

Annual Quality Assurance Report (AQAR) **(2016-17)**

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

I. 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

sajaipuricollege@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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

1.8 AQAR for the year (for example 2010-11)

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

(1st cycle of accreditation received on 2015)

- i. AQAR 2015-16 submitted to NAAC on 20/12/2017
- 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

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The 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 solar power plant, fully online procedure of student admission including online counselling, upgradation of online library management system, introduction of learning management system for e-learning, implementation of smart classroom for efficient ICT enabled teaching-learning, for photocopy service in library, etc. 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) Started a new Learning Management System of the college for e-learning, a new smart classroom with video-conferencing system for lecture sharing, installed a roof-top solar power plant.
(b) Renovate the existing infrastructure and automation of administrative processes	(b) Upgradation of online student admission for online counselling and admission for 2 nd & 3 rd year students; Upgradation of library management system by introducing bar-coding system and sms alert.

(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.

** 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

I. 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 Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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
138	32	27	-	PTT-62 CWTT-17

2.2 No. of permanent faculty with Ph.D.

32

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
12	12							12	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

68

01

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	32	22
Presented papers	06	21	17
Resource Persons	02	12	08

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
- Online learning management system

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

157

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

05

02

01

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

2.10 Average percentage of attendance of students

67

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)	626	NA	38	NA	NA	72
B.A(H)	307	NA	08	NA	NA	90
B.SC.(H)	170	NA	40	NA	NA	92

*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-learning, especially newly implemented online learning management and smart classroom, 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
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	24	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	-	02	-	-
Outlay in Rs. Lakhs	-	47.7	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	01	01
Outlay in Rs. Lakhs	3.00	8.75	5.70	3.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	19	08
Non-Peer Review Journals	-	-	14
e-Journals	-	-	07
Conference proceedings	08	12	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	SERB-DST under fast track scheme for young scientists	22.40 Lakhs	4.00 Lakhs
Minor Projects	02	UGC, DST-Govt. Of WB	12.29 Lakhs	8.75 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	NA	NA	34.69 Lakhs	12.75 Lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	15
Sponsoring agencies	-	-	-	-	College fund

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this 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
-	-	-	01	-	-	

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

02

03

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 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 College forum
NCC NSS Any other

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

- Installation of Solar Power Plant in College campus, a non-conventional energy source that reduces carbon emission

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	1	-	16
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NA	1	UGC	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	7.4	RUSA, UGC, College	NA
Others (ICT, Sports Utility)	NA	3.0	UGC	NA

*NA – Data Not Available

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ➤ Computerisation of all the major services offered by the college office, e.g. Admission, fees collection, examination details etc. ➤ Complete online admission for all students. ➤ 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. ➤ Online library management with web/mobile OPAC, bar-coding and sms alert. ➤ Student's internet access in library computers

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44,671	Rs. 67,30,711	1,075	Rs, 3,40,158	45,746	Rs. 70,70,869
Reference Books	15,759	Rs. 31,00,392	399	Rs. 1,57,784	16,158	Rs. 32,58,176
e-Books						
Journals			17	Rs. 14,042		
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	162	94	100	15	1	15	37	-
Added	-	-	-	-	-	-	-	-
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.)

Upgradation of online admission system and cloud based library management system; introduction of e-learning system, smart classroom with video-conferencing.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.67
ii) Campus Infrastructure and facilities	1.74
iii) Equipments	2.62
iv) Others	-
Total :	7.03

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 orientation programme, sports meet, etc. Information's about this 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 via departments through analysis of result of term tests and final University Examinations. The college has a partially 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
5457	-	3	-

(b) No. of students outside the state

90
-

(c) No. of international students

Men	No	%	Women	No	%
	2565	47.0		2892	53.0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4698	513	49	194	-	5454	4502	683	53	219	-	5457

Demand ratio 1:3 (approx.)

Dropout % 13

Demand ratio 1:3 (approx.)

