



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<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>9123681828</b>
• Mobile No:	<b>9433460546</b>
• Registered e-mail	<b>principal.citycollege@gmail.com</b>
• Alternate e-mail	<b>iqac@citycollegekolkata.org</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>	
• Affiliated / Constitution Colleges	<b>Affiliated College</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	DR. SUPRITI SARKAR				
• Phone No.	9830671953				
• Alternate phone No.	9433618609				
• Mobile	9830671953				
• IQAC e-mail address	iqac@citycollegekolkata.org				
• Alternate e-mail address	ssarkarzo@citycollegekolkata.org				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.citycollegekolkata.org/documents/AQAR/2022-23/20241219_AQAR_2022_23.pdf">https://www.citycollegekolkata.org/documents/AQAR/2022-23/20241219_AQAR_2022_23.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.citycollegekolkata.org/documents/academic_calendar/Academic_Calendar_2023-24.pdf">https://www.citycollegekolkata.org/documents/academic_calendar/Academic_Calendar_2023-24.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.5	2007	31/03/2007	30/03/2012
Cycle 2	B	2.05	2024	21/09/2024	20/09/2029
<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	
Dr. Pampa Guha	Gobeshonay Bangla	WBDSTBT	2022 (Three Years)	7, 85, 000	
<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>	<b>7</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<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>		
An active IQAC, as reflected by the activities throughout the year covering all academic and administrative aspects of the Institution.		
Smoother processing of papers for Career Advancement Scheme of teachers.		
Training all teaching and non-teaching staff of the College for implementation of NEP		
Promoting learner-centric methods for quality teaching		
<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	
Efficient administrative measures	Promoting the use of Enterprise Resource Planning (ERP)	
Submission of SSR and preparation for NAAC-Peer Team visit	SSR for 2nd Cycle of NAAC accreditation was submitted and subsequently accepted.	
Renovation of College building and infrastructure	Significant renovation of the College building and infrastructure was done	
<b>13.Whether the AQAR was placed before</b>	<b>Yes</b>	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body of City College	21/12/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	21/03/2024
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The important aspect of National Educational Policy (NEP) 2020 is to make the modern education system multidisciplinary. As India is poised to become a Knowledge Hub and "Viswa Guru" in the Educational sphere, the necessity of a multidisciplinary or interdisciplinary approach to education has been deeply felt as never before. The introduction of such liberal, multidisciplinary approach to the educational system will bring more critical, innovative and creative mindsets among students. In keeping with these trends, Science Departments organize jointly one day Interdisciplinary seminars on National Science day where students gather knowledge in various fields of Physical Science (Physics, Chemistry, Mathematics) and Life Science (Botany, Physiology, Zoology). Departments of Bengali, English, Hindi and Sanskrit have jointly organized seminar on the emerging trends in contemporary literature to provide students a wide range of knowledge on literature. City College is planning to introduce new add-on courses aiming to provide our students with a wide exposure to science and humanity. Science departments are in strong favor of applying for DBT Star College Scheme to get better infrastructure and facilities to engage in more research endeavours. Many of our faculties are doing individual research or in collaboration with different research institutions. Our college has a research subcommittee which encourages our faculties to do inter-departmental research related discussions.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>The NEP 2020 gives strong emphasis on an educational system where a student can gather knowledge from any institute all over India as he or she wishes to. The Ministry of Education in collaboration with</p>	

the Ministry of Science and Technology has adopted a novel and innovative method of preserving student credit from multiple institutions via "Digi Locker" to preserve and record all credits earned by students in the entire course of their academic career. To implement that idea the Academic Bank of Credits (ABC) is essential. If all the academic institutes register themselves under ABC via the National Academic Depository (NAD) then students will have the complete freedom to choose programme from any institution. This would go a long way towards fulfilling their academic and professional requirements and aspirations. City College is an affiliated college to the University of Calcutta. So in true sense our college has no authority to implement the Academic Bank of Credits system. However in the current UG programme the Choice based Credit System (CBCS) is implemented by affiliated university and here the students can choose their preferred subjects and gather Credit point. Within the approved framework, our faculties use various pedagogical approaches like participative learning which is a technique followed by encouraging debates in the classroom. This streamlining of student credit data has been taken due cognizance by the City College, and an initiative has been taken in this direction through the Introduction of the ERP System (Enterprise Resource Management) in collaboration with a private concern specializing in educational and management software.

#### **17.Skill development:**

To ensure flexible and holistic education system for lifelong learning all levels of training occurring in formal, non-formal, informal, on-the job settings, vocational and technical curricula require to be introduced. NEP has focused on skill development to bridge the gap resulting from the mismatch between the supply of the education system and labor market. City College had a Community college that had at least two courses in terms of vocational training for life-long learners. It has also taken initiative by way of introduction of Value-Added courses to finetune the soft skills of student learners in addition to the hard skills acquired through the regular CBCS Curriculum. The intermixing of these two types of skills through theoretical study and hand on training would ensure their professional aspirations, which in turn would facilitate the country's growth and development. Skill development is a way towards maximizing the demographic dividend of 'Young India'.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

NEP gives immense importance to focus on integration of Indian Knowledge system for the exploration of Indian wisdom. Emphasis has

been given to introduce ancient learning system to inculcate oriental value and culture among the learners. City College was founded on upanishadic principle and is trying over the years to revive the Indian tradition. Through the inception of UG course in Philosophy and Sanskrit before independence the founder members of Brahma Samaj Education Society envisaged the need for preservation of Indian tradition and culture. Presently the college observes the birthdays of spiritual personalities and freedom fighters to reminisce the pristine glory of our heritage. The Regional language Bangali is taught as Core courses and the Hindi is offered as AECC.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

In keeping with the sea change that higher education has undergone in the last couple of years, students ought to be well-equipped both mentally and physically to deal with unforeseen circumstances and be problem-solvers rather than solution-seekers. Under the CBCS Curriculum, this requirement has been fulfilled to a considerable extent as students have multiple options to choose the subjects of their choice for academic and professional fulfillment. All the UG courses offered by City College in the CBCS pattern are following the Outcome based Education theory. The Course Outcomes, Programme Outcomes and Programme specific outcomes are clearly stated for each course. The faculties try their utmost to counsel the students in the academic and professional fields for maximizing their potential. As learning outcome signifiers, teaching, journalism, civil services, marketing and hospitality sectors, besides IT are the most sought after professions by our young aspirants. The College organizes campus for prospective students to get jobs in different sectors.

#### **20.Distance education/online education:**

The COVID situation (2020-21) and the continuous confinement thereof took a terrible mental and physical toll on teachers and students alike. It also served as an eye-opener towards the new reality of an online education system in the New Normal. Accordingly, both teachers and students of City College cooperated whole-heartedly in following the Central and State Government guidelines for the on-line mode of imparting instruction to students for the sake of their academic and professional needs. This applied equally for the various Internal assessment examinations that were conducted under the guidelines of the affiliating university (CU) and the theory examinations.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	17
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	2562
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	2587
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	634
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	74
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	76

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)	92.45
4.3 Total number of computers on campus for academic purposes	73

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Policies adopted towards the implementation and delivery of the curriculum:**

1. Each academic session commences with the preparation of an academic calendar according to the programme set by the affiliating University.

