

# **THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

Name of the Institution : **Shri Shikshayatan College** Year of the Report : **2004**

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## **Part A :**

**What is the plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and what is the outcome by the end of the year?**

### **PLAN OF ACTION : 2003-2004**

#### **1. Diversification of courses:**

##### **a) *Introduction of New Academic Programmes:-***

**Statistics** – to provide a more suitable option to the students in Economics Honours.

**Sociology** - a basic social science subject allied to the existing Humanities subjects.

**Computer Application** – a subject of contemporary utility given the fact that the college has the basic infrastructure.

##### **b) *Self-Financing Courses and Orientation Courses:-***

Courses such as Functional Hindi, Communicative English and Personality Development, Journalism, Mass Communication, Travel & Tourism, Foreign Languages could be considered as viable options.

#### **2. Integration of Modern Methods of Teaching and Learning:-**

The teachers are to be encouraged to use psychological tests in Education and Philosophy and modern apparatus such as OHP, LCD, DVD/VCD, Internet as a supplement to the lecture method and other teaching-learning methods such as Project Work, Seminars and Group Discussions.

#### **3. Increase in number of seats** in departments where there is demand for admission.

#### **4. Departments to be encouraged to hold seminars** and series of lectures by teachers from other colleges in Kolkata.

#### **5. Introduction of NSS.**

#### **6. Instituting a Placement Cell.**

#### **7. Instituting Awards for outgoing students** with Special Talent in Creative Arts and Merit Scholarships for academic performance in college examinations.

**8. Technological Upgradation:-**

- a) Upgradation of laboratories.
- b) Creation of a college website.
- c) Computerisation of administrative offices and accounts.
- d) On-line application for admission.

**9. Improvement of Library Services:-**

**For Students:**

- a. Computerization of the Library.
- b. Issue of books to students on more days than the present system of one day per week.
- c. Purchase of more books and journals for achieving the ideal student: book ratio (1:15) as stipulated by NAAC.
- d. Creation of a CD Library.

**For Teaching Staff:**

Institutional Membership of the British Council Library.

**10. Expansion of Infrastructural Facilities:-**

- a. Installing air conditioners in two rooms on the ground floor.
- b. Providing additional classrooms for new subjects.
- c. Providing more equipment/apparatus in the gymnasium.
- d. Allotment of rooms to each department with requisite infrastructural facilities.
- e. Providing a well stocked Seminar Library to each department, through purchase of new books, specimen copies from publishers and donations from the Alumni Association.
- f. Setting up a Cheap Store for students.

## OUTCOME OF THE PLAN OF ACTION, CHALKED OUT BY THE IQAC, TOWARDS QUALITY ENHANCEMENT

- **Introduction of Statistics General** from the academic session 2004-05.
- Introduction of a fifty-six clock hours '**Add-on**' course in **Communicative English and Personality Development**. Classes to commence from December 2004.
- Purchase of additional audio-visual equipment **for integration of the modern methods of teaching-learning** with the conventional methods.
- Permission from the University of Calcutta, obtained for **increase of seats in the following Honours Departments**, with effect from the academic session 2004-05.

Department	Existing Seats	Enhanced Seats
English Honours	30	40
Education Honours	30	40
Geography Honours	25	40
Economics Honours	20	25

- A number of **Seminars/Workshops conducted** by the various departments (Vide Q No 7 of Part B of the AQAR for details)
- The Governing Body of the College passed a resolution for the **introduction of NSS**. On 2.6.04, the college submitted an application to the University of Calcutta, seeking necessary approval. The letter of confirmation is awaited.
- Negotiations with a **Placement agency** (Gateway Jobs & Careers Pvt. Ltd.) have been finalised. To operate from early 2005. Incidentally, campus interviews for offering placement to students are also held from time to time by several private companies.
- **Award for special talent** in the Creative Arts instituted, with effect from the session 2004-05. Five outgoing students awarded the same under different categories.
- **Merit Scholarships instituted** for each of the three streams B.A., B.Sc. and B.Com. Such awards to be made on the basis of the results of the First Year College Annual Examination, 2005. Students securing highest marks in Honours to receive Rs. 3500 for the remaining two years and highest in the General course to receive Rs 2500 for the remaining two years, in all the three streams.
- **Science Laboratories upgraded**. New instruments purchased and outmoded instruments replaced by modern instruments.
- **College Website created** in June, 2004.
- **Computerisation** of accounts and administration effected.
- **Online application for admission** to the B.Com. course introduced from the academic session 2004-05. Money transaction done physically through the college office. For the B.A./B.Sc. courses, application forms available for downloading from the website in addition to the physical issue of forms.

