

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

St Paul's Cathedral Mission College

1.2 Address Line 1

33/1, Raja Rammoham Roy Sarani,

Address Line 2

kolkata

City/Town

Kolkata

State

West Bengal

Pin Code

700009

Institution e-mail address

ticspcmc@gmail.com

Contact Nos.

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Name of the Head of the Institution:

Dr. Aninda Banerjee

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+919830056097

Name of the IQAC Co-ordinator:

Dr. Indrani Banerjee

Mobile:

9830456967

IQAC e-mail address:

iqac.spcmc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bott  
of your institution's Accreditation Certificate)

EC/36/084 dated May 20, 2005(First Cycle)  
EC/56/RAR/93 dated Sept 16, 2011(Second  
Cycle)

1.5 Website address:

www.stpaulscmcollege.org

Web-link of the AQAR:

No separate web-link of AQAR.

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	81.65	2005	April 2005 to April 2010.
2	2 <sup>nd</sup> Cycle	B	2.71	2011	September 2011 to September 2016.
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

06/07/2005

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

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**1.10 Institutional Status**

University	State	<input type="checkbox"/>	Central	Deemed	Private
Affiliated College	Yes	<input checked="" type="checkbox"/>	No		
Constituent College	Yes		No	<input checked="" type="checkbox"/>	
Autonomous college of UGC	Yes		No	<input checked="" type="checkbox"/>	
Regulatory Agency approved Institution	Yes		No	<input checked="" type="checkbox"/>	

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	Women		
	Urban	<input checked="" type="checkbox"/>	Rural	Tribal		
Financial Status	Grant-in-aid		UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing			

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce Law PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

University of Calcutta

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

N.A

UGC-CPE

N.A

DST Star Scheme

N.A

UGC-CE

N.A

UGC-Special Assistance Programme

N.A

DST-FIST

N.A

UGC-Innovative PG programmes

N.A

Any other (*Specify*)

N.A

UGC-COP Programmes

N.A

## **2. IQAC Composition and Activities**

6

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

0

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

0

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held: 04

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The college canteen was renovated.

The college administration, on recommendation from the IQAC, added new classrooms in the Jani Ali Building and toilets were constructed in the same building for teachers and students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p>1. Teachers Council discussed the possibility of opening of PG classes in the Department of English.</p> <p>2. Proposals to hold more seminars, conferences, and departmental talks.</p>	<p>1. Proposal prepared and sent by Department of English to University of Calcutta for granting permission to open Post graduate classes in English.</p> <p>2. Four UGC sponsored national level seminars were organised during this year.</p> <p>3. A day-long Seminar organised and hosted by the College, to celebrate the 150<sup>th</sup> Birth Anniversary of Rabindranath Tagore.</p> <p>4. A talk on <b>Modernism</b> delivered by Dr. Saikat Majumdar of Stanford University, Department of English.</p>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

The annual reports were prepared on the latest format given in NAAC website.

AQAR is placed and discussed in the IQAC meeting.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	11	0	5	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
<b>Total</b>	11		5	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: N/A

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	N.A.
Annual	Three Years bachelor's degree programme under 1+1+1 System

1.3 Feedback from stakeholders\*

(On all aspects)

Alumni  Parents  Employers  Students

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

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

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

The college follows the syllabi prescribed by the University of Calcutta, its affiliating body. It has no role in revision or update of syllabus. However college faculty acts as representatives in the Board of Studies, appointed by the University of Calcutta whenever revisions in syllabus are done.

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

N/A

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	42	27	15	0	3(contractual Whole Time)

2.2 No. of permanent faculty with Ph.D.

17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	2	2	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	30	01
Presented papers	01	6	0
Resource Persons	0	2	0



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

Teachers themselves update and maintain their own self-appraisal reports regularly and get the same signed by the Principal at the end of every month. On the basis of this self maintained reports IQAC annual reports are uploaded. All teachers are using ICT techniques depending upon the need of the subject. Teachers are encouraged to present papers in different national and international seminars and undertake UGC sponsored major and minor Research Projects. Regular weekly class tests along with half yearly and annual tests are conducted for preparing the students to do well in University examinations. The college provides internet facilities for all. Students are encouraged to deliver lectures in classroom seminars, organise quizzes, debates and participate in student seminars of other colleges also.