2. A master routine is prepared and the same is circulated to different departments.

3. Departments allot classes and distribute teaching assignments to the individual teachers. Students are duly informed of such details through the College Website.

4. Each faculty prepares his/her teaching plans according to the credit points allotted in the university syllabus for each topic.

5. Through the Mentor-Mentees sessions the faculty members detect the weaker students.



6. If any remedial classes are required the departments prepare a special routine or a schedule for such classes and the faculty members hold the remedial classes with the students who could not earlier attend or had any difficulty understanding the lesson.

7. Along with the traditional methods, teachers also use electronic teaching aids effectively to enhance the quality of classroom teaching. Digital platforms like Google Meet, Google classroom, Zoom etc. have been used extensively to facilitate online teaching.

8. The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners. Students' seminars are regularly organized to monitor the progress of the students.

9. Field tours and surveys are regularly organized by various Departments to fulfil the curricular requirements and to promote the interest of the learners.

10. Teachers are available for the students even beyond the prescribed teaching hours to cater to their academic needs.

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

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

City College being an Undergraduate institution affiliated to the 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. However, apart from the assessment programme instructed by the affiliating university, individual departments also hold some innovative and different assessment methods like Continuous Internal Assessment, Group-wise PowerPoint Presentation, Preparing Term Papers and research articles.

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 C. Any 2 of the above 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**

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**

17

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)	<a href="#">View File</a>

**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)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

46

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

46

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

City College, Kolkata, being an undergraduate, affiliated college, under the University of Calcutta, has no provision to make any change/addition to the curriculum offered by the affiliating Institution, which is the University of Calcutta. However, City College always endeavours to organize certain events, to inculcate ethical values and sense of gender equality and environmental awareness in the students. Seminars, workshops, community service programmes and field trips are periodically arranged to sensitize the students towards their social responsibilities. They are consistently and constantly motivated, mentored and mobilized to evolve themselves as citizens who would nurture proper social and ethical values and would look at life from an unbiased point of view.

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	<a href="#">View File</a>

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

477

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **B. Any 3 of the above**

**syllabus and its transaction at the institution  
from the following stakeholders Students  
Teachers Employers Alumni**

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)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.citycollegekolkata.org/igac_agar_2023_24.php">https://www.citycollegekolkata.org/igac_agar_2023_24.php</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**

2028

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

182

File Description	Documents
Any additional information	<a href="#">View File</a>
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 takes every available measure to advance and enhance the learning capability for advanced as well as slow learners. Periodic assessment through class tests and quiz programmes are held by the faculty of all the departments to assess the lessons learnt and absorbed by the students and difficulties encountered in grasping concepts are also cleared by the faculty concerned. Faculty of all departments are available at all times to meet the requirements of the students who wish to get their doubts and queries clarified at theoretical and experimental levels.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2562	74

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

All faculty members of their respective departments of City College try their utmost to meet the learning requirements of their students through interactive and participative learning in a student-friendly

atmosphere. The lab -based subjects are most well-equipped to provide the logistics and infrastructural support for experiential and participative learning so that the students get the most out of their lessons learnt during the academic sessions. The social sciences and humanities together with the language groups try to make up for the deficit in terms of laboratory equipment through class room teaching and afterclass interactions to cater to the needs of students. Students are always encouraged and motivated to be inquisitive about the lessons being imparted in the class hours and try to implement them in problem-solving strategies. This way, life skills, both in terms of hard and soft skills, are imparted to prepare the students for employment and ready to face challenges in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

Teaching faculty use ICT -enabled tools like Laptops and Projectors along with Smart Board to teach in a meaningful manner. Most of the faculty members of different departments are adept in the use of computers and they proficiently use ICT enabled tools. The College has provided routers and Wi-Fi networks at convenient points for quick and easy transmission of data for computers and laptops to work efficiently. Periodic checks of the installations are made by technicians to obviate the glitches and to ensure proper and seamless transmission of data. Broadband connectivity has been put in place for providing maximum bandwidth of data procurement and transmission throughout the college premises.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

**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**

103

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**

74

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	<a href="#">View File</a>

**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**

53

File Description	Documents
Any additional information	<a href="#">View File</a>
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

990

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Ever since the inception of the CBCS and NEP (CCF) Curriculum, a robust framework of internal assessment and evaluation has been put in place. All the departments of City College are duly engaged in taking the internal assessment examination in keeping with the notifications issued by the University of Calcutta from time to time. Faculty members check the answer scripts taken in course of such examinations and the marks acquired by the students are duly uploaded in the University (CU) portal as per the CU notifications indicating the commencement and closure of the same within a stipulated time framework.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

The mechanism to deal with the internal examination-related grievances is time-bound and efficient. If any student finds any discrepancy with respect to their result, they can directly approach the Department concerned, whereupon the HOD approaches the CU authorities for necessary action and rectification of the same, as the marks of the said examinations are uploaded in the University portal as notified by the University. The College takes prompt action from their end as and when required. All the documents related to Internal Assessment and Tutorial Exams are preserved by the Departments for any future clarifications.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</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.

All Teaching Faculty members of the concerned departments participate in interactive session with the freshers at the very inception of the latter's entry into the College premises to acquaint the latter with the courses being offered under the CBCS and CCF Curriculum and the learning outcomes of such programmes. Both the CBCS and CCF offers a multi-disciplinary and holistic learning outlay for students with diverse interest. So it's all the more imperative to convince the young learners to carefully choose their course content for their better academic and professional future. Since the Skill Enhancement and the Discipline Specific Courses are career oriented, the selection of the specific course need special attention from Teachers. Teachers help the Students to select the specific course based on their interest and skill after a thorough discussion.

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

Attainment of Programme outcomes and course outcomes are evaluated by the institution through Students' Satisfaction Survey Reports, number of students being enrolled for Masters and Higher Studies (including Fellowship and PhD Programmes), number of students getting placement through campussing and so on and so forth. There is a strong Alumni Association that caters to inputs from ex-students with regard to their academic and professional performance. Also, the Departments of Life Science and Chemistry present their outstanding students who have performed well academically with

commemorative prizes, certificates and medals in special ceremonies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</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

311

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	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

### 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)

[https://www.citycollegekolkata.org/iqac\\_agar\\_2023\\_24.php](https://www.citycollegekolkata.org/iqac_agar_2023_24.php)

### 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)

119513

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

01

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	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</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

11

File Description	Documents
Report of the event	<a href="#">View File</a>
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

13

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

The College regularly organizes extension activities within the College and in neighbourhood communities. Students were encouraged to take part in the following activities which help them for their moral development and awareness of the Society:-

1. Mission Plantation West Bengal, in a Single Day, organized by Directorate of Forests, Govt. of West Bengal conducted by "ANUBHAB-Expedition for Better Tomorrow" in collaboration with City College, Kolkata.
2. Sit and Draw Session & Garments Distribution to Needy Children, organised by Social Service Cell & IQAC, City College in Association with Rotary Club of Calcutta Metro South.
3. Health Check-Up & Food Distribution Camp for Under Privileged Children organised by Dept. of Zoology, City College in

collaboration with Birati Ichhedana Society & Srija Hridaypur

4. Blood Donation Camp In collaboration with HDFC Bank

5. Celebration of World Earth Day, 2024

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/activities_social_outreach.php">https://www.citycollegekolkata.org/activities_social_outreach.php</a>
Upload any additional information	<a href="#">View File</a>

### 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

05

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

223

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

08

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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**

10

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

## 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 is total 65 physical classrooms and laboratories, with adequate benches and tables in addition to dais for 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 dedicated staff to carry out experiments. The Mathematics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS and CCF 2022 curriculum. The laboratory equipments are well looked after by the Teachers and lab attendants alike and the College authority is immediately approached to compensate for deficiencies, if any. The College has 1 smart classroom which is used for special lectures.

