

# **SETH SOORAJMULL JALAN GIRLS' COLLEGE**

**8/9 BANKIM CHATTERJEE STREET**

**KOLKATA-700073**

WEBSITE: [www.ssjalangirlscollege.ac.in](http://www.ssjalangirlscollege.ac.in)

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



**The Annual Quality Assurance Report: 2017 – 18**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Period: July 1, 2017 to June 30,2018**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

1. Name of the Institution: Seth Soorajmull Jalan Girls'College

- Name of the Head of the institution : Smt Mousumi Pathak
- Designation: Associate Professor in Commerce
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: (033) 22415256 / 40633618
- Mobile no.: 9830464967
- Registered e-mail: ssjalancollege@yahoo.co.in
- Alternate e-mail : -
- Address : 8/9, Bankim Chatterjee Street
- City/Town : Kolkata
- State/UT : West Bengal
- Pin Code : 700073

2. Institutional status:

- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education/Men/Women – Women
  - Location : Rural/Semi-urban/Urban: Urban
  - Financial Status: Grants-in aid and UGC 2f and 12 (B)
  - Name of the Affiliating University: University of Calcutta
  - Name of the IQAC Co-ordinator : Dr. Lutfun Nesha
  - Phone no. : -  
Alternate phone no.
  - Mobile: 9432099440
  - IQAC e-mail address: iqac.ssjpgc@gmail.com
  - Alternate Email address: -

3. Website address:

[http://www.ssjalangirlscollege.ac.in/downloads/pdf/aqar\\_2017\\_18.pdf](http://www.ssjalangirlscollege.ac.in/downloads/pdf/aqar_2017_18.pdf)

4. Whether Academic Calendar prepared during the year? Yes

If yes, whether it is uploaded in the Institutional website: Yes

[http://www.ssjalangirlscollege.ac.in/downloads/pdf/Academic\\_calender\\_2017\\_18.pdf](http://www.ssjalangirlscollege.ac.in/downloads/pdf/Academic_calender_2017_18.pdf)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+	75.30	2006	from: 2006 to: 2011
2 <sup>nd</sup>	B+	2.66	2016	from: 2016 to: 2021
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: 26/07/2006

## 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries	
i. Regular meeting of IQAC	26/08/17, 13/12/17, 14/03/18 and 30/06/18 Duration 2 to 3 hours for each meeting	No. of participants 11 to 13 on an average for each meeting	
ii. Submission of AQAR 2016-17 to NAAC	19/02/18	NA	
iii. Feedback from Students and Parents		No. of participants: Students – 362 Parents - 362	
iv. Promotion to next higher stage under CAS	13/03/18, 29/03/18 and 19/04/18	No. of beneficiaries - 6	

**Note: Some Quality Assurance initiatives of the institution are: (Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government- None UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**  
\*upload latest notification of formation of IQAC

**10. No. of IQAC meetings held during the year: 04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount: NA Year: NA

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

- Processing of opening Post Graduation Course in Hindi.
- Introduction of CBCS system for Commerce Stream.
- Promotion to next higher stage of five teachers and one librarian.
- Processing of publishing Newsletter of the college.

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

Plan of Action		Achievements/Outcomes	
i.	Post Graduation Degree Course in Hindi	i.	Inspection has been done by the University and Government Officials in May, 2018
ii.	Introduction of CBCS system for Commerce Stream	ii.	CBCS System has been introduced for commerce stream from July, 2017
iii.	Blood Donation Camp and Thalassemia Screening Camp	iii.	The camps were organised on 30 November and 4 December, 2017 respectively.
iv.	Career Guidance Test	iv.	Career Guidance Test has been organised on 6 December, 2017
v.	To organise departmental seminars, audio visual screenings etc.	v.	Seminars and audio visual screenings were conducted. Lectures were delivered by the subject experts. Students took active part in educational programmes
vi.	To make slum children aware on different aspects under Community Development programme	vi.	Slum visits have been organised on 28/11/2017, 29/11/2017, 01/12/2017 and on 05/12/2017.
vii.	Visits to Old Age Home or Home for PWD under Community Development programme	vii.	Visited to a home for PWD, Alakendu Bodh Niketan on 23/03/18
viii.	Organisation of NSS Special Camp.	viii.	NSS Special Camp was organised from 27/11/2017 to 05/12/2017

ix.	Educational Tours	ix.	Different departments organised educational tours on different dates
x.	Organisation of Youth Parliament	x.	Neighbourhood Youth Parliament was organised on 27/02/18
xi.	To make students aware about different environmental issues	xi.	Seminars, lecture and audio visual screening were organised for the same on 13/11/17, 24/11/17, 23/12/17, and 17/03/18
xii.	Frequent cleaning of washroom	xii.	Cleaning in every alternate hour has been arranged
xiii.	Organisation of Lectures / Seminars / workshops	xiii.	<p>Workshop on New CAS related rules and regulations, Speaker, Mr. Tushar Ghara, Joint DPI, Department of Higher Education, Govt. of West Bengal, organised on 10/03/18.</p> <p>Workshop on CBCS semester system for B.A./B.Sc/B.Mus organised on 17/05/18, speaker, Mr. Debashish Biswas, Inspector of Colleges, University of Calcutta.</p> <p>Seminar on the Relevance of Shakespeare in the Indian Class Room, organised on 05/01/18, Speaker, Prof Uma Ray Srinivasan, Associate Professor, Victoria Institution College.</p> <p>A lecture on Ingendering Women's Movement organised on 07/03/18 Speaker, Dr. Kaberi Chakraborty, Professor, University of Calcutta</p>

14. Whether the AQAR was placed before statutory body?

Yes /No: Yes

Name of the statutory body:

Governing Body

Date of meeting(s): 12/10/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

assess the functioning?

