YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution   SCOTTISH CHURCH COLLEGE

- Name of the Head of the institution   DR MADHUMANJARI MANDAL

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   23503862

- Mobile no   9830075960

- Registered e-mail   scottish.cal @gmail.com

- Alternate e-mail   principal@scottishchurch.ac.in

- Address   1 AND 3 URQUHART SQUARE

- City/Town   KOLKATA

- State/UT   WEST BENGAL

- Pin Code   700006

2.Institutional status

- Affiliated /Constituent   AFFILIATED

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Grants-in aid

- Name of the Affiliating University   **UNIVERSITY OF CALCUTTA**

- Name of the IQAC Coordinator   **DR SAMRAT BHATTACHARJEE**

- Phone No.   **23503862**

- Alternate phone No.   **9830979957**

- Mobile   **9830979957**

- IQAC e-mail address   **iqac@scottishchurch.ac.in**

- Alternate Email address   **scottish.cal@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A**	**3.19**	**2022**	**07/06/2022**	**06/06/2027**

6.Date of Establishment of IQAC   **15/09/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PG DEPTS BOTANY CHEMISTRY	FIST	DST	2024- 2029	10200000
KALYAN CHAKRABARTI	CRP	IAEA	2023-2028	1341600
NILANJAN CHAKRABORTY/ BOTANY	CRS	UGC-DAE	2024-2027	258360

8.Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Initiation of the process of ISO Certification of the college 2. Establishment of Institution's Innovation Council and Entrepreneurship Cell 3. Visit to Autonomous Institution to study the prospects of Autonomy of the college (as per NAAC recommendation) 4. Conduct IQAC meetings 5. Joint Seminars with departments for quality enhancement

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Conduct the prestigious Alexander Duff Memorial Lecture	Conducted the lecture on 15.12.2023 with speaker Prof. Sugata Bose, Harvard University
2. Digitization work on Old and Rare books of the college	The digitization work with Old and Rare books of the college has been initiated and around 700 plus books have been scanned
3. Conduct awareness programme for staff on the prospects of Autonomous status of the college	A Meeting of the Research Committee to survey on Autonomy was conducted on 24.6.24
4. Joint seminar and workshops with departments	Zoology, Botany, Chemistry, Physics and WGDC were conducted jointly
5. Collaborations and MoUs with different institutions	12 Academic MoUs with different institutions were signed by the college
6. Conduct more Add on/ Certificate courses	Certificate courses on Spanish, GST, Handicrafts were conducted
7. Industry Institute partnership to be done	The college established an Entrepreneurship Cell to boost Industry Academia collaboration

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	03/10/2024

14.Whether institutional data submitted to AISHE

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NILANJAN CHAKRABORTY / BOTANY	**CRS**	**UGC-DAE**	**2024-2027**	**258360**

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• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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- Name of the statutory body

Name	Date of meeting(s)
College Council	**03/10/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2024	**28/02/2024**

15. Multidisciplinary / interdisciplinary

Scottish Church College has started implementing CCF system 2022 under NEP2020. Under this system integration of multidisciplinary approach in offering the subjects to students at the time of admission is being followed. For example initially a student pursuing BSc in Zoology took minor as Chemistry/Botany/ Microbiology only. There was no scope of choosing subjects like History/ Philosophy/ Sanskrit/ etc. In the multidisciplinary approach now under IDC students can choose these latter subjects. This has definitely given the students a diversified perspective of learning and effectively paves the path towards holostic devlopment of the student. Also the student gets a chaance to choose his/her choice of subject of interest apart from the Major and Minor ones.

16. Academic bank of credits (ABC):

The multiple entry and exit options and the Academic Bank of Credits system offers a lot of opportunity & flexibility for the students to opt for multidisciplinary courses, programmes and transfer to other institutions ensuring smooth and systematic academic mentoring by faculty, upgrading the course design and delivery strategy to meet the National Higher Educational Qualification Framework (NHEQF), the facility and functionality to comply with Academic Bank of Credits platform under Digilocker Framework. The College as an affiliated institution under University of Calcutta has participated in meeting conducted by the University on ABC. As per the future guidelines of the University the same will be carried out. The college has various national and international linkages. Should ABC is implemented by the university, the college can send and take up students following the ABC system. College has tied up with Common Services Centr (CSC) to provide ABC for students.

17. Skill development:

The college is committed to provide continuous skill development programmes for the students. In this regard the IQAC collaboraated with the departments to carry out such initiatives. A soft skill developmnt programme was conducted alongwth departments of History, Philosophy and Political Science in May 2022. Also the department of Business administration conducted skill development programme on GST computation in collaboraation with the Institute of Cost Accountants on India. The department of Botany conducted skill development programme on using sophisticated instuments for Biological Sciences for students of

Botany, Zoology, Chemistry and Microbiology. The ollege continues to organise such skill development programmes for students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Scottish Church College being an affiliated institution under University of Calcutta follows the curriculum as specified by University of Calcutta. The college is a Heritage institution being established in 1830. Being an ancient institution the college offeres three major Indian languages Sanskrit, Bengali and Hindi. These languages form major teaching media in the institution. Apart from these Philosophy is also a major subject. Phlosophy integrates Indian philosphical system like Carvaka, Nyaya, Vaisesika, Vedanta, Mimamsa etc. The curriculum of Sanskrit department integrates focusses areas in the Sanskrit Language, Vedic Literature, Classical Sanskrit Literature, Indian Linguistics, Indian Orthodox (Astika) Philosophies (Nyaya, Vaisheshika, Samkhya, Yoga, Mimamsa, Vedanta) and Non-Orthodox (Nastika) philosophies (Jainism, Buddhism, Charvaka), Indian Poetics, Indian Epistemology, Indian Social Institutions, Indian Architecture, Ancient Science Tradition, History of Indian Music, Sanskrit Grammar, Indian Aesthetics, History of Indian Knowledge Systems and the Impact of Indian Knowledge System in India and abroad.Physics department conducted Arduino based model inter college competition and poster competition on regional language to promote regionl language. Students from various locl schools were also invited to participate in the said event. Even English department has Indian literature integrated in their curriculum like Bankim Ch. Chattopadhyay's Rajmohan's wife, Autobiography of an unknown Indian by Nirod c. Chaudhuri, Rasshundari Devi Amar Jibon.In Political Science there is a paper on Indian Political thought which discusses the organic theory of the state "Saptaanga theory of Kauilya", Dandaniti (theory of power and coercion) and Rajamandala theory (Kautilya's diplomacy) to conceptualize the Indian notions of power and politics. Kautilya's Arthasashtra also explores the importance of secularisation of politics and its relevance in Indian knowledge system. This paper also describes the Indian ideas relatd to state and social groups. Moreover this paper also enlightens the students about the important features of ancient political thought which include caste system, relationship between religion and politics and lastly the ancent idea of Indian public life.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

The institution feels the importance of implementing OBE for all

programmes in the college and implemented the same to all departments from the academic year 2019-2020. There is increased focus on the course's attainment by the students through Course Outcomes, Programme Specific Outcomes and Programme Outcomes. PO PSO Co CSO are duly uploaded in the college website and made availaable to the students. Summative assessment of 75% was measured on the basis of final year examination result (Direct attainment) and 25% was measured on th basis of feedback from students and parents.

20.Distance education/online education:

The college at the time of pandemic offered online mode of techinglearning. Through google classroom, google meet and college Learning Management System courses were taught to students. Post pandemic LMS mode of imparting teaching-learning process is still going on. Teachers also conduct classes as per their convenience on google meet platform. There isn't any distance learning system in the college.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**488**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2113**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**211**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**638**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**115**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**129**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**67**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**441.3256313**
4.3 Total number of computers on campus for academic purposes	**404**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Efficacy of curriculum development and delivery ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. The faculty makes sure that the overall structure is integrated, interdisciplinary and focus is on conceptual ideas. Here stress is given on analytic approach, communication and proper reflection.Importance is given to class size and preparation allotted per class. There are practices of internal assessment in the institution. Further care is given to the language proficiency of the students and regular parent-teacher meeting,The institution takes care to ensure that there is holistic development meets the three Rs' in curriculum development, namely rigorous, relevance and relationship. This is to ensure that students can face the challenges of globalization, face competitions, integrate connections with the real world and develop life skills.The faculty oversees the connectivity and interaction among students through processes to organize the skill of learning. Our students are able to tackle multi-levels of activity and challenges. Through time table, lesson plan, academic calender a proper curriculum delivery is maintained. Again departments like Zoology, Botany, History, Bengali, BBA conduct expeirential study tour for the students for betteer understanding of the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf https://www.scottishchurch.ac.in/Academics

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college, being affiliated to the University of Calcutta, follows strictly the Academic Calendar as prescribed by the University from time to time for conducting academic affairs like admission, registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. The respective notices can be found on the

college webpage as well as with all the departments. A tentative period is mentioned in the college prospectus. The college has a timetable committee which drafts a Master timetable for the entire college, in accordance withwhich the departments prepare their own timetables. The timetable is handed over to the newly admitted students on the day of the first Assembly in the college. The college prospectus is also handed to the students so that the students are aware of the Academic Session activities. This includes the subject combinations, CBCS details, fee structure etc. Also, a tentative schedule of the NSS Activities, Sports, Students' Activity Club activities are mentioned. The prospectus also focusses on the Library timings and all the Prizes and Medals including scholarships provided to the outstanding students. The list of holidays, vacations and working days are also included. The college holds Parent-Teacher meetings in each academic session. The dates are notified to the students as and when such is decided by the college authority in the Heads of the departments meeting. For field work the individual department conducts departmental meeting and fixes the dates. The students are informed accordingly.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

115

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The college is affiliated to the University of Calcutta and hence has to follow the syllabus/ Curriculum as laid down by the parent University. However, in each subject, wherever possible, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues etc. in various ways within the parameters of the syllabus. Through student participation in seminars/ webinars these issues are addressed. The college has established Women and Gender Development Cell (WGDC), Service Learning Cell, Peace Studies Cell, Nature Club etc. Thesecells through its activities spread and provide platforms for tudents to deliberate on issues pertaining to gender, ethichs, social concern and environment. Departments of Botany Zoology and Nature club organise various events on environment, conservation and sustainability. Philosophy department organise events on ethics.