The College occupies a place of pride as far as sports and games are concerned. Annual Sports have been held on a regular basis and 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 events to the extent possible.

The College has separate common rooms for boys and girls as well as a well-equipped gymnasium. The College has recruited a qualified physical instructor who provides expert guidance to the students exercising in the gymnasium.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</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. Annual Quality Assurance Report of CITY COLLEGE are concerned . Annual Sports have been held on a regular basis and 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 won prizes. The College authority spared neither time nor effort to conduct and 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 teacher, non-teaching staff and students alike.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

01

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

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

13.42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The City College Central Library, an integral part of the century old institute, has been providing Reference, information and documentation services to the students, faculty members and non-teaching staff members. The numbers of books as on 31.03.2024 are 48784. We have started bibliographic data entry of current holdings of the library in KOHA software installed in the year 2018. Koha is an open-source integrated library management system, used world-wide for various library activities. This software is very helpful for teachers and students to find their required books. Koha is a fully featured, scalable library management system. KOHA development is sponsored by libraries of varying types and sizes, volunteers. KOHA has all basic library management modules and support system. Since installation of Koha in 2018, we have maintained the database on standalone server. The transformation from standalone server to

cloud server was done during October, 2023. Wi-Fi is available at the central library as well departmental library for accessing various e-resources and electronic communication. Internet service is available for both the faculties and students within the library with 2.4 GBPS line. At present the library has 6 desktop computers: One desktop is used as Linux server for Koha backup; one desktop with scanner and printer is used for official work; one desktop is used for circulation and three desktops are used for accessing e-resources by the students and teachers. The present version of KOHA is 23.05.04.000 and the supporting database management system is MySQL, version: 8.0.35. The OPAC is available in world wide web. (<https://cc.socialwell.app>)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.citycollegerkolkata.org/library_central_library.php">https://www.citycollegerkolkata.org/library_central_library.php</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** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

6.15

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 affairs of the College, every effort is made by the College authority to upgrade the IT facilities, including up gradof 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 chosed after a prolonged deliberation in the College Governing Body. As the state government has made E-pension mandatory, so a seamless internet and W-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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

**4.3.2 - Number of Computers**

73

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

63.51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
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 students of all departments, 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. The Principal alongside a handpicked team of Teaching and Non-Teaching Staff worked tirelessly to keep the administration on an even keel. This includes disbursing of funds, keeping records, and conducting long pending cases of CAS under these extraordinary circumstances.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</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

986

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

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)	<a href="#">View File</a>

**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**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="#">NIL</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

296

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

296

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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**

**6**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **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**

**44**



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 boasts an active and influential Student Union (Council) that plays a crucial role in shaping decisions related to student welfare. The Student Union (Council) serves as a representative body for all students within the institution. Collaborating closely with the College administration and faculty members, they successfully orchestrate cultural programs such as the Freshers' welcome, Annual College Social, and the annual College Fest known as "Shangrila".

The College administration maintains a robust rapport with students, with some actively participating in key administrative committees like the College Governing Body, Academic Subcommittee, Sports Page Committee, Cultural Committee, and various other vital college committees. Notably, students are represented in the IQAC Core Committee, showcasing their involvement in crucial decision-making processes. Furthermore, students play a role in the Editorial Board of the College Magazine, which is published annually.

In addition to their academic involvement, the Student Council undertakes significant social responsibilities. They annually organize a Blood Donation Camp, spearhead initiatives for promoting a green and clean campus, and collaborate with the Anti-Ragging Cell to foster a healthy, safe, and peaceful campus environment. Special events like Saraswati Puja, dedicated to revering the Goddess of Learning, and Basanta Utsab are also organized by the Student Council.

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/council_student.php">https://www.citycollegekolkata.org/council_student.php</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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

We do have an alumni association but we are yet to register the same. However, we are happy to share that we have already initiated the processing!!

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/alumni.php">https://www.citycollegekolkata.org/alumni.php</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision- City College is one of the oldest government degree colleges in our country. The College aims to provide quality education to all students irrespective of caste, creed, religion and socio-economic

status for the overall upliftment of the society. City College believes in attaining excellence and lays emphasis on the all-round, integrated development of its students (like intellectual, spiritual and emotional). The institution has a well-defined vision and mission to make concrete and dedicated efforts for quality and value-based education. For the fulfilment of the mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision-making and policy framing. Sound and effective communication between the staffs and the authorities is an important feature of this institution. The governance of the college is reflective of effective leadership as it addresses the needs of the students as well as the society.

#### Mission-

1. The mission of the college is to provide value-based education for its students and grooming them so that they become key role players in building a culturally sensitive and knowledge-based society.
2. To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.
3. To encourage extra curricular activities with their best effort.
4. The college organizes various seminars, conferences, symposia, and many other events for the students.
5. The college prioritizes producing sensible and responsible citizens.
6. To prepare the students to be able to compete at national and international level in all areas of life.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

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

The institution has a mechanism of providing operational autonomy to

various functionaries in order to ensure a decentralized governance system.

As a Head of the Institution, the Principal provides leadership in creating a positive work environment and implements relevant government policies as well as university regulations. He is the key person in developing the organizational structure, formulating and implementing the development strategies through various committees and The Governing Body. The Principal is also the Chairperson of all committees and sub-committees. He regularly meets with teachers, non-teaching staff and students through meetings of respective committees. These committee meetings help develop strategies for smooth running as well as overall development of the college.

The Governing Body is the highest administrative body of the college. The Principal is the secretary of this committee with representation from Teaching, Non-Teaching, Students and External Members. The Governing Body meets on a regular basis to discuss various agenda related with all infrastructure development, financial management, academic affairs etc.

The Internal Quality Assurance Cell (IQAC) encourages all teachers to improve their career advancement and supports them in all major decisions with respect to their academic as well as administrative affairs.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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 UGC N-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 the rules of CU. The method is fully online. 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="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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.

