



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		CALCUTTA GIRLS' COLLEGE
Name of the head of the Institution		Dr. Satya Upadhyaya
Designation		Principal
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03326653414
Mobile no.		9433936302
Registered Email		collegecalcuttagirls@gmail.com
Alternate Email		9suparna9@gmail.com
Address		3, Goaltuli Lane
City/Town		Kolkata
State/UT		West Bengal
Pincode		700013
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Suparna Bhattacharya
Phone no/Alternate Phone no.	03326653414
Mobile no.	9674299271
Registered Email	collegecalcuttagirls@gmail.com
Alternate Email	9suparna9@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.calcuttagirlscollege.ac.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.calcuttagirlscollege.ac.in/academic_calendar_2019_20.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.3	2017	30-Oct-2017	29-Oct-2022

6. Date of Establishment of IQAC	07-Jul-2008
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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
Initiation of UGC-Deeksharambh	07-Aug-2019 7	310
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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
Dr. Nandini Bhattacharya	Research Project	ICHR	2018 720	300000
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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 :

2

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)

- Effective Online classes through detailed lesson plans to facilitate maximum students' interaction and presentation
- Encouraging students to access the videorecorded class lectures and make innovative class projects and presentation
- Encouraging cocurricular activities through online platform
- Keeping all students informed about all notifications through sms alerts and all teachers and stakeholders through emails as a part of green audit
- Raising health awareness and mental wellbeing through online counselling

[View File](#)

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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory

Yes

body ?					
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Governing Body</td> <td>14-Jan-2021</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	14-Jan-2021
Name of Statutory Body	Meeting Date				
Governing Body	14-Jan-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2021				
Date of Submission	11-Feb-2021				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. SMS gateway to send important notifications to all students 2. Upgradation of college website with special importance to MIS 3. Regular exercise of tendering through college portal				

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

Curriculum delivery 1. Balance between Semester & 1+1+1 system: Semester system and the 3rd year under 1+1+1 system needs separate logistics and this was kept in mind while discussing the Teaching Plan, Lesson Plan and Routine of the Academic Subcommittee 2. Balance between Advanced and Backward Learners: Each department tried to make an optimum balance between the demands of first generation and advanced learners so as to ensure proper curriculum treatment 3. Best Use of Faculty Resource: The specialization of the departmental teachers, the requirements of the syllabus were carefully taken into consideration 4. Students Access to Curriculum related Information: During the Orientation Programme prior to the commencement of the academic session, students were initiated into the website where syllabus, teaching plan, lesson plan, Reading List, and question bank have been uploaded 5. Encouraging Active Participation of Students: To ensure an effective two way learning process, the lesson plan laid emphasis on students' participation, seminar, presentation and projects Documentation: 6. Online documentation of Teaching Plan, Lesson Plan, Reading List (from Library and NLIST sources) 7. Conducting Regular Class test and preserving records for monitoring the academic progress of the students and also for sharing it with parents and guardians 8. Holding regular departmental meeting for academic review and also seeking feedback from students and parents 9. Uploading of selected e-projects as a token of encouragement and also

enhancing academic quality improvement

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
	PC Application	02/07/2019	180	Yes	Yes
Multimedia, Tally, Data Entry Operation					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	56

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) Analysis The online feedback obtained from the students has been analysed in terms of academics, infrastructural support, campus environment and providing various support service. The feedback form contains the email-id and contact details of students and their semester-wise categorization. On the basis of the analysis the following deductions were made and reviewed at the Academic Subcommittee meeting: 1. 90 of the students have expressed satisfaction at the fact that teachers use ICT tools 2. Nearly 1/3 of the students feel that 70-84 of the syllabus is covered while another one-third puts it around 85-100 3. 90 of the students are satisfied with the preparation of the teachers for the classes. 4. 84 of the students are satisfied with the manner in which teachers communicate in class 5. (0 are satisfied with the teacher's approach 6. 92 are happy with the interactive evaluation 7. 85 feel that teachers uses student-centric methods The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. Utilization for overall development of the institution 1. The academic analysis focuses on completion of syllabus, providing of adequate study material, support for academically backward students, use of ICT. The deductions are forwarded to the Academic and Routine Sub-committee. 2. On the basis of feedback analysis, lesson plan and question banks have been added as curriculum support. 3. Parents needed a continuous interface with the department on online level and hence most departments have opted for a whatsapp page. This has been extremely useful during the pandemic as the department could keep the parents informed about academic programme. 4. Most students have sought more activities in the Career Counselling and Placement Cell and IQAC proposed frequent holding of Career-related seminars and workshops to prepare the students for the job market.

