

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

2015-2016

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

wccollegekol@gmail.com

Contact Nos.

033-24643341

Dr. Ajanta Paul

Name of the Head of the Institution:

Tel. No. with STD Code:

033-24643341

Mobile:

+919007216053

Name of the IQAC Co-ordinator:

Dr.Jayita Mukhopadhyay

Mobile:

9830201243

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:

21/02/2014

(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:

<http://www.womenschristiancollege.net/college-profile/aqar/aqar-2010-11/>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	75.35	2007	2012
2	2 nd Cycle	A		2013	2018
3	3 rd Cycle				
4	4 th 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)
 AQAR 2007-8 _____ 17.11.2009 _____ (DD/MM/YYYY)
 AQAR 2008-09 _____ 12.10.2010 _____ (DD/MM/YYYY)
 AQAR 2009-10 _____ 28.04.2011 _____ (DD/MM/YYYY)
 AQAR 2013-14 _____ 27.04.2015 _____ (DD/MM/YYYY)
 AQAR 2014-15 _____ 11.12.2015 _____ (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	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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	<input type="text" value="Nil"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held			
2.11 No. of meetings with various stakeholders:	No. 02	<input type="text" value="02"/>	Faculty <input type="text" value="*"/>
Non-Teaching Staff	<input type="text" value="-"/>	Alumni	<input type="text" value="-"/>
Students		Others	<input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
If yes, mention the amount	<input type="text"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	Nil		
Total Nos	<input type="text"/>	International	<input type="text"/>
		National	<input type="text" value="-"/>
		State	<input type="text" value="-"/>
		Institution Level	<input type="text" value="-"/>
(ii) Themes	<input type="text" value="-"/>		

2.14 Significant Activities and contributions made by IQAC

During the last academic year IQAC has continued to function as a nodal agency, coordinating, stimulating and facilitating all academic, co-curricular and extra-curricular activities, encouraging departments, various cells and committees, library, office and support staff to set performance benchmarks and make all out, timely and precise attempt to attain those benchmarks. Facilitating promotion of faculty members under Career Advancement Scheme (CAS) by helping teachers to prepare promotion papers and conducting screening as per rules of the Higher Education department has been done meticulously and consequently teachers have moved ahead in their career. Dissemination of information, implementation of innovative and best practices and relentless pursuit of excellence has been the main thrust area of its activities which has been done on the basis of democratic decision making and coordinated action of all members.

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>2.15. Plan of action: IQAC is vigorously pursuing its goal of further enhancing the level of academic excellence and administrative competence already accomplished which was duly appreciated by the last NAAC Peer Team who visited the college in 2013 and awarded Grade A. To keep pace with the agenda of making India digital and to realise NAAC's directive to use modern technical tools in teaching learning more extensively, faculty members and students have been constantly encouraged to use the e-technological tools like smart class rooms and wi-fi connectivity, many of which have been introduced from the first instalment of RUSA (Rastriya Uchatara Sikhsha Abhijan) fund and was to be introduced during the course of the year. IQAC also had the objective of motivating students to make greater use of the library which also offers facility of surfing internet and using digital study materials. It had plan to further buttress the commendable performance of Women's Study Cell of the college, which had done yeomen's service in women's empowerment, the activities of Sports and Adventure Club and the vibrant the Eco Club, which received</p>	<p>Achievements: The academic performance of students of the college in the academic session 2015-2016 was very satisfactory. Number of students from Geography, Sanskrit and Bengali department secured first class in their B. A. A. Honours final examination while performances of students of other departments were also quite good. Students participated and did well in sporting events organized by various state bodies and also in NCC camps in their individual capacity. The NSS Unit of the college, like every year, organized a weeklong camp in a nearby slum area and students wholeheartedly participated in cleaning drive, creating awareness about hygiene and imparting learning skills to underprivileged children. The kind of bonhomie that developed between these children and our students by the time the camp ended is indicative of the success of the camp. Faculty members continued to remain focused on teaching and research and two of them completed and submitted their Ph.D theses. Publication of scholarly papers in peer reviewed journals, presentation of papers at august conferences and seminars, both at home and abroad, contribution of articles on contemporary issues in national dailies are some of the important activities faculty members undertook, to widen the orbit of their scholastic achievements and to equip themselves better in serving the needs of the students. Library automation process moved towards completion with introduction of e-circulation. Creation of several smart class rooms, and elevation of college auditorium and audio-visual room through proper utilisation of RUSA fund are significant achievements as all these have been done on time following RUSA guidelines. The college has received the second instalment of RUSA fund, meant for construction of new building.</p> <p>Interaction between the Alumnae Association and the college as also between the members of the said Association was enhanced with an increase</p>

