Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SETH ANANDRAM JAIPURIA COLLEGE**
Name of the head of the Institution	**DR. ASOK MUKHOPADHYAY**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325554117**
Mobile no.	**9830499347**
Registered Email	**sajciqac@gmail.com**
Alternate Email	**iqac@sajaipuriacollege.ac.in**
Address	**10, RAJA NABAKRISHNA STREET SHOVABAZAR**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700005**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Arabinda Choudhury**
Phone no/Alternate Phone no.	**09433897175**
Mobile no.	**8017289679**
Registered Email	**sajciqac@gmail.com**
Alternate Email	**iqac@sajaipuriacollege.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sajaipuriacollege.ac.in/aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sajaipuriacollege.ac.in/academic-calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.72**	**2015**	**03-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC	**19-Nov-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Training Program for teachers on use of ICT	**10-Jan-2020** **1**	**32**

resources		
Training Program for teachers for conducting online classes	06-Apr-2020 1	35
Training Program for teachers for organizing webinars	30-May-2020 1	33

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0

View File

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. IQAC attempted to train all teachers of the college to be virtually efficient. It helped the teachers to be involved in the online admission system as per requirement, understand rules and regulations and admission criteria. 2.Because of the outbreak of Corona virus as pandemic in India during March 2020, IQAC with the help of the Head of the Departments uploaded pdf of the study materials in the college website www.sajaipuriacollege.in, which helped the students of the college to continue their studies during the initial phase of lockdown when departments failed to conduct online classes due to lack of knowledge.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Construction of lift	Processed but not completed due to the outbreak of pandemic
Renovate gymnasium for students	Started but not completed due to the outbreak of pandemic
Renovate students and staff canteen	Started but not completed due to the outbreak of pandemic
Purchase more ICT resources	Started but not completed due to the outbreak of pandemic
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	12-Mar-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	05-Feb-2015
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2021
Date of Submission	01-Jul-2021
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

We run a total of 21 courses (both Honours and General), which we distribute across three shifts (Morning, Day and Evening) according to the demand and requirements of a very wide cross-section of students. The college starts at 6:30 AM and continues until 9 PM. We make an optimum use of all our resources to provide education to a large number of students with varied backgrounds. We

run a Women's College in the Morning Shift, the Day Shift is Coeducational and the Evening Shift admits young men, many of whom do jobs during the day. We plan and dispense our time-slots very carefully to look after and cater to the needs of our students. Well-planned master routines are prepared for the allotment of rooms to the different courses running in the three shifts. Each period is of duration of one hour. Every department follows the master routine and accordingly allots classes to the members of its faculty. Each department distributes its teaching assignments equitably among its teachers and regularly reviews the extent of the coverage of these assignments. The departments sit for departmental meetings at the end of every month to chalk out lesson plans for the next month. The heads of the departments keep in regular touch with their students and gather feedback regarding content coverage from them.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

