

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

AQAR for the year (for example 2013-14)

2013-2014

#### 1. Details of the Institution

1.1 Name of the Institution

Women's Christian College

1.2 Address Line 1

6, Greek Church Row,

Address Line 2

-

City/Town

Kolkata

State

West Bengal

Pin Code

700026

Institution e-mail address

wcccollegekol@gmail.com

Contact Nos.

033-24643341

Name of the Head of the Institution:

Dr. Ajanta Paul

Tel. No. with STD Code:

033-24643341

Mobile:

+919007216053

Name of the IQAC Co-ordinator:

Sanchita Gupta

Mobile:

+919831153303

IQAC e-mail address:

wccollegekol@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

WBCOGN12997

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)

1.5 Website address:

www.womenschristiancollege.net

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	75.35	2007	2012
2	2 <sup>nd</sup> Cycle	A		2013	2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

22.03.2007

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 \_\_\_\_\_ 12.12.2008 \_\_\_\_\_ (DD/MM/YYYY)  
 AQAR2007-8 \_\_\_\_\_ 17.11.2009 \_\_\_\_\_ (DD/MM/YYYY)  
 AQAR\_2008-09 \_\_\_\_\_ 12.10.2010 \_\_\_\_\_ (DD/MM/YYYY)  
 AQAR\_2009-10 \_\_\_\_\_ 28.04.2011 \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status      Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

1.11 Name of the Affiliating University (*for the Colleges*)

University Of Calcutta

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc Nil

Autonomy by State/Central Govt. / University  -

University with Potential for Excellence  - UGC-CPE  -

DST Star Scheme  -  -

UGC-Special Assistance Programme  - DST-FIST  -

UGC-Innovative PG programmes  - Any other (*Specify*)  -

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 02

Faculty

Non-Teaching Staff

Students

Alumni

Others

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

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Nil

Total Nos.

International

National

State

Institution Level

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

In the post-accreditation period, the college IQAC has played a pivotal role in the formulation and implementation of different academic as well as non-academic framework of action. The new endeavours included a holistic approach towards an integrated development of the college and better coordination among the various stakeholders.

## 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
<p><b>2.15. Plan of action:</b> The plan of action as chalked out by the IQAC was basically in two parts/phases, in that the first part of the year was focused on the reaccreditation process and its culmination in the visit by the NAAC Peer Team in December 2013. The last-minute touches in this regard were the plan to refurbish the website of the college; to make the admission process an online one; to take the library automation process to the next logical step; to strengthen the Alumnae Association of the college by enhancing interaction with it; to enrich the activities of the National Service Scheme (NSS Unit) in the college; to improve the facilities in the college hostel; and to broaden the base of the activities of the NSOU Study Centre in keeping with the institution's commitment to the spread of mass education. The second part was taken up with new initiatives aimed at widening the scope of our operations, as also sustaining the endeavours already undertaken. One of these was building up the Eco Club of the college with a view to making its presence and interventions stronger and more meaningful.</p>	<p><b>Achievements:</b> The website of the college was comprehensively refurbished with many new inputs, and changed patterns of information distribution so that it became more attractive, informative and user-friendly. The transition of the admission process from manual to online was, for the most part, effected. With the data entry for the library automation process having been largely completed the next step was put in place with the acquisition of certain machines such as scanner and barcode printer which are absolutely necessary for full automation of library services. Interaction between the Alumnae Association and the college as also between the members of the said Association was enhanced with an increase in the number of programmes organized by its members, the funds generated by it, and its general reach. The NSS Unit was awarded the Best College Award and the Best Programme Officer Award by the University of Calcutta. The facilities in the college hostel were considerably increased with a view to improving the living conditions of the hostellers. New box beds were provided, wooden shelves were built along the walls of the dormitories, matching curtains and bedspreads were provided, and the menu too, was imaginatively revised. In view of the increased need for convergent and /or mass education in the country the college tried to do its bit by increasing the activities of the Study Centre of Netaji Subhas Open University (NSOU) that it runs. The number of subjects for admission was increased as also the number of subjects and sessions in which the Personal Contact Programmes (PCPs) were held.</p> <p>In the second phase of the year, i.e., the first half of 2014 in the wake of the recently awarded A Grade in the evaluation by NAAC the college tried to accomplish the goals set in the beginning of the year. Compost creation, waste segregation and electricity conservation were carried out in full swing by the Eco Club of the college. Also organized by it was an inter-college poster-making competition on Earth Day which drew many renowned institutions and individuals. Additionally the members of Eco Club along with their teacher mentors attended programmes on the subject in the academia and the corporate sphere. The award of a grant of Rs. 5,00,000/- under Scheme for Performance of Colleges by the West Bengal Government was an achievement on the part of the college enabling it to fulfil a few of its cherished dreams.</p>

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

**Annexure No.2**

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

The AQAR was placed in the Governing Body of the college.