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
BA	ENGA	40	238	30
BA	ECOA	20	15	1
BA	BNGA	15	14	2
BA	EDUA	20	154	18
BA	HINA	15	60	7
BA	HISA	40	50	15
BA	PLSA	30	67	15
BA	URDA	50	100	32
BA	GEN	175	230	105
BCom	H+G	115	259	68

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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	1007	Nil	41	Nil	Nil

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	Number of smart classrooms	E-resources and techniques used
41	41	Nil	3	1	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Institution has developed its own need-based scientific mentoring system. Student mentoring is done on two levels. Firstly, UGC-Deeksharambh is used as a platform at the very beginning of the session for students to be taken as mentee under various teacher-mentors who would be sensitizing, making them aware and also imparting soft skills. The students who enter into the portal of higher education are introduced into the various aspects like CBCS academics, examination system, co-curricular activities, UGC-career oriented programmes, and NSS. The students who take admission in the 1st semester are immediately taken into this system and the ratio is around 1:7. Secondly, mentoring is carried out with an emphasis on overall and comprehensive focus of the students mental, emotional well being and academic progress. Each department has initiated a system of mentor/mentee that emphasizes on a close and if needed one to one conversation in case of personal or emotional problem. This involves students of all the semesters and students of the previous 111 system and the ratio is around 1: 25.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1007	41	1:25

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
43	41	2	6	14

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	Dr. Nayeem Ahmed	Associate Professor	Mizaan Award, Barayi Farogh e Urdu

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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 semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM H	1	15/02/2020	10/07/2020
BCom	BCOMG	1	15/02/2020	10/07/2020
BCom	BCOMH	3	12/02/2020	24/07/2020
BCom	BCOMG	3	12/02/2020	24/07/2020
BCom	BCOMH	5	12/02/2020	23/09/2020
BCom	BCOMG	5	12/02/2020	23/09/2020
BA	BAH	1	05/02/2020	23/09/2020
BA	BAG	1	05/02/2020	06/03/2020
BA	BAH	3	05/02/2020	06/03/2020

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

For an effective learning process CIE has been internalized within the whole teaching -learning system and the lockdown due to pandemic during the end of the academic session needed an evolved CIE. 1. Ensuring a Continuous Learning and Evaluation Practice: The first 5 minutes of each class is used to either recap the central theme of the previous class and questions asked during the final 5 minutes on the ongoing lecture 2. Encouraging Research: The college introduced project-based evaluation systems in the both the Honours and General courses where viva-voce allows the students to express their original views and the examiner is also able to fathom the critical depth. 3. Encouraging Innovative Students' Response: Some Departments are also evaluating through organizing debates, extempore, group discussion, seminar presentation. 4. Students' Self-Evaluation : All departments have a regular schedule for internal evaluation through objective tests and the emphasis is on self-evaluation so that the candidate is able to rectify and learn simultaneously 5. During the onset of pandemic the self-evaluation facility in GCR helped students to expedite the self-check.

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

1. The Academic Calendar is prepared in consonance with the guidelines laid down by University of Calcutta by the admission Subcommittee in consultation with the Academic Subcommittee and circular of C.U. . 2. The Month-wise AC provides a detailed account of the days for academic, administrative, exam-oriented, cultural and co-curricular and the effective teaching days 3. The Academic Calendar provides a tentative date for the commencement of internal examination and hence lays the necessary signposts for the framing of departmental lesson plan. 4. All the internal examinations and tutorials are held according to the guidelines. The academic calendar also helps in the formulation of a scientific teaching plan.

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)

<https://www.calcuttagirlscollege.ac.in/programme-outcomes.php>

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
No Data Entered/Not Applicable !!!					
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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://www.calcuttagirlscollege.ac.in/CGC_Feedback_Report_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	Nill	ICHR	3	0
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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
0	0	

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
NA	NA	NA	Nill	NA
No file uploaded.				