In order to get the best results, the Institutional Management is transparently and scientifically constructed with the management's practical experience in mind. From upper management to lower levels, a hierarchical structure is built that clearly defines roles, responsibilities, accountability, and authority at each level.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="https://www.citycollegekolkata.org/about_organogram.php">https://www.citycollegekolkata.org/about_organogram.php</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

Staff welfare has been a major focus in our college. Several welfare schemes are present in our college as follows:

- Welfare schemes: Staff Benevolent Fund and Cooperative Credit Society Welfare schemes for teaching and non-teaching staff.
- Staff Benevolent Fund and Cooperative Credit Society.
- Free gym facilities for all employees
- Teaching and non-teaching staff organize tours and sports activities for the staff.
- Faculty development programs (FDP) for faculty members on a regular basis. The management also encourages and extends

financial assistance as well to teachers for attending seminars/workshops.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 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

8

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

### 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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

13

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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 teachers are evaluated and appraised based on their overall performance in teaching, administrative work, and participation in conferences and workshops, as well as their research activities. Publications in Scopus-indexed journals, books, chapters, sponsored projects, consultancy, research supervision, awards, honors, fellowships, etc., are taken into consideration for their appraisal.

Knowledge of the subject, productivity, quality, diligence, behavior, interaction, etc., are also considered and given due importance.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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, Principalsubmits a proposal on budget allocation based onthe recommendations 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 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="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College Finance and Purchase Committee is formed/reformed (as per the UGC guidelines) to meet 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 and allocation of funds and prepares budget for optimum utilization of resources. The major sources of funds: Salary and non-salary grants from State Government.

Research Project grants, Funds from college fees, Sale of Admission form and 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 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. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post-accreditation period, the IQAC will channelize all

efforts and measures of the Institution towards promoting its academic excellence.

2. 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.

3. 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.

4. To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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. IQAC also promotes use of innovative pedagogical methods 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. are organized regularly. IQAC encourages faculties for research activities and also puts an effort to engage students with different research activities

alongside the teachers. IQAC also organizes for a better seminars, conferences, research workshops, training programmes for the students as well as the faculties of our college and other colleges too.

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, learning outcomes, Academic Calendar, Preparation of lesson plan for each Semester and keeps an eye on the daily class record of all departments.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.citycollegekolkata.org/documents/NIRF/NIRF%20Submitted%20Data_Overall%20Category_2024.pdf">https://www.citycollegekolkata.org/documents/NIRF/NIRF%20Submitted%20Data_Overall%20Category_2024.pdf</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Any kind of sexual harassment on campus is watched over and stopped by the ICC cell. Regarding harassment based on gender, the following are covered by the cell: Eve-teasing, Forcible physical touch or molestation, Unpleasant sexual Comments, Jokes that make people uncomfortable or ashamed, insults or comments based on a person's gender, Any kind of inappropriate sexual overtone, including over the phone displaying pornographic or other offensive videos, images, drawings, flyers, phrases and including those that are sexual.

ICC cell assures that all complaints raised by students, teaching and non-teaching staff are treated with proper dignity and respect.

1. NSS (National Service Scheme) has been initiated.
2. The Women Cell sub-committee is formed.
3. A Seminar on 'The complaints become the accused: Myth and reality of sexual harassment' was organized by Internal Complaint Cell and IQAC, City College on 11.01.2024.
4. A Seminar on 'Anti Ragging Law' was organized by Anti Ragging Cell and IQAC, City College on 11.01.2024.
5. The City College Seminar Organizing Committee and IQAC hosted a seminar on "Human Rights and Gender Sensitization." Dr. Saswati Ghosh spoke on "Understanding Gender," while Dr. Anirban Manna presented on"???????? ???? ???? ?????? ?????? ??????????????".
6. To encourage female students to participate in health, nutrition, self-defense and entrepreneurial activities.
7. To raise awareness among new students on Ragging, inappropriate behavior, rudeness, etc.
8. Mentor-Mentee sessions organized by different departments help the students to get over the psychological issues like their worries, anxieties, and tensions.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.citycollegekolkata.org/documents/AOAR/2023-24/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%202023%202024.pdf">https://www.citycollegekolkata.org/documents/AOAR/2023-24/7.1.1 Annual Gender Sensitization Action Plan 2023 2024.pdf</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="https://www.citycollegekolkata.org/facilities.php">https://www.citycollegekolkata.org/facilities.php</a>

**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**

**E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**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**

City College prioritizes sustainable waste management practices. Regular garbage collection and disposal are handled by authorized personnel from the Kolkata Municipal Corporation (KMC). Wastewater from toilets is directly connected to the municipal drainage system.

To address chemical waste from laboratory activities, the college is actively working on establishing a specialized infrastructure, including separate concealed pipelines leading to soak pits. This will ensure the safe and environmentally friendly disposal of chemical waste.

The college is also compliant with e-waste disposal regulations, with KMC regularly collecting and disposing of electronic waste. Additionally, the new CBCS curriculum emphasizes green chemistry principles, minimizing the generation of hazardous chemical waste.

By implementing these measures, City College aims to reduce its environmental impact and promote sustainable practices.

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="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**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:**

**B. Any 3 of the above**

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**E. None of the above**



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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**E. None of the above**

**5.**

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).

**City College stays devoted to its motto of inclusive education and actively promotes inclusiveness. Our cherished institution, with its cultural events, college fests, and extracurricular activities, strives to unite all disparities and divides into a single harmonious unit.**

**Major initiatives:**

1. Annual Social on 09.09.2023
2. Sangrila, Annual cultural Programme from 12.10.2.23 - 15.10.2023
3. "Samagam" - Freshers' Welcome for B.A. (General) on 12.12.2023
4. Commerce Carnival (Freshers' Welcome) on 16.12.2023
5. Annual Sports on 08.01.2024
6. Annual students' picnic on 13.01.2024
7. Saraswati Puja on 14.02.2024
8. Basanta Utsab Celebration on 17.03.2024
9. Visiting Jorasanko Thakurbari on 24.05.2024 with the students of the Department of Economics on the occasion of Rabindra Jayanti

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

The institute fosters strategies that reflect core values, organizes awareness campaigns on burning issues and creates codes of conduct for all staff members and students. The college also conducts a variety of programs on culture, traditions, values, duties, and responsibilities to ignite the young minds.

**Major initiatives:**

1. Independence Day Celebration on 15/08/2023.
2. Sit and Draw Session & Garments Distribution to Needy Children on 07.10.2023
3. On 19.12.2023, the Zoology Department of City College, in collaboration with Birati Ichhedana Society and Hridaypur Srija Society, organized a health check-up camp for underprivileged children in Hridaypur, Barasat, North 24 Parganas. The event, led by Dr. Sinjini Chakraborty, a renowned pediatrician, aimed to provide essential healthcare services and foster a sense of social responsibility among students and faculty.
4. Distribution of food, stationery items and Christmas Cap to

the street children on 25.12.2023 in the occasion of Christmas Day

5. Distribution of food and stationery items to the needy people on 01/01/24 in the occasion of New Year's Day.
6. Blood Donation Camp In collaboration with HDFC Bank at City College on 05/01/2024
7. "Mera Pehla Vote Desh Ke Liye" Campaign on date: 06.03.2024

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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** C. Any 2 of the above

**4. Annual awareness programmes on Code of Conduct are organized**

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Some National and International Commemorative Days, Events and Festivals, 2023-2024**

1. Independence Day Celebration on 15.08.23

2. Saraswati Puja on 14.2.2024
3. Basanta Utsab Celebration on 17.03.24
4. Christmas Day 25.12.2023
5. New Year's Day 01.01.2024
6. College Foundation Day 06.01.2024
7. Observation of Students' Week 2024 (From 02.01.2024 to 08.01.2024)

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: Library extension Service

2. Objective of the Practice: To enhance the academic information environment and usefulness of the library

3. The Context: Creation of a center of attention of the potential human resources of our college towards library

4. The Practice: the College Central Library has put detailed effort towards Computerization of the library with integrated digital software, displaying Career/Employment information service, and Internet facilities.

