (Date of Affiliation with G.O. NO. & DATE) :

a) BA General Course-BA General Course was introduced in the department from the session 1957-58 under the Government Order C/2818/118/Affiliated, dated 24.06.1957.

b) BA Honours Course- BA Honours Course was introduced in the department from session 1998-99 under the Government Order No. 46/48/Affiliated, dated 25. 01. 1999.

3. Names of Programmes/Courses Offered: UG Honours and General Course.

4. Interdisciplinary Courses and the Departments/Units involved- Interdisciplinary lectures are delivered for the enrichment of the students in association with other departments like History.

5. Annual/Semester/Choice Based Credit System (Programme Wise): Annual.

6. Participation of the Department in the Courses Offered by Other Departments: Interdisciplinary lectures are organised.

7. Courses in Collaboration with Other Universities, Industries, Foreign Institutions & etc. -Nil

8. Details of Courses/Programmes Discontinued- Nil

9. Number of Teaching Posts:

Posts	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Assistant Professor	04	02
Part Time Teacher(Govt. Approved)	03	03

10. Faculty Profile with Name, Qualification, Designation, Specialisation, (Ds.Sc/D.Litt./ PhD/ MPhil.Etc):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Phd Students guided for the last 4 years
Dr Debarati Sen	MA, Phd	Asst. Professor	International Relations	14 years	Nil
Smt. Maitrayee Guha	MA, MPhil	Asst. Professor	International Relations	1year	Nil
Smt. Simonti Banerjee	MA, B.Ed	PTT	Research Methodology	24 years	Nil
Smt.Soumi Neogy	MA,B.Ed, MPhil	PTT	Contemporary Indian Politics	6years	Nil
Smt. Debanjali Dey	MA, MPhil	PTT	Research Methodology	5years	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty (in %): Not Applicable

13. Student-Teacher Ratio (Programme wise): BA Honours.

Year	BA Honours	BA General
2011- 12	3:1	8:1
2012-13	3:1	10:1
2013-14	4:1	5:1
2014-15	5:1	20:1

14. Number of academic support staff (technical) and administrative staff sanctioned and filled: The department does not specifically have academic support staff of its own. However, the general office staff of the College helps every department including Political Science to maintain and update all academic records and other data like attendance, etc.

15. Qualifications of teaching faculty with (D.Sc/D.Litt./ Ph.D/ MPhil./ PG etc):

D.Sc	0
D.Litt	0
Ph.D	1
MPhil	3
PG	1

16. Number of faculty with ongoing projects from a) National b) International Funding Agencies and Grants received-

a) National- Nil
b) International- Nil

17. Departmental Projects funded by DST-FIST; UGC, DBT, ICSSR and grants received:

DST-FIST	Nil
UGC	Nil
DBT	Nil
ICSSR	Nil

18. Research Centre/Facility recognised by the University-Nil

19.Publications:

a) Publication per Faculty:

b) Number of papers published in peer reviewed journals (b1. National b2.International) by faculty and students.

c) Number of publications listed in International Database (For e.g. International Social Sciences Directory, EBSCO host, etc.) : Web of Science, Scopus, Humanities International Complete, Dare Database-

d) Monographs.

e) Chapters in Books.

f) Books Edited

g) Books with ISBN/ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k)Impact Factor

l) h- index

Faculty	a	b1	b2	c	d	e	f	g	h	I	j	k	L
Dr. Debarati Sen	3	-	1	-	-	1	-	978-93-82549-14-7	-	-	-	-	-
Smt Maitrayee Guha	4	-	-	-	-	2	-	978-93-80677-71-2 978-81-8274-822-4	-	-	-	-	-
Smt. Simonti Banerjee	1	-	-	-	-	1	-	81-89846-10-8	-	-	-	-	-
Smt. Soumi Neogy	1	-	1	-	-	-	-	-	-	-	-	-	-
Smt. Debanjali Dey	-	-	-	-	-	-	-	-	-	-	-	-	-

20. **Areas of consultancy and income generated**-Nil

21. **Faculty as members in National Committee, International Committee and Editorial Boards.**

Dr Debarati Sen

Faculty's Name	National Committee	International Committee	Editorial Boards
Dr. Debarati Sen	a)West Bengal Political Science Association b) Council for Political Studies	-	-

Prof. Maitrayee Guha

Faculty's Name	National Committee	International Committee	Editorial Boards
Prof. Maitrayee Guha	a)Jadavpur Association for International Relations	-	-

Prof. Simonti Banerjee

Faculty's Name	National Committee	International Committee	Editorial Boards
Prof. Simonti Banerjee	a)Council for Political Studies	-	-

Prof. Soumi Neogy

Faculty's Name	National Committee	International Committee	Editorial Boards
Prof. Soumi Neogy	-	-	-

Prof. Debanjali Dey

Faculty's Name	National Committee	International Committee	Editorial Boards
Prof. Debanjali Dey	a) West Bengal Political Science Association	-	-

22. Student Projects-

a) Percentage of Students who have done in-house projects including inter-departmental /programme-

- 80% of students of the department are involved in organising wall magazines, seminar, and exhibitions on vital issues of concern for example Human Rights.
- 100% 3rd year students of the department submit project on Environmental Studies as part of the syllabus prescribed by the university. .

b) Percentage of Students placed for projects in organisations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/ visitors to the department –

Academicians	Status
Prof. Bonita Aleaz(10th December 2011)	Professor., Political Science Department, Calcutta University
Miss Mou Chatterjee[December-2013]	District Judge, West Bengal Legal Aid Services Authority, Government of West Bengal
Prof. Anindya Jyoti Majumdar(11th December 2014)	Professors, International Relations. Jadavpur University

25.Seminar/Conferences/ Workshops organised and the source of funding

a) **National:** Nil
b) **International:** Nil

26. Student Profile programmes/ course wise:

Name of the Course	Year	Applications Received	Enrolled	Pass Percentages
2011-12	BA Honours	23	9	100%
	BA General	68	50	59%
2012-13	BA Honours	37	12	100%
	BA General	52	38	73%
2013-14	BA Honours	29	12	100%
	BA General	55	43	78%
2014-15	BA Honours	28	14	100%
	BA General	40	34	85%

27. **Diversity of students**:

Name of the Course	Session	% of students from the same state	% of students from other states	% of students from abroad
BA Honours and General	2011-12	97.08%	3.92%	0%
BA Honours and General	2012-13	100%	0%	0%
BA Honours and General	2013-14	92.97%	7.03%	0%
BA Honours and General	2014-15	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence Services: Data not available

29. Student Progression:

Student Progression	**Against Percentage Enrolled**	
	2013-14	**2014-15**
UG to PG	50%	60%
PG to M.Phil.	-	-
PG to Ph.D. Ph.D. to Post-Doctoral	-	-
Employed a)Campus Selection b) Other than campus recruitment	-	-
Entrepreneurship/ Self-employment	20% 60%	30% 60%

30. Details of Infrastructural Facilities:

a) Library: Along with 1222 books of Political Science in the main library, the department has a seminar library of its own with a total number of 42 books which are accessible by both students and the teachers of the department. A regular record of the books is maintained by a particular faculty member of the department.

b) Internet facilities for Staff & Students: The department has been provided with a computer by the institution which can be accessed by the teaching faculty of the department. Internet facility for example INFLIBNET is available. Students have access to the computer lab too.

c) Class rooms with ICT facility: Two rooms are available with ICT facility.

d) Laboratories: Nil

31. Number of students receiving financial assistance from College, university, government or other agencies: Kanyasree project which attempts to help the needy students is in operation in the College which benefits also some of the students of our department.

Class	College	University	Government and Other Agencies
BA 1st year	30	-	2
BA 2nd year	11	-	4
BA 3rd year	5	-	8

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts Along with seminars organised by the department in which eminent academicians have been invited as resource persons, the department organises group discussions, seminars, debates, exhibitions for students with the purpose of enriching the students. The details of the list of experts and academicians have been given below:

a) A lecture was delivered in 2011 by Dr Bonita Aleaz, Professor of Political Science Department in University of Calcutta on the issue of" Terrorism".

b)A programme on 'Legal Aid for Women' in 2013 was organised by the department in association with West Bengal Legal Aid Services Authority, Government of West Bengal. The lectures were delivered by officials of the Legal Aid Services Authority, Government of West Bengal.

c)A Seminar was organised by the department on 11th December 2014. by Prof. Anindya Jyoti Majumdar, Professor of International Relations, Jadavpur University, Kolkata.

d) Every year on the 10th December, our department celebrates Human Rights day.

33. Teaching Methods adopted to improve Student learning-Student Project, Wall Magazine, Educational Tours, Tutorials, and Remedial Classes:

- The teaching faculties of the department believe in continuously upgrading themselves.
- Apart from the conventional lecture method, they believe in making the method more innovative by conducting book reviews, organising workshops, seminars, power point presentations, panel and group discussions and debates on vital issues under the syllabus prescribed by the University of Calcutta.
- The department actively undertakes institutional and social responsibilities in extension activities of the College. Our existing faculty members also participate in seminars on a regular basis.
- They also attend Orientation and Refresher Courses as criteria for upgrading themselves on vital areas of social science.
- They also encourage interactive discussion with students.
- The department organises workshops and exhibitions on academic issues on a regular basis.
- The faculty members of the department organise educational tours for the students. The department also gives special attentions to academically weak students by providing them with tutorial and remedial classes.
- A parent – teacher meeting is organised by the department from time to time

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities-NSS and NCC activities:**

The students are actively involved with the College unit of NSS. Apart from that, they regularly participate in most of the inter and intra College competitions, cultural programme and sports organised by our College.