A) Student feedback: IQAC has developed a student feedback proforma on Google Form. The proforma has been distributed to the students through WhatsApp/ Email/ Google Classrooms. The students were previously informed about this assignment and asked to submit the form within two hours of its receipt. The feedback forms were a) Anonymous: to encourage fearless and honest submissions. b) In google form: to help the students give uninhibited feedback c) Objective – to permit data summarization and analysis. d) Comprehensive – Feedback is collected on 14 points covering various aspects of teaching. e) Third party analysis – objective analysis by our Computer Cell. f) Actionable inputs - based on the collection and analysis, the reports were given to the Head of the Departments. HODs were requested to take heed of the students feedback and plan to meet the students demands accordingly. Feedback concering the infrastructure and aspects beyond the purview of the Heads of the Departments are communicated to the Head of the Institution in various meetings. B) Feedback from Teachers: Teachers feedback is collected through one-on-one interactions with them as well as during Teachers Council meetings and through close interactions by the HOI with teachers elected representatives. C) Feedback from employers: Feedback from NTS is collected through one-on-one interactions with them as well as through close interactions by the HOI with the elected representatives of the NTS. D) Feedback from Parents: The IQAC encourages every department to arrange parent-teacher meetings. All parents are not proficient in handling internet technology. So, the provision of input through Google Forms is not provided to them.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics	66	800	41
BSc	Food and Nutrition	34	720	22
BSc	Computer science	33	580	17
BSc	Chemistry	66	850	41
BSc	Mathematics	78	620	42
BSc	Zoology	20	740	6
BA	Education	30	95	17
BA	Economics	68	512	32
BA	Psychology	24	651	17
BA	Bengali	108	625	65
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3449	Nill	60	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
60	32	Nill	6	6	Nill
[View File of ICT Tools and resources](#)					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We do not possess any exact official record of students benefitting from psycho-social institutional support. However, it may be said that a good number of both our present and former students need and are provided with academic advice, psychological support and are counselled to handle various crises in their lives. Psychological support is often rendered in close interactions outside the class as also, nowadays, through social networking messaging applications and phone or video calls if necessary. Professional and academic advice is shared in class as well as through interactive spaces, virtually.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3449	60	1:57

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
61	61	0	0	32

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nill	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	Nill	3rd year	13/04/2020	15/06/2020
BA	Nill	3rd year	13/04/2020	15/06/2020
BCom	Nill	3rd year	06/04/2020	01/06/2020
BSc	Nill	2nd year	12/05/2020	07/07/2020
BA	Nill	2nd year	12/05/2020	07/07/2020
BCom	Nill	2nd year	05/05/2020	01/07/2020
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We follow a flexible time-tested system of continuous multipronged internal evaluation to assess the academic performance of our students through weekly/monthly/mid-term tests, surprise tests, quizzes, seminars, home-assignments, practical tests and selection exams. We also take care to factor in our students' response during classroom lectures, their interactions with their classmates and the extent of their participation in group-activities, in our overall evaluation of their academic development and progress as human beings.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by Principal in consultation with HoD(s) following the academic calendar of University of Calcutta. In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[NIL](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Physics	27	24	89
Nill	BSc	Food and nutrition	17	17	100
Nill	BSc	Computer science	17	17	100
Nill	BSc	Chemistry	32	24	75
Nill	BSc	Mathematics	35	27	77
Nill	BSc	Science General	40	16	40

Nill	BA	Philosophy	1	1	100
Nill	BA	Bengali	39	34	87
Nill	BA	History	18	18	100
Nill	BA	Political Science	22	21	95

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://sajaipuriacollege.ac.in/student-satisfaction-survey-2019-20.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	420000	420000
Major Projects	1095	DST-SERB	2530000	400000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

Food and Nutrition	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	1	Nill
National	Chemistry	1	0.1
National	Hindi	1	Nill
National	History	3	Nill
International	Mathematics	2	1.6
International	Mathematics	3	1.5
International	Physics	1	Nill
International	Psychology	1	Nill
International	Statistics	1	Nill
National	Statistics	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	4
History	1
Political science	1
Commerce	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	00	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	19	11	4

Presented papers	10	7	1	1
Resource persons	9	3	Nill	Nill

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation camp	NCC Club House	Nill	5
EBSB (Ek Bharat Shestha Bharat)	National sponsored	Nill	4
LRDC KB2 (local republic day camp)	2nd Bengal	Nill	2

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25.6	29.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	21.05.08.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nill	63541	10811376	2154	833606	65695	11644982

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

		is developed	content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	182	31	159	8	23	21	99	60	0
Added	18	8	10	0	8	1	1	0	0
Total	200	39	169	8	31	22	100	60	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

