

# **SETH SOORAJMULL JALAN GIRLS' COLLEGE,**

**8/9 BANKIM CHATTERJEE STREET KOLKATA 700073**

WEBSITE: [www.ssjalangirlscollege.org](http://www.ssjalangirlscollege.org)

EMAIL: [ssjalcollege@yahoo.co.in](mailto:ssjalcollege@yahoo.co.in)



## **The Annual Quality Assurance Report:2013-14**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2013-14)

2013-14

### I. Details of the Institution

1.1 Name of the Institution

Seth Soorajmull Jalan Girls' College

1.2 Address Line 1

8/9, Bankim Chatterjee Street

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

7000073

Institution e-mail address

ssjalancollege@yahoo.co.in

Contact Nos.

033-22415256, 033-40633618

Name of the Head of the Institution:

Smt. Mousumi Pathak

Tel. No. with STD Code:

033-23608797

Mobile:

9830464967

Name of the IQAC Co-ordinator:

Smt. Debjani Sanyal

Mobile:

9830476678

IQAC e-mail address:

iqac.ssjgc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/38/180, 2<sup>nd</sup> February 2006,

1.5 Website address:

www.ssjalangirlscollege.org

Web-link of the AQAR:

http://www.ssjalangirlscollege.org / htm iqac

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	75.30 on 100	2006	5yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

26/07/2006

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

- i. AQAR 2006-07 24/6/11 (DD/MM/YYYY)4
- ii. AQAR 2007-08 24/6/11 (DD/MM/YYYY)
- iii. AQAR 2008-09 24/6/11 (DD/MM/YYYY)
- iv. AQAR 2010-11 24/06/11 (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Certificate Course on Fundamental Windows 98 & MS- Excel, MS-Word.

1.11 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	12
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	00
2.9 Total No. of members	22
2.10 No. of IQAC meetings held	05

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Counselling and Mental Health.  
Legal Rights and Legal Aid for women in India.  
Women in India and the Criminal Justice System.

2.14 Significant Activities and contributions made by IQAC

1. Participation of Faculty members in various seminars, workshops and summer schools.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
i. Upgradation of laboratories in the IT and Geography Departments.	i. Laboratories were upgraded.
ii. Conversion of classroom into ICT.	ii. Large classrooms were ICT enabled with power-point projection facility.
iii. Proposal to renovate and paint all the classrooms and the corridors.	iii. Classrooms and corridors were repaired and painted.
iv. Anti-Ragging cell, Sexual Harassment cell and Legal literacy club.	iv. Anti-Ragging cell, Sexual Harassment cell and Legal literacy club were established.
v. Proposal to open a plastic free zone.	v. An Anti-Plastic free zone created. Plastic is discouraged in the canteen. Students are served in leaf plates.
vi. Proposal to open a Green Zone.	vi. Green Zone created in the corridor of the second floor.
vii. Organization of special camp of NSS.	vii. NSS camp was successfully organized.
viii. Organization of Blood donation camp.	viii. Blood donation camp was successfully organized.
ix. Organization of Thalassemia screening camp.	ix. Thalassemia screening camp was organized. Around 12 students were detected with Thalassemia. Proper counselling was conducted along with their parents and siblings in Calcutta Medical College.
x. Organization of Departmental seminars,	x. Seminars, exhibitions and

<p>exhibitions and educational tours.</p>	<p>departmental tours were conducted. Expert lectures were held. Students took active part in educational programmes which helped them to learn about all that they have been studying through these years.</p>
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*\* Attach the Academic Calendar of the year as Annexure.*

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2.15 Whether the AQAR was placed in statutory body      Yes      No

Management       Syndicate       Any other body

Provide the details of the action taken

**Part – B**

**Criterion – I**



## I. Curricular Aspects

### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	10			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01		01	
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Upgrading the syllabi according to vertical progression of students.

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

No.

## **Criterion – II**

### **2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	10	12		06

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	09						05		

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	10
Presented papers	01	03	05
Resource Persons	-	-	-

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

An innovative process in internal examination has been adopted for the students. In addition to the conventional pattern of written examination in Mid-Term, innovative methods like remedial classes, project work, seminar presentation, book review, etc., have been introduced. Students who are academically weak are given an opportunity to sit for retest.

