



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>CITY COLLEGE</b>
• Name of the Head of the institution	<b>DR. SITALPRASAD CHATTOPADHYAY</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03323506505</b>	
• Mobile No:	<b>9433460546</b>	
• Registered e-mail	<b>principal.citycollege@gmail.com</b>	
• Alternate e-mail	<b>iqac.citycollegekolkata@gmail.com</b>	
• Address	<b>102/1, RAJA RAMMOHAN SARANI</b>	
• City/Town	<b>KOLKATA</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>700009</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	Calcutta University				
• Name of the IQAC Coordinator	DR. TAPAN KUMAR GHOSH				
• Phone No.	03324067838				
• Alternate phone No.					
• Mobile	9231864656				
• IQAC e-mail address	iqac.citycollegekolkata@gmail.com				
• Alternate e-mail address	principal.citycollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.citycollegekolkata.org/AQAR/AQAR_2019-20.pdf">http://www.citycollegekolkata.org/AQAR/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">NA</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.5	2007	09/02/2007	08/02/2012
<b>6.Date of Establishment of IQAC</b>			26/08/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			0		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			No		

uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Preparation for 2nd Cycle NAAC accreditation. Organizing seminars for benefit of the students and teachers. Generation of awareness among faculty members regarding different methods of on-line teaching during pandemic situation. Proper instruction and direction about various avenues for teachers' future improvement was given by IQAC, like API score, CAS etc.	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
Preparation for 2nd cycle NAAC accreditation	Preparation is in progress
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	27/02/2022
<b>Extended Profile</b>	

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>18</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>904</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>532</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>607</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>72</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>85</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	65
4.2 Total expenditure excluding salary during the year (INR in lakhs)	205000
4.3 Total number of computers on campus for academic purposes	44
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The following policies are adopted to implement delivery of the curriculum in a well-planned manner and to maintain its proper documentation:</p> <ol style="list-style-type: none"> <li>At the beginning of each academic session, the college prepares its proposed academic calendar, according to the notices and circulars received from the affiliating University, which is uploaded in the college website.</li> <li>A master routine is prepared at the beginning of each Academic session and the same is circulated to different departments. Routine is prepared strictly in accordance with the number of credit points mentioned in the prescribed syllabus of each course offered by the departments.</li> <li>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. A special time-table for online classes for all subjects is prepared and the</li> </ol>	

same is notified to the students through the College website.

4. Based on the respective teaching assignments, 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 electronic teaching aids effectively to enhance the quality of classroom teaching. Recently, during the pandemic, an extensive on-line teaching plan for all subjects, using digital platforms like Google Meet, Google classroom and Zoom etc. has been adopted to cater to the needs of the students.

6. The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners. 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 and surveys are regularly organized by various Departments to fulfil the curricular requirements and to promote the interest of the learners.

8. Teachers are always ready to reach out to students if there is any need for counselling (academic or otherwise) even beyond the prescribed teaching hours.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

City College being an Under Graduate institution affiliated to University of Calcutta follows the academic calendar of the affiliating university and undertakes continuous internal assessment programmes through tutorials and internal examinations as instructed by the University of Calcutta for students of all semesters.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**NA**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<b>No File Uploaded</b>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)****NA**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****NA**

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**



0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NA</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1510**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**232**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the level of learning of students through regular classes and question-answer sessions. More than the old form of rote learning, emphasis is placed on their level of understating and conceptualization that go towards better comprehension of the subject or topic under consideration. Particular care is given to slow-learners through feedback in classes and teachers are always available for answering their queries and correcting write-ups. All departments have their own unique style of student assessment. Lab-based subjects like Physics, Chemistry, Botany, Physiology, Zoology and Commerce (IT) are better equipped to deal with students hands-on vis-à-vis those of Arts and humanities. Yet, teachers from the latter discipline try to make up in human terms what they lack in material and logistical terms.

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
904	71

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college caters to the needs of a diverse category of students

both academically and economically. Therefore, the task of imparting education through student centric approach has to be customized. The students from the upper strata are generally active and their ability to comprehend is generally higher. So, for them the effort of the teacher is much less in boosting their confidence level and encouraging self-reliance. For the students of Laboratory-based science subjects such experiential learning is a part of the learning process in the laboratory--- being a supplementation for the theoretical courses. Students of Commerce stream have their exposure in the IT laboratory. In addition, these students are exposed to unique problems in the laboratory, which they are encouraged to solve with their knowledge base.