<p>accolades from the last Peer Team. It planned to continue unabated the activities of the Alumnae Association which provides an interface between present and past students and the activities of the National Service Scheme (NSS Unit) in the college, a forum which gives students a rewarding opportunity to serve society, particularly the marginalised people of the neighbourhood of the college. Further up gradation of college infrastructure and renovation of existing class rooms were also on the agenda. The Placement Cell made plans to continue the liaison with various agencies who work in the field of skill development so as to augment the employability of our students. Overall objective of IQAC was to ensure harmonious and steady progress of curricular, co-curricular and extracurricular activities of the college through planned and synchronized participation of all stake holders.</p>	<p>in the number of programmes organized by its members, the funds generated by it, and its general reach. Commemorative programme to observe the award of Nobel prize to Tagore's Gitanjali, health awareness camp focusing on the occurrence of cervical cancer among women are some major highlights of its activities.</p> <p>Infrastructure of the college was further boosted as new equipment, computers etc were purchased and pressed into service, all out of RUSA fund.</p> <p>The Post-Graduate Study Centre of Netaji Subhas Open University (NSOU) continued its commendable work of taking education to those who for various constraints could not attend regular courses.</p> <p>Faculty members in charge of NSS unit led the students in joining a rally celebrating the birth anniversary of Swami Vivekananda, held a film show in observance of International Human Rights Day and undertook many such ventures so as to carry forward the already established tradition of the involvement of the student community in serving larger society.</p> <p>The commendable performance of Women's Study Cell of the college in fostering gender awareness and empowering underprivileged women through running for them a vocational training course 'Sucharu', which got considerable media coverage and accolades from different corners this year received international recognition as well since the Cell received a grant of 4400\$ from the United Board For Christian Higher Education in Asia. To utilise this grant, the women's study cell undertook to organize a project titled 'Women, Violence and Rights'. This one year project comprises two workshops and one seminar. The workshop was on self defense technique, organized in collaboration with Seventh Chakra, a notable organization having expertise in this field. The self-defence programme was a response to the urgent need for martial art training of young women. This self-defence session was an attempt to bolster the self confidence and mental preparedness of the students in tackling any undesirable advances made by miscreants. Another workshop on Trafficking of Women and Children was attended by members of notable NGOs working in the field who shared their experiences with students and sensitized them about this critical issue. The last programme of the project is scheduled to take place next February.</p> <p>The activities of Eco Club continued with new vigour. Observance of Earth Day to spread awareness about the urgency to save our planet, and practices like rainwater harvesting, effective garbage disposal and production of compost, kitchen gardening in the backyard, maintenance of medicinal herbs and initiatives towards neighbourhood clean- up operations and efforts to generate environmental awareness among all are the major thrust area of its activities.</p> <p>The Placement Cell continued with its effort to offer an interface between employers and students, exposing them to the kind of skills, proficiencies and orientations needed to succeed in the job market. A number of agencies held seminars, interacted with the students and offered them training and internship once they complete their graduation, and these exposure turned out to be very effective in making the students mentally ready for the job market.</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 to guide and supervise activities of the IQAC in its ongoing effort to implement the NAAC guidelines so as to take the college towards excellence.