5. Evidence of Success: the College Library has a wide variety of rare books collection and is the member of UGC e-Shodhsindhu consortium through N-LIST subscription till date.

6. Problems Encountered and Resources Required: The major weakness of the college library is its century old building. It is difficult to organize the wide range of collection of 47,526 resources systematically without the expansion of the library space.

**Best Practice 2:**

1. **Title of the Practice:** a dutiful commitment towards Community Engagement and Social Responsibility programs

2. **Objectives of the Practice:** To encourage values of community engagement among the students of our college

3. **The Context:** Development of sensitive and responsible youth that have social commitments towards the society.

4. **The Practice:** The College is actively involved in helping those who are affected by natural calamities as well as social circumstances.

5. **Evidence of Success:** Various events of social relevance, such as a COVID vaccination Camp, Blood donation camp, etc., have been organised by the college over the last few years.

6. **Problems Encountered and Resources Required:** Certain financial limitations hinder the implementation of this practice on a larger scale.

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

City College, established in 1881, stands as a testament to enduring educational excellence, blending its rich heritage from the Bengal Renaissance with a commitment to modern learning. This dynamic interplay is evident in its adoption of the Enterprise Resource Planning (ERP) module, streamlining administration, managing student information, and providing easy access to essential resources. This commitment to both time-honored pedagogy and cutting-edge technology fosters comprehensive academic growth.

Beyond traditional classrooms, City College emphasizes experiential learning. Departments organize social work, offering firsthand community engagement and fostering social responsibility. Field trips and excursions provide immersive experiences, complementing

classroom instruction. These experiences enrich understanding and cultivate a lifelong love of learning.

City College also fosters a vibrant intellectual environment, encouraging students to express themselves through various mediums. Articles, essays, poetry, and departmental magazines provide platforms for student creativity and scholarship, honing writing and communication skills. Publishing research in departmental journals provides valuable experience in academic writing.

In conclusion, City College offers a holistic education, seamlessly blending tradition and modernity. Technological advancements like the ERP module ensure efficient administration and access to contemporary resources. Simultaneously, experiential learning and creative expression cultivate well-rounded individuals equipped with theoretical knowledge and practical skills, positioning City College as a leading institution dedicated to intellectual growth, social responsibility, and a lifelong pursuit of knowledge.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Policies adopted towards the implementation and delivery of the curriculum:

1. Each academic session commences with the preparation of an academic calendar according to the programme set by the affiliating University.
2. A master routine is prepared and the same is circulated to different departments.
3. Departments allot classes and distribute teaching assignments to the individual teachers. Students are duly informed of such details through the College Website.
4. Each faculty prepares his/her teaching plans according to the credit points allotted in the university syllabus for each topic.
5. Through the Mentor-Mentees sessions the faculty members detect the weaker students.
6. If any remedial classes are required the departments prepare a special routine or a schedule for such classes and the faculty members hold the remedial classes with the students who could not earlier attend or had any difficulty understanding the lesson.
7. Along with the traditional methods, teachers also use electronic teaching aids effectively to enhance the quality of classroom teaching. Digital platforms like Google Meet, Google classroom, Zoom etc. have been used extensively to facilitate online teaching.
8. The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners. Students' seminars are regularly organized to monitor the progress of the students.
9. Field tours and surveys are regularly organized by various Departments to fulfil the curricular requirements and to promote

the interest of the learners.

10. Teachers are available for the students even beyond the prescribed teaching hours to cater to their academic needs.

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

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

City College being an Undergraduate institution affiliated to the 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. However, apart from the assessment programme instructed by the affiliating university, individual departments also hold some innovative and different assessment methods like Continuous Internal Assessment, Group-wise PowerPoint Presentation, Preparing Term Papers and research articles.

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**

C. Any 2 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	No File Uploaded

## 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

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

46

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

46	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>City College, Kolkata, being an undergraduate, affiliated college, under the University of Calcutta, has no provision to make any change/addition to the curriculum offered by the affiliating Institution, which is the University of Calcutta. However, City College always endeavours to organize certain events, to inculcate ethical values and sense of gender equality and environmental awareness in the students. Seminars, workshops, community service programmes and field trips are periodically arranged to sensitize the students towards their social responsibilities. They are consistently and constantly motivated, mentored and mobilized to evolve themselves as citizens who would nurture proper social and ethical values and would look at life from an unbiased point of view.</p>	
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	<a href="#">View File</a>
<b>1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year</b>	
12	

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

477

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<p><b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b></p>	<p><b>B. Any 3 of the above</b></p>

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)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.citycollegekolkata.org/iqac_agar_2023_24.php">https://www.citycollegekolkata.org/iqac_agar_2023_24.php</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

2028

File Description	Documents
Any additional information	<a href="#">View File</a>
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

182

File Description	Documents
Any additional information	<a href="#">View File</a>
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 takes every available measure to advance and enhance the learning capability for advanced as well as slow learners. Periodic assessment through class tests and quiz programmes are held by the faculty of all the departments to assess the lessons learnt and absorbed by the students and difficulties encountered in grasping concepts are also cleared by the faculty concerned. Faculty of all departments are available at all times to meet the requirements of the students who wish to get their doubts and queries clarified at theoretical and experimental levels.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2562	74

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

All faculty members of their respective departments of City College try their utmost to meet the learning requirements of their students through interactive and participative learning in a student-friendly atmosphere. The lab -based subjects are most

well-equipped to provide the logistics and infrastructural support for experiential and participative learning so that the students get the most out of their lessons learnt during the academic sessions. The social sciences and humanities together with the language groups try to make up for the deficit in terms of laboratory equipment through class room teaching and afterclass interactions to cater to the needs of students. Students are always encouraged and motivated to be inquisitive about the lessons being imparted in the class hours and try to implement them in problem-solving strategies. This way, life skills, both in terms of hard and soft skills, are imparted to prepare the students for employment and ready to face challenges in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

Teaching faculty use ICT -enabled tools like Laptops and Projectors along with Smart Board to teach in a meaningful manner. Most of the faculty members of different departments are adept in the use of computers and they proficiently use ICT enabled tools. The College has provided routers and Wi-Fi networks at convenient points for quick and easy transmission of data for computers and laptops to work efficiently. Periodic checks of the installations are made by technicians to obviate the glitches and to ensure proper and seamless transmission of data. Broadband connectivity has been put in place for providing maximum bandwidth of data procurement and transmission throughout the college premises.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

**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**

103

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**

74

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	<a href="#">View File</a>

**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**

53

File Description	Documents
Any additional information	<a href="#">View File</a>
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

990

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Ever since the inception of the CBCS and NEP (CCF) Curriculum, a robust framework of internal assessment and evaluation has been put in place. All the departments of City College are duly engaged in taking the internal assessment examination in keeping with the notifications issued by the University of Calcutta from time to time. Faculty members check the answer scripts taken in course of such examinations and the marks acquired by the students are duly uploaded in the University (CU) portal as per the CU notifications indicating the commencement and closure of the same within a stipulated time framework.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>



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

The mechanism to deal with the internal examination-related grievances is time-bound and efficient. If any student finds any discrepancy with respect to their result, they can directly approach the Department concerned, whereupon the HOD approaches the CU authorities for necessary action and rectification of the same, as the marks of the said examinations are uploaded in the University portal as notified by the University. The College takes prompt action from their end as and when required. All the documents related to Internal Assessment and Tutorial Exams are preserved by the Departments for any future clarifications.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</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.

