

Criterion 6 – Governance, Leadership and Management (100)

Key Indicator - 6.1 Institutional Vision and Leadership (10)

Metric No.		Weightage
6.1.1 Q₁M	<p data-bbox="280 409 1262 479"><i>The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution</i></p> <p data-bbox="280 517 1281 622">Upload the vision and mission statement of the institution and describe in not more than 500 words on the nature of governance, perspective plans and participation of the teachers in the decision making bodies.</p> <p data-bbox="280 667 751 696">A. Vision and Mission Statement:</p> <p data-bbox="331 734 576 763">Vision Statement:</p> <p data-bbox="363 808 1315 1093">The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.</p> <p data-bbox="280 1171 533 1200">Mission Statement:</p> <ul data-bbox="331 1245 1278 1765" style="list-style-type: none">• To provide a holistic and enabling environment of study to young women hailing from diverse demographics.• To expand the range of disciplines/subjects available to students at the under-graduate level.• To introduce post-graduate programmes in a phased manner.• To consistently upgrade its teaching-learning policy, methods and apparatus so as to be able to deliver its core services in a relevant and up-to-date manner.• To incorporate value-added, vocational and technical courses in its curriculum.• To continue to enhance its extension activities and outreach programmes.• To partner with the government in the spread of continuing adult, mass education (through the Open and Distance Mode). <p data-bbox="280 1809 644 1839">B. Nature of Governance:</p> <p data-bbox="376 1883 1286 2132">The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important</p>	5

role in determining the institutional policies and implementing the same.

C. Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

1. Application for grants from government and non-government sources.
2. Extension of available area through vertical expansion to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
3. Renovations to revive the ageing infrastructure of the institution.
4. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.
5. Introduction of new subjects at the under-graduate level.
6. Application for more substantive posts from the State Government.
7. Application for Post-Graduate Courses.
8. Achievement of national and international recognition in the form of grants and awards.
9. Partnering with Research Institutes.
10. Mobilization of funds and projects through the alumnae and other stakeholders.

D. Participation of Teachers in Decision-Making Bodies.

- Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.
- Teachers influence the institutional polity through the Teachers' Council, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel Sub-Committee of the college.
- Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, the Library Committee, the Journal Committee, the Seminar and Research Committee etc. Teachers, through their agency and

	<p>autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching-learning innovations and other academic priorities.</p> <ul style="list-style-type: none">• Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NSS unit, the Women's Study Cell, the Eco Club, the Inclusiveness Studies and Practices Centre, Sumeli: Folk Art Archive, the Sports and Adventure Club, the Cine Club and the Reading Club among other laudable cells and societies.	
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6.1.2	<i>The institution practices decentralization and participative management</i>	5
Q ₁ M	<p>Upload a case study showing practicing decentralisation and participative management in the institution in not more than 500 words</p> <p>Institutional Context of the Key Indicator:</p> <p>The institution practises decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.</p> <p>The Ways in which Heads of Departments participate in the Management Process:</p> <ul style="list-style-type: none"> • The Head of the Department oversees the Teaching Plans of his/her departmental members. • He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties. • He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided. • He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, inter-departmental or/and inter-college exercises, departmental excursions and study tours. • He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students. The English Department, for instance has the Reading Club, the Political Science Department runs the Electoral Literacy Club and the Geography Department has launched the online version of its departmental magazine <i>Bhugolio</i>. • Heads of Departments plan, prepare and publish the departmental magazine or working paper in consultation with his/her departmental colleagues. The Sanskrit Department publishes <i>Madhvi</i>; the Bengali Department publishes <i>Sreya</i>; the English Department brings out <i>Polyphonic Ensembles</i> while the Geography Department publishes <i>Bhugolio</i>. • He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians. • He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students. • He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department. • He/she even takes the initiative, at times to organize alumnae chapters of the department within the larger framework of the Alumnae Association of the college. The Geography Department in the college has one such alumnae chapter which is reasonably active. 	

	<ul style="list-style-type: none"> • The Head enjoys the creative wherewithal to introduce Syllabus Component Enhancement/Vocational Courses such as the GIS Course conducted in the college for the students of the Geography Department in 2016 and 2018 and the English Language Course introduced in 2018. • The Head is encouraged to conduct Summer Schools for Class XII students to favorably influence admission in his/her subject as was done by the Economics Department in 2016-2017 and 2017-2018. • The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars. • Through their adept handling of their departments Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the health and vibrancy of the management mechanisms in the college. <p>The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.</p>	
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Key Indicator - 6.2 Strategy Development and Deployment (10)

Metric No.		Weightage
<p>6.2.1</p> <p>Q1M</p>	<p><i>Perspective/Strategic plan and deployment documents are available in the institution</i></p> <p>Upload one example of activity successfully implemented based on the strategic plan in not more than 500 words</p> <p>An example of activity successfully implemented based on the strategic plan in not more than 500 words</p> <p>Institutional Context of the Key Indicator:</p> <p>The plan to apply for governmental as well as non-governmental grants for the development of the institution has been one of the most important planks of the Strategic Plan. The mobilization of financial resources, as one knows is of crucial significance for the growth of an institution.</p> <p>Aspects of activity successfully implemented:</p> <p>In fulfillment of this clause in the Strategic Plan the institution applied for and received the following grants during the last 5-year cycle:</p> <ul style="list-style-type: none"> • The college received an UGC grant to the tune of Rs. 9, 88,766/- under Head 35 of Additional Grant Assistance and Rs. 2, 47,194/- under Head 31 Additional Grant Assistance during the XIIth Plan Period. This financial assistance was duly spent on books and equipment, repairs and 	<p align="center">2</p>

renovations and extension activities for the general upliftment of the institution.

- The college received the RashtriyaUchchatarashikshyaAbhiyan (RUSA) Grant of Rs. 2 crores for new construction, renovation and purchase of equipment in the year 2015. While 65% of the amount was borne by the central government the remaining 35% was provided by the government of West Bengal. This entire sum, sanctioned in three instalments was meaningfully utilized through the construction of a G+3 building, extensive renovation and purchase of ICT equipment. While the two additional floors of the new building will solve the space crunch to an extent the renovations have added to the infrastructural rejuvenation of the institution. The purchase of ICT equipment in the form of smart television sets etc have dovetailed into the academic enhancement plan enumerated in one of the Best Practices thereby demonstrating the synergy that infuses the functioning of the college in its different levels and departments.

- A grant of Rs.3 lacs from an international organization namely, United Board for Christian Higher Education (UBCHEA) was granted to the Women's Study Cell in the college for its exceptional work in the realm of gender sensitization and women's empowerment, and this too was properly utilized through the organization of the following seminars and workshops to enhance the knowledge and skills of students.
 - a) Workshop on Self Defense in collaboration with 7th Chakra Arts
For Self Preservation.
 - b) Workshop on Trafficking of Women and Children.
 - c) Seminar on Women, Violence and Rights.
 - d) Workshop on Elocution
 - e) Workshop on Musical Meditation

- A grant of Rs. 5 lacs was received from the Govt. of West Bengal for repair, renovation, furniture and equipment which was suitably utilized.