Yes/No: No

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 07/05/2018

17. Does the Institution have Management Information System? No

### Part - B

<b>CRITERION I – CURRICULAR ASPECTS</b>					
<b>1.1 Curriculum Planning and Implementation</b>					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
The teachers of our Institution are not involved in designing and implementing the curriculum. However the College follows the syllabus as per the curriculum set up by the University of Calcutta. Nevertheless the teachers of different Departments are the members of the Board of Studies and they take part in implementing the curriculum. In addition some Departments gave their valuable suggestions in curriculum designing for the forthcoming CBCS course in B.A, Undergraduate level. The teachers of the Department of Commerce have attended the workshop in Curriculum designing and implementation of the CBCS course.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year: None					
Name of The Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year: None					
<b>Programme with Code</b>	<b>Date of Introduction</b>	<b>Course with Code</b>	<b>Date of Introduction</b>		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
<b>B.Com</b>	✓		<b>1<sup>st</sup> July, 2017</b>	✓	
Already adopted (mention the year): 2017					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year: Not Applicable					
			Certificate	Diploma Courses	

No of students				
<b>1.3 Curriculum Enrichment</b>				
1.3.1 Value-added courses imparting transferable and life skills offered during the year: None				
Value added courses	Date of introduction	Number of students enrolled		
1.3.2 Field Projects / Internships under taken during the year; None				
Project/Programme Title	No. of students enrolled for Field Projects / Internships			
<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The college seeks student and parent feedback in a form which can be captured, analysed and reported. Students feedback is also obtained online. A core set of questions from the basis of a survey deployed to systematically evaluate teaching and learning, facilities of the College, library, office etc. All feedback is reported in a format that ensures individual respondents identity and it is not disclosed. Feedback forms are analysed by using Tally method by the teachers of the Feedback Committee. The forms are distributed to staffs who that consult and prepare the reports. The results of the feedback are then made public in the Teachers' Council Meeting. On the basis of the reports, actions are taken by the college as far as practicable..</p>				

<b>CRITERION II – TAEACHING-LEARNING AND EVALUATION</b>						
<b>2.1 Student Enrolment and Profile</b>						
<b>2.1.1 Demand Ratio during the year</b>						
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled			
B.A. (H)	175	144	139			
B.A. (G)	160	432	60			
B.Com (H)	160	1210	160			
B.Com (G)	160	325	138			
<b>2.2 Catering to Student Diversity</b>						
<b>2.2.1 Student – Full time teacher ratio (current year data)</b>						
Year	Number of Students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teacher available in the institution	Number of full time teachers available in the institution	Number of teachers teaching both UG and PG courses	



			teaching only UG courses	teaching only PG courses	
2017-2018	1791	-	29	-	-
<b>2.3 Teaching – Learning Process</b>					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
29+12	2 (Hist., Eng.)	Projector	6	1	
2.3.2 Students mentoring system available in the institution? Give details (maximum 500 words)					
<p>Mentoring of student is a multi-dimensional task which every teacher of the institute shoulders from the very beginning of the admission process. The College follows on line admission procedure as per the recommendation of the University of Calcutta, with which the College is affiliated as well as of the Higher Education Department, Govt. of West Bengal. Every year, we find some students, belonging to very disadvantageous situations, not being able to apply on line for varied reasons. These students are guided by the teachers of the college through college Help Desk. Regarding choice of subject combinations, all probable options are being explained to the students through E-prospectus and also through college Help Desk. Teachers are directly involved in the admission process of the students. Preference of each student is given priority regarding her choice of subjects. Moreover, students are allowed to change subject combinations within a time span as specified by the University of Calcutta. Usually, students are given one month time to acclimatize with college level education after completion of their school life. Teachers play a pivotal role during this time in nursing them in selecting their optimum combination that will help them to develop themselves as a responsible citizen of the country.</p> <p>On the very first day of the college, counselling of the students begin with one welcome address by the Teacher-in-Charge. Students are also inform of serious repercussions and strict application of rules on allegations of sexual harassment and ragging. Opportunities on availing different types of scholarship, free studentship, book bank facilities (other than regular library facilities), medical facilities through students' Health Home are explained to them. Also college events like Excursion, Picnic, Annual sports, Annual Function, Saraswati Puja etc. are unfolded to them for their participation in these events.</p> <p>Mock Parliament is organised every year by the college to infuse confidence and faith among students in participating serious debates on all current affairs and help to develop leadership quality in them.</p> <p>Students are taken to visit industry and study tour so that they can make an idea of different stages of working in the industry and acquire Knowledge from real life.</p> <p>Once the classes begin teachers also start getting familiar with students and categorize them according to their picking-up capabilities. Teachers always assist them regarding academic affairs not only in the class room but also outside the class room whenever they seek help. Students' performance is monitored through regular class tests, internal examinations, mid-term examinations, practical and project work.</p>					

