

CITY COLLEGE

102/1, RAJA RAMMOHAN SARANI, KOLKATA – 700009

WEST BENGAL, INDIA

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC
YEAR – 2012-2013

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution:

CITY COLLEGE

1.2 Address:

102/1 RAJA RAMMOHAN SARANI, KOLKATA - 700009

City/Town:

KOLKATA (Previously CALCUTTA)

State:

WEST BENGAL

Pin Code:

700 009

Institution e-mail address:

principal.citycollege@gmail.com

Contact No.

033 6566 0005

Name of the Head of the Institution: **Dr. SITAL PRASAD CHATTOPADHYAY**

Mobile:

919433460546

Name of the IQAC Co-ordinator:

Dr. TAPAN KUMAR GHOSH

Mobile:

919231864656

IQAC e-mail address:

iqac.citycollegekolkata@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address:

www.citycollegekolkata.org

Web-link of the AQAR:

http://citycollegekolkata.org/AQAR/AQAR_2012_13.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGP A	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.5	2007	5 YEARS

1.6 Date of Establishment of IQAC: 26/08/2014 (August, 2014)

1.7 AQAR for the year: 2012 – 2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC: Submitted from 2011 – 12 onwards.

1.9 Institutional Status

Affiliated College

Yes

No

Type of Institution

Co-education

Urban

Financial Status

Grant-in-aid

UGC 2(f)

UGC 12B

1.10 Type of Faculty/Programme

Arts

Science

Commerce

Law

PEI (Phys Edu)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

2. IQAC Composition and Activities (Formed on 26.08.2014)

2.1 No. of Teachers:	10
2.2 No. of Administrative/Technical staff:	04
2.3 No. of students:	01
2.4 No. of Management representatives:	01
2.5 No. of Alumni:	03

2.6 No. of any other stakeholder and community representatives: 01

2.7 No. of Employers/Industrialists: 01

2.8 No. of other External Experts: 00

2.9 Total No. of members: 21

2.10 No. of IQAC meetings held NIL (As IQAC was formed in 2014)

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related): NIL (As IQAC was constituted in August, 2014)

2.14 Significant Activities and contributions made by IQAC - NIL

(As IQAC was constituted in August, 2014)

2.15 Plan of Action by IQAC/Outcome - NIL

2.16 Whether the AQAR was placed in statutory body: Yes No

Management Syndicate Governing Body

Provide the details of the action taken

The AQAR was placed before the Governing Body for approval and suggestions offered by the Governing Body were considered for implementation.

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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	03(B.A, B.Sc, B.Com)	NIL	NIL	NIL
Total	03	NIL	NIL	NIL

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option /Open options – As per Calcutta University directives

(ii) Pattern of programmes:

Pattern	Number of programmes
Annual	03 (B.A, B.Sc, B.Com)

1.3 Feedback from stakeholders* - Alumni/Parents/Employers/ Students = NIL
(On all aspects)

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

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

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

Calcutta University updates/revises Syllabi from time to time

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	01	50	00	00

2.2 No. of permanent faculty with Ph.D.

31

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

Asst. Professors		Associate Professors		Professors		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
00	25	00	NA	NA	NA	0	01	0	26

2.4 No. Of Permanent Part Time and Guest faculty

16

2.5 Faculty participation in conferences and symposia:

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

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

ICT is used along with conventional mode of teaching and learning

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

180

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

As our Institution is affiliated to University of Calcutta our evaluation system is regulated by the University. Internal assessment system is also practiced.

