



Scottish Church College

1&3 Urquhart Square
Kolkata - 700006

Academic & Administrative Audit Report 2018 - 19

Audit Committee:

1. Prof. Sudakshina Gupta (Professor of Economics, Dean of Arts (Acting) and Director, IQAC, University of Calcutta).
2. Prof. Jayanti Das (Professor, Department of Education, University of Calcutta)
3. Prof. Ashish Kumar Sana (Professor, Department of Commerce, University of Calcutta)
4. Dr. Sharmila Mitra (Principal, Behala College)
5. Dr. Sister Coutinho (Principal, Loreto College)
6. Dr. Kalyan Kumar Mandi (Member, Governing Body and former ADPI, Department of Higher Education, Govt. of West Bengal)
7. Dr. Arpita Mukerji (Principal, Scottish Church College)
8. Dr. Supratim Das (Vice Principal, Scottish Church College)
9. Sri Rabindranath Sasmal (Bursar and Associate Professor, Department of Physics, Scottish Church College)
10. Dr. Indrani Kar (Coordinator, IQAC and Associate Professor, Department of Sanskrit, Scottish Church College)

The overall observations of the Academic and Administrative Audit Committee based on the input collected from all departments and administrative office of this college is as follows:

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College Profile

Scottish Church College, a Religious Minority Institution under Article 30(1) of the Indian Constitution, is an affiliated college under University of Calcutta. It is a grant-in-aid, co-educational college established by the first Scottish missionary to India, Rev. Dr. Alexander Duff, along with the pioneer of Indian renaissance, Raja Rammohan Roy, in 1830. Since inception, the college is poised and has pressed its mark towards providing liberal education with moral values based on the life and teachings of Jesus Christ, to generation of students, so that they can be intellectually sound, morally upright, socially concerned and spiritually oriented. The College is currently functioning under the able leadership of Dr. Arpita Mukerji, Principal and Dr. Supratim Das, Vice Principal. The College has been recognized as 'College with Potential for Excellence' for the third time on 1/4/2015. The college is currently preparing for Cycle 3 of NAAC Accreditation. In both previous Cycles, in 2004 and 2014, the college was awarded Grade 'A' Status. Our college is always known for innovative thinking and optimal utilization of its resources, as it has already initiated the process of rain water harvesting and utilizing the same for emergency fire-fighting in the premises. We have also installed solar panels to meet proportionate electricity requirements within the campus.

Distinctiveness of the College

1. Scottish Church College is a Heritage Institution conferred to it by The Calcutta Municipal Corporation. The college is committed to the cause of higher education and imparting Value Education.
2. Being a Religious Minority Institution under Article 30 (1) of the Indian Constitution the college reserves seats for Christian minority students coming from all parts of the Country.
3. The Teachers' Council of the college has instituted a Teachers' Welfare Fund to assist ailing teachers in need.
4. The college, in consonance to its commitment towards the environment, has constituted a **Centre for Environment Action (CAE)** exclusively to look upon the environment of the Institution and provide a conducive ambience for students and staff.

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Criterion 1 (Curricular Aspect)

1. Courses offered

- a. U.G.- 16 U. G. courses under CBCS [3 years , 6 semester] including 4 self-financed courses.
- b. P. G. – 2 P. G. courses under CBCS [2 years, 4 semester] in Botany and Chemistry, both are self-financed.
- c. B. Ed – 2 years- 4 semester course.

2. Add-On/ Certificate Courses- Certificate course on **Wildlife & Biodiversity Conservation in Changing Climates** in collaboration with West Bengal State University and SHER (NGO).

3. Annual Curriculum Plan/ Academic Calendar

The academic calendar of the college is given in the College Prospectus which is circulated at the time of admission, based on the academic calendar of University of Calcutta. On the basis of this calendar, the college plans its annual events including observations of different ceremonies such as First Assembly, Orientation Programme, College Annual Day, Activity Day, PG Commencement Ceremony, Sports, Christmas Celebrations, Rabindra Jayanti etc.

4. Attendance- The attendance of the students is monitored systematically in the college. It is done by the teachers of the respective departments and intimated to the students at regular intervals. Parents are also made aware of their ward's attendance in the Parent Teacher Meetings held once during each semester.

Attendance of all the staff members of the college is strictly monitored through biometric system as well as attendance registers which are checked and signed by the authority daily. The leave records of the teachers are regularly maintained.

5. Coverage of Syllabus- The College follows the syllabi prescribed by University of Calcutta. The HoD of each department distributes the syllabus among the departmental teachers who follow a lesson plan so the syllabus can be completed within the time frame.

The teaching faculty also make themselves available in the department to guide the students to clear all their doubts. Remedial classes are also offered by the teachers for the slow learners.