35. **SWOC analysis of the Department and Future Plans:**

STRENGTH-

- Highly motivated faculty members with different areas of specialization and research backgrounds.

- A regular system of evaluation is followed for all students giving particular attention to academically weak students by conducting special tutorial classes and regular home assignments.
- A regular system of Parent – Teacher meeting is organised.

WEAKNESSES

- A limited number of students often act as a constraint for achieving the target set by the department at times.

OPPORTUNITIES.

- Various opportunities like educational and career counselling are made available to the students for their development and progress.
- Since the legal literacy cell of the College is run by the department, awareness programmes on the rights of the girl child and free legal aid are organised .
- Academic programmes are organised by the department for students with the objective for motivating them and encouraging them to be more focused in life.

CHALLENGES

- The composition of our students is primarily from weak socio-economic backgrounds. Many of them are first generation learners.
- Our main challenge is to attract students with an aptitude and interest to pursue higher studies.

Future Plans

- Introduce further technologically innovative methods of teaching.
- Organise seminars at the state and national level for enrichment of the students and the faculty members.
- Organise workshops and lectures involving participation of the students individually by the department and also in association with other institutions.
- Publish an academic journal with the objective of inviting articles and book reviews from eminent scholars of the discipline in various institutions and research organisations for enrichment of the faculty members and the students .A separate section will be kept for publication of articles by the students of the department.
- Introduce Post- Graduate teaching programme in the discipline with the approval of the university.

Evaluative Report of the Department of Commerce

1. **Name of the Department :** COMMERCE

2. **Year of Establishment** : B.Com General(1985-86) – vide C.U. Letter No. C/1485/48 – Affl., dated 17-09-85.
   B.Com Honours(1995-96) – vide C.U. Letter No. C/ 1142/48 – Affl., dated 11/09/95.

3. **Names of Programmes / Courses offered** : Undergraduate

4. **Names of Interdisciplinary courses and the departments/units involved:**
   B. Com (Hons. in Accounting & Finance)
   B. Com (General)

5. **Annual / Semester / choice based credit system (Programme wise)**: Annual
6. **Participation of the department in the courses offered by other departments**: Nil

7. **Couses in collaboration with other universities, industries, foreign institutions etc**: Nil

8. **Details of courses /programmes discontinued (if any) with reasons**: Nil
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	1	1
Part – time (Govt. Approved)	1	1
Guest Lecturer (Management Appointed)	5	5

10. **Faculty profile with name, qualification,designation, specialization, (D.Sc /D.Litt. / Ph.D. / M.Phil. etc)**

Name	Qualification	Designation	Specialization	No. of years of Experi-ence	No.of Ph.D Student guided for the last 4 years
Mousumi Pathak	M.Com	Associate Professor	Accountancy	30 yrs	-
Soma Sarkar	M.A	Associate Professor	Agriculture and Planning	30 yrs	-
DR. Lutfun Nesha	M.Com, FCMA, Ph.D	Associate Professor	Accountancy	16 yrs	-
Mousumi Chaudhuri(NEE Chattopadhyay)	M.Com, B.Ed	Assistant Professor	Accountancy	12 Yrs	-
Arnab Chakraborty	M.Com	Govt. Approved Part time lecturer	Management	16 yrs	-
Debasis Roy	M.Com	Guest lecturer	Accountancy	20 yrs	-
Srimanta Paul	M.com	Guest lecturer	Accountancy	19 Yrs	-
Sanjeev Poddar	M.Sc, B.Ed	Guest lecturer	Mathematics	15 Yrs	-
Priyanka Chakraborty	M.Com, M.Phil	Guest lecturer	Accounting & Finance	3 Yrs	-
Arundhati Mallick	MCA	Guest lecturer	DBMS	2 Yrs	-

11. **List of senior visiting faculty** : Nil

12.**Percentage of lecturers delivered and practical classes handled(programme wise) by temporary faculty :**

Programme	Total Lectures per week	Lectures delivered by temporary faculty	Percent age
B.Com(Hons)	94	48	51%
B.Com (General)	82	45	55%

13. **Student-Teacher Ratio(Programme wise**):

	Student-teacher Ratio	
	B.Com(Hons)	B. Com (General)
2011 – 12	44 : 1	35 : 1
2012 – 13	42 : 1	31 : 1
2013 – 14	42 : 1	32 : 1
2014 – 15	45 : 1	27 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

Staff	Sanctioned	Filled
Technical	2	2
Administrative	1	1

15. **Qualifications of teaching faculty with DSc / D.Litt /Ph.D / MPhil /PG** :

D.Sc	Nil
D.Litt	Nil
Ph.D	1
M.Phil	1
PG	8

16. **Number of faculty with on going projects from a)National b)International funding agencies and grants received** : Nil

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received**: Nil

18.Research Centre/ Faculty recognized by University : Nil

19. Publication:

a) Publication per faculty
b) Number of papers published in peer reviewed journals (1)national (2)international) by faculty and students.
c) Number of publications listed in International Database (For eg: Web of science, Scopus, Humanities International Complete, Dare Database-International Social Sciences ,EBSCO host, etc)
d) Monographs
e) Chapter of Books
f) Books Edited
g) Books with ISBN /ISSN numbers with details of publishers
h) Citation Index
i) SNIP
j) SJR
k) Impact factor
l) H-index

Faculty	a	b1	b2	c	d	e	f	g	h	I	j	k	l
DR. Lutfun Nesha			3					1					
Mousumi Chaudhuri(NEE Chattopadhyay)						1							

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

a. National Committees	Mousumi Pathak	1. Member of Under Graduate Council of University of Calcutta till September, 2011. 2. Life Member of IAA.
	DR. Lutfun Nesha	1. Fellow Member of the Institute of Cost Accountants of India (ICAI) 2. Life Member of Indian Accounting Association Research Foundation (IAARF)
b. International Committee	Nil	
c. Editorial Board	Nil	

22. Student projects

a) Percentage of students who have done in - house projects including inter departmental/programme:-
   i) 100% students of 3rd year prepare a compulsory project on Environmental Science .
   ii) 100% students of 3rd yr(Hons) prepare a compulsory project on topics related to commerce.
   iii) 100% students of 2nd year prepare a compulsory project on Information & Technology .

b) Percentage of students placed for projects in organizations outside the institution i.e in Research laboratories/ Industry/ other agencies: Nil

23. Awards /Recognitions received by faculty and students :

Name of the Student	Year	All India University Diving Championship	Senior National Diving Championship	National Games Diving Championship
Tanuka Dhara,	2013	Amritsar(Punjab)	67th (Trivandum)-kerala	35th Trivandum(Kerala)

B.Com(H) - 3rd Year		High Board Diving -Gold	High Board Diving - Bronze	High Board Diving –Bronze
		3mtr.spring Board-Bronze	3mtr.spring Board-4th position	3mtr.spring Board-Bronze
		1 Mtr Spring Board- 4th Position	1 Mtr Spring Board- 4th Position	1 Mtr Spring Board- Bronze
	2014	Bangaluru(Karnatak)	68 th kolkata-W.B	
		High Board-Silver	High Board Diving - Bronze	
		3mts. Spring Board- Bronze	3mtr.spring Board-5th position	
		1 mts Spring Board-4th position	1 Mtr Spring Board- Bronze	
	2015		69th -Rajkot Gujrat	
			3mtr.spring Board- Bronze	

24. List of eminent academicians and scientists / visitors to the department:

Dignatories	Status
Prof. Arun Kr Basu	Preofessor, Department of Commerce, University of Calcutta
Dr. Malayendu Saha	Preofessor, Department of Commerce, University of Calcutta and Vice Chairman, West Bengal Higher Education Council
Dr. Dhruba Dandapat	Preofessor, Department of Commerce, University of Calcutta

25. Seminars/Conferences/Workshops organized & the source of funding:

a). National	Nil
b) International	Nil

26. Students profile programme/ course wise:

Name of the course/ Programme(refer question no 4)	Application Received		Selected		Enrolled		Pass Percentage	
Periods	Hons	Gen	Hons	Gen	Male	Female	Hons	Gen
2011-12	292	127	147	127		√	100%	98.21%
2012-13	411	252	151	115		√	100%	100%
2013-14	291	136	154	129		√	100%	100%
2014-15	355	255	159	95		√	100%	87.34%

27. Diversity of Students:

Periods	% of students from the same state		% of students from other state		% of students from abroad	
	B.Com (Hons)	B.Com (Gen)	B.Com (Hons)	B.Com (Gen)	B.Com (Hons)	B.Com (Gen)
2011-12	100%	98.42%	-	1.58%	-	-
2012-13	100%	100%	-	-	-	-
2013-14	100%	97.67%	-	2.33%	-	-
2014-15	100%	82.64%	-	17.36%	-	-

28. How many students have cleared national and state competitive examination such as NET, SLET,GATE,Civil Services, Defense services etc? Data not available.

