

East Calcutta Girls' College
Internal Quality Assurance Cell (IQAC)
Submission of Annual Quality Assurance
Report (AQAR) 2015-2016



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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year: 2015 - 2016

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. MHCOCN 18879) **WBCOCN11357**

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_15_16.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)

i. AQAR 2014-15 submitted to NAAC on 26/09/2015 (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	3
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	15
2.10 No. of IQAC meetings held	3

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Initiation of various training and quality and community welfare related programs and providing support to the teachers for research activities, formation of different cells and initiating Leadership Programme.

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 *

Plan of Action	Achievements
i) IQAC reorganised	A new co-ordinator has taken over the charge and some new members have been inducted to it.
ii) Reorganised different cells	New coordinators of different cells have taken the charges and budgetary allocations have been made
ii) On-Line Admission process.	Admission process is totally online and new students of the first year are being admitted accordingly.
iii) Research Work	Some teachers have applied for UGC sponsored Minor Research Projects, and some teachers are doing PhD. research in Geography, Education, Political science, Bengali, journalism etc.
iii) To Organize Teachers' training programme.	One day training programmes have been organised for the teachers on curriculum, inflienet, e-book and smart class.

iv) To Organize Workshop/Lecture Series in different subjects	Two- day workshop arrange by the computer science Dept.. Lecture program organised in Geography, Bengali, English, Philosophy etc.
v) Utilization of UGC and RUSA fund phase I.	Purchase and use of : Smart board, Laptop, laboratory equipment, e-books.
vi) to organise skill development training	Women cell, NSS unit organised participatory work for community development.
vii) Activation of NSS cell and Welfare Plan	Several Health and Medical camps have been conducted under the NSS and Women cell in the last one year
viii) Exhibition of Books	Exhibition of books have been organised by the Library Committee in the Central Library of the College
ix) Plan for introducing Yoga training and Online examination	Action is being taken to implement these plans for the benefit of the student.
x) Planning for Placement and Job	College is getting in touch with the Pass out final year student for getting information from them.
xi) Counselling	Psychological counselling and counselling on different job market were conducted by different agencies.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body: **Yes** **Placed in Management**
/GOVERNING BODY was briefed on the details of the action taken

The Management/GOVERNING BODY has approved the AQAR prepared by the IQAC in July 2016, 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 welfare work.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	17	00	00	00
Certificate	00	00	02	00
Total	17	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	17

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/ Principal	Librarian	Govt. Approved PTTs	Govt. Approved CWTTs
39	8	5	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
0	13	0	0	0	0	0	0	0	0	0	13

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			
Presented papers	3		
Resource Persons			

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

Smart class with interactive teaching and group discussion and counselling for the weaker sections.

2.7 Total No. of actual teaching days during this academic year : 254

2.8 Examination/ Evaluation Reforms initiated by the Institution (**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 03

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 :

IQAC does it by holding meetings and discussion with the faculty and by communicating with the G.B.

2.13 Initiatives undertaken towards faculty development Research and development initiatives taken

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	7
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
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	14			
Technical Staff	08	01		01

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has regularly encouraged research work among the teachers and created a research climate by motivating the faculty and taking up their cases with the Management.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	04	04
Non-Peer Review Journals			06
e-Journals			01
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="08"/>		
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

Environmental awareness, Community Welfare, Blood Donation, Eye Testing, Blood Test, Visit to Slums, Donation of books, clothes and money to welfare organisations for the poor.etc

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	699.03sqm			699.03sqm
Class rooms	14			
Laboratories	07			
Seminar Halls	01			
No. of important equipments purchased (• 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		26.40495		
Others				

4.2 Computerization of administration and library

Administration, Finance, Office and Library are now fully computerised.

4.3 Library services:

	Existing	Newly added		Total No.
		No.	Value	
Text Books	10358	24	5,596	10382
Reference Books	227	12	13,254	239
e-Books	55100			55100
Journals	2100			2100
e-Journals	4/6			4/6

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Office	Depart-ments	Others
Existing	82	45		07	07
Added	05			05	
Total	87	45		12	07

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	0.96235
ii) Campus Infrastructure and facilities	0.69623
iii) Equipments	0.4951
iv) Others	0
Total :	2.15368

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Keeping in mind the vision mission of the institution, IQAC initiate programmes relating to ICT oriented classroom, E books and Journals, Student-aid fund, Book lending from book bank, skill development training, Job-oriented Counselling, awareness programme on health, development of holistic attitude through NSS .