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
NA	NA	NA	NA	NA	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
0	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
0	Nil

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	English	1	Nil
National	History	2	Nil
International	Commerce	2	Nil
International	Education	1	Nil
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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
Education	3
History	1
Urdu	8
Bengali	1
Commerce	1
No file uploaded.	

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
NA	NA	NA	Nil	0	NA	Nil
No file uploaded.						

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
NA	NA	NA	Nil	Nil	Nil	NA
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	30	6	2
Presented papers	7	9	2	8
Resource persons	Nil	1	1	Nil

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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
Observance of National Youth Day	NSS (CGC) (CU)	4	34
Observance of Yoga Day	NSS	5	43
Observance of Environmental Awareness Day	NSS	3	38
Observance of Independence Day	NSS UNIT	5	46
Awareness of Vector-borne Diseases	NSS UNIT	3	37
Aids Awareness Programme By Red Ribbon Club By NSS	NSS	7	46

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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details		
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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
1760000	1726355

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
LMS	Partially	Nill	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7507	1048062	Nill	Nill	7507	1048062
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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 is developed	Date of launching e-content
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No Data Entered/Not Applicable !!!

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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	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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

100 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
NA	NA

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 incurred on maintenance of physical facilities
12	4	2.5	1.86

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)

Physical Infrastructure: a. The college maintains a stock register of all physical goods like electrical and electronic machines including computer, water purifiers, generator, air-conditioners, furniture like chairs, tables, benches, infrastructural facilities like blackboard, whiteboard. b. A number of subcommittees like Purchase subcommittee and Computer subcommittee have been formed with members from office, teaching and student members to discuss the various aspects of purchase/ maintenance/upgradation issues. c. The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean. NSS also takes an active part in keeping the campus clean and green. Eco Club looks over the overall beautification of the college. d. For maintenance of physical infrastructure related to electricity, plumbing, lab-machineries, auditorium, building and canteen, the Sub committees in coordination with the office arranges everything according to the demands raised by the departments and other units. e. There is a maintenance contract with the manufacturer for the water cooler and regular maintenance of Water purifiers and Air Conditioners is done by booking services. f. Library Facilities: Library Sub-committee keeps a record of existing books in both hard copy and e-copy. Decision regarding purchase of new text books, references and journals is made as per allocation of funds and requisition of books provided by the departmental Heads. The decision is

forwarded to the Academic Subcommittee, Finance Committee and Governing Body. Academic Infrastructure a. The academic requirements like developing study materials that would be useful especially during the pandemic are placed by the Departmental Head in the Academic Subcommittee along with the budget and this is forwarded to the IQAC. IQAC places the requisition to the Principal and it is then deliberated in the Governing Body, Finance Committee or any other relevant committee based on the requirements as per relevance. b. Proposals for organizing Departmental seminars/webinars seminars and workshops, on institutional/ National/ International Level are submitted to the Academic Subcommittee and IQAC. The decision is subsequently submitted to the Principal to be sanctioned in the Governing Body. c. College has purchase policy and tender notifications are done for the bulk purchase. Support Facilities: The Website Subcommittee coordinates with the service provider regarding posting of all important information and notifications and sending SMS alerts to students. The upkeeping of online services for students like submission of fees is given priority attention. College has high performance server for numerical simulation / digital computation.

<https://www.calcuttagirlscollege.ac.in/procedures-and-policies.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	NA--	0	0
Financial Support from Other Sources			
a) National	1.National Scholarship Portal 2. West Bengal Minorities Dept Finance Corporation 3. SC/ST Scholarship 4. Kanyashree 5.WB CM Relief Fund	474	2960500
b)International	NA	Nil	0

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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
NA	Nil	Nil	NA
No file uploaded.			

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	Number of students who have passed in the comp. exam	Number of students placed

			activities		
2019	'How to crack govt. service examination' by Crop Cell in collaboration with IBT institute	48	48	Nil	Nil
2019	'How to get banking jobs' by crop cell in collaboration with HDFC bank	52	52	Nil	Nil
2019	'How to crack different types of competitive exams to get jobs' by crop cell in collaboration with lalani computer academy	55	55	Nil	Nil
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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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.A. HONS	EDUCATION	IGNOU	MA