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

215

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

Nil

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

02	0	0
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2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(HONS)	95	NA	01	69	13	87.36
B.SC.(HONS)	80	NA	20	46	05	88.75
B.A. (Gen)	111	NA		06	31	33.33
B.A. (Major)	10	NA	01	04		50
B.SC.(Gen)	28	NA	02	13	05	71.42

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

Teachers themselves update and maintain their own self-appraisal reports regularly and get the same signed by the Principal at the end of every month. Regular departmental meeting are held and minutes of the meetings are recorded. Accordingly IQAC guides and advises the departments on

various best practises measures. Every department maintains the attendance records of the students which are submitted to administration for necessary action.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	04
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	02
Others	0

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	0	0	0
Technical Staff	14	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

The teachers of the college are always encouraged to avail Minor and Major research projects funded either by UGC or any other institutions. Students are encouraged to present papers in departmental seminars. Teachers are allowed to take study leave under FDP for completing their Ph.D. and substitute teachers in leave vacancy are appointed. Dedicated Research rooms are provided for teachers.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	5.252			

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	08/08/11	
Outlay in Rs. Lakhs	0.61			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	15	0
Non-Peer Review Journals	0	0	06
e-Journals	0	0	0
Conference proceedings	0	02	0

#### 3.5 Details on Impact factor of publications: **Could not be ascertained.**

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2008-10	UGC	Rs.525200/	Rs.525200
Minor Projects	2011-13	UGC	Rs.61000/	Rs.61000/
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs.586200/	Rs.586200/

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		04			02
Sponsoring agencies		UGC			college

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

3.13 No. of collaborations: Nil International  National  Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs : UG colleges receive UGC grant for research work.

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	Nil
	Granted	
Commercialised	Applied	
	Granted	Nil

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

Total	International	National	State	University	Dist	College
02	0	02	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: Nil

University level  State level

National level  International level

3.22 No. of students participated in NCC events: Nil

University level                      State level  
National level       International level

3.23 No. of Awards won in NSS: Nil

University level       State level   
National level       International level

3.24 No. of Awards won in NCC: Nil

University level       State level   
National level       International level

3.25 No. of Extension activities organized

University forum       College forum   
NCC       NSS       Any other

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

- The students Union of the college arranges Blood Donation Camp annually. Students and staff of the college donate blood on a regular basis.
- Food and clothing are distributed to the residents of “MULVANI”, a nearby old age home.
- The college lends its helping hand to the poor and needy in its neighbourhood.
- The CNI chapter of the college (Church of North India) works actively in social work.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20,570 square meters	0	0	20570 sq m
Class rooms	20	04		24
Laboratories	06	0		06
Seminar Halls	01	0		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	01	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	7.38508 1.37367	UGC College	8.75875
Others				

#### 4.2 Computerization of administration and library

The college administration is being gradually computerised, including Principal's room, college general and accounts office, and Bursar's office. The college is planning to introduce on line admission and computer based data preserving system. Computerization of the library is under process. Installation of new library software and students and staff can access e-journals and e-books through INFLIBNET facility. Software named SOUL installed and automation of database under progress.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40350	Fig. NA	129		40479	
Reference Books	1063				1063	
e-Books	51000				51000	
Journals	11				11	
e-Journals	2200				2200	
Digital Database	2000		3000		5000	
CD & Video	60		70		130	
Others (specify)	2000 books and 3000 manuscripts					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	01	yes	16	01	10	08	23
Added	02	00	yes	01	00	00	01	01
Total	43	01	yes	17	01	10	09	24

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

The office staffs have undergone training in basic computer operations and use.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.59,935
ii) Campus Infrastructure and facilities	7.53496
iii) Equipments	1.74077
iv) Others	
<b>Total:</b>	<b>9.87508</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC looks into career counselling, providing information on placement drives, various intercollegiate programmes, concessions in fees, student health insurance and so on.

