



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	CITY COLLEGE
Name of the head of the Institution	Dr.SITALPRASAD CHATTOPADHYAY
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	+919123681828
Mobile no.	9433460546
Registered Email	principal.citycollege@gmail.com
Alternate Email	iqac@citycollegekolkata.org
Address	102/1, RAJA RAMMOHAN SARANI
City/Town	Kolkata
State/UT	West Bengal
Pincode	700009
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. TAPAN KUMAR GHOSH
Phone no/Alternate Phone no.	03324067838
Mobile no.	9231864656
Registered Email	iqac@citycollegekolkata.org
Alternate Email	principal.citycollege@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.citycollegekolkata.org/AOAR/2016-17/20230729_AOAR_2016-2017.pdf">http://www.citycollegekolkata.org/AOAR/2016-17/20230729_AOAR_2016-2017.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://www.citycollegekolkata.org/academic_calendar/CU_Academic_Calendar_2017-18.pdf">http://www.citycollegekolkata.org/academic_calendar/CU_Academic_Calendar_2017-18.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	78.5	2007	09-Feb-2007	08-Feb-2012

### 6. Date of Establishment of IQAC

26-Aug-2014

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

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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
No Data Entered/Not Applicable!!!				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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

0

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

No

Upload the minutes of meeting and action taken report

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**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)**

IQAC coordinated with different departments for arranging institution level seminars, guest lecture sessions, and apprising the latest advances in their respective fields of study. However, the functions of IQAC were withheld from November, 2017 as per a Government Notification dissolving our Governing Body.

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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
Several activity programmes / awareness programmes were proposed: 1) Career counselling, 2) Health awareness 3) Environment consciousness 4) energy conservation, etc.	the functions of IQAC were withheld from November, 2017 as per a Government Notification dissolving our Governing Body.

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14. Whether AQAR was placed before statutory body ?	No
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:	No
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

1. At the beginning of each academic session, college prepares its proposed academic calendar, according to the notices and circulars received from the affiliating University, which is uploaded in the college website. 2. Routine committee of the college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. 3. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. 4. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 5. Along with the traditional chalk and talk method, teachers also use power-point projections during the lectures. Recently. On-line teachings have also been introduced. 6. Class tests/surprise tests and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 7. Field tours are organized by Departments of Physiology, Botany, Zoology as per the prescribed curriculum. 8. Interactive sessions with students and, sometimes with guardians are held to identify problem areas.

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
NIL	Nil	Nil	Nil	Nil	Nil

**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
BCom	B.Com. Honours and General (Commerce)	03/07/2017

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

	Certificate	Diploma Course
Number of Students	0	0

### 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
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Dept. of Zoology, Botany and Physiology organised Field trips according to their syllabus requirements	139
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
NO FEEDBACK OBTAINED

## 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	Hons and General	430	3515	275

BSc	Hons and General	450	4550	423
BCom	Hons and General	630	4261	390
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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
2017	1088	0	62	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
84	54	4	1	1	2

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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The needs of the students in terms of knowledge and skills are assessed by the faculty members through reviewing the past academic and other relevant records of the students. At the very beginning of the course, the faculty members suggest each and every student about their future course of studies. If any student wants to change their combination of subjects and change of subjects, they are allowed. University of Calcutta provides Academic Calendar at the commencement of every session which consists of relevant information about tentative dates of course commencement, exam schedules. Other college activities like Sports Day, internal assessments, and all the co-curricular activities are prepared in accordance with University Calendar. The time table is designed for all the courses and is distributed amongst the faculty members of every department. The lesson plan is prepared in accordance with this timetable which in turn helps in the scheduling of classes. The faculty members maintain work diaries to record their individual work and they also create evaluation blueprints. In a few subjects, the question bank is created by the faculty members. Students are free to talk in any topic of their choice in different languages. B. Interactive sessions are conducted in the classroom amongst the students to nurture their critical thinking. Teachers involved the students to participate actively in the organization of all academic, curricular and co-curricular activities. Computers with internet facilities are available to all teachers and students, who are admitted. B. Wi-Fi and reprographic facility are used by the teachers as teaching aid. C. The library has subscription of INFLIBNET which allows faculties as well as students to get access to e-journals. Students are encouraged to take part in seminars and workshops. The teachers, apart from regular teaching, are always available for providing guidance to the students in addition to the class hours, as and when required. Students are always free to clarify their doubts. Tests and assignments are a regular part of the academic plan so as to keep a track of the students 'skills in terms of knowledge. On personal level, teachers provide guidance to students for higher studies, which Universities to apply and prospects for such studies in different subjects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3026	62	1 : 49

## 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
85	62	23	6	42

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

City College is obligated to carry out the exam -related directives as issued by the parent-university i.e. University of Calcutta from time to time. However, the College follows a robust mechanism of internal assessment through regular classes and tutorials.