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			-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	Computer Course	Karate for self defence	Computer Course	Computer Course
Others	NSOU PG Programme		-	-
Total	Four			
Interdisciplinary	-	-	-	-
Innovative		Chess classes by an Expert	-	-

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, considerable progress has been made towards introduction of post graduate course in Sanskrit and preparations are on to introduce two new general courses in Journalism and Mass Communications. GIS course (Geographic Information System) has been introduced and is running successfully.

Criterion- II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35 ?	22	12	01	-

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		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	2	-	?	-	-	-	-	3	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Lecturer

3

Temporary faculty

6

Visiting faculty

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	18	02
Presented papers	12	12	02
Resource Persons	2		-

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

Extensive use of smart class rooms, LCD Televisions, and other ICT facilities, use of Power point presentations by faculty members to give students audio-visual experience which usually have deeper imprints on their memory and facilitate learning are some prominent innovative processes that the college is continuing to practice.

Special lectures by scholars who are stalwarts in their respective fields enable students to get a glimpse of the scholastic minds of pioneers and inspire them to make original contribution in their area of studies have been regularly arranged by various departments.

Students are often taken by their teachers to museums, town halls, numismatic exhibitions, seminars at other institutions, exhibitions of arts and crafts, of paintings, houses of Bengal's luminaries like Tagore and Swami Vivekananda and also to the Legislative Assembly to witness a session in progress, so that students get real life feel of the subjects of their study. The monotony of class room teaching is countered by such exciting jaunts and the students look forward to and enjoy these experiences.

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

221

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

Nil

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

-	-	03
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2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (not provided, these are last years data???)				
		Distinction %	I %	II %	III %	Pass %
B.A. Hons.	129	-	3	70	15	88
B.Sc. Hons.	32	-	2	39	02	43
B.A.Gen,	71	-	-	2	22	24
B.Sc.Gen	26	-	-	1	10	11

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

The IQAC of the college guides the Teaching-Learning process by helping departments in chalking out Departmental Plan of Action at the beginning of Academic Year and extending all cooperation to them in implementing those plans. Departments are encouraged to set academic benchmarks and are provided with suggestions about how to attain them. Besides, IQAC encourages students to participate in co-curricular and extra-curricular activities to fulfil the objective of imparting holistic education. IQAC continuously monitors the activities of the Departments and various Cells and Committees to ensure that they work cohesively and harmoniously to take the college forward in its search for excellence.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	07
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	04	-	02
Technical Staff	33	06	-	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 constantly encourage faculty members to get involved in research and other higher academic pursuits like writing and publishing research papers. Most faculty members have either obtained their doctorate degrees or are presently enrolled at various Universities as Ph.D. scholars. They are encouraged to avail various Faculty Development Programmes of the State as well as the UGC. The IQAC also encourages the faculty members to obtain approval of Minor and Major Research Projects by the UGC and offers assistance in their timely completion and submission. Organization of Seminars and Conferences by the Departments is encouraged and supported by the IQAC.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	11	03
Non-Peer Review Journals	01	03	02
e-Journals	01	02	-
Conference proceedings	-	02	-

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	July,2012- June,2015	UGC	3.56Lakhs	2lakhs,40,000
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	20,000			
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	-	1	-1	1	5
Sponsoring agencies	-	UGC	- UGC	WB State Council of Higher Education -	-

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

Type of Patent	Number
----------------	--------

3.16 No. of patents received this year
N.A.

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 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
National level International level

3.22 No. of students participated in NCC events: 5

University level State level
 National level International level

3.23 No. of Awards won in NSS: 00

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

Like earlier years, this academic year also found the NSS Unit of college plunging into various outreach programmes and the zeal and involvement of NSS volunteers were at all time high. Like every year, a week long special camp of NSS Unit, organized in nearby densely populated slum area saw intense involvement of volunteers in creating awareness about hygiene and introducing underprivileged children to the world of education which generated enough eagerness both among the children and their parents so as to explore possibility of continuing that education through enrolment in normal schools. The camp was a resounding success as students developed a bonding with their target group and acquired valuable experience of connecting with marginalized people, winning their confidence and extending a helping hand to them. Various awareness programmes on critical diseases, motivational programmes to inspire the students and encourage them to follow the ideals of Swami Vivekananda, and many other well meaning initiatives were taken by the Unit.

