

SETH SOORAJMULL JALAN GIRLS' COLLEGE

8/9 BANKIM CHATTERJEE STREET KOLKATA 700073

WEBSITE: www.ssjalangirlscollege.org

EMAIL: ssjalancollege@yahoo.co.in



The Annual Quality Assurance Report :
2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17

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

1. Details of the Institution

1.1 Name of the Institution

Seth SoorajmullJalan 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

Name of the IQAC Co-ordinator:

Dr. LutfunNesha

Mobile:

9432099440

IQAC e-mail address:

iqac.ssjgc@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 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 (SC)/18/A&A/31.2 dated November
05, 2016

1.5 Website address:

www.ssjalangirlscollege.org

Web-link of the AQAR:

http://www.ssjalangirlscollege.org/iqac

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	B+	2.66	2016	Upto Nov 4, 2021 (5 years)
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)

2016-17

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 2015-16 submitted to NAAC on 24/04/2017

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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>		
2.3 No. of students	<input type="text" value="02"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>		
2.8 No. of other External Experts	<input type="text" value="00"/>		
2.9 Total No. of members	<input type="text" value="18"/>		
2.10 No. of IQAC meetings held	<input type="text" value="09"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="-"/>	Faculty	<input type="text" value="09"/>
Non-Teaching Staff	<input type="text" value="09"/>	Students	<input type="text" value="01"/>
		Alumni	<input type="text" value="01"/>
		Others	<input type="text" value="-"/>

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

If yes, mention the amount

NIL

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. Changing role of Indian Women
- ii. Recent Issues in Financial Market
- iii. Contemporary issues of Human Rights
- iv. Communication skill and personality development
- v. Training and Placement workshop by Bombay Stock Exchange
- vi. Seminar on Sister Nivedita's 150th Birth Anniversary
- vii. Workshop on preparation for probationary officers by the State Bank of India
- viii. Relevance of value education in present day

2.14 Significant Activities and contributions made by IQAC

- i. Automation process in library is in progress.
- ii. Open access to students to e-books, e-journals and e-thesis.
- iii. Introduction of rain water harvesting.
- iv. Introduction of industry visit for the students of Department of Commerce.
- v. Introduction of online students' feedback system.
- vi. Career Guidance Test.
- vii. Blood Donation and Thalassemia Screening camp.
- viii. Organisation of Youth Parliament.

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.	Renovation of common room for students	i.	Renovation work is done and three new common rooms have been arranged.
ii.	Introduction of rain water harvesting	ii.	Rain water harvesting process is introduced.
iii.	Frequent cleaning of washroom	iii.	Cleaning in every alternate hour has been arranged
iv.	Registration of Alumni Association	iv.	Applied for registration under Society Registration Act and the process is in progress.
v.	To make students aware about saving energy and green activities.	v.	Wall posters have been put everywhere in the campus for the same and more plant have been planted in the campus
vi.	Introduction of Online Feedback from the students.	vi.	Students' online feedback has been introduced.
vii.	Introduction of Anti Ragging and Sexual Harassment Cell.	vii.	Anti Ragging and Sexual Harassment Cell has been introduced.
viii.	Introduction of industry visit for the Commerce students.	viii.	Industry visit has been started.
ix.	More educational tours	ix.	Different departments are organising educational tours.