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Criterion 2 (Teaching Learning and Evaluation)

Number of students from other States and Countries

Number of students enrolled from other states and countries	40
Total number of students enrolled	616

Enrolment

Total number of Students admitted	616
Total number of Sanctioned seats	765

Number of seats filled against seats for reserved categories

Number of Students admitted from the reserved category	123
Total number of seats earmarked for reserved category	168

Institutional Assessment of the learning levels of students are carried out

Advanced Learners-

1. During the first phases of classes, advanced learners are identified.
2. The Department encourages them to participate in seminars, debates, literary talk shows for further exposure.
3. Special emphasis is given on M. Sc, JAM, IIT etc. Entrance Examinations in various universities and institutes and special classes and guidance are given.
4. Online study materials and self-assessment lessons are provided.
5. Students' Seminars are held regularly to enhance research interest of the students.
6. Extension Lectures are organised by the departments.
7. Interactive Workshops in the college with former students of eminence are organised.

Slow Learners-

1. In the first phases of classes, slow learners are identified.
2. Remedial classes are taken and model answers are provided.
3. Level-up Course for first year students to fill the gap between school and college studies is carried out.
4. Audio visual mode of teaching is practiced.

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Number of Teaching Staff in 2018-19 (Till June 2019)

Substantive	Govt. Appointed		Others
	PTT	CWTT	
68 01 (Librarian)	03	09	16 01 (Asst. Librarian)

Number of Non-Teaching Staff in 2018-19 (Till June 2019)

Permanent	Others
39	28

Number of full time teachers with Ph. D.

Number of full time teachers with Ph. D	57
Total number of teachers	96

Reforms in Continuous Internal Evaluation (CIE) system at the Institutional Level

- i. Class tests.
- ii. Midterm tests.
- iii. Re-test or supplementary tests are conducted.
- iv. Assessment through viva voce.
- v. Regular students' feedbacks are taken through a standard questionnaire including questions on methods of evaluation. Their feedback is discussed in the departmental meetings and actions taken accordingly.
- vi. Annual Parent teacher meetings are held. The parents are shown the answer scripts of the tests.
- vii. Continuous internal evaluation system is reformed to judge experimental skill, ability of independent thinking, preparation for final University examinations, preparation for entrance examinations for higher studies. Also continuous evaluation of students through interaction in laboratory and theory classes.

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Use of Supplementary Teaching Tools and ICT

Almost all the departments have their own LCD projectors and computers with internet facility. Power point presentations (PPT) are used in classes to make the teaching learning process more interesting and appealing. Four Smart Classroom facilities are provided.

Mechanism of internal assessment is transparent and robust in terms of frequency and variety.

- i. Regular class tests are held.
- ii. Questions are collected from various competitive examinations all over India and given to students at regular intervals as home assignment.
- iii. All India level worksheets are given to the students to solve.
- iv. Class discussions and debates are organised.

Criterion 3 (Research Innovation and Extension)

1. Major, Minor Research Projects and other Research Grants Ongoing/Completed during 2018-19

(a) Major research projects during

Name of the Principal Investigator	Year of Sanction	Duration	Amount Sanctioned	Name of the Funding Agency
Dr. Upendranath Nandi	2018	3 Years	6,21,750/-	Department of Higher Education, Science and Technology
Dr. Nilanjan Chakraborty	2019	3 Years	16,61,252/-	Science, Technology and Biotechnology

(b) Minor research projects during

Name of the Principal Investigator	Year of Sanction	Duration	Amount Sanctioned	Name of the Funding Agency
Dr. Tina Mukherjee	2017	2 Years	2,20,000/-	UGC
Dr. Satabdi Ghosh	2017	2 Years	3,97,000/-	UGC
Sri Debashis Ghosh	2017	2 Years	1,35,000/-	UGC

(c) Sponsored projects

Name of the Principal Investigator	Year of Sanction	Duration	Amount Sanctioned	Name of the Funding Agency
Dr. Kaberi Chatterjee	2016	2 Years	\$3,000	United Board for Christian Higher Education in Asia (UBCHEA)

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Dr. Samrat Bhattacharjee	2016	2 Years	\$6,000	UBCHEA
Smt. Varbi Roy and Dr. Riddhi Bhattacharyya	2019	1 Year	\$4,950	UBCHEA

2. **Number of research papers published (in UGC listed journals) during 2018-19:** 43 (Forty three)
3. **Number of Invited Lectures / Papers Presented in Seminars/ Conferences during 2018-19:** 37 (Thirty seven)
4. **Research Guidance (Teachers acting as PhD Supervisors at different Universities):** 3 (Three)

1. Dr. Indrani Kar (Department of Sanskrit)
2. Dr. Upendranath Nandi (Department of Physics)
3. Dr. Kalyan Kumar Chakrabarti (Department of Mathematics)

5. **Number of Ph.Ds awarded during 2018-19:** 2 (Two), Under Dr. Upendranath Nandi, Department of Physics.