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

Academic calendar of University of Calcutta was followed in toto.

## 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)

No Data Entered/Not Applicable !!!

### 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
08 and 11	BA	Hons. and General	82	48	58.53
09 and 12	BSc	Hons. and General	132	99	75
10 and 13	BCom	Hons. and General	217	114	52.53

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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
Major Projects	1095	SERB-DST	3250000	Nil

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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
0		

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
0	Nil	Nil	Nil	Nil

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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
0	Nil	Nil	Nil	Nil	Nil

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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)
International	BOTANY	1	Nil
International	PHYSIOLOGY	2	Nil
National	CHEMISTRY	1	Nil



National	ECONOMICS	1	Nil
International	ZOOLOGY	4	Nil
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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
ENGLISH	1
SANSKRIT	1
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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	6	19	10	9
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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
0	Nil	Nil	Nil
No file uploaded.			

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
0	Nil	Nil	Nil
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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
0	Nil	Nil	Nil	Nil
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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
0	Nil	Nil	Nil
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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
0	Nil	Nil	Nil	Nil	Nil
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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
0	Nil	Nil	Nil
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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
17.25	17.25

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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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#### 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
Nil	Nil	Nil	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	45193	Nil	17	14400	45210	14400
Reference Books	1831	Nil	5	5485	1836	5485
Journals	9	9588	Nil	Nil	9	9588
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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
No Data Entered/Not Applicable !!!			
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	60	3	3	11	0	10	50	125	0
Added	0	0	0	0	0	0	0	0	0
Total	60	3	3	11	0	10	50	125	0

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

125 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
No Data Entered/Not Applicable !!!	

#### 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	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
2.31	2.31	0.38	0.38

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)

The College authority provides timely assistance as and when required for the proper maintenance and utilization of physical, academic and support facilities. All Laboratories of the Physical and Life Sciences, including the IT Lab are run for the benefit of the Departments of Commerce and Economics, and are maintained by the respective departments. The Departments provide the College authority with the requisition for equipment of their choice deemed vital for teaching and learning. The Principal considers all such requisitions on a case by case basis and the same are sent to the Finance Committee for a feasibility study. Teaching and Non-Teaching Staff worked tirelessly to keep the administration on an even keel. This included disbursing of funds, keeping of records, and conducting long pending cases of CAS under these extraordinary circumstances.

<http://www.citycollegekolkata.org/>

## 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
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	KANYASHREE	84	2100000
b) International	NA	0	0

[View File](#)

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
NA	Nil	Nil	Nil

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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
Nil	NA	Nil	Nil	Nil	Nil

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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
NA	Nil	Nil	Nil	Nil	Nil
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### 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
2018	1	BSC (H0)	Mathematics Hons	Jadavpur University	MCA
2018	1	BSC (H0)	Botany Hons	University of Calcutta	MSc
2018	1	BSC (H)	Chemistry Hons	University of Hyderabad	MSc
2018	4	BSC (H)	Zoology Hons	University of Calcutta	MSc
2018	1	BSC (H)	Zoology Hons	Sister Nivedita University	LLB
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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
NET	4
SET	1
GATE	1
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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
NONE	Nil	Nil
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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
Nil	NA	Nil	Nil	Nil	Nil	Nil
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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)

City College has an active and engaged Student Union (Council) that plays a significant role in decision-making processes related to the welfare of the students. Student Union represents all the students of the institution, which is essential for ensuring that students voices are heard and considered. The fact that the Student Union collaborates closely with the College administration and faculty members to organize cultural programs like the Freshers welcome, Annual College Social, and the annual College Fest Shangrila shows a healthy relationship between the students and the college authorities. This collaboration is vital in creating a vibrant and inclusive campus culture. Moreover, the involvement of students in various key administrative committees, such as the College Governing body, Academic Sub-committee, Sports Committee, Cultural Committee, and other vital committees of the college, highlights the colleges recognition of the importance of student representation in decision-making processes. Its commendable that students are also part of the IQAC Core Committee, indicating their involvement in quality assurance and institutional improvement processes. The Student Councils involvement in social responsibilities such as organizing annual Blood Donation Camp, promoting a green and clean campus, and collaborating with the Anti-Ragging Cell to ensure a safe and peaceful campus life, showcases their commitment to community service and student wellbeing. Overall, the Student Unions active involvement in various aspects of campus life and their commitment to social responsibilities is commendable. They serve as a vital bridge between the student body and the college administration, contributing to a vibrant and inclusive learning environment.

