

SETH SOORAJMULL JALAN GIRLS' COLLEGE

8/9 BANKIM CHATTERJEE STREET KOLKATA 700073

WEBSITE: www.ssjalangirlscollege.org

EMAIL: ssjalncollege@yahoo.co.in



The Annual Quality Assurance Report:2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC Report 2015-16

Part – A

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

700073

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:

+919830464967

Smt. Debjani Sanyal

Name of the IQAC Co-ordinator:

Mobile:

+919830476678

IQAC e-mail address:

iqac.ssjpgc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBCOGN12692

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, 2nd February, 2006

1.5 Website address:

www.ssjalangirlscollege.org

Web-link of the AQAR:

[http://www.ssjalangirlscollege.org/htm iqac](http://www.ssjalangirlscollege.org/htm%20iqac)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.30	2006	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

26/07/2006

1.8 AQAR for the year (for example 2010-11)

1st July, 2015 to 30th June, 2016

1.9 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 _____ 2011-12 _____ 14/12/2015 _____ (DD/MM/YYYY)
 ii. AQAR _____ 2012-13 _____ 14/12/2015 _____ (DD/MM/YYYY)
 iii. AQAR _____ 2013-14 _____ 14/12/2015 _____ (DD/MM/YYYY)
 iv. AQAR _____ 2014-15 _____ 14/12/2015 _____ (DD/MM/YYYY)

1.10 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

1.11 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

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

University of Calcutta

1.13 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 (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

10

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

20

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders:

No.

-

Faculty

05

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

- i. A two day UGC seminar on *Women's Voices. Heard Voices and those Unheard. Elizabethan and Jacobean Theatre and the Indian Classroom Context*
- ii. Translation and adaptation of Narayan Gangapadhyay's novel *Nishi Japan*.
- iii. Writing Skills and creativity in literature.
- iv. Major characters of Jane Austin's *Pride and Prejudice*.
- v. Short stories and essays of English literature.
- vi. Romanticism.
- vii. Role of Emotional Intelligence in Social Learning.
- viii. The Changing Role of Indian Women: 19th and 20th Century.
- ix. Contemporary Issues on Human Rights
- x. Recent Issues in Financial Markets.

2.14 Significant Activities and contributions made by IQAC

i.	Inclusion of seven more classrooms with ICT facilities.
ii.	Automation process in library is partly complete.
iii.	Introduction of OPAC (Online Public Access Catalogue)
iv.	Introduced a Common Room for students
v.	Purchase of the duplicator machine for copying question papers, feedback forms etc.
vi.	Incinerator has been installed.

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. Addition of more ICT facilitated classrooms	i. Seven classrooms were added with ICT facilities.
ii. Proposal of user-terminal in library	ii. Students can search books through user-terminal and Open Access to library stacks for them is implemented.
iii. Proposal for the	

<p>installation of a Table-Tennis board,</p>	<p>iii. Table-Tennis board in the students' common room</p>
<p>iv. Library management software.</p>	<p>iv. library management software viz. BOOKMALL,</p>
<p>v. Incineration and vending machine.</p>	<p>v. Incinerator and vending machine has been installed</p>
<p>vi. Proposal for remodelling of institutional website.</p>	<p>vi. Institutional website has been remodelled.</p>
<p>vii. Proposal of purchasing a duplicator machine.</p>	<p>vii. Duplicator machine for copying question papers, feedback forms is purchased.</p>
<p>viii. Proposal for the installation of more fire-extinguisher.</p>	<p>viii. Fire-extinguishers in library, canteen, stage and common room are installed and all the existing ones are refilled.</p>
<p>ix. Proposal for more water purifier</p>	<p>ix. Three more purifiers are installed.</p>
<p>x. Proposal for more illuminated classrooms with lights and ceiling fans.</p>	<p>x. Sufficient lights and fans are provided in the classrooms.</p>

<p>xi. To organise NSS Special Camp, Blood Donation Camp and Thallasaemia Screening Camp</p>	<p>xi. The NSS camp was organised on 23rd November to 1st December, 2015.</p>
<p>xii. To organise a UGC sponsored National Seminar.</p>	<p>xii. A two-day UGC sponsored National Seminar in collaboration with Victoria Institution College on <i>Women's Voices. Heard Voices and those Unheard. Elizabethan and Jacobean Theatres and the Indian Classroom Context</i> was held on 3rd-4th December, 2015.</p>
<p>xiii. To organise Departmental seminars, educational tours, audio-visual screenings</p>	<p>xiii. Seminars, audio-visual screenings and educational tours were conducted. Lectures were delivered by the subject-experts. Students took active part in educational programmes.</p>

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

AQAR for 2015-16 was placed before the Governing Body and its approval was received on 22/02/2017

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				
Total				
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.