Criterion 4 (Infrastructure and Learning Resources)

Physical facilities –

Classroom & Laboratories

College has 6 buildings in two campuses namely, Main Building, Duff Building, Science Building, Jubilee Building, B.Ed. Building and Millennium Building. In **Main Building** we have 29 class rooms including **4 smart classrooms** and **one virtual classroom** and 5 laboratories including Mathematics Computer lab, Zoology lab, Plant Physiology lab, Tissue Culture lab and Instrumentation Room. **Duff building** houses Physics and Chemistry Departments which has three Chemistry labs, Five Physics labs (one computer lab, two darks rooms, three practical class rooms) and one class room. **Science Building** also houses Physics and Chemistry Departments and there we have three galleried classrooms and nine laboratories (4 in Physics Dept. and 5 in Chemistry Dept.). **Jubilee building** houses Class rooms including **1 LCD panel enabled ICT smart class room**, namely Academic Enrichment Centre and laboratories of Post Graduate Department of Botany in the 1st Floor and it also has 6 class rooms all wi-fi enabled. **B.Ed. Building** has 4 class rooms, one Computer lab and one extracurricular laboratory and one Library room. **Millennium Building** has three Computer laboratories, three Microbiology labs and 5 class rooms including **3 smart classrooms**. The College has **338 computers** at present which are connected through Local Area Network. The College has three ICT enabled seminar halls.

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Infrastructure for ICT facility

Total number of Computers and laptops – 338

Total number of projectors – 27

Total number digital LCD display boards – 5

Podium in smart class rooms and seminar hall – 12

Total number of servers – 4

Photo copier – 1

Printer – 74

I - Card printer – ZERBRA P 330I

Scanner for digitization – Fujitsu – SV600

Green Campus

- The whole campus is tobacco and partially plastic free zone.
- The whole campus is under the surveillance of 32 CCTV cameras.
- Energy management - College has installed the roof top solar panels of 10 KVA capacity, 10 Solar street lights in the garden area. The solar panels are attached with the NET metering with CESC through an agreement which enables the extra amount of generated electricity to channelize to the CESC grid and the amount is adjusted in the electric bills of CESC.
- Water management - College has also constructed the reservoirs for collection of rain water which has been connected to the reservoir of Fire protection System. Water dripping from air conditioners is also collected in the buckets for reuse. We also reuse the effluent water of the distillation plants in different laboratories for watering the plants of our campus.
- Fire management - As fire safety measure, college has developed the full fire protection system with installation of pipes, hydrants and pumps like electric pump 60 HP, Diesel pump 72 HP and Jockey electric pump 15 HP in the main campus. Fire extinguishers (95 in numbers) are also present in different laboratories and Halls (Assembly, Seminar, Auditorium etc). Two iron made fire exits are constructed in the B.Ed. building and Millennium Building.
- Waste management - As waste management measures College has developed the VERMI-Compost pits (14 in number) to recycle the solid vegetable wastes. To recycle the liquid wastes from Chemistry laboratories different types of wastes are segregated into organic and inorganic components and talks have been initiated with company (West Bengal Waste Management Ltd, a division of M/s RAMKY

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Enviro Engineers Ltd). For E- Waste disposal college has entered into an agreement with HULLADEK recycling for scientific disposal of E-waste.

Special facilities-

- Gymnasium with multi-gym facility
- Server room with Blade server, broadband BSNL with 50 mbps band-width and a network protection namely Web filter FIREWALL.
- Two generators (125 KVA – Kirloskar) in two campuses for uninterrupted electric facility.
- A fully Air Conditioned auditorium with 248 person capacity having balcony.
- Two modern canteens in two campuses
- A very big play ground (163440 Sq Ft) with a pavilion (Watt pavilion) and two courts with flood light facilities (Volley ball and Bucket ball). In the play ground regular district level sports are held. All equipments related to athletics, football, cricket, badminton, table tennis and kho-kho are available in our pavilion.
- Special arrangements like elevators, ramps, wheel chair and toilet for Physically challenged students are present in our campus.

Library

- The college library has a collection of 1,07,627 (One lakh seven thousand six hundred and twenty seven) books and journals as well as 1018 (One thousand eighteen) Reference books and book-bank collection of 2615(Two thousand six hundred fifteen) books as on 31st March 2019. Besides, the library also has a collection of 20000+ rare books and journals.
- The Library runs through Libsys– a Library management software which is designed and developed by LibSys Ltd, Gurgaon. Library automation was started from 2007 onwards. Now the software version has been upgraded to Libsys LSEase college version. Four volume “Dewey Decimal Classification” 22nd edition has been procured within an aim at putting updated classification number on the documents for specific classification of the documents on the different micro subject.
- The college library is a member of NLIST Program of the UGC-INFLIBNET Centre for the purpose of accessing the electronic resources.