Humanities subject teachers take extra care in involving the pupil to their respective subjects in unearthing the intricacy of the discipline. They are encouraged for extensive library work for participative learning.

For the students from the lower strata, both academically and economically, it is a challenging job. First of all, they need constant attention and encouragement. Secondly, being passive recipients, they need morale boosting and innovative pedagogy. Taking care, that they are involved in class lessons and fascinated by the beauty of the discipline.

Overall, the student centric methods are in vogue for all students according to their needs. But, the lacunae remains, as individual needs of the student are unpredictable.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Teachers of City College are adept at the use of ICT. Most of them are proficient in the use of computers and software. All laboratory based subjects have to use computers for teaching and learning. This is particularly true with regard to Physics and Chemistry. The IT lab of the college is used extensively by the Departments of Commerce and Economics ever since the inception of CBCS curriculum. The Department of Mathematics has its own computer

applications laboratory. The pandemic situation proved to be an acid test for the teaching faculty of the college to demonstrate and upgrade their computer skills as the classes had to be conducted online in keeping with the COVID safety norms and restrictions introduced both at the Central and State levels. All course material in addition to teaching and learning had to be conducted online via email and the Google platform. Moreover, university exams had also to be conducted online in the pandemic situation. All these factors made the teaching faculty more proficient in the use of computers and various applications. Overall, the use of ICT by the teachers of the college has proved to be satisfactory as well as a learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

71

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

71

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

987

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College follows a robust mechanism of internal assessment through regular classes and tutorials. As the pandemic situation

stood in the way of physical interaction, online classes were held regularly and students were evaluated on Google Platform on weekly or daily basis depending on the formers' net connectivity in the remote rural areas like the Sunderbans. The teachers tried their utmost to reach out to as many number of students as possible using E-learning resources, and attendance of the students were rigorously maintained to keep tabs on their academic activity. Question and answer sessions were organized to acquaint students with the CBCS syllabi and its contents.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In keeping with the CBCS pattern as adopted by the University of Calcutta and intimated to different colleges (Vide Notification No.CSR/12/18 dated 04.06.2018), City College is obligated to carry out the exam -related directives as issued by the parent-university from time to time. Keeping that in mind, all exams were held in accordance with the CBCS pattern and soft and hard copies of the uploaded marks were preserved. All Internal Examinations were conducted by the different departments of the College with questions prepared from the CBCS Curriculum for both Honours and General Papers. Hard Copies of the Examiners' Statements are preserved for the benefit of teachers and students alike. In certain cases, where there had been erroneous inclusion or exclusion of marks of some candidates, the concerned teachers from different departments took upon themselves the task of approaching the Controller's Section, University of Calcutta, for necessary rectification, with the corresponding marks statements duly signed and forwarded by the Principal. That way, the examinees were immensely benefitted and were spared the travails of losing a year detrimental to their academic and professional careers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As the admission process involves extensive counseling of aspiring students, so teachers from the different streams in Arts, Science and Commerce try their best to acquaint the students with the different options with regard to the latter's choice for subjects. Under the CBCS curriculum, both teaching and learning have become inter-disciplinary and so students with wide-ranging interests in the Sciences and liberal Arts are encouraged to take up the subjects of their choice. There are instances of students going for English Honours and opting for Economics and Political Science as subjects of their preference. There are many aspirants for Masters and Research, and after graduation, the latter seek admission in institutions of repute. Many have also cleared various competitive exams in addition to NET and SET for a teaching career. The College Prospectus provides exhaustive material on different subjects and student intake.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NA</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Teachers from all disciplines try their best to provide students with the latest information, not only in terms of academic attainments, but also about different professional skills essential for a healthy and sustainable career. Besides teaching, students have also opted for other professions like the Civil Services and marketing. The College tries to harness all of its human resources to provide an ideal environment for teaching and learning so as to equip students with life skills for meeting future challenges. Career Counseling and occasional on-campus visits by private concerns like Tata Consultancy Services definitely provides the impetus for choosing career options.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NA</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