The college follows the syllabi as updated and revised by the University of Calcutta

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
32	15	12		05

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
06	03					05			

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	14	
Presented papers	02	05	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 and Test Examination, innovative methods like project works, seminar and paper presentations, book review, MCQ method of evaluation and home assignments, etc have been introduced.

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

186

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

Book review, MCQ method of evaluation are initiated by the institution

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 60%

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 (H)	123		18(14.6%)	96(78%)		92.68%
B.Com Part III (G)	79			14 (17.7%)	51 (64.5%)	82.27%
BA Part III (H)				14 (100%)		100%
English	14			6 (100%)		100%
Political Science	6			8 (88.89%)		88.89%
History	9			27 (61.36%)		63.64%
Hindi	44		1(2.27%)			

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

IQAC from its inception, takes the responsibility of contributing/ monitoring/ evaluation the Teaching and Learning process in the College.

The Admission Committee initiates the admission process with the help of the IQAC. Academic Calender is maintained regularly. Innovative process in the Teaching and Learning are adopted by IQAC with the approval of teachers and the Governing Body. The faculty development programme is taken by IQAC through the CAS Committee which monitors the academic upgradation of teachers through participating in Seminars, Refresher Courses and Orientation Programmes. The Committee also maintains a record of publications and other academic activities of the teachers. The Examination Committee under IQAC evaluates the Teaching and Learning Process through regular Tutorials, Mid-Term and Test Examination and remedial classes for the weaker students.

The whole task of Teaching and Learning Process is conducted by IQAC through the smooth functioning of various committees and by ensuring coordination of various committees.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	32
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	14	6	0	0
Technical Staff	4	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

-The IQAC encourages the faculty members for research works.
-IQAC promotes Research climate in the college.
-

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
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	06	01	
Non-Peer Review Journals		01	
e-Journals		-	
Conference proceedings		06	

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

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				

Nil

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		1			
Sponsoring agencies		UGC			

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

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	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text"/>

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

- NSS organized visit to slum areas and distributed books and stationeries.
- Blood donation camp was arranged.
- Organised Thalassemia Screening camp.
- NSS organised a visit to school for underprivileged children.

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	1070.21sqm		UGC	1070.21sqm
Class rooms	19		UGC	20
Laboratories	Computer 2 Geography 1		UGC	3
Seminar Halls	2(Room no. 32,4)	2(Room no. 5,8)		4
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		9 ICT Facilitated class room 4,5,7,8,16,20,21,22,32)		

4.2 Computerization of administration and library

1. The college library has partly introduced automation process and OPAC (online public access catalogue).
2. Teachers and students can also access to N-List programme of INFLIBNET.
3. The college library has its own well informed website <http://www.ssjalangirlscollege.org/library/home.html>
4. The student can avail e-books, e-journals and e-thesis from world wide.
5. The students have the facility of Book Bank.
6. The stack room has become open access.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65	21,518	54	28,777	119	50,295
Reference Books	172	51,889	1	1,295	173	53,184
e-Books						
Journals	8	8,022			8	8,022
e-Journals						
Digital Database						
CD & Video						
Others (specify)			9	950	9	950

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	40				6	9	
Added	8	2				0	6	
Total	63	42				6	15	

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

Workshop for all Teaching and Non-Teaching staff on ICT was held on 30 th March, 2016
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4.6 Amount spent on maintenance in lakhs :

i) ICT	0.71
ii) Campus Infrastructure and facilities	0.87
iii) Equipments	1.30
iv) Others	0.07
Total :	2.95

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are informed about and encouraged to apply for various scholarships available to them.