29. Student progression :

Student Progression	Against % enrolled	
	2013-14	2014-15
UG to PG	58%	60%
PG to M.Phil	Not Known	Not Known
PG to Ph.D	Not Known	Not Known
Ph.D to Post –Doctoral	Not Known	Not Known
Others**	40%	45%
Employed		
-Campus selection	Nil	
- Other than campus recruitment	62%	65%
Entrepreneurship / Self-employment	25%	25%
**UG to Professional Courses, such as CA,CMA,CS etc.		

30.Details of Infrastructural facilities:

a) Library – Students avail books from the Central Library and Book Bank facility is also available for the needy students.

b) Internet facilities for Staff & Students – students can access internet facility from the Computer Laboratory and Faculty members can access the facility from the computer Laboratory as well as from the Department.

c) Class rooms with ICT facility – ICT facility is not available in 4 class rooms.

d) Laboratories – Computer Laboratory is available for the students.

31. Number of students receiving financial assistant from College , university, government or other agencies :

	College	University	Government and Other Agencies
2011 – 12	49	-	50
2012 – 13	61	-	32
2013 – 14	63	-	82
2014 - 15	27	-	12

32. Details on students enrichment programmes (special lectures / workshops / seminar) with external experts :

Seminars / Workshops	Date	Funding Agency
Workshop of Stock Market & Equity Resarch in Association with Dalal Street Investor Academy	6-09-11	College
A Special Lecture on Activity Based Costing delivered by Dr. Drhuba Ranjan Dandapat, Professor, University of Calcutta-	14-12-11	College
Workshop on Project Planning and Project Work with Smt Supti Kotal, Associate Professor, Maharaja Shrish Chandra College for 3rd Year Honours Students.	24-7-13	College
Students Seminar (3rd Year Honours) on their Project work on topics, such as,Customer Relationship, working Capital Management, Mutual Fund etc with Smt Sukhoda Gangopadhyay, Associate Professor, Chittaranjan College.	19-12-13	College
Workshop on Project Planning and Project Work with Dr. Mousumi Bhattacharjee , Associate Professor , Srirampore College for 3rd Year Honours Students.	30-7-14	College
Students Seminar (3rd Year Honours) on their Project work on topics, such as, Corporate Social Responsibility, Risk Management, On-line Banking etc. with Smt Paramita Chakraborty , Associate	`17-12-14	College

Professor , Bhawanipore Education Society.		
Students Seminar for 2rd Year Students on their Project work with Sri Dilip Barik, Associate Professor, Lalbaba College.	12-02-15	College

33. Teaching methods to improve student learning:

- Presentation of lecture through chalk and talk.
- Presentation of lectures using microphones.
- Internal assessment or evaluation of learning.
- Evaluated answer scripts of all College examinations are shown to the students so that they can understand and correct their mistakes.
- One to one interaction for better understanding of the learning difficulties.
- Personal attention to individual students, if required.
- Taking up surprise test to evaluate learning.

34. Participation in Institutional Social Responsibility(ISR) and Extension activities:

- NSS Programmes are in operation where in students actively participate for the growth of their mind and social development as a citizen of India and responsible member of the society.
- Thalasaemia Screening camps and blood donation camps are conducted for building of social awareness, involvements and fulfilment of social responsibility.
- Participation of students in celebration of Independence Day and Repulic Day held in the institution every year.
- Students participate in the cleanliness programme conducted by the College.
- Students participate in yoga classes and indoor games like Table Tennis, Badminton etc under the supervision of Game Teacher.

35. SWOC analysis of the department and Future plans:

Strength

- Well experienced and efficient teaching faculty.
- Enthusiastic students
- Regular examinations, evaluation of answer scripts and showing of answer scripts to the students.

- Special attention to the students who are less on merit as well as to the students who are advanced than the average students.
- Annual parent teacher meeting.
- Teachers also meet parents of the students who are irregular in classes and whose performances are not up to the mark so that joint efforts can be taken for improvement.
- Students attendance is considered strictly.
- Demand of the subject and better job opportunity.

Weakness

- Lack of adequate space for development of departmental activities including regular classes.
- Some difficulties are experienced while educating the first generation learners.

Opportunities

- M.Com course can be started with the well experienced existing faculty.
- Arrangement of training and development of students to provide future placement assistance.
- Prepare the students for competitive examinations.

Challenges

- Educating the subject in English to the first generation learners most of whom come from Hindi medium background.
- Non- availability of adequate non-teaching and technical staff for the department affects day to day administration of the department.

Future Plans

- To make class room teaching tech-oriented to provide better way of learning.
- To provide more lectures by eminent teachers from other Colleges and Universities.
- To arrange more students seminars in the class room.
- To improve on the effort to elevate the performance level of the students.
- To develop the departmental library adequately.
- To organize National Seminars and Workshops.

F. Post Accreditations Initiatives:

This institution was first accredited by NAAC in the year 2006. The members of the PEER TEAM of NAAC acknowledged the significant contribution of this College in providing opportunities of higher education to a large number of girl students, who are either first generation learner or whose families migrated from different parts of India.

Considering the recommendation of the PEER TEAM of NAAC, the College adopted the following measures and initiative in the post-accreditation period:

- Introduction of various courses as recommended by PEER TEAM of NAAC cannot be fulfilled due to dearth of sufficient numbers of lectures halls. The College building does not have any open space to construct more class rooms.
- Remedial coaching for writing in English is given the highest priority and the Departments strive to improve the writing/language skills of the students in a tireless manner. Proper analysis of students' performance is done after Mid-Term tests and Test examination. Remedial classes are regularly taken and tutorial classes are routinized. The curriculum is interestingly presented before the students with audio-visual methods and special care are taken to the slow learners. Regular Parents-Teachers Meetings are organised and parents are informed about the progression of their wards. Through various seminars and workshops the students are made conscious of proper education. Introduction of different financial assistance schemes by the government ensures continuity of formal education among the students. As a result the drop-out rates of the students have remarkably decreased in the recent years to 3%.
- The University results in all the Departments have shown encouraging signs of improvement. The College result is better than average result of the University in all disciplines.
- The College opened NSS wing under the University of Calcutta where initially fifty students per year were allowed to participate in the NSS special camp. Currently hundred students are allowed to parcipate in the NSS special camp and the College is the Head Quarters of District III of the University of Calcutta. Various extension activities through Regular Camps and Special Camps, Blood Donation Camps, the Thalassaemia Screening Camp, Visit to Slums, interactions with the slum children and women to make them aware of using purified water; and to make them conscious of life-style diseases like Cholera, Dengue etc. and to take necessary measures to prevent such diseases.
- The vacant post of librarian has been filled up on the recommendation of West Bengal College Service Commission. Eight more

appointments have been made by the College on the recommendation of College Service Commission to provide competent faculties to the students.

- The institution accords the highest preference to the appointment of lady staff members in the office, library as well as computer laboratories and accordingly the strength of the lady staff members has increased.
- A Research Committee has been set-up by the College to generate research culture among the teachers. A good number of faculty members are awarded PhD between the years 2011 – 2014 and many are pursuing PhD courses with topics that will cater to the needs of the students and the society. The College encourages the teachers to undertake research activities duly funded the different funding agencies of the Government of India. One of our faculty members has completed UGC sponsored Minor Research Projects.
- The Yoga Centre of the College is now more active under the direct supervision of the College Physical Education teacher. The students perform different *asanas* in almost all the programmes of the College. Girl students get catalytic morale booster through an appropriate regimen of proper mental preparation and ability training in growing their inner strength to cope with all external strain and stress of life. The Yoga education is highly imperative to prepare the girls to handle the future challenges with proper development of their body, mind and soul.
- The Alumni Association organised a get-together on a regular basis and the alumnus take-part in the seminars organised by the alma-matar.
- The College has set-up a Career Guidance and Counselling Cell to sensitise and motivate students regarding their self-developments and also to make them productive members. A Career Counselling Test is organised every year with the Indian Institute of Psychometry. Highly qualified teachers are in the committee and the convenor of this committee has been awarded PhD in 'Experiment and Perception of Sexual Harassment of Female University Students'.
- The College set-up a Grievance Redressal Cell and the members of this committee note down the grievances of the students and inform the Head of the Institution who takes immediate action with the members of Teachers Council and the Management.
- A Legal Literacy Club is opened where the members address on various women centric issues. Efforts are made to make the students aware and conscious of all the rights of women and relative legal facilities. The members of the Legal Literacy Club counsel the girl

students and also try to instil confidence among the students so that they can lead a proper self-reliant and self-esteemed way of life.