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	The stage has been expanded.	SAP Grant from State Govt.	
No. of important equipments purchased (\geq 1-0 lakhs) during the current year.	2	Computers, Xerox machine cum printer, Handycam and digital camera	RUSA Grant	
Value of the equipment purchased during the		.		

year (Rs. in Lakhs)	Rs. 66,150 -		RUSA Grant	
Others (Electrical purpose)	Rs. 4,47,000		RUSA Grant	

4.2 Computerization of administration and library

The college office is largely automated using the Smart college software for it Students, Accounts and Payroll modules. Admission process is fully online. The COSA software is used to submit salary claims.

Library automation has progressed considerably. The preparation of bibliographical database for approximately 13,000 books (print) (active collection) has been completed including barcoding. The member database for present 1st yr, & 2nd yr students is complete. Digital card is being delivered to members.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22,931(including ref books)		47	10323		
Reference Books						
e-Books						
Journals	7					
e-Journals						
Digital Database						
CD & Video						
Others (specify)			MRP 5	3000		

4.4 Technology up gradation (overall) (new figures ??)

	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.)

Wi-fi modems already installed in the Library, Office, Principal's chamber and Staff Room have been maintained so that the entire campus continues to be a wi-fi enabled zone. All staff members as well as students are immensely benefited by this easy and continuous access to the internet. Downloading study materials, record keeping, students' profile maintenance and other documentation work are now done speedily and efficiently. Computer-aided teaching and the use of smart classrooms are augmenting and re-defining traditional class room teaching and enabling students to reap the benefits of audio-visual presentations. Plans are afoot to create more smart class rooms. CCTV Cameras installed around helps to keep the campus safe and secured.

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	1086941
iii) Equipments	66,150
iv) Others	59,583
Total:	12,12,674

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

The IQAC as a body facilitates, operates and oversees students' welfare and related support services. Regular monitoring of the classes, proper evaluation and timely publication of results are ensured by IQAC. Students' welfare schemes like financial support for the needy students, health check-ups, canteen and recreational facilities are all monitored by IQAC. Advice on future career and job options for the students by the concerned cell is also offered. Conducting faculty evaluation and campus evaluation by outgoing students enable the IQAC to receive valuable feedback from students regarding their demands and satisfaction level which again is useful for course correction.

5.2 Efforts made by the institution for tracking the progression

Students' progression to higher education or the job market is the ultimate objective of every department. All efforts are made both at the Departmental and the Institutional level to equip them academically as well as professionally. The Career Guidance Cell regularly organizes career orientation programmes. Moreover, the Placement Cell of the college helps to create a linkage between the employers and the aspiring students and sensitize students about the kinds of jobs suitable and available for students, the skills which are valued, the institutions where they can acquire those skills at affordable cost and so on. Through the Alumnae Association, the college is in contact with former students and can monitor their progress in employment or higher education. Quite often, ex-students informally contact their former teachers for guidance regarding work or further education and the teachers heartily extend all cooperation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
722			

(b) No. of students from outside the state

07

(c) No. of international students Nil

-

Men

No	%

Women

No	%

Last Year (2014-15)						This Year(2015-16)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
260	32	07	11	-01	310	591	97	17	10	07	

Demand ratio 100:73 Dropout % 12

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

No. of students beneficiaries

Nil

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 relevant coaching institutions which even offer special concessions for the needy students. The Career Guidance Cell maintains a book bank, comprising books on General Knowledge and Current Affairs which help the preparation process of students for competitive examinations. The Central Library has a section on Employment News and other publications which are also useful for the students.

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 meets are 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. Computer course is compulsory for the students and the computer skills acquired stand them in good stead when some of them apply for front office jobs. GIS (Geographical Information System) is running successfully the demand for which in the job market is enormous.