607

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[NIL](#)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="http://wbbb.wb.gov.in/">http://wbbb.wb.gov.in/</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

28

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NA

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are several physical classrooms with adequate benches and tables in addition to dais for the teaching faculty. Every classroom is well-ventilated and adequately lit for proper conducting of teaching and learning. The Science Departments like Physics, Chemistry, Mathematics,

Physiology, Zoology and Botany have ample laboratory facilities manned by a dedicated staff to carry out experiments. The Economics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS Curriculum. The laboratory equipments are well looked after by the Teachers and lab attendants alike and the College authority are immediately approached to compensate for deficiencies, if any. No pain is spared to teach the students with the aid of ICT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College occupies a pride of place as far as sports and games are concerned. Annual Sports have been held on a regular basis and the participants have come out with flying colours. "A sound mind in a sound body" is the motto of the College and students are encouraged to participate in all sporting events to the extent possible. In addition to students, faculty members and non-teaching staff have also been eager participants in sporting events and have won prizes. The Pandemic situation during the period 2020-21 not only acted as a spoil sport, but also wreaked havoc on the physical and mental constitution of the teachers and students alike. So, immediately after the College had been re-opened on 03.02.2022, the College authority spared neither time nor effort to conduct an open-air annual sports event in the late afternoon till sundown. It had gone down extremely well. As we recover gradually from the aftereffects of the Pandemic situation, we as a College would try to do all we can to hold the annual sports event on a regular basis for the physical and mental rejuvenation of the teachers, non-teaching staff and students alike.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class,**

LMS, etc.

33

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

2.95

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource**

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

ILMS software name Name of automation (fully or partially) Version Yr of automation KOHA Partially 18 2019

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.06

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

1



File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

As computers and the internet have become indispensable in Teaching and Learning as well as managing the day to day affairs of the College, every effort is made by the College authority to upgrade the IT facilities, including updating of Wi-Fi on a regular basis. Routers have been provided at different points to provide seamless internet services to the students and College Staff, teaching and non-teaching alike. Tenders are called for purchase of computers, software and other accessories and the one with the lowest rate but satisfactory service record is chosen after a prolonged deliberation in the College Governing Body. As the state government has made E-Pension mandatory, so a seamless internet and wi-fi service is essential towards the uploading and sending of data of the superannuated personnel to the Higher Education Department, Government of West Bengal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.95

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 equipments 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. Thereafter, the Governing Body of the College staffed by the Teachers, Non-Teaching and Student Representatives in addition to the external members and the President clear the requisition after considerable deliberation on the same. All vouchers and tender bills are carefully preserved for audit and transparency in transaction.

The Pandemic period threw a veritable challenge to the College as physical contacts could not be made on account of Government Restrictions both at the Central and State levels. Conducting offline meetings was out of question. About 30-35% of the Staff were affected by COVID. Notwithstanding these drawbacks, the College undertook every possible step to conduct day to day functions. Online meetings were held regarding admission and related matters from time to time. The Principal alongside a hand-picked team of 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. The College was also able to conduct the vaccination of all students dated 27.09.2021 by constituting a dedicated team of both Teaching and Non-Teaching Staff, arranged by the Dept of Higher Education and Health, Government of West Bengal. In keeping with the COVID prevention protocols, the College premises were fully and thoroughly sanitized. The College also provided space for vaccinating the students of Vidyasagar College for Women on the scheduled date.

All university and college examinations were smoothly and seamlessly conducted on line in course of the Pandemic keeping in view the academic and professional interests of students. All anomalies with regard to the uploading of marks were immediately attended to and brought to the notice of the College and University authorities alike for expediting the rectification of the same.

