



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

CALCUTTA GIRLS' COLLEGE

CALCUTTA GIRLS COLLEGE, 3 GOAL TULI LANE, KOLKATA, WEST BENGAL,
INDIA
700013
calcuttagirlscollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Calcutta Girls' College, located in one of the most well-connected and academically well-located areas of Kolkata, has been focusing on encouraging young women towards academic betterment, self-reliance and gaining awareness of meaningful role in the society. The college began its journey on 16 Aug 1963 for offering higher education to young working women.

It is a NAAC accredited institution which has been seeking to implement quality enhancement measures that marked its progression from C+ in the 1st cycle to B grade in the 2nd cycle. It has been participating in NIRF since 2020. for evaluating, reviewing and improving.

The college draws students from city as well as the far-flung areas of West Bengal and **included in its roll** a student from Nigeria who graduated in 2021-22 and is teaching back home. The student composition is linguistically, culturally and academically diverse and hence the focus is on cultivating an intensive interactive academic environment involving an ICT based teaching-learning programme. Our students are pursuing various careers across the globe and the college has entered into MOU with various institutes to offer vocational training and also hones the talents of the students in indigenous handicraft for the inhouse platform of "Sahara".

The college embarks on microlevel ventures to encourage students and faculty towards improvement a empowerment like

1. Observing International Women's Day 2019 by honouring. (i) ex-students who have achieved self-reliance in non-conventional careers with "Young Women Path-makers 2019 Award and (ii) established women in the locality in and around the college with "Roshni: Eminent Woman 2019" Award
2. Observing Teacher's Day by honouring Teachers who have recently been honoured with Ph.D and ex-students who have progressed into higher education with "Promising Young Achiever Award 2019"

3. Organizing annual fete of indigenous handicrafts of students and also E-Showcasing the handicrafts of our students under the Sahara SHG.

Along with a well planned use of ICT and intensive teaching-learning process, there is an attempt at contextualizing the curriculum through events like exhibition and seminar on 1857 to familiarize students with 19th century Indian history, culture, sociopolitico-economical situation and literature

Vision

The college began its journey on 16 Aug 1963 **at the initiative of** academicians and social activists like Smt. Ena Ghosh, Bijoy Singh Nahar, the then Labour Minister of West Bengal and Smt. Labanya Probha Dutta (Ex-MLA) for offering higher education to young working women. As the student profile gradually altered to include fresh school passouts, the initial vision of the college effectively widened its scope to serve young women who constitute a cosmopolitan student community. Calcutta Girls' College has established itself as an institution of higher learning that encourages young women towards academic betterment, self-reliance and gaining awareness of meaningful role in the society. The college offers its students modernized academic and infrastructural facilities, individual attention, provisions for various co-curricular activities, programmes for

career guidance and placements. The institution seeks to create an ideal atmosphere for students mostly from backward communities for learning and self-development so that they emerge as self-reliant, informed, liberal and confident citizens.

Mission

The institution began its journey with a primary focus on offering higher education to young working women and this mission of combining education, emancipation, empowerment and self-reliance constitutes the basic fabric in the six decades of journey. The college caters today to a vast spectrum of students from various parts of the state and we also had a student from Nigeria who completed her graduation in 2021-22 session. The mission has thus progressed towards imparting education to women per se crossing all geographical, religious, cultural and socio-economic boundaries and we are committed to promoting a liberal, rational and humanistic approach towards learning, and also a sense of commitment towards social service. Since a large section of the student community has to struggle with financial constraints, the underlying mission of the college is to integrate them into the portal of higher education by arranging Student Aid and Scholarship. At the completion of the academic career the mission is also to promote empowerment and self-reliance and hence vocational training and career counselling sessions are being offered to the students for choosing the right career option.

The College logo carries the message “Knowledge Inspired Service” which highlights the mission of integrating learning with self-reliance and social awareness. In keeping with this motto our Institution considers the imparting of curricular as a sacred and zealous duty and responsibility. Each Faculty member assumes the natural role of a mentor and each student is an individual to be cared for with love, respect and sensitized to inculcate necessary discipline. The Faculty and Students are engaged in a long-lasting journey of self-discovery, mutually enriching learning process so that each student emerges into a confident, intellectually and socially aware and responsible individual. The intensive interaction with each student helps each student in discovering her vocation in life – and the college ensures that our young women achievers are felicitated to salute their spirit and also to make them exemplary to others. The mission is to see that in her choice, the primary stakeholder understands her true aptitude and gets the right advice and direction.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Locational advantage-easily reachable through metro, bus, train or auto
- Liberal and Inclusive atmosphere
- Achieved Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A)
- Achieved Environment Management System Certification: ISO 14001: 2015 (Certificate No IN97249B)
- Quality Enhancement Measures in academic, administrative and infrastructural sphere
- The successful running of the IQAC ensures quality control, academic expansion, collaborations and adopting constructive strategies for development and growth of the Institution
- ICT enabled classrooms and ICT based teaching.
- High enrolment Percentage
- Online catalogue and modernised library facility
- participatory decision-making process

- Environment-friendly class and campus
- Adequate, Qualified and Efficient Teaching Faculty
- Institution-neighborhood community network through the activities of NSS units involving college students.
- Activity Clubs
- UGC-Deeksharambh
- Inhouse CGC-Sahara wing
- Vocational Training for students
- Actively running units like Grievance Redressal Cell, Anti-ragging Cell and Squad, Internal Complaints Committee, and Career Counseling Cell protect student interest, dignity, welfare and future prospects.
- Health of the students, both physical and mental, is taken care of through running of the medical units and Psychological Counseling Cell.

Institutional Weakness

- Lack of Adequate space for further expansion
- Needs more NTS
- unable to open lab-based subjects and more vocational courses
- Canteen and Students' Common Room needs more space
- Needs to introduce more course options for students
- Shortage of classrooms for holding classes after the implementation of CBCS curriculum

Institutional Opportunity

- innovative changes in teaching-learning-evaluation and library resources with the support of its qualified teachers and well disciplined students till now.
- The college has been granted a piece of land by the MAME and KMC, Government of West Bengal which will enrich this potentiality.
- The college has opportunities for establishing additional linkages with other institutions/organizations of the state and outside the state to enhance the quality of its outreach programmes.
- Organizing workshops and seminars for students to explore areas beyond syllabi.
- Promoting Faculty improvement programs for the teachers
- Institutional scholarships/freeships is offered to meritorious students belonging to the economically weaker section

Institutional Challenge

- To ensure academic progression and self reliance to the minority and backward students
- To introduce innovative teaching, learning techniques
- To ensure completion of immense office work with limited staff

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution follows the curricula determined by its affiliating University, the University of Calcutta. 1 teacher is a member of the respective Board of Studies and 1 teacher is a member of the Board of Moderators. College offers B.A., B.Sc and B.Com (Hons and General) courses under CBCS and the website mentions the Course Outcomes and Programme Specific outcomes to help the applicants form an idea about the student-centricity and career options relating to the subject.

Academic Planning is done simultaneously at the institutional and departmental levels. Meetings of the Academic Subcommittee, the Routine Subcommittee and the department are held at the beginning and end of each session to ensure a meticulous academic planning and a review at the end of the session, so that there can be a timely completion of syllabus and thorough preparation of students prior to university examination. Each department engages in documenting syllabus dissemination, lesson plans, and sharing reading list, prior to the beginning of each topic, and university questions papers. The lesson plans are carefully done to cover each aspect of the topic and also ensure students' participation.

Academic Flexibility: Students can select subjects from various streams and also the semester system allows flexibility.