<p>x. Introduction of Post Graduate degree course in Hindi.</p> <p>xi. Introduction of Communicative English Course</p> <p>xii. Introduction of Self-Defence Training Class</p> <p>xiii. Proposal for reducing the duration of a class from 45 mins to 40 mins as per UGC Guidelines.</p> <p>xiv. To organise NSS Special Camp.</p> <p>xv. To organise Blood Donation Camp, Thalassemia Screening Camp etc.</p> <p>xvi. To make slum children aware on different aspects.</p>	<p>x. Proposal is submitted by the Department of Hindi which is to be placed in the next GB meeting for their approval.</p> <p>xi. The process for obtaining proposals from different institutions has been started.</p> <p>xii. Proposal has been obtained from a Karate Training Centre.</p> <p>xiii. The duration of period is reduced to 40 mins, one additional period is included by extending the total college hours by 15 minutes. The new time table will be implemented from the new session starting from July, 2017</p> <p>xiv. NSS Special Camp was organised from 21/11/2016 to 28/11/2016.</p> <p>xv. Blood Donation camp has been organised on 21.11.2016 and Thalassemia camp on 28/11/2016.</p> <p>xvi. Slum visits have been organised on 22/11/2016, 23/11/2016, 24/11/2016 and on 28/11/2016.</p>
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<p>xvii. To request Governing Body to send requisition to the College Service Commission for the post of Principal as advised by the NAAC Peer team.</p>	<p>xvii. A resolution has been taken for the same in G.B. meeting dated 03/12/2016.</p>
<p>xviii. To rearrange IQAC Committee</p>	<p>xviii. Rearrangement of IQAC Committee has been done and the new committee has started functioning w.e.f. 25/11/2016.</p>
<p>xix. To organise Career Guidance Test.</p>	<p>xix. Career Guidance Test has been conducted on 21/12/2016.</p>
<p>xx. Introduction of career oriented lectures and seminars.</p>	<p>xx. Career oriented lectures and seminars have been organised on different dates such as, 29/08/2016, 26/11/2016, 17/01/2017, 23/02/2017.</p>
<p>xxi. To organise departmental seminars, audio visual screenings etc.</p>	<p>xxi. Seminars and audio visual screenings 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 2016-17 placed before the Governing Body and its approval was received on 11/11/2017

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	6

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
35	17	13		05

2.2 No. of permanent faculty with Ph.D.

11

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
09	01	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

06		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	
Presented papers	01	02	
Resource Persons			

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

In addition to the conventional pattern of written examination, innovative process like project work, seminar, paper presentation, book review, academic tour, industry visit and home assignments have been adopted by the college.
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2.7 Total No. of actual teaching days during this academic year

183

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

04

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					Partly Qualified	Failed
		Distinction	I%	II%	III%	Pass %		
B.Com Part - III (Honours) 2017	121	-	21 (17.36%)	75 (61.99%)	11 (9%)	88.43%	14	
B.Com Part - III (Honours) 2016	125	-	13 (10.40%)	75 (60%)	12 (9.6%)	80%	25	
B.Com Part - II (Honours) 2016	132	-	28 (21.22%)	78 (59.09%)	18 (13.64%)	93.94%	8	
B.Com Part - I (Honours) 2016	108	-	14 (12.96%)	76 (70.37%)	11 (10.19%)	93.52%	6	1
B.Com Part - III (General) 2016	79	-		17 (21.52%)	45 (56.96%)	78.48%	12	5
B.Com Part - II (General) 2016	58	-		14 (24.14%)	15 (25.86%)	50%	29	
B.Com Part - I (General) 2016	35	-	5 (14.29%)	15 (42.86%)	3 (8.57%)	65.71%	12	
B.A. Part - III (Honours) 2017	49		3 (6.12%)	37 (75.51%)	9 (18.37%)	100%		
B.A. Part - III (Honours) 2016	37			28 (75.68%)	9 (24.32%)	100%		
B.A. Part - II (Honours) 2016	67		4 (5.97%)	26 (38.81%)	26 (38.81%)	83.58%	11	
B.A. Part - I (Honours) 2016	87		1 (1.15%)	46 (52.87%)	33 (37.93%)	91.95%	7	
B.A. Part - III (General) 2016	56			17 (30.36%)	24 (42.86%)	73.21%	15	
B.A. Part - II (General) 2016	25			3 (12%)	11 (44%)	56%	6	5
B.A. Part - I (General) 2016	42			10 (23.81%)	4 (9.52%)	33.33%	27	1

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

From its inception IQAC has taken the responsibility of Contributing/Monitoring/Evaluation of Teaching and Learning process of the college.

Various committees have been formed under IQAC. Functions are assigned to them and supervision of their functions is made by IQAC so that coordination in the working of Teaching and Learning process can be restored.