2020	1	B.A. HONS	EDUCATION	RBU	MA
2020	1	B.A. HONS	EDUCATION	CU	MA
2020	1	B.A. HONS	ENGLISH	SAROJINI NAIDU COLLEGE	MA
2020	1	B.A. HONS	ENGLISH	NSOU	MA
2020	1	B.A. HONS	ENGLISH	VIDYASAGAR UNIVERSITY	MA
2020	1	B.A. HONS	ENGLISH	BASANTI DEVI COLLEGE	MA
2020	2	B.A. HONS	ENGLISH	CU	MA
2020	8	B.A. HONS	URDU	C.U,	M.A.
2020	4	B.A. HONS	URDU	ALIAH UNIVERSITY	M.A.
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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
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Institutional	135
Annual Social	Institutional	155
IQAC Dept of Education organized Intercollege Essay, Poster, Collage Competition to mark World Environment Day	Intercollege	97
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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
Nil	NA	Nil	Nil	Nil	NA	NA
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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)

The Students' Council plays a responsible role in various spheres of college activity. The General Secretary is a member of the Governing Body, IQAC, Academic Subcommittee and participates in the crucial institution-related discussions and decisions. All discussions and decisions in the Governing Body involve the perspective of the Student's Council. The quality enhancement

measures need a significant input from the students and the steps taken are communicated to the Council for greater dissemination among student community. The General Secretary represents the voice of the students in upgrading the academic environment in addition to the online feedback. The Students' Council has a Cultural Secretary who plays a crucial role in the organization of Annual Social and various cultural programs. The major activities pursued by the Students' Council in 2019-20 are- Cultural Activities: • Freshers' Welcome), a cultural programme to welcome the newly admitted students in the college. • Celebration of birth anniversary of Rabindranath Tagore in the college. • Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan. • Observance of the International Mother Language Day on 21st February, 2018. • Celebration of Saraswati Puja in the college • Annual Social Programme of the college

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

NA

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)

(a) Conducting Online examination, both internal and end-semester 111 Final year: Due to lockdown an unprecedented situation was created and ways and means had to be devised for conducting internal and end-semester examinations. The Academic Subcommittee, Examination Subcommittee, Website Subcommittee, IQAC meet a number of times to decide the modalities of online question paper setting, distribution, submission, evaluation and uploading of marks. Once the modalities were finalized, students were asked to join online meeting for necessary guidelines and even mock tests were conducted to make them acquainted with the process. The manner in which the various committees coordinated in facilitating the online examination process resulted in a smooth and hassle-free examination. (b) Conducting Online interactive academic and cocurricular activities: The classes were through on-line mode from mid-March 2020 and this sudden shift made urgent demands for changes in the teaching-learning process. Students were asked to join a series of google meets in which they were provided the basic introduction to online learning tools. IQAC, Academic Subcommittee and the website subcommittee met urgently necessary information was posted on the college website like links for whatsapp groups for students. Each department created Parents-Teachers Platform to acquaint the parents about the altered teaching-learning process and the necessary infrastructural support that students would require at home. Keeping in mind the economic crisis and the problem with net-access post-Amphan cyclone, departments decided to record classes through G-suite so that students have the option of listening to the recording. Students have gradually learnt to use the Google Class Room

facilities and the assignments are checked and returned

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

Partial

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
Curriculum Development	<p>? Curriculum Development: Being an affiliated college, curricula designed by University of Calcutta is followed. One take part in faculty member is part of the Board of Studies and participates in framing and modifying the university prescribed curricula. Lecture Layout is displayed on the faculty's webpage. The department's syllabus progression is reviewed in Departmental meetings and Academic Subcommittee meetings and necessary remedial measures taken. CBCS offers students a wide range of optional papers and extracurricular activities as per prescribed syllabus. Feedback from the stakeholders regarding the curriculum is taken.</p>
Teaching and Learning	<p>? Teaching and Learning: Students are identified as advanced and slow learner through interaction in class and with mentors and diagnostic tests. Various initiatives are taken by the college to enhance participative and experiential learning by arranging seminars/webinars, workshops, extracurricular activities, sports and cultural events, field trips, extension activities etc. Well-equipped computer lab, library, smart and ICT enabled classroom improves teaching learning. Special effort is made to complete the syllabus within time and remedial classes are taken. Special lectures are delivered by visiting lecturers. Subject prospect, courses and programme outcome are shared via website. IQAC has sought to focus on wider access to internet facility to inculcate online learning management resources.</p>
Examination and Evaluation	<p>The students are informed about the assessment and students are shown the examined answerscripts. During the class tests students are encouraged to engage in self-evaluation so as to measure the strength and weakness. The learning outcome of the students, in response to the recommendation of the</p>