Curriculum Enrichment

The college engages in various ways of enriching the academic planning and curricula within the curricula determined by the University:

1. Department engages in identifying cross-cutting of the subject with environmental studies, gender issues, human rights, value education, professional ethics and sustainable development and the portion is mentioned on the website
2. One of the Best Practice of the institution is to enrich the curriculum by encouraging the student to undertake a multidisciplinary approach to the topic and also connect it to sociocultural and historical context thereby making higher education community based
3. UGC-Deeksharambh has opened up various ways of participative and experiential learning

Feedback System

The college has a system of seeking feedback from students and parents at the end of each semester and also the online Students Satisfaction Survey accessible on the college website

Teaching-learning and Evaluation

Teaching-learning and Evaluation

Student Enrolment Profile

The college has a sanctioned intake capacity of 520 and an enrolment percentage of 65.85. The student strength in 2021-22 was 796 and the number of teachers was 24. The average pass percentage during the last 5 years was 80.39%

Student Diversity

Most of the students are from West Bengal but they come from various districts, stretching to the Malda and Haldia in Medinipur. During 2019-20 a student from Nigeria, Gift Fidelis Ogochukwu joined the college and she has returned to her country and is teaching there.

4 % of the seats have been filled against seats reserved for various categories. College has a considerable section of students belonging to the minority community.

Teaching-learning process

96% of the sanctioned teachers' posts has been filled and nearly 92% of the teachers have either Ph.d or NET/SLET/SET as their highest qualifications.

The teaching-learning process needed a thorough reorientation during the pandemic and through the process of gradual restoration of normalcy the academic process has adapted itself to the blended mode

Academic Planning is done simultaneously at the institutional and departmental levels.

IQAC and the Academic Subcommittee emphasizes on adopting various student-centric methods to facilitate learning and also minimize the gap between advanced and slow learners.

Teacher Profile and Quality

In 2021-22, the college has 11 out of 24 Full-timers have doctorate degree and 4 Part-timers out of 17 have with Ph.d. and 5 of them hold NET/SET.

Evaluation Process

IQAC and Academic Subcommittee insists on ensuring a transparent, quality-based, student-friendly mechanism of internal assessment. The College has Internal/External Examination Sub-Committee, which has been assigned with the responsibility of conducting the entire process of examination.

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Student Performance and Learning Outcomes

The pass percentage during the last five years has been around 80.39

The Academic Subcommittee deliberates on the Programme Outcomes and Course Outcomes as two crucial elements in student centric goal-oriented teaching-learning system.

Students Satisfaction Survey

The college has a system of seeking feedback from students and parents at the end of each semester and the online Students Satisfaction Survey is accessible on the college website.

Research, Innovations and Extension

Resource Mobilization for Research

A total of 16.37 lakhs has been sanctioned as grant by Government and non-governmental agencies for research projects , seminars and workshops in the institution during the last five years.

Innovation Ecosystem

Humane and inclusive innovation is the key to driving sustainable and inclusive growth and our college seeks to encourage students as grassroots innovators who can use traditional knowledge and develop indigenous technology. The Ecoclub has focussed on the local problem of domestic disposables in the form of plastic bottles, old clothes and students under the aegis of CGC-Sahara have engaged in creative and ecofriendly use of such articles. An annual display is organized and the creative wall hangings for creepers and indoor plants made out of old bottles or files and bags made from old clothes have attracted interest and attention.

Research Publication & Awards

During the last 5 years, 26 articles have been published by the teachers in UGC Care List Journals and a total of books and chapters in edited volumes/books and papers in national/ international conference proceedings have been published and year wise during last five years.

In 2017 Dr. Nayeem Anis Head of the Department of Urdu have received 3 rd Manzar Kazmi National Award for his service in the field fiction criticism. In the same year he also received Zakir Hussain Zakir Award for promotion of Urdu language & literature, teaching & learning. Dr. Nayeem Anis received an award from Uttar Pradesh Urdu Academy, Lucnow in 2020. In the session 2020-2021, Dr. Nayeem Anis received a great teacher award for his knowledge and expertise and for taking on the challenge of teaching the children with grace humour and enthusiasm from Protection for Democratic Human Right of India Govt. of India. In the same year Dr. Imtiaz Ahmed Assistant Professor Department of Urdu, Calcutta Girls' College have received an award from West Bengal Urdu Academy. Finally Dr. Nayeem Anis received an award of excellence in recognition for his exemplary service and outstanding dedication for promoting and empowering the life in the sector of Education, Healthcare & Welfare socially and economically.

Extension Activities

In 2021-22 4 extension and outreach programs were organized by NSS. In 2020-21 there were 3 such programs while in 2019-20 there were 6.

The NSS Unit of the college has regularly participated in extension activities:

1. In the Neighbourhood community
2. Sensitizing Students to Social Issues
3. Holistic development

On the occasion of International Women. NSS collaborated in Tejaswini Self Defence Workshop organized by Kolkata Police from 11-24 March 2022. On 17.8.22 Health and Safety Awareness Training was held.

Collaboration

During the last 5 years college has entered into collaboration with

1. Webel for Certificate Course in Computer Applications
2. Leasing Paramedical for nursing and other pathological training
3. Ekatma for a training Course on Beauty and Make up
4. Khudiram Bose college for academic and cocurricular exchange program

Infrastructure and Learning Resources

The college is trying to make the best possible use of the available space and also transforming unused place into students' corners for reading, interaction and refreshment.

The college has a total of 29 computers, 6 printers, 1 photocopier, 1 green generator, fire extinguishers, CCTV and Wifi faciities. The campus has adequate capacity for a library with reading room and computers, a computer centre, 18 classrooms instruction including an events hall. Students are entitled to fundamentals utilities like electricity generators, purified water, along with free wifi, healthy no-plastic college zone with plants . The college building needs expansion and best utilization is being made of the existing infrastructure. There are 18 rooms among which 3 have installed ICT facilities. The hall in the groundfloor area has AC facility and projector, necessary lighting, acoustics and elvated stage area for demonstrations and lectures. The smart class room on the first floor and the computer room on the second floor are airconditioned with projector, screen and proper seating arrangement

Library as Learning Resource

At present college library has a rich collection of 12470 books for students from Humanities ,Science and Commerce streams. in four languages, namely, Hindi,Urdu,English and Bengali. College library Page 32/54 20-10-2022 02:46:58 subscribes to INFLIBNET and our students can have easy access to various online journals under NLIST . Students can go through National Digital Library to get help from digital books

IT INFRASTRUCTURE

There are 02- smart classrooms, and 01-computer laboratory available in the college. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The Wi-Fi connection plan in the college is Plan 703009/Bharat Fiber BB-FIBRO UL 5999 PLAN with speed up to 300 Mbps.

Maintenance of Campus Infrastructure

Rs. 1.68 lakhs was incurred on maintenance of infrastructure (physical facilities and academic support facilities) in 2021-22

College has entered into AMC since 2019-20 for the maintenance of some of the available infrastructure

Student Support and Progression

52.11 % of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years. College has its own Students' Aid Fund apart from the stipends from Government and non-government agencies

The college has organized training in the following course:

- 1.Soft skills : UGC Deeksharambh
- 2.Language and communication skills : UGC Deeksharambh
- 3.Life skills (Yoga, physical fitness, health and hygiene) : UGC Deeksharambh
- 4.ICT/computing skills: UGC Deeksharambh

Progression

12.8% of placement of outgoing students and students progressing to higher education during the last five years.

Participation

During the last 5 years 19 students have won awards/medals for outstanding performance in sports/ cultural activities at University / state/ national level

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases and all students are sensitized and made aware of the all the mechanisms. The website provides access to the UGC regulations against ragging in the educational campus, the Vishakha Guidelines and also to the Internal Complaints Committee which deals with any case of sexual harassment.

Governance, Leadership and Management

Institutional Vision and Leadership

The governance is according to the mission and vision of the institution,

Among the conventional institutional practices aimed at decentralization and participative management, mention must be made of the various subcommittees, Teachers' Council and Mentoring system

Strategy and Development

The functioning of the institutional bodies is as per the Statute of the University of Calcutta and the Uniform Leave Rules and the West Bengal Universities and Colleges (Administration and Regulation) Act 2017.