From the beginning of the session, admission committee initiates the admission process with the help of the IQAC. Academic calendar is maintained thoroughly. Traditional method of teaching and learning is followed along with some innovative process. This innovative process is introduced in the college with the approval of IQAC. Examination committee is responsible for carrying out series of examination (both college and university). Examination committee and Result committee are liable to the evaluation process and publication of result. After studying the performance of the students, steps are taken by the result committee. Implementation of those steps is made with the support of IQAC. The faculty development programme and the promotion under CAS is taken by IQAC which monitors the academic up-gradation of teachers through participating in seminars, workshops, refresher course and orientation programmes. The IQAC also maintains a record of publication and other academic activities of the teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
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	12	6	-	02
Technical Staff	4			

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	05	02	
Non-Peer Review Journals		02	
e-Journals		-	
Conference proceedings		02	

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					
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

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.
- Slum visit
- Students visited physically handicapped and mentally retarded women.

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 sqm			1070.21 sqm
Class rooms	20			20
Laboratories	3			3
Seminar Halls	4			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				

4.2 Computerization of administration and library:

OPAC (online public access catalogue), N-list programme of INFLIBNET, book bank, open access stack room

4.2 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16040	618301.68	103	51,266.00	16143	6,69,567.68
Reference Books	9561	380544.70	20	7810.00	9581	3,88,354.70
e-Books						
Journals	08	10657.00			08	10657.00
e-Journals						
Digital Database						
CD & Video						
Others (specify)(books)	2690	1,12,313.30	24	8970.00	2714	1,21,283.30

4.4 Technology up gradation (overall)

	Total Computer s	Compute r Labs	Interne t	Browsin g Centres	Compute r Centres	Offic e	Department s	Other s
Existin g	63	42				6	15	
Added								
Total	63	42				6	15	

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

None

4.6 Amount spent on maintenance in lakhs:

i. ICT	0.88
II. Campus Infrastructure and facilities	18.00
iii. Equipments	1.16
iv. Others	0.72

Total: 20.76

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are encouraged to apply for the various scholarships available to them

5.2 Efforts made by the institution for tracking the progression

- Identification of the slow learners and arrangement of remedial classes for those who are in need.
- After the publication of results Head of the different Departments, the respective teachers, convenor of the Result Committee and the IQAC take up the issue to track students' progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
912	Nil	Nil	Nil

(b) No. of students outside the state

07

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil	00		912	100

No	%
912	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1014	7	1	45	Nil	1077	865	10	1	36	Nil	912

Demand ratio

Dropout % - 15.32%

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

We do not provide any coaching classes for competitive examinations

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

5.6 Details of student counselling and career guidance

- Career guidance test conducted by Indian Institute of Psychometry for 3rd year students on 21 December, 2016
- Constant Career Guidance and personal guidance given by teachers all through the year.
- Seminar on “Participation for Probationary Officers of SBI” on 23rd February, 2017.
- Seminar on Communication Skill and Personality Development was held on 26th November, 2016
- Presentation by the officers of Bombay Stock Exchange on training and placement was held on 17th January, 2017

No. of students benefitted

120

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

- International Day for elimination of Sexual violence was observed on 25th November, 2016
- Orientation programme has been arranged on the need for prevention of ragging and the necessity to have an anti-ragging cell, in the month of September, 2016.

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	40	Rs. 103250/-
Financial support from government	21	Rs. 5,25,000/-
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

‘TamasomaJyotirgamaya’ 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 institution has partial 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 curriculum guidelines set by the former. Detailed planning is done by the members of different committees in consultation with the Teacher-in-Charge prior to decision-making.

The areas of planning are:

- Drawing up an Academic Calendar/planner
- Preparation of Time Table
- Distribution of the classes among the teachers
- Preparation of schedule of college examination
- Preparation of schedule for result publication
- Preparation for schedule for form fill up for University Examination

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

Apart from using the conventional teaching methods through blackboard, teachers also use audio-visual methods, power point presentation, class seminars etc. This not only acts as new and innovative method of teaching but also creates an interest among the students.

