

The Annual Quality Assurance Report (AQAR) of the IQAC

East Calcutta Girls' College
Internal Quality Assurance Cell (IQAC)
Submission of Annual Quality Assurance Report (AQAR) 2016-17



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Part A

AQAR for the year 2016 – 2017

1. **Details of the Institution:**

- 1.1. Name of the institution: East Calcutta Girls' College
- 1.2. Address: P 237, Block B, Lake Town
- City/ Town: Kolkata
- State: West Bengal
- Pin Code: Kolkata – 700089
- Institution e-mail address: principalecgc@gmail.com
- Contact no.: (033) 2534 – 8039
- Name of the Head of the Institute: Dr. (Mrs.) Sukla Hazra
- Contact no. (Office): (033) 2521 – 0154
- Contact no. (Mobile): +91 – 9433531594
- Name of the IQAC Co-ordinator: Dr. Panchali Majumder
- Contact no. (Mobile): +91 – 9477001138
- IQAC e-mail address: iqacecgc@gmail.com
- 1.3. NAAC Track ID (For ex. MHCOGN 18879): WBCOGN11357
- OR
- 1.4. NAAC Executive Committee No. & Date ((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): EC (SC)/05/RAR/123 Dated: 03-03-2015
- 1.5. Institute Website address: www.ecgcweb.com

Web-link of the AQAR: www.ecgcweb.com/AQAR 16-17.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/YEAR)

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)

AQAR submitted in August 2016 for the 2015-16 period

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 (UG), Geography and Education (Both UG and PG)

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 representative: 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: 14
- 2.10. No. of IQAC meetings held (2016-17): 4

2.11. No. of meetings with various stakeholders:

Total no. Faculty Non teaching staff
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 no. International National
Institute 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	Achievement
i) IQAC reorganised	Land acquisition in progress, building renovated and new infrastructural resources and materials purchased
ii) Reorganised different cells	Different cells, concerned with quality related activities, have been reorganized with representation from teaching and non – teaching staffs.
iii) On-Line Admission process	On line admission process introduced from June, 2015 and is continuing.
iv) 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.
v) To Organize Teachers' training programme	One day training programmes have been organised for the teachers on curriculum, inflibnet, e-book and smart class.
vi) To Organize Teachers' Workshop on the Role of "Lead College"	Organized One-day Workshop in the dept. of Education & Two-day Workshop in the dept. of Geography. Also Organized Two-days

	Workshop on Maps for School Children in Collaboration with INCA.
vii) Organizing Educational Tour in Short Distance, Emphasizing Environmental Awareness	Educational tours have been organized by the Departments of Botany, Zoology, Geography, Bengali, English, Education, Political Sc., Sociology & Commerce.
viii) Installing Smart Board, Multimedia facility in the bigger class room	Smart Board Installed in five class rooms.
ix) To prepare and publish AQAR, ATR and College Annual Reports	Done.
x) To apply for and utilise UGC and Government grants under different schemes like RUSA, KAUSHAL and the HRD grant	Action has been taken on these schemes and plans and the college has received various grants under various schemes provided by the UGC and the Central Government following the re-accreditation of the college by the NAAC in the cycle 2 with grade B. The college has received an amount of Rs.1 crore 30 lakhs under RUSA from the Central Government in the financial year 2016-17. The college has already utilized nearly 77% of the RUSA grant for the period. The college will apply for KAUSHAL in near future and seek collaboration in this area.
xi) Activation of NSS cell, Women's cell, Health cell, Welfare Plan	Several Health and Medical camps have been conducted under the NSS and Women cell in the year 2016-17. This includes blood donation camp, health camp, eye-testing, blood group, blood sugar testing camp,

	medical camp on Hepatitis, AIDS, Thalassemia etc.
xii) Library activities	The central library has organized two book exhibitions in 2016-17 and introduced library awareness and library user award in this year.
xiii) Planning for Placement and Job	Two placement programmes have been organized by the college in 2016-17 in collaboration with the corporate sector.
xiv) Counselling	The college has organized several psychological and career counselling programmes in 2016-17 on a regular basis.