- With the introduction of 'Kanyashree Prakalpa' by the Government of West Bengal for the girl students in the year 2013, the Institution started registering the maximum number of eligible students to get financial assistance. Each student gets Rs. 25,000/- for her higher studies.
- Needy former students of the College are accommodated to work in College library, office as per the requirements and capacity of the Institution. A few parents of the students are given opportunities to work in College canteen.
- After the visit of PEER TEAM of NAAC the College set up an Internal Quality Assessment Cell on July, 2006. IQAC plans and supports effective implementation for total quality management like curriculum development, teaching learning and evaluation, research, consultancy and extension activities for all stake holders.
- The College has become a member of INFLIBNET N-List access to e-resources. The College has acquired additional computers. The College has total 63 computers with two computer laboratories. The College is resourced with LCD projectors and high-speed internet connection. An EPBAX system has been installed for fast communication between working areas. A biometric attendance machine in the office and 8 CCTVs for proper surveillance of the College campus have been installed.
- Planned and systematic efforts have been made in the field of sports. Our students win medals, excel in sport activities and make the College proud of their achievements.
- Initiatives are taken to maintain eco-friendly campus and holistic development. Seminars on value education that emphasise upon the *shlokas* from the Gita and the precepts of Bidur and gospels of Chanakya are organized. These measures have a great impact upon the life orientation of the students.

The vision of the institution that higher education should benefit the underprivileged so as to enable them to become worthy citizens in nation building is ensured and the institution continues to march towards the good of excellence in the service of the nation.

Seth Soorajmull Jalan Girls' College

8/9, Bankim Chatterjee Street, Kolkata – 700073

Phone.2241-5256 Fax No. 2219-9171

Website: ssjalangirlsCollege.org Email: ssjalanCollege@yahoo.co.in

Ref. JC/63/51/15

Declaration by the Head of the Institution

I certify that the data included in this Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Name and signature of the chairperson, IQAC

Teacher-in-Charge
Seth Soorajmall Jalan Girls' College
8/9, Bankim Chatterjee Street, Kol-73

Date : 22.12.2015 Prof. Mousumi Pathak

Place : Kolkata Teacher-in-Charge

(Signature of the Head of the Institution with seal)

H.PHOTO GALLERY

FIRST VISIT OF NAAC PEER TEAM ON 30 – 31ST OF JANUARY , 2006

INTERNAL QUALITY ASSURANCE CELL (IQAC)

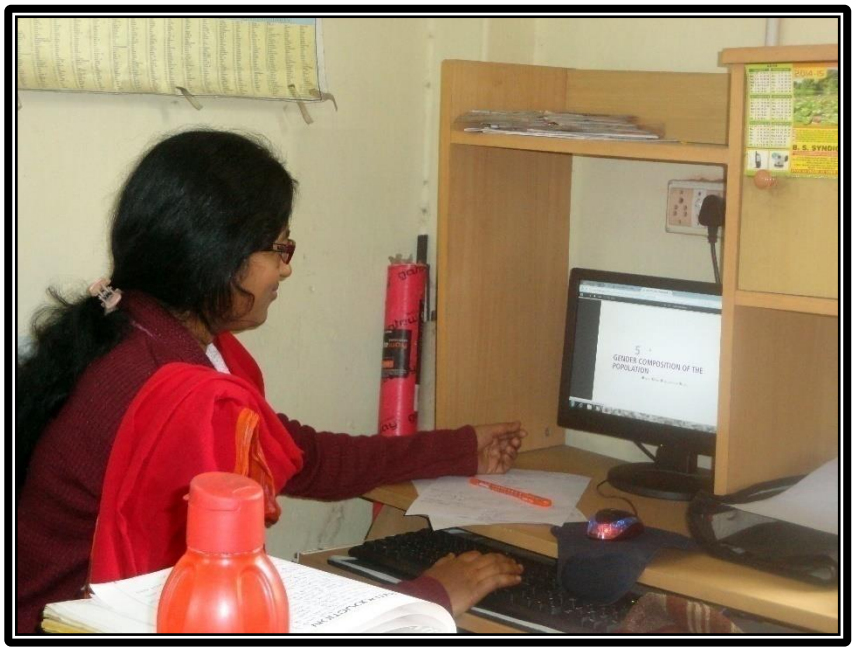
CLASSROOMS

EXAMINATION HALL

INTERACTION BETWEEN TEACHER AND STUDENT

DEPARTMENTAL SEMINARS

COMPUTER LABORATORY



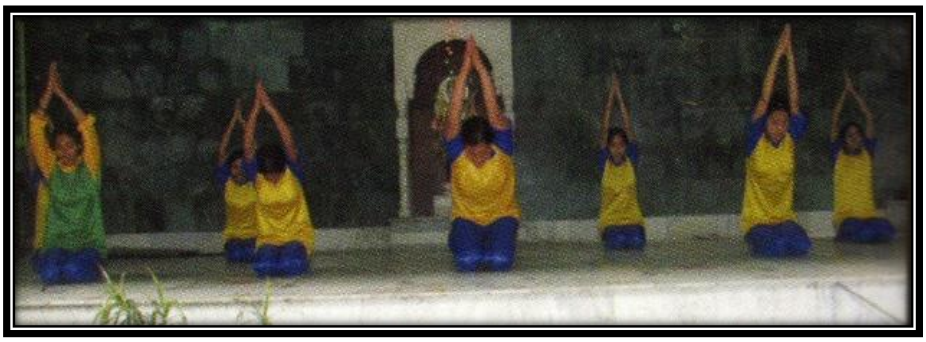
TEACHER ENGAGED IN RESEARCH ACTIVITIES

GEOGRAPHY PRACTICAL CLASS

LEGAL RIGHTS AND LEGAL AID FOR WOMEN

SPECIAL ACHIEVEMENTS

SPECIAL ACHIEVEMENTS



STUDENTS PERFORMING *ASANAS*

STUDENTS DOING PRAYER

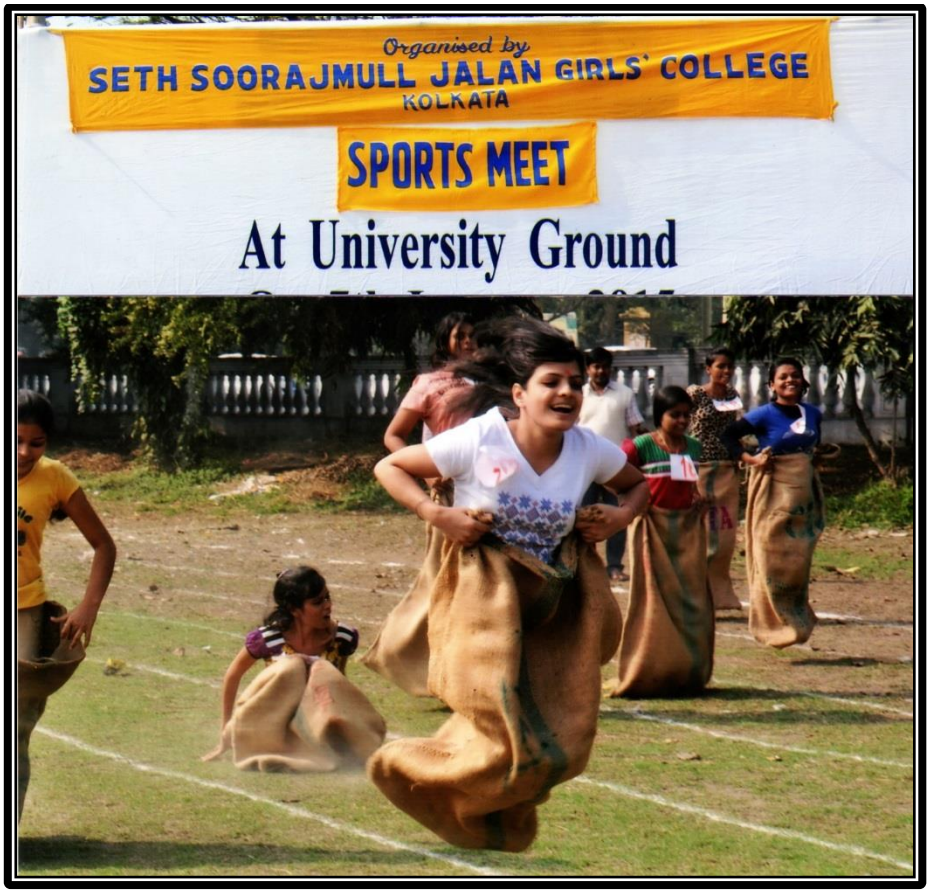
COMMEMORATION OF SWAMI VIVEKANANDA'S 150TH BIRTH ANNIVERSARY