The college has a pyramidal administrative structure with the Governing Body at the apex comprising of nominated members from the DPI, University of Calcutta and local administration apart from the Principal and representatives of the teachers and office staff. At the strategic level, the Governing Body engage in defining the policies and procedures, framing guidelines and rules & regulations .

Faculty Empowerment Strategies

The college implements various financial and health schemes. Teaching and non-teaching staff can be sanctioned loans at a very nominal rate of interest from the Co-operative Society. Female teaching and non-teaching staff can avail a Maternity Leave of 180 days as per Government rules. Male teaching and non-teaching staff can avail Paternity Leave of 15 days.

Nearly 55% of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Financial Management and resources

College receives funds for organizing seminars, workshops and also for Minor Research Schemes from Government and non-government agencies. I

The institution performs regular financial audits both internally and externally and all the necessary Utilization Certificates are properly maintained.

Internal Quality Assurance System

The IQAC of the college has been active in deliberating quality improvement measures with the Principal and supervising them as and where needed. It has collaborated with various departments in organizing quality enhancement measures, initiating UGC-Deeksharambh, uploading NIRF, and also contributed in various measures like strengthening Feedback System and Building Virtual Information Resource. The college has been able to achieve Environment Management System Certification: ISO 14001: 2015 (Certificate No IN97249B) and Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A) on 16.08.22 from IAF.

Institutional Values and Best Practices

Institutional Values and Social Responsibilities

The institution is driven by a vision and mission since its very inception and the college is aware of its role as social institution. Sustaining and enhancing the gender equity measures within the campus and also sensitizing and promoting gender equity of our students have been a part of the vision and mission of the college and this

has also been emphasized in the NEP. Various measures have been taken up in this direction like:

- Setting up of the Women's Cell named 'BHAROSA
- Familiarizing students with the Vishakha Guidelines, uploaded in the website
- Acquainting students with the role of ICC in the college Training 23 students and NTS woman staff through the Self-Defense workshop 'Tejaswini organized by Kolkata Police from 11-24 March, 2022
- Students have attended Virangana , organised by Rotary Club of Calcutta, in Rotary Sadan , Kolkata. on 25 Aug 22.
- On International Women's Day Honouring Young Women Achievers from this college whose journey towards empowerment is exemplary Organizing Awareness and Protest marches against atrocities on women

The Academic Calendar mentions a list of commemorative days which the students observe under the aegis of NSS, various departments or clubs. This sensitizes and also makes the students aware of the importance of these days for an individual and also for the society and the nation.

Quality audits on environment and energy regularly undertaken by the Institution and college has been able to achieve Environment Management System Certification: ISO 14001: 2015 (Certificate No IN97249B) and Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A) on 16.08.22 from IAF.

Among the Institutional efforts/initiatives in providing an inclusive environment, mention must be made of:

- Familiarizing and Reaching out to the rich potential of various languages through the College Magazine published in the four major languages and including dialects
- Observing various religious festivities in a liberal and secular way as students organize Saraswati Puja, participate in Holi and share the joys of Eid

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CALCUTTA GIRLS' COLLEGE
Address	Calcutta Girls College, 3 Goal Tuli Lane, Kolkata, West Bengal, India
City	Kolkata
State	West Bengal
Pin	700013
Website	calcuttagirlscollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Satya Upadhyaya	033-22653414	9433936302	-	collegecalcuttagirls@gmail.com
IQAC / CIQA coordinator	Suparna Bhattacharya	033-26653414	9674299271	-	9suparna9@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-06-2017	View Document
12B of UGC	02-06-2017	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Calcutta Girls College, 3 Goal Tuli Lane, Kolkata, West Bengal, India	Urban	0.128	381

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	PLUS TWO	Bengali	15	3
UG	BA,English	36	PLUS TWO	English	40	24
UG	BA,Hindi	36	PLUS TWO	Hindi	15	7
UG	BA,Political Science	36	PLUS TWO	English	30	15
UG	BCom,Commerce	36	PLUS TWO	English	46	42
UG	BA,Urdu	36	PLUS TWO	Urdu	50	9
UG	BA,Education	36	PLUS TWO	English	20	11
UG	BA,History	36	PLUS TWO	English	40	8
UG	BSc,B Sc General	36	PLUS TWO	English	20	0
UG	BA,B A General	36	PLUS TWO	English	175	48
UG	BCom,B Com General	36	PLUS TWO	English	75	24
UG	BSc,Economics Honours	36	PLUS TWO	English	20	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				8				17			
Recruited	0	0	0	0	3	4	0	7	9	8	0	17
Yet to Recruit	0				1				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	3	1	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	3	0	5	2	0	11
M.Phil.	0	0	0	2	0	0	2	3	0	7
PG	0	0	0	0	1	0	2	3	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	2	0	4
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	3	7	0	10
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	Male	Female	Others	Total	
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	245	0	0	0	245
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	0	0	0	0	
	Female	7	2	9	3	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	0	1	1	0	
	Others	0	0	0	0	
OBC	Male	0	0	0	0	
	Female	21	14	20	18	
	Others	0	0	0	0	
General	Male	0	0	0	0	
	Female	806	629	702	775	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		834	646	732	796	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	College aims at imparting a holistic and multidisciplinary education to develop all capacities of our students as socially responsible citizens. Hence soft skills, such as communication, discussion and
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	<p>debate and in depth understanding of chosen subjects forms the fabric of teaching-learning process in this college. The college offers vocational and soft skills Vocational training programme for better opportunities in services which have been taken up recently. Calcutta Girls' College have jointly collaborated with Jan Sikshan Sansthan, Ramkrishna Mission Ashram, Narendrapur for imparting beautician course. Secondly, Calcutta Girls' College has taken up the initiative of introducing vocational courses in collaboration with 'Leading Paramedical Institute' which will provide training to students in GDA(nursing), blood sample collection, reading pressure, physiotherapy. Students interested in indigenous handicrafts are given training and also invited to prepare welcome kit in in-house seminars and workshops. Within limited academic flexibility, a student pursuing honours in Arts stream can opt for courses from B.Sc as GE/CC and Environmental Studies is a compulsory AECC2 paper. and with Khudiram Bose College for the purpose of an extension learning centre in Hindi and English. Last, but the least, by observing Azadi ka Amrit Mahotsav, college conveyed the notion that a multidisciplinary approach to rereading history and tradition and culture makes us better equipped to improve the present.</p>
2. Academic bank of credits (ABC):	<p>The institution is interested in registering in the Academic Bank of Credit (ABC) that would digitally store the academic credits earned by students from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned.</p>
3. Skill development:	<p>Skill development and providing better opportunities through Vocational training programme for students have been one major concern of the college. Calcutta Girls' College have jointly with Jan Sikshan Sansthan, Ramkrishna Mission Ashram, Narendrapur for imparting beautician course and with Khudiram Bose College for the purpose of an extension learning-centre in Hindi and English. Calcutta Girls' College has taken up the initiative of introducing vocational courses in collaboration with 'Leading Paramedical Institute' which will provide training to students in GDA(nursing), blood sample collection, reading pressure, physiotherapy, The emphasis laid by NEP on integration of Indian Knowledge system (teaching</p>