60 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
200	285.23	50	54.38

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports equipments, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically and care has been taken to keep the equipments, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. One faculty supervisor is appointed to monitor and maintain the physical facilities and Housekeeping. 1. Laboratories (All Labs Computer center): Each laboratory has one teacher as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments. 2. Library: Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At

end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. 3. Sport complex/ground/equipments: Physical Director of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc. 4. Class Rooms: Class rooms are allocated to all departments along with necessary ICT tools in some departments. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms. 5. IT facilities: All departments in the institute are having PCs, essential software and peripherals .The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities. 6. Electrical, Drinking water coolers, Lift etc.: Institute has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens. 7.CCTV, Security etc: To maintain internet connectivity and CCTV security system, network and system administration team is appointed.LCD projectors, air conditioners are maintained with the help of external agencies. Security staff including ladiesguards under a security supervisor is employed to safe guard the whole premises.

https://www.sajaipuriacollege.ac.in/iqac.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Centre Sector Scheme of Scholarship for college and university students	12	10000
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NIL	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Indigo Airlines, Cognizant, ICICI prudential, Amazon, TCS	263	27	5	Nill	Nill
			View File		

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	0	NIL	NIL	0	0
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Students social	Institutional	750
Annual program for college recreation club	Institutional	80
Annual award giving ceremony	Institutional	200

Annual memorial lecture	Institutional	160

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	Nill	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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NA

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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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0

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5.4.3 – Alumni contribution during the year (in Rupees) :

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0

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5.4.4 – Meetings/activities organized by Alumni Association :

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CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college follows the Professional Management approach in managing the institution. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The Institutions always believe in the practices of decentralization and participative management. Practice of Decentralization has its own significance in management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Governing Body, Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non teaching Staff, NCC, NSS, all the stakeholders involved in the decentralization and participative management all are working together for efficient functioning of the Institutions. 1. Management: The Institution promotes a culture of decentralization and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralization and participative management. The management endeavors best substantial independence to the Institutions in all areas of decision making process. 2. Administration: Administration is the backbone of the Institution.

Institution firmly believes in providing quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiatives that are associated with the vision and mission of the college. The administration ensures the smooth functioning in all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. 3. Faculty Members: Faculties maintain a healthy relationship with students, faculties, and community. The faculties execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education. 4. Departments: The Primary role of the department is to provide academic excellence in all activities. TheDepartments and Head of the Department perform their role and responsibilities initiated with the vision and mission of the college. 5. Non Teaching Staff: In the administration non teaching staff plays a crucial role in managing the dayto-day work. The assignment to non-teaching staff is to meet and accomplish operational and strategic objectives.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Infrastructure renovation of library (installation of AC), LMS software, Purchase of new books, Subscription of Journals , Computer laboratory, Purchase of laboratory instruments
Human Resource Management	Huge number of students are stratified in three shifts of Morning, Day and Evening. Some of the subjects run expanding three shifts. Teachers are staggered in three shift and also exchange of faculty among three shifts are executed according to the requirements. Three shifts have separate office. Non-teaching staff are also distributed among three shift and overlapped as per requirement.
Industry Interaction / Collaboration	Admission of students: Online admission that includes Online application, Screening, Merit list publication, Admission fee submission and Verification of students. Vendors are employed to manage admission of three shift on separate policy/ unified policy
Curriculum Development	Being the affiliated , the college follows the curriculum designed by the University of Calcutta. The college has no scope of development of own curriculum.
Teaching and Learning	1. Building of smart classrooms 2. Use of ICT tools, such as LCD projectors, laptops, desktops, smart

	screens . 3. Delivery of study material, question banks, reference books and texts 4. Departmental seminars, group discussion, field study and project works 5.Delivery of Emodule
Examination and Evaluation	Mid-term Examination 2. Annual Examination 3. Class tests
Research and Development	1. Minor and minor projects from UGC, DST, DBT 2. Publications of research papers in national and international journals 3. Publication of books/ chapters in local/ state/national publication 4. Publication of journals: multidisciplinary, JREADER (ISSN) Penscape (ISSN) Words (Dept of English), Sphulinga Mayukh/ Tripatra (Dept of Bengali), Drishti (Dept of Philosophy), Prerana Ensemble (Dept of Political Sc), J-Commerce (Dept of Commerce), Society, language, culture (ISSN) (Dept of Journalism)