No. of students benefitted

200

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

The Women's Study Cell of the college has continued its excellent work of creating awareness about gender discrimination and instilling confidence among young females to stand up for their rights, to protest any form of violence towards women at home, or at public spaces and also to work for gender equality. Various awareness programmes in collaboration with NGOs are regularly held to keep students alert and active about this important issue. 'Sucharu', a vocational training programme undertaken by the cell to empower rural women by imparting basic tailoring skills is indicative of the desire of the Cell to translate their thoughts and ideas into actions. Certificates were awarded to the first batch of trainees who completed their course. The event received significant media coverage and this laudable efforts received appreciation from different corners.

The high point of the Cell's activity is the recognition and appreciation of an international body, UBCHEA. The college received a grant of 4400\$ from the United Board For Christian Higher Education in Asia. With the grant available the women's study cell undertook an important a project 'Women, Violence and Rights'. In view of increasing numbers of crime against women, the Cell, as part of the project, organised a self-defence programme, in collaboration with the 7th Chakra Arts for Self-Preservation. This self-defence session was an attempt to bolster the self confidence and mental preparedness of the students. A workshop on Trafficking of Women and Children has also been of much significance in creating awareness about a burning issue.

Film shows organized by the Cine Club also aims at gender sensitization. The showing of 'The Day I became a Woman', an award winning Iranian film by Marzieh Meshkini sent a strong message to the students that discrimination towards women is a global phenomenon and calls for solidarity among women of the world and concerted action for remedy.

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 Principal

	Number of students	Amount
Financial support from institution	78	17,550
Financial support from government	36	1,80,000
Financial support from other sources	6	Rs 3,00000 -
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives Nil

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:

The College operates a Grievance Redressal Cell through which students as well as staff members can give vent to their grievances, if any. In the session 2015-16, the Cell received few complaints from students about minor issues like non functioning of a toilet flush, an unclean class room and so on and IQAC has promptly acted to redress them mobilizing concerned conservancy staff.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution principal

In keeping with the vision of the founders the institution seeks to provide a comprehensive and holistic education to young women hailing from diverse backgrounds nurturing them into balanced, mature and responsible citizens of a vibrant modern republic. The idea is to develop women, the traditionally neglected half of the population to enable them to become poised, confident, socially aware and economically self-reliant. To this end the students are encouraged to sincerely pursue the academic programmes which they have primarily adopted, to hone their specific competencies as well as engage in co-curricular and social work activities that they may equip themselves to the extent possible for their subsequent role in society, and eventual contribution to nation-building. This vision statement is sought to be renewed through the successive perspective plans which will necessarily upgrade and re-validate the same in the light of changing times and technologies.

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 members of the Boards of Studies at the University level provide their inputs in the framing of the syllabus, keeping in mind the changing requirements of the times. The introduction of short professional courses and the proposed up gradation of existing ones such as the Computer Education Course are steps in curricular development expected to benefit the students.

6.3.2 Teaching and Learning

The teaching learning process in the college is well thought out, carefully calibrated and meticulously implemented. In order to ensure a planned and scientific implementation of the teaching-learning process, the teachers of the various departments undertake the 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 seminars are conducive tools in instilling self-confidence and leadership qualities among the students. The Annual Debate is a prominent event in the academic calendar of the college. In keeping with tradition, this year also student participants of the debate found themselves locked in intense verbal duel to prove their point and dismantle the arguments of the opponent, generating much excitement and fruitful brainstorming. Continuous up gradation of college library through purchase of new books and journals and access to internet provided to students are meant to ensure that students do not lag behind in acquisition of knowledge about latest research and scholastic developments.

6.3.3 Examination and Evaluation

The college, being affiliated to the University of Calcutta, is required to follow the schedule of examinations laid down by the University and that is done scrupulously. 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 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 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 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 further fine-tuning and betterment of the teaching-learning process.

6.3.4 Research and Development

The college authorities encourage faculty members in their research efforts. 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. Faculty members also regularly act as Principal Investigator, engaged in completion of Minor and Major Research Projects approved by the UGC. Quite a few of them have presented scholastic papers at notable National and International seminars and conferences in India and abroad and they have received critical acclaim for their work. 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.