- **B.Com. Library fully computerised.** Partial computerisation of the B.A./B.Sc. libraries – data entry under way.
  - Days of **issue of books to students** for home reading increased from once to twice a week.
  - **Purchase of books** for B.A.,B.Sc., and B.Com. libraries.
  - **Infrastructural facilities expanded :**
    - i. Air Conditioners installed in two rooms on the ground floor to avoid noise pollution.
    - ii. Two more rooms added to the existing number of rooms.
    - iii. More equipment for the gymnasium purchased.
    - iv. Seminar Libraries for the Honours departments set up.
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## Part B :

### 1. Activities reflecting the goals and objectives of the institution:

The **goals and objectives of the institution**, as has already been stated in the NAAC Self-Study Report, are as follows:-

- **To impart, promote and spread education** to girls initially from the Rajasthani community in Kolkata and subsequently to other communities so as to make them self-reliant.
- Maintaining a **good academic standard in an apolitical environment**.
- Integration of diverse cultural, linguistic and religious groups in a **culture of equality and fairness**.

**In all the activities of the college, efforts are made to fulfill the mission of the college in the following ways :**

- To maintain a good academic standard the college admits students on the basis of merit. Students are not discriminated against on the basis of religion, caste etc. during admission and the award of freships.
- The teachers are constantly engaged in upholding and improving the academic standard of the college. Innovative methods of teaching are frequently adopted to make the lectures interesting and effective. Many departments enhance the effectiveness of lecture methods of teaching by the use of modern audio-visual aids such as LCD Projector, DVD/VCD etc. Project Work, Seminars and Educational Excursions form an integral part of teaching and learning.
- Regular tutorials, remedial teaching and examinations help to evaluate and improve the performance of students. All departments in the college follow a teaching plan, which is given to every student at the beginning of the session. Parent - teacher meetings are held after the declaration of results, where poor attendance or performance of students is discussed.
- For widening the intellectual horizon, encouraging critical enquiry and developing the skill of presentation and public speaking, the students present papers at seminars organized by the college.
- To encourage teamwork and independent study, project work is undertaken.
- To make students self-reliant, the college plans to offer an 'Add-on' course in Communicative English and Personality Development conducted by Gateway Jobs and Careers Pvt. Ltd., that will also function as a placement agency from the calendar year 2005.

**The goal of cultural integration continues to be reflected through the following:**

- At the Annual Function of the college a Cultural Programme is organized where plays or dance dramas in Hindi, Bengali, English are performed by the students.
- The college encourages the expression of various cultural groups among the students in the programmes organized on Independence Day, Inter-college Students' Festival, Talent Show, Annual Sports meet etc.

- Various students' societies viz. Debate, Drama, Choir and Choreography, Social Welfare, Art and Nature, help to enhance the self-image and self-confidence of students and foster integration among them.

**Other highlights:-**

- For inculcating social awareness and sensitizing students about the problems of the underprivileged and the maladies of the Indian society, students are encouraged to engage themselves in social welfare activities.
- To make students self-reliant, they are trained in handwork such as Batik, Fabric painting, Vegetable printing, Block Printing and Candle making.

**2. New academic programmes initiated (UG and PG):**

- ❖ Special Honours in Bengali came into effect from the academic session 2003-04.
- ❖ Statistics General Course was introduced in 2004-05.

**3. Innovations in curricular design and transaction:**

Being an affiliated college, the syllabus is designed by the University of Calcutta, the parent body. However the college is devising or collaborating with outside agencies to initiate short term certificate courses for General and Honours students. A course in Communicative English and Personality Development has been introduced. The classes are to commence from December 2004.

**4. Inter-disciplinary programmes started:**

The college, from time to time, organizes programmes in which students and teachers of various departments participate.

- On 26<sup>th</sup> September 2003 an interdisciplinary students' seminar was organized by the Students' Union on "Vidyasagar". Students of the Political Science, History, Bengali, Philosophy and Education Honours presented papers, throwing light on the socio-political, historical, literary, ethical and educational aspects of Vidyasagar's contribution respectively.
- An innovative approach was undertaken by the Economics Department. On 3<sup>rd</sup> September 2004, in the second year Economics General class, students having Geography Honours discussed the purpose, method of data collection and some of the socio-economic findings that were relevant to Economics General syllabus. The students had collected these data during their Geography Excursion.
- On September 25<sup>th</sup> 2004, the Department of Hindi had organized an inter-college, inter-disciplinary seminar and workshop on 'Making a Career in Media'. The workshop was divided into four sessions viz. 'Editing Skills in Print and Electronic Media'; 'Techniques of Reporting'; 'Book Review' and 'Strategies and Art of Interviewing'. Although the workshop was conducted on the occasion of Hindi Divas, students from all departments participated in the workshop and were allowed to express their ability in these areas in English, Bengali and Hindi.