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

2.16. Whether the AQAR was placed in statutory body: Yes

The Management/ Governing body approved the AQAR of 2016-17 prepared by the IQAC in July 2017 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

3. Criterion I – Curricular Aspects:

3.1. Details about Academic Programs:

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
PhD	-	-	-	-
PG	-	2	-	-
UG	16	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	2	-
Others	1	-	-	-
Total	17	2	2	-

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

(ii) Pattern of programs :

Pattern	Number of programmes
Annual	16

3.3. Feedback from stakeholders*:

Alumni	<input type="text" value="Received"/>	Parents	<input type="text" value="Received"/>	Employers	<input type="text"/>
Students	<input type="text" value="Received"/>				

Mode of feedback: Manual

**Please provide an analysis of the feedback in the Annexure*

- 3.4. Whether there is any revision/ update of regulation or syllabi, if yes, mention their salient aspects:

No significant revision or upgradation of regulation or syllabi in the year 2016-17.

- 3.5. Any new Department/ Centre introduced during the year? If yes, give details.

No

4. Criterion II – Teaching, Learning and Evaluation

- 4.1. Total no. of permanent faculty:

Total	Assistant Professors	Associate Professors	Professors	Others/ Librarian	Govt. Approved PTTs	Govt. Approved CWTTs
45	17	6	1	1	18	02

- 4.2. No. of permanent faculty with Ph. D.:

- 4.3. No. of faculty positions Recruited (R) and Vacant (V) during the year:

Assistant Professor		Associate Professors		Professors		Management Appointed CWTTs		Total	
R	V	R	V	R	V	R	V	R	V
10	3	-	-	-	-	3	-	13	3

- 4.4. No. of Guest, Visiting and Temporary faculties:

4.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	23	4
Presented	1	12	4-
Resource persons		2	2

4.6. Innovative processes adopted by the institution in Teaching and Learning: Smart board, on line teaching methods in subjects like Geography, Education, Journalism and Mass Communication, interactive teaching etc.

4.7. Total no. of actual teaching days during this academic year:

4.8. Examination/ Evaluation reforms initiated by the institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions:

4.9. No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as members of the Board of Study/ Faculty/ Curriculum Development Workshop:

4.10. Average percentage of attendance of students:

4.11. Course/ Programme wise distribution of pass percentage:

Title of the program	Total no. of students appeared	Division				
		I	II	III	Pass	Pass %
B. Com (H)	5	0	3	0	4	80
BNGA	33	0	25	0	32	96.96

ENGA	07	0	07	0	07	100
HISA	16	0	12	0	16	100
PLSA	09	0	09	0	09	100
EDCA	17	5	10	0	17	100
PHIA	07	01	05	0	07	100
GEOA	32	0	31	0	31	96.87
SOCA	06	0	06	0	06	100
CMSA	07	0	7	0	07	100
BOTA	12	01	11	0	12	100
EOCA	0	0	0	0	0	0
ZOOA	24	5	19	0	24	100
B. A. (GEN)	110	0	102	0	102	92.72
B. Sc. (Gen)	27	0	26	0	26	96.29
B. Com (Gen)	24	0	24	0	24	100

4.12. How does IQAC Contribute/ Monitor/ Evaluate the Teaching and Learning processes:

IQAC does it by holding meetings and discussion with the faculty and by communicating with the G.B. The IQAC is also regularly interacting with the faculty online and planning to introduce new methods of evaluation and assessment in consultation with all concerned. The IQAC has organized college level workshops in collaboration with external agencies in this year.

4.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Program	Nil
HRD programs	Nil
Orientation programs	3
Faculty exchange program	Nil
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	8
Others	3

4.14. Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during this Year	Number of positions filled temporarily
Administrative Staff	14	-	-	-
Technical Staff	08	1	-	-

5. Criterion III – Research, Consultancy and Extension:

5.1. 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.