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- The college has a large collection of rare books and manuscripts. It has a **Minutes book of 1831, Results and signature of Netaji Subhas Chandra Bose, Minutes book of philosophical society, College Prospectus from 1908-09, College Magazine from 1st issue of 1910-11, Centenary volume, Tercentenary volume, Commemoration volume of 175th year, Scottish herald.** In succinctly, it can be said that the library has a large prospective of research materials.
- Students search books through Computer in OPAC inside the library. There are 6 computers in the library for the students' use (4 for OPAC searching and 2 for internet searching). Issues and returns of General and Book-bank collections are done through LibSys computerized circulation system. Journals are only for reference use. Every department has its own class library in association with college library.
- The college Library is equipped with anti-theft gate. Issue and returns of library books is generally around 60-80 per day and 100-125 students use library per day.
- **List of Popular Magazines and Journals:**
 1. Aitihasic
 2. Competition Success
 3. Current Science
 4. Economic and Political Weekly
 5. Forbes
 6. Journal of Humanities and social sciences (College published)
 7. Lonely Planet
 8. Nabayan
 9. National Geographic
 10. Open Source
 11. Physics for you
 12. Resonance
 13. Yojana

List of Rare Journals:

1. Annual Register
2. Calcutta Christian Advocate
3. Calcutta Christian Observer
4. Calcutta Review
5. Church of Scotland Home & Foreign Missionary Record
6. Free Churchman
7. Reports in the schemes of the church of Scotland
8. Home and foreign missionary record for the Church of Scotland.

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Criterion 5 (Student Support and Progression)

1. No. of Students selected for higher studies after Graduation

From all the departments (as per records available with the departments)

TOTAL NO. OF STUDENTS: 173

Year	Number of students enrolling into higher education	Program graduated from	Department graduated from	Name of institution joined	Programme admitted to
2017-18	18	BSc	Physics	TIFR- MUMBAI	DCMP & MS
				IIT Guwahati	M.Sc. in Physics
				Sikkim Manipal University	M.Sc. in Physics
				IIT Kharagpur	MEDICAL PHYSICS (3Yr. M.Sc.)
				IISER Kolkata	Integrated PhD Programme, Dept. of Physical Science.
				National Institute Of Science Education and Research, Bhubaneswar (NISER) (2)	Integrated M.Sc. & PhD Programme
				NCRA-TIFR	Integrated M.Sc. & PhD Programme
				BHU	M.Sc. in Physics
				ST.XAVIER'S COLLEGE(AUTONOMOUS)	M.Sc. in Physics
				IIT MADRAS (2)	M.Sc. in Physics
				Calcutta University; Rajabazar Science College (2)	M.Sc. in Physics

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				IIT Bhubaneswar	M.Sc. in Physics
				The institute of mathematical sciences	Junior research fellow
				Delhi University	M.Sc. in Physics
				IACS	Integrated M.Sc. & PhD Programme, in the school of Physical Science
7	BSc	Mathematics		University of Calcutta (2)	M.Sc. in pure Mathematics
				University of Hyderabad	M.Sc. in Mathematics
				Christ University, Bangalore	M.Sc. in Mathematics
				Bethune College, under CU	M.Sc. in Mathematics
				Presidency University	M.Sc. in Mathematics
				Kalyani University	M.Sc. in Mathematics
13	BSc	Zoology		University of Calcutta (5)	M.Sc in Zoology
				IISER, Kolkata	M.Sc in Biological Sciences
				Serampore College	M.Sc in Zoology
				Maulana Azad College, Kolkata	M.Sc in Zoology
				Pondicherry University	M.Sc in Ecology and Environmental Science
				BHU	M.Sc in Forensic Science
				Bethune College, Kolkata	M.Sc in Zoology
				IIT Kharagpur	M.Sc in Molecular Medical Microbiology

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				Mizoram University	M.Sc in Zoology
8	BSc	Botany		University of Calcutta (3)	M.Sc in Botany
				TATA institute of Social Sciences	M.A./M.Sc. In CCSS
				Jadavpur University (2)	M.Sc. In life Science and Biotechnology
				Amity Institute of Biotechnology	M.Sc. In Biotechnology
				University of Kalyani	M.Sc. In Environmental management
12	BSc	Chemistry		Pondicherry University (3)	M.Sc in Chemistry
				Tezpur University	M.Sc. In Chemical Sciences
				Institute of Environment education and research, Bharaty Vidyapith deemed University	M.SC. In Geoinformatics
				BHU (2)	M.Sc in Chemistry
				TIFR- MUMBAI	DCS
				IIT-Guwahati	M.Sc in Chemistry
				Indian Institute of Science,	Int. PhD, ICS
				Ramakrishna Mission Vivekananda Centenary College, Rahara	M.Sc in Chemistry
				NIT, Durgapur	M.Sc in Chemistry
10	BCom	Commerce		University of West of Scotland	MBA- Finance
				Calcutta University (7)	M.com- Accounting & Finance
				NDIM	MBA- Finance
				Praxis Business School	MBA- Marketing