	in Indian Language, culture, using online course) has been integrated into one of the Best Practices entitled "Relating Past, Present, Society, and Text"
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The focus on indigenous language and cultural contextualization of a particular course has been an essential part of the teaching-learning process to encourage independent thinking, debate and research. On 23.4.22 department of English performed scenes from Girishh Chandra Ghosh's Bengali version of Macbeth while the Azadi ka Amrit Mahotsav has provided crucial impetus for revisiting Indian history and connection with Indian knowledge systems. By observing Azadi ka Amrit Mahotsav, college conveyed the notion that a multidisciplinary approach to rereading history and tradition and culture makes us better equipped to improve the present.
5. Focus on Outcome based education (OBE):	Along with the traditional Indian knowledge system, the recent emphasis on OBE makes the teaching-learning process goal-specific and also focuses on the students' reception of learning and the outcome . Faculty members of all disciplines apply themselves to the syllabi framed by the affiliating University to internalize the Programme Outcomes (PO).With reference to the Programme Outcomes formulated by the University, the Programme Specific Outcomes (PSO) and then the detailed Course Outcomes in relation to both PSOs and POs are discussed at the departmental levels during syllabus allocation meetings in the beginning of each Academic Session. During the first few Orientation classes, newly admitted students are sensitized about the academic, cultural, socio-economic, scientific and technological scope of the syllabus and the rationale of the structure. Once they settle down the idea of Course Outcome (CO), PSO and PO are made clear during the teaching-learning process. The website contains the POs, PSOs and COs so that entry level students can make effective academic and career choices before enrolment.
6. Distance education/online education:	The college functions as the Study Centre for Postgraduate classes under the Directorate of Distance Learning programme of Vidyasagar University (Bengali, Commerce, English, History and Political Science). During the pandemic, the online classes were the only mode of teaching and some of the classes have been recorded. They are still being

used by advanced as well as slow learners.

NAAC

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
796	731	736	834	710

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 24

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
24	24	25	24	23

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
3820	3947	3015	2774	2567

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution follows the curricula determined by its affiliating University, the University of Calcutta.

1. As the logo of the institution mentions, dissemination of knowledge is our primary objective and hence planning and execution of the Calcutta University-set curricular design under CBCS is done keeping in mind the Academic Calendar provided by the University and that of the institution.

2. Meetings of the Academic Subcommittee, the Routine Subcommittee and the department are held at the beginning and end of each session to ensure a meticulous academic planning so that there can be a timely completion of syllabus and thorough preparation of students prior to university examination. The academic planning is done within the framework provided by the Academic Calendar provided by the University and also set by the IQAC.

3. Each department engages in documenting syllabus dissemination among teachers, individual lesson plans, and sharing the reading list, prior to the beginning of each topic, and university questions papers. The lesson plans are carefully done to cover each aspect of the topic and also ensure students' participation.

4. The curriculum design is prescribed by the affiliating University, but the course is addressed to highlight student awareness of cross-cutting areas, environmental studies, gender issues, human rights, value education, professional ethics and sustainable development by focussing on intra-syllabi areas, participation of students in the Vigilance Week and Deeksharambh.

5. Continuous internal evaluation tests are held by each department and a thorough preparation for the end-semester University exams is done. Experiential learning is worked into the UG curriculum to some extent through project works, student seminars and presentations.

6. The lockdown due to spread of covid pandemic compelled a revising of curricular planning as the dates of end-semester exams got rescheduled.

7. The Academic Subcommittee emphasizes the need for an optimum balance between the demands of slow and advanced learners. The adoption of online mode of teaching-learning posed a challenge as all the students were not comfortable with the demands of online learning. Hence the curriculum planning was done with greater emphasis on the audiovisual component in order to draw the interest of students. Initial attention was placed on initiating students to a consultation of the website where syllabus, teaching plan, lesson plan, reading List, and question bank have been uploaded.

8. Encouraging Active Participation of Students: To ensure an effective two way learning process, the

lesson plan laid emphasis on students' participation through seminar, presentations and projects. Various steps were adopted like self-evaluation through GCR, students' seminars, presentations, quiz, extempore speeches, webinars and extension lecture .

9. Holding regular departmental meeting for academic review and also seeking feedback from students and parents

10. Uploading of selected e-projects as a token of encouragement and also enhancing academic quality improvement

11. The recently introduced vocational training course in collaboration with 'Leading Paramedical Institute' will provide training to students in GDA (nursing), blood sample collection, physiotherapy etc. College has also collaborated with Jan Sikshan Sansthan, Ramkrishna Mission Ashram, Narendrapur for imparting training beauty care and make-up

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 2.63

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
100	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

As the NEP posits, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals and issues relevant to professional ethics, human values, environment and sustainability are offered to students through various means.

Working within the guidelines of the syllabus prescribed by University of Calcutta, teachers and students interact to make the curriculum relevant to larger social life. Each department has identified various areas within the prescribed curriculum through which students can be introduced to various issues like gender, human values and environment and sustainability.

During the sessions of Deeksharambh, students are given situation to enact where ethics and choices become significant and the responses and reactions are discussed.

Since 2018-19, our college has been observing "Vigilance Awareness Week Program" as per the direction of Central Vigilance Commission where students participate in competitions and discuss how vigilance functions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 51.63

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 411	
File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</p> <p>Response: Yes</p>	
File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 65.85

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
355	294	308	425	330

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
520	520	520	520	520

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 9.4

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	30	17	18	23

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
232	232	232	232	232

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 33.17

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

IQAC and the Academic Subcommittee have emphasized the adoption of various student-centric methods to facilitate learning and also minimize the gap between advanced and slow learners. The major student-centric methods used are:

1. **Experiential Learning:** Students are encouraged to undertake projects that lead them to reap the benefits of experiential learning. Well-planned, supervised and assessed experiential learning helps students to assimilate knowledge and also understand its relevance and application. Students learn to respond to the demands of a particular issue and also tackle them beyond any prescribed set of rules. The students also learn to think independently, relate an academic problem to the surrounding world and develop their writing skills. Class presentations and group discussions largely help them to be confident and expressive and overcome fear of facing interview boards. Departments also organize wall magazines and exhibitions for students to analyze, synthesize and apply knowledge in relation to the real world.

2. **Participative Learning:** To actively involve learners in the learning process, classes are designed as interactive as possible through Google Classroom where self-evaluation mode of assignments are set. Group presentations are also encouraged for the students as a part of internal assignments to develop knowledge sharing and spirit of collective work

3. **Problem solving ability:** Departments are yet to explore this learning methodology to the fullest. During Deeksharambh students have been given hypothetical situations from real life which they need to resolve through skits and they have been commendable in their ability at approaching and resolving the situation. IQAC has proposed the formation of departmental students committees to deal with cocurricular, cultural

and other activities that would involve them in participative learning and also develop their problem solving ability within the academic parameters.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 96

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
25	25	25	25	25

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 91.67

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	22	23	22	21

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The effectiveness of teaching-learning on students can be measured through internal assessment and hence IQAC and Academic Subcommittee insists on ensuring a transparent, quality-based, student-friendly mechanism of internal assessment.

1. The Academic Calendar provides the tentative dates for End-Semester Examinations
2. The Lesson Plan provides the tentative dates for regular departmental assessment
3. Day to day internal assessment is done through various student-centric modes of learning and emphasis is placed on self-evaluation by students.
4. There is a well-constructed body for conducting Internal Assessment. The Teachers' Council Meeting constitutes the committees for Internal Examination, Question Paper Setting, Conduct of Examination, Result display and sends the list to the Governing Body for approval.
5. The College has Internal/External Examination Sub-Committee, which has been assigned with the responsibility of conducting the entire process of examination. The college carries out following measures to reduce and handle the grievances and transparency:
 - The College prepares the internal and external schedules as per the guidelines and instructions as notified by the affiliated University.
 - The internal examination answer scripts are evaluated by the concerned subject teacher within the time stipulated by the Examination Sub-Committee, and scrutinized by the HEAD of the department to ensure less possible chances of issues/disputes.
 - The Examination Sub-Committee make the necessary arrangement for conducting the examination, such as preparing and publishing examination routine, seat arrangements, collecting question papers from the different departments etc.
 - The internal answer sheet is shown to the students after evaluation and students are addressed if they have any queries regarding the examination
 - The tutorial examination is taken on the bases of a project work along with viva on the topic. This has made students more concern and subject oriented for internal assessment.
 - The internal examination marks, attendance marks, and tutorial marks are uploaded only by the concerned subject teacher, under the supervision of the Head.
5. Students have the privilege to view their evaluated scripts at the end of end-semester examinations to gauge their strength and weakness