Refer to:https://www.scottishchurch.ac.in/wgdc.php https://www.scottishchurch.ac.in/peace_studies_cell.php

https://www.scottishchurch.ac.in/service_learning_cell.php https://www.scottishchurch.ac.in/environment_action_initiatives.php

File Description	Documents
Any additional information	<u>View File</u>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

311

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.scottishchurch.ac.in/docs/IQAC/20241227_Feedback_and_Ation_taken_report_2023-2024.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.scottishchurch.ac.in/docs/IQAC/20241227_Feedback_and_Ation_taken_report_2023-2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

797

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

202

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are grouped together on the basis of their learning abilities by observing them in first few classes.

Arrangement for Advanced Learners:

- **Motivating them to participate in debates, literary talk shows, quizzes, seminars, workshops to gain exposure.**
- **Special classes to prepare them for competitive entrance examinations**
- **Advanced level home assignments**
- **Students' seminar, Peer teaching in the form of presentation**
- **Online study materials and self assessment lessons**
- **Motivating them for project work**
- **Visit to Research Institutes, Museums, Monuments, Archives**
- **Counseling sessions for future studies.**

Arrangement for Slow Learners:

- **Level-up Course for newly admitted students to fill the gap between school and college levels**
- **Remedial classes**
- **Audio visual shows to arouse interest**
- **Regular home assignments**
- **Mock tests and practice sessions before final examination**
- **Motivational counseling at personal level**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2113	115

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- Focusing on the development of a holistic approach to foster the all round growth of the students.
- Arrangement of workshops on Stress Management, Soft skill development.
- Making peer-teaching a part of teaching-learning process.
- Arrangement of group discussion in class.
- Various demonstrations in Science classes.
- Arrangement of Extension Lectures by academicians from other Institutes.
- Arrangement of various programmes such as Debates, Extempore, Mock United Nations, Youth Parliament etc. to enhance students' speaking ability in variety of topics.
- Organization of Film shows, Drama workshops by Language and Social Science departments.
- Publication of Magazines where students contribute articles, poems, photographs, memoirs etc.
- Field Excursion programmes by Zoology and Botany departments for hands-on training.
- Visit to Research Institutes, Science Museums for the students of Science departments.
- Arrangement of Internship for the students of Business Administration.
- Providing guidance to do project works.
- Proper functioning of Career-Counseling Cell for placement of final year students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **Most of the teaching faculties use ICT for enhancing their teaching skills. The college has more than 8 technology enabled classrooms where teachers use PPT, videos, movies etc while teaching.**
- **Many teachers have their own website and Google Classrooms where they share assignment with the students.**
- **To update the teaching faculties the college regularly sponsors faculty development program to train the teachers with the latest ICT tools.**
- **The faculty of the College effectively uses platforms like SWAYAM for not only teaching but also to update themselves through various on line courses offered there.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

115

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

115

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	*View File*

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

70

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1736

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As Scottish Church College is an affiliated college under University of Calcutta, we have to abide by the end semester assessment pattern as laid out by the University of Calcutta. However, as part of teaching learning process, Formative assessments are designed in various ways.

1) The students are monitored during class and mentoring sessions to identify their learning needs and progress.

2) Oral question answer sessions and class tests are regularly conducted during the class.

3) Mid-term tests are conducted in the middle of the semester.

4) Mock tests are conducted keeping in mind the standard of final University examination as well as various competitive entrance examinations for higher studies.

5) Group projects are planned to encourage higher order learning.

6) Methods of evaluation are decided in departmental meetings based on feedbacks taken from students and guardians.

7) Performances of the students are communicated to their guardians.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

After the written Internal examinations, evaluation and scrutiny of the answer papers are done by the subject teachers. The college has both online and offline feedback mechanism through which the students can submit their grievances related to examination. These grievances are dealt with special care by the Examination Management Committee under the supervision of the Vice Principal of the college. If necessary arrangement of re-checking of answer scripts are made. These grievances are handled with top-most priority and resolved efficiently in minimum time. If the concerned student is still unsatisfied, he/she can apply for a copy of the answer scripts as per the RTI act.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Undergraduate as well as Postgraduate programmes aim towards the success of students in Research, Inventions, Industrial jobs and contributions in Nation building and in the interest of the Globe.

UG PROGRAMME IN HUMANITIES:

UG programme in Humanities enhances the students' ability in Cultural aspects, sense of Literature, History, Politics, Religious devotion and ethical qualities. It also upgrades the students to acclimatize in the changing scenario of the above fields with critical evaluation.

UG AND PG PROGRAMMES IN SCIENCE:

Both UG and PG programmes in Science train the students in scientific skill both in theory and practice. It develops their aptitude for various branches of science. The programmes have been instigating our students to secure skillfully their jobs as researchers, teachers, administrators in government jobs as well as in private companies, personnel in industries, naturalists and in many other positions.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

- Hard copies of syllabi provided by the University of Calcutta and learning outcomes are available in the departments
- Learning outcomes of the programmes and courses are displayed on the display board in each departmental class rooms.
- Soft copy of curriculum and learning outcomes are uploaded in the college website for reference.
- The students are also made aware of the same through

orientation programmes organised by the college and departmental tutorial meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.scottishchurch.ac.in/programme-outcome-ug-pg.php ; https://www.scottishchurch.ac.in/programme-specific-outcome-pg.php ; https://www.scottishchurch.ac.in/programme-specific-outcome-ug.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Procedure for attainment of COs:

Course outcomes are attained through direct and indirect methods.

Direct Attainment: We consider the following criteria in the direct Attainment:

Two Internal tests are conducted based on COs. Class performance activities consisting of assignments / tutorials/experiments/quiz/any other activity related to COs.

External exam marks are considered.

Indirect Attainment: In this method, we consider the feedbacks of students and parents and on the framed questionnaires.

The following table shows the three target levels: Low, Moderate and High attainment for direct and indirect methods

Level Average Percentage Level

1 (Low) 41-50%

2 (Moderate) 51-60%

3 (High) 61% and above

Target level for attainment of Cos will be set based on average

marks of that course in the previous academic year.

Attainment Level Calculation for each CO=80% of direct level + 20% of indirect level of that CO

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

550

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.scottishchurch.ac.in/docs/Results/20241127_Final_Result_2023-2024.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.scottishchurch.ac.in/docs/IQAC/20241203_Student_Satisfaction_Survey_Analysis_2024.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

6

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.iaea.org/; https://www.csr.res.in/CRS_project/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and

transfer of knowledge

The College encourages and nurtures quality research in numerous ways. Many of the faculty membersengaged themselves inhigh quality research work.

It is worth mentioning that college has developed a high quality research laboratory containing sophisticated instruments likeFluorescence microscope, Gel documentation systemetc. through BOOST grant ofGovernment of West Bengal. In continuation, this year Post Graduate Department of Botany and Chemistry has received DST-FIST grant of 1.02 crorefrom Govt. of India to develop our exsisting research facility. Under this project our college has prepared another sophisticated instrumentation centre where HPLC, Flurimeter, Cyclic voltameter, Real-time PCRetc. instruments will be kept. These facilities will be utilized by various departments of our college and others.

Many faculty members are engaged in guiding PhDstudents. Teachers are also guiding Post Graduate dissertations workandinternship.

Faculty membersregularly publish books, book chapters and research papers in high quality peer reviewed scopus indexed or UGC care listed journals.

Faculty members also participate and attend conferences regularly and make presentations.

College has developed a Research and Development Cell to set the research goal and also supporting their faculty members by providing a small research grant (SCCFRG) to smoothly conduct their research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

`1`

File Description	Documents
URL to the research page on HEI website	https://www.scottishchurch.ac.in/research_projects.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

`52`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The NSS Unit of Scottish Church College organized a series of impactful events during the academic year 2023-24, aimed at fostering community engagement, health awareness, and environmental responsibility. OnNSS Day(26th September 2023), the unit conducted aCampus Cleaning Drive, aDengue Awareness Campaign, and aBlood Donation Campin collaboration with SSKM Hospital. This event, inaugurated by the college principal and other dignitaries, reflected the college's commitment to community health and cleanliness. Similarly,Thalassemia AwarenessandDetection Campswere held on 4th October and 5th December 2023, in partnership with the Rotary Club, to educate students about Thalassemia and provide screening services. In addition to health initiatives, the NSS Unit engaged in environmental sustainability efforts, such as theTree Plantation Driveon 17th March 2024, and regularCampus Cleaning Drivesthroughout the year, including one on 21st March and another on 15th May. The unit also participated in theAnti-Drug Rallyat Rajbhavan on 23rd November 2023, emphasizing the importance of a drug-free society. Notably, Juline John, an NSS volunteer, represented the college at anAdventure Campin Shimla, organized by the Atal Bihari Vajpayee Institute of Mountaineering. These events collectively showcase the NSS Unit's dedication to social responsibility, health awareness, and environmental care.