IQAC ensures that notices for such services are displayed in Notice Boards at various locations in the campus.

#### 5.2 Efforts made by the institution for tracking the progression

Departments maintain contact with outgoing students as far as possible.  
The Alumni Association supplements the efforts of the institution.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1447	-	-	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	925	64		522	34

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1051	264	74	49	0	1438	1063	285	59	40	0	1447

**Demand ratio:**

**Dropout %:**

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

The central library maintains a stock of books for competitive examinations which are accessed by the students preparing for such examinations.

Teachers guide students in their preparations for competitive examinations.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations : NA

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

5.6 Details of student counselling and career guidance

Student Counselling and Career Guidance Committees exist in the college and regular meetings are held between the students and the committee members so that problems of the students can be resolved.

No. of students benefitted

Not Available

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	150	14	Data not available

5.8 Details of gender sensitization programmes

Nil

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55(Fees concession)	Rs.37395/
Financial support from government	NA	NA
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	0	0

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No such grievance received.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Adhering to the enlightened vision of the Christian founder fathers, the professed objective of the college is to develop the students as rational, morally sound and complete individuals and as responsible citizens. Therefore the college through its dedicated staff members and strict discipline seeks to equip students with skills for enriching their career prospects and facing the job market in future.

#### 6.2 Does the Institution has a management Information System

Information relating to all institutional aspects is systematically maintained and made available to all stakeholders.

The institutional website is updated regularly.

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

##### 6.3.1 Curriculum Development

The faculty is dedicated to proper and timely transaction of the curriculum taking into consideration the learning abilities of students.

##### 6.3.2 Teaching and Learning

The faculty participates in refresher courses and other faculty development programmes. Participatory teaching-learning is encouraged. Regular tutorials in each subject and class tests are held.

##### 6.3.3 Examination and Evaluation

Regular class tests are taken by faculty members. Answer scripts are checked and model answers are read out by teachers. Individual problems can be discussed with respective teachers. Remedial/tutorial classes for all and for slow learners. Half yearly and annual examinations are held in all subjects. Students are allowed access to the evaluated answer scripts to enable them to rectify their mistakes.

#### 6.3.4 Research and Development

Faculty members participate in various seminars, conferences and workshops to keep themselves abreast of recent advances in the subject.

Teachers participate in refresher and orientation courses conducted by UGC.

Teachers are granted UGC funded research projects and publish papers regularly in journals of repute.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

(1) Computerization of library under process.(2) Digitization of library data base underway.(3)Students given books from departmental seminar library which is in charge of faculty of each honours department.(4)Honours departments are given computers with internet facility.(5) Online reading materials are supplied to students and classes are made interesting through ppt presentations.

#### 6.3.6 Human Resource Management

Teaching faculty has to maintain self appraisal diary on a daily basis, with records of classes taken, arrival time, departure time, attending seminars, conferences, workshops, examination duty etc.

#### 6.3.7 Faculty and Staff recruitment

Faculty members are recruited according to norms of UGC and the education department of the state government in case of recruitment of non teaching staff.

#### 6.3.8 Industry Interaction / Collaboration

(1) Industry interaction has not yet been developed. However in times of campus interview, faculty, students and people from the industry interact with each other.

(2)All UGC sponsored seminars are now being held with collaborations received from other colleges.

### 6.3.9 Admission of Students

(1) Online admission process. (2) Students admitted through merit list prepared by the college.(3) There is a separate admission committee with members from the Students' Union that looks into the admission process like fixing eligibility criteria, number of seats in each department and so on.