5.2. Details regarding major projects: NA

	Completed	On going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

5.3. Details regarding minor projects: NA

	Completed	On going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

5.4. Details on research publication:

	International	National	Others
Peer Review Journals	2	16	6
Non-Peer Review Journals	-	4	18
e-Journals	-	4	-

Conference proceedings	-	6	4
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5.5. Details of impact factors of the publications:

Range Average h-index Nos. in SCOPUS

5.6. Research funds sanctioned and received from various funding agencies, industry and other organizations: NA

Name of the project	Duration of the 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				

5.7. No. of Books published:

i) With ISBN no. Chapters in Edited book

ii) Without ISBN no.

5.8. No. of University departments receiving funds from: NA

UGC-SAP CAS DST-FIST DPE

DBT Scheme/ funds

5.9. For colleges: NA

Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (specify)

5.10. Revenue generated through consultancy: NA

5.11. No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-		1	1	2
Sponsoring agencies	-	-	-	University	College

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

5.13. No. of collaborations:

International National Any other

5.14. No. of linkages created during this year:

5.15. Total budget for research for current year in Lakhs:

From funding agency From Management of University/ College

Total

5.16. No. of patents received this year:

Type of patent		Number
International	Applied	-
	Granted	-
National	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

5.17. No. of research awards/ recognitions received by faculty and research fellows of the institute in this year:

Total	International	National	State	University	Dist.	College
2	-	-	-	2	-	-

5.18. No. of faculty from the institution who are Ph. D. guides:

No. of students registered under them:

5.19. No. of Ph. D. awarded by faculties of the institution:

5.20. No. of research scholars receiving the fellowships (Newly enrolled + existing ones): NA

JRF SRF Project Fellows Any other

5.21. No. of students participated in NSS events:

University level State level National level

International level

5.22. No. of students participated in NCC events: NA

University level State level National level

International level

5.23. No. of awards won in NSS:

University level State level National level

International level

5.24. No. of awards won in NCC: NA

University level State level National level

International level

5.25. No. of extension activities:

University forum College forum NCC

NSS Any other

5.26. Major activities during the year in the sphere of extension activities and Institutional social responsibility:

The college has successfully organized various social welfare activities like medical camp, ecological and conservational work, social campaigning against pollution and violence against women. Besides the college sponsored and organized different workshops on digital teaching and learning, online library and professional or vocational education as well as job oriented career counselling. The women's cell of the college has organized exhibitions, drawing and painting programs in collaboration with pidilite, film shows, health and environment awareness programs with health cell and eco-club etc.

6. Criterion IV – Infrastructure and Learning Resources:

6.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of fund	Total
Campus area	699.03 sqm	-	-	699.03 sqm
Class rooms	14	-	-	14
Laboratories	07	-	-	07
Seminar halls	01	-	-	01
No. of equipment purchased during the current year	87 computers and Lab equipment	25 computers and Lab equipment	RUSA	112 computers and Lab equipment
Value of the equipment purchased during the year (Rs. In Lakhs)		8 lakh (approx.), 7.5 Lakh for lab equipment, 16 Lakh for Solar panel and 7 Lakh for furniture and instruments		
Others	4	-	-	4

Common Rooms, Canteen, Reading Room, IQAC room etc.				
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6.2. Computerization of administration and library:

Administration and library are fully computerized.

6.3. Library services:

	Existing	Newly added		Total	
		No.	Value (Rs.)		
Text books	10382	633	219370	-	-
Reference books	239	236	182193	-	-
E – books	55100	12	122585	-	-
Journals/ Periodicals	4/6	6/7	11618	-	-
E – journals	2100	-	5850	-	-
Digital database	-	-	-	-	-
CD & videos	-	-	-	-	-
Others (Maintenance)	-	-	-	16,100 (KOHA A. M. C. SOFTWARE)	

								80294 (LIBRARY RACK)
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6.4. Technology up gradation (overall):

	Total computers	Computer labs	Internet	Browsing centre	Computer centres	Office	Departments	Others
Existing	87	2	Yes	0	1	06	12	07
Added	25	0	-	0	-	0	10	-
Total	112	2	Yes	0	1	06	22	07

6.5. Computer, internet access, trainings to teachers and students and any other programme for technological up gradation (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.