5.2 Efforts made by the institution for tracking the progression

- Identification of students in need of remedial classes by departments concerned in the PTM as well as through continuous assessment process
- After the publication of results Heads of Departments and the respective teachers along with the convenor of the Result Committee participate in the results consideration meeting to track students' progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1077	Nil	Nil	Nil

(b) No. of students outside the state

06

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil	00		1077	100

No	%
1077	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1104	8	2	38	Nil	1152	1024	7	1	45	Nil	1077

Demand ratio 815:412

Dropout % 13.55

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

5.6 Details of student counselling and career guidance

Students underwent Career Guidance Test conducted by Indian Institute of Psychometry, Kolkata. Total 161 students were screened in the test.

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
Nil	Nil	Nil	-

5.8 Details of gender sensitization programmes

- Observed Human Rights Day on 10th December 2015.
- Lecture was organised with the theme – Women Security at workplace.

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	67	Rs. 148350/-
Financial support from government	26	Rs. 3,87,400/-
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: __None_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

‘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

6.2 Does the Institution has a management Information System

The college supports the comprehensive Management Information System.

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

6.3.1 Curriculum Development

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 Governing Body holds regular meeting for the smooth running of the college.

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.

6.3.2 Teaching and Learning

In order to achieve the quality improvement, the institute has adopted the following methods of teaching has been adopted. Apart from using the conventional teaching method through blackboard, teachers also use audio-visual methods. This not only acts as a new and innovative method of teaching but it also creates an interest among the students.

6.3.3 Examination and Evaluation

As the college is affiliated to the University of Calcutta, we follow the rules and regulations implemented, from time to time by the affiliating university. However a cumulative assessment procedure is followed for assessment of students. Performance is constantly monitored through class tests. Through the periodic assessment of the students, their weaknesses are identified and appropriate remedial measures are taken.

6.3.4 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 with a limited capacity. Most of the faculty, members are engaged in research activities. Teachers are also encouraged to present papers in seminars and act as resource persons.

6.3.5 Library, ICT and physical infrastructure / instrumentation

OPAC is now available.

6.3.6 Human Resource Management

Ensuring an entirely ragging free environment.
Aptitude tests for students are conducted by the Indian Institute of Psychometry.

6.3.7 Faculty and Staff recruitment

Faculty is recruited through the recommendation of the West Bengal College Service Commission and Staff is recruited as per Government rules.

6.3.8 Industry Interaction / Collaboration

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 firm located in the surrounding areas of Kolkata. The Teacher-in-Charge takes care of checks and balances through regular meetings with different stakeholders.

6.3.9 Admission of Students

Online merit lists are published based on the guidelines set by the University of Calcutta.

Teaching	
Non teaching	Non-Teaching Staff Welfare Fund

6.4 Welfare schemes for

Students	KanyasreePrakalpoScholarship Scheme for Minority Students, Bengal Urdu Academy, Vibekananda Scholarship, Post-Matric Scholarship for SC/ST students Chief Minister's Relief Fund,Sitaram Jindal Scholarship .
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6.5 Total corpus fund generated

36 lacs

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	✓	CU	NO	
Administrative	✓	Dept of Higher Education, Govt of WB	NO	

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?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

Semontee Mitra , alumni from Department of English doing research in Penn University, USA delivered an illuminating lecture on Research Methodology on 1/12/15

Sreemoyee Chatterjee, alumni of Department of English presented a paper in a two-day UGC sponsored National Seminar on The Dutchess of Mulfi : An unheard Voice on 4/12/15

6.12 Activities and support from the Parent – Teacher Association

Parent-Teachers Meetings are attended by the parents according to the schedule.

6.13 Development programmes for support staff

ICT Workshop was held on 30th March 2016.

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

Wall posters have been put everywhere in the campus to make the students aware and alert about saving energy. The campus has more plants now and rain water is used immediately to water those plants.

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.

- i. Creation of green zone.
- ii. Showing films and documentaries on environmental awareness.
- iii. Automation of library.
- iv. Writing of wall magazines.
- v. Regular prayer in assembly hall
- vi. Regular meeting of IQAC Committee.
- vii. Promotion process of Faculty members under CAS

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

- i. Regular parent teacher meeting.
- ii. More class rooms are made tech-friendly.
- iii. Academic Audit has been done on 22nd December, 2015
- iv. Transparent online admission of students.
- v. Teachers performances and attendance are also monitored by IQAC and Academic Committees.
- vi. Pay-fixation and arrears have been cleared for newly-appointed teachers and librarian joined.
- vii. Organized Thalassaemia screening camp by the NSS unit of the College on 27th November, 2015.
- viii. Career Guidance Test has been organised by the counselling cell on 17th December, 2015

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

- i. Rain water harvesting
- ii. Power-Point Presentations in regular classroom teaching- learning process.