All Teaching Faculty members of the concerned departments participate in interactive session with the freshers at the very inception of the latter's entry into the College premises to acquaint the latter with the courses being offered under the CBCS and CCF Curriculum and the learning outcomes of such programmes. Both the CBCS and CCF offers a multi-disciplinary and holistic learning outlay for students with diverse interest. So it's all the more imperative to convince the young learners to carefully choose their course content for their better academic and professional future. Since the Skill Enhancement and the Discipline Specific Courses are career oriented, the selection of the specific course need special attention from Teachers. Teachers help the Students to select the specific course based on their interest and skill after a thorough discussion.

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

Attainment of Programme outcomes and course outcomes are evaluated by the institution through Students' Satisfaction Survey Reports, number of students being enrolled for Masters and Higher Studies (including Fellowship and PhD Programmes), number of students getting placement through campussing and so on and so forth. There is a strong Alumni Association that caters to inputs from ex-students with regard to their academic and professional performance. Also, the Departments of Life Science and Chemistry present their outstanding students who have performed well academically with commemorative prizes, certificates and medals in special ceremonies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</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

311

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	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

## 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)**

[https://www.citycollegekolkata.org/iqac\\_agar\\_2023\\_24.php](https://www.citycollegekolkata.org/iqac_agar_2023_24.php)

## 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)**

**119513**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
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**

**01**

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	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</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

11

File Description	Documents
Report of the event	<a href="#">View File</a>
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**

13

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

The College regularly organizes extension activities within the College and in neighbourhood communities. Students were encouraged to take part in the following activities which help them for their moral development and awareness of the Society:-

1. Mission Plantation West Bengal, in a Single Day, organized by Directorate of Forests, Govt. of West Bengal conducted by "ANUBHAB-Expedition for Better Tomorrow" in collaboration with City College, Kolkata.
2. Sit and Draw Session & Garments Distribution to Needy Children, organised by Social Service Cell & IQAC, City College in Association with Rotary Club of Calcutta Metro South.
3. Health Check-Up & Food Distribution Camp for Under Privileged Children organised by Dept. of Zoology, City College in collaboration with Birati Ichhedana Society & Srija Hridaypur
4. Blood Donation Camp In collaboration with HDFC Bank
5. Celebration of World Earth Day, 2024

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/activities_social_outreach.php">https://www.citycollegekolkata.org/activities_social_outreach.php</a>
Upload any additional information	<a href="#">View File</a>

**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**

05

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

223

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

08

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

10

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

## 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 is total 65 physical classrooms and laboratories, with adequate benches and tables in addition to dais for 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 dedicated staff to carry out experiments. The Mathematics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS and CCF 2022 curriculum. The laboratory equipments are well looked after by the Teachers and lab attendants alike and the College authority is immediately approached to compensate for deficiencies, if any. The College has 1 smart classroom which is used for special lectures.

The College occupies a place of pride as far as sports and games are concerned. Annual Sports have been held on a regular basis and 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 events to the extent possible.

The College has separate common rooms for boys and girls as well as a well-equipped gymnasium. The College has recruited a qualified physical instructor who provides expert guidance to the students exercising in the gymnasium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</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. Annual Quality Assurance Report of CITY COLLEGE are concerned. Annual Sports have been held on a regular basis and 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 won prizes. The College authority spared neither time nor effort to conduct and 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 teacher, non-teaching staff and students alike.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

01

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

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **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)**

13.42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The City College Central Library, an integral part of the century old institute, has been providing Reference, information and documentation services to the students, faculty members and non-teaching staff members. The numbers of books as on 31.03.2024 are 48784. We have started bibliographic data entry of current holdings of the library in KOHA software installed in the year 2018. Koha is an open-source integrated library management system, used world-wide for various library activities. This software is very helpful for teachers and students to find their required books. Koha is a fully featured, scalable library management system. KOHA development is sponsored by libraries of varying types and sizes, volunteers. KOHA has all basic library management modules and support system. Since installation of Koha in 2018, we have maintained the database on standalone server. The transformation from standalone server to cloud server was done during October, 2023. Wi-Fi is available at the central library as well departmental library for accessing various e-resources and electronic communication. Internet service is available for both the faculties and students within the library with 2.4 GBPS line. At present the library has 6 desktop computers: One desktop is used as Linux server for Koha backup; one desktop with scanner and printer is used for official work; one desktop is used for circulation and three desktops are used for accessing e- resources by the students and teachers. The present version of KOHA is 23.05.04.000 and the supporting database management system is MySQL, version: 8.0.35. The OPAC is available in world wide web. (<https://cc.socialwell.app>)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.citycollegekolkata.org/library_central_library.php">https://www.citycollegekolkata.org/library_central_library.php</a>
<b>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</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>6.15</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>21</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 affairs of the College, every effort is made by the College authority to upgrade the IT facilities, including up gradof 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 chosed after a prolonged deliberation in the College Governing Body. As the state government has made E-pension mandatory, so a seamless internet and W-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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

63.51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
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 students of all departments, 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. The Principal alongside a handpicked team of Teaching and Non-Teaching Staff worked tirelessly to keep the administration on an even keel. This includes disbursing of funds, keeping records, and conducting long pending cases of CAS under these extraordinary circumstances.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>986</b>	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
<b>00</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>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</b>	<b>C. 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<a href="#">NIL</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>296</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>296</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

44

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 boasts an active and influential Student Union (Council) that plays a crucial role in shaping decisions related to student welfare. The Student Union (Council) serves as a representative body for all students within the institution. Collaborating closely with the College administration and faculty members, they successfully orchestrate cultural programs such as the Freshers' welcome, Annual College Social, and the annual College Fest known as "Shangrila".

The College administration maintains a robust rapport with

students, with some actively participating in key administrative committees like the College Governing Body, Academic Subcommittee, Sports Page Committee, Cultural Committee, and various other vital college committees. Notably, students are represented in the IQAC Core Committee, showcasing their involvement in crucial decision-making processes. Furthermore, students play a role in the Editorial Board of the College Magazine, which is published annually.