6.3.3 Examination and Evaluation

- Examination is conducted as per the guidelines framed by the University of Calcutta
- Mid term and Test examinations are taken before final examination.
- If needed, re-test examination is also arranged for the students who secure poor marks in the test examination
- Evaluation of scripts are done on time
- Evaluated scripts are shown to the students so that they can correct their mistakes
- 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

The institution always encourages its faculty members to pursue research within a limited capacity. Most of the faculty members are engaged in research activities. Many faculty members have acquired Ph.d degree while in service. Teachers are also encouraged to present papers in seminars and act as resource persons. Teachers are also encouraged to publish their research work in reputed journals. Few teachers are engaged in writing text books or reference books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

OPAC is now available.

6.3.6 Human Resource Management

Ensuring 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, students are taken to Industry visits. In January, 2017 Students from the Department of Commerce visited Jayashree Textiles.

6.3.9 Admission of Students

Online merit lists are published based on the guidelines set by the University of Calcutta. Admission is done strictly as per the merit list.

6.4 Welfare schemes

Teaching	None
Non teaching	Non-Teaching Staff Welfare Fund
Students	Kanyasree Prakalpo, Scholarship Scheme for Minority Students, Bengal Urdu Academy, Vivekananda Scholarship, Post-Matric Scholarship for SC/ST Students, Chief Minister's Relief Fund.

6.5 Total corpus fund generated

Rs. 36,50,000/-

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 declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No NA

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

- Dr. Itu Singh, an alumni of the Department of Hindi, is an active member of the IQAC of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teachers Meetings are attended by the parents according to the schedule. They give their valuable suggestion which is placed before the authority through Teachers' Council and IQAC meetings.

6.13 Development programmes for support staff

None

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

The effort of making students aware of energy saving with the help of Wall Posters has been successful. Students are seen to switch off the lights and fans when not in use. The campus has more plants now and rain water is used immediately to water these plants. Most of the ordinary

Criterion – VII

7. Innovations & 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. Rain water harvesting.
- ii. Environmental Awareness Programmes.
- iii. Students' online feedback.
- iv. Establishment of Anti Ragging and Sexual Harassment cell.
- v. Establishment of Legal-aid cell.
- vi. Meeting of different Committees at regular interval of time.
- vii. Promotion process of Faculty members under CAS.
- viii. Industry Visit

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

- i. Eco-friendly environment in the campus is strengthen through lectures, awareness programmes, wall magazines, plantation, rain water harvesting etc.
- ii. More than 50% old lights are replaced with LED lamps.
- iii. Commencement of industry visit for the commerce students.
- iv. Regular educational tours by the different departments.
- v. Faculties are engaged with research activities.
- vi. Establishment of one virtual class room.
- vii. Regular meeting of the IQAC committee to resolve matters related with the academic activities and promotion process of the faculty.
- viii. Establishment of Anti Ragging, Sexual Harassment and Legal Aid Cell.

ix. Regular class seminars by the different departments.

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

- i. Installation of Incinerator and Vending Machine and replacement of old lamps with energy efficient Led lamps.
- ii. In addition to the conventional pattern, Teaching Learning Process is made through audio visual aids, power point presentation, class seminar, book review, study tours, project work and home assignments.

7.4 Contribution to environmental awareness/protection

- i. Arrangement of showing films and documentaries and arrangement of special lectures on environmental awareness.
- ii. Planting of more trees in tubs inside the institution.
- iii. Use of electronic media for lessening use of paper
- iv. Regular vigilance to switch off fans and lights when not in use for less consumption of electricity.
- v. Writing of wall Magazines relating to different environmental issues.
- vi. Installation of Incinerator Machine.