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17	BSc	Economics	University Of Calcutta (10)	M. Sc. in Economics
			Jawaharlal Nehru University (2)	M. A. in Economics
			St. Xavier's University (3)	M. A. in Economics
			Symbiosis School Of Economics	M. Sc. in Economics
			Indira Gandhi Institute Of Development Research	
17	BSc	Computer Science	St. Xavier's College (Autonomous) (3)	M.Sc.
			Barrackpore Rastraguru Surendranath College	M.Sc.
			Surendranath College (2)	M.Sc.
			Vellore Institute of Technology	M.C.A.
			NIT Raipur	M.C.A.
			Calcutta University (3)	M.Sc.
			Pondicherry University (4)	M.Sc.
			RKM Vivekananda Educational and Research Institute	M.Sc.
			Benaras Hindu University	M.Sc.
3	BA	Philosophy	Calcutta University (3)	M.A.
7	BA	Sanskrit	BHU (3)	MA
			RBU (2)	MA
			CU	MA
			CU	BE
14	BA	Bengali	CU (6)	MA
			State University (2)	MA
			Jadavpur University (3)	MA
			Presidency University	MA
			BHU (2)	MA
2	BA	English	CU	MA
			TISS, Mumbai	MA
7	BA	Political	St. Xavier's	MSW

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			Science	University	
				JNU, Delhi	MA
				TISS, Mumbai	MA in NRG
				CU (4)	MA
13	BA	History		JNU (2)	MA in Ancient History
				CU	MA in History
				CU (5)	MA in Ancient Indian History and Culture
				CU (2)	MA in Islamic History
				Presidency University	MA
				Deccan College	MA in Archaeology
				Hierank Business School, Noida	MBA
23	BSc	Microbiology		Presidency University (2)	M.Sc Life Science
				Banaras Hindu University	M.Sc Bioinformatics
				Banaras Hindu University	M.Sc Applied Microbiology
				Indian Institute of Technology, Roorkee (2)	M.Sc Biotechnology
				IISER Mohali	
				Amity University (Uttar Pradesh)	M.Sc Microbiology
				Madras Christian College, Chennai	M.Sc Applied Microbiology
				University of Hyderabad	M.Sc Molecular Microbiology
				University of Hyderabad	M.Sc Biotechnology
				St. Xavier's College, Kolkata (2)	M.Sc Microbiology
				Pondicherry University	M.Sc Biotechnology
				Pondicherry University (2)	M.Sc Microbiology
				Indian Institute of Technology,	

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				Kharagpur	
				Indian Institute of Science Education of Research Thiruvananthapuram	
				Kalinga Institute of Industrial Technology, Odisha	M.Sc Biotechnology
				Savitribai Phule Pune University	
				Pondicherry University Sakthi's Kitchen PVT. LTD, Chennai	M.Sc Biochemistry
				University of Calcutta	M.Sc Biochemistry
				University of Calcutta	M.Sc Genetics
	2	B.Ed	Teacher education	University of Calcutta	M.Ed
				Regional Institute of Education, Orissa	M.Ed

2. Student Counselling Cell:

Following events are organised by the Student Placement Cell of the College for career Counselling-

Sl. No.	Name of Programme	Date	Time & Place	Speaker(s)
1	'Life @ B-School'	28th August, 2018	3:30 p.m., BBA Department	Prof. Praveen Maripetti, Endeavour Careers Pvt. Ltd.
2	'Alternative Career Options in Finance'	13th September, 2018	10:00 a.m., B.Com Department	Mr. Mohit Damani, Apex Counsellors Pvt. Ltd.
3	'Industry Linked Interview Skills for Multi-Industry Job Interview'	19th September, 2018	3:00 p.m., Seminar Hall	Mr. Arijit Dutta, Inspiring Education Pvt. Ltd.
4	'Basics of Interview Skills'	7th December, 2018	3:15 p.m, Seminar Hall	Prof. Samrat Roy, Endeavour Careers Pvt. Ltd.
5	'Social Science Internships-2019'	20th March, 2019	3:30 a.m., Seminar Hall	Mr. Sauraveswar Sen, Catalyst Learning Services
6	'Career Opportunities in Core Pharmaceutical Industries'	28th March, 2019	1:30 p.m., Chemistry P.G. Department	Mr. Sachin Sangal, Xcentric Learning Services

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3. Student Placement Assistance Cell:

The college has organised the following Campus interviews –

Sl. No.	Date	Time	Company	Candidates Placed
1	6th January, 2019	10:00 am to 6:30 pm	Tata Consultancy Services Pvt. Ltd.	16 out of 43
2	17th January, 2019	10:30 am to 4:00 pm	ICICI Prudential Life Insurance Company Ltd.	10 out of 45
3	6th February, 2019	10:30 am to 3:00 pm	Clavigers Tech Solutions	7 out of 17
4	22nd April, 2019	11:00 am to 5:00 pm	IndiGo	6 out of 28

4. Various activities of the NSS Unit of the college:

Sl. No.	Name of Activity	Organising Unit	Date of Activity
1	Campus Cleaning and Dengue Awareness Programme	NSS, SCC & KMC	7 th August 2018
2	Van Mahotsav (Tree Plantation Prog.) & Independence Day Celebration	NSS, SCC	14 th -15 th August 2018
3	Health Check-up programme for students & staff	NSS, SCC with Medica Superspeciality Hospital	20-21 st August 2018
4	NSS Day Celebration in College (Seminar on Substance Abuse)	NSS, SCC with Kolkata Police	25 th September 2018
5	New clothes distribution to Adopted Slum Children	NSS, SCC	14 th October 2018
6	Winter clothes distribution to Adopted Slum Children	NSS, SCC	22 nd December, 2018
7	Donation of books to Adopted Slum Children as part of literacy mission	Rotary Club, Department of English & NSS, SCC	22 nd December, 2018
8	Blood donation, AIDS Awareness & Health consciousness Programme.	NSS, SCC With SCC Students Union	28 th January 2019
9	NSS Special Camp in the College & Adopted Slum (Lectures on Mental Health; Life Saving Skills; Mountaineering; Food, Health & Society etc. Along with programmes with slum children.)	NSS, SCC	4 th -10 th February 2019

5. Number of students benefited by scholarships, freeships, etc. provided by the Govt. and the institution besides the government schemes

Sl. No.	Name of the Scheme	Number of students benefited by government scheme	Number of students benefited by non-government scheme
1	Free studentship		75
2	Post Matric Scholarship for SC/ST/OBC students	8+7(BEd)	
3	Post Matric Scholarship Schemes Minorities (Central Govt.)	14	
4	Prime Minister's Scholarship	1 (2016-2019)	
5	Swami Vivekananda Merit- Cum-Means Scholarship Scheme	59+ 4 (PG)	
6	Inspire, D.S.T, Govt. of India	23+1 (PG)	
7	Central Sector Scheme of Scholarship for Colleges	3	
8	Kanyashree Prakalpa	23	

6. The institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases

Year	No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of days
2018-2019	1(Anti-ragging)+ 65 grievances related to examination addressed by the office of the Vice Principal	1+ 65	30 days & 48 hours (approx.) respectively

7. Number of students qualifying in state/ national/ international level examinations

(eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations)

Year	Registration number/Rol Number for the exam	Number of students selected/ qualifying											
		N E T	SLET	GAT E	GMAT	CAT	GRE	JAM	IELE T	TOEFL	Other equivalent examination	Civil Services	State Government Examinations
2018-19		1						26			8(JEST)		

8. Number of awards/medals for outstanding performance in sports/cultural activities at national/international (award for team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports/ Cultural	Name of the student

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2018-2019	Second place in Open Mixed Martial Arts Championship 2018, Mumbai	National	Sports (Martial Arts)	Raktim Singha
	Winner at IFL Fight Night Championship	National	Sports (Martial Arts)	Raktim Singha
	Best Delegate at IIT (BHU) MUN Conference 2018	National	Cultural (MUN)	Aniket Shaw
	High Commendation at Delhi University's Student Union TDMUNC 2018	National	Cultural (MUN)	Aniket Shaw
	Special Mention Award at International MUN Conference in KIIT University, Odisha	International	Cultural (MUN)	Aniket Shaw
	Special Mention Award at Ravenshaw University MUN 2018, Odisha	National	Cultural (MUN)	Aniket Shaw

9. Number of sports and cultural activities / competitions organised at the institution level

Year	Name of the activity	No. of participation
2018-19	1.College Annual Athletic Meet (18 th January & 5 th February, 2019)	130
	2. Inter College State sports and Games Championship 2018-19 was organized by the Government of West Bengal Education Directorate from 26 th February-4 th March, 2019. Scottish Church College was the Host College for the event.	495
	3.Observation of the day "Baishey Shrabon" on 08.08.2018 in the Department of Teacher Education	40
	4.Debate Society: 3 workshops on the Mock United Nations by Sehrish Hazarika, Jadavpur University, on 25.08.18, 1.09.18 & 11.09.18	40 (approx. on each day)
	5.Inauguration of SCC Activity Clubs Session & publication of <i>Kheyal Pata</i> (wall magazine) on 28.08.2018 Every year the session of the SCC Students' Activity Clubs was inaugurated with various cultural programmes performed by some of the clubs (Western & Eastern Music Clubs, Dance Club) and students of the Teacher Education Department. The wall magazine of the Clubs titled <i>Kheyal Pata</i> was inaugurated with contributions mainly coming from the first years in the form of write ups, poems, photographs and paintings. The Student Club Secretaries of the Clubs (Literary Society,	200 (approx.)