	NAAC Peer Team, is recorded by each faculty member and communicated to parents at the term-end Parent-teacher meeting.
Research and Development	<ul style="list-style-type: none"> Library is registered under NLIST The college has constituted a research committee to promote research. IQAC provides information about seminar, workshops, OP and RC and has a database of teachers' requirement for CAS Encourages faculty members to present papers in International/National/State Level Seminars, workshops and to act as resource persons. Exhibits the publication of research work of the faculty members in the college library to inspire further research
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> Library provides access to INFLIBNET and NLIST Each department has a separate Reading Library College has library exchange collaboration for teachers with Vidyasagar College for Women Library has Braille books for visually impaired students As per the recommendation of the NAAC Peer Team, the process of library automation is in process
Human Resource Management	<ul style="list-style-type: none"> Motivating and facilitating the faculty members to participate in Refresher Orientation courses, FDP, seminars, webinars, conferences, research and publications Formation of subcommittees and cells on the basis of interest and expertise of the staff in a participative way. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, ICC

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

E-governance area	Details
Planning and Development	ERP has been developed. Each student has a login ID for online portal. The college website was made mobile friendly and upgraded.
Administration	IQAC seeks to ensure the commitment to Green Audit and steps are taken to reduce use of paper through e-notice. Office staff is given technical support to handle HRMS and e-portals by the service provider.
Finance and Accounts	The entire Finance and accounts of the college are integrated under one umbrella with the implementation of ERP Solution. The major advantage gained by the college was proper maintenance of

	the ledger book online, Bank reconcile statement, voucher record , Balance sheet, Income expenditure report, receipt payment and other financial aspects. All the parameters can be visible at a glance. The entire admission fees payment by the students was made online using SBI Collect, Bill desk and Axis Pay Payment gateway.
Student Admission and Support	<ul style="list-style-type: none"> • Online admission including online payment gateway. • Maintaining students' database through tailor-made software.
Examination	The department engages in moderation of e-questions. The questions are uploaded on the website and the department mails at individual accounts of the students The marksheets are mailed to each student by the HOD and also retained by the department.

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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)
No Data Entered/Not Applicable !!!						
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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 programme	Number of teachers who attended	From Date	To date	Duration
Work Shop on Data Analysis	1	15/06/2020	21/06/2020	7
Faculty Development Programmes	3	08/06/2020	14/06/2020	7

Orientation Program	5	26/06/2020	24/07/2020	29
Refresher Course	1	13/09/2019	26/09/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>a. Co-operative Society : The Institute has provision of sanctioning loans at a very nominal rate of interest from the Co-operative Society and also from the PF b. PF Contribution c. Group Insurance</p>	<p>a. Swasthasathi-the Group Health Insurance Scheme offered by the government b. The Institute has provision of sanctioning loans at a very nominal rate of interest from the Co-operative Society and also from the PF c. PF Contribution d. Group Insurance</p>	<p>a. Students Health Home membership b. Students' Aid Fund Scholarship</p>

6.4 – Financial Management and Resource Mobilization

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

<p>.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) The institute has a mechanism for internal and external audit. The institutional accounts are audited regularly by both Internal and statutory audits. The Statutory and internal audit Audit is in process under Singh A.K. Co due to COVID-19 pandemic</p>

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
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

College does not have a registered Parent-Teacher Association but there is a Parent-Teacher e-Platform on the departmental level. There is a continuous, critical and contributory informal exchange and discussion between teachers and parents. During 2019-20 this forum contributed towards: a. Improvement of teaching-learning and evaluation, both during pre-lockdown and lockdown b. Handling the covid-crisis by sharing information

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

1. Technical Training for Office staff to familiarize them with ERP 2. Training for E-Service book 3. Training for Pension Book.