Dropout % 13

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	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

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

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	400	51	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

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	72	NA
Financial support from government	160	NA
Financial support from other sources	63	NA
Number of students who received International/ National recognitions	7	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

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 improved learner centric & ICT enabled methodologies within boundaries of university framed curriculum; initiated new online learning management system

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. Initiation of new e-learning system for online examination and evaluation.

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 subcommittees 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 admission procedure.

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

Organised seminar/career counselling in 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

The 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.
- Installation of rooftop solar power plant for non-conventional energy source

Criterion – VII

7. Innovations and Best Practices

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

Introduced new e-learning management system for more efficient learner centric teaching-learning process. Adoption of complete online admission procedure has greatly reduced unnecessary crowding, makes the process more transparent and efficient in terms of human resource management and enable the departments to enroll new 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

- Successfully upgraded online admission process.
- Implemented bar-coding and sms alert facility in library management system
- Successful installation and commissioning of Solar power plant
- Started new learning management system of the college for e-learning
- Installed a smart classroom with video-conferencing system for lecture sharing
- Started photocopy service in central library
- Publication of the in-house research journal in due time
- New Recruitments in vacant teaching posts

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

- Use of solar power as alternative source of energy
- Inspiring young minds: awards and honours

**details in Annexure II, III*

7.4 Contribution to environmental awareness / protection

- Least use of paper/print utilising computerised administration, e-learning system
- Minimisation of greenhouse gas emission utilising solar power plant for non-conventional energy source

7.5 Whether environmental audit was conducted? Yes No

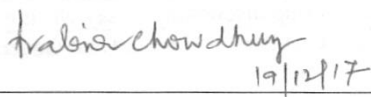
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

- Building the Language Lab
- Setting, customisation and implementation of the e-learning system
- Timely publication of the in-house research journal
- Air-conditioning and renovation of library reading room
- To take feedback from students for quality improvement
- To increase the use of open-source OS/software instead of proprietary software
- To improvise activity of alumnus
- To initiate linkage with other institutes

Name ARABINDA CHOWDHURY

Name ASOK MUKHOPADHYAY


19/12/17

Signature of the Coordinator, IQAC

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


19/12/17

Signature of the Chairperson, IQAC

Principal
S. A. Jaipuria College
Kolkata- 700 005

Academic Calendar (2016-17)

MONTH WISE YEAR PLAN

Month	Dates	Programme
July, 2016	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, 2016	1-15	Commencement of B.A./B.SC./B.COM Part –I Honours and General Practical Examination
		Last date of admission to the 1 st year degree course
		Issuance of Library cards to 1 st 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, 2016	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	Organisation of Debate/Group discussion/ Essay writing Commencement of B.A./B.SC./B.COM Part –I Honours and General 1 st class test
October, 2016	1-15	Organizing students' seminar
		Commencement of B.A./B.SC./B.COM Part –I Honours and General Midterm test
November, 2016	16-30	Excursion of Economics department
		Foundation Day memorial lecture
December, 2016	1-15	Form fill up of B.A./B.SC./B.COM Part –I & II Supplementary Examinations
		2 nd Departmental meeting
		Publication of Departmental wall magazine
		Organising subject Quiz
	16-31	Foundation day celebration and Award ceremony Commencement of B.A./B.SC./B.COM Part –III Honours and General Selection test
January, 2017	1-15	Inter class Annual Athletic meet
		Annual sports
		Excursion of Zoology, Botany, Geography and other departments
		Publication of results of B.A./B.SC./B.COM Part –III Honours and General Selection test
		Form fill up of B.A./B.SC./B.COM Part –III Honours and General students
	16-31	Netaji's Birthday celebration
		Official publication of Academic audit report
		Republic day Celebration Commencement of B.A./B.SC./B.COM Part –II Honours and General Selection test

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

USE OF SOLAR POWER AS ALTERNATIVE SOURCE OF ENERGY

2. Goal:

- To setup a on-grid solar power plant in college campus
- To maintain the system and utilise the alternative source of energy
- To reduce energy expenses
- To create awareness regarding use of alternative energy sources

3. Context:

The natural resources are limited and would get over in near future. Conventionally electricity is generated mostly from the natural resource like coal etc. Use of such conventional energy sources also increases carbon emission and hence it is one of the reason for global warming. So use of such conventional energy sources should be optimized to save our next generation. We are not much aware of this fact. Therefore it should be a very good practice to stop wastage of electricity and find alternative and efficient source of energy.

