



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SETH SOORAJMULL JALAN GIRLS COLLEGE
Name of the head of the Institution		MOUSUMI PATHAK
Designation		Principal (in-charge)
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03322415256
Mobile no.		9530464967
Registered Email		ssjalancollege@yahoo.co.in
Alternate Email		mousumi.pathak6@gmail.com
Address		8/9, BANKIM CHATTERJEE STRET
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700073
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. LUTFUN NESHA
Phone no/Alternate Phone no.	03322415256
Mobile no.	9674067711
Registered Email	iqac.ssjgc@gmail.com
Alternate Email	mousumi.pathak6@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://ssjalangirlscollege.ac.in/downloads/pdf/aqar201718.pdf">http://ssjalangirlscollege.ac.in/downloads/pdf/aqar201718.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://ssjalangirlscollege.ac.in/downloads/pdf/AcademicCalender201819.pdf">http://ssjalangirlscollege.ac.in/downloads/pdf/AcademicCalender201819.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75.30	2006	02-Feb-2006	01-Feb-2011
2	B+	2.66	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	26-Jul-2006
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### 7. Internal Quality Assurance System

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
Meeting of IQAC	26-Sep-2018	12

	1	
Meeting of IQAC	10-Dec-2018 1	14
Meeting of IQAC	10-Apr-2019 1	11
Meeting of IQAC	29-Jun-2019 1	14
Submission of AQAR to NAAC	23-Dec-2018 1	0
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RUSA	RUSA 2.0	UGC	2018 365	10000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

- Inspection done by the West Bengal higher Education Department for opening Post Graduation Course in Hindi in the college.
- Introduction of CBCS system for Arts Stream.
- Promotion to next higher stage of five teachers and one librarian.
- Newsletter of the college published for the first time on 10.12.2018.
- The College received RUSA grant of Rs 1 Crore for infrastructure augmentation on 21.08.18

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and 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 and Government Officials.
ii. Introduction of CBCS system for Arts Stream	ii. CBCS System has been introduced for Arts stream from July, 2018
iii. Blood Donation Camp	iii. The camp was held in the college on 1st October, 2018.
iv. Career Guidance Test	iv. Career Guidance Test has been organised on 30 January, 2019.
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 NSS programme	vi. Slum visits have been organised on 4,5,6,9 and 10 October, 2018.
vii. Organisation of NSS Special Camp.	vii. NSS Special Camp was organised from 1 October to 10 October, 2018.
viii. Educational Tours	viii. Different departments organised educational tours on different dates
ix. Frequent cleaning of washroom	ix. Frequent cleaning of washroom
x. Introduction of MIS	x. The process of introduction of MIS is in progress.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	29-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

22-Dec-2018

17. Does the Institution have Management Information System ?

No

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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 CBCS( choice Based Credit System) course in B.A, Undergraduate level. The teachers of the different departments have attended the workshop in Curriculum designing and implementation of the CBCS course.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours and General	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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No Data Entered/Not Applicable !!!

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

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

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	175	718	149
BA	General	160	151	91
BCom	Honours	160	1215	159
BCom	General	160	236	132

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### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1224	0	29	0	0

### 2.3 – Teaching - Learning Process

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
41	2	0	6	1	1
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of student is a multidimensional 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 Eprospectus and also through 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. Teachers play a pivotal role in nursing them in selecting their optimum combination that will help them to develop themselves as a responsible citizen of the country. On the very first day of the college, counselling of the students being done with one welcome address by the Teacher in Charge.

Students are also informing 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), and 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. Mock Parliament is organised every year by the college to infuse to confidence and faith among student in participating serious debates on all current affairs and help to develop leadership quality in them. 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. 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 examination, midterm examination, practical and project work.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1224	29	0.024