- In addition to these, the college has organized awareness lectures and discussions on issues like health, women's rights, career planning etc. in which students from all disciplines participated. Some of them are listed below :-

<b>Date</b>	<b>Topic</b>	<b>Speakers</b>	<b>Organized by</b>
17.09.2003	Panel Discussion on Thalassaemia Awareness	Eminent Doctors	Medical Committee of the college in association with the Rotary Club
21.11.2003	Women and Self-defense	Ms. Tania Hui, Karate trainer, RAF, Kolkata Police	Students' Union of the college
24.12.2003	Child Sexual Abuse	Representatives of Jabala Action Plan	Students' Union of the college
04.03.2004	Career Prospects in Interior Designing	Representatives of Exterior - Interior	Career Counselling Committee of the college
23.09.2004	Naturopathy – A natural cure of ailments	Mr.B.L.Chandak and Sri S.V. Khaitan from Nature Cure and Yoga Research Institute, Kolkata	Medical Committee of the college

#### **5. Examination reforms implemented :**

The college follows the examination system and norms of the University of Calcutta. However, for better evaluation of students, the college has implemented certain reforms in internal assessment.

- ❑ In 2003-04 session, Pretest for B.A/B.Sc. II<sup>nd</sup> year students, was replaced by Saturday tests. Two Saturdays were allotted to each department to hold their Unit tests. This process helped in evaluating the students' knowledge on the subject by dividing the syllabus into two smaller units and also to conduct the examinations without affecting teaching hours.
- ❑ In compliance with a circular from the University of Calcutta, that each candidate is required to appear and qualify in the Selection Test of Part I and Part II, a retest was introduced for the second and third year students.

#### **6. Number of candidates qualified in the NET/SLET exam (July 2003 – July 2004) :**

Complete data not available.

### 7.Total number of seminars/workshops conducted :

The college conducted 10 seminars and 3 workshops from July 2003 to October 2004 in addition to the students' seminars. The details are as follows:

N o.	Date	Subject	Speakers	Organized By
1	11.08.2003	Modern Poetry	Dr. Kedarnath Singh, poet	Dept. of Hindi
2	29.08.2003	India - Opportunities and Challenges in ITES	Mr. Sudeep Mukherjee and Ms. Madhuchhanda Sen from CMC Ltd	B.Com. Dept. in collaboration with CMC Ltd
3	18.09.2003	Importance of Hindi as a Link Language	Prof. Chandrakala Pandey, M.P. Dept of Hindi, C.U.	Dept. of Hindi (on the occasion of Hindi Diwas)
4	10.12.2003	An American Campus – studying and teaching in U.S.	Savita Saigal, Former teacher of English Dept. presently working in U.S.	Dept. of English
5	21.01.2004	Samakalin Kavita – Drishti aur Dishayen	Aloke Dhanwa, poet	Dept. of Hindi
6	28.01.2004	Indian Writing in English, History, Culture & Literature  Eliot & Yeats as Modernists	Prof. Jharna Sanyal, Dept of English, C.U.  Prof. Krishna Sen, Dept of English, C.U. Chaired by D.K. Barua, Retd. Prof. Burdwan University, Visiting Prof., C.U.	Dept. of English
7	18.08.2004	Digha Sankarpur Coastal Belt	Sunondo Bandopadhyay, Reader, Dept of Geography, Burdwan University	Dept. of Geography
8	15.09.2004	Environment – the Emerging Issues	Mrs. Kanika Chaudhury & Dr. Zakir Hussain	B.Com. Dept
9	24.01.2004 & 25.09.04	Challenges Facing Indian Languages in the 21 <sup>st</sup> Century & Making a career in Media	Prof Shambhunath , Dept of Hindi, C.U.  1.Dr. Chandrakala Pandey, M.P. Prof of C.U. 2.Sri. O.P.Shah, Former Editor of 'Parlance' & Member of Press Council of India 3.Sri. V. Newar, Editor of the Hindi daily, 'Chapte Chapte'.	Dept. of Hindi (on the occasion of Hindi Diwas)
10	24.09.2004. 01.10.2004 08.10.2004	A series of lectures on “ Tragedy as a Genre”.	Prof. Ramkrishna Bhattacharya, Reader in English, Anandamohan College, Guest lecturer, C.U.	Department of English

