

ECGC/AQAR of the IQAC 2014-15

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year: 2014 - 2015

1. Details of the Institution

1.1 Name of the Institution: **EAST CALCUTTA GIRLS' COLLEGE**

1.2 Address : **P 237,BLOCK:B, LAKETOWN**

City/Town: **KOLKATA**

State: **WEST BENGAL**

Pin Code: **KOLKATA-700089**

Institution e-mail address: **principalecgc@gmail.com**

Contact Nos. **033-2534-8039**

Name of the Head of the Institution: **Dr.(Mrs.)Sukla Hazra**

Tel. No. with STD Code: **033-2521-0154**

Mobile: **9433531594**

Name of the IQAC Co-ordinator: **Dr. Panchali Majumder**

Mobile: **9477001138**

IQAC e-mail address: **iqacecgc@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 18879) **WBC0GN11357**

OR

1.4 NAAC Executive Committee No. & Date: **EC(SC)/05/RAR/123 Dated: 03-03-2015**

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.ecgcweb.com

Web-link of the AQAR: www.ecgcweb.com/AQAR_14_15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2004	2009
2	2 nd Cycle	B	2.19	2015	2020

1.7 Date of Establishment of IQAC : **10/04/2010** (DD/MM/YYYY)

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*) **None**

i. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University: **State**
Affiliated College: **Yes**
Constituent College: **No**
Autonomous college of UGC: **No**
Regulatory Agency approved Institution: **Yes** (Approved by NAAC)

Type of Institution

Women

Urban

Financial Status

Grant-in-aid, UGC 2(f), UGC 12B

1.10 Type of Faculty/Programme: **Arts, Science, Commerce**

1.11 Name of the Affiliating University: **WEST BENGAL STATE UNIVERSITY**

1.12 Special status conferred by Central/ State Government-- **NO**

2. IQAC Composition and Activities

2.1 No. of Teachers:	7
2.2 No. of Administrative/Technical staff	2
2.3 No. of Students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	2
2.9 Total No. of members	
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders:	No.
Faculty :	08
Non-Teaching Staff :	06
Students :	04
Alumni :	02
Others (G.B) :	04

2.12 Has IQAC received any funding from UGC during the year? **Yes**

If yes, mention the amount Rs.300000/- (For XII Plan Periods 2012-2017)

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC: Two

(ii) Themes: a) Training on Office Automation,
b) Use of Smart Class room and Quality Education.

2.14 Significant Activities and contributions made by IQAC:

The IQAC of the college has played an active and significant role in organising meetings and workshops, motivating teachers in undertaking research work, encouraging students and non-teaching staff to use latest methods and technology in their respective work and formulating and implementing plans and projects for quality sustenance and enhancement.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

i) Focus on expansion, growth and development of the college and infrastructure	i) Land acquisition in progress, building renovated and new infrastructural resources and materials purchased
ii) On-Line Admission process.	ii) On line admission process introduced from June, 2015
iii) Research Work	iii) Completion & Submission of MRP Report by the Teachers & Ph.D. Guidance

<p>iv) To develop Student-Friendly Study Materials</p> <p>v) To monitor and review the progress of research and project work of the teachers</p> <p>vi) To Organize Teachers' Workshop on the Role of "Lead College"</p> <p>vii) Organizing Educational Tour in Short Distance, Emphasizing Environmental Awareness</p> <p>viii) To Organize Lecture Series on account of Moral Values, Sexual Harassment, Gender Violence, Women's Health & Environment</p> <p>ix) Installing Smart Board, Multimedia facility in the bigger class room</p> <p>x) To organize and supervise the NAAC Peer Team Visit to the college in February, 2015</p>	<p>of four Scholars by the Principal in Geography.</p> <p>iv) "Students' Ready-Reckoner" of different Subjects made available to the Students, especially to the weaker Students of the College.</p> <p>v) This has been accomplished by the Principal with the aid of IQAC and the Governing Body and two research work and two UGC sponsored Minor Research Work have been successfully completed during the period- 2014-15.</p> <p>vi) Organized One-day Workshop in the dept. of Education & Two-day Workshop in the dept. of Geography. Also Organized Two-day Workshop on Maps for School Children in Collaboration with INCA.</p> <p>vii) Educational organized by the departments of Botany, Zoology, Geography, Bengali, English, Education, Political Sc., Sociology & Commerce.</p> <p>viii) A Series of Lectures were Organized by the departments of Philosophy, Education, Sociology, Geography etc.</p> <p>ix) Smart Board Installed in few class rooms.</p> <p>x) Successfully organised and supervised from February 19 to 21, 2015</p>
<p>xi) To prepare and publish AQAR, ATR and College Annual Reports.</p> <p>xii) To apply for and utilise UGC and Government grants under different schemes like RUSA, KAUSHAL and the HRD grants</p>	<p>xi) Prepared by the IQAC and considered by the Management.</p> <p>xii) Action has been taken on these schemes and plans and the college is going to receive various grants under various schemes to be provided by the UGC and the Central Government following the re-accreditation of the college by the NAAC in</p>

	the cycle 2 with grade B.
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2.15 Whether the AQAR was placed in statutory body: **Yes** **Placed in Management**

Provide the details of the action taken

The Management approved the AQAR prepared by the IQAC in June 2015, and encouraged the Teachers for Research Work, Seminar Presentation and Publication in Cited & Peer-Reviewed Journals and also encouraged the Teachers and Students to get involved in creative writing and community work.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	16	00	00	00
Certificate	00	00	02	00
Total	16	00	02	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Annual	16

1.3 Feedback from stakeholders Alumni Students
Received *Received*

Mode of feedback Manual

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects: No significant revision or up gradation of regulation or syllabi in the last one year.