CULTURAL PROGRAMME

INDEPENDENCE DAY PROGRAMME

EXCURSION

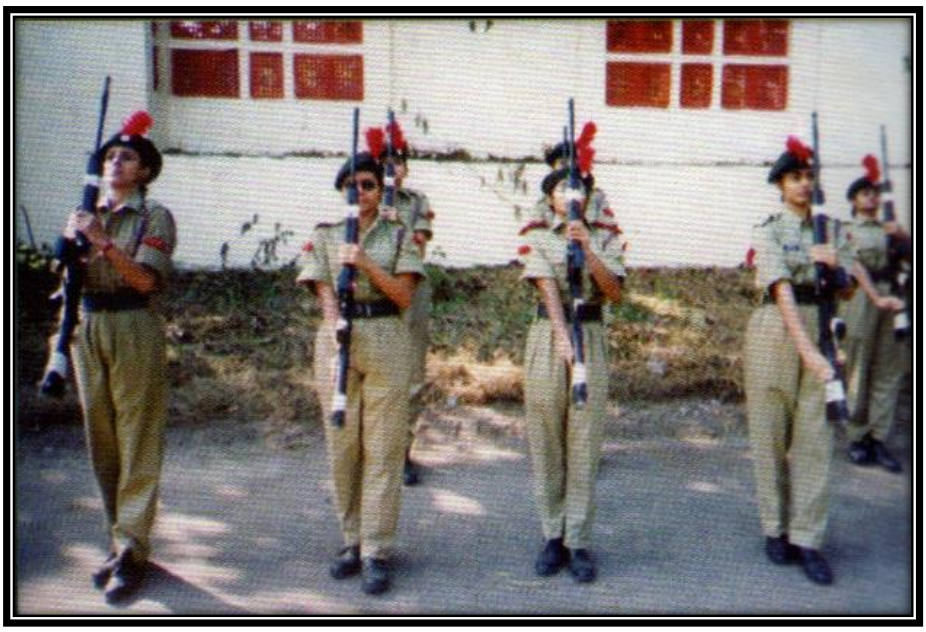
STUDENTS RECEIVING AWARDS



ANNUAL SPORTS

CANTEEN

INDOOR GAMES AND COMMON ROOM



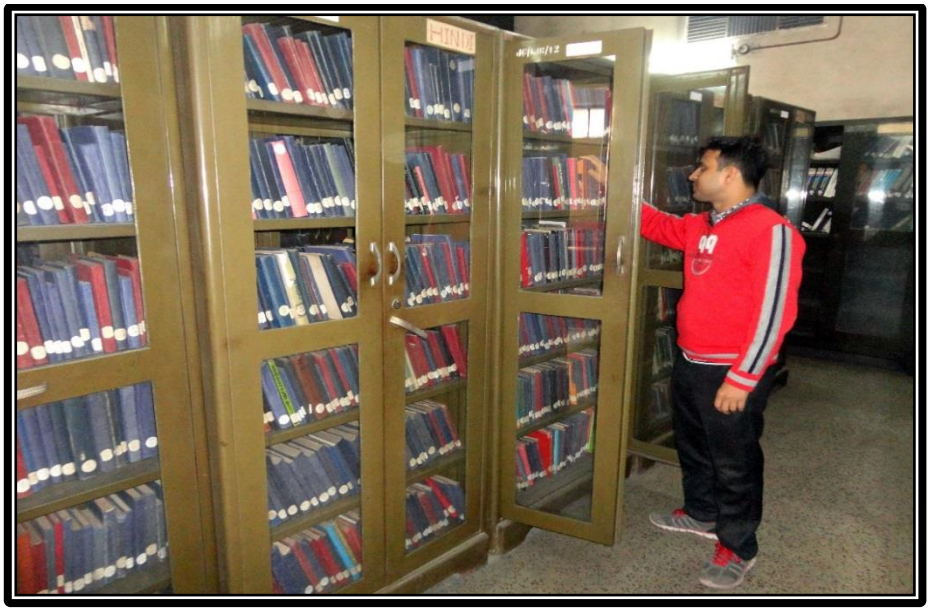
NATIONAL CADET CORPS

NATIONAL SERVICE SCHEME

EXTENTION ACTIVITIES

STUDENTS VISITING SLUM

PERFORMANCE BY UNDER-PRIVILEDGED CHILDREN IN COLLEGE PREMISES



LIBRARY

READING ROOM

COLLEGE MAGAZINE

GOVERNANCE

OBSERVANCE INTERNATIONAL MOTHER LANGUAGE DAY

SEMINARS

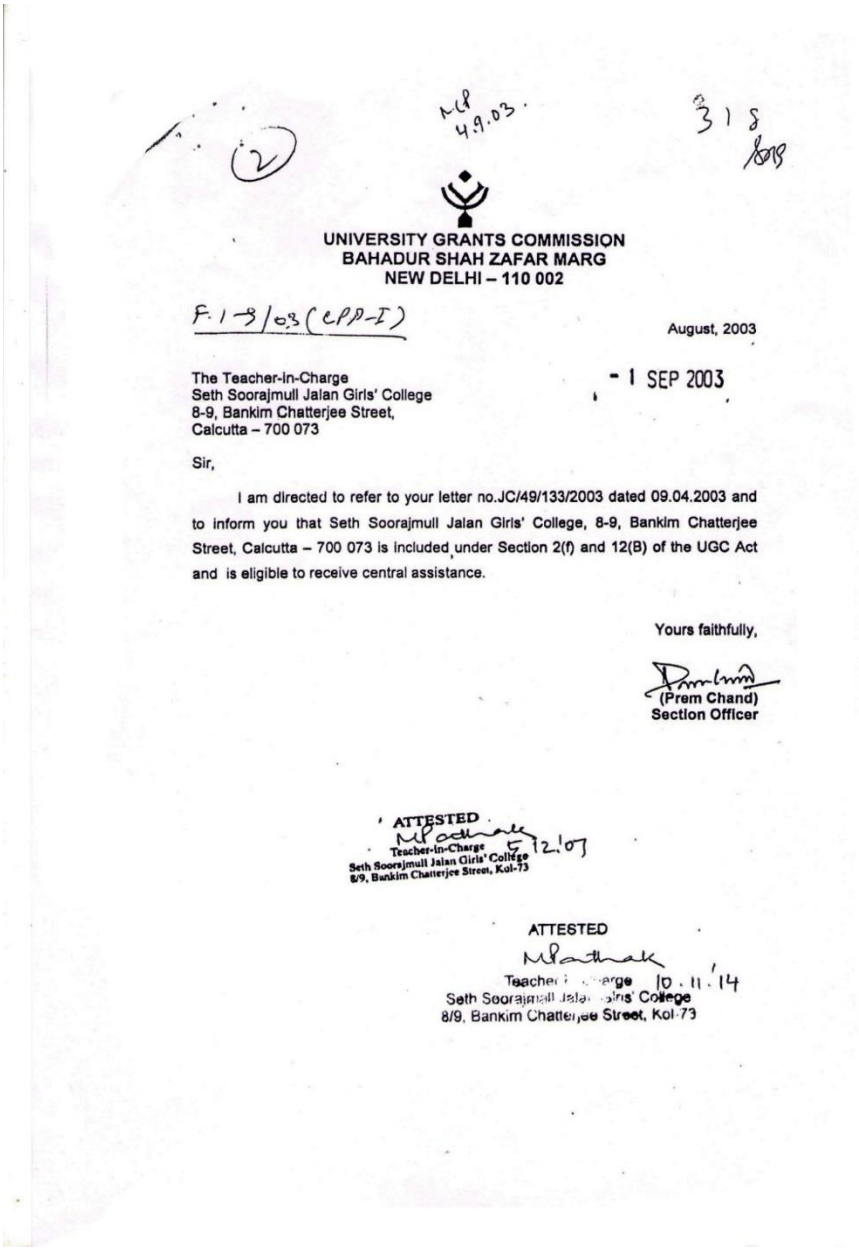
পশ্চিমবঙ্গ কলেজ ও বিশ্ববিদ্যালয় শিক্ষক সমিতি ও শেঠ সুরজমল জালান গার্লস কলেজ এর
যৌথ উদ্যোগে
বিশ্ববিদ্যালয় মঞ্জুরী আয়োগ এর অর্থানুকূল্যে
শিক্ষা বিষয়ক সেমিনার
সার্ধশতবর্ষে রবীন্দ্রনাথ ও প্রফুল্লচন্দ্র এবং ভারতে উচ্চশিক্ষা
নভেম্বর, ২০১১, দ্বারভাঙ্গা হল, কলিকাতা বিশ্ববিদ্যালয়

"Women's Voices :
Heard Voices and Those Unheard.
Elizabethan and Jacobean Theatre and the
Indian Classroom Context."
A two-day National Seminar, sponsored by the UGC
an English Department venture
VICTORIA INSTITUTION (COLLEGE)
and

COUNSELLING CELL

UGC COMMITTEE MEETING

I. Attachments:



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

F. 1-3/03 (EPP-I)

August, 2003

- 1 SEP 2003

The Teacher-In-Charge
Seth Soorajmull Jalan Girls' College
8-9, Bankim Chatterjee Street,
Calcutta – 700 073

Sir,

I am directed to refer to your letter no.JC/49/133/2003 dated 09.04.2003 and to inform you that Seth Soorajmull Jalan Girls' College, 8-9, Bankim Chatterjee Street, Calcutta – 700 073 is included under Section 2(f) and 12(B) of the UGC Act and is eligible to receive central assistance.