The following **students' seminars** were organized:

- On 26<sup>th</sup> September, 2004, The Students' Union organized an inter-disciplinary seminar on Vidyasagar's contributions in socio-political, historical, literary, ethical and educational fields. Students of Political Science, Bengali, History, Philosophy and Education Honours presented papers and participated in the seminar.
- Department of Economics arranged a series of seminars in which the Ist Year students of Economics Honours presented papers on (1) Aggregate Supply on 17.03.04; (2) Consumers' Behaviour on 29.03.04, (3) Population & Poverty on 12.04.04 and (4) Sources of Economic Growth and Contributions of Land, on 12.04.04.  
IInd Year students of the Economics Department presented papers on their project work on 30.07.2004.  
The IIIrd year students of the Economics Department presented papers on "Public Goods & Externalities" on 09.09.2004.  
Department of Political Science organized a students' seminar in which the IIIrd year honours students presented papers on their project work conducted on "Socio-economic conditions and political attitudes of the people of Gangetic West Bengal" on 03.03.04.
- Department of History organized two seminars on a) Stages of Pre-history and b) Meiji Restoration, in which the students of IInd year History Honours presented papers in March, 2004.
- Department of Philosophy organized a seminar, in which the IInd year Honours students presented papers on "Buddha's Doctrine Of Momentariness" in September, 2004.

The following **workshops** were conducted:

- The Department of Hindi hosted a workshop on Question Bank for Hindi Honours, Paper-III & IV on 11<sup>th</sup> September, 2003. Faculty members of other colleges teaching Hindi Honours attended the workshop.
- The B.Com Department organized a workshop on "Accounting for Lease and Deferred Taxation" conducted by Dr.A.K.Bhattacharya and Mr. S.K.Ganguly, on 31.7.04. It was attended by the faculty members and the IInd and IIIrd year students of the B.Com department.
- On the occasion of Hindi Diwas an inter-college, interdisciplinary workshop on 'Making a Career in Media' was organized by the Hindi Department on 25.09.2004.

The workshop was divided into four sessions viz

- (i) "Editing Skills in Print and Electronic Media" conducted by Sri O.P. Rana, Editor, Hindustan Times.
- (ii) "Techniques of Reporting" conducted by Shri Ashim Kr. Mitra, Member, Press Council of India
- (iii) "Book Review" conducted by Sri Navarun Bhattacharya, Editor of Bhashabandhan

- (iv) “Strategies and Art of Interviewing” conducted by Sri Kripashankar Chaube, Chief Reporter, Sahara Samay.

One hundred and ninety four students from various colleges including the host college participated in the workshop.

**8. Research Projects :**

- a) **Newly implemented :** UGC Minor Research Projects – 3 teachers have applied for individual projects, sanction yet to be received.
- b) **Completed :** UGC Minor Research Projects – 2 teachers have completed their projects.

**9. Patents generated, if any :**

None

**10. New collaborative research programmes :**

Nil

**11. Total research grants received from various agencies :**

The UGC grant is yet to be received, under the Faculty Improvement Programme Scheme of the X<sup>th</sup> Plan, for remuneration of teachers recruited to substitute the two recipients of the Teachers’ Fellowship.

**12. Number of research scholars :**

6 teachers have registered for Ph.D Programme

4 teachers have been awarded Ph.D.

2 teachers have submitted their thesis.

**13. Citation index of faculty members and impact factor :** No citation in the current academic year.

**14. Honours/Awards to the faculty :**

- ❖ A research paper presented by a faculty member of the Geography Department in the 24<sup>th</sup> International Congress of the Indian National Cartographic Association in October 2004, was adjudged the second best paper presented in the technical sessions, for which Rs. 3000.00 was awarded.
- ❖ A faculty of the Fine Arts department was invited by the Rashtriya Lalit Kala Kendra, a Regional Centre of National Academy of Art, to attend a Women Artists’ Painting Camp at Imphal in Manipur, in collaboration with the Art and Culture Department, Government of West Bengal, in November 2004. All expenses were borne by the Rashtriya Lalit Kala Kendra and she received an honorarium of Rs. 5000.00.