File Description	Documents
Paste link for additional information	The link is: https://www.scottishchurch.ac .in/docs/AQAR/data_2024_2025/3.4.2_and_3.4 .3_Extension_and_Outreach_Activities.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

429

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

9

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Scottish Church College is well equipped with buildings, classrooms, laboratories, and equipments- education infrastructure.It has provided well equipped furnished labs for basic sciences.College has a well-equipped fully automated library. Besides college has student's hostels, gymnasium, residential quarters for staff. It has also a well-furnished seminar hall, examination rooms, museumand common rooms for boys and girls separately. The college provides computer labs having computers for the benefit of students as well as teachers. The college houses classrooms with LCD facilities andICT enabledsmart classrooms for students. The college has constructed a new building (Jubilee Building) which houses several classrooms. The entire college campus is completely wifi enabled for all staffs and students. A recording room has been created for recording of lectures. The College has taken several initiatives during recent years to enhance infrastructural facilities, which includes construction of a new building for science and humanities department, infrastructural facilities for digitization and scanning of books, computers and other advanced electronic devices for the staff and students, up-gradation of laboratories, etc. The faculty members as well as students are involved in active research. The Science departments have procured several sophisticated instruments from different research grants and post graduate funds.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR /data_2024_2025/4.1.1_INFRASTRUCTURE_AND_P HYSICAL_FACILITIES_FOR_TEACHING_LEARNING.p df

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Please see under "Upload any additional information" section for details

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2023_2024/4.1.2-Facilities%20for%20cultural%20activities_sports_games_gymnasium_yoga.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/4.1.3_BUILDING_WISE_CLASSROOMS.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

69.4340382

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Scottish Church College library is an automated, well-resourced hub for over 1,19,000 books and 13,500 journals, supporting the academic pursuits of students, scholars, and faculty. Automated with Koha LMS, the library provides access to an extensive digital collection, including e-books, e-journals, digitized books, and resources from NLIST and ProQuest. A permanent exhibition honors notable figures like Narendranath Dutta, and Subhas Chandra Bose, enhancing its value for researchers.

The Urquhart Centre for Old and Rare Books, located in the Quarto sept Centennial Jubilee Building, preserves rare and historical works.

We recently launched our first digital archive, Darshan Eshana, in collaboration with the Bhaktivedanta Research Centre. This initiative is a significant step by the college in digitally preserving rare philosophical texts.

- ILMS Details:

Name of ILMS software

koha

Nature of Automation

Fully

Version

20.11.19.000

Year of Automation

2019

OPAC Link

https://scc.blacal.in/

staff Link

https://scc-staff.blacal.in/

Koha is a web-based ILS, with aSQLdatabase back end with cataloguing data stored inMARCand accessible viaZ39.50orSRU. Theuser interfaceis very configurable and adaptable and has been translated into many languages. Koha has most of the features that would be expected in an ILS, including:

- VariousWeb 2.0facilities like tagging, comment, social sharing andRSS feeds

- Union catalog facility

- Customizable search

- Online circulation

- Bar code printing

- Patron card creation

- Report generation

- Patron self-registration form through OPAC

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the C. Any 2 of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.77932

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Scottish Church College has a separate private static network from BSNL which was first initiated in the academic session 2015-16 in March. The college is currently going with FIBRO ULD 5999 plan, which provides 80Gb/day@upto 70Mbps under FTTH. This college has 17 POE switches and has a static IP address(117.147.65.47). Each

department has limited Internet access to reduce the data usage. Each access point is password protected and has the permission for visiting certain sites only which excludes social networking sites, YouTube, etc. so that educational purpose of the facility is properly utilised. Each department has one or more smart classrooms where the classroom is equipped with smart short range projectors, laser, smart-pad with stylus. Each department can use these facilities by connecting the projector to laptops/desktops which the college provides to each department. The facility also allows editing the projecteddocument with a smart pad and stylus. The edited documented can also be saved in various file formats for future use. CCTV cameras fully cover the entire college and which is monitored from Principals' office. The record is kept for 15 days for future references. Principal can also view the footage from CCTV cameras from anywhere.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

404

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)

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

114.4375132

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Please see under "Upload any additional information" section for details

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

229

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

90

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/5.1.3.zip
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

364

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

364

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

157

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The elections for the Scottish Church College Student Union (Council) have remained suspended due to State Government orders since 2018-19.

The Student Unionplayed a constructive role in the general activities of the College. Theyorganised cultural programmes like Freshers' welcome and the Annual Social and the annual College Fest 'Caledonia' in close collaboration with the College administration. Now students of individual departments conduct the Freshers' welcome on given dates.

The College administration however continues to enjoy a healthy relationship with the students in general as they are part of some of the key administrative committees of the College based on academic and co curricular merit.

They are represented in the IQAC Core committee, the College Senatus (lower tier of the College Governing Council) and are also members of the Editorial Board of the College Magazine.

Students are integral in the functioning of the SCC Students'

Activity Clubs and asStudent Club Secretaries play a constructive role in planning club activities and representing the College in various inter-college fests.

The students are also active members of the College NSS unit and are also active volunteers in working with the children of the adopted slum or the Sobuj Mon.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

49

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The SCC Former Students' Association was established in 1955 and registered under WB Societies' Act 1961 in 1991.

1. **The association has honoured distinguished alumni almost every year since 1997 with the Swami Vivekananda and the Netaji Subhas Chandra Bose Awards. This year Hiran Sing Roy received the Vivekananda award and Pt. Tanmoy Bose was**

awarded the Netaji award in a special programme held on 17th January 2024 which was the Centenary celebration of Late Smt. Suchitra Mitra, a Rabindrasangeet connoisseur and an alumnus.

2. The Association in collaboration with the College also celebrated the birth centenary of the distinguished film director Late Mrinal Sen, ana lumnus, on 10th September 2023. Noted Actor Mithun Chakraborty, an alumnus, was the chief guest.

3. The Association has rewarded students since 2010 who show special merit in their College leaving examinations.

In 2023-24 the college received an Endowment Grant of Rs. 1,00,000 from daughter of Late Smrandeb Banerjee, former President of the Alumni Association. The amount will be awarded to the student of Commerce who would secure highest marks in the Department.

In 2023-24, the Association has kept up its routine activities: the AGM and the regular get togethers. Additional members have joined the Association.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College aims at producing intellectually sound, morally upright, socially concerned and spiritually oriented citizens. Our institutional mission is to impart humanistic education in harmony with both the Christian faith and modernity. Personality development, generating socio-cultural consciousness, critical

enquiry, creativity and fostering social uplift are other pronounced goals. The College Logo, 'NEC TAMEN CONSUMEBATUR' is an allusion to the Ultimate Truth, the source of all knowledge. This knowledge enlightens the mind, sublimates the soul, and illuminates one's life. The college provides reservations for Christian students, and organizes a separate orientation programme for them after admission. Other Christian practices include daily prayer services, weekly scripture classes, Christmas celebrations and an annual Retreat. Education Sunday is observed. The Institution aims at both academic enrichment and non-academic skill development for its stakeholders through innovative programmes and teaching practices.

Promotion of Liberal Education is undertaken through-

• Seminars, workshops, FDPs and programmes

• Enhancement of the teachers' ICT skills

• Promoting co-scholastic activities through Activity Clubs, Wall Magazines, College Magazines, Cultural Programmes and Annual Sports

• Prizes for academic and non-academic achievements. Promoting Humanitarian Ethos through –

• NSS Activities

• Free Studentship to the needy students

• Reaching out to the Community

• Welfare fund for Group C & D staff

Counselling of students on a regular basis by the counselling cell

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/vision_mission.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Scottish Church College has a two-tier Governing Body, comprising of the College Senatus that looks after matters related to the Nonteaching staff and the students, and the College Council that takes care of all other administrative affairs of the college. The Senatus, headed by the Principal and theSenatus Secretary, and composed of four teaching ,four non-teaching staff members of the college, two student members and four eminent Christian members from other institutions, is a perfect example of the college's model of practising decentralization and participative management. This administrative body is reconstituted after every three years. It deals with all matters relating to the non-teaching staff, students' matters and property related matters of the college. Apart from these, the college also has several offices and subcommittees that collaboratively work towards smooth and harmonious functioning of college activities, For instance, the Internal Management Committee reserves the right to approve any purchase worth up to 50,000 INR but if the financial expenses are more than50,000 INR , it is the FinanceCommittee that has to approve the purchase. The College Council, however, has to approve the purchase of higher expenditure .