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

7.4 Contribution to environmental awareness / protection

- i. Arrangement of showing films and documentaries and arrangement of special lectures on environmental awareness.

- ii. Plantation of trees in tubs inside the institution.
- iii. Use of electronic media for lessening use of paper
- iv. Motivating all members including students teaching and non-teaching to switch off fans and lights when not in use for less consumption of electricity.

7.5 Whether environmental audit was conducted? Yes No

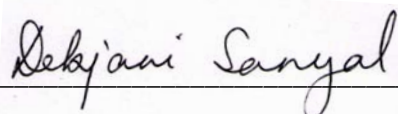
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- i. Completion of automation of library.
- ii. Computerisation of academic and office administration.
- iii. Good performance of students in the University examinations.
- iv. Field study by some of the B.Com students to complete their project work.
- v. Regular organisation of blood donation camp, health awareness programme, first-aid training, environment awareness lectures, career guidance test etc.
- vi. Computer training for all students.

8. Plans of institution for next year

- i. Strengthening more eco-friendly environment in the campus.
- ii. Replacement of all old lights with energy efficient LED lamps.
- iii. Initiation for IT training for the faculty.
- iv. Industrial visit for commerce students.
- v. More educational tours.
- vi. Emphasis on research activities.
- vii. More teaching-learning process through ICT technique.
- viii. Frequent meeting of IQAC Committee resolve matters related to academic, self appraisal of faculties and their promotion process under CAS.
- ix. Strengthening consultancy support.
- x. Establishment of anti-ragging and sexual harassment cell as per UGC guidelines.
- xi. To organise of more departmental seminars.

Name Prof. Debjani Sanyal



Signature of the Coordinator, IQAC
Vice-Principal
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Kol-73

Name Prof. Mousumi Pathak



Signature of the Chairperson, IQAC
Teacher-in-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Kolkata-73

ANNEXURE:

Seth Soorajmull Jalan Girls' College

Annual Calendar 2015 – 2016

Events	Date
Admission to B.A. / B.Com. 1 st Year Hons or General Course (UG level) in academic session 2015-16	21.6.15
Commencement of Academic session	1.7.15
Commencement to B.Com 3 RD Year classes	1.7.15
Commencement of B. Com 2 nd Year classes	17.7.15
Commencement of B.Com. 1 st Year classes	20.7.15
R.K. Narayan's 'Guide' (Audio-visual screening) (Dept of English)	22.7.15
Commencement of B.A. 3 rd Year classes	27.7.15
Commencement of B.A 1 st year classes	28.7.15

B.Com. Part I Examination (University of Calcutta)	1.8.15
Celebration of Independence Day	15.8.15
Alumni Association get together	15.8.15
B.A./B.Sc. Part I Examination (University of Calcutta)	17.8.15
Commencement of B.A. 2nd Year Classes	18.8.15
Parents' Teachers' Meeting B.A/ B.Com 1 st year students	26.8.15
Macbeth (Audio-visual screening) (Dept of English)	26.8.15
'Mirch Masala' for 3rd year Hons and interactive session on film review (Dept of English)	12.9.15
'Mona Lisa Smiles'(Audio-visual screening), interactive discussion on 'Women's Issues in USA in the 1950s (Dept of English).	19.9.15

Discussion on translation and adaptation of Narayan Gangopadhyay's novel 'Nishi Japan' and audio-visual screening of the film 'Nishi Japan' by Sandip Ray (Dept of English).	26.9.15
Mid Term Examination (B.Com. 3 rd Year students)	9.10.15
Mid Term Examination (B.A. 3 rd Year students)	9.10.15
Mid Term Examination <ul style="list-style-type: none"> • B.Com. 2nd Year students • B.A 2nd Year students • B.A. 1st Year students • B.Com. 1st Year students 	9.10.15 9.10.15 10.10.15 14.10.15
Puja Vacation	19.10.15 to 15.11.15
NSS Special Camp	23.11.15-1.12.2015
Blood Donation Camp	24.11.15
Thalassemia Screening Camp	27.11.15