## **15. Internal resources generated :**

Other than tuition fees the college is yet to generate independent resources. However resources on a small scale are also generated by the students and teachers of the college from the Annual Art and Cuisine Fair – “Shree” which is spent entirely for community welfare activities. In 2004, resources have also been generated by organizing a magic show conducted by a B.Com Student with the support of her father, a professional magician. The proceeds of the show were spent for community welfare activities.

## **16. Details of departments getting SAP, COSIST/DST, FIST etc. assistance/recognition:**

None

## **17. Community services :**

- The students of the college continue to visit ‘Nabanir’, an old-age home at Chetla, Kolkata. The students present cultural programmes and interact with the senior citizens and bring some moments of happiness to the otherwise monotonous life at the home.
- A Rural Project has been undertaken in Rajendrapur, a tribal village, 35 kms. away from Kolkata, by the Social Welfare Committee of the college in collaboration with Ramakrishna Mission. On 19<sup>th</sup> December 2003, the Social Welfare Committee of the college visited the village and distributed blankets and winter garments and also identified the problems of the residents. On their subsequent visit on 7<sup>th</sup> February 2004, the students of the college taught them the basics of health and hygiene. They distributed educational aids prepared by them for the non-formal school run by the Ramakrishna Mission. They also distributed lanterns, mosquito nets and old garments to the residents of the village.
- On 24<sup>th</sup> February 2003, the Social Welfare Committee of the college visited Antaragram, a home for the mentally handicapped. The students and staff interacted with the inmates and distributed snacks and garments.
- In September 2003, garments were collected for distribution to the poor in Kundari village in the Murshidabad district of West Bengal.
- In September 2003, fund was raised by the students and teachers of the college for the victims of the Ganga erosion in the Malda District of West Bengal.
- Fund was also collected and donated to the Blind Persons’ Association by the students of the college on the 18<sup>th</sup> of May, 2004.
- The Social Welfare Committee visited Uttarbhag, a village in the 24 Parganas in West Bengal to identify a suitable venue for the NSS Camp, to be introduced shortly.

**18. Number of teachers and officers newly recruited :**

- A UGC approved principal has been appointed by the founder Body, Marwari Balika Vidyalaya Society
- 45 teachers have been recruited, the details of which are as follows:-

UGC approved permanent post – 1 (Teacher)

College Contractual (full time) – 15 (6 teachers newly appointed and the services of 9 teachers renewed on contractual basis)

Guest Lecturers - 29

- The college has appointed an administrative manager and financial advisor, for quality enhancement of the institution.
- The college has also appointed a permanent librarian.

**19. Teaching – Non-teaching staff ratio:**

93:28 ( inclusive of 2 librarians)

**20. Improvements in the library services:**

- Computerization : All the three libraries of the college have been brought together under Local Area Network.  
In the B.Com library, the issue and return of books has been computerized. In the B.A./B.Sc. library, the bar coding of books having been completed, the final computerization process is in progress.
- The number of days for issuing books to the II<sup>nd</sup> and III<sup>rd</sup> year Honours students has been increased from 1 to 2 days per week . The same schedule has been planned for the Ist year Honours students also, from the next academic year.
- Departmental Seminar Libraries have been introduced.
- The Book Bank facility continues to be offered to students. A number of new titles have been added.

**21. Number of new books / journals subscribed and their value:**

Number of new books added in 2003 – 2004 = 1097

Total value of the books = Rs. 2,21,378.20

Number of New Journals = 4

Total value of Journals = Rs. 1440.00

**22. Number of courses for which student assessment of teachers' is introduced and the action taken on student feedback:**

The college had already introduced the system of evaluation of teachers' performance by students, which has been stated in the NAAC Self-Study Report.

This year student assessment of teachers was conducted for the departments of

- 1) B.Com, 2) Bengali 3) Botany 4) Economics 5) Education
- 6) English 7) Geography 8) Hindi 9) History 10) Mathematics
- 11) Philosophy and 12) Political Science.

To assess teachers' performance, the Principal of the college asked the outgoing IIIrd year students of the departments mentioned above, to fill up Schedule III of the NAAC manual in her presence. After collecting the schedule, the Principal studied, examined and scored the students' feedback. The feedback of the students was discussed with the concerned teachers individually, to analyze the students' views for ensuring a better teaching-learning situation.

While conducting this survey, the anonymity of the students concerned was fully preserved and even while discussing the schedule with the teacher, complete privacy was maintained.