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/college-senatus.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategic plan for expanding through collaborations and MoUs The college has successfully strategized to develop ties with institutions both at the national and international levels. IQAC office and Office of the International Affairs look after this area. The college has done collaborations with IIT Jodpur,Global academ of foreign language, Warsaw University Poland etc. Through these collaborations various activities have been carried out.Online student seminar on Peace and harmony was carried out. Cost Accountants of India carried out certificate course on GST computation. The college in near future also is committed to carry out such tie ups with other institutions to provide platform for students and faculty members to get a better exposure at the national and international levels.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**https://www.scottishchurch.ac.in/MoU_&_Collaborations.php**
Upload any additional information	**View File**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is owned and administered by the Church of North India (CNI) through the diocese of Calcutta. The day to day college administration of the college is governed by the Internal Management committee or IMC headed by the Principal and include Vice Principal, Bursar, IQAC coordinator, Senatus Secretary and Secretary of Teachers' Council. Principal is the overall in-charge. Vice Principal is the in-charge of all academic and student matters. Bursar is in charge of finance, accounts and college office. IQAC Coordinator is in charge of quality initiatives in academic as well as administrative fields. The Secretary of the Teachers' Council secretary deals with matters affecting teachers. The day to day nonteaching staff and non-academic student matter related to administration of the College is run by the Senatus.It also takes care of infrastructural maintenance of the college. The college being a Christian Minority institution has the authority to appoint teaching staff and nonteaching staff following UGC norms. The promotion and service rules are those as directed by the State Higher Education Directorate and University of Calcutta from time to time.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**https://www.scottishchurch.ac.in/organogram.php**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance   **A. All of the above**

**and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. The institution provides faculty research grant as well as fund to attend seminars, conferences and API charges
2. Employees' Provident fund for contractual staff, State aided college teachers,Contractual Whole Time Teachers, Part Time Teachers, Contractual non-teaching staff.
3. Employees' State Insurance scheme for non-teaching staff earning less than Rs. 21, 000, where the employer contributes 4.75% and the employee contributes 1.75%, total share 6.5%, as per Government scheme. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents,under ESI affiliated Hospitals.
4. Scottish Church College Teachers' Council- All teachers subscribe a nominal amount to this body. TheTC providesfinancial help to teachers in medical emergency.
5. College gives a festival advance to the non-teaching staff of the college.
6. College also gives festival ex-Gartia to contractual teaching and non-teaching staff of the college.
7. College provides financial support to NTS from group C& D welfare fund in medical emergency.
8. College also provides advance to Group C and D staff when they are in dire need,for example for house repair, children's education etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make

excellent performance in teaching -learning and research.

The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration.

The above set performance appraisal report is to be filled by employee in a given prescribed format which includesall the above set of points. The Internal Management Committee (IMC) reviews the views of the employee filled in the prescribed performa.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit has been carried out for UG, PG, B.Ed. and Hostel account for the financial year 2023-24. Internal audit has been performed by Vikash V Agarwal & Associates Chartered Accountants. External audit by the Statutory Auditor for 2023-24is due. Issues raised by Auditor in UG audit i)A detailed reconciliation and regrouping is required in endowment fund which contains multiple fixed deposits of various denominations.ii) Certain Government grants of previousyears areto be settled. iii)A number of advances are also being carried forward from earlier years. Resolution of issues raised by Auditors i) College has taken an initiative to reconcile and regroup the endowment fund. Special attention will be given further inthis issue. ii) Reconciliation of a number of previous Govt grants has been done and unutilised amount refunded.College will give special attention toset off the unreconciled balances iii) Many long term unsettled advances has been settled.College has written off certain old balances. The matter will be further followed up regularly.

No such observations was given for PG and B.Ed internal audit

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/6.4.1_Audit_Report_2023_24_UG.pdf chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/6.4.1_Audit_Report_2023_24_PG.pdf
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.27812

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Faculty Development Programmes to be arranged from the grants received from national and international agencies. From UBCHEA grant, service-learning workshop for teaching staff was organized by the college. 2. Certificate courses to be organized by the college to generate funds.Department of Botany has been organizing the certificate course on Instrumentation for three consecutive years using Instrumentation facilities developed from DBT-BOOSTGrant. College. PG Departments of Botany and Chemistry received a grant of Rs102 lakh from DST FIST, Govt of India for 5 years to strengthen the research facilities in the college.College will develop laboratory infrastructure facilities with this grant that will enable to extend facilities to other institution and industries . 3. Financial support in the form of donation is received from the former students of the college for

infrastructure development and student centric activities. 4. College will mobilize fund for Library automation, solar panel and digitization of old and rare books. College has received resources from Bhaktivedanta Research Centre for digitization work and student endowment. Internal Management Committee (IMC) of the college and the Finance Committee (FC) decides upon the methodology of utilising the fund.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The departments of History, Philosophy and Political Science in collaboration with the IQAC conducted session on career prospects in digital humanities by Dr. Tonisha Guin.

2. Career guidance sessions for students and competitive examinations: Continuous career guidance sessions are being conducted by the placement cell in collaboration with the IQAC. Departments of Zoology conducted various programmes for the career orientation of the students.

3. Various add on courses: The IQAC has taken initiatives to carry out add on certificate courses on Mushroom cultivation, Spanish and French language, kantha and Batik stitch by the Department of Bengali.

4. The IQAC continuously conducts the prestigious Alexander Duff Memorial Lecture. The last being goven by Prof. Sugata Bose.

5. Service-Learning Program in Zoology was laucnched in collaboration with IQAC on adolescent reproductive health.

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/IQAC.php
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has relentlessly thrived for the all-round betterment of all the students. It recognizes the key role played by the parents and guardians in the intellectual and social upbringing of the students, and therefore conducts parent-teacher meetings on a regular basis. Parents are encouraged to voice their worries and bring the issues their children are facing, so that the college may look into those issues and rectify them. Moreover, the IQAC also takes into consideration the fact that a teacher's accountability can be best assessed by feedback received from the students. The college maintains a robust and rigorous students' feedback system to this effect. The IQAC has also ensured a large number of smart classrooms and the faculty members of the college regularly resort to the ICT mode in order to ensure effective, modernized pedagogy.

File Description	Documents
Paste link for additional information	20241203_Student_Satisfaction_Survey_Analysis_2024.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.scottishchurch.ac.in/docs/IQAC/20241128_IQAC_meeting_2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The WGDC in collaboration with the Journal of Humanities and Social Sciences and the departments of Political Science, History, and Philosophy organised the Annual Lecture on Sexual Harassment at Workplace: Understanding the Law with Specific Reference to Educational Institutions on 06.12.2023. The resource person was Prof. Ruchira Goswami from the National University of Juridical Sciences, Kolkata. A total of seventy students participated. The program was followed by the launch of the first Newsletter of the Cell titled- Breaking the Silence.

The WGDC organized a state-level seminar on Challenging Exclusion as Normal and Normalizing Inclusion to observe International Women's Day on 11.03.2024. The resource person was Dr. Sushmita Gonsalves from the Department of Political Science, SCC who delivered a lecture on The Excluded Woman: In Pursuit of the Goddess. A total of sixty-five students participated.

The first annual lecture on Feminisms for the 21st Century was organized by the Women and Gender Development Cell and IQAC in collaboration with the Departments of Political Science, History, and Philosophy on 19.04.2024. Prof. Nivedita Menon, a Professor at the Centre for Comparative Studies and Political Theory, School of International Relations, JNU was the resource person for the lecture. Altogether two hundred participants were present.

File Description	Documents
Annual gender sensitization action plan	https://www.scottishchurch.ac.in/wgdc.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.scottishchurch.ac.in/docs/SSR/20210508_7.1.1_SPECIFIC_FACILITIES_PROVIDED_FOR_WOMEN_IN_THE_COLLEGE.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

• Solid waste management: Solid waste is segregated. We keep bins on each floor in classrooms, laboratories, and toilets. During College hours students and staff throw the waste materials inside the bins. Solid and liquid wastes generated in the science laboratories are collected separately and disposed off separately. This garbage is collected and disposed off to the nearby Compactor machine (maintained by Kolkata Municipal Corporation). The solid wastes generated from the garden along with vegetable wastes are used in vermicomposting pit to generate manure which is used for college gardening purposes. A total of 14 vermicomposting pits have been constructed which provide 2000 kg of manure annually. This satisfies 90% of the requirement for fertilizer in maintaining the beautiful flower garden.

• Liquid waste management: The liquid wastes are generated in our College in laboratories like Chemistry, Botany, Zoology, and Microbiology. Special bins are kept in the laboratories for waste segregation where the students dispose off used chemicals and in

another bin the broken (having sharp-ended) glass goods. The water distillation apparatus is installed in laboratories (40 liters of distilled water is produced daily, 400 liters of effluent water).

The water dripping from Air Conditioners is also collected in the buckets to water plants in some of the places inside the campus.The Chemistry, Botany, Zoology, and Microbiology departments have set up a collection unit for their distillation plant outlet. The collected water from the distillation unit is used for gardening and cleaning purposes