Overall, despite the constraints and uncertainty during the Pandemic period, the College spared no pains in doing the needful, keeping in view the interests of all stake-holders, and with high hopes of overcoming the obstacles.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

**Government during the year**

453

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="http://www.citycollegekolkata.org/facilities.shtml">http://www.citycollegekolkata.org/facilities.shtml</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**D. Any 1 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

73

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

7

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

City College has a very active Student Union (Council) which plays significant role in the decision-making process related to the welfare of the students. Student Union (Council) represents all the students who are part of the institution. They successfully organise cultural programmes like Freshers welcome, Annual college Social and annual College Fest "Shangrila" in close collaboration with the College administration and faculty members. The College administration enjoys a healthy relationship with the Students as some of them are part of some of the key administrative committees such as College Governing body, Academic Sub-committee, Sports

Committee, Cultural Committee, and many other vital committees of the college. Student representation in IQAC Core Committee is there. Students are also a part of the Editorial Board of the College Magazine which published annually. Beside that the Students Council also performs several social responsibilities. They organize annual Blood donation Camp. They take key initiatives to promote green and clean campus. They also collaborate with the Anti-Ragging Cell to promote a healthy, safe and peaceful campus life. They also organize the Saraswati puja to revere the Goddess of Learning and Basanta Utsab. However, due to the pandemic situation and series of lockdowns in several sectors including academic institutions in the state and the country created by rise of the COVID-19 disease, some of these events could not be held.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services



<b>NA</b>	
File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	
File Description	Documents
Upload any additional information	No File Uploaded
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Vision-City college is one of the oldest government degree college, its aims to cater to the needs of students belonging to the diverse socio-economic background and City college believes in attaining excellence and lays emphasis on all-round, integrated development of its students (like intellectual, spiritual, emotional). The institution has a well-defined vision and mission to make concrete and dedicated effort for quality and value-based education. For the fulfilment of the mission, the leadership strives to maintain an open and interacting environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formatting. Very well communication between the staff and the authorities is an important feature of this institution. The governance of the college is reflective of the effective leadership as it addresses the needs of students and society.</p> <p>Mission-1. The mission of the college is to provide value-based education for their students and toward grooming the students so that they become key role players in building a culturally sensitive and knowledge-based society. 2. City College promotes equality of education irrespective of social class, cast, gender, religion and economic status. 3. To educate and empower the students while making them suitable for various opportunities in research, higher</p>	

education and employment. 4. To encourage extra curriculum activities with their best effort. 5. The college organizes various seminar, conference, symposia and many more other events for their student. 6. The college make their students as a sensible person and good citizenship.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Upon Decentralization, the institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. Principal is the member secretary of the Governing Body and Chairperson of the IQAC. Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers' Council. Faculty members are given representation in various committees/cells nominated by the Teachers Council, in the Governing body, in the IQAC and other committees. After a fixed tenure, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. General Secretary of the Students Union is the member of governing body. Students are empowered to play important role in different activities. Functioning of different secretaries of students' union further reinforces decentralization. Participative management The Principal, Governing body, Teachers Council. Academic Sub-Committee and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty members are involved in joint research and have quite a good number of published papers. Principal interacts with State Government and external agencies faculty members maintain interactions with the concerned departments

of affiliating University. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related activities and extracurricular activities.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

**Curriculum Development:** We follow the curriculum of Calcutta University.

**Teaching and Learning:** In addition to traditional mode of teaching, the college uses multimedia applications, fieldworks, 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 CBCS mode of studies.

**Research and Development:** Minor and Major Research Projects.

**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 the member of UGCN-List Consortium.

**Human Resource Management:** Support for skill-development of the staff and faculty through training programmes, Career Advancement Scheme/Professional development through promotion to higher Scale, 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 studies, research, participation in Seminars, conferences, workshops, etc., Appraisal of the staff and teachers to improve teaching/ research/ service, Welfare measures for the staff and the faculty.

**Industry Interaction / Collaboration:** Occasional visits are conducted by Companies /Industries for career advancement Related awareness programmes and placement of students.

**Admission of Students:** On the basis of Merit as per rules of CU. The method is fully on-line. Admission Fees are received through Bank.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

**PRINCIPAL**

**GOVERNING BODY**

**SECRETARY**

**IQAC**

**HEAD OF THE DEPARTMENTS**

**COMMITTEES**

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Link to Organogram of the Institution webpage	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Welfare schemes for Teaching: Staff Benevolent Fund and Cooperative Society**

**for Non-teaching: Staff Benevolent Fund and Cooperative Society**

? Employee gets fee Gym facilities ? Teaching and Non-Teaching Staff organizes tour, and sports activities for the staffs ? Faculty development programs (FDP) for faculty members on regular basis ? The management also extends financial assistance to the needy students for pursuing higher education in our institution as per the requirement.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. They enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc.