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	Fully automated Admission system
Examination	Online by affiliating University

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration

programme				
Orientation Program	2	Nill	Nill	21
Refresher Course	2	Nill	Nill	14
Short Term Course	1	Nill	Nill	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts external financial audit at the end of each financial year by registered CA auditor firm, Kalyani G Co. The audited documents include financial statements, which comprise the balance sheet of the year, the statement of income and expenditure , receipts and payment account. The auditor gives an inspection report on the financial audit. The college keeps proper books of accounts to be examined by the auditor. The auditor obtains all the informations and explanations satisfactorily which is required for the purpose of audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

23832502

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

> 1. Online students registration Process implemented. 2. Online fees payment process implemented. 3. Online admission process started.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

> 1.Construction processing of Lift 2. Online Library system 3. Online Admission System 4. Online fees payment system 5. Installation of DataBase Management System

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Training Program for teachers on use of ICT resources	10/01/2020	10/01/2020	10/01/2020	32
2020	Training Program for teachers for conducting online classes	06/04/2020	06/04/2020	06/04/2020	35
2020	Training Program for teachers for organizing webinars	30/05/2020	30/05/2020	30/05/2020	33

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
10 PERCENT

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Ramp/Rails	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	Nill	Nill	Nill	NIL	Nill	Nill

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College's policy of maintaining an eco-friendly and clean and green campus is seen a. in its maintenance of the gardens, the medicinal plant garden. b. regular cleaning of rooms, corridors, toilets c. Use of solar panels d. minimal use of paper in Admission system: Online Admission system e. minimal use of paper in Students' fees payment system: Online Fees payment system f. installation of LED lights g. Use of solar panels h. making the campuses plastic-free zones i. eco-friendly ways of disposal of waste h. Restricted entry of vehicles. i. installation of MOODLES.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title of the Practice: People's Biodiversity Register (PBR) of Kolkata: A Case Study of Ward No 10 amp 17, Kolkata Municipal Corporation Area 1. Objectives of the Practice: As part of a study initiated in Collaboration with Kolkata Municipal Corporation and West Bengal Biodiversity Board, the Departments of Botany and Zoology have conducted sample survey of biotic resources thriving in Ward No. 10 amp 17, situated within the Kolkata Corporation area. 2. The aim of the study was to: ? Document, monitor and provide information of local flora and fauna for sustainable management of local biodiversity resources. ? To assess the impact of human intervention on the biotic resources of the area. ? To develop exhaustive database of plants and animal species for the conservation of the biotic communities of this part of Kolkata. Primary survey was conducted which involved identification of the trees, canopy measurements, height measurements, GPS survey, and also Questionnaire survey with the local people to understand the level of perception on the importance of biodiversity, their involvement in the biodiversity conservation measures, raring of animals and so on. 3. The Context: People's Biodiversity Register (PBR) is a register with names of species and their distribution in a given area. It is a comprehensive data base that record people's traditional knowledge and insight of the status, uses,