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Scottish Church College admits students from different parts of India and maintains an inclusive environment for all the students and staff by arranging different cross-cultural discourses. The college celebrated the International Mother Language Day on 23.02.2024 by delivering a presentation entitled Banglai Jege Roi, singing a Nepali song Hera Na Hera Shristi Ko Sundarta, a duet dance on Ami Banglar Gaan Gai along with the inauguration of the Teacher Education department's wall magazine based on the theme of several mother languages of our country. Students from the Department of Teacher Education, also actively participated in XENITH, Intercollege Fest organized by St. Xavier's College, Kolkata on 03.04.2024 and 04.04.2024, where they competed in the sector of Fusion Music, Poetry Slam, Story Writing, Photography and Chess. UNESCO believes that girls' empowerment is a key to promoting gender equality which is now a global priority to promote girls' empowerment and the fulfillment of the human rights. The College celebrated the International Day of the Girl Child on 11.10.2023 by screening the film 'Hichki' followed by a review session. The College also organized different cultural and social activities for students like Drama, Rabindra Jayanti Programme, Blood Donation Camp through the NSS, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Scottish Church College sincerely sensitizes the students towards their responsibilities as citizens of India. The college provides a democratic environment to the students where they can ask questions, debate, and dialogue among themselves and with the faculty to develop an open-minded attitude, essential for becoming a conscious citizen. The college celebrates the Independence Day and the Republic Day. The college runs courses like the Four-year Political Science Honors Course and the Common Value-Added Course: Constitutional Values (under CCF, NEP), in which all the students of the college gather in-depth knowledge about the values of the Constitution of India and rights and duties as citizens of this nation. The college prospectus and college magazine also print the Fundamental Duties of the citizens of India. The College celebrated the birthday of Netaji Subhas Chandra Bose, through a cultural program and a presentation entitled "Azad Hind Fauj: Two Dauntless Women" which revealed some known and unknown facts about Capt. Lakshmi Sahgal and Neera Arya. On 14.06.2023 students from the Department of Teacher Education organized painting exhibitions on the Teacher-Student relationship, Gender Sensitization, Mental Health, and E-Learning and a Rangoli competition on G20 to mark the Presidency of India in G20.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/7.1.9_SUPPORTING_DOCUMENTS_2024.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized   **A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Scottish Church College celebrates several national and international commemorative days, events, and festivals throughout the year to inculcate human values among the students, maintaining its spirit to reinforce achievements of humanity and to increase awareness about different societal issues. The celebrated days are categorized as: 1. special days promoting patriotic spirit like Independence Day, Republic Day, etc., 2. special days promoting health and well-being like International Day of Yoga, 3. special days promoting awareness about science and mankind like National Science Day, World Tuberculosis Day, International Microorganism Day, etc., 4. special days promoting environmental awareness like Earth Day, World Conservation Day, etc., 5. special days promoting culture and diversity like International Mother Language Day, Janjatiya Gaurav Divas, Communal Harmony Week, etc., and 6. special days commemorating birth anniversaries of eminent persons like birth anniversaries of Swami Vivekananda and Netaji Subhas Chandra Bose, Christmas Day, Rabindra Jayanti etc. The college encourages the students to indulge in these activities to bring them closer to each other's traditions and cultural beliefs, develop respect and understanding towards them, boost their self-esteem and confidence, and enhance the bonding between students and faculty members.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Title of the Practice: Green Campus

The main objectives for this initiative were environmental awareness and education, the use of sustainable energy and energy efficient measures, recycling and composting, and green landscaping on the campus. However, the main challenge is the proper translation of education for sustainable development into practice so that it can be more effective. Vermicomposting, water conservation, rainwater harvesting, and solar energy are some ways the college addressesimportant sustainable goals. The data for the campus audit project was collected by the undergraduate students which has developed a sense of responsibility in them The main problem encountered in the Green Campus initiative is the development and maintenance of proper infrastructure for green practices.

Title of the Practice: Sabuj Mon

This informal school aims to organize remedial classes for the students of college-adopted slums in Bagmari, Kolkata.On 20th March 2018, this informal school. was inaugurated. About 30 students, aged between 5 to 13 years, were enrolled. Classes are arranged on Tuesdays and Saturdays every week. The classes are mainly taken by undergraduate students of college under the supervision of teaching faculties. At present, the school has 51 students. One student has cleared the higher secondary exam and has been admitted to Scottish Church College as an undergraduate student.

File Description	Documents
Best practices in the Institutional website	https://www.scottishchurch.ac.in/docs/SSR/20210508_7.2.1_BEST_PRACTICE_1_GREEN_CAMPUS.pdf
Any other relevant information	https://www.scottishchurch.ac.in/docs/SSR/7.2.2%20BEST%20PRACTICE%202%20-%20SABUJ%20MON%20(INFORMAL%20SCHOOL%20FOR%20UNDERPRIVILEGED%20CHILDREN).pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Scottish Church College is one of the oldest educational institutions in the city of Kolkata, established in 1830. At the same time, it is also one of the most modern and technically updated. This integration between tradition and modernity is the distinctive feature that sets the college apart from other institutions. A typical day in the college begins with the Morning Prayer. The regular activities of the college are run with the aid of modern facilities. Scottish Church is one of the first colleges in the city to introduce online admission. The continuing academic excellence is represented by the Journal of Humanities and Social Sciences. The tradition of social commitment among the staff and students is maintained in the running of the NSS program for slum children in the college playground. The college is moving ahead with its mission and vision of producing intellectually sound, morally upright, and socially responsible students who will come to the service of society. With this mission and vision, the college is equipping itself to face the challenges of higher education in the 21st century keeping its roots firm. The Kolkata Municipal Corporation declares the college as a grade 'A' Heritage institution.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Efficacy of curriculum development and delivery ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. The faculty makes sure that the overall structure is integrated, interdisciplinary and focus is on conceptual ideas. Here stress is given on analytic approach, communication and proper reflection.Importance is given to class size and preparation allotted per class. There are practices of internal assessment in the institution. Further care is given to the language proficiency of the students and regular parent-teacher meeting,The institution takes care to ensure that there is holistic development meets the three Rs' in curriculum development, namely rigorous, relevance and relationship. This is to ensure that students can face the challenges of globalization, face competitions, integrate connections with the real world and develop life skills.The faculty oversees the connectivity and interaction among students through processes to organize the skill of learning. Our students are able to tackle multi-levels of activity and challenges. Through time table, lesson plan, academic calender a proper curriculum delivery is maintained. Again departments like Zoology, Botany, History, Bengali, BBA conduct expeirential study tour for the students for betteer understanding of the curriculum.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf https://www.scottishchurch.ac.in/Academics

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college, being affiliated to the University of Calcutta, follows strictly the Academic Calendar as prescribed by the University from time to time for conducting academic affairs like admission, registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. The respective notices can be found on the college webpage as well as with all the departments. A tentative period is mentioned in the college prospectus. The college has a timetable committee which drafts a Master timetable for the entire college, in accordance withwhich the departments prepare their own timetables. The timetable is handed over to the newly admitted students on the day of the first Assembly in the college. The college prospectus is also handed to the students so that the students are aware of the Academic Session activities. This includes the subject combinations, CBCS details, fee structure etc. Also, a tentative schedule of the NSS Activities, Sports, Students' Activity Club activities are mentioned. The prospectus also focusses on the Library timings and all the Prizes and Medals including scholarships provided to the outstanding students. The list of holidays, vacations and working days are also included. The college holds Parent-Teacher meetings in each academic session. The dates are notified to the students as and when such is decided by the college authority in the Heads of the departments meeting. For field work the individual department conducts departmental meeting and fixes the dates. The students are informed accordingly.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.scottishchurch.ac.in/docs/IQAC/20241122_Academic_Calendar_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/

A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

115

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The college is affiliated to the University of Calcutta and hence has to follow the syllabus/ Curriculum as laid down by the parent University. However, in each subject, wherever possible, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues etc. in various ways within the parameters of the syllabus. Through student participation in seminars/ webinars these issues are addressed. The college has established Women and Gender Development Cell (WGDC), Service Learning Cell, Peace Studies Cell, Nature Club etc. Thesecells through its activities spread and provide platforms for tudents to deliberate on issues pertaining to gender, ethichs, social concern and environment. Departments of Botany Zoology and Nature club organise various events on environment, conservation and sustainability. Philosophy department organise events on ethics.

Refer to:https://www.scottishchurch.ac.in/wgdc.php https://www.scottishchurch.ac.in/peace_studies_cell.php

https://www.scottishchurch.ac.in/service_learning_cell.php https://www.scottishchurch.ac.in/environment_action_initiatives.php

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

311

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.scottishchurch.ac.in/docs/IQAC/20241227_Feedback_and_Ation_taken_report_2023-2024.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.scottishchurch.ac.in/docs/IQAC/20241227_Feedback_and_Ation_taken_report_2023-2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

797

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

202

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are grouped together on the basis of their learning abilities by observing them in first few classes.

Arrangement for Advanced Learners:

- Motivating them to participate in debates, literary talk shows, quizzes, seminars, workshops to gain exposure.
- Special classes to prepare them for competitive entrance examinations
- Advanced level home assignments
- Students' seminar, Peer teaching in the form of presentation
- Online study materials and self assessment lessons
- Motivating them for project work
- Visit to Research Institutes, Museums, Monuments, Archives
- Counseling sessions for future studies.

Arrangement for Slow Learners:

- Level-up Course for newly admitted students to fill the gap between school and college levels
- Remedial classes
- Audio visual shows to arouse interest
- Regular home assignments
- Mock tests and practice sessions before final examination
- Motivational counseling at personal level

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2113	**115**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

- **Focusing on the development of a holistic approach to foster the all round growth of the students.**
- **Arrangement of workshops on Stress Management, Soft skill development.**
- **Making peer-teaching a part of teaching-learning process.**
- **Arrangement of group discussion in class.**
- **Various demonstrations in Science classes.**
- **Arrangement of Extension Lectures by academicians from other Institutes.**
- **Arrangement of various programmes such as Debates, Extempore, Mock United Nations, Youth Parliament etc. to enhance students' speaking ability in variety of topics.**
- **Organization of Film shows, Drama workshops by Language and Social Science departments.**
- **Publication of Magazines where students contribute articles, poems, photographs, memoirs etc.**
- **Field Excursion programmes by Zoology and Botany departments for hands-on training.**
- **Visit to Research Institutes, Science Museums for the students of Science departments.**
- **Arrangement of Internship for the students of Business Administration.**
- **Providing guidance to do project works.**
- **Proper functioning of Career-Counseling Cell for placement of final year students.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **Most of the teaching faculties use ICT for enhancing their teaching skills. The college has more than 8 technology enabled classrooms where teachers use PPT, videos, movies etc while teaching.**
- **Many teachers have their own website and Google Classrooms where they share assignment with the students.**
- **To update the teaching faculties the college regularly sponsors faculty development program to train the teachers with the latest ICT tools.**
- **The faculty of the College effectively uses platforms like SWAYAM for not only teaching but also to update themselves through various on line courses offered there.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View File</u>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

115

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

115

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

70

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1736

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As Scottish Church College is an affiliated college under University of Calcutta, we have to abide by the end semester assessment pattern as laid out by the University of Calcutta. However, as part of teaching learning process, Formative assessments are designed in various ways.