Yours faithfully,

(Prem Chand)
Section Officer

ATTESTED
Teacher-In-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Kol-73
5.12.07

ATTESTED
Teacher-In-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Kol-73
10.11.14

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed Peer Team is pleased to declare the

Seth Soorajmull Jalan Girls' College

Bankim Chatterjee Street, Kolkata

affiliated to University of Calcutta, West Bengal as

Accredited

at the B+ level.

Date : February 02, 2006

Director

- This certification is valid for a period of *Five* years with effect from February 02, 2006
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade, 70-75- B grade, 75-80- B' grade, 80-85-B'' grade, 85-90- A grade, 90-95-A' grade, 95-100-A'' grade (upper limits exclusive)

Quality Profile

Name of the Institution : Seth Soorajmull Jalan Girls' College
Place : Bankim Chatterjee Street, Kolkata, West Bengal

Criterion	*Criterion Score (Ci)*	*Weightage (Wi)*	*Criterion X Weightage (Cix Wi)*
I. Curricular Aspects	75	10	750
II. Teaching-learning and Evaluation	78	40	3120
III. Research, Consultancy and Extension	70	05	350
IV. Infrastructure and Learning Resources	80	15	1200
V. Student Support and Progression	70	10	700
VI. Organisation and Management	71	10	710
VII.Healthy Practices	70	10	700
		100	$\Sigma C_i W_i = 7530$

$$\textit{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7530}{100} = 75.30$$

Director

EC/38/180

A REPORT ON THE INSTITUTIONAL ACCREDITATION

OF

SETH SOORAJMULL JALAN GIRLS' COLLEGE

8/9 BANKIM CHATTERJEE STREET
KOLKATA , WEST BENGAL

VISIT DATES
JANUARY 30 -31, 2006

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE

A REPORT OF THE PEER TEAM CONSTITUTED BY THE NAAC FOR THE ASSESSMENT OF SETH SOORAJMULL JALAN GIRLS' COLLEGE , KOLKATA

SECTION –I

Preface

At a request made by S.S. Jalan Girls' College, Kolkata, for its assessment and accreditation, the National Assessment and Accreditation Council constituted a Peer Team consisting of the following members to visit the college for the revalidation of its Self-Study Report and to make appropriate recommendations thereon.

1. Professor Uttam B. Bhoite
   Chairman.
   (Former Vice Chancellor, Bharathi Vidyapeeth)
   Executive Director to the Chancellor
   Bharathi Vidyapeeth
   Lal Bahadur Shastri marg
   Pune- 411030
   Maharashtra.

2. Professor Prasanna K Biswasroy
   Member Coordinator.
   Professor, Department of Commerce,
   Berhampur University
   Berhampur – 7600007
   Orissa.

3. Prof. (Mrs.) Geeta Tiwari
   Member.
   Principal
   Govt. D.B Girls' College (Auto)
   Kali Badi Chowk
   Raipur – 492001
   Chhattisgarh.

Peer Team visited the college on 30-31st January 2006.

Dr. M.S. Shyamsundar, Deputy Advisor, NAAC, Bangalore monitored the Peer Team visit as internal coordinator. The Peer Team is submitting herewith its report based on the perusal of documents, visits to different sections and discussions which it had with the Principal, members of faculty, administrative staff, a group of students, present and past, members of Managing Committee of the college and a group of parents .

The College

Seth Soorajmull Jalan Girls' College, Kolkata, is one of the pioneering and premier girls' colleges in the state of West Bengal. The college was established by Seth Soorajmull Jalan Trust in the year 1954, firstly as intermediate college affiliated to Calcutta University. The university subsequently extended its affiliation to cover the B.A degree programme. Later on in 1985 the college also introduced academic programme leading to B.Com general degree. However the Honour's course in B.Com was started in 1995. The college is recognized by the UGC under 2(f) and 12(b) sections of its Act. The college is a government aided college and is managed by the S.S. Jalan Trust as mentioned above. Most of the students of the college belong to the families migrated from different parts of India. The unit cost education computed without taking account the salary component comes to about Rs1430, whereas with inclusion of salary component it goes up to Rs.7936. Now we would like to present our report on the criterion wise facts as verified by us and our observations thereon.

Criterion I: Curricular Aspects

The B.A. Programme includes the subjects of Hindi, Bengali, English, Education, History, Political Science, Philosophy, Economics and Geography. The subjects which are taught at the Honours level are Hindi, Philosophy, English, Political Science and History. In the Commerce stream all the subjects are compulsory and Accounting and Finance are taught at the Honours level also. The college being affiliated to Calcutta University is required to teach the courses and their syllabi as prepared by the University. Only one teacher is a member of BOS of her subject. Thus, the college faculty are not getting any scope in framing and

designing the courses. Since a large number of students come from non Bengali speaking families the main medium of instruction is English. In the year 2005-06 out of 1207 student 595 opted for Honours level courses and the rest study courses at the general level. The number of student of Arts faculty is 637 and of commerce faculty is 570. The college runs a Computer course with a view to generate computer awareness among the students. In view of shortage of space the college cannot visualize a possibility of opening Science stream.

Criterion II: Teaching learning and Evaluation.

Since total number of seats sanctioned for different subjects together is usually more than the demand for the same, the college admits all the applicants who satisfy basic academic requirements. There are in all 35 teachers on the role of the college, of them 26 are permanent full time teachers, 9 are temporary part time teachers and 1 P.T Instructor. Besides the college has appointed 2 faculty members to look after its computer wing. The numbers of teachers holding Ph.D and M.Phil degrees is 9 and 6 respectively. We were told that five more teachers presently are doing research for the Ph.D Degree. Teaching is done mostly through the lecture method.

During the academic year under review the college was opened for 258 days out of which 211 were the teaching days. The teachers used occasionally overhead and slide projector to make their teaching more effective. Almost all the departments more or less regularly conduct students' seminar. Some of the departments have brought out the collection of seminar papers in the form of mimeographs. It is indeed a commendable activity. The teachers supplement their teaching by conducting tutorials. However, they need to be more properly organized. The half-yearly, annual and test examinations are conducted by the college before the students appear for the university examinations. The teachers conduct periodical tests. The college regularly publishes its academic calendar through which necessary informations about the courses and their syllabi is dissiminated among students. This booklet also contains a calendar of academic events such as half-yearly and annual examinations.

The college receives development grants from the UGC .It has received a grant of Rs.199896 for purchase of books, equipments and for organizing academic activities under the 10th. Five Year Plan .The grant has been partially received and utilized. The college has also received a special grant of Rs.7 lakhs from the UGC as

an old reputed college. The track record of success in the university examinations is satisfactory although not many students have appeared in the merit list of the University.

The drop out rate is a matter of concern. We were told that the custom of early marriages prevalent in many ethnic groups is largely responsible for the same. We have learnt from the students, both past and present, that the relationship between the teachers and students is characterized by cordiality .The parents with whom the Peer Team had interaction expressed their appreciation of the discipline maintained by the college .The college obtains the assessment of the teachers performance from the students of the final year. The observations made by the students are brought to the notice of the concerned teachers by the Principal .The college also has adopted the system of self appraisal of teachers performance annually through a proforma.

Criterion III: Research, Consultancy and Extension

The track record of publication activities of the teacher is fairly good. As per the record made available to us, the teachers altogether have published a good number of articles in edited books, research journals and in their college publications. Some teachers have also published books. Even though a good number of teachers have obtained M.Phil & Ph.D degrees, a very few of them have sustained their research interest later. None of the teachers have received research funding from any agency. The college may make efforts to encourage the teachers to undertake research activities duly funded by different funding agencies of government of India. Quite a few teachers have participated in the orientation and refresher courses under the Faculty Improvement Programs .Their participation in the national & international seminars is also commendable. Teachers in all have participated in 26 national level seminars and 8 international seminars conducted in India. Six teachers have acted as resource persons in these seminars.

The college is fairly active in organizing the extension activities .Even though there is no formal NSS unit, the collaborative extension activities of the college are undertaken by the students ,teachers and NGOs .The college has recently introduced the research wing which is yet to be activated .The ECO club of the college also undertakes certain environment related activities. The college has properly documented its extension activities

Criterion IV: Infrastructure and Learning Resources

The significance of proper infrastructure for creating propitious academic ethos can not be over emphasized. It can be said that the college has developed a fairly good infrastructure. The college is housed in a big mansion like spacious old building located in a crowded area of Kolkata donated by the S.S. Jalan Trust. The built up area of the college building is 1070.21 square metre. There are in all 54 rooms of various sizes. Out of them 26 are classrooms and rest are allotted to accommodate the Principal's office, the college office, common staff room, library, students common room, games room, sick room, NCC / Career Counselling room, departmental staff common room and canteen. A terrace of large size is used for playing badminton and conducting Yoga classes .The furniture in the college in general and in classrooms in particular is qualitative .There is provision for drinking water and also an open-air auditorium to accommodate more than 200 persons .The college has a well developed computer lab with 16 pieces of computers and with good configurations. The library, the Principal's office, common staff room and the college office altogether have 21 computers .The library is partially computerized .A few of office staff are computer literate . The college administrative work is computerized to a large extent. The college has also procured few softwares. The college has reprographic and internet facilities .The laboratory of geography department has teaching aids. It needs to be mentioned that the college has rooms for the departmental faculties although they are not very spacious.