6.6. Amounts spent in maintenance in Lakhs:

i) ICT:	6
ii) Campus infrastructure and facilities:	70
iii) Equipments:	7.5
iv) Others:	10.5
Total:	94

Note: The college received Rs. 1 crore 30 Lakh from RUSA and it has spent 77% of the total amount for various purposes including building renovation, installation of solar panel,

purchase of computers, printers, laboratory equipment, CCTV, anti-virus software, ICT and general infrastructure, books and e – books, smart-board and reprographic device etc.

7. Criterion V – Student Support and Progression

7.1. Contribution of IQAC in enhancing awareness about Student Support Services:

The IQAC has played very useful role in enhancing the awareness of the students regarding various student support services like Students’ Health Home, medical aid, poor fund, free books etc.

7.2. Efforts made by the institution for tracking the progression:

The IQAC is regularly monitoring the progress of different schemes and activities and tracking their progress online and in consultation with the faculties and the office staff. Moreover, the IQAC has provided different formats for receiving their inputs and feedbacks regarding different plans and programmes.

7.3. (a) Total no. of students

UG	PG	Ph. D.	Others
1264	36	5	-

(b) No. of students outside the state:

(c) No. of international students:

No	%
-	-

Men

No	%
1305	100

Women

Last Year (UG)

This Year (UG)

2015-2016						2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
867	219	10	54	0	1150	780	298	71	114	1	1264

Demand ratio - Dropout % : 8%

7.4. Details of student support mechanism of coaching for competitive examinations (if any):

The college has arranged regular coaching for the final year students for competitive examinations like Banking, Railways, SSC, Staff Selection etc. in collaboration with external agencies and internal staff. The two agencies which had been hired by the college for this purpose are: Camellia and IIIM

No. of student beneficiaries:

7.5. No. of students qualified in the following examinations:

NET SET GATE CAT

IAS/IPS STATE PSC UPSC OTHERS

7.6. Details of student counseling and career guidance:

The college is providing regular counseling and career guidance assistance to the students with the help of the support staff. Besides, there are Counseling and Career Counseling cell consisting of the teaching and non-teaching staff.

No. of student benefitted:

7.7. Details of campus placement:

On campus

Off Campus

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	10	2	2

7.8. Details of gender sensitization program:

The college has organized gender sensitization program to make the students aware of gender issues like harassment, domestic violence, ragging etc. and invited some NGOs like Sanhita etc. for guidance and assistance in this regard.

7.9. Student activities:

7.9.1. 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

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

Sports –

State/ University level National level
 International level

Cultural events –

State/ University level National level
 International level

7.10. Scholarships and financial support:

	Number of students	Amount

Financial support from institution	32 (Poor fund)	Avg. Rs. 1,000/- per student per year
Financial support from government	132 (Kanyashree Scheme)	Rs. 25,000/- Per student
Financial support from other sources	10 (Udaan Scholarship)	Rs. 2,000/- Per student
Number of students who received International/ National recognitions	1 (National sports event)	Rs. 10,000/-

7.11. Students organized initiatives:

Fairs: State/ University level National level

International level

Exhibition: State/ University level National level

International level College level

7.12. No. of social initiative undertaken by the students:

7.13. Major grievances of students (if any) redressed:

Students had grievances regarding canteen facilities and library hours. The college has redressed these grievances by reorganizing the canteen and extending the library hours.

8. Criterion VI – Governance, Leadership and Management:

8.1. State the Vision and Mission of the institution:

Vision –

The college visualizes a life – oriented and down to earth education which finally empowers the recipients to become more humane, liberal and practical in outlook.

Mission –

- To inculcate a sense of dedication, discipline, understanding and social responsibilities.
- To synergize women and the under privileged regarding their basic human rights.
- To facilitate leadership among students and thereby enabling them to fulfil their commitments towards society.
- To foster interaction, kinship and cultural tolerance.

8.2. Does the institution has a Management Information Centre?

No. However, the Computer Science Department of the College is looking after the management of technology and information.

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

8.3.1. Curriculum Development

The curriculum development is initiated by the affiliating university in consultation with the respective Board of Studies.

8.3.2. Teaching and Learning

The college has developed teaching and learning system by introducing smart classes, online facilities and short – term courses with assistance from the Computer Education Centre and the department of Computer

Science. Moreover, the college has encouraged interactive teaching and learner – centric education by focussing on group discussion, competitions and departmental extension lectures.