The college provides internet facilities and well equipped library which are made proper use of by faculty members engaged in research.

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 creation of digital data base is almost complete. Regular purchase of both text and reference books add to the store of books particularly benefiting the needy students. The Seminar libraries of individual departments help the students to consult subject-specific books. Already existent UGC Resource Centre is used by students to search for online educational resources. Inlibnet is regularly accessed by faculty members and students for 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 basis 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.

College has received second instalment of RUSA (RastryiaUchhattaraSikhsaAbhijan) Grant and construction of new G+4 building is about to begin which will solve space problem and enable introduction of many new courses.

6.3.6 Human Resource Management

Students, teachers and non-teaching staff are the three aspects of human resources and the college makes all out effort to ensure that all of them can realize their best potential. Intensive class room teaching, regular evaluation through examinations, and interaction with guardians are all directed to facilitate students' academic performance. Chees class, GIS course, Spoken English course, computer courses, karate classes are a few add on courses which help sharpen up students' physical, mental and intellectual faculties as well as enhance their employability. 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. Above all the Principal of the college is working tirelessly, attending to every need of the students, faculty and support staff so that they all can deliver optimal performance. The Principal and other members of the Governing Body, in their capacity as administrators are providing valuable leadership, inspiring us to work better, lauding achievements and admonishing slackness, so that all stake holders are on the right track. The success of the college in obtaining Grade A by NAAC is a testimony to the fact that every member of this institution, from the highest echelon to the lowest strata are acting in unison, as a cohesive and integrated team so as to take the college towards further improvement.

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. Nevertheless, various agencies, working in the field of skill development and organizations belonging to tertiary sectors (insurance, banking, NGOs, etc) regularly conduct awareness campaigns in the college, in collaboration with Career Guidance Cell and Placement Cell through which promising students get shortlisted for employment opportunity once they complete their graduation or are enrolled into various courses at subsidised rate which will buttress their employability.

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. Presently, following University guidelines, the entire process of receiving and shortlisting application is done online, ensuring complete transparency.

6.4 Welfare Schemes for

Teaching	Although there is no formal welfare scheme for teachers 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. There is Group Insurance Scheme for non-teaching staff. A Staff Welfare Fund is also in place from which annual bonus is given to all non-teaching and support staff.
Students	Students' health insurance and regular blood tests for Thalasemia screening and eye checkups are organised by the college. In deference to Prime Minister's Jana DhanJojna, students have been persuaded to open their bank accounts.

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.

6.11 Activities and support from the Alumni Association

The Alumnae Association of Women's Christian College is a forum that brings together several generations of former students, tied together by the bond of common feelings of affection and loyalty to their alma mater. Many programmes are conducted for the benefit of students and staff members. Fund raised at Reunion has been donated for cancer treatment of an office staff. Every year Alumnae fund provides academic prizes for each general subject. Apart from all these services, the Association also conducts cultural programmes by ex and present students of the college. Awareness programme on cervical cancer was organized by it this year so as to enable female students in taking proper preventive measures.

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher Meetings are regularly held by each department where parents are requested to give their views about progress made by their wards and air their expectations from the college. Their opinion and valuable suggestions are always prioritized while framing new policies or guidelines related to students' academic progress and general welfare.

- 6.13 College authorities take utmost care to ensure the well-being of the support staff. Staff Welfare Fund is there from which annual bonus is given to support staff. A Group Insurance Policy aims to help them. Teachers' Council of the college also regularly contributes towards their welfare in the form of financial help or rewarding their needy but meritorious children.

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

Dedicated involvement with the creation and maintenance of a pollution free, clean, sustainable environment is one of the most noteworthy best practices of the college which was appreciated by the last NAAC Peer Team who visited our college. Their appreciation has been a morale-booster. The student members of an active Eco Club of the college take initiatives to generate awareness among all regarding energy conservation, proper waste disposal and maintenance of college garden. They collaborate with other residents of the neighbourhood and even themselves take up the broomsticks and shovels to clean the streets and remove piled up garbage. Their zeal has generated environmental pro-activism in the locality. Unnecessary wastage of water is discouraged and the Rainwater Harvesting system of the college functions to supplement additional demand for water. Students also upgrade their knowledge by attending and participating in talks and seminars outside the college premises on Environment related issues.