Provide the details of the action taken-

The Governing Body of the college approved of the plan of action and pledged its help in improving the facilities in the college and its hostel.

**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
PhD	-	-	-	-
PG	-	-	-	-
UG	B.A. Hons-8 General-8 B.Sc Hons.-2 General-3	One	One	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	Computer Course	Karate for self defence	Computer Course	Computer Course
Others	NSOU Programme	-	-	-
<b>Total</b>	Four			

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Four

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure **Annexure No. 3**

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

The institution offers courses that follow the prescribed syllabus for Undergraduate courses of the University of Calcutta. Therefore scope for syllabus updating is limited although regular feedback is obtained from the students through classroom interactions regarding curriculum in general.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Although no new departments had been introduced but earnest efforts are made so as to introduce post graduate programmes in some subjects. The process of reorientation of the syllabus for Certificate Course in Computer education is in progress.

## Criterion- II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	16	18	01	-

2.2 No. of permanent faculty with Ph.D.

16

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Lecturer  Temporary faculty  Visiting



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	03	01
Presented papers	01	10	01
Resource Persons	01	-	-

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

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

The ICT enabled methods of teaching and learning already adopted were given a boost by upgrading many of the computers in the college used for teaching and learning; the smart classrooms were more frequently used by faculty members to expose students to a more enriched (at least audio-visually) quality of teaching; and a larger number of students were accompanied to relevant film screenings and to present papers in seminars held in other colleges. Also, the Computer Education Centre was equipped with better facilities, such as new computers, internet and a LCD television set to improve the quality of teaching.

2.7 Total No. of actual teaching days

219

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

Nil

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

-

-

01

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Hons.	88	-	3	70	15	88
B.Sc. Hons.	43	-	2	39	02	43
B.A.Gen,	24	-	-	2	22	24
B.Sc.Gen	11	-	-	1	10	11

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

IQAC of the college prioritize the Teaching-Learning process by effectively planning strategies for up gradation as well as modernization of teaching techniques and its adoption by the teacher and the taught. Moreover it regularly monitors the process for its sustained success and evaluates its outcome by appropriate feedback mechanism for various stakeholders.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
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	17	02	-	02
Technical Staff	32	05	-	02

### Criterion – III

#### 3. Research, Consultancy and Extension

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

The college IQAC encourage faculty members to get involved in research pursuits. Most faculty members have either obtained their doctorate degree or are presently enrolled at various Universities as Ph.D. scholar. They are encouraged to avail various Faculty Development Programmes of the State as well as UGC. IQAC also encourages the faculty members to fetch Minor and Major Research Projects approved by the UGC and offers assistance in their timely completion and submission. The faculty members are also encouraged to pursue different academic activities including those under Career Advancement Scheme.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	3.56	-	-

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	74,000	-	-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	-	02
Non-Peer Review Journals	-	01	02
e-Journals	01	-	-
Conference proceedings	-	01	-

##### 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
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Major projects	July,2012- June,2015	UGC	3.56Lakhs	2lakhs,40,000
Minor Projects		UGC	70,000	53,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	02			

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 N.A.

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

Nil

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

N.A.

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

year .

3.17 No. of research awards/ recognitions received by faculty and research fellows

of the institute in the year Nil

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) N.A.

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  \* State level   
100 National level  International level

3.22 No. of students participated in NCC events: Nil

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: 02

University level  \* State level   
National level  International level

3.24 No. of Awards won in NCC: Nil

University level State level    
National level  International level

3.25 No. of Extension activities organized 12

University forum  College forum   
NCC  NSS  \* Any other

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

The NSS calendar of activities in Women's Christian College is always full and varied with the volunteers either organizing programmes in the college or attending ones in the University of Calcutta or in other venues. During this year, students attended the Inauguration programme of Rajiv Gandhi Khel Abhiyan and they organized a programme to celebrate International Women's Day. In addition to volunteering for the Blind Person's Association, students undertook a trip to the interiors of the Sunderbans to distribute medicines and blankets. With the financial support of Red Ribbon Camp, the NSS Unit invited the children of Sneha Kunj under the auspices of Arunima Hospice to participate in an Aids Awareness programme in the college. In addition to these mentioned major events many other activities were also carried out by the students.