1) The students are monitored during class and mentoring sessions to identify their learning needs and progress.

2) Oral question answer sessions and class tests are regularly conducted during the class.

3) Mid-term tests are conducted in the middle of the semester.

4) Mock tests are conducted keeping in mind the standard of final University examination as well as various competitive entrance examinations for higher studies.

5) Group projects are planned to encourage higher order learning.

6) Methods of evaluation are decided in departmental meetings based on feedbacks taken from students and guardians.

7) Performances of the students are communicated to their guardians.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

After the written Internal examinations, evaluation and scrutiny of the answer papers are done by the subject teachers. The college has both online and offline feedback mechanism through which the students can submit their grievances related to examination. These grievances are dealt with special care by the Examination Management Committee under the supervision of the Vice Principal of the college. If necessary arrangement of re-checking of answer scripts are made. These grievances are handled with top-most priority and resolved efficiently in minimum time. If the concerned student is still unsatisfied, he/she can apply for a copy of the answer scripts as per the RTI act.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Undergraduate as well as Postgraduate programmes aim towards the success of students in Research, Inventions, Industrial jobs and contributions in Nation building and in the interest of the Globe.

UG PROGRAMME IN HUMANITIES:

UG programme in Humanities enhances the students' ability in Cultural aspects, sense of Literature, History, Politics, Religious devotion and ethical qualities. It also upgrades the students to acclimatize in the changing scenario of the above fields with critical evaluation.

UG AND PG PROGRAMMES IN SCIENCE:

Both UG and PG programmes in Science train the students in scientific skill both in theory and practice. It develops their aptitude for various branches of science. The programmes have been instigating our students to secure skillfully their jobs as researchers, teachers, administrators in government jobs as well as in private companies, personnel in industries, naturalists and in many other positions.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

- Hard copies of syllabi provided by the University of Calcutta and learning outcomes are available in the departments
- Learning outcomes of the programmes and courses are displayed on the display board in each departmental class rooms.
- Soft copy of curriculum and learning outcomes are uploaded in the college website for reference.
- The students are also made aware of the same through orientation programmes organised by the college and departmental tutorial meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.scottishchurch.ac.in/programme-outcome-ug-pg.php ; https://www.scottishchurch.ac.in/programme-specific-outcome-pg.php ; https://www.scottishchurch.ac.in/programme-specific-outcome-ug.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Procedure for attainment of COs:

Course outcomes are attained through direct and indirect methods.

Direct Attainment: We consider the following criteria in the

direct Attainment:

Two Internal tests are conducted based on COs. Class performance activities consisting of assignments / tutorials/experiments/quiz/any other activity related to COs.

External exam marks are considered.

Indirect Attainment: In this method, we consider the feedbacks of students and parents and on the framed questionnaires.

The following table shows the three target levels: Low, Moderate and High attainment for direct and indirect methods

Level Average Percentage Level

1 (Low) 41-50%

2 (Moderate) 51-60%

3 (High) 61% and above

Target level for attainment of Cos will be set based on average marks of that course in the previous academic year.

Attainment Level Calculation for each CO=80% of direct level + 20% of indirect level of that CO

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

550

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.scottishchurch.ac.in/docs/Results/20241127_Final_Result_2023-2024.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.scottishchurch.ac.in/docs/IQAC/20241203_Student_Satisfaction_Survey_Analysis_2024.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

6

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.iaea.org/; https://www.csr.res.in/CRS_project/

3.2 - Innovation Ecosystem

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

The College encourages and nurtures quality research in numerous ways. Many of the faculty membersengaged themselves inhigh quality research work.

It is worth mentioning that college has developed a high quality research laboratory containing sophisticated instruments likeFluorescence microscope, Gel documentation systemetc. through BOOST grant ofGovernment of West Bengal. In continuation, this year Post Graduate Department of Botany and Chemistry has received DST-FIST grant of 1.02 crorefrom Govt. of India to develop our exsisting research facility. Under this project our college has prepared another sophisticated instrumentation centre where HPLC, Flurimeter, Cyclic

voltameter, Real-time PCRetc. instruments will be kept. These facilities will be utilized by various departments of our college and others.

Many faculty members are engaged in guiding PhDstudents. Teachers are also guiding Post Graduate dissertations workandinternship.

Faculty membersregularly publish books, book chapters and research papers in high quality peer reviewed scopus indexed or UGC care listed journals.

Faculty members also participate and attend conferences regularly and make presentations.

College has developed a Research and Development Cell to set the research goal and also supporting their faculty members by providing a small research grant (SCCFRG) to smoothly conduct their research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.scottishchurch.ac.in/research_projects.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

52

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The NSS Unit of Scottish Church College organized a series of impactful events during the academic year 2023-24, aimed at fostering community engagement, health awareness, and environmental responsibility. OnNSS Day(26th September 2023), the unit conducted aCampus Cleaning Drive, aDengue Awareness Campaign, and aBlood Donation Campin collaboration with SSKM Hospital. This event, inaugurated by the college principal and other dignitaries, reflected the college's commitment to community health and cleanliness. Similarly,Thalassemia AwarenessandDetection Campswere held on 4th October and 5th December 2023, in partnership with the Rotary Club, to educate students about Thalassemia and provide screening services. In addition to health initiatives, the NSS Unit engaged in environmental sustainability efforts, such as theTree Plantation Driveon 17th March 2024, and regularCampus Cleaning Drivesthroughout the year, including one on 21st March and another on 15th May. The unit also participated in theAnti-Drug Rallyat Rajbhavan on 23rd November 2023, emphasizing the importance of a drug-free society. Notably, Juline John, an NSS volunteer, represented the college at anAdventure Campin Shimla, organized by the Atal Bihari Vajpayee Institute of Mountaineering. These events collectively showcase the NSS Unit's dedication to social responsibility, health awareness, and environmental care.

File Description	Documents
Paste link for additional information	The link is: https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/3.4.2_and_3.4.3_Extension_and_Outreach_Activities.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

429

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

9

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Scottish Church College is well equipped with buildings, classrooms, laboratories, and equipments- education infrastructure.It has provided well equipped furnished labs for

basic sciences.College has a well-equipped fully automated library. Besides college has student's hostels, gymnasium, residential quarters for staff. It has also a well-furnished seminar hall, examination rooms, museumand common rooms for boys and girls separately. The college provides computer labs having computers for the benefit of students as well as teachers. The college houses classrooms with LCD facilities andICT enabledsmart classrooms for students. The college has constructed a new building (Jubilee Building) which houses several classrooms. The entire college campus is completely wifi enabled for all staffs and students. A recording room has been created for recording of lectures. The College has taken several initiatives during recent years to enhance infrastructural facilities, which includes construction of a new building for science and humanities department, infrastructural facilities for digitization and scanning of books, computers and other advanced electronic devices for the staff and students, up-gradation of laboratories, etc. The faculty members as well as students are involved in active research. The Science departments have procured several sophisticated instruments from different research grants and post graduate funds.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/4.1.1_INFRASTRUCTURE_AND_PHYSICAL_FACILITIES_FOR_TEACHING_LEARNING.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Please see under "Upload any additional information" section for details

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2023_2024/4.1.2-Facilities%20for%20cultural%20activities_sports_games_gymnasium_yoga.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/4.1.3_BUILDING_WISE_CLASSROOMS.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]()

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

69.4340382

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File]()

4.2 - Library as a Learning Resource
4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Scottish Church College library is an automated, well-resourced hub for over 1,19,000 books and 13,500 journals, supporting the academic pursuits of students, scholars, and faculty. Automated with Koha LMS, the library provides access to an extensive digital collection, including e-books, e-journals, digitized books, and resources from NLIST and ProQuest. A permanent exhibition honors notable figures like Narendranath Dutta, and Subhas Chandra Bose, enhancing its value for researchers.

The Urquhart Centre for Old and Rare Books, located in the Quarto sept Centennial Jubilee Building, preserves rare and historical works.

We recently launched our first digital archive, Darshan Eshana, in collaboration with the Bhaktivedanta Research Centre. This initiative is a significant step by the college in digitally preserving rare philosophical texts.