7.5 Whether environmental audit was conducted?

Yes

No

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

- i. Central Location and very good surrounding environment.
- ii. Computerised academic and administrative activities.
- iii. Good performance of students in University examinations.
- iv. Field study by some of the commerce students to complete their project work.
- v. Educational tours by the different departments of Arts stream.
- vi. Regular organisation of Blood Donation Camp, Thalasaemia screening Camp, Health Awareness Programmes, Environment Awareness Lectures, Career Guidance Test, Lectures and programmes to inculcate awareness regarding anti sexual harassment drive and anti ragging drive etc.
- vii. Limited space in relation to the number of students.
- viii. Small canteen capacity due to space shortage.
- ix. Strict discipline of the college.
- x. Everyday prayer in Assembly Hall.
- xi. Celebration of Independence Day, Saraswati Puja by the Students' Association.
- xii. Recognising meritorious students by giving them awards in Annual Function.
- xiii. Transparent online admission process.
- xiv. Quick processing of pay fixation and arrear clearance of newly appointed staff.
- xv. Organisation of Youth Parliament.

8. Plans of Institution for next year

- i. Providing a more eco-friendly environment in the campus.
- ii. Replacement of remaining old lights with energy efficient LED lamps.
- iii. Promotion process for faculty members under CAS.
- iv. Industrial visits for commerce students.
- v. More educational tours.

vi. Emphasis on research activities.

vii Organisation of Blood Donation Camp, Thalassemia Screening Camp and Career Guidance Test.

- viii. Introduction of Post Graduate Degree Course in Hindi.
- ix. Publication of half yearly Newsletter.
- x. Awareness programmes by the anti-ragging and sexual harassment cell.
- xi. To organise more departmental seminars.
- xii. Introduction of online feedback from parents.
- xiii. Introduction of Self Defense Course.
- xiv. Introduction of Communicative English Course.

Name : Dr. Lutfun Nesha

Signature: *Lutfun Nesha*
13/12/17

Seal: Co-ordinator, IQAC
S. S. Jalan Girls' College
Kolkata-700073

Name: Prof. Mousumi Patahk

Signature: *Mousumi Pathak*
13.12.17

Seal: **Teacher-in-Charge**
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Kolkata-73

Annexure - I

Academic Calender

2016-17

Month and Date	Events
July, 2016	
1	i. Commencement of academic session ii. Commencement of B.A.3 rd year Class
13	Prof. P.Choudhury, Ex DPI, visited our college to give a guideline and suggestion for NAAC 2 nd cycle.
28	Commencement and orientation programme of B.A./B.Com 1st year Class
August	
1	i. Commencement of B.Com.3 rd year Class ii. Commencement of B.Com. Part I Examination, 2016
15	Celebration of Independence day and Freshers welcome
16	Commencement of B.Com.2 nd year Class
16	Seminar on the changing role of Indian women: 19 th and 20 th century organised by the Department of History
17	Commencement of B.A. Part I Examination, 2016
24	Parent Teacher Meeting – B. A. / B.Com 3 rd year
26	Lecture on Contemporary Issues on Human Rights organised by the Department of Political Science
27	Parent Teacher Meeting – B.Com 2 nd year
29	Lecture on Recent issues in Financial Markets organised by the Department of Commerce
31	Parent Teacher Meeting – B. A. / B.Com 1st year
31	Meeting with Dr. Kanika Chatterjee, Director, IQAC, University of Calcutta
September	
1	Commencement of B.A.2 nd year Class

5	Library automation process introduced and library website launched
7	Parent Teacher Meeting – B. A. 2 nd year
8	Celebration of International Literacy Day
15 - 17	Visit of NAAC Peer team for 2 nd cycle accreditation
23	Audio visual presentation and an interactive seminar on text arranged by the Department of English
26	Commencement of B.Com 2 nd year Mid term examination.
28	Commencement of B.A/B.Com 1 st year Mid term examination.
October	
3	Commencement of B.A/B.Com 3rd year Mid term examination.
6 –Nov 2	Puja vacation
November	
21	Blood Donation Camp
22	Lecture on Sister Nivedita arranged by the NSS cell
22	Visit to slum arranged by the NSS cell
23	Lecture by Pro Vice chancellor, C.U. on NSS Programme
24	i.A Lecture on Self Defence and Legal Help ii. Visit to slum arranged by the NSS cell
25	I. Thalassemia Screening Camp ii.Celebration of International Day for elimination of violence against women
26	Seminar on Communication Skill and Personality Development
28	Visit to slum arranged by the NSS cell
December	
10	Lecture on Human Rights organised by the Department of Political Science
12	Commencement of B.Com 3rd year Test Examination.
13	Commencement of B.A 3rd year Test Examination.

