Annual Quality Assurance Report (AQAR)

(2015-16)

Submitted by

Internal Quality Assurance Cell (IQAC)

Seth Anandram Jaipuria College

Accredited by NAAC (1st cycle) in 2015

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **SETH ANADRAM JAIPURIA COLLEGE**

1.2 Address Line 1

> 10, Raja Nabakrishna Street

Address Line 2

> Sovabazar

City/Town

> Kolkata

State

> West Bengal

Pin Code

> 700 005

Institution e-mail address

> sajaipuriacollege@gmail.com

Contact Nos.

> 033 2555-3647/4722/4117

Name of the Head of the Institution:

> Dr. Asok Mukhopadhyay

Tel. No. with STD Code:

> 033-2555-4117

Mobile:

> 98304 99347

Name of the IQAC Co-ordinator: Dr. Mitali Mandal

Mobile: 94322 01649

IQAC e-mail address: sajciqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* WBCOGN 16851

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/05/A&A/090 dated 03-03-2015

1.5 Website address:

http://www.sajaipuriacollege.in
http://www.jaipuriacollegeadmission.com

Web-link of the AQAR: http://www.sajaipuriacollege.in/AQAR-SAJC-2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.72	2015	2/3/2020
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 19/11/2013

1.8 AQAR for the year *(for example 2010-11)* 2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

Not applicable (1st cycle of accreditation received on 2015)

    i.   AQAR _____NA_____ _____ (DD/MM/YYYY)
    ii.   AQAR_____NA____ _____ (DD/MM/YYYY)
    iii.   AQAR_____NA____ _____ (DD/MM/YYYY)
    iv.   AQAR_____NA____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑ No ☐

Constituent College   Yes ☑ No ☐

Autonomous college of UGC   Yes ☐ No ☑

Regulatory Agency approved Institution   Yes ☐ No ☑

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

Type of Institution   Co-education ☑ Men ☐ Women ☐

                       Urban ☑ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

    Arts ☑ Science ☑ Commerce ☑ Law ☐ PEI (Phys Edu) ☐

    TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

    Others (Specify) [.]

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

| University of Calcutta |

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | No | DST-FIST | No |

UGC-Innovative PG programmes | No | Any other (*Specify*) | |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers | 09 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 00 |

2.4 No. of Management representatives | 04 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

community representatives | 01 |

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. | 00 | Faculty | 01 |

Non-Teaching Staff | 00 | Students | 00 | Alumni | 00 | Others | 00 |

2.12 Has IQAC received any funding from UGC during the year?   Yes   No ✓

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

(ii) Themes | NA |

2.14 Significant Activities and contributions made by IQAC

- IQAC has made significant contribution for the overall development of the college by encouraging and advising the college authority/teachers/students for undertaking various actions beneficial for the stakeholders.
- IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning process to the departments as well as management.
- IQAC has recommended for online procedure of student admission, for wi-fi enabled campus, access to high speed internet to all stakeholders. These recommendations have been duly communicated to the management.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
(a) New infrastructural development.	(a) Implementation of wi-fi enabled campus
(b) Renovate the existing infrastructure and automation of administrative processes	(b) Renovation of college web-portal for online student admission and fees collection system; Renovation of existing LAN to connect all computers of the institution; Upgradation of Internet connectivity to high speed dedicated Leased Line.

(c) Academic Audit and improvement of student attendance	(c) Departmental results (term tests and sent-up test) were analysed and report submitted to the authority for follow-up actions. Depending on overall result and attendance, few students were restricted for appearance for final university examination
(d) Counselling for students	(d) Students and their guardians (if needed) were counselled by concerned departments on poor attendance and poor academic performance.
(e)Placement for final year students	(e) A large number of students were placed on different companies.
(f) To encourage Academic Departments to organise seminars	(f) A few seminars were organised by different departments.
(g) To increase library resource	(g) Central library subscribed e-contents using NLIST

Attached the Academic Calendar of the year as Annexure. I

2.15 Whether the AQAR was placed in statutory body   Yes √   No

Management ☐ Syndicate ☐ Any other body G.B

Provide the details of the action taken

Governing Body of the institution approves the AQAR after thorough perusal and gave permission to the IQAC for submission of the same to the NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	19	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	-	-
Others	-	-	-	-
Total	20	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core/Elective option / ~~Open options~~
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	19

1.3 Feedback from stakeholders*   Alumni | nil | Parents | nil | Employers | nil | Students | nil |
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

> No (syllabus is framed by affiliating University)

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

> No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
126	21	26	-	PTT-62 CWTT-17