- ILMS Details:

Name of ILMS software

koha

Nature of Automation

Fully

Version

20.11.19.000

Year of Automation

2019

OPAC Link

https://scc.blacal.in/

staff Link

https://scc-staff.blacal.in/

Koha is a web-based ILS, with aSQLdatabase back end with cataloguing data stored inMARCand accessible viaZ39.50orSRU. Theuser interfaceis very configurable and adaptable and has been translated into many languages. Koha has most of the features that would be expected in an ILS, including:

- VariousWeb 2.0facilities like tagging, comment, social sharing andRSS feeds

- Union catalog facility

- Customizable search

- Online circulation

- Bar code printing

- Patron card creation

- Report generation

- Patron self-registration form through OPAC

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.77932

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Scottish Church College has a separate private static network from BSNL which was first initiated in the academic session 2015-16 in March. The college is currently going with FIBRO ULD 5999 plan, which provides 80Gb/day@upto 70Mbps under FTTH. This college has 17 POE switches and has a static IP

address(117.147.65.47). Each department has limited Internet access to reduce the data usage. Each access point is password protected and has the permission for visiting certain sites only which excludes social networking sites, YouTube, etc. so that educational purpose of the facility is properly utilised. Each department has one or more smart classrooms where the classroom is equipped with smart short range projectors, laser, smart-pad with stylus. Each department can use these facilities by connecting the projector to laptops/desktops which the college provides to each department. The facility also allows editing the projecteddocument with a smart pad and stylus. The edited documented can also be saved in various file formats for future use. CCTV cameras fully cover the entire college and which is monitored from Principals' office. The record is kept for 15 days for future references. Principal can also view the footage from CCTV cameras from anywhere.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

404

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

114.4375132

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Please see under "Upload any additional information" section for details

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

229

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

90

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/5.1.3.zip
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

364

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

364

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

157

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The elections for the Scottish Church College Student Union (Council) have remained suspended due to State Government orders since 2018-19.

The Student Unionplayed a constructive role in the general activities of the College. Theyorganised cultural programmes like Freshers' welcome and the Annual Social and the annual College Fest 'Caledonia' in close collaboration with the College administration. Now students of individual departments conduct the Freshers' welcome on given dates.

The College administration however continues to enjoy a healthy relationship with the students in general as they are part of some of the key administrative committees of the College based on academic and co curricular merit.

They are represented in the IQAC Core committee, the College Senatus (lower tier of the College Governing Council) and are also members of the Editorial Board of the College Magazine.

**Students are integral in the functioning of the SCC Students'
Activity Clubs and asStudent Club Secretaries play a
constructive role in planning club activities and representing
the College in various inter-college fests.**

**The students are also active members of the College NSS unit
and are also active volunteers in working with the children of
the adopted slum or the Sobuj Mon.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

49

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

**The SCC Former Students' Association was established in 1955
and registered under WB Societies' Act 1961 in 1991.**

**1. The association has honoured distinguished alumni almost
every year since 1997 with the Swami Vivekananda and the
Netaji Subhas Chandra Bose Awards. This year Hiran Sing**

Roy received the Vivekananda award and Pt. Tanmoy Bose was awarded the Netaji award in a special programme held on 17th January 2024 which was the Centenary celebration of Late Smt. Suchitra Mitra, a Rabindrasangeet connoisseur and an alumnus.

2. The Association in collaboration with the College also celebrated the birth centenary of the distinguished film director Late Mrinal Sen, ana lumnus, on 10th September 2023. Noted Actor Mithun Chakraborty, an alumnus, was the chief guest.

3. The Association has rewarded students since 2010 who show special merit in their College leaving examinations.

In 2023-24 the college received an Endowment Grant of Rs. 1,00,000 from daughter of Late Smrandeb Banerjee, former President of the Alumni Association. The amount will be awarded to the student of Commerce who would secure highest marks in the Department.

In 2023-24, the Association has kept up its routine activities: the AGM and the regular get togethers. Additional members have joined the Association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College aims at producing intellectually sound, morally upright, socially concerned and spiritually oriented citizens. Our institutional mission is to impart humanistic education in

harmony with both the Christian faith and modernity. Personality development, generating socio-cultural consciousness, critical enquiry, creativity and fostering social uplift are other pronounced goals. The College Logo, 'NEC TAMEN CONSUMEBATUR' is an allusion to the Ultimate Truth, the source of all knowledge. This knowledge enlightens the mind, sublimates the soul, and illuminates one's life. The college provides reservations for Christian students, and organizes a separate orientation programme for them after admission. Other Christian practices include daily prayer services, weekly scripture classes, Christmas celebrations and an annual Retreat. Education Sunday is observed. The Institution aims at both academic enrichment and non-academic skill development for its stakeholders through innovative programmes and teaching practices.

Promotion of Liberal Education is undertaken through-

- Seminars, workshops, FDPs and programmes

- Enhancement of the teachers' ICT skills

- Promoting co-scholastic activities through Activity Clubs, Wall Magazines, College Magazines, Cultural Programmes and Annual Sports

- Prizes for academic and non-academic achievements. Promoting Humanitarian Ethos through –

- NSS Activities

- Free Studentship to the needy students

- Reaching out to the Community

- Welfare fund for Group C & D staff

Counselling of students on a regular basis by the counselling cell

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/vision_mission.php
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Scottish Church College has a two-tier Governing Body, comprising of the College Senatus that looks after matters related to the Nonteaching staff and the students, and the College Council that takes care of all other administrative affairs of the college. The Senatus, headed by the Principal and theSenatus Secretary, and composed of four teaching ,four non-teaching staff members of the college, two student members and four eminent Christian members from other institutions, is a perfect example of the college's model of practising decentralization and participative management. This administrative body is reconstituted after every three years. It deals with all matters relating to the non-teaching staff, students' matters and property related matters of the college. Apart from these, the college also has several offices and subcommittees that collaboratively work towards smooth and harmonious functioning of college activities, For instance, the Internal Management Committee reserves the right to approve any purchase worth up to 50,000 INR but if the financial expenses are more than50,000 INR , it is the FinanceCommittee that has to approve the purchase. The College Council, however, has to approve the purchase of higher expenditure .

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/college-senatus.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategic plan for expanding through collaborations and MoUs The college has successfully

strategized to develop ties with institutions both at the national and international levels. IQAC office and Office of the International Affairs look after this area. The college has done collaborations with IIT Jodpur,Global academ of foreign language, Warsaw University Poland etc. Through these collaborations various activities have been carried out.Online student seminar on Peace and harmony was carried out. Cost Accountants of India carried out certificate course on GST computation. The college in near future also is committed to carry out such tie ups with other institutions to provide platform for students and faculty members to get a better exposure at the national and international levels.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.scottishchurch.ac.in/MoU & Collaborations.php
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is owned and administered by the Church of North India (CNI) through the diocese of Calcutta. The day to day college administration of the college is governed by the Internal Management committee or IMC headed by the Principal and include Vice Principal, Bursar, IQAC coordinator, Senatus Secretary and Secretary of Teachers' Council. Principal is the overall in-charge. Vice Principal is the in-charge of all academic and student matters. Bursar is in charge of finance, accounts and college office. IQAC Coordinator is in charge of quality initiatives in academic as well as administrative fields. The Secretary of the Teachers' Council secretary deals with matters affecting teachers. The day to day nonteaching staff and non-academic student matter related to administration of the College is run by the Senatus.It also takes care of infrastructural maintenance of the college. The college being a Christian Minority institution has the authority to appoint teaching staff and nonteaching staff following UGC norms. The promotion and service rules are those as directed by the State Higher Education Directorate and University of Calcutta from time to time.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.scottishchurch.ac.in/organogram.php
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. **The institution provides faculty research grant as well as fund to attend seminars, conferences and API charges**
2. **Employees' Provident fund for contractual staff, State aided college teachers,Contractual Whole Time Teachers, Part Time Teachers, Contractual non-teaching staff.**
3. **Employees' State Insurance scheme for non-teaching staff earning less than Rs. 21, 000, where the employer contributes 4.75% and the employee contributes 1.75%, total share 6.5%, as per Government scheme. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents,under ESI affiliated Hospitals.**
4. **Scottish Church College Teachers' Council- All teachers subscribe a nominal amount to this body. TheTC providesfinancial help to teachers in medical emergency.**

5. **College gives a festival advance to the non-teaching staff of the college.**
6. **College also gives festival ex-Gartia to contractual teaching and non-teaching staff of the college.**
7. **College provides financial support to NTS from group C& D welfare fund in medical emergency.**
8. **College also provides advance to Group C and D staff when they are in dire need,for example for house repair, children's education etc.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-

appraisal. PAS system encourages the faculty members to make excellent performance in teaching -learning and research.

The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration.

The above set performance appraisal report is to be filled by employee in a given prescribed format which includesall the above set of points. The Internal Management Committee (IMC) reviews the views of the employee filled in the prescribed performa.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit has been carried out for UG, PG, B.Ed. and Hostel account for the financial year 2023-24. Internal audit has been performed by Vikash V Agarwal & Associates Chartered Accountants. External audit by the Statutory Auditor for 2023-24is due. Issues raised by Auditor in UG audit i)A detailed reconciliation and regrouping is required in endowment fund which contains multiple fixed deposits of various denominations.ii) Certain Government grants of previousyears areto be settled. iii)A number of advances are also being carried forward from earlier years. Resolution of issues raised by Auditors i) College has taken an initiative to reconcile and regroup the endowment fund. Special attention will be given further inthis issue. ii) Reconciliation of a number of previous Govt grants has been done and unutilised amount refunded.College will give special attention toset off the unreconciled balances iii) Many long term unsettled advances has been settled.College has written off certain old balances. The matter will be further followed up regularly.