<p>Seminar and interactive Session on ‘Writing Skills and Creativity in Literature.’ (Dept of English).</p> <p>Speaker: Our ex-student Semontee Mitra, lecturer in school of Humanities and Ph. D candidate in American studies at Penn. State University, Harrisburg.</p>	1.12.15
Publication of Mid Term Result of B.A./ B.Com. 3 rd year students	2.12.15
Publication of Mid Term Result of B.A. 2nd Year students	2.12.15
A two-day UGC Seminar in collaboration with Victorian Institution College on ‘Women’s Voices. Heard Voices and those Unheard. Elizabethan and Jacobean Theatre and the Indian Classroom Context.	3.12.15 and 4.12.15
<p>Celebration of Human Rights Day. A Seminar was organised by Department of Political Science.</p> <p>Speaker: Dr Subrata Bagchi, Associate Prof., Political Science, Vidyasagar College, Evening, C.U. on Women Security at Work</p>	10.12.15
College Annual Function	12.12.15
<p>Publication of Mid Term Result</p> <ul style="list-style-type: none"> • B.Com. 2nd Year students 	14.12.15
A Powerpoint presentation for B.Com. General 1 st year students on Communicative	19.12.15

English by Prof. Shyamoli Dasgupta.	
Winter Recess	23.12.15 to 1.01.16
Test Examination B.A./ B.Com. 3 rd year	2.1.16
Publication of Mid Term Result of B.A./ B.Com. 1st year students	11.1.16
College Sports	25.1.16
Publication of result of Test Examination of B.A./ B.Com. 3rd year	27.1.16
IT Practical B.Com. 2 nd Year	27.1.16
Form fill-up of B.A./B.Com. Part III Examination	28.1.16 -30.1.16
Test Examination of B.A./B.Com. 2 nd Year	1.2.16
Celebration of Saraswati Puja	3.2.16
B.A./B.Com. Part I, Part II supplementary Examination. (University of Calcutta)	9.2.16
Major Characters of Jane Austin's Pride and Prejudice. (Dept. Of English) Speaker: Manasi Sharma(B.A. 2 nd year Hons.)	23.2.16
Result of Test Examination of B.Com. 2nd year students	24.2.16

Result of Test Examination of B.A. 2nd year students	25.2.16
The Central theme of Pride and Prejudice. (Dept. Of English). Speaker: Medha Ganguly and Srijja Chakrabarty (B.A. 2 nd year Hons.)	26.2.16
Form fill-up of B.Com. Part II Examination (University of Calcutta)	27.2.16
B.Com. Part I (CL and MIL) Examination (University of Calcutta)	1.3.16
Test Examination of B.A 1st Year students	2.3.16
Test Examination of B.Com 1st Year students	3.3.16
Interactive session on Romanticism (Dept. Of English).	4.3.16
B.A. Part I (CL and MIL) Examination (University of Calcutta)	9.3.16
Form fill-up of B.A. Part II Examination (University of Calcutta)	11.3.16
Interactive session on 'A Midsummer Night's Dream.' (Dept. Of English).	16.3.16
Interactive session on Short Stories and Essays. (Dept. Of English).	28.3.16

Seminar of Old English Period (Dept. Of English)	29.3.15
Result of B.A. 1st year Test Examination	30.3.16
Result of B.Com. 1st year Test Examination	31.3.16
B.A./B.Com. Part III Examination (University of Calcutta)	1.4.16
Form fill-up of B.Com. Part I Examination (University of Calcutta)	4.4.16
Role of Emotional intelligence in Social learning. (Dept. Of Education) Speaker: Dr. Debasree Banerjee. Head of the Dept., Education, C.U.	5.4.16
Form fill-up of B.A. Part I Examination (University of Calcutta)	7.4.16
B.A. Part II Examination (University of Calcutta)	2.6.16
Summer Recess	16.6.16 to 30.6.16
Admission of B.A/B.Com 1 st year Hons or General Course (UG level) in academic session 2016-17	23.6.16