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

. Enhancing quality of teaching-learning process through more intensive use of ICT 2. Encouraging Green-initiatives 3. Empowering students to self-reliance in handicrafts and other skills 4. Connecting students to world literature through weekly Book Reading sessions organized by the Library

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nil
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

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
2019	QAC Dept of Education organized Intercollege Essay, Poster, Collage Competition to mark World Environment Day	23/11/2019	05/06/2020	05/12/2020	97
Nil	Initiation of UGC-Deeksharambh	Nil	07/08/2019	Nil	Nil

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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

International Women's Day	08/03/2020	08/03/2020	94	13
Protest Against Rising Incidents of Rape, Violence & Murder of Women in India Organized by Bharosa (Women's Cell) & IQAC	06/12/2019	06/12/2019	43	8

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
Use of power-saving LED lights within campus 2. Go Green Drive with emphasis on saving plants, planting new saplings, saving paper through e-circulation of notices 3. All-around the year display of posters on raising awareness against pollution, wastage of water, felling of trees, use of plastics

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	1
Scribes for examination	Yes	Nil

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	1	1	19/11/2019	1	Special Camp in Ward no 52 of KMC Water borne diseases awareness program	Waterborne diseases	64
2019	1	1	24/09/2019	1	Special Camp in Ward no 52 of KMC On Prevention of Dengue	Dengue	57

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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)
Human Values and Professional Ethics Code of conduct	01/07/2019	The handbook has been uploaded on the college website. Every student carries identity card in the College Premises, maintains the general cleanliness within the campus, handles the college properties with care, remains answerable to the college authority for /her activity and conduct on the College Premises. Use of Cell phones is strictly prohibited during class hour. Punctuality in class hours and attendance is strictly followed. Students are required to check the Notice Board and also website of the college for important announcements.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
"Felicitation of Teachers and Students who have Progressed into Higher Education to Observe Dr. Radhakrishnan's birthday	04/09/2019	04/09/2019	89
Intracollege Competiton to Raise Environmental Awareness	05/09/2019	05/09/2019	97
World AIDS Prevention Day	01/12/2019	01/12/2019	46
Celebration of Basanta Utsav	30/01/2020	31/01/2020	167
Celebration of National Youth Day	12/01/2020	12/01/2020	56
Celebration of Women's Day	08/03/2020	08/03/2020	107
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Declaring the campus as no-plastic zone
- Use of organic manures and fertilizers in the college garden
- Installation of adequate number of Power

Saving LED lights • Planting of herbal and seasonal plants • Encouraging students to make handicrafts out of recycled products through exhibition and competition

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

3, Goaltuli Lane, Kolkata 700013 www.calcuttagirlscollege.ac.in Re-accredited in the 2nd Cycle with B BEST PRACTICES IN MY INSTITUTION (1) Title of the practice: Use of Information and Communication Technology (ICT) in Teaching-Learning and Administrative Practice The context that required the initiation of the practice (100 - 120 words) The inception of the college was during the closing years of the Nehruvean era. Since then, there have been momentous changes in the avenues of functioning and dissemination, both academically and administratively. Hence, a reconfiguration and reorientation became imperative in every avenue and the use of ICT became integral in teaching-learning and administrative practice since the closing decade of the last century. With computer and mobile technology becoming more user-friendly, students have become accustomed with e-learning, e-books, interactive learning. The pandemic situation brought the classroom teaching-learning to a sudden jolt but the familiarity with ICT-based teaching-learning has enabled a smooth continuation of teaching-learning process. The college had already evolved online admission system, online fees payment, and feedback and other academic and administrative activities making the system more transparent. Objectives of the practice (50 - 60 words) a) Modernizing and continuously upgrading the teaching learning and administrative process: Use of ICT makes mutual learning faster, easier, more concentrated, broader and deeper resulting in better understanding and efficiency in the domain of knowledge and skills. b) 24X7 Easily accessible Resources: ICT based teaching-learning provides students with all necessary and desired information at anywhere anytime basis. The relevant details are also available for all official purposes. c) Cost-effective and Time-effective. ICT enabled academic audio-visual media and other office tools are both cost and time effective. d) Involving the students, teachers and office staff in participative Learning Obstacles faced if any and strategies adopted to overcome them (150 - 200 words). Challenges a) Teething Problems: Familiarizing with ICT has initial hiccups as all students and staff are not evenly placed in terms of reception of new technology. b) Students frequently change of email id and mobile number. Solutions: a) IQAC collaborated with Infotech Lab in organizing in-house training workshop for students. b) During inaugural session of Deeksharambh students are introduced with CBCS curriculum and use of ICT in teaching-learning c) Students have been explained the need to register email id and mobile number d) Since 2018 each department have been video-recording their lectures and a number of departments have been sharing the class lectures loaded on Gsuite account. 1. Impact of the practice (100 - 120 words) a) ICT enabled room with projectors, white boards and laptops given to the teachers has been providing opportunity for classroom teaching through powerpoint presentations, movies and other online learning materials. b) College ERP offers various facilities like online payment facilities, digital ID cards and Library cards. a) The college possesses a well published website designed to fulfill all the academic need and support of the student. b) Connectivity between students and teachers has been improved through various apps and tools to extend interaction beyond class hours. Continuous Internal Examination and Pre-University Test Examination conducted through online MCQ and the results are published on the same day. c) Students give online feedback regarding the institution using the link provided in the website. d) The college website has a separate section for dynamic notice and tenders for bringing transparency in the administrative system e) All the payment related transactions are through online mode using their unique student ID through App. f) The minutes of the