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Academic Subcommittee deliberates on the Programme Outcomes and Course Outcomes as two crucial elements in student centric goal-oriented teaching-learning system. Programme Outcomes (POs) or statements that describe what the students graduating from any of the educational Programmes should be able to do and Programme Specific Outcomes (PSOs) or statements that describe what the graduates of a specific educational Programme should be able to do are clearly outlines along with Course Outcomes (Cos) or statements that describe what students should be able to do at the end of a course

Faculty members of all disciplines apply themselves to the syllabi framed by the affiliating University to internalize the Programme Outcomes (PO).With reference to the Programme Outcomes formulated by the University, the Programme Specific Outcomes (PSO) and then the detailed Course Outcomes in relation to both PSOs and POs are discussed at the departmental levels during syllabus allocation meetings in the beginning of each Academic Session. During the first few Orientation classes, newly admitted students are sensitized about the academic, cultural, socio-economic, scientific and technological scope of the syllabus and the rationale of the structure. Once they settle down the idea of Course Outcome (CO), PSO and PO are made clear during the teaching-learning process. The website contains the POs, PSOs and COs so that entry level students can make effective academic and career choices before enrolment

- Website provides a detailed list of the stated programmes(<http://calcuttagirlscollege.ac.in/courses-offered.php>)
- Website provides a department-wise record of course outcomes (<http://calcuttagirlscollege.ac.in/programme-outcomes.php>)
- Each department maintains a list of the careers chosen by the former students and this widens the scope of the programme outcomes
- The Career Counselling Cell provides updated information of the newly opening vistas for each course

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years**Response:** 80.39**2.6.2.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
157	227	153	105	67

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
237	229	155	162	99

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 16.37

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	0	5	8.37

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Humane and inclusive innovation is the key to driving sustainable and inclusive growth and our college seeks to encourage students at grassroots innovators who can use traditional knowledge and develop indigenous technology. The Ecoclub has focussed on the local problem of domestic disposables in the form of plastic bottles, old clothes and students have engaged in creative and ecofriendly use of such articles. An annual display is organized and the creative wall hangings for creepers and indoor plants made out of old bottles or files and bags made from old clothes have attracted interest and attention.

File Description

Document

Upload Additional information

[View Document](#)

Provide Link for Additional information

[View Document](#)

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 64

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	31	12	2	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years

Response: 1.08

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	3	4	6	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.67

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	5	7	8	8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The NSS Unit of the college has regularly participated in extension activities.

Neighbourhood community: In 2018, NSS unit organized a Cancer Awareness Programme and Anti Dengue Campaign in Local Area while in 2019-20 a programme on Awareness of Vector-borne Diseases was organized involving the neighbourhood community. In 2021-22 after a long gap due to the pandemic, another awareness programme Prevention of Dengue and Water Borne Diseases was organized involving the neighbourhood community. In 2022, another significant workshop was organized on Saving of energy resources and their wise usage.

Sensitizing Students to Social Issues: In 2021-22, a Voting Awareness Camp had been conducted to educate the students regarding their voting rights. An Energy Conservation Workshop was held at the college on occasion of the World Earth Day

Holistic development: During the year 2021-22, a Covid-19 Awareness Camp and a Free Covid-19 Vaccination Camp had been organised by the college which witnessed active students participation. In 2020--21 and 2021-22 Health awareness and check ups were organized on an annual basis with special emphasis on thalassemia. On the occasion of International Women. NSS collaborated in Tejaswini Self Defence Workshop organized by Kolkata Police from 11-24 March 2022 , .

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government

recognised bodies**Response:**

Some faculty of the institution has received some award and recognitions for extension activities from government/ government recognized bodies since 2017 to till now. In 2017 Dr. Nayeem Anis Head of the Department of Urdu have received 3 rd Manzar Kazmi National Award for his service in the field fiction criticism. In the same year he also received Zakir Hussain Zakir Award for promotion of Urdu language & literature, teaching & learning. Dr. Nayeem Anis received an award from Uttar Pradesh Urdu Academy, Lucnow in 2020. In the session 2020-2021, Dr. Nayeem Anis received a great teacher award for his knowledge and expertise and for taking on the challenge of teaching the children with grace humour and enthusiasm from Protection for Democratic Human Right of India Govt. of India. In the same year Dr. Imtiaz Ahmed Assistant Professor Department of Urdu, Calcutta Girls' College have received an award from West Bengal Urdu Academy. Finally Dr. Nayeem Anis received an award of excellence in recognition for his exemplary service and outstanding dedication for promoting and empowering the life in the sector of Education, Healthcare & Welfare socially and economically.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 18

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	6	2	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The College has well maintained campus of 51 Sq. M, with basic compact facilities for the students and teachers. West Bengal government has allocated 668.9 square metres for a new campus which will be operational soon and the plan for the building is ready.

The college has a total of 29 computers, 6 printers, 1 photocopier, 1 green generator, fire extinguishers, CCTV and Wifi facilities. The campus has adequate capacity for a library with reading room and computers, a computer centre, 18 classrooms instruction including an events hall. Students are entitled to fundamentals utilities like electricity generators, purified water, along with free wifi, healthy no-plastic college zone with plants.

The college building needs expansion and best utilization is being made of the existing infrastructure. There are 18 rooms among which 3 have installed ICT facilities. The hall in the groundfloor area has AC facility and projector, necessary lighting, acoustics and elevated stage area for activities and lectures. The smart class room on the first floor and the computer room on the second floor are airconditioned with projector, screen and proper seating arrangement

Cultural Activities:

On the basis of a mutually agreed decision in 2019, most cultural activities are organized in the college premise and this has been resumed in the post-pandemic session. The hall located in the groundfloor has been renovated as per expert advice. The elevated stage measuring 15 feet by 8 feet. The hall is adequately lit and with good acoustics. The annual Social programme is attended by former teachers, students and staff and is hence organized in larger halls especially booked for the purpose.

The 6 programmes hosted under the aegis of Azadi ka Amritmahotsav were also performed in the hall where the spectacles of performance, audio-visual presentations could be done properly and the audience had a comfortable experience.

Sports:

The college presently lacks infrastructure for sports practise. The Annual college sports is held in University Sports ground

Games:

The college provides basic indoor games facilities like indoor basket ball, indoor dart board, scrabble, carrom, chess and Deeksharambh schedule includes online chessplaying session.

Yoga Practise

The institution observes Yoga Day (21 June) as an annual event and a month long online yoga initiation course was organised by three teachers who are experts in yoga practice in the groundfloor hall.

The college has one gym cycle and one weight machine for students to keep fit and healthy.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 0.14

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	6.38	0.95	15.26

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The library activity promotes dissemination of information and knowledge by regularly updating itself, procuring new books as advised by the Principal in consultation with the Academic Subcommittee and organising various programs to popularize reading. Library provides facilities to the students like reading room, computers, internet connection, reference service, newspapers, question bank and helpful materials for competitive exams.

The College Library is an open access system where users can browse online and also physically go through the racks. This encourages them to explore books within and beyond the Reading List provided by each department. The library is able to provide most of the books suggested by each department as basic

reading and also advanced reading to the students. Students use the reading room to consult reference book ,question bank, and also books on General Knowledge that helps in preparation for competitive exams. The college library is thus committed to serve the students according to their needs.

At present college library has a rich collection of 12470 books for students from Humanities ,Science and Commerce streams.