## 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 Ph.D
31	29	2	0	14

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

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
No Data Entered/Not Applicable !!!			
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## 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
BA	Part III (Honours)	Year	24/04/2019	24/06/2019
BA	Part II (Honours)	Year	26/06/2019	11/09/2019
BA	Semester I (Honours)	Semester	18/12/2018	21/02/2019
BA	Part III (General)	Year	30/05/2019	13/08/2019
BA	Part II (General)	Year	26/06/2019	22/11/2019
BA	Semester I (General)	Semester	18/12/2018	21/01/2019
BCom	Part III (Honours)	Year	25/04/2019	27/06/2019
BCom	Part III (General)	Year	30/05/2019	14/08/2019
BCom	Semester I (Honours)	Semester	24/12/2018	28/03/2019
BCom	Semester I (General)	Semester	24/12/2018	28/03/2019
BCom	Semester III (Honours)	Semester	10/01/2019	03/04/2019
BCom	Semester III (General)	Semester	10/01/2019	03/04/2019

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#### 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, 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 midterm 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 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 the performance of the students addressed. According 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 in the 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 college accordingly follows those date 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 midterm and test examination. Moreover, the teaching plan is made in such a way so that 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 midterm 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, sarawati 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 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 fulfill 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 weblink)

<http://www.ssjalangirlscollege.ac.in/downloads/pdf/ProgramOutcomes201819.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA	Part III ( Honours )	63	62	98
	BA	Part III ( General )	33	23	70
	BA	Semester (Honours)	139	75	54
	BA	Semester (General)	79	10	13
	BCom	Part III (	87	80	92

		Honours)			
	BCom	Part III (General)	15	10	67
	BCom	Semester I (Honours)	154	142	92
	BCom	Semester I (General)	113	59	52
	BCom	Semester III (Honours)	152	124	82
	BCom	Semester III (General)	115	60	52
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – 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 year
No Data Entered/Not Applicable !!!				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	1	0
National	Education	2	0
National	Library	1	0
International	History	1	0
International	Commerce	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	6
<b>No file uploaded.</b>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	1	0
Presented papers	0	6	0	0
Resource persons	0	0	0	2
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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/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Slum Visit	NSS Unit of the College	4	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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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/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Blood Donation Camp	Institute of Blood Transfusion Medicine and Im- munohaematology	Blood Donation	6	30
International Women's Day	NSS Unit and the Women's Cell of the College	An awareness programme on International Women's Day	7	100
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
858000	839103

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

##### **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
<b>No Data Entered/Not Applicable !!!</b>			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16143	669568	90	25700	16233	695268
Reference Books	9581	388355	0	0	9581	388355
Journals	8	10657	0	0	8	10657
Digital Database	1	5750	0	0	1	5750
Others (specify)	2723	122383	0	0	2723	122383
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4.2.3 – 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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	63	2	1	2	0	1	16	8	0
Added	0	0	0	0	0	0	0	0	0
Total	63	2	1	2	0	1	16	8	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

300 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 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
145000	223291	713000	615812

##### 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) (information to be available in institutional Website, provide link)

Considerable renovation work has been undertaken in the current period (201819) Ground Floor: 1. Construction of permanent stairs leading to the stage. 2. The quarters/ chambers below the stage were renovated the ceiling wall were plastered painted. 3. The 2 old toilets (One for ladies) were renovated 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) (information to be available in institutional Website, provide link ) Considerable renovation work has been undertaken in the current period (201819) Ground Floor: 1. Construction of permanent stairs leading to the stage. 2. The quarters/ chambers below the stage were renovated the ceiling wall were plastered painted. 3. The 2 old toilets (One for ladies) were renovated. 4. In Room No.4, 3 grills and sliding windows were fitted. 5. The collapsible gate at the main entrance was repaired. 6. False ceiling was constructed for the Accounts office. First Floor: 1. The student's toilet was renovated. 2. In the professors' staffroom, the toilet floor was leveled (to check water logging), the old windows were replaced by new sliding windows one room was constructed beside the toilet. Third Floor: 1. In the Games room, 2 new toilets 1 basin were constructed. The room itself was partitioned into two one new door was installed. 2. Room No. 27 was renovated. 3. In the canteen, the old asbestos sheet was replaced by tin repair work of the false ceiling was started the basin cabinet was repaired one window glass pane was changed.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as 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
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

#### 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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling Test	0	174	0	0
<b>No file uploaded.</b>					

#### 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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

### 5.2 – Student Progression

#### 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 organizations visited	Number of students participated	Number of students placed
None	0	0	None	0	0
<b>No file uploaded.</b>					