- A proposal for MP LAD grant has been submitted to the office of Sri SubrataBakshi, the Hon'ble Member of Parliament for Kolkata South constituency in the hope that some funds may be forthcoming from this quarter as well.

Thus, it is clear that the institution has made a concerted effort to reach out to various sources and sectors to mobilize funds as outlined in its Strategic Plan, and has been successful in receiving various types of financial assistance both from the government and non-government quarters for its overall betterment.

Upload Strategic Plan and deployment documents

Strategic Plan

The institution has a Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

- Application for grants from government and non-government sources.
- Extension of available area through vertical expansion to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
- Renovations to revive ageing infrastructure.
- Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and innovative means.
- Introduction of new subjects at the under-graduate level.
- Application for more substantive posts from the State Government.
- Application for Post-Graduate Courses.
- Achievement of national and international recognition in the form of grants and awards.
- Partnering with Research Institutes.
- Mobilization of funds and projects through the alumnae and other stakeholders.

Deployment Documents.

- a) Papers of receipt of SAP, RUSA and UBCHEA Grants and application of MP LAD grant.
- b) Certificate from Ranjit Bhattacharya regarding new building along with sanctioned plan and photo of completed building
- c) Photos of Auditorium, AV Room, Chapel cum Conference Room, kitchen and washrooms.
- d) Certificates of FOSS, GIS and Climate Change Course.

<p>6.2.2 Q₁M</p>	<p><i>Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism</i></p> <p>Upload the organogram of the Institution</p> <p>Governing Body:</p> <p>The Governing Body as per the Constitution of the college has 14 members in all: 5 are from the Christian churches and missions and 5 from an eminent educational background. The Office Bearers are President, Vice-President and Secretary. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.</p> <p>Administrative Set Up:</p> <p>The Secretary and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal who is the Joint Secretary shares this work and vets all financial projects before the latter endorses the same. The Principal is vested with the day-to-day running of the college. She has her team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work.</p> <p>The Functions of Various Bodies:</p> <p>The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel. There is also the the Teachers' Council and the Association of the Non-teaching staff.</p> <p>Service Rules, Procedures, Recruitment and Promotion Policies:</p> <p>Service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the State Government as amended from time to time in this regard.</p> <p>The recruitment rules for the teaching staff are as per the G.O. No. 2010 Edn (CS) along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per G.O. No. .</p> <p>The promotional policies for teachers are according to G.O. No and for non-teaching staff according to G.O. No .</p> <p>Grievance Redressal Mechanisms:</p> <p>There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.</p> <p>Organogram of the Institution to be uploaded.</p>	<p>2</p>
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<p>6.2.3</p> <p>Q_nM</p>	<p>Implementation of e-governance in areas of operation</p> <p>1. Planning and Development</p> <ul style="list-style-type: none"> • The Vision and Mission Statement is uploaded on the institutional website. • Further development strategies, too are uploaded on the website. • The Governing Body Meeting Minutes and Resolutions by Circulation are emailed to members in addition to circulation of hard copies. <p>2. Administration</p> <ul style="list-style-type: none"> • The college authorities can exercise full supervision of all service modules in the office through the MIS software. • The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email. • All important administrative information including notices is regularly published on the website. • The college is connected through high-speed internet of bandwidth 150 MBPS. • Fully automated, wireless office with 24x7 internet facility. • The college office is linked through intranet with the Principal's office for online supervision by the management. • The salary of the substantive staff members is done through the HRMS software. • Biometric attendance for all staff members. • Preparations for e-pension are being undertaken. <p>3. Finance and Accounts</p> <ul style="list-style-type: none"> • The accounts of the institution are maintained through the Tally software. • Most financial transactions of the government and other organizations is through the PFMS software. <p>4. Student Admission and Support</p> <ul style="list-style-type: none"> • Student Admission is carried out through the Students' Module of the SmartCollege software in conjunction with the online support provided by the institutional website developer. • 10 classrooms are equipped with smart TV. • 2 smart classrooms • 1 virtual classroom with video conferencing facility. • New Dlink switch for UGC Resource Centre to facilitate faster LAN communication for the students. • <p>5. Examination</p> <ul style="list-style-type: none"> • The forms for the Calcutta University examinations are now filled online and the details need to be submitted in both hard and soft copy. • Under the CBCS method of examination introduced since 2018 	<p>4</p>
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marks submission will have to be done through online portal of the university.

Options:

- A. All 5 of theabove
- B. Any 4 of theabove
- C. Any 3 of theabove
- D. Any 2 of theabove
- E. Any 1 of theabove

Opt one

Data Requirement:

- Areas of e-governance
Planning andDevelopment
Administration
Finance and Accounts
Student Admission and Support
Examination
- Name of the Vendor with contactdetails.
- Sri SukhenduSekhar Mal – Livesoft – 2018.
- - 2017.
- Sri Ashutosh Roy – Skillhut - 2016.
- Year ofimplementation

Documents

Upload :

	<ul style="list-style-type: none"> • ERPdocuments • Screen shots of userinterfaces • Annual e-governance report approved by Governing Council/ Boardof Management/ AcademicCouncil 	
<p>6.2.4</p> <p>QIM</p>	<p><i>Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions</i></p> <p>Upload an example of one activity successfully implemented based on the Minutes of the meeting of various Bodies/ Cells and Committees in not more than 500 words.</p> <p>Institutional Context of the Key Indicator:</p> <p>Sumeli: The Folk Art Archive under the Seminar and Research Committee of the college which was instituted with a view to exploring and preserving the folk traditions, customs, practices, art, culture, livelihoods and knowledge domains of local communities across India held its first programme ‘Exploring Folk Traditions’ in collaboration with Gurusaday Museum, Kolkata on 4th May, 2018 thus successfully implementing an event envisaged and recorded in the Minutes of a meeting of the Seminar and Research Committee held on 16th April, 2018.</p> <p>Decisions of the meeting of the Seminar and Research Committee held on 16th April, 2018:</p> <p>It had been decided at the mentioned meeting to organize programmes aimed at understanding and conserving the rich and diverse indigenous heritage of our pluralistic nation, to revive those folk cultural practices which are on the verge of extinction, and to complement academic endeavour with ethnographic research, awareness and knowledge.</p> <p>To that end it had been resolved that eminent Resource-Persons be invited to speak on different folk art forms such as the traditions of the ‘Nakshikantha,’ ‘Bohurupee’ and the KalighatPatachitra’, to begin with. It had also been decided to organize the said seminar in collaboration with an institution committed to the cause of upholding folk culture in the country. Accordingly, the seminar on the 4th May, 2018 was held in collaboration with a museum that did pioneering work in curating types of folk art, namely Gurusaday Museum and had Dr.Bijan Kumar Mondal who spoke on ‘Bangla r Nakshikantha’, the embroidered quilt craft of Bengal. Dr. Milan Kanti Das who discussed the practically extinct folk theatre form ‘Bohurupee’, an age-old art form of Bengal in which exponents impersonate mythological and other characters, and Dr. Shyamal Kanti Chakrabarty who made a presentation on ‘KalighatPatachitra’ which may be described as one of the first modern schools of art in India in which the traditional ‘pata’ or scroll assumes a new form.</p> <p>Successful Implementation of the Minutes of the concerned meeting:</p> <p>The seminar remained true to the policies enumerated in the meeting of the Seminar and Research Committee held on 16th April, 2018 and attempted to</p>	<p>2</p>