### **23. Unit cost of education:**

#### **FINANCIAL YEAR 2003 - 2004**

Total expenditure (including salaries) = Rs. 82,63,558.20

Total expenditure (excluding salaries) = Rs. 72,91,822.07

Roll Strength = 2324

Expenditure per student (including salaries) = Rs. 3556.00

Expenditure per student (excluding salaries) = Rs. 3224.00

### **24. Computerization of administration and the process of admissions and examination results, issue of certificates:**

- All accounts fully computerised, while the other aspects of administration in the process of being computerised.
- Online application for admission to the B.Com course (other than money transaction) introduced from the academic session 2004-05.
- For the B.A./B.Sc. Courses, application forms available for downloading from the website, alongside the physical issue of forms.
- Submitted forms scrutinised by the Admission Committee and computerised Merit List prepared.
- Computerisation of examination result and issue of certificates, yet to be accomplished.

### **25. Increase in the infrastructural facilities:**

- Two new classrooms have been added to the existing ones. A few more classrooms are to be added in the next academic session.
- A gymnasium has been set up with certain modern equipments like the treadmill, twister and cycle.

- Two classrooms with fibreglass roofing have been fitted with air-conditioners to make them noise and pollution free.
- Separate classrooms, well equipped with requisite infrastructure have been allotted to each Honours department.
- Seminar Libraries have been set up in most of the Honours departments.
- Statistics has been introduced as a new subject in the college and a room has been allotted to this department with requisite infrastructure.
- A Biochemistry laboratory has been set up in the Botany Department with necessary instruments, glass goods and chemicals.
- For upgradation of the Science departments, necessary instruments have been purchased and the number of the existing instruments have also been increased. A total expenditure of Rs. 5,51,758.00 has been incurred with UGC Grants for purchase of Laboratory Equipments.
- Accessories added to the healthcare unit to cope with emergencies as also debilitating ailments such as diabetes.

## **26. Technology upgradation:**

- For the purpose of technology based teaching–learning, Televisions, DVD Players, LCD Projectors, Overhead Projectors and Computers have been purchased.
- Internet facility has been made available.
- A website of the college has been created.
- Admission process computerized – as mentioned earlier.
- All the libraries in the college have been connected by the Local Area Network.

## **27. Computer and internet access and training to teachers and students:**

- ❖ Computer and internet access has been made available to teachers.
- ❖ Teachers are offered computer training during free periods, free of cost.
- ❖ The non-teaching staff of the college also avails of the training facility given by the college free of cost.
- ❖ Students are encouraged to enrol themselves for computer training facility in short duration courses provided by the college at minimal fees.

## **28. Financial aid to students:**

In the last academic session (2003-04), full freeships have been sanctioned to 30 students and half freeships to 2 students. Though full freeships are primarily need-based, yet other criteria such as conduct of the applicant and a minimum level of academic performance in college or school leaving examinations are also taken into consideration.

Full freeships include waiving of tuition, admission and other fees. Moreover, the college bears the entire expenditure for the educational excursions or field work

of such students, who have to undertake the same as part of the practical syllabi. In addition, needy students enjoy the book bank facility.

**29. Activities and support from the Alumni Association:**

The college has an active alumni association, members having a deep emotional attachment and total loyalty to the college. The primary mission of the association is to render an effective service in the field of social welfare. The association has sponsored an alumnus to pursue the B.Ed. Course. A wheel chair and a stretcher have been donated to the Medical Unit of the college and the association has also funded for a project undertaken by the Social Welfare Committee of the college.

**30. Activities and support from the Parent-Teacher Association:**

The college does not have a Parent-Teacher Association, but regular meetings with parents and guardians are held specially after the announcement of examination results to improve the quality of students’ performance and to ensure parental involvement with their wards.

**31. Health Services:**

The college runs a regular health clinic. Two lady doctors are available for consultation by the students, teaching and non-teaching staff.

The Alumni Association has contributed a wheel chair and a stretcher to the medical unit to cope with emergency. The college has also purchased a Glocumeter for regular check up of blood sugar level for teaching and non-teaching staff and students of the college.

Health check-up campaigns, awareness programmes of certain diseases are held periodically. Some details are given below:

DATE	PROGRAMME	ORGANIZED BY
17.09.2003	Thalassaemia Awareness	Rotary Club, South Ext.
11.12.2003	Blood Grouping Camp	Orion Immunogenics, Kolkata
23.09.2004	Talk on Naturopathy and Yoga	Nature Cure and Yoga Research Institute, Prakritik Niketan, Diamond Harbour Road, Kolkata.