The college library is housed in a big hall. The Reading arrangements have been made for students and teachers in a spacious passage adjoining to the library .There are 25885 books in the library. The library has a couple of encyclopediae. The college library is kept open on all the working days between 7:30 a.m. and 1:00 p.m.. A student can borrow one book each for general as well as Honours course, which she can retain for a week. The teachers can borrow as many books as they need. The borrowing record, the accession register and other documents are properly maintained by the library staff. However the librarian's post of the college is lying vacant and number of staff in the library is inadequate. There is book bank facility in the college. The college has a strong administrative back up. There are 21 employees. 14 of them

.re full time office employees, 1 is working on contract basis and 2 are part time employees. One is an assistant librarian and the rest are working in different capacities. It is also noted that the internet facility which is made available by the college is utilized by a few faculty members only. Out of the major shortcomings of the college is that it does not have its own play ground. However the college has made arrangements for the indoor games such as table tennis, carom, etc. The college does not have a hostel and the students also do not need it as most of the students are residing in the nearby areas. The accommodation available in the present building is just adequate enough to meet the present needs of the college. However there is no further scope for its extension. Being a morning college, the college functions upto 1 p.m. and remains idle during rest of the day. Hence the college may decide to make use of the college building in the evening hours by introducing academic programmes on self financing basis. There is a small canteen in the college. There is a sick room in which the students can be hospitalized for a while. A medical practitioner visits the college regularly.

Criterion V: Students Support and Progression.

In the earlier paragraphs we have described various infrastructural facilities which are made available to the students in the college. The college provides financial assistance to the deserving students to the extent of 10 percent of its budgeted amount. The college does not have much of information about the students progression after their graduation. The information given by the college in this regard is not supported by documentary proof.

However from a list of its past students supplied by the college, it appears that a large members of its students are working as academics and a few are employed in the Govt. and private sectors. The college does not have a formal organization of its past students. However the number of past students who attended the interactive session with the Peer Team was fairly large and vocal. The Government scholarships are made available to the students. The college has formed various specific purpose associations for all sided development of its students. Various types of cultural and academic activities are organized through them. A record of their activities is well maintained.

Criterion VI: Organization and Management.

The college is managed by a public charitable Trust. There is an active managing committee of the college of which the Principal is a member. There are teachers representatives on the same. But the non-teaching staff has no representation on it. They voiced their demand for the same during their discussion with the Peer Team. The Committee meets quite frequently. The Principal has constituted various committees for the smooth functioning of the college and there is visible active cooperation among the faculty members. The college follows meticulously the rules of the university. The Accounts of the college are regularly audited by a Chartered Accountant sponsored by the West Bengal Government. The Office records are also well maintained. The fees structure of the students is predetermined by the government. Since the Government grants are limited to the extent of salary expenses, the college has to raise its own revenue to meet other expenses. The college budget is usually deficit. The salaries and post retirement benefits of the college staff are governed by the state government rules. The management provides financial assistance to the staff in case of eventualities. During the discussion with the students it appeared that the college administration is quite student friendly. There is a handicapped student in the college and the staff takes utmost care of her is a case in point.

Criterion VII: Healthy Practices.

There are a quite few healthy practices nourished by the college, notable among them are as follows:

- The college administrative and academic records are well maintained.
- A student friendly administration.
- There is a prayer class for all the students earmarked in the time table.
- High morale of the faculty
- The students are disciplined.
- The college maintains proper rapport with the local community and parents.
- The college building is put to optimum use.
- The office work is fully computerized.
- The college campus is well maintained and is kept clean.
- The management is committed to the goals and missions of the college.

SECTION III

Overall Analysis

The college on the whole is doing commendable academic work. It has developed a good infrastructure. There is an encouraging academic ethos on the campus. However the Peer Team wants to offer a few suggestions for the further improvements of the college.

- The college working hours are between 7.30am. and 1.00 pm. Thereafter the college campus remains 2unutilized. Hence, a few short term revenue generating courses having specific utility for girl students may be started with the help of faculty and also in cooperation with the outside experts.

- The college may introduce need based job oriented certificate courses in Tourism Management, Health Science, Food-Processing, Knitting, Handicraft, Fashion Designing, Bouque Processing, Desktop Publishing, and Screen Printing on self financing basis.

- Keeping in view the staff strength of the Commerce department, the management may think of starting M.Com course and a diploma course on Hotel Management on self-financing modes.

- The department of English may make efforts to establish a language laboratory in association with the departments of Hindi and Bengali with the financial assistance of UGC.

- The introduction of new courses may be finalized in consultation with Academic Peers and Employers and also after assessing the local job market in a phased manner.

- The college may formalize the extension activities of the institution by introducing NSS wings.

- The college may start a Learn and Earn scheme for poor students. They can be given work in the college library, office and even in the canteen.

- The post of librarian may be filled in urgently.

- The teachers may be encouraged to undertake research activities. Information about the sources of research funding may be made available to them. They should be also asked to take the advantage of facilities and concession given by the state government to promote their research culture.

- The Yoga centre of the college may be further strengthened with UGC assistance under the direct supervision of the college physical education teacher.

- The college may make efforts to strengthen the linkage between the alumni and the college. The alumni may be motivated to generate resources to open career oriented courses.

- The college may think of starting a placement-cum-career guidance cell with a teacher in charge and a small committee of students to guide them for further studies.

- The college may activate the Grievance Redressal Cell in order to sort out the grievances of students and staff.

- The college may institute a formal Women's Cell to render counselling services to the girls students and a Women's Study Centre with the financial assistance from national and international agencies working for women welfare.

- The non-teaching staff who works hard may be given some sort of recognition so that their morale does not sink.

- The college is required to institute the Internal Quality Assurance Cell to further strengthen the strengths of the college.

We the members of Peer Team of the NAAC would like to express our sincere thanks to Smt. Mousumi Pathak, the Principal of the college, the coordinator of NAAC Steering Committee, and other members of the NAAC committee, the college Vice-Principal and other stake holders of the college for their cooperation at every stage. We are particularly thankful to the President of the Trust and the Secretary of the Trust for the keen interest they showed in the Peer Team's visit. The arrangements made for our stay and for the transport were excellent. We are also thankful to the faculty members, the administrative staff, the students-past and present, the members of the managing committee and also parents for the gracious cooperation. We would like to record our appreciation of the initiative taken by the Principal and her colleagues in getting the college assessed. We wish the college a still brighter future.

31/1/06 31.10.06 31.1.06

Professor Uttam B. Bhoite — Professor Prasana K Biswasroy — Prof.(Mrs.) Geeta Tiwari

Chairman. Member Coordinator. Member.

I have read the contents of the report and agreed to the observations and recommendations made by the NAAC Peer Team.

Mousumi Pathak
Smt. Mousumi Pathak 31.1.'06
Teacher-in-charge
Seth Soorajmull Jalan Girls' College

Date: 31st January, 2006
Place: KOLKATA

JALAN GIRLS' COLL. KOLKATA-73 S.S. Mathak 31.1.06

MOUSUMI PATHAK
Teacher-in-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street
Kolkata — 700 073

Profile of the Institution

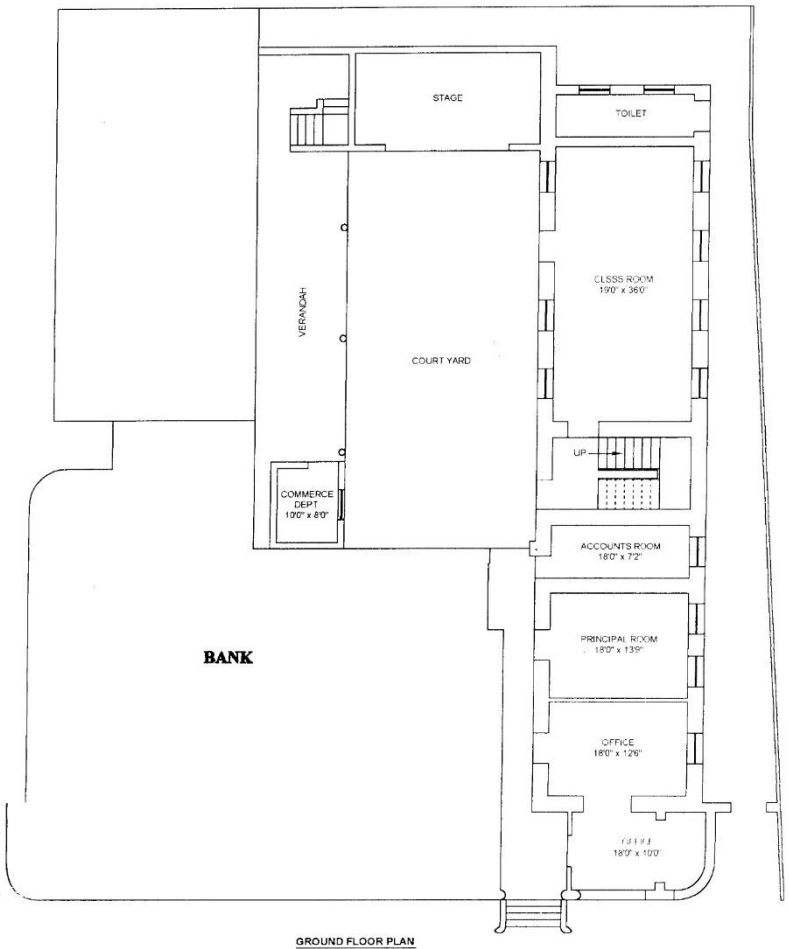
(Peer Team Visit Dates:)
30th & 31st January, 2006