2.2 No. of permanent faculty with Ph.D. | 25 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	12							0	12

2.4 No. of Guest and Visiting faculty and Temporary faculty | 63 | | 01 | | 02 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	28	21
Presented papers	06	21	15
Resource Persons	02	10	05

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

- ICT enabled class room teaching.
- Educational tour/ Excursion/ Field study for better understanding in natural conditions.
- Organising student seminar with power point presentation.
- Student access for library e-contents and other e-resources

2.7 Total No. of actual teaching days
during this academic year | 159 |

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

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop | 02 | 00 | 00 |

2.10 Average percentage of attendance of students | 65 |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM (H)	612	NA	31	NA	NA	94
B.A(H)	256	NA	07	NA	NA	95
B.SC.(H)	146	NA	32	NA	NA	93

*NA – Data Not Available

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

IQAC in its meeting with Departmental Heads advises them to arrange Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for class tests & to convene result review meetings. It also collects annual reports from the departments and analyses their performance and progress. IQAC suggests the departments to use more ICT enabled methods of teaching, seminars, educational tours & excursions, to impart extra knowledge and skills even beyond the prescribed syllabus. The IQAC motivate teachers to arrange departmental seminars, quizzes, group discussions and class tests as a way of monitoring and evaluating the teaching learning process. All teaching and evaluation assignments to teachers for their Career Advancement need to be approved by the coordinator-IQAC after physical verification. IQAC also motivate the students to engage in more academic and socio related activities.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	06
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	01	00	17
Technical Staff	14	00	00	10

Criterion – III

3. Research, Consultancy and Extension

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

> a) Motivating Teachers to apply for major and minor research projects and helping them preparing of research proposals in prescribed format.
> b) Recommending college authority to support teachers with research projects in terms of infrastructural and other benefits.
> c) Suggesting HOD's to organise national seminars.
> d) Persuading the authority to grant leave for faculties to participate in research seminars.
> e) Publishing annual peer-reviewed research journal by IQAC and motivating teachers to contribute their research publications.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	22.4	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	01	02
Outlay in Rs. Lakhs	6.4	3.0	3.0	6.4

3.4   Details on research publications

	International	National	Others
Peer Review Journals	09	14	06
Non-Peer Review Journals	-	-	11
e-Journals	-	-	07
Conference proceedings	06	10	-

3.5 Details on Impact factor of publications:

Range [1-3]   Average [2]   h-index [50-90]   Nos. in SCOPUS [NA]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	SERB-DST under fast track scheme for young scientists	22.4 Lakhs	4.0 Lakhs
Minor Projects	02	UGC	9.4 Lakhs	9.4 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	NA	NA	31.8 Lakhs	13.4 Lakhs

3.7 No. of books published i) With ISBN No. 06   Chapters in Edited Books 04

ii) Without ISBN No. -

3.8 No. of University Departments receiving funds from   Not Applicable

UGC-SAP -   CAS -   DST-FIST -

DPE -   DBT Scheme/funds -

3.9 For colleges   Autonomy -   CPE -   DBT Star Scheme -

INSPIRE -   CE -   Any Other (specify) RUSA

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	10
Sponsoring agencies	-	BARC	-	-	College fund

3.12 No. of faculty served as experts, chairpersons or resource persons 06

3.13 No. of collaborations   International -   National -   Any other -

3.14 No. of linkages created during this year -

3.15 Total budget for research for current year in lakhs :

From Funding agency 13.4   From Management of University/College Nil

Total 13.4

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them

03

05

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   -   SRF   -   Project Fellows   01   Any other   -

3.21 No. of students Participated in NSS events:

University level   -   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum   06   College forum   -

NCC   -   NSS   -   Any other   -

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

*   Less Use of paper/print by administering online admission

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.525 acre	-	-	0.525 acre
Class rooms	24	-	-	24
Laboratories	15	-	-	15
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NA	1	RUSA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	43.0	RUSA, UGC, College	NA
Others (ICT)	NA	11.3	RUSA	NA

*NA – Data Not Available

4.2 Computerization of administration and library

> ➡ Computerisation of all the major services offered by the college office, e.g. 1st year admission, fees collection, examination details etc.
>
> ➡ Online form-fillup and merit list preparation for 1st year student admission.
>
> ➡ Online system for payment of salary, taxes etc.
>
> ➡ LAN of all the computers in the office/departments/Laboratories with high speed leased line internet connectivity.
>
> ➡ Partial computerization of the library management system using library software KOHA with local access.
>
> ➡ Student's internet access in library computers