history, ongoing changes and forces driving these changes on the biological diversity resources of their own localities. Biodiversity registers are being prepared with the help of the local people and hence referred as People's Biodiversity Register. It provides information on the current utilization patterns of biodiversity and its economic benefits to the local people. National Biological Diversity Act of India (2002) mandates that local knowledge of biodiversity be registered in a national database, called the People's Biodiversity Register (PBR). So, one of the mandates of the Biodiversity Board is to prepare Biodiversity Registers not only by local people but also by school/college teachers and students. Preparation of Biodiversity Register is an attempt to realize the biodiversity at each Local level. Identification of biological resources and documentation is one of the prerequisites for the Register preparation which can lead to new discoveries and development of new commercial products, patenting of such products, equitable distribution of benefits, if any, and through this, paving the way for a new economic order in the country through biodiversity conservation. Kolkata Municipal Corporation and West Bengal Biodiversity Board has started to prepare Peoples Biodiversity Register of Kolkata . In 2020, both the organizations invited the Seth Anandram Jaipuria College and other academic institutions to take part in this programme. This is a Collaborative work of the College with the West Bengal Biodiversity Board and Kolkata Municipal Corporation. Importance of PBR ? Local knowledge that is being registered includes utilitarian uses of biodiversity such as for food, fodder, firewood, medicines used in the Ayurveda traditional medicinal system of India, as well as knowledge of traditional conservation practices such as sacred groves and sacred water bodies. ? Document, monitor and provide information for sustainable management of local biodiversity resources. ? Promote biodiversity-friendly development in the emerging process of decentralized management of natural resources. ? Establish claims of individuals and local communities over knowledge of uses of biodiversity resources, and ensure equitable benefit sharing from the use of such knowledge and resources. ? Teach environmental science and biology ? Perpetuate and promote the development of practical ecological knowledge of local communities and of traditional sciences such as Ayurveda and Unani medicine. ? The registers form a baseline data for future management strategies required for the sustainable utilization of biodiversity in a decentralized manner. ? It helps in equitable sharing of benefits arising out of commercial utilization of biodiversity resources and knowledge on their uses. The Biodiversity Register offers conservation, protection of IPR and the traditional knowledge. 4. The Practice: Sovabazar area is located within ward No 10 and the adjacent area, Ward No. 17, which is a densely populated area of Kolkata. More than 38 of the population in this area is economically backward. Though it is thickly populated area but importance of this ward is high as it is furnished with one of the oldest royal houses in the city, Sovabazar (Shobhabazar) Rajbari, was constructed by Raja Nabakrishna Deb, a prominent aristocrat of the city different educational and health care institutions. Primary survey was conducted which involved identification of the trees, canopy measurements, height measurements, GPS survey, and also Questionnaire survey with the local people to understand the level of perception on the importance of biodiversity, their involvement in the biodiversity conservation measures, raring of animals and so on. The local market was also surveyed to identify the biotic commodities sold every day and their natural sources. 5. Evidence of Success: A preliminary Report on PBR has already been submitted to the West Bengal Biodiversity Board which includes list of trees, medicinal plants, birds, small mammals, butterflies, molluscs, etc. recorded during the last one year. 6. Problems Encountered and Resources Required: Sovabazar area is a thickly populated area with more than 38 of the population economically backward. There are several slum areas where people are very much unaware about the importance of biodiversity and at times reluctant to co-operate. Many high rise buildings

are also coming up in the area destroying a major part of the biodiversity around. Further the work requires expertise and involves year round survey keeping a track record of the natural vegetation around. Best Practice 2 Title:- Online e-content facilities on college website, Online classes using Google classroom app, ZOOM app and Google Meet app, and feedback is obtained from students on phone calls/online. 1. Goal: • To continue studies and academic activities of students during lockdown and crucial period due to Covid-19 pandemic. 2. Objective of the sudy: • To maximise student's participation in online classes. • To ensure regularity of students, so that contents are properly deliver to students as regular attendance of students is very important to understand all the topics of any subject because all the topics of a subject are related to each other. • To maximize interactions with students as students are not able to come to college. • To provide notes in the form e-content on college website so that each and every student can access them anywhere, anytime and whenever needed. • The objective of taking feedback from students online to maximize participation of students in online classes and taking suggestions from students, improving interactions with students, boost up morale of students by involving them in teaching-learning process. • To motivate faculty members in such a crucial period so that they can be utilised their time in teaching -learning process and feel good in such a pity pandemic situation rather than being disappointed and depressed. 3. The Context: The prevailing system of higher education focuses mainly on academic aspects and performance. As all the courses are professional and technical courses, continuity and regularity both are equally important to understand course contents. Due to COVID-19 pandemic, the world suffered a lot, to continue academic activities in such a pandemic situation when students and teachers both are not able to come to college and social distancing is at priority, online classes are only the solution. Thus college has started online classes using online google classroom app, WhatsApp groups, Zoom app, google meet app etc. and a link is also provided on college website to upload e-contents on regular basis so that students can obtained them from anywhere, anytime, whenever needed. To improve interactions with students and to increase involvements of students, feedback forms are made to be filled by the students on phone calls by teachers and their responses have recoded so that their suggestions are incorporated in upcoming process. 4. The Practice: To continue academic activities, first of all classes are created on Google classroom app and teachers have created their classrooms and passwords on the google classroom app. The passwords and classroom details are forwarded to all the students via sms and then all students join classes. Online link of ZOOM class is sent by all the teachers on Google Classroom app on regular basis according to time schedule made in department. Students attend classes from their homes using mobile or laptops and teachers maintained their attendance registers. And then on regular basis, e-contents are uploaded on Google classrooms app as well as college website by all the teachers, and interactions with students can be made in Zoom app/ google meet app interactive sessions. Feedback from students are obtained by the teachers using phone calls and WhatsApp groups and google classroom app itself and suggestions are incorporated to improve quality of teaching learning process. Quiz and seminars are organised by using Google forms and zoom meetings and students submit their assignments on Google classroom app. Similarly, internal evaluations and quizzes are conducted online using Google form, ZOOM sessions and as per guidelines provided by the university and government. Daily attendance of students is