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

214

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Paper Presentations,  
Seminars, and book review.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

05

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com Part III Hons						
B.Com Part III Gen						
B.A English	11		-	100	-	100
Political	10		10	90		100
Science						
History	06			100		100
Hindi	46		4.34	13.8		72.73
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B.A Part III Gen	139					71.76

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Active participation in admission process.
- Monitoring the attendance of students.
- Monitoring the classes held.
- Filling up the vacant teaching and non-teaching posts.
- Organizing the remedial teaching.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	05
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	06	00	01
Technical Staff	04	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC encourages faculty members to apply for minor and major research projects funded by UGC.

#### 3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	--	-	-
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	1	-
Non-Peer Review Journals	-	04	-
e-Journals	01	01	-
Conference proceedings	04	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				

Total				
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3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-				
Sponsoring agencies	-				

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year: Nil

Total	International	National	State	University	Dist	College

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

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

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

JRF       SRF       Project Fellows       Any other

3.21 No. of students Participated in NSS events:

University level       State level   
 National level       International level

3.22 No. of students participated in NCC events:

University level       State level   
 National level       International level

3.23 No. of Awards won in NSS:

University level       State level   
 National level       International level

3.24 No. of Awards won in NCC:

University level       State level   
 National level       International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- NSS organized visit to slum areas and to Alokendu Bodh Niketan, a home of physically and mentally challenged people.
- Distribution of books and stationary.
- Organizing Thalassemia eradication-awareness programme.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1070.21 sq.m			1070.21sqm
Class rooms	34			34
Laboratories	03	-		03
Seminar Halls	01	01		02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				



#### 4.2 Computerization of administration and library

- All administrative facilities (main office, accounts using tally, students' attendance, examination system) have been fully computerised. BSNL Broadband facilities have been provided in the office and in the computer department.
- All notices, results, information regarding PTM, dates of the new session, examination schedule are posted on the college website.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27096	1548346	511	124357	27607	1672703
Reference Books						
e-Books						
Journals	14					
e-Journals	-	-				
Digital Database		-				
CD & Video	7					
Others (specify)						

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	38	05	01	01	05	07	
Added	10	02	05	01	00	01	01	
Total	67	40	10	02	01	06	08	

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

Training programme technology upgradation was organized during the year 2013-14 for the students.

#### 4.6 Amount spent on maintenance in lakhs:

0.58

i) ICT	
ii) Campus Infrastructure and facilities	0.46
iii) Equipments	1.19
iv) Others	0.05
<b>Total:</b>	2.28

## Criterion – V

### 5. Student Support and Progression

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

Students were made aware of the various scholarship programmes. They were encouraged to apply for such scholarships both individually and collectively.

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

- Involvement of IQAC in the Orientation Programme of the first year students headed by the Teacher-in Charge.
- The institution directs every department to aware the students about the future prospects of the department. The department does this by arranging lectures where the departmental teachers and faculties from outside are invited to speak about the respective areas.
- Identification of students in need of remedial classes by departments concerned in the PTM as well as through continuous assessment processes.

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

UG	PG	Ph. D.	Others
1315	N.A.	N.A.	N.A.

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

18

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

00

Men	No	%	Women	No	%
	N.A.	0		1315	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1369	20	04	38	00	1431	1261	13	03	38	00	1315

Demand ratio 6:1

Dropout % 2.02%

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

We do not provide any coaching classes for competitive examinations.

No. of students beneficiaries

-

#### 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

#### 5.6 Details of student counselling and career guidance

The career counselling committee offer guidance to the students collectively and individually. Psychometry test was conducted by the Institute of Psychometry.

No. of students benefitted

161

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

#### 5.8 Details of gender sensitization programmes

The teachers see to it that the students are kept aware of gender issues in the way they approach the relevant office.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	143	Rs.1,43,596
Financial support from government	64	Rs.3,26,100
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Redressal of grievances about the college canteen .

## Criterion – VI

### **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

- To make the college a centre of excellence.
- Combining the best element of education with man-making and character building as its mission.
- To ensure and sustain quality in education.
- To make our students socially committed and adaptable to global changes.

### 6.2 Does the Institution has a management Information System

The college has the following MIS for receiving internal information through individual institutional mail-id to every employee.

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

#### 6.3.1 Curriculum Development

- Inclusion of ENVS project work.
- IQAC ensured quality in curriculum development through regular meeting of Board of Studies of the concerned departments, feedback from students.

#### 6.3.2 Teaching and Learning

- Upgradation of the existing programme.
- Introducing innovations in the existing programmes.
- Emphasis on internet access for project work.
- Presentation of learning by students through seminar, field work.