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44,488	Rs. 66,73,837	183	Rs. 56,874	44,671	Rs. 67,30,711
Reference Books	15,683	Rs. 30,73,868	76	Rs. 26,524	15,759	Rs. 31,00,392
e-Books						
Journals			23	Rs. 18,998		
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	109	55	30	13	1	12	28	-
Added	53	39	70	2	-	3	9	-
Total	162	94	100	15	1	15	37	-

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

> Increase in number of computers; High speed internet access (upgraded from broadband to leased line connection) through newly implemented wi-fi access and expanded existing LAN; Online admission; Cloud based library management.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   2.94

   ii) Campus Infrastructure and facilities   1.16

   iii) Equipments   2.52

   iv) Others   -

Total :   6.62

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Information about student support services available, for example, campus placement, cheap store, student canteen, woman cell, health service, academic counselling, etc. are imparted among students in different gatherings like student orientation programme, sports meet, etc. Information about these support services are also displayed in campus notice boards, college website and prospectus.

5.2 Efforts made by the institution for tracking the progression

> College tracks student progression through department administration by analysis of result of term tests and final University Examinations. The college has a partial mechanism of tracking the students' progression in higher studies through the departmental alumnus and personal contacts.

5.3 (a) Total No. of Students

UG	PG	Ph. D.	Others
5454	-	5	-

(b) No. of students outside the state

100

(c) No. of international students

-

Men

No	%
2560	46.9

Women

No	%
2894	53.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						4698	513	49	194	-	5454

Demand ratio   1:3 (approx.)   Dropout %   14
Demand ratio   1:3 (approx.)   Dropout %   14

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

> None

NA

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Data not available (undergraduate college)

NET	SET/SLET	GATE	CAT
IAS/IPS etc	State PSC	UPSC	Others

5.6 Details of student counselling and career guidance

> For counselling and carrier guidance towards higher studies, departments organise seminars regarding different opportunities, processes, etc. Departmental teachers personally guide students according to student merit level and arrange for institutional support.

No. of students benefitted   Not Available

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	500	79	Data Not Available

5.8 Details of gender sensitization programmes

> Running three shift of college – morning for girls only, day for boys & girls and evening for boys only; Overall number of girl students is more than boys.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events   Data Not Available

State/ University level   National level   International level

No. of students participated in cultural events   Data Not Available

State/ University level   National level   International level

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

Sports : State/ University level | 05 | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	100	NA
Financial support from government	180	NA
Financial support from other sources	86	NA
Number of students who received International/ National recognitions	16	NA

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:
- The college Logo pronounces *Vidya Amritam Bhaba*. Knowledge fuels the progress of humanity beyond life. Thus AMRITA might be tasted through VIDYA.
- Academics is a pleasurable pursuit that inspires and transpires the potent faculties in Man.
- PADMABHUSHAN SETH MANGTURAMJI JAIPURIA (1901-.1978), the founding father, wished the institution (estab. 1945) to grow into a centre of unbound academic excellence by fostering a spirit of multiculturalism reflective of India's diversity in unity.

Mission:
- To provide easy access to higher education with an array of **varied streams and subjects.**
- To maintain **gender equality** by running three shifts – all-girls section in the morning shift, co-education at day, and all boys section in the evening.
- To promote a **mass approach to education** by bringing within its fold students of all caste and class and also of varied linguistic and intellectual abilities.
- To be at par with **modern educational policies** by laying equal emphasis on skill-development and core-values.
- To pursue **holistic development** in a sustainable manner.

6.2 Does the Institution has a management Information System

The College Administration uses a Management Information System (AIEMS) for student admission & database management, fees collection, employee database management, etc.

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

    6.3.1   Curriculum Development

Curriculum is developed by UG Council of the affiliating University

    6.3.2   Teaching and Learning

Adoption of learner centric & ICT enabled methodologies within boundaries of university framed curriculum

    6.3.3   Examination and Evaluation

Arrangement of unit tests, class test, MCQ tests at frequent interval for progress evaluation apart from the university conducted final examinations; assignment for self evaluation; showing evaluated answer-scripts to students.

6.3.4 Research and Development

> Providing basic infrastructure for research; arrangement of research seminars/workshops and allocation of college fund (if required); publishing in-house research journal; subscription of online journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Updating library resources as per as per demand and need for excellence; proper utilisation and technological upgradation of ICT and physical/instrumental infrastructure according to contemporary development

6.3.6 Human Resource Management

> Ensuring free & democratic work environment; active involvement of teachers' council and other sub-committees including teachers, staff & students for distributed administrative/academic activities

6.3.7 Faculty and Staff recruitment

> Government approved teaching positions are filled up on proper recommendation of centralised College Service Commission. For other positions, fair and merit based recruitment policy is adopted.