	<p>implement the same with meticulous fidelity. Sumeli in its small and humble way tried to address through the mentioned Seminar the languishing condition of the mentioned folk arts and crafts and spread knowledge about the same in the popular consciousness so as to facilitate their revival and resuscitation.</p> <p>As envisaged in the meeting the Resource-Persons contributed to the spread of knowledge in their specific areas, thus extending the discourse on a historical, sociological and cultural overview on different genres of folk theatre, oral traditions, and material arts and crafts in India. It further carried out the mission of Sumeli: The Folk Art Archive as articulated in the said meeting by striking a balance between the rural and the urban, the past and the present, and the marginalized and the mainstream.</p>	
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Key Indicator - 6.3 Faculty Empowerment Strategies (30)

Metric No.		Weightage
6.3.1 Q₁M	<p><i>The institution has effective welfare measures for teaching and non-teaching staff</i></p> <p>Yes, the institution has welfare measures for both teaching and non-teaching staff.</p> <p><u>Welfare measures for Teaching Staff:</u></p> <ul style="list-style-type: none"> • Option to join Group Insurance. • Festival advance. • Festival bonus. • Prompt facilitation of Provident Fund loans. <p><u>Welfare measures for Non-Teaching Staff:</u></p> <ul style="list-style-type: none"> • Membership of Group Insurance • Financial contribution by college to the Non-Teaching Staff Association Fund. • Festival advance. • Festival bonus. • Prompt facilitation of Provident Fund loans. • Help with facilitation of bank loans. • Crash Course in Computer Basics for Supporting Staff. • Renovation of living quarters of hostel support staff. <p>Upload list of the existing welfare measures for teaching and non-teaching staff</p>	9

<p>6.3.2 QnM</p>	<p><i>Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years</i></p> <p>Data Requirement: Data required.</p> <ul style="list-style-type: none"> • Name of teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided <p>Formula:</p> $\text{Percentage per year} = \frac{\text{Number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies}}{\text{Total number of teachers}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{3}$	<p>6</p>
<p>6.3.3 QnM</p>	<p><i>Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years</i></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the professional development program organised for teaching staff <ol style="list-style-type: none"> 1) Workshop conducted by the Rev. Canon James G. Callaway, General Secretary of the Colleges and Universities of the Anglican Communion (CUAC) headquartered in New York on 9th January 2016. 2) Human Values Development Workshop conducted by All India Association for Christian Higher Education (AIACHE) on the 27th & 28th February 2017. 3) ICT Training for Teaching and Non-teaching staff at college level conducted by Sri Sushobhan Mukherjee, CEO and Co-Founder: PRIMEINFOSERVE LLP, Kolkata on 28th March 2017. 4) A Two-Day Workshop cum Hands-on Training Programme on ICT & E-Learning Module in Teaching-Learning System jointly organized by The Centre for Environment and Economic Development (CEED), New Delhi and Women's Christian College, Kolkata on 13th & 14th July, 2018. 	<p>5</p>

	<ul style="list-style-type: none"> Title of the administrative training program organised for non-teaching staff <ol style="list-style-type: none"> ICT Training for Teaching and Non-teaching staff at college level conducted by Sri Sushobhan Mukherjee, CEO and Co-Founder: PRIMEINFOSERVE LLP, Kolkata on 28th March 2017. E-Pension Training from 24/03/2017-25/03/2017 attended by Sri Pradip Sarkar, Cashier & Sri Avik Chatterjee, LD Clerk at Salt Lake, ATI. Training on GST on 24/11/2017 attended by Sri Mayukh Mondal, Accountant & Sri Sourav Garai, LD Clerk in Accounts Office. Crash Course in Computer Basics for Supporting Staff in the college in 2018. Formula: Has to be worked out $\frac{\text{Number of professional development or administrative training programs organized for teaching and non teaching staff during the last five years}}{5}$ <p>Document: Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)</p>	
<p>6.3.4 Q_nM</p>	<p><i>Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years</i></p> <p>Data Requirement: Data Required</p> <ul style="list-style-type: none"> Number of teachers Title of the program Duration (from – to) <p>Formula:</p> $\frac{\text{Number of teaching staff attending such programs}}{\text{Total number of teaching staff}} \times 100$ <p>Percentage per year =</p> $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ <p>Document:</p> <ul style="list-style-type: none"> Reports of the Human Resource Development Centres (UGC ASC or other relevant centres) Annual reports of the IQAC and the Institution 	<p>5</p>

<p>6.3.5 Q1M</p>	<p><i>Institution has Performance Appraisal System for teaching and non-teaching staff</i></p> <p>Upload a description of the functioning status of the Performance Appraisal System for teaching and non-teaching staff in not more than 300 words</p> <p>The institution has an effective Performance Appraisal System for teaching and non-teaching staff.</p> <p>Every year the outgoing students carry out and submit Teacher Evaluation and Campus Evaluation surveys. The Teacher Evaluation forms have 7 criteria related to aspects of teaching on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where laxity or lacunae is observed the teacher in question is counseled by the Principal and urged to improve his/her performance in the interest of professional upgradation and better service-delivery to our primary stakeholders, namely the students.</p> <p>The performance of the non-teaching staff is appraised by the Final Year students in the Campus Evaluation Survey. They are assessed on the parameters of efficiency, cordiality and overall helpfulness. These questionnaires too are analyzed by the Principal who counsels those non-teaching staff members whose performance has invited criticism or needs improvement. The performance of those teaching and non-teaching staff members who have not fared well in the students' feedback is closely monitored. An improvement in the subsequent performance of the said staff members has usually been noticed. In the infrequent instances when this does not happen systematic reminders are issued to the concerned staff member in a bid to correct imbalances and restore optimal efficiency in the institution.</p> <p>The findings of the Teacher Evaluation and Campus Evaluation surveys are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms.</p>	<p>5</p>
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Key Indicator – 6.4 Financial Management and Resource Mobilization (20)

Metric No.		Weightage
<p>6.4.1</p> <p>Q₁M</p>	<p><i>Institution conducts internal and external financial audits regularly</i> Upload an enumeration on the various internal and external financial audits carried out during last five years with the mechanism for settling audit objections</p> <p>Enumeration of Internal and External Audits carried out in the last 5 years:</p> <p>Statutory audit of the institution: 2013-14; 2014-15; 2015-16; 2016-17.</p> <p>Internal audit of the institution: 2016-17 & 2017-18.</p> <p>Internal audits of various UGC grants:</p> <p>RashtriyaUchchatarashikshaAbhiyan (RUSA) verification of accounts</p> <p>Data required.</p>	<p align="center">4</p>
<p>6.4.2</p> <p>Q_nM</p>	<p><i>Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)</i> Data Requirement:</p> <p>A. Fund received from Non- Govt. Bodies:</p> <p>1) Name of the non government funding agencies/individuals Grant received from the United Board of Christian Higher Education in Asia (UBCHEA) in 2016.</p> <ul style="list-style-type: none"> • Funds/ Grants received 4400 USD under the Small Grants Program (SGP) of the UBCHEA. <p>2) Grant received from All India Association for Christian Higher Education (AIACHE) in 2017 for organizing Human Values Development Programme in college</p> <ul style="list-style-type: none"> • Funds received: Rs. 35,500/- <p>3) Sponsorship received from Jogomaya Devi College, Kolkata for Seminar of Philosophy Department in 2015.</p> <ul style="list-style-type: none"> • Fund received: Rs. 10,000/- <p>B. Fund received from individuals/philanthropists:</p> <p>1) Mrs. Sathi Roy in 2015 towards prize endowment.</p>	<p align="center">8</p>