A few strategies are observed for non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance.

Before the commencement of every financial year, Principal Sir submits a proposal on budget allocation, by considering the recommendations made by the Heads of all the departments, to the management. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. All vouchers are audited by an internal financial committee on yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers.

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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



**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The College Finance and Purchase Committee has to be formed/reformed (as per the UGC guidelines) to meets regularly and prepares strategy for resource mobilization effectively and efficiently with the consent of the Governing Body. The members of the committee will decide the major areas of sources and allocation of funds and need to prepare budget for optimum utilization of resources.

The major sources of funds:

Salary and non-salary grants from State Government.

Financial assistance /Grants received from UGC and other educational sponsoring agencies to meet the expenses to run the college.

Research Project grants.

Scholarships/Grants from government organizations.

Sponsorships to organize major events such as National/State Level Conferences/Seminars/Workshops/Special lectures from sponsors.

Alumni contribution development.

Funds from college fees,Sale of Admission form.

Interest earned on fixed deposits and other savings.

The major areas of allocation of funds:

- Infrastructure augmentation.
- Academic support facilities.
- Amenities to staffs and students.
- Building and campus development and maintenance.
- Miscellaneous expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges. 2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the information received due to implementation of the above two practices, IQAC, post accreditation, has been able to develop a system for conscious,

consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes. Specific Outcomes and Course Outcomes IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc. IQAC promotes the culture of research amongst students by organizing Research Workshops for students. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.citycollegekolkata.org/IOAC_agar.shtml">http://www.citycollegekolkata.org/IOAC_agar.shtml</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

NA	
File Description	Documents
Annual gender sensitization action plan	<a href="#">NA</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">NA</a>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>E. None of the above</b>
File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Proper garbage disposal is a significant and important aspect of any educational institution, especially where a large number of students are involved in several science departments. The college belongs to the jurisdiction of Kolkata Municipal Corporation. So, KMC regularly assists in the timely removal of ordinary waste material from college campuses. Regular cleaning of the college's sewage system has also been made a part of this, as has the use of disinfectants in the sewage system on a regular and timely basis, as advised by the municipal services. College is trying to develop a special infrastructure for chemical waste from the chemistry department's laboratory and the college is also trying to make an agreement with the State Government and other approved agencies for the systemic removal of E-waste.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NA</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

E. None of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

E. None of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The super cyclone Amphan made landfall on May 20, 2020. And Another super cyclone "Yass" landfall Around 09:00 IST on May 26, 2021 in**

Odisha and West Bengal. These two super cyclones were catastrophic tropical cyclones that wreaked havoc on Odisha and West Bengal's coastal districts.

During these storms, significant flooding occurred throughout Kolkata. Thousands of trees and electric poles were uprooted. Kolkata, West Bengal, received about 236-260 mm of rain. The college building was provided as a shelter for the Amphan and Yaas-affected peoples and sufficient food was provided to the affected peoples who took the shelter in the college premise.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

NA

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Year**

**Date**

**Duration**

**Name of the initiatives**

**Issues addressed**

**Number of participation**

2020

15/09/2020

11 a.m. to 1 p.m.

Online seminar on "Career opportunities for the students of political science"

Shared

Knowledge

Participants- 46

2020



05.09.2020

Teacher's Day Celebration

Shared universal values and ethics

Online through YouTube

2020

31.08.2020

2.30 hrs

Sanskrita sahyadisha manavakalyane biswe ahimshayah avadanam

Shared

Knowledge

Participants- 157 & Speaker- 3

2020

05.08.2020

2.30 hrs

The Race to Survival: Indian Economy in Turmoil & A Struggling Sports Sector

Shared

Knowledge

Online,

Participants- 120

2020

25.07.2020

4 hrs

National Webinar on Corona Epidemic, Issue of Identity And Contemporary Hindi Poetry (?????? ??????? ?? ???, ??????? ?? ????? ?? ??????? ??????? ??????)