## 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	1078.1			
Class rooms	17			
Laboratories	01			
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakhs) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-			
Others	-			

#### 4.2 Computerization of administration and library

Computerization of the Library is divided into two parts:  
1.Data base creation 2. Automated circulation- a) Bar code sticker generation b) Membership card generation

The work of data base creation is almost over and barcode sticker generation is complete. Card issue with the help of webcam is yet to be introduced. The Library is heading towards automated circulation.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22,057		133	Total- 96,665	22,400	
Reference Books			210			
e-Books						
Journals	12					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	08	02	01	16	10	09	10
Added	-	-	-	-	-	-	-	-
Total	56	08	02	01	16	10	09	10

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The college is on the way to make the campus technologically updated .Steps are taken to make internet connectivity more efficient and to digitize entire office and library facilities. Staffs as well as students are encouraged to access the net facilities. Departmental computers and staff room computer and printer are highly beneficial for record keeping, students' profile maintenance and other documentation. Computer-aided teaching and the use of smart classrooms have benefitted the students as well as the faculty.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	8, 56,112
iii) Equipments	2, 39, 363
iv) Others	7, 34,523
<b>Total:</b>	<b>1829998</b>



289	25	25	10	-	349	260	32	07	11	01	310
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Demand ratio 100:73      Dropout % 12

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

The scope for formal coaching is limited due to space constraints but assistance is always offered by the Faculty by way of informing the students and guiding them to prepare for the competitive examinations. Occasionally there is campus demonstration by related coaching institutions who even offer special concessions for the needy students.

No. of students beneficiaries Nil

5.5 No. of students qualified in these examinations Nil

NET -      SET/SLET -      GATE -      CAT -

IAS/IPS etc -      State PSC -      UPSC -      Others -

5.6 Details of student counselling and career guidance

There is provision for informal psychological counselling for the students facing various challenging situations at home, college or in their workplace.

Career guidance meet is organized for the benefit of the students and willing employers. Talks are also held by experts and companies providing e-servicing and in need for soft skill development.

No. of students benefitted Nil

5.7 Details of campus placement

On campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	100	-	-

## 5.8 Details of gender sensitization programmes

A captivating Gender sensitization programme was organized by the Thoughtshop Foundation on 12<sup>th</sup> September, 2013. Two young volunteers from the Foundation visited the college and involved the participant students in several interactive sessions regarding domestic violence, gender discrimination in everyday life and the like. The programme aimed at development of consciousness among the young students regarding their rights and privileges and to instill confidence in them to stand up to gender discrimination and sexual harassment faced by women in the contemporary society.

On behalf of the Women's Study Cell of the College, four girls of the Department of Sociology, attended a Seminar on "Kon Raasta Shurokkhito" or "Which Roads Are Safe"? This was organized by the School of Media, Communication and Culture, Jadavpur University on 7<sup>th</sup> September, 2013. Highlighting on the recent incidents of rape in Delhi and of a journalist in Mumbai, the Seminar dealt with issues like Gender safety, Misogamy, role of Media, Face book campaign against rape and the like.

## 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	78	17,550
Financial support from government	36	1,80,000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives Nil

Fairs	: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The College runs a Grievance Redressal Cell through which students as well as staff members can give vent to their grievances, if any. In the session 2013-14, the Cell received few major complaints. The students' demand for new text books in the Departmental as well as Central Library as per the new syllabus of the University had been resolved by purchasing of new text books. The amenities of Students' Common Room had also been upgraded by providing with new indoor games.

#### Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of the institution is to provide sound, high quality and holistic education along with basic life skills to young women hailing from diverse socio-economic strata with a view to equipping them for a constructive and meaningful life. It aims to evolve with the times while retaining the core values of its founders, namely decency, dignity and decorum. To that end it is committed to creating a pluralistic academic space which accommodates the economically disadvantaged and the differently abled in a bid to contribute to nation-building, as also to the local society.

6.2 Does the Institution has a management Information System

Yes, the college has a Management Information System in place.

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

### 6.3.1 Curriculum Development

The college offers courses that follow the respective syllabus specified by the University of Calcutta. There is limited scope for curriculum development or reframing of the syllabus. However some faculty members who are associated with framing of changed syllabus at the University level provide their inputs as per their students' feedback.

### 6.3.2 Teaching and Learning

In order to ensure a planned and scientific implementation of the teaching-learning process, the teachers of the various departments undertake preparation of a teaching plan and unitization of the syllabi. To enable an effective learning, various teaching methods such as class lectures, teacher-student interactive method, project-based learning and the like are used by the teachers. To make their learning experiences even more interesting, these traditional methods are supplemented with modern teaching aids and tools like computers, audio-visual teaching aids, field trips and excursions. Special lectures are organized by the different departments for academic and intellectual exposure of the students giving them the opportunity to interact with academicians who are invited regularly by the institution. Besides, organization of intra and inter-college debates and seminars are conducive tools in instilling self-confidence and leadership qualities among the students. Enhancement of teaching and learning are also sought to be ensured through meticulous maintenance of departmental libraries for ready access to books, journals and other reading materials for the students as well as the faculty.