Funds received:

Rs. 3,00,000/-

- 2) Sri Gautam Dutta in 2017 in memory of his wife Sm Shubha Dutta who had been ex-faculty in the college.
Fund received: Rs.
1,50,000/-
- 3) Sm Sagarika Banerjee in 2014 towards prize endowment fund.
Fund received: Rs.
40,000/-
- 4) Donation received from Sm. Soma Roy, Associate Professor, Department of English towards prize books and other activities: 2015-Rs.3000/-; 2016 – Rs. 4000/- ;2017 – Rs.4000/- and 2018 – Rs. 4000/- = **Rs. 15,000/-**
- 5) Donation received by the Bengali Department of the college for Seminar on *Sister Nivedita* from State Bank of India, Kalighat Branch, Kolkata on 07/11/2017.
Fund received: **Rs. 3000/-**
- 6) Donation received from Publishing house *Towards Freedom* on 07/11/2017 towards Seminar of History Department. Fund received: Rs. **1,300/-**
- 7) Donation received from Simoco Systems on 31/01/2017 towards Workshop of Economics Department
Fund Received: Rs. **10,000/-**
- 8) Donation received from Saha Construction on 31/01/2017 towards Workshop of Economics Department
Fund Received: **Rs. 2000/-**
- 9) Donation received from MRP Book Distributors on 30/01/2017 towards Workshop of Economics Department
Fund Received: **Rs. 1000/-**
- 10) Donation received from Saha Construction on 31/01/2017 towards Seminar of Political Science Department
Fund Received: **Rs. 2000/-**
- 11) Donation received from Rajesh Shaw Keshari on 22/02/2017 towards Seminar of Political Science Department
Fund Received: **Rs. 2000/-**
- 12) Donation received from Usha International on 22/02/2017 towards Seminar of Political Science Department
Fund Received: **Rs. 2000/-**
- 13) Donation received from MAA Tara Enterprise on 14/03/2017 towards Seminar of Political Science Department
Fund Received: **Rs. 2000/-**
- 14)

	<ul style="list-style-type: none"> • Document <p>Annual statements of accounts</p>	
<p>6.4.3</p> <p>Q1M</p>	<p><i>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</i></p> <p>The following are the various strategies employed by the college for fund mobilization:</p> <p>Resource mobilisation policy and procedures of the Institution.</p> <p>Institutional Context of the Key Indicator:</p> <p>The institution has a comprehensive resource mobilization policy in place.</p> <p>Strategies Employed for Resource Mobilization:</p> <ul style="list-style-type: none"> • The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, the West Bengal State Council for Higher Education (WBSCHE), the Department of Science & Technology (West Bengal), and RUSA etc. • It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage. • It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds. • It partners with fellow colleges in jointly sponsored academic exchanges. • It actively solicits MP LAD grants for the betterment of the institution. • It engages with its alumnae and other stakeholders in exploring revenue-generation avenues, some of which have borne fruit. • All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders. 	<p>8</p>

Mobilization and utilization of Space and Time.

- **Space** which is at a crunch in the college is utilized fully and imaginatively. A strip of land behind one of the buildings has been transformed into a garden and a previously unused storage space has been creatively crafted into a Canteen for students.
- An existing G+1 building was demolished in order to make way for a G+3 storied building according to the plan of linear expansion.
- The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater Harvesting system use open terraces effectively.
- The Computer Laboratory which accommodates multiple related courses, the seminar halls which are also used as lecture theatres, the library which functions as a composite knowledge resource centre are but a few other examples of optimal space utilization.

Mobilization of Intellectual and other Abstract Resources.

- The institution mobilizes its human resources, too by visualizing, designing and implementing academic and co-curricular activities that challenge the students to the utmost and develop their potential to the fullest.
- It encourages all staff members to reach their personal and professional growth goals by cooperating with their career development imperatives and discipline specific aspirations.
- Most importantly, it is the abstract resources of intellectual and moral probity, along with a social conscience and cultural inclinations which are prioritized and cultivated by the institution in the overarching plan of its progress.

Procedures for Resource Mobilization:

- The types and methods of resource mobilization are discussed in Staff meetings, Finance Sub-Committee meetings and are approved by the Governing Body of the college. It is also discussed in the Alumnae Association meetings.
- Resource mobilization at its several levels along with its optimal utilization is carried out by its immediate monitoring agency as for example a talent search competition among students is overseen by the Students'

	<p>Union and the stewardship of financial resources by the Finance Sub-Committee.</p>	
	<p>Upload the resource mobilisation policy and procedures of the Institution</p>	

Key Indicator - 6.5 Internal Quality Assurance System (30)

Metric No.		Weightage
6.5.1	<p><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</i></p>	8
Q1M	<p>The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a multivalent knowledge portal and signing MoUs with research institutes to re-defining the boundaries of a vitalizing, meaningful and holistic education the IQAC has been a proactive player in the overall benchmarking process.</p> <p>The IQAC has regularly convened meetings; it has submitted the AQARs to NAAC in a timely manner; it has collected feedback in appropriate forms from different stakeholder categories, analysed the same and used it for qualitative improvement; it has organized Academic and Administrative Audit and has initiated follow-up action as per the suggestions and recommendations of the eminent evaluators.</p> <p>Upload two examples of best practices institutionalized as a result of IQAC initiatives</p> <p>Two best practices institutionalized as a result of IQAC initiatives.</p> <p>Example 1</p> <p>1. The Title – The Initiatives Undertaken by the Inclusiveness Studies and Practices Centre (ISPC) in the college.</p> <p>2. The Context: The Inclusiveness Studies and Practices Centre (ISPC) was set up in the college with a view to instilling empathy, involvement, compassion and responsibility in the students and to sensitize students and other stakeholders about the exclusionary practices that are rampant in society. The intention is to improve the existing practices, evolve better methodologies of action and redress, fine-tune the mechanisms in place and keep pace with newer ideas and technologies so that the institutional commitment to inclusiveness remains real, relevant and</p>	

sustainable.

3.Objectives of the Practice: To articulate the institution's policy vis-à-vis inclusiveness; to communicate the institution's understanding of the concept of inclusiveness as an idea, policy and practice aimed at drawing into the mainstream all marginalized, segregated and excluded categories of people; to sensitize students and other stakeholders about the discrimination, stigma and deprivation faced by these excluded categories and to educate students and other stakeholders to recognize types of diversity with regard to caste, creed, gender, social position, and medical status among other patterns of difference.