#### 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) As a Head of the Institution the Principal provides leadership in creating a positive working environment and implements the government policies. He is

the key person in developing the organizational structure, formulating and implementing the strategy of development through the various committees and Governing Body. The Principal is also Chairperson of all committees and sub-committees. He regularly meets with teachers, non-teaching staff and students through meeting of these committees. As an outcome of these meetings strategic plans of the institution are developed. (2) The Governing Body is the highest administrative body of the college, with the Principal as the secretary and representatives from Teaching, Non Teaching, Students and External Members. All governance and administrative related decisions, like college infrastructure development, financial management, academic affairs, admission etc. are taken by the Governing Body.

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	We follow the curriculum of Calcutta University as our college is affiliated to this university.
Teaching and Learning	In addition to traditional mode of teaching, the college uses multimedia applications, fieldwork, seminars, projects, etc. as teaching aids.
Examination and Evaluation	Departmental Class Tests, Internal Assessments, Tutorial/Project Evaluations, Laboratory exams, and Annual Exams are Conducted under CU UG mode of studies.
Research and Development	Minor and Major Research Projects are going on under UGC and SERB-DST in our College
Library, ICT and Physical Infrastructure / Instrumentation	Well-equipped Library provided with ample on-line resources , Conversion of bibliographic data from SOUL1 to Koha Software , The Library is a member of UGC N-List Consortium.
Human Resource Management	Support is provided for skill-development of staff and faculties through training programmes, Career Advancement Scheme/Professional development through promotion to higher Scale is provided, Encouragement provided to staff and faculties to join Academic Staff College Programmes, Encourage the staff and faculties to participate in various activities recognized by UGC, State Govt. and Universities, Leave is sanctioned to the faculty members for advanced studies, research, participation in Seminars, conferences, workshops, etc., Appraisal of the staff and teachers to

	improve teaching/ research/ service, Welfare measures is taken for staff and faculties.
Industry Interaction / Collaboration	Occasional visits of Companies /Industries are conducted by for career advancement Related awareness programmes and placement for our students.
Admission of Students	On the basis of Merit as per the rules of CU.

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

E-governance area	Details
Student Admission and Support	Online admission is provided, online supports are provided on various issues of students.

**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>						
No file uploaded.						

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
Orientation Programme	2	30/01/2018	26/02/2018	28
Orientation Programme	1	01/02/2018	28/02/2018	28
<a href="#">View File</a>				

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

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
17	17	0	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group insurance, Staff Benevolent Fund and Cooperative Society	Group insurance, Staff Benevolent Fund and Cooperative Society, Festival Advance	Free Studentship, Government Scholarships like Kanyashree, Swami Vivekananda Merit cum Means Scholarship and Post-Matric and TSP Scholarship Programme for students of minority community

### 6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits at regular interval. The accounts of the college are audited regularly as per the government rules. The college has a separate dedicated Committee for keeping records of expenditure from Government Development grants and other grants. Receipts including vouchers for payment made are checked thoroughly and tallied with the corresponding order copy. They are then subsequently audited by the Government enlisted auditor at the end of the financial year. After the financial audit, the report is then sent to the management (Governing Body) for review and then finally they are sent to the Government. The college also files income tax returns every year within the stipulated time.

#### 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
NIL	0	NA
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#### 6.4.3 – Total corpus fund generated

0
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### 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	Null	No	Null
Administrative	No	Null	No	Null

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

The College do not have any Parent -Teacher Association. However, some departments hold meeting with parents, to provide them feedback about the progress and drawback of their wards.

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

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

a) Plastic free environment b) Digitization of Library c) Trying for postgraduate course step by step once the unutilized hostel building is released and handed over to the College authority by University of Calcutta.

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
No Data Entered/Not Applicable !!!					
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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
NA	Nil	Nil	Nil	Nil

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
NIL, No such Alternate source of Energy

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

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
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	Nil

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

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil
No file uploaded.			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The College does not allow any vehicles to enter its premises.
2. Access to the College building is limited to those who are part of the campus through a single gate. To ensure security, unauthorized individuals are not permitted to enter the premises.
3. The institution regularly maintains a small playground inside the campus.
4. The Calcutta Municipality is responsible for cleaning waste products on a regular basis.
5. The administrative sections are conveniently located on the same level, enabling students and staff to utilize their academic hours efficiently.