Shared

Knowledge

Participants- 346, Speaker- 5

2020

24.07.2020

1.30 hrs

National webinar on Foundation of ODE with a Case Study

Shared

Knowledge

Participants- 354 & Speaker- 1

2020

11.07.2020

1.30 hrs.

State level webinar on "Administrative Affairs Thrusting Upon Promotion Of College Teachers / Librarians Under Cas"

Shared professional

Knowledge

Online through YouTube, Registered Participants- 2200

2020

29.06.2020

1.30 hrs

National Webinar on Covid-19 Statistical Physics Modelling of Epidemic Dynamics

Shared

Knowledge

Participants

-92

2020

26.06.2020

3.50 hrs

One-Day National On-Line Seminar on "Covid-19 Pandemic- Challenges and Conquest for Students

Shared

Knowledge

Participants- 1100, Speaker- 2

2020

24 & 25 June 2020

1 hour 30 minutes per day

Inter-college online Quiz, Debate/ Extempore and Crossword puzzle competition.

Students interaction and competition

Online through YouTube, Participants

- 82

<https://youtu.be/IU7kG5Tq9mM>

2020

20 and 21.06.2020

Total 4 hrs

International online Seminar on COVID-19: Pathogen, immunity and hope

Shared

Knowledge

Participants- 249, Speaker- 2

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice :1**

**1. Title of the Practice: During the Covid-19 pandemic**

**2. Objectives of the Practice: For the past couple of years, we've been going through one of the most difficult periods of our lives. Physical separation, mask-wearing, and adherence to COVID-19 procedures became known as "the new normal" around the world. In these conditions, the institution's objectives, in addition to its regular activities, included constantly addressing the new needs of students brought on by the epidemic.**

3. The Context: Due to the onset of the COVID-19 pandemic, West Bengal's educational institutions have been shuttered since March 14, 2020. India's Prime Minister issued a state of emergency across the country, beginning March 25, 2020. All routine activities, including instructional ones, had to be abruptly halted, with just online/virtual mode remaining.

4. The Practice: Due to the global disruption caused by the COVID-19 pandemic, the primary task of an educational institution was to maintain normal academic activities as much as possible, while taking into account the needs and requirements of students, as well as their ability to access internet services, particularly for those living in remote areas. The development of online/virtual classes has needed a thorough understanding of how to conduct online lectures using a variety of platforms and approaches, such as PowerPoint presentations, Google Classroom, and Canva. Apart from classrooms, virtual administrative meetings and activities, as well as webinars on significant and relevant issues, became the standard. During the COVID 19 pandemic, all departments began to function through online classes using Zoom, Google, or Webex platforms, as well as uploading study materials, PowerPoint presentations, or audio lectures to Google Classrooms or WhatsApp groups and sharing them through the college's website. This is the context in which the institution took a bold stride forward and established its imprint. All the faculty members assisted their students in various ways with the goal of bridging the digital divide's barriers and limits.

5. Evidence of Success: The teaching-evaluation procedure was restarted after classes were regularized in the online mode. The institution's academic activities were restored by a series of webinars, virtual events, and online issues of research journals.

6. Problems Encountered and Resources Required: It is difficult for students from economically disadvantaged backgrounds to routinely purchase mobile internet data packs (avg. 1.5 GB per day is required), and they cannot all afford to purchase smartphones, tablets, or PCs. Some settlements on the periphery of the city also lack adequate internet access. The institution lacked the necessary resources to assist the financially disadvantaged. As a result, the online form of instruction was not always beneficial to students from these groups.

Best Practice: 2.

1 Practice title: Social work in the aftermath of Cyclone Amphan and Yaas Cyclone landfall during the COVID 19 Pandemic.

2. Objectives of the Practice: Natural calamities like super Cyclone "Amphan" and "Yass" and the onset of the COVID 19 epidemic upset the usual running of all academic institutions. Our college was determined from the start to get back to normal as soon as possible. As a result, the primary goal was to conquer all obstacles that stood in the way.