4. The Practice:The Practice is sought to be implemented in a multi-pronged manner beginning with an identification of the categories of beneficiaries and moving on to a synergistic adoption and application of means and methods of service delivery.

The following are the target groups expected to be influenced by this Practice, the list being indicative and not exhaustive: Physically challenged persons; psychologically disturbed individuals; HIV/AIDS (or otherwise medically affected) individuals; sex workers and their offspring; economically disadvantaged sections; Tribal/Adivasi and other socio-economic minorities; individuals with lesbian, gay, bi-sexual and/or transgender persuasion, orientation and characteristics.

The following steps are in place as part of the institutional mechanism for holistic engagement, justice delivery and overall inclusionary commitment:

- 1) Free studentships, stipends, scholarships, bursaries, grants and endowments given or administered by the institution.
- 2) Insurance policy for students in place.
- 3) Administering Minorities, Kanyashree, Swami Vivekananda Means cum Merit and other scholarships to eligible students.
- 4) Admission advantage to visually challenged and other differently-abled students, including their accommodation in the college hostel.
- 5) Substantial annual contribution to the Blind Persons' Association by the staff and students.
- 6) A ramp in one of the older buildings and a lift in the new building have been installed to make it easier for wheelchair users.
- 7) Provision and facilitation of amanuensis services for visually-challenged students.
- 8) Programmes organized by the Women's Study Cell, NSS and the Eco Club of the college to reach out to the differently-abled, the economically weaker, the socially stigmatized and similarly discriminated against categories of students, stakeholders and the general public.
- 9) SUCHARU – the Vocational Training Centre of the Women's Study Cell which imparts job-oriented skills to under-privileged women.
- 10) The provision of welfare measures to the supporting staff of the college.

In addition to these standing measures spearheaded by the ISPC there are specific programmes organized by it from time to time to address particular medical conditions and social problems and seek amelioration of the same.

11) Several editions of Exhibition cum Sale of products made by patients of cerebral palsy in collaboration with the organization **Sanchar** and its Self-Help wing **Swabolombi**.

12)

The programme in collaboration with Ramakrishna Mission Blind Boys' Academy, Narendrapur, Kolkata on the 26th April, 2018 on '**Tactile Training Strategies for the Visually Challenged**' was one such initiative. About forty (40) visually impaired young people from various institutions across the state, including ten (10) of our own students participated in the said event.

Dr. Mousumi Boral, Assistant Professor in Satyapriyo Roy College of Education provided hands-on training to the participants on a variety of day-to-day negotiations through her demonstrations. Sri Biswajit Ghosh, Principal of Ramakrishna Mission Blind Boys' Academy, Narendrapur spoke of the need for a positive resistance to the general perception of visual impairment and enumerated several enabling mechanisms for the elimination of the same. Most of the participants were satisfied with the experience leading us to conclude that it was, overall a very useful and beneficial exercise.

Another such exercise was the screening of the film 'Nibhritochari' on active ageing on 3rd October, 2018 along with a presentation on the subject by its director Sri Sourav Sarkar to sensitize students about gerontological issues in society.

Outcome:

This Practice has definitely helped to sensitize students and staff alike about the need to expand one's horizons, overcome prejudices and admit diversity in the society we inhabit so that the world may become a more inclusive and pluralistic one where everyone is entitled and empowered to live with respect and dignity.

Example 2

1. The Title:

Women's Empowerment

2. The Context:

Women's Christian College is a college for women founded by visionary women who were dedicated to the cause of the spread of women's education. Established in 1945 it has since been engaged in pioneering work in this sphere. Constantly seeking to upgrade its vision according to the changing needs of the times the IQAC of the institution has re-defined the scope of its commitment in tune with current imperatives.

3. Objectives of the Practice:

This Practice seeks to foster a spirit of egalitarianism, gender equality and social inclusiveness as pre-requisites that will usher in the envisaged women's empowerment. It strives to bring about recognition of the distinct identity, situation and aspirations of women in a bid to ensure their personal, social and professional autonomy.

4. The Practice:

- 1) The Women's Study Cell, formed in 2007 has been extremely active in spreading awareness on the plight of women, modes of engagement in this regard and methods of redress.
- 2) To that end it has consistently organized seminars and workshops on gender discrimination awareness in collaboration with NGOs such as Swayam, Thoughtshop Foundation and other such organizations.
- 3) It has been spearheading gender-related reforms for the students of the college by encouraging them to think independently and adopt fresh perspectives vis-à-vis their gender role and expectations.
- 4) One of the students, Semran Sheikh of 2nd Year received the Gender Champion Award given by the college for successfully resisting an early marriage and continuing with her studies against all odds.
- 5) The Women's Studies Cell has been conditioning the attitudes of the students through motivational talks, books and films. The film *The Day I became a Woman* by acclaimed Iranian film-maker Marzieh Meshkini, for instance had been screened for their mental enrichment.
- 6) The Women's Study Cell began a vocational training initiative for under-privileged women from the grant provided by the UGC for Extension Activities in 2014. This pilot project christened SUCHARU began by training 11 women in the craft of basic tailoring for 6 months awarding certificates to all the candidates who successfully completed the course. This venture received much appreciation in the media and other quarters. Two more such editions have been held, the second one on embroidery and the third on tailored items. At the end of every such course an exhibition is organized which generates the funds to sustain the next batch of trainees. Thus, today SUCHARU is a vibrant model of women's empowerment and grassroots entrepreneurship in which the seed money provided by the UGC gave rise to a self-sustaining outreach programme, a convergent platform for women's socio-economic transformation and a brand identity.
- 7) The work of the Women's Study Cell was appreciated by the United Board for Christian Higher Education in Asia (UBCHEA) to the extent that the international organization gave a grant of 4400 USD under its Small Grants Program (SGP) to the Women's Study Cell of the college to enable it to carry on with its good work.

The following programmes on gender sensitization were carried out by the Women's Study Cell from the funds provided by this grant.

- **Title of the programme**

A Vocational Course on Basic Tailoring for Under-privileged Women by SUCHARU under the aegis of the Women's Studies Cell.

B (i) Screening of the film 'Pachaar'

B (ii) An interactive session on PC & PNDT (Save Girl Child) was held with a local non-governmental organization called Anjana Ghosh Memorial Social Welfare Trust.

C (iii) Workshop on Self Defense in collaboration with 7th Chakra Arts For Self Preservation.

D (iv) Workshop on Trafficking of Women and Children.

E (v) Seminar on Women, Violence and Rights.

F (vi) Workshop on Elocution

3 G (vii) Workshop on Musical Meditation

- **Year of the activity:**

A July 2015.

B(i) 13th January 2016

B (ii) 7th May 2016

C (iii) 27th August 2016

D (iv) 18th November 2016

E (v) 10th March 2017

F (vi) 28th and 29th April 2017.

G (vii) 2nd May 2017

- **Number of participants:** 3A (i) - 60.

3B (ii) - 30

3C (iii) - 25

3D (iv) - 50

3F (v) - 40

3G (vi) - 10

8) Karate Classes and Self-Defence Workshops are held for students to train them in physical self-protection.