6.4 Welfare schemes for

Teaching	
Non teaching	Employees Cooperative Credit Society
Students	Freeships, health insurance ,medical check-up, career guidance

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

The college being affiliated to University of Calcutta, must follow the examination pattern of the university. The college cannot make examination reforms.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- (1) The college has an Alumni Association which undertakes various programmes. It organizes reunions of the ex-students.
- (2) It organized a programme to pay tribute to the memory of Dr.C.S. Shaw, the ex-Principal of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association not formally formed. However Parent – Teacher meetings are held regularly after the Half- Yearly Examinations are over in all departments of the college to inform the parents about the progress of their wards.

6.13 Development programmes for support staff

- (1) There is an Employees Cooperative Credit Society in the college which gives loans to the staff members upto a maximum amount of Rs. 1 lac.
- (2) Loan can be taken from the General Provident Fund.

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

The college has a full time gardener to look after the gardening work and maintain the green lawn.

## Criterion – VII

### **7. Innovations and Best Practices**

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

Teachers' council of the college decided to hold centralized parent- teacher meeting at the end of Half Yearly examination for all honours departments so that the parents are made aware of the teaching learning progress of their wards and help students to overcome their personal problems. This effort has a positive impact on the institution by strengthening further the student teacher relations.

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

Please refer to Section 2.75

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

Four National Level seminars were organised with grants received from the UGC by the Departments of Physics, Chemistry, English and Economics.  
Departmental Seminars/Workshops organized by all departments with active participation of learners.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Efforts made to conserve electricity and to make the campus a plastic free zone.

Group D staff designated to preserve and maintain a green campus by protecting the trees and the garden within the college area.



7.5 Whether environmental audit was conducted? Yes  No

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

### 8. Plans of institution for next year

1. Proposals for MRP and Seminars/Workshops to be submitted to the UGC.
2. Encouraging the departments to establish linkages with the departments of other colleges.
3. Formation of "Sesquicentenary Celebration Committee" which will suggest various programmes for celebrating the 150<sup>th</sup> year birthday of the college in a befitting manner.

*Indrani Banerjee*

Signature of the Coordinator, IQAC

Name: Dr. Indrani Banerjee

**IQAC Co-ordinator**  
**St. Paul's Cathedral Mission College**  
**Kolkata - 700 009**

*A Banerjee*

Signature of the Chairperson, IQAC

Name: Dr. Aninda Banerjee

**Teacher-in-charge**  
**St. Paul's Cathedral Mission College**  
**KOLKATA**

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**Annexure I**

**Academic Calender for 2011 – 12**

Month	Activities
JULY	College reopens on 1 <sup>st</sup> July, admission to 1 <sup>st</sup> year classes & Part – I & II Examinations (University of Calcutta). Commencement of classes for 1 <sup>st</sup> year is on 22 <sup>nd</sup> July.
AUGUST	Part – I Examinations (CU). Commencement of classes for 2 <sup>nd</sup> year & 3 <sup>rd</sup> year from 29.08.2011.
SEPTEMBER	Classes for all the years
OCTOBER	Puja Vacation from October 01, 2011. College reopens after Puja Vacation on October 31, 2011.
NOVEMBER	Regular classes for all the years.
DECEMBER	1H Mid. Term Test on 12.12.2011. Regular Classes up to 22/12. Annual Sports on 20.12.2011. Winter recess from 23/12.
JANUARY	College reopens on 03/01. Regular classes for Part – I, II & III. 3 <sup>rd</sup> Year Test examination held on 31 <sup>st</sup> January.
FEBRUARY	Regular classes for Part – I & II. Prize distribution day on 10.02.2012. Part – II Test Examination from 12 <sup>th</sup> February.
MARCH	1 <sup>st</sup> year Test Examination from 12.03.2011.
APRIL	Practical Examination for B. Sc. Part – III (General). Theoretical Examination of Part – III Honours & General.
MAY	Theoretical Examination of B.A./ B. Sc. Part – II (Honours). Practical Examination of Part – II Honours & General.
JUNE	Part – II (General) Practical & Theoretical Examination. Admission to 1 <sup>st</sup> year B.A./ B. Sc. starts depending on the date of the publication of H.S. result.

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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