1.5 Any new Department/Centre introduced during the year. If yes, give details. **No**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Librarian	Govt. Approved PTTs	Govt. Approved CWTTs
39	5	8	1	1	22	2

2.2 No. of permanent faculty with Ph.D. 14

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

Asst. Professors		Associate Professors		Professors		Librarian		Others		Total	
R	V	R	V	R	V	R	V	R	V	R	V
5	13	8	0	1	0	1	0	24	0	39	14

2.4 No. of Guest and Visiting faculty and Temporary faculty: 20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	12	03
Presented papers	02	03	
Resource Persons			

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

Smart board, on line teaching methods in subjects like journalism and Mass Communication, interactive teaching etc.

2.7 Total No. of actual teaching days during this academic year 205

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: **04**

2.10 Average percentage of attendance of students: **70%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		I	II	Pass	Pass %
B.Com(H)	22	03	14	05	100
BNGA	36	00	33	03	100
ENGA	17	00	13	04	100
HISA	24	00	19	05	100
PLSA	11	00	08	03	100
EDCA	14	00	12	02	100
SOCA	09	00	07	02	100
PHIA	08	01	04	03	100
ZOOA	15	02	12	01	100
BOTA	16	03	06	07	100
CMSA	09	01	08	00	100
GEOA	49	01	43	04	97
EOCA	03	00	03	00	100
BA(G)	126	00	11	104	100
B.SC(G)	40	00	05	32	98.9
B.COM(G)	25	01	00	24	100

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

The IQAC contributes to, monitors and evaluates teaching-learning process by means of regular interaction and communication, suggesting innovations and best practices, providing information and encouraging the use of technology and new teaching-learning methods.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	00	00	03
Technical Staff	09	01	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has created a suitable research climate in the institution by encouraging and motivating teachers to take up research work and by providing information, facilities, advice and assistance to them. Three teachers and three research scholars are now engaged in pursuing doctoral research and two others have successfully completed UGC sponsored minor research projects in 2014-15 period. More and more teachers are now applying for UGC sponsored major and minor research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	-	-
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	01	-
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	1	
Non-Peer Review Journals	-	3	-
e-Journals	-		-
Conference proceedings	-		-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="05"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="06"/>	Any other <input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- i) Awareness campaign for necessity of tree plantation
- ii) Blood donation motivation camp
- iii) Thalassemia testing
- iv) A lecture cum interactive session on Cervical Cancer
- v) Survey on socio-economic condition of the community people in Ward No - 33

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	699.03 sq.m.	--		699.03 sq.m.
Class rooms	14Nos.	--		14Nos.
Laboratories	07Nos.	--		07Nos.
Seminar Halls	01Nos.	--		01Nos.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		13.97183		
Others				

4.2 Computerization of administration and library

Office administration, finance and college central library are now fully computerized with on-line access.

4.3 Library services:

	Existing No.	Newly added		Total No.
		No.	Value	
Text Books	9815	543	1,79,573	10358
Reference Books	186	41	46,495	227
e-Books	55100	--	--	55100
Journals	2100	--	--	2100
e-Journals	4/6	--	--	4/6
Digital Database				
CD & Video				
Others (specify)				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Departments	Others
Existing	82	45	07	07
Added	05		05	

Total	87	45	12	07
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers, internet access and networking are now open to all in the institution which is now WIFI connected. Technical support and professional training are now being provided to the staff and the students on a regular basis. E-learning and smart classes are also being provided to the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.06630
ii) Campus Infrastructure and facilities	0.62346
iii) Equipments	1.64592
iv) Others	
Total :	2.33568

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has played an important role in enhancing awareness about students support services by means of publicity, awareness drive and interpersonal interaction. Students have now access to various support services like book bank, financial aid, free medical assistance, insurance, free health check- up, career development counseling etc.

5.2 Efforts made by the institution for tracking the progression

Regular monitoring, appraisal, use of feedback mechanism and interaction with the pass out students and the union are the main efforts made by the IQAC to track down students' progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1233			

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%
1233	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1182	204	07	23	--	1416	1000	195	06	32		1233

Demand ratio

Dropout %

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

There are three major student support mechanisms for coaching the students for competitive examinations in banking, railways and civil services.