## 7.2 – Best Practices

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

Best Practice :1 Carrying the rich legacy and fostering an inclusive environment to the students for future motivation. 1. Title of the Practice: Carrying the rich legacy and fostering an inclusive environment for the students for future motivation. 2. Objectives of the Practice: City College has carrying 135 years of the rich legacy and it is one of India's historic institutions and played an important part in the aftermath of the nineteenth-century Bengal Renaissance. The combination of tradition and modernity, legacy and technology, as well as history and vision has established the college as a noteworthy educational institution in the country. This has led to an Indian Diaspora across the globe. 3. The Context: The phrase Brahma Samaj literally means the society of the worshippers of the One True God. Brahma means one who worships Brahma, or the Supreme Spirit of the universe, and Samaj means a community of men. The Brahma Samaj, therefore, represents a body of men who are struggling, to establish the worship of the Supreme Being in spirit as opposed to the prevailing idolatry. The movement was started on the 20th of August, 1828, by Raja Rammohun Roy and his friends by opening a place for public worship on the Chitpore Road in Calcutta, and was duly and publicly inaugurated in January, 1830, by the consecration of the first house of prayer, now known as Adi Brahma Samaj. The Sadharan Brahma Samaj was formed in a public meeting of Brahmans held in the Town Hall of Calcutta on 15th May 1878, 2nd Jaishta 1284 of the Bengali Calendar. A letter from the venerable Maharshi Devendranath Tagore communicating his blessings and prayer for the success of the new Samaj was read in the meeting. At the time of its foundation, the Sadharan Brahma Samaj was headed by three men universally esteemed in Brahma society for their high moral character. They were Ananda Mohan Bose, Shibchandra Deb and Umesh Chandra Datta. Of those three Ananda Mohan Bose was the youngest, scarcely more than 31 years at the time, yet he was placed at the head of affairs. Thus the Sadharan Brahma Samaj was launched into existence with these three distinguished men as its leaders. City College has 135 years of history as a Brahma Samaj educational institution. 4. The Practice: City College, Calcutta is a name in intelligentsia to boastfully enjoy the glory of the Bengal Renaissance which enlightened the entire country. Over the years, City College has been home to some of the brightest minds in India. Some of the notable alumni of the college include Shri Akhil Niyogi (Bengali Writer and Editor), Shri Bankim Ghosh (Bengali Actor and Theatre personality), Shri Barun Sengupta (Founder and Editor of Bartaman Newspaper), Shri Budhindranath Delihial

Bhattacharya (Lexicographer, Author, dramatist and tea planter), Shri Haradhan Bandopadhyay (Actor), Shri Jibanananda Das (Bengali Poet and Writer), Shri Laxminath Bezbarua (Assamese Writer and Poet), Shri Mohit Chattopadhyay (Playwright, Screenwriter), Shri Muhammad Shahidullah (Linguist), Shri Pran Ranjan Sengupta (Mathematician and Scientist), Shri Rajanikanta Sen (Poet, Composer), Shri Samir Roychoudhury (Poet, Writer), Shri Satyendra Chandra Mitra (Freedom Fighter, Politician), Shri Shakti Chattopadhyay (Poet), Shri Soumitra Chatterjee (Actor), Shri Subhankar Chattopadhyay (Indian Filmmaker, Scriptwriter, Creator of Non-Fiction shows), Shri Sunil Kanti Roy (Managing Director of Peerless Group and Padma Shri Awardee), Swami Shuddhananda (Former President of the Ramakrishna Mission).

5. Evidence of Success: Along with the skys full of notable alumni, a few recent outstanding distinguished achievements of our alumni are Dr. Birendra Nath Mallick (Neurobiologist, Shanti Swarup Bhatnagar Laureate, 2001), Dr. Bhaskar Saha (Immunologist, Shanti Swarup Bhatnagar Laureate, 2009), Dr. Pradyut Ghosh (Shanti Swarup Bhatnagar Prize for Science and Technology, 2015)

6. Problems Encountered and Resources Required: It would be beneficial to organize additional seminars, workshops, and student extension programs with our alumni to strengthen our collaboration. Additionally, we should aim to enhance networking opportunities for alumni and cultivate stronger relationships between them and our institution.

Best Practice- 2. Memorial awards and Lectures by alumni to motivate our students

1. Title of the Practice: Memorial awards and Lectures by alumni to motivate our students

2. Objectives of the Practice: Dr. J. N. Mukherjee Memorial Award and the N. M. Basu Memorial Award is the notable activities is the college. These honours are given to outstanding students in the field of Zoology and Physiology. The objective of these awards and alumni lectures is to educate our students about the ideas of Dr. J. N. Mukherjee and N. M. Basu, followed by a scientific presentation about contemporary advances in science and technology to enhance our students.