9)

Outcome:

This Practice has succeeded in upholding and instilling the values of gender-

	<p>equality in our students who have learnt to recognize the women’s struggle not as a monolithic agenda for a hegemonic feminism but as a nuanced, culture-specific and class-differentiated movement to be carefully understood and sensitively addressed.</p>	
<p>6.5.2 Q_iM</p>	<p><i>The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms</i></p> <p>Upload two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC</p> <p>Example 1: The Academic and Administrative Audit conducted by the United Board of Christian Higher Education in Asia (UBCHEA).</p> <p>A two-member team of peer evaluators from Madras Christian College, Chennai, Tamil Nadu visited the institution on 7th & 8th May, 2018 to assess it on a number of parameters. This exercise was a part of the project “Quality Assurance in Higher Education among Christian Institutions – a Facilitation Endeavour” undertaken by the United Board for Christian Higher Education in Asia (UBCHEA). The broad area of the project was to facilitate some Christian colleges in India to prepare for NAAC Accreditation and related assessments by NIRF, India Today, The Week, etc. The methodology involved was to send a UB Peer Team consisting of members who have already served and continue to serve on the NAAC Peer Team and who were able to offer suitable suggestions besides assessing the status of our institution with regard to the seven criteria laid out by NAAC.</p> <p>The UB Peer Team constituted by Madras Christian College carried out an exercise similar to the NAAC Peer Team visit. Prior to the visit we were required to give the status of our college (something like the SSR that NAAC requires) in Bullet Points and based on that report, the team came prepared to reflect on the state of the institution and also helped and guided us on our preparations for our upcoming NAAC evaluation during the day of the visit.</p> <p>Report of the Academic and Administrative Audit conducted by UBCHEA whose team members visited the college on 7th and 8th May, 2018 as part of their project “Quality Assurance in Higher Education among Christian Institutions – a Facilitation Endeavour” to be uploaded.</p> <p>Follow Up Measures on UBCHEA (United Board of Christian Higher Education in Asia) Peer Team Recommendations</p> <p>The Principal of Women’s Christian College, Kolkata, Dr. Ajanta Paul convened a meeting of all staff members on _____ to discuss and deliberate on various aspects of the Report of the Academic and Administrative Audit conducted by UBCHEA wh</p>	<p>8</p>

members visited the college on 7th and 8th May, 2018.

At the very outset, the Principal offered a short prayer. She then moved on to a detailed discussion about the SWOC (Strength, weakness, opportunities and challenges) report handed to her by the UBCHEA Peer Team.

She noted that the UB Peer Team's suggestions about having rails in toilets for the disabled students and ramps in the old buildings have been given due consideration and directions have been issued to those carrying out construction and renovation work to instal the same.

She accepted the suggestions of the UB Peer Team to instal more Grievance Boxes in the college premises.

She issued directions for taking more print-outs of the Vision and Mission Statements of the College, which are to be displayed at several prominent spots in the college campus.

She expressed satisfaction about the on-going process of Website up-gradation lauded by UBCHEA Peer Team.

She discussed the implementation of the Mentor-Mentee system, to which members, particularly Sm Sikha Mukherjee, Associate Professor and Head, Dept of Philosophy responded that they have been mentoring students all along and are now ready to institutionalize the practice.

The Principal drew attention to the observation by the UBCHEA Team about the weak performance of the institution in ensuring placement of our students. The members expressed helplessness since students after completing graduation from the college take their own decisions regarding pursuing higher studies and work. Besides, the institution, focusing mostly on social sciences, is unable to forge tie ups with industry and corporate houses for ensuring students' placement. Dr. Sudeshna Biswas, Associate Professor promised to explore the possibility of introducing Professional Courses which are likely to help students get employment.

The Principal shared with members the appreciation of the UBCHEA team regarding Green Audit conducted in the college by an external agency, the Centre for Contemporary Communication.

She mentioned the observation of the Peer Team about limited space and endorsed the opinion of the members that completion of the construction of the new building will solve the problem to some extent and the institution can take credit for the fact that every available space is put to maximum and thoughtful use.

While discussing the Peer Team recommendation about tapping more Research Grants, she urged faculty members to explore the possibility of securing grants from ICSSR, ICHR, DST and similar bodies and the members pledged to do the same.

The Principal took note of the observation of the Peer Team regarding non-availability of the institution's own playground and discussed strategies to overcome the limitation. Sm Sonali Bose, Associate Professor and Head, Department of Sanskrit proposed to explore the possibility of entering into a Memorandum of Understanding with Kolkata Municipal Corporation to gain access to its playground in nearby Deshapriya Park and Sri Kushal Biswas, Associate Professor & Head, Dept of English proposed to find out if an arrangement can be worked out with St. John's Diocesan School or St. Paul's Cathedral, located in the neighbourhood, for gaining access to their playgrounds.

Responding to the recommendations of the Peer Team about adopting a slum, the Principal asked Sm ShomosreeRoychowdhury, the Programme Officer of the NSS unit in the college to deliberate on the prospect of doing sustained work in the nearby slum where the annual camp of NSS is usually conducted. Dr.MausumiKar proposed that the camps can be organized twice a year to serve the children of the slum. Sm Roychowdhury promised to discuss the matter with other NSS team members and take decisions about imparting some skills to the children, by involving our students in the near future.

The Principal mentioned the observation of Peer Team about congested staff room and assured members about creating a new staff room for some departments in the new building. A canteen with seating arrangement needs to be organized in the premises.

She shared with members the appreciation of the UBCHEA Peer Team about the utility of Summer School conducted by the Department of Economics and requested other departments to initiate similar measures. She further observed that seminars on Intellectual Property Right needed to be organized in the college as per the recommendation of the Peer Team. She clarified that introduction of NCC unit in the college was not possible without the induction of a female faculty willing to act as the NCC Officer.

She expressed satisfaction about the academic linkage established with Centre for Studies in Social Sciences. She shared with members the appreciation of the Peer Team for the FOSS course and noted that eventually, the college might be upgraded to being a nodal office of FOSS by IIT.

She also discussed with members the views of the Peer Team about the need to further upgrade, modernise and digitize the functioning of the Library. A proposal to involve the Alumni in Earn while you Learn programme suggested by the Peer Team was endorsed by the Principal.

The Principal noted that the Team has expressed satisfaction about the performances of our office staff. She asked for views from them regarding the NAAC process and they promised all cooperation in the endeavour.

While concluding the long and vibrant deliberative session in which both Principal and staff members exchanged important views and proposed new initiatives for the betterment of the institution, Principal thanked everyone for their enthusiastic

response and staff members also thanked her for her inspiring leadership, vision and dedication.

Action Taken Report on UBCHEA (United Board of Christian Higher Education in Asia) Peer Team Recommendations.

A ramp has been constructed in one of the older buildings while a lift is being installed in the new one for the convenience of the differently abled.

The Vision and Mission Statements of the institution have been prominently displayed in the premises as per the suggestion of the UBCHEA Peer Team.

More Grievance Boxes too have been placed.

The Mentor-Mentee System has been effectively adopted.

One of the faculty members, namely Dr. Bishwambhar Roy, Assistant Professor in the Department of Mathematics has received a grant.