**32. Performance in sports activities:**

Students have ample opportunities in our college for toning up both mind and body by way of sports activities. These are organized under the able guidance of a sports teacher exclusively appointed for the purpose. Students take part in regular practice of outdoor games like football, basketball, throwball, volleyball, badminton as well as indoor games like table tennis, carrom etc., very

enthusiastically. Additional classes for yogic exercises and exercises using different gymnasium instruments are held regularly.

The college holds an Annual Sports Meet. Other than the regular event prizes, a Champion's Trophy is awarded to the Best Performer in sports. The students of the college secured the 1<sup>st</sup> and 2<sup>nd</sup> prizes in the inter-college sports events like football, basketball, throwball etc. organized by some of the leading colleges of Kolkata.

It is worthwhile to mention that two students of the college are regular state-level players in basketball and table tennis, with commendable performance.

### **33. Incentives to outstanding sports persons:**

Students who show exceptional skill in the field of sports are given the following relaxations as incentives:

- a) Cut off marks during admission are relaxed.
- b) Absenteeism in classes for participation in various sports events including training programmes or practices in intra and inter state competitions is permitted.
- c) Aid for medical treatment to sports persons.

### **34. Student achievements and awards:**

Students are acknowledged for their performance in both curricular and extra-curricular fields by awarding them with prizes.

#### **Category of Prizes:**

1. Curricular –
  - a) Gold Medal is awarded to students for securing the First Class First Rank in any subject in the B.A./B.Sc./B.Com Examinations conducted by the University of Calcutta. Gold medals have been awarded to two students for the years 2002 and 2003 at the college Annual Function, 2004.
  - b) Prizes are awarded to the college toppers in the B.A./B.Sc. and B.Com. Final Examinations of the Calcutta University.
  - c) Prizes are given for securing highest marks in Honours and General subjects at the University Examination for all streams, that is Science, Arts and Commerce.
  - d) Prizes are also given for securing highest marks in each subject at the annual examination of the college.
- ii. Extra-Curricular – Prizes are given to students for extraordinary performances in the field of art, choir, choreography, vocal music, drama, debate – both at intra and inter college levels.
- iii. Other Prizes -
  - a) A running best all-rounder trophy, the “Saraswati Trophy”, is given to a student for her performance in curricular and extra-curricular activities in the college. A

silver medal is given to the student in lieu of the running Saraswati Trophy.

b) Shri Shikshayatan College has the distinction of appreciating the outstanding contribution of distinguished alumni in various fields of the society, by honouring them with “Achiever’s Award” every year, at the Foundation Day Programme of the college.

### **35. Activities of the Guidance and Counselling Unit:**

The college offers guidance and counselling to students through the Academic Counselling Committee and Career Counselling Committee.

Academic counselling to students is offered on the basis of performance in examinations. Meetings with guardians are held, weaknesses and problems of students are identified and necessary guidance is offered to overcome them as far as practicable.

The Career Counselling Committee holds regular meetings with companies or organizations offering career and placement opportunities and vocational training leading to career planning. Time slots are allotted to the various organizations for interactive sessions with students. A considerable number of such meetings have been held from July 2003 till date and many have proved fruitful to our students. Details are given below:

DATE	PROGRAMME	ORGANIZATION	PARTICIPATION
4.3.2004	Lecture Demonstration on one year diploma course in Interior Designing	Exterior Interior 13, Camac Street Kolkata 17	BA/BSc I yr & II yr. Students
10.5.2004	Campus Interview	HSBC	BA/BSc III yr Students
25.8.2004	Educational Trip	Pailan Institute	B.Com. III yr
26.8.2004	Lecture Demonstration on the Course of Cambridge International Diploma in Travel and Tourism and Business English Communication	South Asian Management Technologies (P) Ltd. Shamsul Huda Road Kolkata 17	BA/BSc. II yr & III yr & Bcom students.
9.9.2004	Campus Interview	ICICI Prudential Life Insurance Co. Pvt. Ltd.	B.Com IIIyr students
15.9.2004	Interactive Session on ICICI Financial Adviser as a Career option	ICICI Prudential Life Insurance Co. Pvt. Ltd.	B.A./ B.Sc. II yr. Students.
17.9.2004.	Career Counselling	Frankfinn Institute of Air Hostess training	B.Com III yr. students

17.9.2004.	Career Counselling and Scholarship Examination	NIIT	B.Com I yr.
1.10.2004	Lecture Demonstration on the course on Communicative English and Personality Development including individual career counselling and placement guidance.	Gateway Jobs & Career (P) Ltd. 28 A, Syed Amir Ali Avenue Kolkata 17	B.A./ B.Sc./ B.Com. students
4.10. 2004	Career Counselling	‘ACHIEVERS’ - human resource counselling, placement and service consultancy	B.Com III yr students

The Career Counselling Committee is currently working hard to start a Career Counselling Cell in the college and discussions have already been held with Gateway Jobs and Careers (P) Ltd. The company offers recruitments, career counselling and training for job entrance and study abroad. From December, 2004 we are to begin courses in Communicative English and Personality Development in the college premises.