It subscribes to newspapers in four languages- namely Hindi (Prabhat Khabar),Urdu (Aakhbaar, Mashrikhi,),English (Times of India) and Bengali (Ei Somoy). It also subscribes to Employment News and Business Lines and the magazine Comprtition Success Review,

College library subscribes to INFLIBNET and users can have easy access to various online journals under NLIST . Students can go through National Digital Library to get help from digital books

Between 2017 to 2022, College Library has purchased 398 text books and 100 reference books. Amount spent for book purchase is as follows:

2017-18 -12520/-.

2018-19. 47761/-

2021-22- 42 775/-.

Annual INFLIBNET subscription is Rs. 5900.00 (with GST)

The college library is fully air conditioned,well organised, computer based and user friendly essential unit of the institution.Per day usage of library is 28-32 students and 12-15 faculty.

Library is now fully automated ILMS. and receives necessary technical support under Master Soft . At present books can be issued and returned digitally. For this each user both student and staff has an unique ID no., Bar codes, spinelabel have been generated digitally. .For a user friendly experience, at the entrance of the library QR code has been displayed and users have been asked to install MO pack on their devices.

Library also takes initiatives to encourage students about reading and use of library through innovative programs like display of recent purchases,regular meetings of the Book Reading Club where students and teachers have interactive sessions on particular topics which have background/critical relevance or on books in the library that are recent publications, covering critical areas, or have won national and international recognitions and book exhibitions. National Library Day is observed on 12 August through seminar and workshops to commemorate the birthday of Padmashree awardee Dr. S.R. Ranganathan (1892-1972).

The library uses Libman software (Version 2.04) and is under the technical supervision of Mastersofterp.in. There is an online catalogue of 12057 books and a record of 46 faculty/staff and 864 student borrower

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

There are different digital technological facilities available in the college.

There are 02- smart classrooms, and 01-computer laboratory available in the college. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The Wi-Fi connection plan in the college is Plan 703009/Bharat Fiber BB- FIBRO UL 5999 PLAN with speed up to 300 Mbps.

Computer is formatted on a regular basis. College itself formats the computer with the help of computer operator. Anti-virus is regularly installed in computer. All computer has anti-virus packages installed. Each computer runs on original software package.

R.K. Enterprise is entrusted with the contract of updating its IT facilities on a quarterly basis on average

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 46.82

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 17

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 0.07

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.68	3.21	3.46	0.99	2.35

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 52.11

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
487	378	474	412	233

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 9.93

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
130	0	100	120	28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 12.81

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
52	27	18	8	8

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
237	229	155	162	99

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	2	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 19

5.3.1.1 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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	4	6	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	4	3	2	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The college has entered the process of registering its alumni association as Humnawa.

The college has organized reunion of former students and it was decided that an Association will be formed named "Humnawa". Former students decided to come forward and as a sign of gratitude to the alma matter they woul contribute in various ways to quality enhancement . Rumi Das, who is presently in Canada, and is a professional trainer in personality development, conducted a number of sessions in

2017-18. The former students who have qualified their PG and also cleared NET have offered to assist in the teaching-learning process.

The former students of this college are settled in various parts of the country and the globe and engaged successfully in professions. Three of the former students of the college joined as Part time lecturers . in the departments of History and Education.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

As laid down in the website, the mission and vision of the institution is to create an ideal atmosphere for learning and self-development so that our students emerge as self-reliant, informed, liberal and confident citizens. The institution is committed to promoting a liberal, rational and humanistic approach among the students and higher education, social service and vocational training.

Among the conventional institutional practices aimed at decentralization and participative management, mention must be made of the various subcommittees to facilitate Admission, academic, cultural, students' support and other activities.

Secondly, the Teachers' Council is an effective body whose decisions are forwarded to the Governing Body regarding major policy decisions of the college.

Thirdly, the Mentoring system has been effective in not only managing the academic process at the micro-level but also interacting the students facing the challenges of the pandemic and the lockdown.

Another major step towards decentralization and participative management is the involvement of all teachers, especially the fresh recruits in discussions and collectively working for the data collection and drafting of the AQAR and SSR. This is an effective tool for training them towards future managerial role in institutions for higher education.

The governance of the institution reflects this vision and mission in the following ways:

1. Calcutta Girls' College has taken up the initiative of introducing 6 month Certificate vocational course in collaboration with 'Leading Paramedical Institute'. The course will train students in blood sample collection, reading pressure, physiotherapy, etcetera.

2. Keeping in view the NEP about promoting multilingualism and the power of language, a Memorandum of Understanding has been drawn up with Khudiram Bose College for the purpose of an extension learning centre on Hindi and English.

3. Memorandum of Understanding has been drawn up between Calcutta Girls' College and a Non-governmental Organisation "Calcutta Ekatma" on 23 April 2022 for all students to participate in the welfare programmes

4. CGC Sahara self help group has also been instrumental in providing an alternative vocation to students skilled in indigenous handicrafts have been exhibited in Milan Mela and Urdu Academy Fair. The institution involved an in-house platform for CGC Sahara members and handicrafts are offered as tokens to gifts to guests in order to popularize them.

The college, located in one of the busiest and congested part of the metropolis, is exposed to the hazards of pollution. The college is deeply committed to the Go Green Drive and has encouraged the adoption of a perspective plan, towards transition into eco-friendly practices like:

- A terrace garden has been set up which includes a variety of herbs and indoor air purifying plants, seasonal plants, adding to the beauty and health of the campus.
- The members of the Eco-club regularly plant saplings to observe Earth Day and World environment Day
- Teachers have transitioned to the digital platform, limiting the use of papers in sharing study materials.
- The college library subscribed to the NLIST thereby saving the use of paper for photocopying
- The college building uses sensors and LED lights that save power consumption

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The college follows the Uniform Leave Rules and the West Bengal Universities and Colleges (Administration and Regulation) Act 2017 to ensure an effective, transparent and efficient implementation of the policies, the functioning of the administrative set up, appointment and service rules and deployment of various plans.

Policies:

The Principal and the Governing Body deliberates on the various policies for overall quality enhancement, a portion of which are proposed by the IQAC. The annual budget is planned by the GB and the Finance Committee keeping in mind implementation of these policies. The Principal shares the policies, decisions, achievements and challenges with various stakeholders through the annual report tabled during the Annual Social.

The college is committed to the empowerment of young women and also to the cause of ecological conservation and hence has framed long-term plans for effectively materializing both the formation of Eco-Club and the initiative for Sahara, a self-help group. Both these issues were discussed in the Teachers' Council and the suggestions were welcomed by the Principal and the Government Body.

In accordance with the rules mentioned by UGC, the college has zero tolerance policy towards ragging

or any act coming under the purview of sexual harassment and students have to commit themselves to following the rules.

Administrative Setup

The college has a pyramidal administrative structure with the Governing Body at the apex comprising of nominated members from the DPI, University of Calcutta and local administration apart from the Principal and representatives of the teachers and office staff. At the strategic level, the Governing Body engage in defining the policies and procedures, framing guidelines and rules & regulations. Among the conventional institutional practices aimed at decentralization and participative management, mention must be made of the various subcommittees to facilitate Admission, academic, cultural, students' support and other activities.

Appointment and Service Rules

The college has an updated 100 point Roster and submits requisitions for filling up of vacant posts as and when required, The recommendations for appointment made by the WBCSC is approved by the Governing Body and the appointment is made as per the rules and regulations laid down by the Department of Higher Education.

The Principal presents the annual report during the Annual Social where she highlights the policies, decisions, achievements and challenges.