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	Drama Club, Photography Club, Western Dance Club, Eastern Dance Club, Western Music Club, Eastern Music Club, Quiz Club, Painting Club, Debate Society) are introduced to the freshers. On an average 150 students take part in the inauguration held in the Assembly Hall.	
	6.Regular club meets every alternate working Tuesdays as per routine	70 (approx.)
	7. Quiz Club: Quizmat Quonnection, 2018, Inter-College quiz competition for under 25 age group on 18.09.2018. Quiz Master: Sri Samanway Banerjee	38 teams (3 members each)
	8.Literary Society: Freshers' Essay Competition on 11.09.2018	8
	9.Drama club: Drama Workshop with Sri Soumitra Basu on 09.10.2018	39
	10.A Food Fest cum exhibition was held in the Department of Teacher Education of Scottish Church College on 12.10.2018	40
	11.Christmas celebrations on 5 th December 2018	150
	12.Annual Activity Day held on 22.01.2019 Every year the session of the SCC Students' Activity Clubs is brought to an end with the celebration of the Activity Day in commemoration of the birth anniversary of our illustrious alumnus Swami Vivekananda. As many as 13 intra-college competitions (Creative Writing, Poster Painting, Photography, Debate, Extempore, Recitation, Western & Eastern Dance, Western & Eastern Music, Rabindrasangeet, Mono Act and Quiz) are held in the first half of the day judged by the faculty members. A prize distribution ceremony is held in the second half of the day in the Assembly Hall. The first, second and third position holders are given medals, books and certificates as prizes by the Chief Guest. On an average the number of students participating ranges from 150 to 200 approximately. The Chief Guest was noted singer, composer, writer, director Sri Anindya Chatterjee, and Smt. Nandini Sharma, Vice President, 9 X Media. Both are alumnus of the College.	200 (approx.)
	13.Debate Society: CaleMUN, Inter-college Mock United Nations Competition held from 28.02.2019-1.03.19	91
	14. Celebration of Tagore's birthday	90
	15. Celebration of World Yoga Day	46

10. Number of Alumni Association /Chapters meetings held

Year	Number of alumni association meetings	Dates of meetings	No of members attended	Total no. of alumni enrolled
2018-19	4(EC) + 1 AGM	24.07/ 7.8/25.9.2018 + 1.9.2018 (AGM) 13.3.2019	12 + 50	490

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Criterion 6 (Governance, Leadership and Management)

- 1) Scottish Church College is a **religious minority college** under article 30(1) of the Constitution of India.
- 2) The college has implemented **e-governance** in the areas of admission, finance and accounts.
- 3) The college has also implemented **online fee payment** procedures for the UG and PG students.
- 4) The college follows **online and fully transparent admission procedure** strictly based on the rules and regulations of the Higher Education Department, Government of West Bengal and University of Calcutta for both the UG and PG courses.
- 5) Different academic and administrative committees play an important role in taking and implementing decisions in governance and it is documented through the minutes of the committee meetings.
- 6) **Internal Quality Assurance Cell (IQAC)** has been playing an important role in ensuring quality in the academic and administrative areas.
- 7) The institution conducts the internal and external financial audits regularly. The internal audit for the financial year 2017-18 is on process.
- 8) The institution has **Performance Based Appraisal System** for the staff.
- 9) The College Governing Body is at the apex of governance. It is divided under two parts: the College Senatus and the College Council. The composition of the College Senatus includes: the Principal as the Chairperson, College Secretary, Vice Principal, Bursar, Senatus Secretary, four members from the teaching-staff, two members from the non-teaching staff and two students' representatives (now vacant). The President of the College Council is the Most Rev. Dr. P. C. Singh (Moderator, CNI). It consists of three representatives from CNI and one member from CNI (Synod), four members from the Diocese of Calcutta, one member from AIACHE, three ex-officio members (Principal, Vice Principal and Senatus Secretary), two members from teaching staff, one member from non-teaching, three invitee members (Bursar, IQAC Coordinator and former principal) and two co-opted members (vacant).