#### 6.3.3 Examination and Evaluation

#### 6.3.4 Research at Group discussion power point presentation, viva seminar lecture by students.

- Motivating faculty members for research publications in peer reviewed journals with high impact factor.
- Encouraging them to present papers in national/international seminars and to act as resource persons.
- Showcasing the publications of research work of faculty members.
- Motivating the faculty members and students to organize various

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- One more CCTV installed.
- Classroom of few departments of our college are provided with LCD projector, broadband connectivity.
- ICT tools for teaching learning procured under CPE, like CDs software, interactive multi-media tools, etc.

### 6.3.6 Human Resource Management

- Aiming at the manifestation of the inner potential of every individual.
- Motivating the faculty members to participate in Refresher and Orientation programmes.
- Career Counselling by Career Development Cell and by the respective departments.

### 6.3.7 Faculty and Staff recruitment

- The college does not have the appointing authority for the sanctioned posts.
- They are appointed on the recommendation of West Bengal College Service Commission.
- The management on the recommendation of respective departmental heads select guest lecturers.
- Visiting faculty members are selected on the recommendation of the Departments concerned.

Non-teaching staff members are selected as per the regulations framed by

### 6.3.8 Industry Interaction / Collaboration

Working on Industrial collaborations.

### 6.3.9 Admission of Students

- Online merit based admission by the college authorities.
- Strict observance of Government rules for reserved categories.

Teaching	-
Non teaching	Non-Teaching Staff Welfare Fund.
Students	Specimen copies of books are provided along with medical support from

6.4 Welfare schemes for

	Student's Association Fund.
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6.5 Total corpus fund generated

Rs.38,00,00 0
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6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	DPI, Govt of West Bengal	No	No
Administrative	No	DPI, Govt of West Bengal		Yes, CA.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

Not Applicable
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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Regular Contact with the Alumni. They often visit their Almamatar.

6.12 Activities and support from the Parent – Teacher Association

- Every year Parent Teachers Meetings (PTM) are held and suggestions are made during the meeting. These suggestions are forwarded to the management for necessary actions.

6.13 Development programmes for support staff

- Non-Teaching Staff Welfare Fund.
- Employees extended their hands to provide more financial assistance for the needy students and medical support to the non-teaching staff.
- Training programmes are arranged to handle accounts and management softwares.

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

- Awareness programme to make the institution eco-friendly.
- A Plastic free zone has been created within the college campus.
- A green corridor has also been created in the campus.
- Online official activities have helped reduce the usage of paper.
- Seasonal flowers are planted within the institution.
- ENVS projects are done.

## Criterion – VII

## 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Awareness, generation campaign for the children from red light areas.
- Practice of displaying important events on wall magazine.
- Celebration of birth anniversaries of eminent personalities.
- Regular assemblage in prayer hall. Monday prayers include National Anthem.

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

- Upgrading the student's feedback mechanism.
- Reformation of college examination by innovative measures.
- The laboratories of Commerce and Geography Departments have been upgraded.
- BSNL Broadband has been introduced in the office and computer rooms.
- Our Teacher's Council- the highest academic body suggested to adapt necessary measures with valued advice with regard to the improvement of the students.
- Teachers performances are also monitored by IQAC and Academic Committee.
- Organized Thalassemia screening camp by the NSS unit of the college.
- Students visited Jorashanko, Marble Palace, Town Hall, Indian Museum, Swami Vivekananda's House during this session.

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

- Student's Feedback system.
- Academic performance appraisal of teachers.

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

7.4 Contribution to environmental awareness / protection

- Environmental awareness by using less of paper and more of electronic media is carried out. Results are published on the college website.
- Students, as part of NSS Clean Campus project, planted trees and encouraged everyone to use bins to keep the college clean.

7.5 W

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

- Computerization of Office administration.
- Impressive performance of students in the University examinations, especially by the B.Com students.
- NSS and NCC wings of the college have been very active and have participated with great enthusiasm in activities like blood donation, first-aid training, health awareness and survey of slums.
- The college has a dedicated faculty, highly efficient support staff who are available on the campus and take care of all aspects of the campus, the academic as well as the personal.

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

- Emphasis on research activities of the faculty.
- Organizing outreach activities in the neighbouring areas of the college.
- Development of ICT.
- Complete digitalization of library.
- Initiatives for conducting Academic Audit.
- Adaptation of Institutional Meeting Calendar of different committees.
- Initiatives for Green Audit.
- Initiation of consultancy support.
- Appointment of new staff members as per Government Rule.