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1791	29	0.016

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. Of sanctioned positions	No. Of filled positions	Vacant positions	Positions filled during the current year	No. Of faculty with PhD
34	33	1	-	11

### 2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year) - None

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
-	-	-	-

## 2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
B.A. (Hons)		Year	B.A. Part III (H) - 19 <sup>th</sup> April 2018	28 June, 2018
			B.A. Part II (H) - 24 <sup>th</sup> July 2018	14 December, 2018
			B.A. Part I (H) - 9 <sup>th</sup> August 2018	Unpublished till 20 December, 2018
B.A. (Gen)		Year	B.A. Part III (G) - 26 <sup>th</sup> April 2018	14 August, 2018
			B.A. Part II (G) - 24 <sup>th</sup> July 2018	14 December, 2018

			B.A. Part I (G) - 9 <sup>th</sup> August 2018	Unpublished till 20 December, 2018
B.Com (Hons)		Year & Semester	B.Com Part III (H) - 23 <sup>rd</sup> April 2018	3 <sup>rd</sup> July, 2018
			B.Com Part II (H) - 18 <sup>th</sup> May 2018 B.Com.(H)	27 September, 2018
			B.Com.(H) Semester I - 31 <sup>st</sup> January 2018	26 April, 2018
			B.Com. (H) Semester II - 9 <sup>th</sup> July 2018	10 October, 2018
B.Com (Gen)		Year & Semester	B.Com Part III (G) - 27 <sup>th</sup> April 2018	30 August, 2018
			B.Com Part II (G) - 28 <sup>th</sup> May 2018	7 December, 2018
			B.Com (G) Semester I on 31 <sup>st</sup> January 2018	26 April, 2018
			B.Com. (G) Semester II on 9 <sup>th</sup> July 2018	10 October, 2018

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

At the institutional level, the college follows certain evaluation procedure of its own in addition to the university (University of Calcutta) recommended evaluation procedure through Mid Term, Test Exam, Tutorial and Internal Assessment for Semester system.

Since the college caters the need of mediocre and below mediocre students, evaluation procedure is decided according to the category of the students.

Before Mid Term examination students are made prepared by taking tutorial test on each topic every week. If the performance of the tutorial test is not all right, they are given home assignments on short questions and keep themselves engaged on the same topic by taking repeated test. Apart from this, the college introduced book review, open book examination, MCQ method of evaluation, project work and preparation of wall magazine for the continuous internal evaluation of the students.

After mid-term examination, the performance of the students are noted and steps are taken in such a way so that better students can do better in next examination and those who are slow learner, they are given more attention by the teachers outside the classes. At this stage counselling of the students are often required and that is provided by the college. The college has a counselling department where the underlying reason of poor performance of the students is addressed. Accordingly steps are taken after informing their parents. Feedback from students is collected and teachers adjust themselves with the requirement of the students.

This continuous internal evaluation is decided by examination & result committee of the college with the approval of IQAC. Various committees under IQAC are working in conjunction with each other to take decision about the evaluation procedure.

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

Every year the college prepares academic calendar and adheres to that for conducting examination and other events held in the college. For the preparation of academic calendar, the college has to follow the rules & regulation of University of Calcutta to which the college is affiliated. The dates of different examinations are set by the said university and the college accordingly follows those dates and fixes up the dates of internal examination of the college. About the syllabus of the examination, the teachers of all the departments make a teaching plan among the teachers of the department. In the teaching plan the portion of the syllabus is earmarked for mid-term and test examination. Moreover, the teaching plan is made in such a way so that the students can understand clearly the number of lectures devoted to each topic side by side the name of the teachers assigned to the respective topic. The dates of mid-term and test examination are mentioned in the academic calendar.

Apart from course work and examination, many academic, social and cultural activities of the college are performed by the students. Academic activities like seminar, work shop, debate, mock parliament, study tour, industrial visit are held and their tentative dates are pre specified. Cultural programme like observation of birth anniversary of renowned personality, Annual function, Quiz competition, students' fest, saraswati puja are held with pre specification of those dates and events in the academic calendar. Regarding social work, NSS unit of the college is very active. Under NSS, blood donation camp, Thalassemia Screening camp, expansion of literacy programme in slum area and community development programme, environment protection programme are held in the college and their dates are prefixed in academic calendar and the college tries to maintain those dates.

This task of preparation of academic calendar is accomplished by various committees under IQAC sitting together discussing the problems faced in the previous year and taking necessary steps to fulfil the objective.