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

There is a career development and placement cell in the college to provide career counseling and career guidance to the final year honours' students. Such counseling and guidance are done on a regular basis depending on the needs and interests of the students. Professional job counselors and career guidance experts have been engaged by the college for the purpose.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Two gender sensitization programs on gender rights and sexual harassment were organized by college in 2014-15 periods and several departmental seminars on gender equality gender related crime and violence and right to information were held during the period.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	Rs. 41680/-
Financial support from government	10	Rs. 48000/-

Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Liberal, Humane and Practical Education

Mission: Dedication, discipline, understanding and social responsibility in order to foster interaction and provide learner-centric teaching and quality education

6.2 Does the Institution has a Management Information System

Yes, the institution has developed a Management Information System to facilitate internet based dissemination and exchange of management related information and data relating to finance and administration among the staff.

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

6.3.1 Curriculum Development

Curriculum is developed by the University and the College implements it.

6.3.2 Teaching and Learning

Smart classes, e-teaching and e-learning, interactive teaching and regular class tests along with group discussion and departmental seminars.

6.3.3 Examination and Evaluation

Objective type multiple choice questions based on line examinations in selected subjects for the honours' student, Mid-term examinations and Class tests for all students are regularly held.

6.3.4 Research and Development

Execution of research work in different subjects, project work and formulation of a development plan with emphasis on expansion of space, acquisition of land, infrastructure, technology and utilisation of resources have been initiated during the period under consideration. Three research scholars are currently doing ph.D research under the Principal.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College Library is well-equipped with Computer and Internet Facilities, ICT and most of the Physical Infrastructure like Books, Equipment, Reprographic Facility, AC and CCTV, Telephone, Fax etc. and Laboratory Equipment are available.

6.3.6 Human Resource Management

The institution seeks to develop Human resource Management by utilizing the creative potential of the students, teachers and the staff in various ways and by getting them involved in different institutional activity.

6.3.7 Faculty and Staff Recruitment

The college has approached the state government and the college service commission for recruitment of more full time teachers in different subjects on an urgent basis in accordance with UGC guidelines and State Government rules and procedures.

6.3.8 Industry Interaction / Collaboration

The college interacts with industries like the TCS and the WIPRO for job interview and placement. Some other industries have also contacted the college for placement in services.

6.3.9 Admission of Students

On line admission of ist year undergraduate students has started in college for the 2015-16 academic session and is going on till date.

6.4 Welfare schemes for

Teaching	Group Insurance
Non teaching	Group Insurance
Students	Health Home

6.5 Total corpus fund generated: **No.**

6.6 Whether annual financial audit has been done In Process

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	G.B./IQAC
Administrative	Yes	Govt.	Yes	Internal Auditor

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

For UG Programmes **No**

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

The affiliating university makes efforts to introduce examination reforms in consultation with the college authorities and the college implements the reforms from time to time.

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

The university does not provide autonomy to the colleges, but some internal matters are left to the college for execution.

6.11 Activities and support from the Alumni Association

The college conducts annual alumni association meeting and receives advice and support from the members regarding various academic and extra-curricular activities. The Alumni Association of the college is a registered body with a separate bank account.

6.12 Activities and support from the Parent – Teacher Association

There is no parent teacher association as such, but the parents are called on different occasions for discussion on the performance and attendance of their wards.

6.13 Development programmes for support staff

The college offers software and professional development program for support staff.

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

The college is conscious of its surrounding environment and takes initiatives to preserve the greeneries and maintain the water bodies. The college has planted trees and maintained a garden in its area and is planning to install solar energy panel very soon.

Criterion – VII

7. Innovations and Best Practices

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

Increasing use of technology and software, the professional courses like the Computer application, GIS and the Communicative English and interactive teaching learning method and social welfare services seem to have created some impact on the functioning of the institution.

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

Action taken on the plan of action has been incorporated in the annual reports prepared by the IQAC. The action taken reports and the general annual reports of the college have mentioned the core areas of quality, accountability, innovations and development.

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

1. Various social welfare services and extension activities under the NSS Unit of the college.
2. Regular feedback from the students of the college.

The college is also taking different measures for preservation and maintenance of greeneries and water bodies in its surrounding areas.

7.4 Contribution to environmental awareness / protection

The college has contributed to environmental awareness by organising programs and functions on bio diversity and conservation and protection of the eco-system.

7.5 Whether environmental audit was conducted? Yes No

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

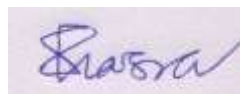
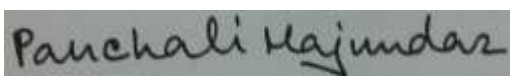
The college has its strength and weakness. Disciplined students and committed teaching and non-teaching staff are its main strength. Shortage of space and staff may be a weakness, but we have to the opportunity to overcome these weaknesses in order to reach its target, that is, providing quality education with dedication and social responsibility.

8. Plans of institution for next year

Land acquisition, expansion of building, construction of Girls' Hostel, auditorium and sports complex, introduction of new subjects and professional and vocational courses, introduction of post graduation courses in selected subjects, resource mobilization and quality enhancement in all spheres are some of the major plans and programs of the institution for the next year.

Name *Dr. Panchali Majumder*

Name *Dr.(Mrs) Sukla Hazra*



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