3. The Context: City College of Kolkata, strongly upholds the practice of organizing regular seminars and lectures. The lectures by alumni help the students to build their confidence, improve their communication skills and to motivate and encourage them to develop a scientific temperament. The teachers and students equally participate in an open discussion that creates a homely environment for an enriching exchange of knowledge and generation of new ideas, comprehending the challenges in today's scenario followed by sharing their experiences and success story during their student era at City College. The awards and the enriching lectures not only motivate our students but also all staff members of the college. The Awards and Alumni lectures assist students acquire confidence, strengthen their communication abilities, motivate and urge them to acquire a scientific temperament. Teachers and students participate equally in an open discussion that fosters an enriching exchange of scientific knowledge and the generation of new ideas, comprehending the challenges in today's scenario, followed by sharing their experiences and success stories from their time at City College. The prizes and fascinating lectures not only stimulate our students but also all of the colleges staff members.

4. The Practice: 1. Dr. J. N. Mukherjee memorial award (Dept. of Physiology): Annual prize distribution ceremony of the department and scientific lecture in the memory of Dr. J. N. Mukherjee, founder and Ex-head of the Department of Physiology. Dr. J. N. Mukherjee memorial award (a silver medal) is conferred to the student of Physiology honours securing the highest marks in his/her honours subject in the final examination. The memorial lecture is delivered by an eminent scientist mostly an ex-student of the Physiology department.

2. N. M. Basu Memorial Award (Dept. of Zoology): The Department of Zoology encourages students by awarding N. M. Basu Memorial Merit Award in the form of a certificate and cash prize since 2012, for securing the highest marks in Zoology Honours of Calcutta University from this college. The first recipient of the award is Sri Satadal Adhikary, who stood second in the University of Calcutta in Zoology Honours.

5. Evidence of Success: Name of the

Recent N. M. Basu Memorial Merit Award recipient is Debakreeto Ghosh (2017) Koustav Mukherjee (2018) and the recipient of Dr. J. N. Mukherjee memorial award is Annesha Basu (2017) Parijat De (First), Swagata Kundu (Second) and Bidisha Banerjee (Third) in 2018. 6. Problems Encountered and Resources Required: Such kinds of initiatives are should be implemented by every department in field of arts science and commerce.

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

[http://www.citycollegekolkata.org/AOAR/2017-18/20230729\\_7.2.1\\_Describe\\_at\\_least\\_two\\_institutional\\_best\\_practices.pdf](http://www.citycollegekolkata.org/AOAR/2017-18/20230729_7.2.1_Describe_at_least_two_institutional_best_practices.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

City College boasts of a rich heritage as an educational institution under the Brahma Samaj. The Brahma Samaj was founded in Kolkata in 1828 by Raja Ram Mohan Roy and had considerable success with its programs of social reform. Over the years, City College has been home to some of the brightest minds in India. Some of the notable alumni of the college include Shri Akhil Niyogi (Bengali Writer and Editor), Shri Bankim Ghosh (Bengali Actor and Theatre personality), Shri Barun Sengupta (Founder and Editor of Bartaman Newspaper), Shri Bhaskar Saha (Immunologist, Shanti Swarup Bhatnagar Laureate), Shri Birendra Nath Mallick (Neurobiologist, Shanti Swarup Bhatnagar Laureate), Shri Budhindranath Delihial Bhattacharya (Lexicographer, Author, dramatist and tea planter), Shri Haradhan Bandopadhyay (Actor), Shri Jibanananda Das (Bengali Poet and Writer), Shri Laxminath Bezbarua (Assamese Writer and Poet), Shri Mohit Chattopadhyay (Playwright, Screenwriter), Shri Muhammad Shahidullah (Linguist), Shri Pran Ranjan Sengupta (Mathematician and Scientist), Shri Rajanikanta Sen (Poet, Composer), Shri Samir Roychoudhury (Poet, Writer), Shri Satyendra Chandra Mitra (Freedom Fighter, Politician), Shri Shakti Chattopadhyay (Poet), Shri Soumitra Chatterjee (Actor), Shri Subhankar Chattopadhyay (Indian Filmmaker, Scriptwriter, Creator of Non-Fiction shows), Shri Sunil Kanti Roy (Managing Director of Peerless Group and Padma Shri Awardee), Swami Shuddhananda (Former President of the Ramakrishna Mission).

Provide the weblink of the institution

[http://www.citycollegekolkata.org/AOAR/2017-18/7.3.1\\_17-18\\_DISTINCTIVENESS.pdf](http://www.citycollegekolkata.org/AOAR/2017-18/7.3.1_17-18_DISTINCTIVENESS.pdf)

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

To aim for autonomy regarding curricula framing and examination pattern. To introduce Post Graduate Courses step by Step