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

0

2.10 Average percentage of attendance of students

60%

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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class (60%)	II Class (50%)	III %	Pass %
B. A (Hons)	127		01	110		87.4%
B.Sc (Hons)	127		31	80		87.4%
B.Com (Hons)	262		23	222		97.3%

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

2.13 Initiatives undertaken towards faculty development:

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees (As on 30 th June)	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	39	06	--	--
Technical Staff	02	02	--	--

Criterion – III

3. Research, Consultancy and Extension

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

NIL (As IQAC was formed on 26.08.2014)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. (in Lakh)		5.75		

3.3 Details regarding minor projects – NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. (in Lakhs)				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	5	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			1

3.5 Details on Impact factor of publications: NA (Range/Average/h-index/Nos. in SCOPUS)

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 YEARS	UGC	5.75 Lakh	4.35 Lakh
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				4.35 Lakh

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from - NA
(UGC-SAP/CAS/DST-FIST/DPE/DBT Scheme/funds)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created/purchased	Source of Fund	Total
Campus area	3602 sq.mt.		GOVT	
Class rooms	40	0		
Laboratories	10			
Seminar Halls	NIL			
No. of important equipments purchased (\geq 1lakh) during the current year.	NIL	NIL	NA.	
Value of the equipment purchased during the year (Rs. in Lakh)		0.56	State Govt.	0.56
Others				

4.2 Computerization of administration and library

ADMINISTRATION: Some of the departments of the office are computerised LIBRARY: Using SOUL software developed by UGC-INFLIBNET for library automation
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4.3 Library services: Financial Year – 2012-2013

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44120		544	145226.00	44664	
Reference Books	1784		10	13505.00	1794	
Journals	8	5716.00	All journals renewed No new additions		8	5716
e-Books	The City College Library is the member of UGC-N-LIST E-Journal Consortia vide letter INF/N-LIST.2010/546 dt. 20.04.2010 and thus getting access to e-resources as per UGC-N-LIST Norms. The users can access 6000+ e-journals and 13500+ e-books.					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	2	3	11	NIL	8	44	NIL
Added	3	1	0	0	NIL	0	0	NIL
Total	55	3	3	11	NIL	8	47	NIL

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

TRAINING PROGRAMME FOR e-GOVERNANCE IS ARRANGED FOR STAFF

4.6 Amount spent on maintenance in lakh:

i) ICT	NIL
ii) Campus Infrastructure and facilities	0.32
iii) Equipments	0.56
iv) Others	0.093
Total:	0.973

Criterion – V

5. Student Support and Progression

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

5.2 Efforts made by the institution for tracking the progression Regular monitoring of student's progress is conducted by the administration

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3129	xx	xx	xx

(b) No. of students outside the state Exact Data not available

(c) No. of international students NIL

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2972	327	05	00	00	3304	2745	368	15	00	01	3129

Demand ratio = 15:1 Dropout %

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

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations

DATA NOT AVAILABLE

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

5.6 Details of student counselling and career guidance

SOME SERVICE PROVIDERS FREQUENTLY VISITED OUR INSTITUTION FOR COUNSELLING & CAREER GUIDANCE

No. of students benefitted

6

5.7 Details of campus placement – NA**5.8 Details of gender sensitization programmes:**

NIL

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events**

State/ University level

30

National level

2

International level

0

No. of students participated in cultural events

State/ University level

5

National level

1

International level

0

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

Sports: State/ University level

4

National level

1

International level

0

Cultural: State/ University level

1

National level

1

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	48	According to their requirement
Financial support from government	234	According to their requirement and transferred to their account
Financial support from other sources	0	
Number of students who received International/ National recognitions	0	

5.11 Student organised/initiatives

Fairs: State/ University level

1

National level

0

International level

0

Exhibition: State/ University level

1

National level

0

International level

0

5.12 No. of social initiatives undertaken by the students

2

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To propagate the knowledge among the different strata of the society

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

NOT APPLICABLE

6.3.2 Teaching and Learning

INTRODUCTION OF ENVIRONMENT RELATED STUDIES

6.3.3 Examination and Evaluation

DEPARTMENTAL CLASS TESTS, MID TERM TESTS, ETC

6.3.4 Research and Development

MINOR & MAJOR RESEARCH PROJECT

6.3.5 Library, ICT and physical infrastructure / instrumentation

WELL EQUIPPED LIBRARY PROVIDED WITH ICT EQUIPMENTS

6.3.6 Human Resource Management

- Support for skill-development of the staff and faculty through training programmes.
- Career Advancement Scheme/Professional development through promotion to higher scales
- Encouragement provided to the faculty to join Academic Staff College Programmes.
- Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities
- Sanction of leave to the faculty members for advanced study, research, participation in seminars, conferences, workshops, etc.
- Appraisal of the staff and teachers to improve teaching/ research/service
- Provision of infrastructural facility for both teachers and the students