Name \_\_\_\_\_

Name \_\_\_\_\_

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Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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Name Prof Debjani Sanyal



Name and signature of the

Coordinator, IQAC

Vice-Principal,  
Seth Soorajmull Jalan Girls' College  
8/9, Bankim Chatterjee Street, Kol-73

Name Prof Mousumi Pathak



Name and signature of the

chairperson, IQAC

Teacher-in-Charge  
Seth Soorajmull Jalan Girls' College  
8/9, Bankim Chatterjee Street, Kol-73

Annexure I

**Seth Soorajmull Jalan Girls' College**

## Academic Calendar (2013 – 2014)

Commencement of Academic session	01.07.13
Commencement of B.Com 3 <sup>rd</sup> year	01.07.13
Commencement of B.Com 2 <sup>nd</sup> year	01.07.13
Admission to B.A./B.Com 1 <sup>st</sup> year Hons and General course (UG level)	From 05.07.13
Parents Teacher Meeting <ul style="list-style-type: none"> <li>• B.Com 3<sup>rd</sup> year</li> <li>• B.Com 2<sup>nd</sup> year</li> </ul>	05.07.13 – 06.07.13 08.07.13 – 09.07.13
B.A./B.Sc Part II examination	01.08.13
Commencement of B.A. 3 <sup>rd</sup> year	07.08.13
Celebration of Independence Day	15.08.13
Commencement of B.A. 2 <sup>nd</sup> year	21.08.13
Parents Teachers Meeting of <ul style="list-style-type: none"> <li>• B.A. 3<sup>rd</sup> year Hons and General</li> <li>• B.A. 2<sup>nd</sup> year Hons and General</li> </ul>	04.09.13 09.09.13
Parents Teachers Meeting <ul style="list-style-type: none"> <li>• B.A./B.Com 1<sup>st</sup> year Hons</li> <li>• B.A./B.Com 1<sup>st</sup> year general</li> </ul>	11.09.13 13.09.13
Alumni get together	28.09.13
Mid Term examination B.A./B.Com 3 <sup>rd</sup> year	03.10.13
Puja vacation	09.10.13 – 06.11.13
Mid Term examination B.A./B.Com 1 <sup>st</sup> year	09.11.13
Mid Term examination B.A./B.Com 2 <sup>nd</sup> year	12.11.13
Publication of Mid Term result of B.A./B.Com 3 <sup>rd</sup> year	18.11.13
Celebration of Human Rights Day	10.12.13
Winter recess	25.12.13 – 01.01.14

Test Examination of B.A./B.Com 3 <sup>rd</sup> year	04.01.14
Publication of Mid Term result of <ul style="list-style-type: none"> <li>• B.A. 2<sup>nd</sup> year</li> <li>• B.Com 2<sup>nd</sup> year</li> </ul>	15.01.14 17.01.14
Publication of Mid Term result of B.A./B.Com 1 <sup>st</sup> year	20.01.14
Publication of result of Test examination B.A./B.Com 3 <sup>rd</sup> year	28.01.14
Form fill up of <ul style="list-style-type: none"> <li>• B.A. Part III examination</li> <li>• B.Com Part III examination</li> </ul>	29.01.14 30.01.14
Celebration of Saraswati Puja	04.02.14
B.A./B.Sc Part I/Part II supplementary examination 2013	06.02.14
Test examination of B.A./B.Com 2 <sup>nd</sup> year	12.02.14
Publication of result of Test examination of B.A./B.Com 2 <sup>nd</sup> year	26.02.14
Form fill-up of B.Com Part II examination	28.02.14, 01.03.14
Test examination of B.Com 1 <sup>st</sup> year	03.03.14
Form fill-up of B.A. Part II examination	03.03.14, 05.03.14
B.A. Part I (CL & MIL) examination	04.03.14
Test examination of B.A. 1 <sup>st</sup> year	05.03.14
B.Com Part I (CL & MIL) examination	07.03.14
NSS special camp (Blood donation camp)	24.03.14 – 31.03.14 (except Sunday 30.03.14)
Result of B.Com 1 <sup>st</sup> year Test examination	28.03.14
Form fill-up of B.Com Part I examination	31.03.14 – 04.04.14
Result of B.A. 1 <sup>st</sup> year Test examination	03.04.14
B.A./B.Com Part III examination	09.04.14
Form fill-up B.A. Part I examination	09.04.14, 10.04.14

Seminar organised by English Department to commemorate Shakespeare's 450 <sup>th</sup> Birth Anniversary	23.04.14
Seminar on Romantic Age organised by English Department	25.04.14
B.Com Part II examination	10.06.14
B.A. Part II examination	25.06.14
Summer recess	16.05.14 – 30.06.14