The MoUs for playground with different organizations are under process. St. John's Girls' Higher Secondary School situated near the college has given permission to the institution vide its letter dated to use its extensive grounds for sporting activities as and when required.

While an additional Staffroom for Faculty members has been provided in the new building a small canteen has been created next to the kitchen.

A 3 months Certificate Course in English Language being conducted in the college by the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata.

Following the lead provided by the Department of Economics in organizing Career Counselling Workshops for aspiring entrants into their discipline the Department of Sanskrit organized a Workshop on *The Benefits of Choosing Sanskrit as a Career Option* for Class XI & XII students to apprise them of the career prospects available to students of the subject.

Two seminars on Intellectual Property Rights were organized on 7th September 2018 and 20th September, 2018 respectively.

The NSS unit of the college has duly adopted a slum in the locality where it is carrying out its various social work activities including a free Medical Camp with distribution of medicines.

The institution thus tried to act on the recommendations of the Peer Team that conducted the Academic and Administrative Audit in the interest of students, staff members and members of the local society.

Deployment documents:

- a) Photos of Ramp, Vision and Mission Statements and Grievance Boxes.

- b) Department-wise papers of Mentor-Mentee allocations.
- c) Dr.Bishwambhar Roy's grant award letter.
- d) MoUs for playground.
- e) Photo of canteen.
- f) Letters of college and the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata.
- g) Sanskrit Department Workshop poster.
- h) Photos of Intellectual Property Right seminars.
- i) Photos of NSS Free Medical Camp.

Example 2.

Office Order constituting the formation of Special Academic Committee for Monitoring of Teaching Learning Activities in the college.

WOMEN's CHRISTIAN COLLEGE

6, GREEK CHURCH ROW

KOLKATA 700 026.

OFFICE ORDER


05/02/2016

A Special Academic Committee constituted of the following members has been formed for the active monitoring of all academic activities in the college. You are requested to take note of the same and act in accordance of the enumerated policy.

1. Dr. Mitashree Chakraborty, Associate Professor, Department of Philosophy
2. Dr. Chandrima Mondal, Associate Professor and Head, Department of History
3. Dr. Nibedita Raha, Associate Professor and Head, Department of Political Science
3. Dr. Jayita Mukhopadhyaya, Assistant Professor, Department of Political Science & IQAC Coordinator
4. Dr. Sudeshna Biswas, Associate Professor and Head, Department of Economics.
5. Sm. Sonali Bose, Associate Professor, Department of Sanskrit.
6. Dr. Tumpa Mukherjee, Assistant Professor and Head, Department of Sociology.

Measures to boost admission in college:

- Flex banners publicizing the main features of the institution.
- Posters distributed to different schools for advance publicity about the college.



WOMEN'S CHRISTIAN COLLEGE
NAAC REACCREDITED A GRADE COLLEGE

Admission Open for 2016-17

B. A./B.Sc. Honours and General Courses in English, Geography, Bengali, Economics, History, Philosophy, Political Science, Sociology, Education, Sanskrit and Mathematics (Only General)
 All courses affiliated to University Of Calcutta

- ❖ Premier Girls College, Apolitical ,Disciplined
- ❖ Safe and secured campus (CCTV coverage), Eco friendly environment
- ❖ Dedicated, highly qualified faculties , efficient administration
- ❖ Regular classes , Vibrant co-curricular activities
- ❖ Modern, ICT-enabled campus with wi-fi facilities
- ❖ Smart classrooms equipped with audio-visual technological aids
- ❖ Fully automated libraries, and a highly supportive staff.
- ❖ Career and Psychological counselling Centre, canteen and other amenities

- Upgradation of institutional website for effective projection of the college image.

Department-wise number of classes held – Regular

Data to be provided

Department-wise number of classes held – Special, Extra and Remedial

Data to be provided

Departmental Notices of Parent-Teacher meetings along with photos.

To be uploaded

Marks obtained by students in the Honours papers in the Selection Examinations.

To be uploaded

Five scanned Report Cards.

To be uploaded

The above data to be provided by Sonali and Sudeshna.

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

QnM

Data Requirement for last five years:

- Name of quality initiative byIQAC
- Duration (from –to)
- Number ofparticipants Name of quality initiative byIQAC
 - 1) ICT Training for Teaching and Non-teaching staff at college level conducted by Sri Sushobhan Mukherjee, CEO and Co-Founder:

3

	<p>PRIMEINFOSERVE LLP, Kolkata.</p> <p>2) A Special Lecture on GREED by Prof Prasanta Roy, Professor Emeritus, Presidency University.</p> <p>3) A Workshop on Intellectual Property Rights, conducted by Sm RitiNaik and Sm PramaMukhopadhyay</p> <ul style="list-style-type: none"> • Duration (from –to) <ol style="list-style-type: none"> 1) 28th March, 2017, 10AM-4PM 2) 24th February, 2018 3) 7th September, 2018 • Number of participants <ol style="list-style-type: none"> 1) 50 2) 85 • 60 	
<p>6.5.4</p> <p>QnM</p>	<p><i>Quality assurance initiatives of the institution include:</i></p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analyzed and used for improvements. <ol style="list-style-type: none"> a) IQAC meetings have been held regularly, all the Minutes have been uploaded on the institutional website Link: http://womenschristiancollege.net/college-profile/iqac/. b) AQAR has been submitted to NAAC yearly, always within stipulated date. c) All the AQARs have been hosted in the institutional website, thereby giving ample opportunities to teachers, students, and all stake holders to study and analyze them. They have freely given their feedback to the Principal, Chairperson of IQAC and other members, which has been discussed in IQAC meetings and has been used as valuable inputs in our attempts for further improvement. Link to AQAR: http://womenschristiancollege.net/college-profile/iqac/aqar/ 2. Feedback collected, analysed and used for improvements. The Feedback collected from students, staff, alumnae and guardians in Staff Meetings, Parent-Teacher Meetings, Alumnae Association Meetings and student interactions is taken up in IQAC, Teachers' Council and Governing Body Meetings for critical self-reflection and subsequent action. 3. Academic Administrative Audit (AAA) and initiation of followup 	<p>6</p>

	<p>Action</p> <p>Academic and Administrative Audit has been duly carried out and Follow Up Action, too has been initiated as detailed in Key Indicator No. 6.5.2</p> <p>3. Participation inNIRF 4. ISOCertification 5. NBA or any other qualityaudit</p> <p>Options:</p> <p>A. Any 4 of theabove B. Any 3 of theabove C. Any 2 of theabove D. Any 1 of theabove E. None of theabove</p> <p>Opt one</p> <p>Data Requirement for last five years: Quality initiatives</p> <ul style="list-style-type: none"> • AQARs prepared/submitted <p>Dates of submission of last five are: 16.08.2018, 20.12.2017, 12.01.2017, 04.12.2016., 27.04, 2015.</p> <ul style="list-style-type: none"> • Academic Administrative Audit (AAA) and initiation of follow up action <p>Academic and Administrative Audit has been duly carried out and Follow Up Action, too has been initiated as detailed in Key Indicator No. 6.5.2</p> <ul style="list-style-type: none"> • Participation inNIRF • ISOCertification • NBA or any other certificationreceived <p>Document</p> <ul style="list-style-type: none"> • Annual reports ofInstitution • AQARs ofIQAC • Upload accreditations andcertifications 	
<p>6.5.5 Q1M</p>	<p><i>Incremental improvements made during the preceding five years (in case of first cycle)</i></p> <p><i>Post accreditation quality initiatives (second and subsequent cycles)</i></p> <p>Upload description of quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years</p> <p>Quality Initiatives in the Academic Domain:</p> <p>1. Introduction of two new subjects:</p> <p>Two new subjects at the General level, namely Statistics and Journalism & Mass Communication were introduced into the college curriculum under the University of Calcutta in 2017.</p>	<p>5</p>

2. Introduction of value-added courses:

- Add-On Courses such as Free and Open Source Software Course administered by IIT Mumbai from 2016.
- GIS Course conducted by Opsis Systems, Kolkata.
- English Language Course conducted by the School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata from 2018.