6.3.7 Faculty and Staff recruitment

AS PER DIRECTIVES FROM GOVT OF WEST BENGAL

6.3.8 Industry Interaction / Collaboration

Some interprenures are coming to meet with our students for selecting their prospective employees

6.3.9 Admission of Students

ON LINE & MERIT BASED

6.4 Welfare schemes for

Teaching	STAFF BENEVOLENT FUND & COOPERATIVE
Non teaching	
Students	WELFARE FUND STUDENS' AID FUND, etc.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

AS PER UGC GUIDELINE & UNIVERSITY STATUTE

6.11 Activities and support from the Alumni Association

ALUMNI MEET, SOCIAL GATHERING & FRUITFUL COORDINATION AMONG STAKE HOLDERS

6.12 Activities and support from the Parent – Teacher Association

NO SUCH ASSOCIATION EXISTS

6.13 Development programmes for support staff

Regular training & instructions from the college & university

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

ORGANIZATION OF REGULAR ENVIRONMENTAL AWARENESS PROGRAM

Criterion – VII

7. Innovations and Best Practices

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

1. The college website will be revamped and a new web address may be generated
2. Initiative will be taken to post regular updates
3. All stakeholders will be encouraged to follow the updates on a regular basis
4. All institutional purchases will be notified in the website

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

1. The college website is revamped and a new web address was generated
2. Authority post regular updates of college related activities
3. All stakeholders are encouraged to follow the updates on a regular basis
4. All institutional purchases were notified in the website

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

- 1) We are registered in PFMS Scheme under Govt. of India.
- 2) Introduction of total on-line admission process, starting from submission of application forms, publication of merit lists and deposition of fees of selected candidates.
- 3) Establishment of Community College

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

7.4 Contribution to environmental awareness / protection

Yes – All students are submitting a project on environment to complete their degree. In addition, students of Bio Science departments are participating in various environmental awareness programmes in and around their residence and various protected areas

7.5 Whether environmental audit was conducted?

NO

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

YES (ANNEXURE – I)

8. Plans of institution for next year

INTRODUCTION OF MODERN ICT BASED PROGRAMMES

Name - DR. TAPAN KR. GHOSH

Name - DR. SITAL PRASAD CHATTOPADHYAY

Tapan kr Ghosh

Sital prasad Chattopadhyay

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Post NAAC Initiatives & SWOT Analysis

Observation of last NAAC Peer team

1. The progress made by the college since its inception in 1881 and by its ability and determination to translate its vision and goals of advancement of knowledge and learning, spread of education and inculcation of values - moral, ethical and social, into reality in the pursuit of all-round physical and mental growth of students, by amalgamating knowledge on science and society.
2. Establishment of collaborative links with firms like M/s. Brainware, NUT, Kotak Mahindra. etc. which enhances the competency as well as employability status of the students.
3. Efficient management of the Library for its proper maintenance and use by the students and teachers.
4. Regular publication of the updated prospectus and the academic calendar every year and providing those to the students at the beginning of the academic session.
5. Effective functioning of the Students' Aid Fund thus providing financial help by way of freeships, waiver of university examination fees, etc. to the poor and needy

students.

6. Hosting a website of the College for the benefit of all the stake holders and the public.

Suggestions and recommendations of the last NAAC Peer team

While appreciating the efforts of the college, the following suggestions/areas of concern may be considered by the college authorities for its growth and development.