IQAC meetings are uploaded on the website. g) The college possesses different committees for smooth administration. Minutes of various committees are made public through Online Meeting book. 2. Resources required a) Involvement of Teachers and other Staff b) College Hall c) Expense for Printing Certificate and purchase of trophy for the awardees 8. About the Institution i. Name of the Institution : Calcutta Girls' College ii. Year of Accreditation :1963 iii. Address : 3, Goaltuli Lane, Kolkata 700013 iv. Grade awarded by NAAC : B v. E-Mail : collegecalcuttagirls@gmail.com vi. Contact person for further details : Dr. Suparna Bhattacharya. Coordinator, IQAC vii. Website:

calcuttagirlscollege.ac.in BEST PRACTICES IN MY INSTITUTION (2) 1. Title of the practice: Mission Go Green 2. The context that required the initiation of the practice (100 - 120 words) (a) The worsening condition of pollution that makes Kolkata the fourth most polluted megacity in the world (b) Location of the college: Located at the heart of the heart, the college faces the impact of all forms of pollution that affects the health of quite a section of teachers and students (c) Lack of greenery, garden or park in the vicinity (d) Social Responsibility of the NSS towards mitigation of the environmental challenges and shifting to a sustainable society needs proactive social participation (e) Huge expense over printing paper (f) Space shortage in preserving printed records (g) Problem in retrieving information related to earlier periods (h)

The menace created by indiscriminate use and unplanned disposal of non-degradable plastic and polythene 3. Objectives of the practice (50 - 60 words) 1. To make the students aware about environmental challenges. 2. To lower the carbon footprint and use of plastic within the campus. 3. To substitute the use of printing on paper with e-versions of notifications and question papers 4. To encourage students towards planting greenery and attempting eco-balance 5. To encourage self-reliance through training of mushroom cultivation, medicinal plants, decorative plants 4. The Practice (250 - 300 words) a) Students have been initiated into the issue of eco-conservation through NSS programs. b) They have also formed an eco-club through which students not only plant but also adopt medicinal herb or seasonal plant. c) Online observance of World Environment Day on 5 June by the NSS in collaboration with IQAC d) Videos and photographs by students, teaching and non-teaching communities engaged in plantation of herbal, medicinal and seasonal plants at home and neighbourhood maintaining Covid Protocol e) During the e- Orientation Program a special workshop was organized by the convenor of the Eco-Club to initiate students into the concept of environmental conservation. f) Principal has initiated the practice of e-notices and e-noticeboards g) A sanitary napkin vending machine with an incinerator has been set up at the girls wash room since 2018. m h) The use of plastic cups is strictly prohibited in the college canteen i) The college has initiated to conduct green audit as a step towards environmental conservation and protection. 5. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words). Challenges a) Teething Problems:

Substituting printed papers with e-notices, circulation of e-routines and emphasis on e-notes had an initial stage of difficulty in adaptability b) The NSS endeavour to reach out to neighbourhood business places about conservation and avoidance of plastic received initial cold shoulder. c) Students were initially hesitant about the sanitary napkin vending machine with an incinerator Solutions: a) With practice and regular training, mission Go Green became popular among teachers, students and office and encouraged innovation. b) NSS volunteers displayed sustained perseverance and made the neighbourhood conscious about disposal of plastic and polythene c) The hygienic impact and ease in sanitary napkin vending machine with an incinerator came with gradual use. 3. Impact of the practice (100 - 120 words) 1. Intra-College Competition and Exhibition on Environmental Conservation has become an annual event of the college through which students are encouraged to participate in environmental conservation through essay-writing, debate competition, poster-making and recycling of ecofriendly articles. 2. The college has initiated to conduct

green audit as a step towards environmental conservation and protection. 3. With the implementation of ERP most of the administrative and academic related transaction has shifted to paperless mode. 4. Introduction of sanitary napkin vending machine and incinerator in girls wash room has been well received. 5. Tea or other beverages in the college canteen are sold in earthen or paper cups which are disposed in eco friendly way. 6. Resources required a) Involvement of Teachers and other Staff b) Discarded eco-friendly articles like old newspaper, pieces of old clothes, bottles c) Basic training for transforming used articles d) Space for display 8. About the Institution i. Name of the Institution : Calcutta Girls' College ii. Year of Accreditation :1963 iii. Address : 3, Goaltuli Lane, Kolkata 700013 iv. Grade awarded by NAAC : B v. E-Mail : collegecalcuttagirls@gmail.com vi. Contact person for further details : Dr. Suparna Bhattacharya. Coordinator, IQAC vii. Website: calcuttagirlscollege.ac.in

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.calcuttagirlscollege.ac.in/best-practice-2019-20.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

Calcutta Girls' College, since its very inception, has seen itself in the context of contemporary society and social conditions. In consonance to this vision the cause of environment has been the priority and resulted in its thrust on Go Green that includes academic, administrative and infrastructural functioning of the college. The worsening condition of pollution that makes Kolkata the fourth most polluted megacity in the world Located at the heart of the heart, the college does not have adequate greenery or park in its vicinity and faces the impact of all forms of pollution that affects the health of quite a section of teachers and students. The NSS unit of the college has a social responsibility towards mitigation of the environmental challenges and shifting to a sustainable society needs proactive social participation. It focussed on the menace created by indiscriminate use and unplanned disposal of non-degradable plastic and polythene Moreover, the responsibility of ensuring a better and greener world inspired the college to adopt a Go Green policy in its administrative and academic activities. This helped in solving the expense over printing paper, space shortage in preserving printed records, problem in retrieving information related to earlier periods. The following steps have been initiated and positively received and practised by students, teachers and office staff of the college: a) Students have been initiated into the issue of eco-conservation through NSS programs. b) They have also formed an eco-club through which students not only plant but also adopt medicinal herb or seasonal plant. c) Online observance of World Environment Day on 5 June by the NSS in collaboration with IQAC d) Videos and photographs by students, teaching and non-teaching communities engaged in plantation of herbal, medicinal and seasonal plants at home and neighbourhood maintaining Covid Protocol e) During the e-Orientation Program a special workshop was organized by the convenor of the Eco-Club to initiate students into the concept of environmental conservation. f) Principal has initiated the practice of e-notices and e-noticeboards g) A sanitary napkin vending machine with an incinerator has been set up at the girls wash room since 2018. m h) The use of plastic cups is strictly prohibited in the college canteen i) The college has initiated to conduct green audit as a step towards environmental conservation and protection.

Provide the weblink of the institution

<https://www.calcuttagirlscollege.ac.in/institutional-distinctiveness.php>

8.Future Plans of Actions for Next Academic Year

ACADEMIC PLAN a. To systematise curriculum delivery all the teachers shall prepare a lecture wise breakup of their courses and share this lecture layout with students through the website b. Development and sharing of E-learning materials to help the students especially during the online classes c. Training to update teachers and students with ICT d. Annual Academic and Administrative audit to assess SWOT e. Group discussions and Seminar presentations by the students during online classes, both for academic understanding and future career training f. Creating a resource-pool of ex-students in various professions and careers to mentor students for future jobs ADMINISTRATIVE PLAN a. Extensive implementation of ERP solution shall be fully implemented to computerise every aspect of college academic and administration. b. Helpdesk to be opened to satisfy the daily enquiry of the students regarding various facilities and functioning of the college. c. Application of online self-developed Asset, Stock, Bank and Grand Register d. Instant reply for serious feedback and grievance to be provided and steps to be taken by Grievance Redressal Cell through ERP.