## **2.6 Student Performance and Learning Outcomes**

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

[http://www.ssjalangirlscollege.ac.in/downloads/pdf/Programme\\_specific\\_outcomes.pdf](http://www.ssjalangirlscollege.ac.in/downloads/pdf/Programme_specific_outcomes.pdf)

### **Programme Specific Outcomes**

<b>Specific Programme</b>	<b>Course</b>	<b>Examination</b>	<b>No. of Students Appeared</b>	<b>% of Success</b>
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B.Com.	Honours in Accountancy	Part – III, 2017 Part – II, 2017 Part – I, 2017 Year I, Semester I, 2017	121 94 111 159	100% 100% 100% 100%
	General	Part – III, 2017 Part – II, 2017 Part – I, 2017 Year I, Semester I, 2017	52 21 12	92.3% 100% 100%
B.A.	Honours in English	Part – III, 2017 Part – II, 2017 Part – I, 2017	11 25 14	100% 96.13% 100%
	Honours in Hindi	Part – III, 2017 Part – II, 2017 Part – I, 2017	30 40 51	100% 100% 90.20%
	Honours in History	Part – III, 2017 Part – II, 2017 Part – I, 2017	4 6 9	100% 100% 77.78%
	Honours in Political Science	Part – III, 2017 Part – II, 2017 Part – I, 2017	4 8 9	100% 100% 66.67%
	General	Part – III, 2017 Part – II, 2017 Part – I, 2017	30 57 49	100% 94.74% 75.51%

### Examination and Result

#### 2.6.2 Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester year examination	Pass Percentage
	B.A. (Hons)	77	76	98.7%
	B.A. (Gen)	61	61	100%
	B.Com (Hons)	82	82	100%
	B.Com (Gen)	32	32	100%

### 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire)(result and details be provided as web link)

**RESULT OF THE STUDENTS SATISFACTION SURVEY 2017-2018**

**According to the Students Satisfaction Survey, the emphasis should be given on the following points:**

1. More Honours subjects are to be introduced in the curriculum.
2. Complete Digitalization of library facility is needed.
3. Improvement of the Canteen. Healthy foods are to be introduced.
4. Teachers should take responsibility of the daily Assembly.
5. Students should get more moral support from all the teachers.
6. Cleanliness of the classrooms and washrooms are essential.
7. Development of the College website.
8. Improved and more smart class rooms are required.
9. Improvement of Office support system and cooperation of the staff.
10. Collaboration with other Colleges in different spheres.
11. Great emphasis on Career Counselling is needed.
12. Improvement of infrastructure.
13. Eco friendly College campus.
14. Room No. 33 to be arranged properly.
15. A Placement Cell is a must.
16. Extension of College campus.
17. More Co-Curricular activities.
18. Regular College excursion and picnic is to be organized.

**CRITERION III- RESEARCH, INNOVATIONS AND EXTENSION  
RESOURCE MOBILIZATION for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects ( <i>other than compulsory by the College</i> )	-	-	-	-
International Projects	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovation practices during the year- None.

Title Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year-None

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year- None

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards- None

State	National	International

3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Centre</i> )- NA						
Name of the Department				No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	LIBRARY, EDUCATION	1				
		2				
International	COMMERCE-	5			5.5	
	LIBRARY	2			2.7	
3.3.4 Books and Chapters in edited Volumes / Books published and papers in National / International Conference Proceedings per Teacher during the year						
Department				No. of publication		
HISTORY				1		
GEOGRAPHY				1		
LIBRARY				1		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index-None						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional citation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus Web of science)- None						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Number of .citations.....	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State Level	Local level		
Attended Seminars/ Workshops			1[ Seminar] 9(workshops)	--		
Presented papers	10	1	2	2		
Resource Persons		4		1		
3.4 Extension Activities						



3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red Cross (YRC) etc. During this year				
Title of the Activities	Organising unit/agency/collaborating agency	Number of teachers coordinated such activities	Number of students participated in such activities	
Slum Visit	NSS Unit of the College	2	50	
Visiting Alakendu Bodh Niketan Residential (Anuradha Unit): A home for the mentally retarded women	NSS Unit of the College	2	15	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year- None				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue etc. During the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Name of teachers coordinated such activities	Number of students participated in such activities
Blood Donation Camp	Institute of Blood Transfusion Medicine and Immunohaematology	Blood Donation by the students, teachers and non-teaching staffs	Convener and other members of the NSS unit	54
Thalassaemia Screening Camp	Thalassaemia Control Unit, R.G. Kar Medical College & Hospital, Kolkata	Thalassaemia screening of the students	Convener and other members of the NSS unit	216
International Women's Day	NSS Unit and the Women's Cell of the College	A lecture on: Women's Movement in India (Speaker:)	Convener and other members of the NSS unit and Faculty members of the Department of Political Science	70
World Aids Prevention Day	NSS Unit of the College	A lecture on AIDS Awareness by Smt. Mitali Bhattacharya,	Convener and other members of the NSS unit	50

		Counselor, ICTC Unit, Calcutta National Medical College, Kolkata		
Vector Control measures and Preventive Measures against Dengue and Chikungunya	NSS Unit of the College	Students participated in an awareness campaign distributed a leaflet among themselves and others	Convener and other members of the NSS unit	100
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange student exchange during the year- None				
Nature of Activity	Participant	Source of financial support	Duration	
3.5.2 Linkages with institutions/industries for internship, on-the-job training project work, sharing of research facilities etc. During the year- None				
Nature of the linkage	Title of the linkage	Name of the partnering institution/ industry/ research lab with contact details	Duration (From-To)	Participant
-	-	-	-	-
3.5.3 MoUs signed with institutions of national, international importance. Other universities, industries corporate houses etc. During the year- None.				
Organisation	Date of MoU Signed	Purpose and Activates	Number of students/teachers participated under MoUs	
-	-	-	-	