In addition to their academic involvement, the Student Council undertakes significant social responsibilities. They annually organize a Blood Donation Camp, spearhead initiatives for promoting a green and clean campus, and collaborate with the Anti-Ragging Cell to foster a healthy, safe, and peaceful campus environment. Special events like Saraswati Puja, dedicated to revering the Goddess of Learning, and Basanta Utsab are also organized by the Student Council.

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/council_student.php">https://www.citycollegekolkata.org/council_student.php</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

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

We do have an alumni association but we are yet to register the same. However, we are happy to share that we have already initiated the processing!!

File Description	Documents
Paste link for additional information	<a href="https://www.citycollegekolkata.org/alumni.php">https://www.citycollegekolkata.org/alumni.php</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision- City College is one of the oldest government degree colleges in our country. The College aims to provide quality education to all students irrespective of caste, creed, religion and socio-economic status for the overall upliftment of the society. City College believes in attaining excellence and lays emphasis on the all-round, integrated development of its students (like intellectual, spiritual and emotional). The institution has a well-defined vision and mission to make concrete and dedicated efforts for quality and value-based education. For the fulfilment of the mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision-making and policy framing. Sound and effective communication between the staffs and the authorities is an important feature of this institution. The governance of the college is reflective of effective leadership as it addresses the

needs of the students as well as the society.

#### Mission-

1. The mission of the college is to provide value-based education for its students and grooming them so that they become key role players in building a culturally sensitive and knowledge-based society.

2. To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.

3. To encourage extra curricular activities with their best effort.

4. The college organizes various seminars, conferences, symposia, and many other events for the students.

5. The college prioritizes producing sensible and responsible citizens.

6. To prepare the students to be able to compete at national and international level in all areas of life.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

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

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

As a Head of the Institution, the Principal provides leadership in creating a positive work environment and implements relevant government policies as well as university regulations. He is the key person in developing the organizational structure, formulating and implementing the development strategies through various committees and The Governing Body. The Principal is also the Chairperson of all committees and sub-committees. He regularly

meets with teachers, non-teaching staff and students through meetings of respective committees. These committee meetings help develop strategies for smooth running as well as overall development of the college.

The Governing Body is the highest administrative body of the college. The Principal is the secretary of this committee with representation from Teaching, Non-Teaching, Students and External Members. The Governing Body meets on a regular basis to discuss various agenda related with all infrastructure development, financial management, academic affairs etc.

The Internal Quality Assurance Cell (IQAC) encourages all teachers to improve their career advancement and supports them in all major decisions with respect to their academic as well as administrative affairs.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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 UGC N-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 the rules of CU. The method is fully online. 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="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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.

In order to get the best results, the Institutional Management is transparently and scientifically constructed with the management's practical experience in mind. From upper management to lower levels, a hierarchical structure is built that clearly defines roles, responsibilities, accountability, and authority at each level.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="https://www.citycollegekolkata.org/about_organogram.php">https://www.citycollegekolkata.org/about_organogram.php</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

Staff welfare has been a major focus in our college. Several welfare schemes are present in our college as follows:

- Welfare schemes: Staff Benevolent Fund and Cooperative Credit Society Welfare schemes for teaching and non-teaching staff.
- Staff Benevolent Fund and Cooperative Credit Society.
- Free gym facilities for all employees
- Teaching and non-teaching staff organize tours and sports activities for the staff.
- Faculty development programs (FDP) for faculty members on a

regular basis. The management also encourages and extends financial assistance as well to teachers for attending seminars/workshops.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **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**

8

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

### **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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

13

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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 teachers are evaluated and appraised based on their overall performance in teaching, administrative work, and participation in conferences and workshops, as well as their research activities. Publications in Scopus-indexed journals, books,

chapters, sponsored projects, consultancy, research supervision, awards, honors, fellowships, etc., are taken into consideration for their appraisal. Knowledge of the subject, productivity, quality, diligence, behavior, interaction, etc., are also considered and given due importance.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### **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, Principalsubmits a proposal on budget allocation based onthe recommendations 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 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="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College Finance and Purchase Committee is formed/reformed (as per the UGC guidelines) to meet 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 and allocation of funds and prepares budget for optimum utilization of resources. The major sources of funds: Salary and non-salary grants from State Government.

Research Project grants, Funds from college fees, Sale of Admission form and 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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. The prime task of the IQAC is to develop a system for

conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post-accreditation period, the IQAC will channelize all efforts and measures of the Institution towards promoting its academic excellence.

2. 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.

3. 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.

4. To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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. IQAC also promotes use of

innovative pedagogical methods 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. are organized regularly. IQAC encourages faculties for research activities and also puts an effort to engage students with different research activities alongside the teachers. IQAC also organizes for a better seminars, conferences, research workshops, training programmes for the students as well as the faculties of our college and other colleges too.

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, learning outcomes, Academic Calendar, Preparation of lesson plan for each Semester and keeps an eye on the daily class record of all departments.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.citycollegekolkata.org/documents/NIRF/NIRF%20Submitted%20Data_Overall%20Category_2024.pdf">https://www.citycollegekolkata.org/documents/NIRF/NIRF%20Submitted%20Data_Overall%20Category_2024.pdf</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)	<a href="#">View File</a>

## 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

Any kind of sexual harassment on campus is watched over and stopped by the ICC cell. Regarding harassment based on gender, the following are covered by the cell: Eve-teasing, Forcible physical touch or molestation, Unpleasant sexual Comments, Jokes that make people uncomfortable or ashamed, insults or comments based on a person's gender, Any kind of inappropriate sexual overtone, including over the phone displaying pornographic or other offensive videos, images, drawings, flyers, phrases and including those that are sexual.

ICC cell assures that all complaints raised by students, teaching and non-teaching staff are treated with proper dignity and respect.

1. NSS (National Service Scheme) has been initiated.
2. The Women Cell sub-committee is formed.
3. A Seminar on 'The complaints become the accused: Myth and reality of sexual harassment' was organized by Internal Complaint Cell and IQAC, City College on 11.01.2024.
4. A Seminar on 'Anti Ragging Law' was organized by Anti Ragging Cell and IQAC, City College on 11.01.2024.
5. The City College Seminar Organizing Committee and IQAC hosted a seminar on "Human Rights and Gender Sensitization." Dr. Saswati Ghosh spoke on "Understanding Gender," while Dr. Anirban Manna presented on"???????? ?????? ??????????????".

6. To encourage female students to participate in health, nutrition, self-defense and entrepreneurial activities.
7. To raise awareness among new students on Ragging, inappropriate behavior, rudeness, etc.
8. Mentor-Mentee sessions organized by different departments help the students to get over the psychological issues like their worries, anxieties, and tensions.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.citycollegekolkata.org/documents/AQAR/2023-24/7.1.1_Annual_Gender_Sensitization_Action_Plan_2023_2024.pdf">https://www.citycollegekolkata.org/documents/AQAR/2023-24/7.1.1_Annual_Gender_Sensitization_Action_Plan_2023_2024.pdf</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="https://www.citycollegekolkata.org/facilities.php">https://www.citycollegekolkata.org/facilities.php</a>

**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**

**E. None of the above**

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**

**City College prioritizes sustainable waste management practices. Regular garbage collection and disposal are handled by authorized personnel from the Kolkata Municipal Corporation (KMC). Wastewater from toilets is directly connected to the municipal drainage system.**

**To address chemical waste from laboratory activities, the college is actively working on establishing a specialized infrastructure,**

including separate concealed pipelines leading to soak pits. This will ensure the safe and environmentally friendly disposal of chemical waste.