4. Practice

- Installation and commissioning of a 20KWp rooftop solar power plant connected the grid of the electricity distribution system (CESC).
- Regular maintenance of the system by the teachers/staff and students of Department of Physics, Electronics and Computer science.
- Arrangement for student visit to create awareness about use of alternative energy sources to prevent global warming.

5. Evidence of success:

- Generated 5.22 MW-hour of electricity from solar energy during the period of 21st april 2017 to 30 June, 2017
- Saved about 4 Tonns of CO₂ for this period
- Save Electricity expenses of about Rs. 40,000
- Found student and teacher/staff members interested about use of solar energy



Photograph of installed rooftop solar panels

6. Problems encountered and resources required

The capacity of installed power plant is much less than electricity consumption of the college. To increase the capacity, much bigger roof -space and additional fund is required. Also need to work on reducing energy consumption by efficient use of energy utilising latest technology and awareness among users.

Best Practices – II

1. Title of the Practice:

INSPIRING YOUNG MINDS: AWARDS AND HONOURS

2. Goal

One of our foremost practices worth mentioning is the conferring of awards, prizes and certificates to students of all departments, streams and shifts. The aim is to enhance the academic spirit of the institution and encourage young minds towards higher learning and free, imaginative thinking.

3. The Context

Our institution has a long history of consistently good academic performance under the University of Calcutta. It can boast of having produced some of the University toppers as well. A substantial number of our students have also earned their place in first grade institutions of the country for post graduate studies. Acknowledging this academic excellence in a befitting manner therefore had long been imperative.

4. The Practice

Over the last three years (2014, 2015, 2016), award ceremonies have been conducted on 22nd December, the Foundation day of our college. **Seth Anandram Jaipuria Memorial Awards for Academic Excellence** were presented to the highest scorer of each department in the final year University examination. Departmental programmes (as in English and Political Science) were also occasionally held to offer special departmental prizes. The glory of public honour and award presentation by renowned guests, surely served as motivating factors for boosting up young scholars. The college intends to keep up with this practice for all years to come and include categories other than academics to appreciate and encourage larger number of students.

5. Evidence of Success

We are glad to announce that not only the college authority, but also patrons and benefactors outside of the college have come up with their own measure of encouragement. We give below a list of some such prizes:

- **The late Professor Depak K. Bose Memorial Award** is awarded annually to two deserving students in the Department of Political Science. The award, founded by the family of the late teacher carries a monetary incentive to be expended on books. The award is given to the top scorers from the Department in the final year University examination. The award ceremony is marked by a Memorial lecture in honour of the late Professor.
- **Professor Jaba Chatterjee Memorial Awards** are presented to the three toppers of the Department of English (Day) every year.
- **Professor Banibhushan Dasgupta Memorial Award** is presented to the highest scorer in English (Honours) every year.
- **Professor Banibhushan – Amiyabhushan Memorial Awards** are presented to the two most deserving students from First and Second year English (Honours) every year.

6. Problems Encountered and Resources Required

The need of the hour is more patronization and more resources for encouragement. The Trustee, the Governing body and even departmental teachers may take further initiative in this matter. Apart from academics, other aspects of campus activities should be highlighted to involve more and more students into healthy practices and character building. It is happy news that the committee working on DCF II have expressed their wish to utilize their AISHE remuneration for the year 2017 for felicitating two 'average' students who have made niche for themselves through sheer tenacity and diligence. Efforts are also on to acknowledge achievers in the field of sports and in various inter-college competitions as well. This way, not only the intellectual faculty but humane faculties will also be allowed to flourish.