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.

Adventure Sports, sponsored by the National Adventure Foundation (West Bengal Chapter), operating under the Ministry of Youth Affairs and Sports, have been initiated in the College from 2015. Our students have enthusiastically participated in the nationally certified three-day Kayaking and Disaster Management Course. This initiative has exposed the students of our institutions to nature, contributing towards building their personality, character, confidence and courage.

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

The following measures were taken which should be treated as segments of Action Taken Report (ATR) based on the Plan of Action decided on at the beginning of the year.

The proper utilization of the first instalment of RUSA grant has been done and new equipment bought have been put to use. Renovation of audio visual room and other infrastructure has also proceeded as per plan and schedule.

The plan to engage students in sports and adventure related activities also has materialised with the introduction of the Sports and Adventure Club which already has made significant progress.

Submission of papers to University of Calcutta for introduction of post graduate course in Sanskrit has also been done in accordance with plan.

Our objective of establishing international linkage materialised with the receipt of UBCHEA grant.

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, particularly the vibrant Eco Club, encourages students to undertake community initiatives to generate and enhance 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. Seminars, workshops, cleanliness drives, rain water harvesting are regularly undertaken. The campus is now a plastic free zone and work on installing solar power panel are proceeding.

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 commitment to the cause of education and social welfare by introducing new add on courses, outreach programmes and so on. The college is making grand plans to construct new building and make massive improvement in its infrastructure by making efficient and optimal use of the RUSA grant. It is hopeful that given its already high standard of teaching-learning and productive outreach programmes, it will be eligible to apply for the CPE (College with Potential for Excellence) Status.

8. Plans of institution for next year

The institution plans to increase the number of subjects that are currently being taught in the college. Hence it seeks to introduce Journalism and Mass Communication at the General degree course level under the University of Calcutta from the next academic session. It also seeks to expand the scope of its academic programmes, and to that end plans to introduce the Post-Graduate Course in Sanskrit around the same time.

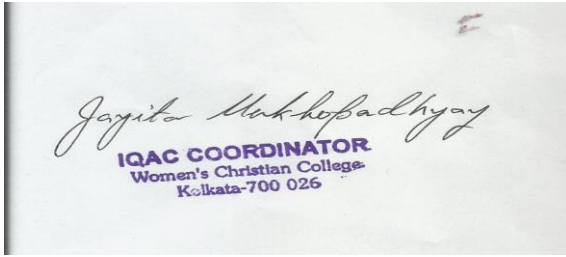
By way of curricular enrichment it further seeks to introduce short professional courses on Travel and Tourism, Soft Skills Development etc and a UGC sponsored course on Human Rights, Women's Studies or some other relevant subject which will be of use to students.

It plans to demolish an existing building and construct one with more floors so as to increase the number of classrooms.

It plans to renovate three existing rooms into a state-of-the-art auditorium, a chapel cum conference hall and an audio-visual room so that numerous programmes can be simultaneously accommodated in the college.

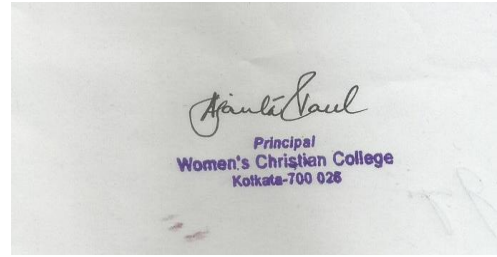
It plans to considerably increase its library holdings as also its ICT equipment.

Finally, it plans to work on increasing its national and international linkages.



Name Dr Jayita Mukhopadhyay

Signature of the Coordinator, IQAC



Dr. Ajanta Paul

Signature of the Chairperson, IQAC

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