Name of the Institution	:	Seth Soorajmull Jalan Girls' College
Name of the Principal	:	Smt. Mousumi Pathak
University to which affiliated	:	University of Calcutta
Type of Institution	:	Government-aided
Financial Category	:	Grant-in-aid
Year of Establishment	:	
Under 2 f :		July 1957
under 12 B :		obtained
Location of the College	:	Urban
Area of the Campus	:	1070.21 Sq. Mt
Departments in the college	:	10
Programmes Offered	:	UG
Numbers of Teachers at Present	:	26 (Permanent)
Qualification of the Teachers	:	
Ph.d. holders	:	9
P.G. holders	:	11
M.Phill holders	:	6
No. of Non-teaching Staff	:	19
Student Enrolment in UG/PG	:	1207
Student Progression UG	:	
Success Rate	:	70%
Drop-out Rate	:	30%
Unit Cost of the Education	**:(Including Salary Component)**	Rs. 7936
	:(Excluding Salary Component)	Rs. 1430

M Pathak 31.1.06.

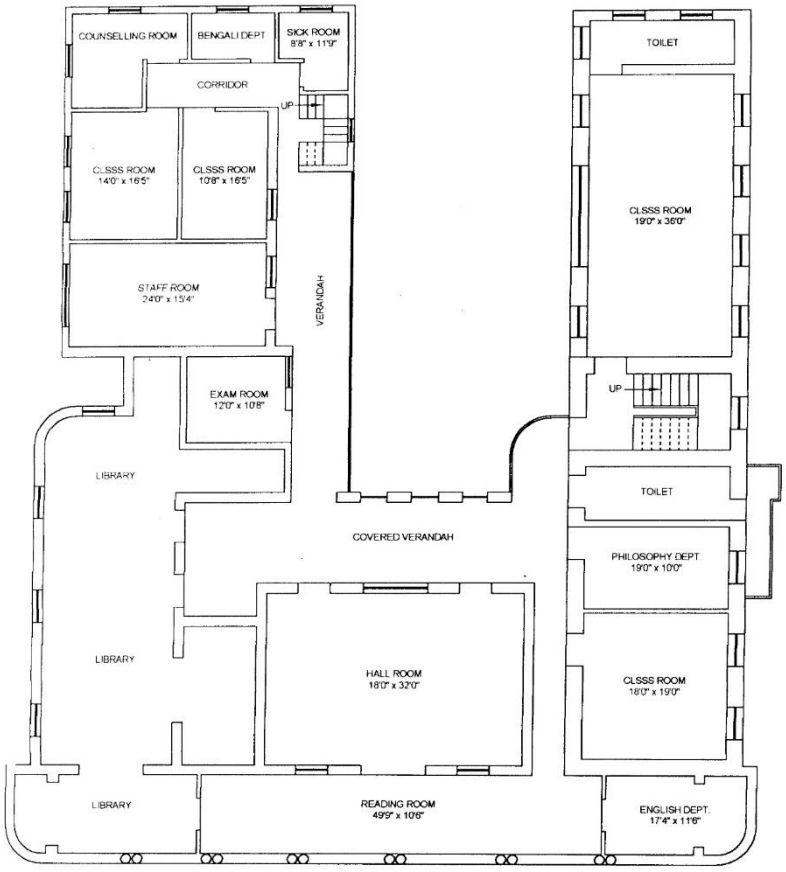
MOUSUMI PATHAK
Teacher-in-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street
Kolkata — 700 073

MASTER PLAN OF
SETH SOORAJMULL JALAN GIRLS' COLLEGE
8/9, BANKIM CHATTERJEE STREET, KOLKATA-73



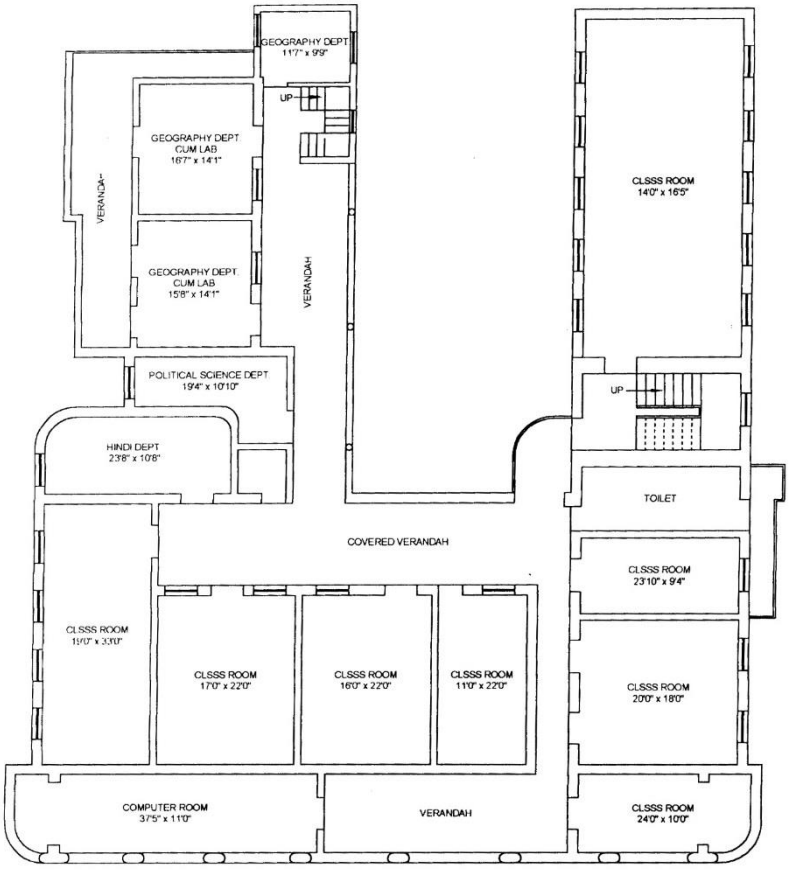
GROUND FLOOR PLAN

8, BANKIM CHATTERJEE STREET, KOLKATA.



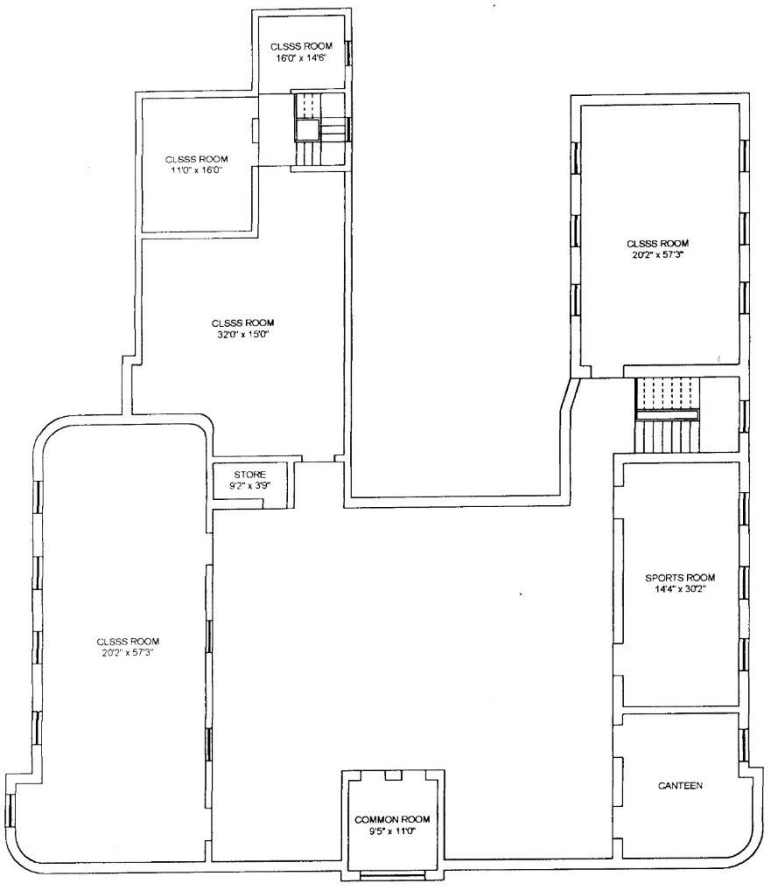
1ST FLOOR PLAN

8, BANKIM CHATTERJEE STREET, KOLKATA.



2ND FLOOR PLAN

8, BANKIM CHATTERJEE STREET, KOLKATA.



3RD FLOOR PLAN

8, BANKIM CHATTERJEE STREET, KOLKATA.