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Criterion 7 (Best Practices)

1. College has organised a number of gender equity promotion programmes.
2. IQAC and department of Political Science took special initiatives to organise these programmes. A **Two-day - State level seminar on Gender and Women Studies** was organised by the department of Teacher Education to celebrate International Women's Day (*Antorjatik Matrivas Divas*).
3. **Equal opportunity and equal treatment** extended to staff and students of both sexes. For the **safety and security** of the students and staff the college has installed **37 CCTV cameras** in the college campus.
4. A trained psychologist is present in the college for **student and staff Counseling**. The college also arranges **soft skill development and stress management programmes** for staff and students.
5. Alternative energy initiatives like **solar power cell** as renewable energy source. **LED lights** are installed in classrooms, seminar hall, examination room in the main campus and also in the jubilee building.
6. **Solid and liquid waste** are segregated and disposed separately. Solid waste generated is used for **vermicomposting** to produce compost for gardening.
7. **E-waste management** is outsourced to a company named *Hulladek*.
8. **Rainwater harvesting** is done and the collected water is used for gardening, washing roads and fire-fighting.
9. College promotes several **green practices** in the campus to help protect the environment and has spent around **23.6% (INR 30,11,384/-)** of its total expenses in the last year for such initiatives.
10. Facilities, such as **Wheel chair, stretcher, lift, ramp, railing, rest room**, are available.
11. **Remedial classes through "Sobuj Mon"** initiative have been organized for deprived children and organisation of Street theatre on air pollution with these children.
12. **Handbook on code of conduct and Core values of the institution** are displayed in the website.

Recommendations of the Audit Committee

1. P. O. & P. S. O. to be clearly mentioned and mapped.
2. Contact hours of direct teaching to be mentioned.
3. Departmental lesson plan should be uniform and credits to be mentioned in lesson plan.
4. Proper documentation of student mentoring to be maintained – including students' signature and feedback.
5. Faculty exchange programmes to be introduced.

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6. National and International seminars to be organised by departments.
7. Extension lectures to be part of master time table.
8. Remedial class to be part of master time table.
9. Documentation of follow ups of departmental committee, parent teacher meetings and other meetings.
10. More ICT based teaching to be practiced.
11. Online feedback from students – recorded and action taken – with proper documentation. Individual teachers' feedback to be documented.
12. Improvement of language laboratory with upgraded software. Steps to be taken for introduction of foreign languages.
13. Batch-wise, year-wise and student-wise results to be maintained.
14. Proper documentation of students' seminar with details of speaker's names (International/National if any) and theme should be maintained.
15. Records of students detained because of poor attendance should be maintained.
16. Curriculum changes suggested to the respective Board of Studies to be recorded.
17. Innovative teaching techniques to be documented.
18. All funds and equipment allocated to the department should be documented year-wise. Record of RUSA funded equipment should be separately maintained.
19. Preparatory Day hours allocated for research work to be mentioned separately.
20. National and International visits by teachers should be properly documented.
21. Special facilities for disabled students, teachers and non-teaching staff to be provided in the millennium building.
22. The college should initiate the process of getting substantive posts sanction, to reduce institutional cost.
23. Placement cell should be strengthened further.
24. Integrated MIS system should be implemented.
25. UGC recommended Bachelor of Vocational Courses, Short Term Certificate Courses and Diploma Courses to be introduced.
26. Students should be encouraged to take up free online skill enhancement courses based in SWAYAM or MOOCs platform.
27. Courses to be introduced for ensuring students entry into competitive services.
28. Students' entrepreneurship to be encouraged.

Recommendations of the Audit Committee for the Department of Teacher Education only

1. Unit wise number of students should be mentioned.
2. Bills should be registered in the stock book according to number and date.
3. Labeling of all the furniture and equipment should be done.
4. Teacher wise routine should be prepared.
5. Feedback of students of the last semester should be maintained.
6. A representative from the Teacher Education Department should be included in the Finance Committee or Administrative Committee.

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SCOTTISH CHURCH COLLEGE, KOLKATA
31st of July, 2019

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Prof. Sudakshina Gupta
Professor of Economics, Dean of Arts (Acting)
and Director, IQAC,
University of Calcutta

DIRECTOR
Internal Quality Assurance Cell
(IQAC)
Asano.
University of Calcutta

Prof. Ashish Kumar Sana
Professor, Department of Commerce,
University of Calcutta

Professor Commerce
Department of English
University of Calcutta

Portinho
Dr. Sister Coutinho
Principal, Loreto College



Jayanti Das
Dr. Jayanti Das
Professor, Department of Education,
University of Calcutta

Dr. Jayanti Das
Professor
Department of Education
University of Calcutta
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Dr. Sharmila Mitra
Principal, Behala College

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Kalyan Kumar Mandi
Dr. Kalyan Kumar Mandi
Member, Governing Body and former ADPI
Department of Higher Education,
Govt. of West Bengal

Klukkiyi
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Principal, Scottish Church College

Supratim Das
Dr. Supratim Das
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