<b>CRITERION IV -- INFRASTRUCTURE AND LEARNING RESOURCE</b>		
<b>4.1 Physical Facilities</b>		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure Augmentation	Budget utilized for infrastructure development	
-	Rs. 205684	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added

Campus area	1070.21 sqm	--
Class rooms	20	--
Laboratories	3	--
Seminar Halls	4	--
Classrooms with LCD facilities	1	--
Classrooms with Wi-Fi/ LAN	--	--
Seminar halls with ICT facilities	1	--
Video Centre		
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 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Green Campus	Partial		2015

4.2.1 Library Services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	16143	669567.68	--	--	16143	669567.68
Reference Books	9581	388354.70	--	--	9581	388354.70
e- Books			--	--		
Journals	08	10657.00	--	--	08	10657.00
E-Journals						
Digital Database (N-List)	--	--	--	5750	--	5750
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)	2714	121283.30	09	1100.00	2723	122383.30

#### 4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centres	Computer Centres	Offices	Departments	Available bandwidth (MGBPS)	Others
Existing	63	2	1	2		1	16	8	
Added	--	--	--	--	--	--	--	--	--

Tot al	63	2	1	2		1	16		
4.3.2 Bandwidth available of internet connection in the Institution ( Leased line) Broad Band (Airtel)									
.....8..... MBPS / GBPS									
4.3.3 Facility for e-content NONE									
Name of the e-content development facility					Provide the link of the video and media center and recording facility				
4.3.4 E- content developed by teachers such as : e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/ NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc NONE									
Name of the teacher		Name of the module		Platform on which module is developed			Date of launching e-content		

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 195000	Rs. 121420	Rs.753000	Rs. 640343
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words). <a href="http://www.ssjalangirlscollege.ac.in/downloads/pdf/Maintenance_of_facilities.pdf">http://www.ssjalangirlscollege.ac.in/downloads/pdf/Maintenance_of_facilities.pdf</a> Repair work of college building inside and outside including laboratories, library, classroom, washroom etc is done whenever it is necessary. College building is also maintained through regular painting. Old books in the library are maintained through preservation & conservation. The college library has a reach collection of books and journals for the various Honours and General disciplines. Presently the college library is automated (partly) and open access for all the members (students, teacher and staff are provided). Computers are maintained regularly through annual maintenance contract by a private company.			

<b>CRITERION V – STUDENT SUPPORT AND PROGRESSION</b>
<b>5.1 Student Support</b>
5.1.1 Scholarships and Financial Support

	Name/Title of the Scheme	Number of Students	Amount in Rupees		
Financial support from institution	Half-free	15	91395		
	Full-free	23			
Financial support from other sources					
a) National	Kanyashree	18	450000		
	Vivekananda Scholarship for Minority	13	390000		
	West Bengal Chief Minister Relief Fund	11	110000		
	Post-Matric Scholarship for Minority	38	182400		
	Post-Matric Scholarship for SC/ST/OBC	16	144000		
	Urdu Academy	2	10000		
b) International					
5.1.2 Number of capability enhancement and development schemes such any Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examinations	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-2018	Career Counselling		160		
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievances redressal	
Nil		Nil		Nil	
<b>5.2 Student Progression</b>					

5.2.1 Details of campus placement during the year					
On Campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organisations Visited	Number of Students Participated	Number of Students Placed
Nil	N.A.	N.A.	Nil	N.A.	N.A.
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-2018	35 out of 40 i.e 90%	B.A.	Hindi	University of Calcutta, Rabindra-Bharati University, M.G.A.H. V.	M.A.
2017-2018	5 out of 15 i.e 33.33%	B.A.	English	Simla University, Bangalore University, University of Calcutta and British Council	M.A. English and M.A. Journalism
2017-2018	1 out of 5 i.e 20%	B.A.	History	University of Calcutta	M.A.
2017-2018	5 out of 10 i.e 50%	B.A.	Political Science		M.A.
2017-2018	80%	B.Com	Commerce	University of Calcutta, Institute of Chartered Accountants of India, Institute of Company Secretary of India, Institute of Cost and Management Accountants of India.	M.Com, C.A, C.S, C.M.A

5.2.3 Students qualifying in state/national/international level examination during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items	No. of Students selected/qualifying			Registration number/ roll number for the exam		
NET	4			Not Available		
SET	Nil			N.A.		
SLET	Nil			N.A.		
GATE	Nil			N.A.		
GMAT	Nil			N.A.		
CAT	Nil			N.A.		
GRE	Nil			N.A.		
TOFEL	Nil			N.A.		
Civil Services	Nil			N.A.		
State Government Services	2			Not Available		
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level			Participants		
Annual Sports	Intra-College			236		
University Sports	Inter-College			12		
College Fest (Efflorescence 2017)	Inter-College			72		
Saraswati Puja	Intra-College			80 (Volunteers and Participants)		
Farewell to Third Year Students	Intra-College			30 Volunteers and 190 Students		
Freshers' Welcome to First Year Students	Intra-College			45 Volunteers and 545 Freshers		
Annual Programme	Intra-College			54		
<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards / medals for outstanding performance in sports/ cultural activities at national/ international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-2018	Nil	Nil	Nil	Nil	N.A.	N.A.
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/ committees of the institution (maximum 500 words)						
Two students in IQAC, Representation as Class Representatives, Volunteers in several College Programmes.						
<b>5.4 Alumni Engagement</b>						
5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
No.						
5.4.2 No. of enrolled Alumni: N.A.						
5.4.3 Alumni contribution during the year (in Rupees): N.A.						