5.2 Efforts made by the institution for tracking the progression

IQAC seeks to track the progression of the students through regular contacts and interaction as well as by getting the feedback from the pass outs with the help of the Alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1150			

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%
1150	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1000	195	06	32	0	1233	867	219	10	54		1150

Demand ratio

Dropout %

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

Job Oriented Training course and professional coaching for competitive examinations are going to be introduced soon.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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

Awareness programmes on gender issues like in equality ,crime and violence, sexual harassment etc have been organised by different cells under the supervision of IQAC over the last one year.

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	70	50770
Financial support from government	54	1350000
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:

i) Improvement in the services provided by the canteen

ii) Library hours extended and more books purchased

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Imparting quality education for empowerment of women.

Mission: inculcating a sense of discipline, dedication, understanding and social responsibility among students by facilitating awareness and leadership to enable them to fulfil their commitments towards society.

6.2 Does the Institution has a management Information System

Yes, the institution has established computerised internet based MIS for exchange of information on line and execution of specific plans and projects.

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.

Digital teaching in digital classroom equipped with smart board and projectors.

6.3.3 Examination and Evaluation

On line examination based on MCQ along with the traditional system Mid-term examinations and Class tests for all students are regularly held.

6.3.4 Research and Development

Different kinds of research and development activities are being encouraged. For example, Department of Zoology has conducted research project on Sericulture

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, Bio-Metric attendance system has come into practice.

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. Students, Teachers and the Staff are encouraged to do creative writing and to make various products for display.

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. The vacant non-teaching posts are likely to be filled up in due course.

6.3.8 Industry Interaction / Collaboration

The College is seeking collaboration with industries for research and development in GIS, RS and Bio-technology

6.3.9 Admission of Students

On line admission of First Year undergraduate students has started in college for 2016-17 academic session and is going on till date.

6.4 Welfare schemes for

Teaching	Group Insurance
Non teaching	Group Insurance
Students	Kanyashree, Student Health Home, Poor Fund etc.

6.5 Total corpus fund generated: N.A.

6.6 Whether annual financial audit has been done Yes (Upto 2014-15)

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

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

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

N.A.

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

The college conducts annual Alumni Association meeting and receives advice and support like donating books etc. 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 like the electronic financial transaction with the aid of latest software in accordance with the guidelines provided by the DPI and the Pay and .Account Department of Government of West Bengal. New software has been installed for admission process and the staff have been trained accordingly.

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. The college is trying to make the students aware about the problems of pollution in the urban areas.

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.

Smart Class, interactive teaching, strong bonding among all sections, extension and co-curricular activities, emphasis on various awareness programs, counselling and job oriented training seem to have exerted a beneficial influence 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

ATRS have been prepared on various plan of action relating to teaching, learning, research, infrastructure and development.

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

Environmental awareness and Community Welfare along with NSS are some of the best practices of this institution which is developing itself by exploiting its resources and creative potentialities.

7.4 Contribution to environmental awareness / protection.

Tree planting, gardening, maintenance of water bodies and educating the neighbourhood about pollution control and conservation.

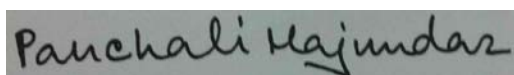
7.5 Whether environmental audit was conducted? No

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

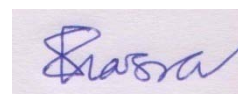
The college has its strength and weakness. Disciplined students and committed teaching and non-teaching staff are its main strength. Shortage of space and staff may be a weakness, but we have to the opportunity to overcome these weaknesses in order to reach its target, that is, providing quality education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

8. Plans of institution for next year

All round growth and expansion of the college through acquisition of adjoining land and space, construction of new building and introduction of non-conventional and professional courses. P.G courses in Geography and Education are going to be introduced from 2016-17 academic session.



Dr. Panchali Majumder.



Dr. (Mrs.) Sukla Hazra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