#### 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
2019	55	BA	Hindi	University of Calcutta,	MA

				Rabindra Bharati University, MGAHV	
2019	5	BA	English	University of Calcutta, Simla University, Bangalore University, British Council	MA
2019	2	BA	History	University of Calcutta	MA
2019	5	BA	Political science	University of Calcutta	MA
2019	80	B.Com	Commerce	University of Calcutta, Vidyasagar University, ICAI, ICMA, ICSI	M.Com, M.B.M, B.Ed, C.A, C.M.A., C.S

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	1
NET	3
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Intra College	245
Independence Day	Intra College	450
Saraswati Puja	Intra College	55
Farewell to Third Year Students	Intra College	250
Freshers' Welcome to First Year Students	Intra College	450
Annual Programme	Intra College	115
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### 5.3 – Student Participation and Activities

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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						



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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

One student is member in IQAC, Representation as Class Representatives, Volunteers in several College Programmes.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Our College has an effective internal organisational structure monitored through a decentralised Committee system. The Teachers' Council takes all academic decisions and make suggestions which are closely monitored by the TeacherinCharge and Vice Principal. 2. The academic and administrative performance of the institution is effectively improved by the active monitoring of the IQAC. 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)?

No

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College which is affiliated to the University of Calcutta follows the guidelines set by the University regarding Curriculum. However, an academic calendar outlining the lesson plan related to the syllabus is prepared by the respective Department 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 was introduced in

20172018 in the Commerce Stream. In 201819 B.A. course too started following the CBCS system. The courses are 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

With the introduction of the CBCS system and a radical change in syllabus there has been scope for adopting innovative methods of teaching. Power point presentations related to syllabus, audio visual screening, students' seminars as well as interdisciplinary seminars have helped in enriching the teaching environment. Preparing projects, writing essays, organising quiz, book reviews etc have become part of the teaching learning methodology. Tutorial and Viva too are an integral part of the learning process.

Examination and Evaluation

The University of Calcutta prepared the schedule of examination for 201819 which is followed by the College. In the CBCS system BA and B.Com examinations are held in every Semester. The 2nd year and 3rd year examination for BA was held according to the annual system. The students of B.Com 3rd year examination are the last batch of the annual system. The College has a mechanism of internal assessment through MidTerm/MidSemester Examinations. In the CBCS system internal assessment which includes internal examination (10 marks) and class attendance (10marks) is shown in the respective 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 under annual system. The performance of the student is closely and regularly monitored through class tests and tutorials. Remedial classes are specially taken for poor performers.

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. Three faculty members received their doctorate degree during this session. 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 / Instrumentation

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 edelivery 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 Antiragging Cell and Sexual harassment Cell formulated under the UGC guidelines. An orientation programme is organised at the beginning of the academic Session informing the

	<p>students, about Antiragging and AntiSexual 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.</p>
Industry Interaction / Collaboration	<p>The College does not have any formal tieup with industries. However 3rd Year students from the Department of Commerce visited The India Jute and Industries Ltd., at Serampore in November 2018</p>
Admission of Students	<p>The University of Calcutta and Higher Education Department, Govt. of West Bengal has strict guidelines to conduct the admission properly by the College. 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. 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</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>The administration and Office work is done electronically through a well organised computer network</p>
Finance and Accounts	<p>The transfer of salary of Teaching and Nonteaching staffs as well as the Government approved Parttime Teachers is electronically done through the Pay and Accounts Office of the W.B. State Govt. to individual bank accounts through HRMS. EPension has also been introduced by the Govt. of West Bengal.</p>
Student Admission and Support	<p>Online admission of students is carried out by the College. Submission of fees by the students is also done online. 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 ParentTeacher's meeting.</p>

<b>Examination</b>	The examinations are carried out as per the rules and regulations made by the University of Calcutta. All the works related to the University Examinations are done electronically which is a long drawn process from downloading the students admit card to the uploading of marks of the students.
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### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in History and Information Science, University of Calcutta.	1	04/09/2018	25/09/2018	21
Orientation Programme, Department of Philosophy, HRDC, North Bengal University	1	15/11/2018	12/12/2018	27
Workshop on CBCS Geography Syllabus	2	26/04/2019	27/04/2019	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
None	ESI benefit for casual staff and Non teaching Staff Welfare fund	Different noninstitutional Scholarships are availed by the students, such as, Kanyasree Prkalpa, Vivekananda scholarship etc. Half freeship college scholarship is also available.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

yes

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

2650000

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

ParentsTeachers 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.