- i) The college may introduce contemporary relevant job-oriented certificate/short-term/diploma courses in consultation with business and industry sector. The courses may be Computer Applications, Advertising and Public Relations, Journalism and Mass Communication, Food Processing, Biotechnology, Secretarial and Office Practices, Marketing Management, Tourism and Travel Management and other such courses which have region specific relevance
- ii) The college should take immediate steps for the possession of the old Hostel Building which is lying unused and renovate it so that some existing courses and also new courses can be introduced there. The governing body has to pursue the matter at the government/any other appropriate level without any further delay.
- iii) The college should provide remedial courses for the weaker students so as to increase their ability in learning, For this purpose, the college can approach UGC for financial assistance under the 'remedial courses' scheme.
- iv) Faculty members should be encouraged to undertake more research projects funded by various agencies like UGC, CSIR, ICSSR, AICTE, DST, etc.
- v) Career Guidance Cell and Grievance Redressal Cell should be made operative and functional.
- vi) College may approach the University of Calcutta and other appropriate authorities for establishment of NSS and NCC units in the college.
- vii) The college may initiate steps for the organisation of State level and National Seminar, Conferences and Workshops on a regular basis. The UGC and other agencies can be approached for funding through the College Development Council of the University of Calcutta.
- viii) More computer terminals should be provided in the Library.
- ix) The self-appraisal and other appraisal mechanisms of teachers and non-teaching staff need to be introduced in the light of UGC and affiliating university guidelines.

- x) The college may approach UGC for augmentation of computer facilities by establishing a Central Computer Centre with Internet connectivity for the staff and students.
- xi) Students' feedback should be utilised to make the teaching-learning process more effective
- xii) The college must initiate steps for the introduction of post graduate courses in a phased manner after augmenting infrastructural facilities
- xiii) Use of audio-visual gadgets in classroom teaching should be encouraged and provisions should be made by the college.
- xiv) Accounts and auditing needs immediate attention by the college administration
- xv) The Alumni Association which has been revived recently can be made more functional, thus helping the college raise funds and otherwise.
- xvi) Steps should be taken to identify the reasons for high dropout and find solution to reduce the same

Actions taken by the college authority

- i) The college has introduced contemporary relevant job-oriented diploma courses in under the Community College Scheme of UGC-MHRD. The courses includes Media and Communication technology, Tourism and Travel Management
- ii) The college has taken steps for the possession of the old Hostel Building. The governing body has pursued the matter at the Government and University level. University has given clearance for the possession. The matter is now on the board of Government of West Bengal, which is yet to be released.
- iii) The college approached UGC for financial assistance under the 'remedial courses' scheme. UGC sanctioned a fund, but due to some unavoidable reasons the fund has to return.
- iv) Faculty members of Zoology Department and Commerce Department applied for the Major and Minor research projects of UGC. Two Major Research Project has been sanctioned in Zoology Department by the UGC.
- v) Career Guidance Cell and Grievance Redressal Cell are operative and functional. Moreover, a ICC Committee is formed under the guidance of Bishakha Recommendation.
- vi) College has already approached the University of Calcutta for establishment of NSS units in the college. It is yet to be sanctioned.

- vii) The college has taken steps for the organisation of State level and National level Seminar, Conferences and Workshops. The steps were not sufficiently strong and ultimately no result was yielded.
- viii) More computer terminals were be provided in the Library.
- ix) The self-appraisal and other appraisal mechanisms of teachers have introduced in the light of UGC and affiliating university guidelines, because the promotion of teachers required that report. The self-appraisal and other appraisal mechanisms for non- teaching staff are yet to be introduced.
- x) The college has already approached UGC and Government of West Bengal for augmentation of computer facilities and establishing a Central Computer Centre with Internet connectivity and a Smart Class Room for the students and staffs.
- xi) Students' feedback are utilised in some departments to make the teaching-learning process more effective, but in the college as a whole is not yet introduced.
- xii) The college has taken steps for the introduction of post graduate course in Zoology Department
- xiii) Teachers are using audio-visual gadgets in classroom teaching in a regular basis in most of the science departments, especially in biological sciences.
- xiv) College maintenance software is installed by the college administration, which includes Accounts and auditing software.
- xv) The Alumni Association 'EXCITIGEN', is very much functional and helping the college in various ways.
- xvi) Steps have been taken to identify the reasons for high dropout and solution to reduce the same is practiced.

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