3. The Context: Many people lost their jobs during the COVID 19 pandemic's lockdown period. Unorganized sector workers are particularly vulnerable. The majority of them have lost their jobs, access to food, health care, and social security. Educational institutions should step up in this situation to fulfill their social responsibilities. The super cyclone Amphan made landfall in Odisha and West Bengal on May 20, 2020. The super cyclone Amphan was a catastrophic tropical cyclone that wreaked havoc on Odisha and West Bengal's coastal districts. Another super cyclone "Yass" landfall Around 09:00 IST on May 23-28, 2021 at the north of Dhamra Port and south of Bahanaga. Different parts of West Bengal basically on low-lying areas in East Midnapore and West Midnapore, Jhargram, Hooghly, Kolkata and North 24 Parganas and South 24 Parganas were placed on high alert. During these storms, significant flooding occurred throughout Kolkata. Thousands of trees and electric poles were uprooted. Kolkata, West Bengal, received about 236-260 mm of rain.

4. The Practice: Many of our faculty members, as well as non-teaching staff and students, actively participated in various relief initiatives during the lockdown due to the COVID 19 epidemic, Amphan and Yass relief efforts. During these calamities, the college donated rice, pulses, mustard oil, potato, hand sanitizer, and other necessities to 110 low-income people. In addition, the college building was used as a shelter for the affected people and sufficient food was arranged for them who took the shelter.

The college building and its surroundings were badly damaged as a result of the cyclone. The college's initiative to restore the damage is praiseworthy in this context. To restore the damages, a large amount of money was set aside. The college administration, instructors, staff, and students rose with an invincible attitude the day after the Amphan cyclone to overcome all obstacles in the process of rebuilding the college compound, and they also participated in campus cleaning and sanitization programs. The typhoon wreaked havoc on the modest garden on the college's campus

as well.

5. Evidence of Success: The college and its environment were saved thanks to the students' and all the staff members' tireless efforts, and they were able to resume their normal essential operations. The campus's greenery, however, could not be restored.

6. Problems Encountered and Resources Required: Relief and restoration efforts necessitate significant financial resources. As a result, a shortage of resources is a serious issue, yet the college administration has remained steadfast in its commitment to enhancing the infrastructure despite the limited resources available.

Website Link:

[http://www.citycollegekolkata.org/IQAC\\_aqar\\_2020-2021.shtml](http://www.citycollegekolkata.org/IQAC_aqar_2020-2021.shtml)

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is a 141-year-old legacy that has produced a few notable alumni along the way. The institution is one of the oldest in eastern India. Since its foundation, the institute has provided high-quality, all-inclusive education to all elements of society (with no discrimination based on caste, creed, or economic status), thereby nourishing the ambitions of the poor. The institution is located in the center of Kolkata, and it attracts students from all over West Bengal, including the most remote regions, due to its favorable demographic location (within 1km of Sealdah rail station and MG Road metro station). There is 1 overseas student (Bangladeshi) in the college, as well as students from other states.

The institution hosts various webinars, publishes wall magazines, supports student seminar presentations, debates, and parent-teacher meetings, and all departments collaborate for the holistic development of their students. The college meets the academic demands of its students with the oldest well-maintained central library and well-equipped departmental seminar libraries. College offers advanced laboratories, other amenities, and some athletic

facilities. A skilled trainer also gives the students the most up-to-date gymnasium facility.

**Website Link:**

[http://www.citycollegekolkata.org/IQAC\\_aqar\\_2020-2021.shtml](http://www.citycollegekolkata.org/IQAC_aqar_2020-2021.shtml)

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3.2 - Plan of action for the next academic year**

1. We are moving towards a virtual world with this aim college is planning to purchase ane-office management system (ERP) to run smoothly its administrative, academic activities with all its stakeholders.
2. An Official Email ID is also needed for all faculty members for any academic affairs, so the college also has planning to purchase a plan from Google.
3. College have planning to set up a payment gateway for online payment-related activities ex. Collection of admission fees, semester fees, examination fees and other payments.
4. To keep our college clean, prohibiting the chewing of tobacco products on campus and spitting on college walls and corners. A strict policy we need to implement and this stringent policy has substantially will be decreased spoiling on college walls while also improving the aesthetics of this historic and historical structure.