The college is also compliant with e-waste disposal regulations, with KMC regularly collecting and disposing of electronic waste. Additionally, the new CBCS curriculum emphasizes green chemistry principles, minimizing the generation of hazardous chemical waste.

By implementing these measures, City College aims to reduce its environmental impact and promote sustainable practices.

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="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**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**

B. Any 3 of the above



5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>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</b>	<b>E. None of the above</b>

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).

City College stays devoted to its motto of inclusive education and actively promotes inclusiveness. Our cherished institution, with its cultural events, college fests, and extracurricular activities, strives to unite all disparities and divides into a single harmonious unit.

Major initiatives:

1. Annual Social on 09.09.2023
2. Sangrila, Annual cultural Programme from 12.10.2.23 - 15.10.2023
3. "Samagam" - Freshers' Welcome for B.A. (General) on 12.12.2023
4. Commerce Carnival (Freshers' Welcome) on 16.12.2023
5. Annual Sports on 08.01.2024
6. Annual students' picnic on 13.01.2024
7. Saraswati Puja on 14.02.2024
8. Basanta Utsab Celebration on 17.03.2024
9. Visiting Jorasanko Thakurbari on 24.05.2024 with the students of the Department of Economics on the occasion of Rabindra Jayanti

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

The institute fosters strategies that reflect core values, organizes awareness campaigns on burning issues and creates codes of conduct for all staff members and students. The college also conducts a variety of programs on culture, traditions, values, duties, and responsibilities to ignite the young minds.

Major initiatives:

1. Independence Day Celebration on 15/08/2023.
2. Sit and Draw Session & Garments Distribution to Needy Children on 07.10.2023
3. On 19.12.2023, the Zoology Department of City College, in collaboration with Birati Ichhedana Society and Hridaypur Srija Society, organized a health check-up camp for underprivileged children in Hridaypur, Barasat, North 24 Parganas. The event, led by Dr. Sinjini Chakraborty, a renowned pediatrician, aimed to provide essential healthcare services and foster a sense of social responsibility among students and faculty.
4. Distribution of food, stationery items and Christmas Cap to the street children on 25.12.2023 in the occasion of Christmas Day
5. Distribution of food and stationery items to the needy people on 01/01/24 in the occasion of New Year's Day.
6. Blood Donation Camp In collaboration with HDFC Bank at City College on 05/01/2024
7. "Mera Pehla Vote Desh Ke Liye" Campaign on date: 06.03.2024

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>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</b>	<b>C. Any 2 of the above</b>
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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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
<p><b>Some National and International Commemorative Days, Events and Festivals, 2023-2024</b></p> <ol style="list-style-type: none"> <li>1. Independence Day Celebration on 15.08.23</li> <li>2. Saraswati Puja on 14.2.2024</li> <li>3. Basanta Utsab Celebration on 17.03.24</li> <li>4. Christmas Day 25.12.2023</li> <li>5. New Year's Day 01.01.2024</li> <li>6. College Foundation Day 06.01.2024</li> <li>7. Observation of Students' Week 2024 (From 02.01.2024 to</li> </ol>

08.01.2024)

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: Library extension Service

2. Objective of the Practice: To enhance the academic information environment and usefulness of the library

3. The Context: Creation of a center of attention of the potential human resources of our college towards library

4. The Practice: the College Central Library has put detailed effort towards Computerization of the library with integrated digital software, displaying Career/Employment information service, and Internet facilities.

5. Evidence of Success: the College Library has a wide variety of rare books collection and is the member of UGC e-Shodhsindhu consortium through N-LIST subscription till date.

6. Problems Encountered and Resources Required: The major weakness of the college library is its century old building. It is difficult to organize the wide range of collection of 47,526 resources systematically without the expansion of the library space.

### Best Practice 2:

1. Title of the Practice: a dutiful commitment towards Community

**Engagement and Social Responsibility programs**

2. Objectives of the Practice: To encourage values of community engagement among the students of our college

3. The Context: Development of sensitive and responsible youth that have social commitments towards the society.

4. The Practice: The College is actively involved in helping those who are affected by natural calamities as well as social circumstances.

5. Evidence of Success: Various events of social relevance, such as a COVID vaccination Camp, Blood donation camp, etc., have been organised by the college over the last few years.

6. Problems Encountered and Resources Required: Certain financial limitations hinder the implementation of this practice on a larger scale.

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

City College, established in 1881, stands as a testament to enduring educational excellence, blending its rich heritage from the Bengal Renaissance with a commitment to modern learning. This dynamic interplay is evident in its adoption of the Enterprise Resource Planning (ERP) module, streamlining administration, managing student information, and providing easy access to essential resources. This commitment to both time-honored pedagogy and cutting-edge technology fosters comprehensive academic growth.

Beyond traditional classrooms, City College emphasizes experiential learning. Departments organize social work, offering firsthand community engagement and fostering social responsibility. Field trips and excursions provide immersive experiences, complementing classroom instruction. These experiences enrich understanding and cultivate a lifelong love of

learning.

City College also fosters a vibrant intellectual environment, encouraging students to express themselves through various mediums. Articles, essays, poetry, and departmental magazines provide platforms for student creativity and scholarship, honing writing and communication skills. Publishing research in departmental journals provides valuable experience in academic writing.

In conclusion, City College offers a holistic education, seamlessly blending tradition and modernity. Technological advancements like the ERP module ensure efficient administration and access to contemporary resources. Simultaneously, experiential learning and creative expression cultivate well-rounded individuals equipped with theoretical knowledge and practical skills, positioning City College as a leading institution dedicated to intellectual growth, social responsibility, and a lifelong pursuit of knowledge.

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

#### PLAN OF ACTION FOR THE NEXT ACADEMIC YEAR

1. College has a plan to make a LAN of computers of various departments of the college for accessing INTERNET from the department and for easy access of library database and other resources of the college.
2. College has a plan to set up a self-financed certificate course (like, Communicative English course) in collaboration with other institutions.
3. College has a plan to set up a real-time online complaint box
4. To serve our students in a better way, the college has planned to procure books, documents, question papers of various competitive examinations and preserve them separately for use in the library. Our ex students may also be allowed to use these resources for their study. We may also guide our students in selecting the appropriate course by experts in this area through counseling.

5. To computerize our library resources, the college library uses the package developed by INFLIBNET. As a part of this effort, the college plan to upload the bibliographic record of the special collection to the college website.
6. Through NSS Unit, the college can perform a variety of programs on culture, traditions, values, duties, and responsibilities to ignite the young minds.
7. The college plan to take membership of British Council Library to enable our students and teachers/non-teaching staff to enjoy the benefits of the resources of a library famous for its varied and large collection.
8. Construction of new computer lab facility for the department of Economics and Commerce.