14	Audio visual screening of Shakespeare's MacBeth – An interactive session, organised by the Department of English
21	Career Guidance Test organised by the Career Counselling Cell
25 - 31	Winter Recess
January, 2017	
9	Industry visit to Jayashree Textiles organised by the Department of Commerce
10	Educational tour to Indian Museum by the Department of Political Science
11	B.Com Part – I Examination 2017, C.L and MIL
17	Presentation by the officers of the Bombay Stock Exchange on Training and Placement
20	Educational tour to Bawali and Achipur by the Department of History
25	College Sports
27	Commencement of B.A./B.Com 2nd year Test Examination.
28	Seminar on Sister Nivedita by the students of the History Department.
February	
1 - 2	Celebration of Saraswati Puja
14	B.A./B.Com PART I Supplementary Examination, 2016
16 - 18	Educational tour to Digha - Mandarmoni by the Department of Geography
17	Audio visual screening of Pride and Prejudice organised by the Department of English
20	i.Farewell Programme for 3 rd year students ii. B.A./B.Com PART II Supplementary Examination, 2016
21	i.Celebration of International Mother Language Day ii.Seminar on Paradise Lost organised by the Department of English
23	Lecture by the officers of the State Bank of India on the preparation of Probationary Officers Examination
27	Youth Parliament organised by the Department of Political Science

March	
1	i)Educational tour by the Department of Bengali ii)Power Point Presentation on Milton (Satan's Character) by the students of the English Department
7	i.Heritage walk – Glimpse of 19 th and 20 th century organised by the Department of English ii.Audio visual screening on Great Educators – Life of Shri Aurobindo
10	Seminar on Pre-Raphaelites and Poetry by the Department of English
10 & 11	Viva voce examination of B.Com Part – III Examination, 2017
14	Commencement of B.Com 1st year Test Examination.
24	Observation of World Tuberculosis Day
27	Commencement of B.A 1st year Test Examination.
April	
1	Completion of making Virtual Class Room
4	Commencement of B.A./B.Com PART III Examination, 2017
7 & 8	B.Com Part-II IT Practical Examination, 2017
22	Celebration of International Earth Day
28	Seminar on Relevance of Value Education in Present Day
May	
2	Commencement of B.Com PART II Examination, 2017
15 – June 30	Summer Recess
30	Commencement of B.A PART II Examination, 2017
31	Commencement of online admission process for B.A/B.Com 1 st year students
June	
16	Publication of Merit List of different subjects for admission to B.A/B.Com 1 st year
21	Commencement of counselling and admission of B.A/B.Com 1 st year students

Annexure - II

Report of Student Feedback and Action Taken

2016-17

	Feedback received from the student	Action taken by the college
1.	Demand for clean toilets and wash rooms	Toilets and washrooms are cleaned in every alternate hour. Waste paper baskets are kept in each toilet. Sanitary vending machine and incinerator has been installed.
2.	Demand for more drinking water purifier	Installation of water purifier has been done in all the floors of the college. Servicing of water purifier is arranged every year through Annual Maintenance Contract.
3.	Demand for more illuminations and more ceiling fans in class room	Most of the ordinary lamps were replaced by the energy efficient LED lamps and fitting of more ceiling fans were also done.
4.	Demand for clean class room	Class rooms are cleaned on daily basis. Waste paper baskets are kept outside the class rooms.
5.	Demand for a separate common room	A new separate common room has been arranged.
6.	Demand for borrowing more books from the library and accessibility of online educational resources.	More books and journals are purchased, library time is extended and INFLIBNET is installed in the library to access online educational resources.
7.	Demand for varieties of food items in the canteen	Arrangement has been done for variety of food items in the canteen at subsidized rate.
8.	Demand for excursion	Excursion for the students has been arranged in the month of December, 2016.