6.5.3 – Development programmes for support staff (at least three)

None

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NAAC report of 2nd cycle has been discussed in the IQAC meeting held on 18.1.17

and different measures were taken on the basis of the report. 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. Registration process of Alumni Association is in progress. Seminars, Workshops are organised by the different departments regularly. 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. As per Peer Team recommendation, the College has already applied for PostGraduate Course in Hindi. The inspection of which has already been done by the Higher Education Department, Govt. of West Bengal and shall start functioning as soon as the formalities are over. IQAC Committee has suggested to include office staffs in College Governing Body as per the recommendation made by the NAAC Peer Team. The IQAC Body also discussed about the filling up Principal's post as it was recommended in the NAAC Report of 2nd cycle. The requisition for the same has been sent to the College Service Commission in February 2017 but was later withdrawn.

#### 6.5.5 – Internal Quality Assurance System Details

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Blood Donation Camp	01/10/2018	01/10/2018	01/10/2018	31
2018	A lecture on emotional balance among teenagers with reference to the girl children	04/10/2018	04/10/2018	04/10/2018	70
2018	A lecture on emotional balance among teenagers with reference to the girl children.	04/10/2018	04/10/2018	04/10/2018	70
2019	Career Guidance Test	30/01/2019	30/01/2019	30/01/2019	170
2019	Seminar on Bankim Chandra	26/03/2019	26/03/2019	26/03/2019	12

	Chattopadhyaya and His works times				
2019	A lecture on how to do well in B.Com	08/05/2019	08/05/2019	08/05/2019	85
2019	Seminar on Shakespeare Speaker	26/04/2019	26/04/2019	26/04/2019	50
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Program on International womans Day	08/03/2019	08/03/2019	50	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. 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. 2. Plantation the college is situated in a congested urban area however students still maintain small indoor plantation within college premises. 3. Under the supervision of Eco Club of the college, students actively conducted green campaign by keeping the college clean and free from plastic usages.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	01/10/2018	1	Observation of National Blood	Importance of Blood donation	60



					Donation Day.		
2018	0	1	03/10/2018	1	Childhood Protection Mental Health	Childhood Protection Mental Health	70
2018	0	1	04/10/2018	1	Emotional Balance among Teenagers	Teenagers Emotional balance	75
2018	0	1	05/10/2018	1	Protection of Rights of the Child	Childrens Right	55
2018	0	1	06/10/2018	1	Childhood Protection.	Childhood Protection	62
2018	0	1	09/10/2018	1	Mental Health	Mental Health	60
2018	0	1	10/10/2018	1	Women's Right	Womens right	91
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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. 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.
2. Plantation the college is situated in a congested urban area however students still maintain small indoor plantation within college premises.
3. Under the supervision of Eco Club of the college, students actively conducted green campaign by keeping the college clean and free from plastic usages.
4. Beside this, efforts have been made towards Planting Saplings, Poster Campaign, Restriction of mobile in campuses.
5. campaign for water Electricity conservation, etc.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. College organized Blood Donation camp, Career guidance test, awareness regarding anti sexual harassment and also provided legal consciousness among students through Legal Aid Cell. 2. Trained students for their role as citizens
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in a democracy and make them competent enough to consider public issues and form their opinion through debate, public speaking and group dynamic skills.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ssjalangirlscollege.ac.in/downloads/pdf/BestPractices201819.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

'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. He understood without women's empowerment the society cannot move forward. 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 endeavors 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. In order to focus on the spiritual and cultural heritage of our country, the students assemble everyday 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.

Provide the weblink of the institution

<http://www.ssjalangirlscollege.ac.in>

### 8.Future Plans of Actions for Next Academic Year

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, formalization of whole feedback system, publication of Newsletter college magazine Smriti and an edited book entitled "India Unbound" under the initiative of Department of History( is in press). Organize blood donation camp, Thalassaemia screening camp and career guidance test etc. Air Conditioner to be installed in some places, such as office, Library, Teachers Room, etc.