8.3.3. Examination and Evaluation

All work relating to examination and evaluation are done by the affiliating university. However, the college regularly conducts its own internal examinations, tests, mid-term tests and class-tests with the aid of computer and online teaching and study materials.

8.3.4. Research and Development

The college has encouraged research and development among the teachers and the staff by providing necessary assistance to them. Currently five research scholars are doing their Ph. D. in the department of Geography under the guidance of the Principal.

8.3.5. Library, ICT and physical infrastructure/ instrumentation

The college library is well-equipped with computers and internet and the college has developed the ICT with sufficient funds and infrastructure, instruments and equipment with UGC and RUSA assistance.

8.3.6. Human resource management

The college is utilising and managing human resources for academic as well as socio-economic purposes by getting the staff and the students involved in different extension and outreach activities and by providing the staff with study and research facilities. Moreover, the college is trying to develop the teaching and learning skills of the faculties with the aid of technology and infrastructure.

8.3.7. Faculty and Staff recruitment

The college is dependent on the West Bengal College Service Commission and the Government of West Bengal for the recruitment of full – time faculty and staff. However, the college is empowered to appoint

temporary, contractual and guest teachers for various departments from time to time in accordance with their needs and requirements. In fact the college has recruited 8 contractual and 18 guest lecturers in 2016 – 17 for different departments to enable them to cope with the schedule of the classes in the peak session.

8.3.8. Industry interaction/collaboration

There is no direct interaction with industries. However, some IT companies have conducted campus surveys in the last few years and the college is planning to collaborate with different companies for vocational courses and skill development.

8.3.9. Admission of students

The admission of students is done in accordance with the University rules and regulations as well as the guidelines framed by the college Governing Body and the Admission Committee. The entire admission process has been made online and the students have different choice and options.

8.4. Welfare schemes:

Teaching	3 (Group insurance and Employees' Co-operative Credit, Free medical aid)
Non-teaching	3 (Group insurance and Employees' Co-operative Credit, Free medical aid)
Students	5

	(Students Health Home, Poor fund and Scholarships, Free books and Study materials)
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8.5. Total corpus fund generated:

8.6. Whether annual financial audit has been done? Yes

8.7. Whether Academic and Administrative audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	College Governing Body
Administrative	No	-	No	-

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

For UG Programmes: Yes

For PG Programmes: Yes

8.9. What efforts are made by the University/ Autonomous College for examination reforms?

University and its Board of Studies regularly monitor the examination system in consultation with the teachers, and has introduced objective type multiple choice questions in some subjects like Environmental studies. The college has no direct role to play in this regard. However, the college has introduced online examinations in some subjects with MCQ

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

The university has not granted autonomy to this college until now.

- 8.11. Activities and support from the Alumni association:

The alumni association of the college organizes annual meetings and functions in the month of December every year and mobilizes supports and funds from the ex-students. The alumni association of the college maintains a register and a separate bank account and offers prizes to the members. Some members of the alumni association of the college have also donated books to the college library.

- 8.12. Activities and support from the parent – teacher association:

There is no parent – teacher association in the college. However, the college regularly organizes parent – teacher meetings and receives the feedback from the parents.

- 8.13. Development programmes for support staff:

The college has introduced different professional and technical support programme for the teaching as well as non – teaching staff. This includes computer training, software management, research and higher studies, publications and participation in different academic and social activities.

- 8.14. Initiatives taken by the institution to make the campus eco-friendly?

The college has embarked on an eco-logical and conservation management programme in and around the campus by planting trees, maintaining the existing greeneries and wet lands and introducing environmental awareness programme among the staff and the students. The Botany department has maintained flower cultivation in the campus and the college has involved the students in different activities of the Eco – club set – up recently.

9. Criterion VII – Innovations and Best Practices:

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

Smart class, online teaching, MCQ test, Computer literacy programme, Communicative English, extension of library facilities with separate Seminar libraries and Book banks and regular monitoring of academic and administrative work are some of the innovations which have created a positive impact on the functioning of the institution.