5.4.4 Meetings/activities organised by Alumni Association: N.A.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **Institutional Vision and Leadership**

#### **6.1.1 Mention two practices of decentralization and participative management during the last year**

The internal organisational structure of the College is monitored through a decentralised Committee system, coordinated through the Teachers' Council. All academic decisions and suggestions taken in the Teachers' Council are closely monitored by the Teacher-in-Charge and Vice-Principal.

The IQAC has developed an effective system improving the academic and administrative performance of the institution. The Vice-President and the Honorary Secretary of the Governing Body are members of the IQAC and actively participate in all strategic policy decisions for the academic and administrative matters of the College.

#### **6.1.2 Does the Institution have a Management Information System (MIS)?**

Yes/No/Partial -

No

### **6.2 Strategy Development and Deployment**

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

##### **❖ Curriculum Development**

The guidelines set by the University of Calcutta regarding Curriculum is followed by the College, as it is affiliated to the University.

However, an academic calendar is prepared by the respective departments at the beginning of the Session. Classes are taken by the teachers according to the schedule of the Routine prepared by the Routine Committee through a series of meetings.

The CBCS system has been introduced in 2017-2018 in the Commerce Stream. The B.Com course is being followed according to the rules and regulations stipulated by the University of Calcutta. The details of the action plan regarding syllabus, time table, schedule of College examinations, and preparation of the schedule for publishing results and filling of the forms for the University examinations are discussed in the Teachers' Council meetings. The recommendations and suggestions are taken into consideration while implementing the decisions. Finally all these decisions are included in the strategic plan of the College.

##### **❖ Teaching and Learning**

Class room teaching is not restricted to the convention teaching methods of *Chalk and Talk*. A number of innovative methods are adopted by the Teachers to make the classroom environment interesting. Power point presentation of syllabus based topics, audio visual screenings, student seminars as well as interdisciplinary seminars are organised to create interest among the students. The learning process is made effective by encouraging students to prepare projects, especially in Departments like Commerce and Geography. Written practice of syllabus related topics and tutorials are an integral part of the learning process.

##### **❖ Examination and Evaluation**

Examinations are conducted by the University of Calcutta. The Semester system introduced in 2017-2018 by the University is followed by the Commerce Department, where



examinations are being held every Semester. The College has a mechanism of internal assessment through Mid-Term/Mid-Semester Examinations. In the CBCS system internal examination (10 marks) and attendance (10marks) is included in the Semester Result. Special Tests are taken for weak students securing poor marks in the examinations. After the evaluations of answer scripts according to schedule, students are shown their evaluated scripts to ensure that they are made aware of their weakness for further correction. The performance of the students is closely and regularly monitored through class tests. Remedial tests are specially taken for poor performers with a close monitoring of remedial measures.

#### ❖ **Research and Development**

The teaching faculty is constantly striving to upgrade their academic competence, through various academic activities. A few of the faculty members are engaged in research activities, rightly encouraged by the College. Many faculty members have acquired Ph.D degree while in service. Teachers participate in various UGC sponsored national and international seminars organised by different Colleges and Universities.

Teachers are involved in post graduate teaching in different Universities as visiting faculty and also act as resource persons. A few teachers are also counsellors in IGNOU study centres. Some teachers regularly publish articles in reputed journals and are also involved in writing text books and reference books.

#### ❖ **Library, ICT and Physical Infrastructure**

The College Library is very organised and resourceful. Provision for library reader services, literature retrieval services to researchers is available. The Library is constantly updating the institutional website with activity related information.

Information and Communication Technology application has helped the upgradation of library services such as automation of catalogue procurement functions and circulation operations including membership records. The Library has digitalised its resources including e-delivery of information. The library has a secured system with CCTV monitoring of all activities.

The physical infrastructure includes OPAC, library uses manual etc. Shelf order maintenance is carried out regularly by the staff of the Library.

#### ❖ **Human Resource Management**

The College ensures a congenial environment amongst all Stakeholders.

There is an Anti-ragging Cell and Sexual harassment Cell formulated under the UGC guidelines. An orientation programme is organised at the beginning of the academic Session informing the students, about Anti-ragging and Anti-Sexual Harassment Cell and sensitising them about these issues.

Career Guidance Test – Personality tests and Aptitude tests are conducted by the Indian Institute of Psychometry for students to guide them for future career prospects and counselling them on their strengths and skills.