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sajaipuriacollege.ac.in/iqac.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College came into existence in 1945.. Our motto, "Vidya Amritam Bhava" (Knowledge fuels the progress of humanity beyond life. Thus AMRITA might be tested through VIDYA) motivates us to always work with dedication to enlighten ourselves and to the society's betterment. The watchwords of the trust are Mass education, co-education and dedication towards overall development of the students. The college provides 1. Effective conjunction of teaching and research 2. Providing quality education with a minimal fee structure 3. Promoting academic, physical, moral and cultural development of students 4. Preparing students for the competitive world 5. Academic and professional development of teachers and staff 1. The college provides a perfect platform to students to develop their innovative skills by promoting a research based teaching and learning process. Teachers always encourage students to understand topics through research minded approach, which ensures better understanding and provides strong foundation for their future academics. This has increased participation of students in seminars and publishing papers in journals and book chapters. Students have also won prizes in quiz competitions, debates and other events organized by external agencies. 2. The college has a nominal fee structure. Faculty members are appointed through West Bengal College Service Commission (WBCSC), which ensures high quality of teachers, thus providing quality education under nominal fee structure. Several students get scholarships from State Government, which further ensures better education of the economically challenged students. 3. Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Students have shown outstanding performance in sports and tournaments. College also actively encourages the organization of moral and cultural events such as observance of Independence Day, Republic Day, Saraswati Puja etc. 4. College is quite sincere to prepare students for the competitive world. Students of Department of Chemistry, Mathematics and Physics have cleared JAM examinations and placed in IITs and other reputed institutes in the country as well as foreign countries also. Most of the departments have high student progression rate in higher studies. 5. Inclusive education to all sections of the society without compromising quality is our priority area and the domain of our institutional distinctiveness. ? Best quality teaching to all sections of the society irrespective of religion, caste, creed and gender is our priority area: Girls in morning section, co-education in day section and boys in evening section. ? Being a Government Institution, the college has a nominal fee structure with provisions of Government Scholarships. Scholarships available for students: https://www.sajaipuriacollege.ac.in/scholarship.php.This allows students from the socially/economically challenged backgrounds to get education in our college and therefore makes our college distinct in the district. As per the Government policy, reservation of admission seats for SC, ST, OBC-A, OBC-B and physically challenged (PC) students is followed. ? We have empowered several women students in higher education. Girl students receive Kanyashree scholarship from the Government of West Bengal.

Provide the weblink of the institution
https://sajaipuriacollege.ac.in/

8.Future Plans of Actions for Next Academic Year

1. Training program for teachers for conducting online university examinations 2.Conducting surveys on problems of online classes 3.Awareness program for mental and physical health development