6.3.8 Industry Interaction / Collaboration

> Not initiated till now

6.3.9 Admission of Students

> Ensuring transparent and merit based student enrolment by using online procurement of application for admission and online publication of merit list

6.4 Welfare schemes for

Teaching	Staff Cooperative Society; Health Scheme
Non teaching	
Students	Health Service, merit scholarship, free-studentship

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?   Not applicable

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Organising seminar/carrier counselling at departmental level

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college

6.13 Development programmes for support staff

Support staffs are allowed to attend different administrative workshops / development programs conducted by the affiliating University, Higher Education Department, etc.

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

- Campus Plantation
- Least use of paper utilising computerised administration

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Adoption of online admission (application and merit list publication) for new student enrollment has greatly reduced unnecessary crowding, makes the process more transparent, and enable the departments to admit students purely on the basis of merit.

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

- Utilisation of 1st phase of RUSA grant in due time
- Successful implementation for wi-fi enabled campus
- Upgradation of LAN and providing high speed internet connectivity in most of the segments of the campus
- Successful upgradation of library automation system
- Timely publication of in-house research journal
- Purchased new computers for establishment of language lab as suggested by NAAC peer team

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

- Online access to the library resources
- Parents/Guardians &Teachers meeting

details in Annexure II, III

7.4 Contribution to environmental awareness / protection

- Least use of paper utilising computerised administration, online admission

7.5 Whether environmental audit was conducted?　　Yes ☐　No ✓

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

- Making the admission process fully online (with online counselling and fees collection)
- Implementation of bar-coding and sms alert in library management system
- Installation of a new Learning management system of the college for e-learning
- Setting up a smart classroom with video-conferencing system for lecture sharing
- Providing photocopy service in central library
- Timely publication of the in-house research journal
- Recruitment in vacant teaching posts
- Installation of a roof-top solar power plant for non-conventional energy source

Name __ARABINDA CHOWDHURY__   Name __ASOK MUKHOPADHYAY__ .

Arabinda Chowdhury 19/12/17

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_ 19/12/17

Coordinator
IQAC
S. A. Jaipuria College   ____ *** ____   Principal
10 Raja Naba Krishna Street   S. A. Jaipuria College
Kolkata- 700 005   Kolkata- 700 005

Academic Calendar (2015-16)

MONTH WISE YEAR PLAN

Month	Dates	Programme
July, 2015	1-15	Commencement of B.A./B.SC./B.COM Part –I Honours theory University Examination
		Commencement of B.A./B.SC./B.COM Part –I General theory University Examination
		First Departmental meeting
	16-31	Commencement of B.A./B.SC./B.COM Part –I Honours and General Practical Examination
		Commencement of B.A./B.SC./B.COM Part –I Honours and General classes
		Distribution of Teaching modules to 1st year students
August, 2015	1-15	Last date of admission to the 1st year degree course
		Issuance of Library cards to 1st year students
	16-31	Last date of change of subjects/streams
		Commencement of B.A./B.SC./B.COM Part –III Honours and General classes
September, 2015	1-15	Commencement of B.A./B.SC./B.COM Part –II Honours and General classes
		Teacher's day celebration
		Inter- class Football, TT, Carom and Cricket competition
	16-30	Organization of Debate/Group discussion/ Essay writing
		Commencement of B.A./B.SC./B.COM Part –I Honours and General 1st class test
October, 2015	1-15	Organizing students' seminar
	16-31	Commencement of B.A./B.SC./B.COM Part –I Honours and General 2nd class test
November, 2015	16-30	Commencement of B.A./B.SC./B.COM Part –I Honours and General Midterm test
December, 2015	1-15	Excursion of Economics department
		Foundation Day memorial lecture
		2nd Departmental meeting
		Publication of Departmental wall magazine
		Organizing subject Quiz
	16-31	Foundation day celebration and Award ceremony
		Form fill up of B.A./B.SC./B.COM Part –I & II Supplementary Examinations
January, 2016	1-15	Inter class Annual Athletic meet
		Annual sports
		Excursion of Zoology, Botany, Geography and other departments
		Commencement of B.A./B.SC./B.COM Part –III Honours and General Selection test
	16-31	Netaji's Birthday celebration
		Official publication of Academic audit report
		Republic day Celebration
		Publication of results of B.A./B.SC./B.COM Part –III Honours and General Selection test