#### ❖ **Industry Interaction/Collaboration**

The College does not have any formal tie-up with industries. However 3rd Year students from the Department of Commerce visited the Mother Dairy Plant in Dankuni in November 2017.

<b>❖ Admission of Students</b>					
The admission procedure is strictly followed according to the guidelines of the University of Calcutta and Higher Education Department, Govt. of West Bengal through Online process.					
Students submit applications online on the College Website for a stipulated period after the publication of H.S. results. Online merit lists are published and admission is completed according to notification of Higher Education Department Govt. of West Bengal. The intake capacity for enrolling students is stipulated by the University. Counselling of students during admission is carried out by all the teachers of the departments. Students seek help from the teachers available in the Helpline desk and are counselled accordingly.					
6.2.2: Implementation of e-governance in areas of operations:					
<b>❖ Planning and Development</b>					
IQAC windows opened in the College Website.					
<b>❖ Administration</b>					
The administration and Office work is done electronically through a well organised computer network.					
<b>❖ Finance and Accounts</b>					
The transfer of salary of Teaching and Non-teaching staffs as well as Part-time Teachers is electronically done through the Pay and Accounts Office of the W.B. State Govt. to individual bank accounts through HRMS.					
E-Pension has also been introduced by the Govt. of West Bengal.					
<b>❖ Students Admission and Support</b>					
Online admission of students is carried out by the College. Online student feedback forms are available on the College Website. Feedback form for guardians is available in hard copy which is filled by them during Parent-Teacher's meeting.					
<b>❖ Examination</b>					
The College has developed online examination Software for taking examination of Computer subject. The other examinations are carried out as per the rules and regulations made by the University of Calcutta.					
<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year - None					
6.3.2 Number of professional development/administrative training programme organised by the College for teaching and non teaching staff during the year – None.					
Year	Title of the professional development programme organised for the teaching staff	Title of the administrative training programme organised for non teaching staff	Dates (from- to)	No.of participants (Teaching staff)	No.of participants (Non Teaching staff)

6.3.3 No. of teachers attending professional development programme, viz. Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the year.		
Title of the professional development programme	No. of teachers who attended	Date and Duration (from to)
1. Workshop on B.Com (Hons & Gen) Examination and Question pattern on C.B.C.S. at Bangabasi College.	2	29.7.2017
2. Press Conference arranged by the NSE Academy for launching a new certificate course called GAFA (Globally Applied Financial Analyst).	2	8.1.2018
3. Short Term Course (C.U) on Gender sensitization	2	22.2.2018-28.2.2018
4. National Level Conference on Environmental Issue: Perspective	2	4.8.2017
5. Workshop on Proposed Geography Syllabus under CBCS.	2	15.9.2018
6. Training Programme in Q-GIS software	1	21.8.2017-22.8.2017
7. Refresher Course on Women Development	1	17.1.2018-6.2.2018
8. Workshop on CBCS structure organised by the College	35	2.5.2018
9. Workshop on History CBCS Syllabus	1	2.6.2018
6.3.4 Faculty and Staff recruitment (no. of permanent/fulltime recruitment): None		
6.3.5 Welfare schemes for		
Teaching - None		
Non teaching - 1. ESI benefit for casual staff. 2. Non teaching Staff Welfare fund.		
Students - 1. Kanyashree Prokolpo, 2. Scholarship Scheme for Minority Students, 3. Bengal Urdu Academy, 4. Vivekananda Scholarship, 5. Post-Matric Scholarship for SC/ST Students, 6. Chief Minister's Relief Fund		
<b>6.4 Financial Management and Resource Mobilization</b>		

6.4.1 Institution conducts external financial audits regularly.				
6.4.2 Funds/Grants received from management, non-government bodies, individual, philanthropies during the year - None				
6.4.2 Total corpus fund generated - Rs.26,50,000/- (rounded)				
<b>6.5 Internal Quality Assurance System -</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? No				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				
6.5.2 Activities and support from the Parent-Teacher Association				
<p>Parent-Teacher Meetings are held regularly which are attended by the parents/guardians of students of all the three years of B.A and B.Com, according to schedule. They interact with the teachers and give their valuable suggestions. The problems of individual students are dealt with on one to one basis between teacher and parent.</p>				
6.5.3 Development programme for support staff - None				
6.5.4 Post Accreditation initiative initiatives				
<p>NAAC report of 2<sup>nd</sup> cycle has been discussed in the IQAC meeting held on 18.1.17 and different measures were taken on the basis of the report.</p> <p>Measures were taken to improve the dropout ratio of some departments as has been recommended by the Peer Team. Number of Journals has been increased in the Library. Feedback mechanism for students and parents are formalised.</p> <p>Seminars, Workshops are organised by the different departments and College regularly.</p> <p>To make institutional and community interface more effective, a Community Development Committee has been established and the NSS Unit of the College is also doing different work.</p> <p>As per Peer Team recommendation, the College has already applied for Post-Graduate Course in Hindi. The inspection of which has already been done by the Higher Education Department, Govt. Of West Bengal and University officials and shall start functioning as soon as the formalities are completed.</p> <p>IQAC Committee has suggested the inclusion of the office staff in the College Governing Body as per the recommendation made by the NAAC Peer Team.</p> <p>The IQAC Body also discussed about the filling up Principal's post as it was recommended in the NAAC Report of 2<sup>nd</sup> cycle. The requisition for the same has been sent to the College Service Commission in February 2017.</p> <p>The process of registration of Alumni Association is in progress.</p>				

Course on Spoken English classes were not started as Communicative English course has been included in the regular curriculum of B.A. course under CBCS system.