- 9.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

The ATR for 2016-17 is being prepared and compiled on the basis of the plan of action initiated at the beginning of the year.

- 9.3. Give two Best Practices of the institution (Please see the format in the NAAC self-study Manuals)

Involvement of the faculties, students and staff in conservation, environmental awareness, social and community work with emphasis on health camp, blood donation, and various social awareness programme are the best practices of the institution.

An extension activity to Khanpur has been organized by the college on 29th March, 2017. Twenty-one students accompanying them by six teaching staff of our college took part in this programme. The students were taken to a remote village called Khanpur located in Hooghly district. Their studies were divided into sections:

- a) A first-hand experience of interaction with the rural students,
- b) To make an in-depth survey of the living conditions of the underprivileged people of Khanpur.

The students visited an Ashram Vivekananda Swasthya Seva Sangha at Khanpur. Initially the students were divided into four groups comprising of 5, 5, 5 and 6 students. Three of the groups were assigned the task of internship with local students, studying at the Ashram premises of Vivekananda Swasthya Seva Sangha. The three groups of our students interacted with these students. They talked to them, played with them, taught them different subjects etc. for about three hours. The fourth group comprising of six students undertook an in-depth survey of the village. They were given out a printed format, which they had to fill up to ascertain the economic and social states of the village. After three hours of hectic activities the students finally came out with brilliant answers. Then after taking a lunch with the kids of the village, the students were brought back to the college.

The NSS units (I & II) of the college have taken several initiatives as part of the special awareness and campaign program across the society and within the college. Listed below are some of the significant actions undertaken by ECGC NSS units over few months:

- Blood group testing is made compulsory for all students joining in the first year of ECGC.
- We are creating awareness and motivating our third year students of ECGC to go through Thalassemia test.
- We organize various vocational trainings in our adopted slum for women and regular awareness program on sanitization and regularize cleaning for school children of the adopted slum.
- We also organize Thalassemia test at our adopted slum and try to create awareness at all levels of women and men.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

9.4. Contribution to environmental awareness/ protection:

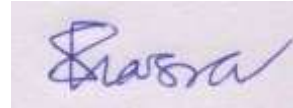
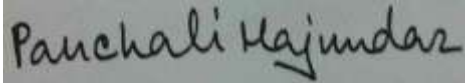
The college has contributed to environmental awareness by initiating various programs like planting of trees and wet land management.

- 9.5. Whether environmental audit was conducted? No
- 9.6. Any other relevant information the institution wishes to add (for example, SWOT analysis)?
1. Strength Dedication of the staff and students and their active involvement in all types of social and welfare activities.
 2. Weakness Shortage of Space, teaching staff and extra-curricular facilities
 3. Opportunity : Many opportunities are coming our way from different spheres, administrative as well as financial. Students are also getting additional support for higher studies and career counseling.
 4. Threats : Not Much, except declining interest in conventional courses and activities.

10. Plans of institution for next year

The college has formulated a comprehensive development plan for future. At present, the college is initiating various steps to ensure its all-round growth and expansion by acquiring 2.2 acre land in the adjoining area for construction of new buildings, library, administrative office, auditorium and gymnasium as well as hostels and quarters for students and staff. Elevator and solar panels are being installed in the college campus to provide convenience and save energy. The college has plans to build up playground, swimming pool and a separate place for various indoor and outdoor games. However, such a comprehensive development plan involves massive financial outlay, support from the Government and the staff, hard work and procedural formalities. The college will seek more funds and support from the Central Government, the UGC, RUSA and the State Government for implementation of this development plan. The college is also planning to introduce new subjects like physiology, food and nutrition as well as vocational courses, more PG courses and Honours' courses in Journalism and Mass Communication, Physics and Chemistry. It has plans to avail central grants for skill development and training courses. The college is developing and expanding its training and placement cell for the benefit of the students. The college has plans to tie

up with the corporates and the industries for professional courses, skill and career opportunities, research and development. It is trying to mobilize funds and resources through donations and contributions.



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Name: Dr. Panchali Majumder

Name: Dr. Mrs Sukla Hazra (Principal)