Month	Dates	Programme
February, 2016	1-15	Form fill up of B.A./B.SC./B.COM Part –III Honours and General students
	16-28	Commencement of B.A./B.SC./B.COM Part –II Honours and General Selection test
March, 2016	1-15	Commencement of B.A./B.SC./B.COM Part –I Honours and General University examinations for Compulsory Languages
		Commencement of B.A./B.SC./B.COM Part –III Honours and General Practical University Examinations
		Publication of results of B.A./B.SC./B.COM Part –II Honours and General Selection test
		Form fill up of B.A./B.SC./B.COM Part –II Honours and General students
	16-31	Commencement of B.A./B.SC./B.COM Part –I Honours and General Selection test
		Commencement of B.A./B.SC./B.COM Part –II Honours and General Practical University Examinations
		Quality improvement Lecture/ Programme organized by IQAC
April, 2016	1-15	Commencement of B.A./B.SC./B.COM Part –III Honours Theory University examinations
		Publication of results of B.A./B.SC./B.COM Part –I Honours and General Selection test
		Form fill up of B.A./B.SC./B.COM Part –I Honours and General students
	16-30	Third Departmental meeting
		Commencement of B.A./B.SC./B.COM Part –III General Theory University examinations
		Commencement of B.A./B.SC./B.COM Part –III General Practical University examinations
May, 2016	1-15	Commencement of B.COM Part –II Honours and General Theory University examinations
	16-31	Commencement of B.A./B.SC. Part –II Honours and General Theory University examinations
June, 2016	1-15	Preparation of year plan for 2016-2017
		Publication of Prospectus for the session 2016-2017
		Commencement of B.A./B.SC./B.COM Part –I admission
	16-30	Commencement of B.COM Part –I Honours and General Theory University examinations
		Publication of Teacher's diary for the session 2016-2017

Best Practices – I

1. Title of the Practice:

Online access to the library resources

2. Goal

The major aims of the practice followed by the institution are
- To reach to the faculty and students at 24×7 basis.
- To provide online access to library/ bibliographic resources, question papers and other documents for the member of the library through webOPAC.
- To help in the learner centric teaching-learning process
- To educate and assist students and staff in the identification and effective use of online information resources
- To strengthen and update all collections considering the needs of the faculty members.
- To help in the long term preservation of the collections and materials.
- To maintain and upgrade physical and technological infrastructure to enhance the quality of services
- To enhance information literacy, especially in the student community, by developing effective plans aiming at improving student ability to access, evaluate, understand and use of information critically and efficiently.

3. The Context

This is observed that students and faculty members are need to be updating their educational exposure to the knowledge resources available at a broad spectrum. The updating is possible through access of information resources available within the library. The basic philosophy is to reach to the students and faculty members in such a way so that access to the bibliographic and other resources is possible. The ultimate target is to get to the optimum use of the resources of the library and make the users more library-centric.

4. The Practice

- The students get to know how to use the resources through library orientation program.
- The students can directly visit http://sajaipuriacollege.kohacloud.in/ to get the latest update of the library related information.
- Students are individually and in orientation advised to download library app for browsing the resources.
- Students can get live update about a particular book once they get the mobile app uploaded in their android smart phone.
- They can also access and download question papers through digital repository system.

5. Evidence of Success

There are some evidences of success:
- The students and faculty are more encouraged in using the library portals.
- There are greater numbers of hit in the library portal.
- Now the users can use the bibliographic resources and thus made their own selection of books.

6. Problems Encountered and Resources Required

The cloud platform is used here to make the bibliographic details live in online. There is greater number of technological equipments, both hardware and software, required to provide such kinds of services. The more human resources are required to make to details updated to provide current information to the students and faculty members.

Best Practices – II

1. Title of the Practice:

Parents/Guardians &Teachers meeting

2. Goal

The major aims of the practice followed by the institution are
- To inform parents/guardians periodically about the progress of the student in study, attendance and other activities in the college.

3. The Context

Guardians are informed about the attendance of the students to alert them about the rule of affiliated University about the attendance criteria to appear in the University Examination conducted by the University. Again, guardians are enlightened with the academic progress of the students and their problems, their attitude, behaviour and other activities in the college. The parents/guardians meeting is also held during field study in distant places for their consent by explaining the justification and benefit of field study.

4. The Practice

Parents/guardians & teachers meetings are conducted by faculty members of various departments of the college. The number of times of the occurrence of such meeting depends on the criteria of the department but it occurs at least once a year.

5. Evidence of Success

Parents/guardians & teachers meeting has the positive impact on the progress of the students' activities enhancing academic activities, attendance, behaviour & conduct etc.

6. Problems Encountered and Resources Required

Guardians are informed over telephone or group sms system. In most of the cases, guardians cannot turn up due to preoccupation. In that case the report of students' progress was communicated to the guardians over telephone.

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