6.5.5	
a. Submission of Data for AISHE portal	:Yes
b. Participation in NIRF	:No
c. ISO Certification	:No
d. NBA or any other quality audit	:No
6.5.6 Number of Quality Initiatives undertaken during the year	
<ul style="list-style-type: none"> <li>• Processing of opening Post Graduation Course in Hindi.</li> <li>• Introduction of CBCS system for Commerce Stream.</li> <li>• Promotion to next higher stage of five teachers and one librarian.</li> <li>• Processing of publishing Newsletter of the college</li> </ul>	

## **CRITERION VII- INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 Institutional Values and Social Responsibilities**

#### 7.1.1 Gender Equity

Title of the Programme	Period	Participants
1. Women's Right: Access & Entitlement	20/07/18	Female- 80
2. Engendering Women's Movements	7/03/18	Female-70

**7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives:** Nil

**7.1.3 Differently abled (Divyangjan) friendliness**

Item Facilities	Yes/No	No. Of Beneficiaries
Physical Facilities	No	--
Provisions for Lift	Yes	01
Ramp/Rails	No	--
Braille Software/facilities	No	--
Rest Rooms	yes	--
Scribes for examination	No	--
Special skill development differently-abled students	No	--
Any other similar facility	No	--
		--

#### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year.

Year	Number of initiatives to address locational advantages and disadvantages.	Number of initiatives taken to engage with and contribute to local community.	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff.
2018	----	1. NSS Visit to Alakendu Bodh Niketan	23/03/18	Regular camp by the NSS unit of the college	Building rapport with the inmates and providing them material support	10
2017	-----	2. Slum Visit	02/11/17 to 5/12/17	Beti Bachao Beti Padhao	Cleanliness and Health issues	50

#### 7.1.5. Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders - None

Title	Date of Publication	Follow up( max. 100 words)
--	--	--

### 7.1.6 Activities conducted for promotion of universal Values and Ethic- None

Activity	Duration	Number of participants
----	----	----

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly.

1. Various seminars, lectures, talks were organized in the college for eco-friendly environment. The main issues discussed during these programmes were : plastic pollution, water recycle and its benefits, renewable energy and noise pollution problem.
2. For the awareness of environment issues and hazards various charts and posters were made by our students and displayed inside the college premises to promote eco friendly environment among our students.
3. Plantation- the college is situated in a congested urban area, however, students still maintain small indoor plantation within college premises.
4. Under the supervision of Eco Club of the college actively conducts green campaign by keeping the college clean and free from plastic usages.

### 7.2 Best Practices

[http://www.ssjalangirlscollege.ac.in/downloads/pdf/Best\\_practices.pdf](http://www.ssjalangirlscollege.ac.in/downloads/pdf/Best_practices.pdf)

1. College regularly organizes Blood Donation camp, Thalasaemia camp, Health awareness programmes, organizes Career guidance test, awareness regarding anti- sexual harassment and also provides legal consciousness among students through Legal Aid Cell.
2. To train students for their role as citizens in a democracy and make them competent enough to consider public issues and form their opinion through debate, public speaking and group dynamic skills college regularly organizes “Youth Parliament” under the guidelines of West Bengal Youth Parliament Competition Scheme and through Department of Parliamentary Affairs, Govt. of West Bengal.

### 7.3 Institutional Distinctiveness

[http://www.ssjalangirlscollege.ac.in/downloads/pdf/Institutional\\_distinctiveness.pdf](http://www.ssjalangirlscollege.ac.in/downloads/pdf/Institutional_distinctiveness.pdf)

‘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. 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. Our 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 balanced education and all round development of the students, motivate, guide and pursue excellence in various fields of education, creates an atmosphere of academic excellence, facilitates creative skills enhances opportunities for further studies and research activities through the able guidance of the College Staff, develops 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.

#### **7.4 Future plan of Action for next academic year. (500 words)**

Introduction of MIS, complete digitization of library and change in library layout to accommodate more number of books, more emphasis on sports activity, participation in outside activities and competition by the students, organization of more seminars, promotion process under CAS, more stress on cleanliness of the college, introduction of solar power energy system to replace non-renewable energy resources, formalization of whole feedback system, publication of Newsletter, college magazine 'Smriti' and an edited book entitled "India Unbound" under the initiative of the Department of History, organizing blood donation camp, Thalassaemia screening camp and career guidance test etc. Introduction of post-graduate degree course in Hindi, installation of lightening arrester, installation of solar panel and spreading awareness on child abuse etc.



Name: Dr. Lutfun Nesha

*Lutfun Nesha*  
14/12/18

Signature of the Coordinator, IQAC

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

Name: Smt. Mousumi Pathak

*M Pathak*  
14.12.18

Signature of the Chairperson, IQAC

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