### **36. Placement services provided to students:**

The HSBC held a campus interview on 10<sup>th</sup> May, 2004. Three outgoing students of B.A./B.Sc. III<sup>rd</sup> year were selected by the organization as trainees.

A similar campus interview was held for B.Com. III<sup>rd</sup> year students by ICICI Prudential Life Insurance Company Limited on 9<sup>th</sup> September, 2004. Altogether ten students were selected by the company.

### **37. Development programme for non-teaching staff:**

- As part of the Library Computerization process, the Library staff were given necessary training to operate a fully computerized library system.
- Requisite training was also given to the office staff to cope with computerized administration.
- Weekly health check-up facility is provided within the college premises.

### **38. Any other relevant information the institution wishes to add:**

A] The college endeavours to realize the potentialities of students and foster appropriate attitude and interest in them.

- The “Saraswati Trophy” is awarded to the best all-rounder each year.
- A unique event of the college is the Art & Cuisine fair - “Shree”. Students, alumni, staff, as also some of their wards put up stalls to exhibit their creativity. The proceeds from this fair is donated for social welfare

activities. This helps to foster better understanding and working relation among all constituent units of the college.

- In 2004 the college has organized :
  - i. A Dance workshop was conducted on 12<sup>th</sup> April 2004, by the members of the Shiamak Davar's Dance Institute, Kolkata.
  - ii. A demonstration lecture was delivered by Usha Ganguly, the founder member of 'Rangakarmi', a leading theatre group, on 14<sup>th</sup> May, 2004.

**B]** A major segment of the students of this college comes from the business community. Consequently, the college organizes activities to equip them to pursue entrepreneurship. Though some students pursue academics, most of them opt for a career in the various walks of life such as the corporate sector, media, creative arts, social welfare etc. A number of ex-students of the college have excelled in their respective fields. It is true that not all students of the college pursue a career, but the college, by inculcating a proper value system makes them a conscious, empathetic, loving and caring human being, which enables them to contribute towards society in a positive and constructive manner.

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## Part C :

**Explain the plans of the institution for the next year.**

1. Plan for further diversification of courses.
  - Introduction of Sociology and Physics General from July 2005.
  - Introduction of Major Courses such as Functional Hindi.
  - Introduction of more 'Add-on' Courses [such as courses in foreign language]
2. Acquiring Institutional membership of the British Council Library.
3. Organizing social welfare activities under the banner of the NSS.
4. Introduction of NCC.
5. Computerization of the details of students' profile for ready reference.
6. Issuing report card to students for monitoring their academic performance.
7. Plans for further expansion of Infrastructural facilities
  - Provision for Conference / Seminar room attached to the Principal's office on the first floor
  - Provision for a Centralized Administrative Office on the first floor
  - Redesigning and furnishing of the Administrative Office
  - Provision for visitors' room
  - Creation of a Cheap Store
  - Providing swimming facility to students during college hours.
  - Relocation of the College Libraries from the floor above the swimming pool to the ground floor of the college building for easier access to faculty and students and also to correct over-load factor on the swimming pool.
  - Creation of a CD Library.
  - Purchase of more books for the library and subscription of new journals.
8. Our institution will complete 50 years of its existence on 8<sup>th</sup> July, 2005. The calendar year 2005 will be celebrated as the **Golden Jubilee Year** of the college. To celebrate it, the college has planned a series of programmes of the following nature:-
  - Organizing Workshops/Seminars/Panel Discussions

- Lectures and Medical Camps for promoting general health awareness, AIDS awareness, awareness of increasingly growing physical and mental ailments, eye testing and blood donation camps.
- Programmes for raising funds for charity, jointly with the Alumni Association.
- Intra-college Educational Week and series of inter-college competitions.

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*Name and signature of the coordinator IQAC*

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*Name and signature of the chairperson QAC*