3. Faculty exchange programmes:

- Sm SathiNaik, Contractual Whole-Time Lecturer in the Department of Sociology in the college participated in a Faculty-Exchange Programme organized by the All India Association for Christian Higher Education (AIACHE) in 2014 during which she went to CSI JeyarajAnnapackiam College of Nursing, Madurai, Tamil Nadu from 17th to 25th November 2014 and Dr. C. JyotiSophia, Principal, CSI JeyarajAnnapackiam College of Nursing, Madurai, Tamil Nadu visited Women's Christian College from 21st November to 24th November 2014.
- A Faculty-Exchange Programme was organized by the Department of Philosophy in the college in August, 2016 when Dr. MitashreeChakrabarty delivered lectures to Philosophy students of Muralidhar Girls' College and Prof SuklaChakrabarty delivered lectures to Philosophy students of Women's Christian College, Kolkata.

4. E-Lectures in Virtual Classroom funded by Govt of west Bengal.

- An E-Lecture was organized by the Department of Education on the 6th August, 2018 when Dr. Charlotte Simpson Veigas, Vice-Principal, Department of Teacher Education, St. XaviersCollege, Autonomous delivered an E-Lecture in the Virtual Classroom to the students and faculty of our Education Department.

5. Two Academic Audits.

- *A Thorough Review of the Teaching Learning Process* in 2016.
- *Academic Audit* conducted by the United Board of Christian Higher Education in Asia (UBCHEA) in May, 2018.

6. UGC sponsored seminars:

- **Department of Sociology - UGC sponsored National Level Seminar** on 28th November, 2014 in collaboration with the Centre for Cyber Victim Counselling, Tirunelveli, Tamil Nadu on *Cyber Crime in the 21st Century in India*.
- **Department of Education – UGC sponsored State Level Seminar** on 9th March, 2015 in collaboration with All India Association for Educational Research, West Bengal Chapter on *The Challenges of Education in India in the 21st Century*.
- **Department of Geography – UGC sponsored National Level Seminar** on 9th October, 2015 in collaboration with the Institute for Environmental Studies and Wetland Management, Dept of Environment, Govt of West Bengal and with financial assistance from DST, West Bengal on *Water: a Threatened National Resource of the 21st Century*.
- **Department of Political Science – UGC sponsored National Level Seminar** on 24th February, 2017 in collaboration with Council for Political Studies on *Social Justice, Dr. B.R. Ambedkar and Indian Polity*.

7. Other seminars and workshops:

- **Department of Philosophy – West Bengal State Council of Higher Education** sponsored Seminar on 19th November, 2015 in collaboration with the Department of Philosophy, Jogomaya Devi College on *Religious Pluralism: Curse or Boon?*
- **Department of Geography– 7 Day Workshop on *Statistical Methods and Techniques of Spatial Analysis*** from July, 2011 – 17, 2017. It was attended by faculty members and research scholars from the colleges, universities and other academic institutions of the state.
- **Department of Education – National Seminar** on 5th March, 2018 in collaboration with the Department of Education, Jadavpur University on *Disability and Exclusion: Education, Equity and Social Justice*.

8. Library upgradations.

- Full automation
- Linkage with National Digital Library

- Acquisition of e-Books.
- Programme in collaboration with the Department of Bengali on *Digital Archiving of Rare Books* in 2018.

8. Partnering with Research Institutes:

The institution has signed Memoranda of Understanding with **two Research Institutes** for its academic growth.

- The Centre for Studies in Social Sciences, Kolkata.

A seminar on The National Citizens Register was jointly organized by the institution and CSSS on

- The Centre for Environment and Economic Development, New Delhi.

A Two-Days Workshop cum Hands-on Training Programme on ICT & E-Learning Module in Teaching-Learning System jointly organized by The Centre for Environment and Economic Development (CEED), New Delhi and Women's Christian College, Kolkata
Dates (13th&14th July, 2018).

Quality Initiatives in the Administrative Domain:

Several quality initiatives were undertaken in the administrative domain in the post-accreditation period.

1. Greater use of ICT for administrative purposes.

- Use of Tally software for accounting work.
- Augmenting the 'Admission' part in the Students' Module under SmartCollege software.
- The use of SmartCollege software for the accounts of the Netaji Subhas Open University Study Centre in the college.
- Biometric attendance mode for all staff members
- Management Information System (MIS) software used by the Head of the Institution for administrative supervision.
- Installation of CCTV for greater safety of students and staff.

2. Application for more substantive posts from the State Government.

- The college has applied to the State Govt for 31 substantive posts in the light of its G.O. No. 1199 – Edn (CS)/10M-62/2001 dated 27/09/2018.
- An extra post in the Department of Political Science had been converted to a post in the Department of Education

in 2015.

3. Administrative Audit:

- Administrative Audit was conducted by the United Board of Christian Higher Education in Asia (UBCHEA) in May, 2018. Its recommendations were duly noted and implemented wherever practicable.

4. Extension of available area in the college through new building and infrastructural renovation:

- Vertical expansion through new G+3 building to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
- The Chapel cum Conference Room was renovated and modernized through the RUSA grant.
- The Auditorium was renovated and modernized with the help of the RUSA grant.
- The Audio-Visual Room was similarly modernized with the RUSA grant.
- The hostel kitchen has been modernized as per the standards of the Swachh Bharat parameters complete with tiled walls and floors, granite counters, dedicated water filter, heavy-duty chimney, sanitary dish-washing arrangement etc.
- The students' washrooms have been renovated and modernized substantially and fitted with a dressing room.
- One of the faculty washrooms has been renovated.
- The living quarters of the hostel support staff have been renovated.

5. Sports initiatives:

- The karate classes conducted by GogykuRyu organization in the college have been complemented with the participation of students in karate competitions and camps at the regional and other levels.
- A state of the art gymnasium equipped with

	<p>treadmills, exercise bikes and other machines has been installed for the benefit of students and staff.</p> <ul style="list-style-type: none">• As the institution does not have grounds of its own it has entered into a Memorandum of Understanding with the nearby St. John's Diocesan Girls' Higher Secondary School for the occasional use of its playground.• Formation of a dedicated club for sports – the Sports and Adventure Club.	
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