### 6.3.3 Examination and Evaluation

The college is bound to follow the schedule of examinations laid down by the University of Calcutta. Every department conducts periodical tests for continuous assessment of the progress of their students. In the month of November, annual mid-term tests are held as per the University schedule. In the month of January, annual test examinations for the third year (Honours and General) students are held and their progress report cards are distributed in early February. In the month of February, annual test examination for the second year (Honours and General) students are held and their progress report cards are distributed in early March and students who fail to score the requisite percentage of marks are not sent for the University Part II examination. Similarly, in the month of March, annual test examination for the first year (Honours and General) students is held and their progress report cards are distributed in early April.

Besides, the institution has introduced a system of evaluation of the teachers and the college by students. Such a practice has been immensely beneficial for ascertaining the students' feedback which ultimately contributes towards the overall improvement of the teaching-learning process.

### 6.3.4 Research and Development

The college authorities encourage faculty members to get involved in research. Most faculty members have either obtained their doctorate degree or are presently enrolled at various Universities as Ph.D. scholar. They are prodded to avail of the UGC sponsored Faculty Development Programme under which they get the facility of two years of study leave to focus on the writing of their Ph.D. dissertation. Many faculty members are also acting as Principal Investigator, engaged in completion of Minor and Major Research Projects approved by the UGC. They have published books and articles based on their research findings and these works have made significant contribution to advancement of knowledge on crucial social issues.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a rich Central library which caters to students as well as the faculty. Work is in progress for the full automation of the library circulation and data base creation. Regular purchase of both text and reference books add to the store of books particularly benefitting the needy students. The Seminar libraries of individual departments help the students to consult subject-specific books. UGC Resource Centre Inlibnet has been introduced to access e-resources.

The college promotes computer-aided teaching for the students of all departments. Students are encouraged to avail the internet facilities for academic purposes. Computers for public access are available in the library and staff room. Introduction of smart classrooms had widened the technological aspects of present-day classroom teaching. Better connectivity and wi-fi facilities as well as office automation and creation of data base for students add to the technological up gradation of the campus.

Planning is done to improve the existing physical infrastructure and to overcome the problem of space crunch.

### 6.3.6 Human Resource Management

Students, teachers and non-teaching staff are the three aspects of human resources and the college takes utmost care to ensure that all of them can realize their best potentials. Apart from academics, students are encouraged to take part in other co-curricular and extra-curricular activities like debates, seminars, cultural programme, sports, social work, environmental activism and so on so that they mature as dynamic individuals, responsible citizens and compassionate human beings. Besides teaching and research, faculty members devote their time and energy to motivating students and counselling them so that they can cross all barriers and move ahead. Teachers also readily participate in various administrative works to facilitate smooth running of the institution. Authorities take care to ensure that non-teaching staff can optimize their performance by encouraging them to acquire new skill, adopt automation and be more accountable. Medical emergencies and other exceptional needs are taken care of and welfare schemes are implemented for their benefit. The success of the college in obtaining Grade A by NAAC is a testimony to the fact that they continue to work in unison.



### 6.3.7 Faculty and Staff recruitment

The college enjoys autonomy with respect to faculty and staff recruitment due to its minority status. Timely recruitment process fills up vacancies attracting best of the candidates as applicants. Transparent and fair selection process by eminent experts in their respective fields is the usual practice.

### 6.3.8 Industry Interaction / Collaboration

The Institution offers courses in general degree course subjects at the undergraduate level where there is limited scope for industry interaction or collaboration with industrial houses.

### 6.3.9 Admission of Students

Students' admission in the first year is done entirely on the basis of merit. Merit lists are published after scrutiny of the forms submitted and admission is done accordingly and as per Government directives on seat reservation.

### 6.4 Welfare Schemes for

Teaching	Although there is no formal welfare scheme for teachers but every staff member is entitled to receive financial as well as social support by the college in times of personal crisis. Academic support is always available in matters of seminar or workshop attendance, both national as well as international, thesis submission, completion of research projects, procuring of study leave or execution of university assignments.
Non teaching	Adult literacy initiatives for the female kitchen staff by the college students is in practice. Computer literacy is planned for all office staff including peons and bearers.
Students	Students' health insurance and regular blood tests for Thalasemia screening and eye checkups are organised by the college.

### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     \*    No     -

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

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

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

For UG Programmes    Yes    No     -     -

For PG Programmes    Yes    No     -     -

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.

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6.11 Activities and support from the Alumni Association

The Alumnae Association of Women’s Christian College has been gloriously serving several missions for the last ten years for the upliftment of the college. Many programmes have been conducted for the benefit of the students’ like- 1.Two medical camps for regular students that included health check-up and awareness for cervical cancer.2.Fund raised at Reunion has been donated for cancer treatment of an office staff. 3.Every year Alumnae fund provides academic prizes for each general subject.4.Particular amount of money is donated to two Hostel kitchen staff from the Alumnae fund.5.The Alumnae Association conducts regular seminars on contemporary topics of students’ interest thereby enriching the knowledge of present as well as ex-students. 6. Apart from all these services, the Association also conducts cultural programmes by the ex-students of the college. Thus it has been running with success for a long time now promoting the reputation of the college.

#### 6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association but regular exchange of views and feedback are obtained through departmental annual Parent-Teacher meetings. Their opinion and valuable suggestions are always prioritized while framing new policies or guidelines related to students' welfare.

#### 6.13 Development programmes for support staff

The welfare of support staff had been always given importance in the college policies. There is no formal development programme presently in practice but the Teachers' Council of the college had always contributed towards their welfare in the form of financial help or rewarding their needv but meritorious children.

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

The college promotes a clean and pollution-free environment for all. Its urban location at the heart of a metropolitan city requires extra awareness for the benefit of health. The student members of an active Eco Club of the college takes initiative to generate awareness among all regarding energy conservation, proper waste disposal and maintenance of college garden. Unnecessary wastage of water is discouraged and the Rainwater Harvesting system of the college functions to supplement additional demand for water. The student members also participate in neighbourhood cleaning operations. They also upgrade their knowledge by attending and participating in talks and seminars outside the college premises. Observation of Earth Day by organising Inter-college poster competitions offers the students with an opportunity to share and exchange their views on various environmental issues with the outside world.

## 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.

An Inter-College Play Competition organized by the Alumnae Association of the college in October 2013 was an interesting initiative which not only enhanced the cultural ambience of the college but academically enthused the students and teachers of the literature departments. The publication of a book by the college on the subject of Human Rights in December 2013 was another innovation aimed at engaging the students of the Social Science departments by demonstrating to them the commitment of the college and its faculty members to the cause. A special programme to celebrate Rabindra Jayanti (the birth anniversary of Rabindranath Tagore) higher involving students, faculty members and Governing Body members was an initiative that was intended to inculcate a deeper love of literature, song and dance in students, and making accessible to them a non hierarchical and integrated experience of cultural endeavour not commonly found in most institutions of learning.

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

The following mechanisms were instituted to comprise the ATR based on the Plan of Action decided on at the beginning of the year. Meetings of the Academic Council were duly held to finalize the online admission of the college; funds were set aside by the Governing Body of the college for the improvement of facilities in the college hostel, and after due deliberation by the Finance Sub Committee of the college the contracts for new furniture and fittings were given to the selected bidders. Funds were also earmarked for the enhanced activities of the Eco Club to enable it to implement its fairly ambitious agenda. After the retirement of the Coordinator of the NSOU Study Centre in the college the Principal herself took on the onus of looking after the said Study Centre, and streamlined its operations to ensure a smooth transition and continuity.

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

**Annexure No.4**

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

7.4 Contribution to environmental awareness / protection

The college encourages its students to undertake community initiatives to generate environmental awareness among students as well as all staff members of the college by display of campaign materials, group initiatives and public propaganda on relevant issues.

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 Institution plans to expand its span of vision and service to mankind by introducing new outreach programme involving students, faculty and underprivileged women of the society in keeping with the college motto of serving all by love. There will be efforts to prioritize academic upliftment as well as overcoming the handicap of space shortage for further expansion of the college premises.

**8. Plans of institution for next year**

The future plan for the next academic year i.e. 2014-15 will be focussed on a priority-based approach to fulfil NAAC recommendations as far as possible. Greater involvement of all associated stakeholders, expansion of the IQAC, improving overall academic performance of the students, widening of their career options by better and more professional Computer course ,more number of outreach programmes, fully online admission process, greater technological up gradation and automation of library ,organisation of UGC seminars and overall integrated development of the institution leading to greater empowerment of its students will be essential part of the future plan of the institution.

Name SANCHITA GUPTA

Name \_\_\_\_\_

Sanchita Gupta

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## **Annexure I**

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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