Deployment of institutional plans

The deployment of any institutional plan is always within the governmental policy as communicated through orders and notification that is deliberated and implemented by the Principal and the Governing Body. The institutional concern for ecoawareness and safety also involves the certification of other agencies like Pollution Control Board, Fire Brigade, KMC.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

The college is concerned about the overall well-being of teaching and non-teaching staff

Welfare Measures

(a) **Financial:** Teaching and non-teaching staff can be sanctioned loans at a very nominal rate of interest from the Co-operative Society

- i. Calcutta Girls' College Employees Credit Co-operative Society Limited (Reg. No. 2/Kol 2018) , which has sanctioned Rs. 11,23,520/- lakhs to 6 members in the year 2020-2021 and Rs. 2380000/- lakhs to 11 members in the year 2021-2022 and has a Thrift Fund Collection 6,20, 000/- at a cost of 8% interest per annum from 30 -members.
- Provident Fund, from which 5 members have been sanctioned a sum total of Rs. 607236/- lakhs

(b) Employees Health

- The Government health scheme Swasthasathi provides a health cover for secondary and tertiary care up to Rs. 5 lakh per annum per family and Up to Rs 1.5 Lakh through Insurance Mode and beyond 1.5 lakh to 5 Lakh through Assurance Mode.
- Female teaching and non-teaching staff can avail Maternity Leave of 180 days as per Government rules.
- Male teaching and non-teaching staff can avail Paternity Leave of 15 days.
- Health Check-up camp for teaching and non-teaching staff is held on regular basis
- Workshops on mental well-being has also been emphasized during the pandemic crisis

Performance Appraisal System for teaching and non-teaching staff

The institution has a system of internal audit in which the the appraisal of teaching and non-teaching staff is conducted . Institution also has a system of annual Performance Based Evaluation from each teaching and non-teaching staff

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years****Response: 76.97****6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
38	39	29	0	31

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	10	12	15

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution has received resources from the following sources:

2017-18: National Mission for Manuscripts, IGNC, MHRD sanctioned a grant of 4, 87000 and West Bengal Urdu Academy sanctioned a grant of 1, 50000 for organizing an international seminar by the department of History. ICHR sanctioned a grant of Rs. 1,50,000 for MRP.

2018-19: ICSSR sanctioned a grant of Rs. 2 lakhs for organizing a National Seminar by the department of Commerce

2019-20: ICSSR sanctioned a grant of Rs. 2 lakhs for organizing a National Seminar by the department of English

2020-21: National Council for Promotion of Urdu sanctioned a grant of Rs 70,000 for State Level Seminar

2021-22: West Bengal Urdu Academy sanctioned a grant of Rs. 2 lakhs for a National Seminar

- The institution performs regular financial audits both internally and externally.
- The Internal audit for the year 2017-18, 2018-19 and 2019-20 has been successfully completed by A.K . Singh and Company.
- The last internal Audit was held on 10th September 2021 where the following were reconciled

1. Cash Book
2. All sub-funds
3. All bank Accounts
4. Tuition Fees and other fees
5. Salary Account
6. Cash Trial

- Institution has separate bank accounts for various funds and the interests accumulated under each are used for developmental activities that are planned through GB.
- For optimal utilization of resources, college has Annual Maintenance contracts with various bodies for the computers, Air conditioners, water purifiers and other equipments.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the college has been active in deliberating quality improvement measures with the Principal and has contributed in introducing a few measures that has been welcomed by all stakeholders like:

- Introduction of UGC-Deeksharambh
- Initiating internal PBAS
- Encouraging more ICT-enabled classes
- Encouraging more ICT-enabled responses from students
- Encouraging Student-centric learning
- Encouraging participative learning
- Facilitating Understanding of Online Learning and Exam process to students and teachers
- Encouraging incorporation of multidisciplinary approach to the prescribed syllabus
- Encouraging modernization of the library to enhance students' interest in book reading
- Collaborating with NSS to ensure a clean and hygienic campus environment
- Collaborating with Woman's Cell in encouraging greater participation of students in gender equity exercises
- Ensuring Academic and Administrative Audit
- Strengthening Feedback System from Students, Students
- Gradually building up Virtual Information Resource that systematizes governance and is also ecofriendly
- Expediting Promotion under CAS of teachers:
- Timely submission of AQAR
- Timely submission of SSR within the period of the 3rd cycle
- The college has been able to achieve Environment Management System Certification: ISO 14001: 2015 (Certificate No IN97249B) and Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A) on 16.08.22 from IAF

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Measures initiated by the Institution for the promotion of gender equity

Sustaining and enhancing the gender equity measures within the campus and also sensitizing and promoting gender equity of our students have been a part of the vision and mission of the college. NEP has also emphasized enhancing gender balance and gender sensitivity . To this end the following measures have been taken:

- Setting up of the Women's Cell named 'BHAROSA
- Familiarizing students with the Vishakha Guidelines, uploaded in the website
- Acquainting students with the role of ICC in the college
- Training 23 students and NTS woman staff through the Self-Defense workshop 'Tejaswini organized by Kolkata Police from 11-24 March, 2022
- Students have attended Virangana , organised by Rotary Club of Calcutta, in Rotary Sadan , Kolkata. on 25 Aug 22. Students have learnt a number of techniques and methods to defend themselves from unwarranted aggression. This was a great initiative for confidence building for the students who need to travel on road and share public space in everyday life.
- On International Women's Day Honouring Young Women Achievers from this college whose journey towards empowerment is exemplary
- Organizing Awareness and Protest marches against atrocities on women, as in April 2018 against the Kathua rape case
- NSS and Students Health Home have organized programmes on cancer awareness among women, prevention of thalassemia and menstrual hygiene during 2021-22
- Sanitary napkin vending machine has been revived after the closure during pandemic
- Psychological counselling for mental well being has been a emphasized
- Career counselling has also been identified as a crucial bedrock of economic empowerment
- A MOU has been signed with a renowned NGO , Calcutta Ekatma, in 2022 for training women in beautician course

Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals

The Academic Calendar mentions a list of commemorative days which the students observe under the aegis of NSS, various departments or clubs.

15th August and 26th January are observed with a sense of nationalistic pride while on Constitution Day on 26 November, International Voter's Day on 25 January, National Youth Day on 12th January the young students express the role they are willing to assume in the new context.

International Women's Day is observed by the Woman's Cell Bharosa through programs involving

students and World Human Rights Day is observed with a futuristic vision of an egalitarian society. Rokeya Day is observed on 9th of December to celebrate the liberal thinking, emancipation, zeal for social work among women belonging to the minority community.

NSS and Students' Health Home collaborates in observing World Aids Day,

The Eco-club and NSS collaborates in observing World Environment Day on 6 June and Earth Day on 22nd April. International Yoga Day is observed through a month long initiation programme on Yoga to draw students towards the tradition.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The students are from various cultural, regional, linguistic and religious background and the foremost concern is to provide an inclusive environment which is woven carefully and sensitively through measures like:

1. Familiarizing and Reaching out to the rich potential of various languages through the College Magazine published in the four major languages and including dialects
2. Observing various religious festivities in a liberal and secular way as students organize Saraswati Puja, participate in Holi and share the joys of Eid
3. IQAC has proposed the introduction of a short term course for initiating interested students into the linguistic and cultural richness of fringe languages

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICES IN MY INSTITUTION (1)

1. Title of the practice: **Mission Go Green**
2. **The context that required the initiation of the practice**

- The worsening condition of pollution that makes Kolkata the second most polluted megacity in the world requires environmental consciousness and activity at all levels. (Source: State of Global Air Report, 2022 as published in *India Today*, Aug. 18, 2022)
- Social Responsibility of the college
- The menace created by the indiscriminate use of non-degradable plastic and polythene and the problem of discarded domestic consumer goods

1. **Objectives of the practice**

- To make the students aware about the individual and social role in the face of environmental challenges.
- To minimize printing on paper so as to save trees
- To encourage self-reliance through strategies of implementing Mission Go Green

1. Implementation of this practice

- Students have formed Eco-club organizes year-long activity of planting medicinal herbs and seasonal plants and also taking care of the growth of the plants within college campus and advocating the same
- Setting up of the craft wing in 2018 named CGC SAHARA where girls make different utility items from recycled items
- Principal has initiated the practice of e-notices and e-noticeboards to enhance ecofriendliness within college
- A sanitary napkin vending machine with an incinerator has been set up at the girls wash room since 2018.
- The use of plastic cups is strictly prohibited in the college canteen
- The college green audit as a step towards environmental conservation and protection.

1. Impact of the practice

- Intra-College Competition and Exhibition on Environmental Conservation on 5th September has become an annual event of the college
- Intercollege Competition was organized to mark the World Environment Day in 2020 on the topic “The Crucial Role of Mangrove Forest in Protecting the Sunderbans”
- The college initiated to conduct green audit
- Most of the day to day administrative and academic related transaction has shifted to paperless mode.
- Introduction of sanitary napkin vending machine and incinerator i has been well received.
- Students have innovatively transformed discarded clothes, papers into bvarious objects.

1. Challenges faced if any and strategies adopted to overcome them

Challenges

1. Paperfree mode was initially looked upon with distrust and avoidance of plastic received initial cold shoulder
2. CGC SAHARA so far has received no funding resources and is awaiting registration.
3. This unit needs space for training, practices and storage – a multi-purpose workshop which is not possible in the given infrastructural constraints.
4. Students were initially hesitant about the sanitary napkin vending machine with an incinerator

Solutions:

1. NSS volunteers carried outreach programs about plastic and polythene
2. The hygienic impact and ease in sanitary napkin vending machine came with gradual use.
3. The registration process for Sahara is to be completed soon.

1. Evidence of Success

- Environment Management System Certification: ISO 14001: 2015 (Certificate No IN97249B) and Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A) on 16.08.22 from IAF.
- College has organized exhibition of the handicrafts of our students under the banner of CGC-Sahara. The initiative was a grand success.
- CGC-Sahara had been active throughout the Pandemic period and produced huge number of masks which had been distributed in the slum areas and areas under serious environmental threats.
- The college authority has taken up a conscious perspective of purchasing handcrafted items like file and pouches for stationery as a part of welcoming guests and their felicitation during seminars, workshops or other programs
- By showcasing and making limited marketing of these items, the wing has the potential of becoming platform of assurance and self-reliance for many students. T

BEST PRACTICES IN MY INSTITUTION

(2)

1. Title of the practice: **Relating Past, Present, Society, and Text**

1. The context that required the initiation of the practice

- According to the NEP, higher education aims at developing India as cohesive, innovative, progressive, nation where connection with the socio-cultural history is important to make reception of knowledge both individually and socially meaningful.
- The NEP also envisages a multidisciplinary education system, and student support for enhanced student experiences and more focus on indigenous languages and culture
- Observance of Azadi ka Amrit Mahotsav

1. Objectives of the practice

- To make the students relate to the topic not as a remote knowledge
- To invite ingenious and innovative perspectives of analysing the topic by locating it within socio-historical and cultural dynamics
- To cultivate a multidisciplinary approach
- To locate and connect oneself with one's tradition

1. Implementation of this practice

- On 6-7 May 2022 a Book Exhibition on the Great Revolt was organized by the College Library and IQAC with rare manuscripts and books and a special lecture by department of History. It drew

the interest of students from various departments to either analyse the period or read various texts of the period from a neohistoricist angle.

- Department of History, Education and Political Science conducted trips
- On 23.4.22 “Shakespeare in our Shores: From the Colonial Times to Ours” was organized to contextualize Shakespeare within Bangla theatre and culture.

1. Challenges faced if any and strategies adopted to overcome them

Challenges

1. Redefining the reception of text within classroom paradigm and teaching-learning process initially raises question within a stereotyped university-exam bound system
2. The mode requires research and dedicated planning on behalf of the faculty members
3. The financial constraint limits the nature and extent of the trips and college fund is the only support

Solutions:

1. Once the students are initiated into the process they participate in the dulce-et-utile objective
2. The emphasis on performance and active participation makes the learning process interesting
3. The connection with indigenous sociocultural history broadens the scope and purpose of learning.

4. Evidence of Success

- One major component behind the college has been able to achieve the Quality Management System Certification ISO 9001:2015 (Certificate No IN 97249A) on 16.08.22
- The Book Exhibition on the Great Revolt and on Postcolonial reception of Shakespeare have raised the number of searches for related books in the library
- Dept of English has chosen the theme of Postcolonial reception of Shakespeare for their forthcoming wall magazine
- Department of Urdu has planned to observe Begum Rokeya’s birthday by organizing a first hand familiarization of the students with her academic and philanthropic works

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Calcutta Girls' College began its journey on August 16th, 1963 and its journey reflects that of our post-independence nation, committed to empowerment of women through academic betterment, counselling and support towards self-reliance and instilling a sense of social commitment and holistic growth among our students. The college is committed to promoting a liberal, rational and humanistic approach among the students and offers its students modernized academic and infrastructural facilities, individual attention, provisions for various co-curricular activities, programmes for career guidance and placements.

This mission is characteristically singular since Calcutta Girls' College with a strong Urdu representation is an exceptional institution in Bengal, where the mainstream population get a taste of knowing the culture of the other communities with a first hand experience and can learn and adapt through everyday exchanges. This college champions education for all women, including the backward and the Urdu-speaking communities in Kolkata and keeps encouraging them to seek support of this institution with the hope of upgrading their socio-economic condition. It has its own distinctive identity reflected in its function amidst plurality and cosmopolitan ambience. Within its limited material space this college has created a large and wide space of cordiality and harmony to represent the true spirit of Indian democracy and cultural diversity. Within a small pocket of the city there lies the real scope of tasting diverse wings of Indian culture from different ethno-linguistic corners, visibly prominent, vibrant and interactive with one another in a liberal and healthy atmosphere.

The ultimate goal of the institution is to provide special support towards students from the minority and other backward community and make them eligible for competing in the mainstream and attain success. The students enrolling here need special care and exposure for their overall development and hence the college offers a humane, empathetic understanding and support before initiating them into the portals of higher education. The CGC-Sahara Craft-wing is an ingenious attempt at encouraging the traditional handicrafts that the students inherit as a means of self-reliance. The recently introduced vocational training on beauty and make up is a professional support to some of our students who carry the traditional art of mehendi craft.

The institution is concerned with academic nourishment and also self-reliance and hence on International Women's Day in 2019 the Women's Cell, Bharosa and IQAC organized a programme to honour established empowered women with the "Roshni: Eminent Woman 2019 Award" and our former students who have established themselves in various avenues with the "Young Women Pathmakers 2019" awards. The departmental report of students' progression into higher education and various professions reveals the role of the institution in building a strong future for the girl-students. One of our students, Bushra Hussain, published her maiden novel *Wild Hearts will not be Broken* during the pandemic and Kahkashan Matin's oil canvas paintings and those on acrylic were hosted by the college. A large section of the students pursue postgraduation and have joined various professions all over the world from Canada to Dubai.

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5. CONCLUSION

Additional Information :

The college has received a land of around 10 cattaahs at 26A/1 Dr. Biresh Guha Street, Kolkata 17 from the Minority Affairs and Madrasah Education Department (vide letter 91-MD dt. 18.01.21). The Detailed Project Report relating to the construction endeavor has been finalized and an appeal for financial assistance was placed. The MPLAD (Members of Parliament Local Area Development) Fund shall provide Rs. 15,00,000 for the project and soon the construction shall begin.

Concluding Remarks :

The college is committed to quality enhancement and also ensuring a liberal academic atmosphere to all the students.

There has been qualitative improvement in academic, infrastructural and administrative facilities and the authority closely follows the feedback received from students and parents as a major component of policy decision.

The three major objective at present is expansion of infrastructural facility, an increase in students' progression to higher education and finally a greater emphasis on career counselling and vocational training