No such observations was given for PG and B.Ed internal audit

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/6.4.1_Audit_Report_2023_24_UG.pdf chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/6.4.1_Audit_Report_2023_24_PG.pdf
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.27812

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Faculty Development Programmes to be arranged from the grants received from national and international agencies. From UBCHEA grant, service-learning workshop for teaching staff was organized by the college. 2. Certificate courses to be organized by the college to generate funds.Department of Botany has been organizing the certificate course on Instrumentation for three consecutive years using Instrumentation facilities developed from DBT-BOOSTGrant. College. PG Departments of Botany and Chemistry received a grant of Rs102 lakh from DST FIST, Govt of India for 5 years to strengthen the research facilities in the college.College will develop laboratory infrastructure facilities with this grant that will enable to

extend facilities to other institution and industries . 3. Financial support in the form of donation is received from the former students of the college for infrastructure development and student centric activities. 4. College will mobilize fund for Library automation, solar panel and digitization of old and rare books. College has received resources from Bhaktivedanta Research Centre for digitization work and student endowment. Internal Management Committee (IMC) of the college and the Finance Committee (FC) decides upon the methodology of utilising the fund.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The departments of History, Philosophy and Political Science in collaboration with the IQAC conducted session on career prospects in digital humanities by Dr. Tonisha Guin.

2. Career guidance sessions for students and competitive examinations: Continuous career guidance sessions are being conducted by the placement cell in collaboration with the IQAC. Departments of Zoology conducted various programmes for the career orientation of the students.

3. Various add on courses: The IQAC has taken initiatives to carry out add on certificate courses on Mushroom cultivation, Spanish and French language, kantha and Batik stitch by the Department of Bengali.

4. The IQAC continuously conducts the prestigious Alexander Duff Memorial Lecture. The last being goven by Prof. Sugata Bose.

5. Service-Learning Program in Zoology was laucnched in collaboration with IQAC on adolescent reproductive health.

File Description	Documents
Paste link for additional information	https://www.scottishchurch.ac.in/IQAC.php
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has relentlessly thrived for the all-round betterment of all the students. It recognizes the key role played by the parents and guardians in the intellectual and social upbringing of the students, and therefore conducts parent-teacher meetings on a regular basis. Parents are encouraged to voice their worries and bring the issues their children are facing, so that the college may look into those issues and rectify them. Moreover, the IQAC also takes into consideration the fact that a teacher's accountability can be best assessed by feedback received from the students. The college maintains a robust and rigorous students' feedback system to this effect. The IQAC has also ensured a large number of smart classrooms and the faculty members of the college regularly resort to the ICT mode in order to ensure effective, modernized pedagogy.

File Description	Documents
Paste link for additional information	20241203_Student_Satisfaction_Survey_Analysis_2024.pdf
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.scottishchurch.ac.in/docs/IQAC/20241128_IQAC_meeting_2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The WGDC in collaboration with the Journal of Humanities and Social Sciences and the departments of Political Science, History, and Philosophy organised the Annual Lecture on Sexual Harassment at Workplace: Understanding the Law with Specific Reference to Educational Institutions on 06.12.2023. The resource person was Prof. Ruchira Goswami from the National University of Juridical Sciences, Kolkata. A total of seventy students participated. The program was followed by the launch of the first Newsletter of the Cell titled- Breaking the Silence.

The WGDC organized a state-level seminar on Challenging Exclusion as Normal and Normalizing Inclusion to observe International Women's Day on 11.03.2024. The resource person was Dr. Sushmita Gonsalves from the Department of Political Science, SCC who delivered a lecture on The Excluded Woman: In Pursuit of the Goddess. A total of sixty-five students participated.

The first annual lecture on Feminisms for the 21st Century was organized by the Women and Gender Development Cell and IQAC in collaboration with the Departments of Political Science, History, and Philosophy on 19.04.2024. Prof. Nivedita Menon, a Professor at the Centre for Comparative Studies and Political Theory, School of International Relations, JNU was the resource person for the lecture. Altogether two hundred participants

were present.

File Description	Documents
Annual gender sensitization action plan	https://www.scottishchurch.ac.in/wgdc.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.scottishchurch.ac.in/docs/SSR/20210508_7.1.1_SPECIFIC_FACILITIES_PROVIDED_FOR_WOMEN_IN_THE_COLLEGE.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

• Solid waste management: Solid waste is segregated. We keep bins on each floor in classrooms, laboratories, and toilets. During College hours students and staff throw the waste materials inside the bins. Solid and liquid wastes generated in the science laboratories are collected separately and disposed off separately. This garbage is collected and disposed off to the nearby Compactor machine (maintained by Kolkata Municipal Corporation). The solid wastes generated from the garden along with vegetable wastes are used in vermicomposting pit to generate manure which is used for college gardening purposes. A total of 14 vermicomposting pits have been constructed which provide 2000 kg of manure annually. This satisfies 90% of the requirement for fertilizer in maintaining the beautiful flower garden.

- **Liquid waste management:** The liquid wastes are generated in our College in laboratories like Chemistry, Botany, Zoology, and Microbiology. Special bins are kept in the laboratories for waste segregation where the students dispose off used chemicals and in another bin the broken (having sharp-ended) glass goods. The water distillation apparatus is installed in laboratories (40 liters of distilled water is produced daily, 400 liters of effluent water).

The water dripping from Air Conditioners is also collected in the buckets to water plants in some of the places inside the campus.The Chemistry, Botany, Zoology, and Microbiology departments have set up a collection unit for their distillation plant outlet. The collected water from the distillation unit is used for gardening and cleaning purposes

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for	**A. Any 4 or all of the above**

enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Scottish Church College admits students from different parts of India and maintains an inclusive environment for all the students and staff by arranging different cross-cultural discourses. The college celebrated the International Mother Language Day on 23.02.2024 by delivering a presentation entitled Banglai Jege Roi, singing a Nepali song Hera Na Hera Shristi Ko Sundarta, a duet dance on Ami Banglar Gaan Gai along with the inauguration of the Teacher Education department's wall magazine based on the theme of several mother languages of our country. Students from the Department of Teacher Education, also actively participated in XENITH, Intercollege Fest organized by St. Xavier's College, Kolkata on 03.04.2024 and 04.04.2024, where they competed in the sector of Fusion Music, Poetry Slam, Story Writing, Photography and Chess. UNESCO believes that girls' empowerment is a key to promoting gender equality which is now a global priority to promote girls' empowerment and the fulfillment of the human rights. The College celebrated the International Day of the Girl Child on 11.10.2023 by screening the film 'Hichki' followed by a review session. The College also organized different cultural and social activities for students like Drama, Rabindra Jayanti Programme, Blood Donation Camp through the NSS, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Scottish Church College sincerely sensitizes the students towards their responsibilities as citizens of India. The college provides a democratic environment to the students where they can ask questions, debate, and dialogue among themselves and with the faculty to develop an open-minded attitude, essential for becoming a conscious citizen. The college celebrates the Independence Day and the Republic Day. The college runs courses like the Four-year Political Science Honors Course and the Common Value-Added Course: Constitutional Values (under CCF, NEP), in which all the students of the college gather in-depth knowledge about the values of the Constitution of India and rights and duties as citizens of this nation. The college prospectus and college magazine also print the Fundamental Duties of the citizens of India. The College celebrated the birthday of Netaji Subhas Chandra Bose, through a cultural program and a presentation entitled "Azad Hind Fauj: Two Dauntless Women" which revealed some known and unknown facts about Capt. Lakshmi Sahgal and Neera Arya. On 14.06.2023 students from the Department of Teacher Education organized painting exhibitions on the Teacher-Student relationship, Gender Sensitization, Mental Health, and E-Learning and a Rangoli competition on G20 to mark the Presidency of India in G20.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.scottishchurch.ac.in/docs/AQAR/data_2024_2025/7.1.9_SUPPORTING_DOCUMENTS_2024.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed	A. All of the above

code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Scottish Church College celebrates several national and international commemorative days, events, and festivals throughout the year to inculcate human values among the students, maintaining its spirit to reinforce achievements of humanity and to increase awareness about different societal issues. The celebrated days are categorized as: 1. special days promoting patriotic spirit like Independence Day, Republic Day, etc., 2. special days promoting health and well-being like International Day of Yoga, 3. special days promoting awareness about science and mankind like National Science Day, World Tuberculosis Day, International Microorganism Day, etc., 4. special days promoting environmental awareness like Earth Day, World Conservation Day, etc., 5. special days promoting culture and diversity like International Mother Language Day, Janjatiya Gaurav Divas, Communal Harmony Week, etc., and 6. special days commemorating birth anniversaries of eminent persons like birth anniversaries of Swami Vivekananda and Netaji Subhas Chandra Bose, Christmas Day, Rabindra Jayanti etc. The college

encourages the students to indulge in these activities to bring them closer to each other's traditions and cultural beliefs, develop respect and understanding towards them, boost their self-esteem and confidence, and enhance the bonding between students and faculty members.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of the Practice: Green Campus

The main objectives for this initiative were environmental awareness and education, the use of sustainable energy and energy efficient measures, recycling and composting, and green landscaping on the campus. However, the main challenge is the proper translation of education for sustainable development into practice so that it can be more effective. Vermicomposting, water conservation, rainwater harvesting, and solar energy are some ways the college addressesimportant sustainable goals. The data for the campus audit project was collected by the undergraduate students which has developed a sense of responsibility in them The main problem encountered in the Green Campus initiative is the development and maintenance of proper infrastructure for green practices.

Title of the Practice: Sabuj Mon

This informal school aims to organize remedial classes for the students of college-adopted slums in Bagmari, Kolkata.On 20th March 2018, this informal school. was inaugurated. About 30 students, aged between 5 to 13 years, were enrolled. Classes are arranged on Tuesdays and Saturdays every week. The classes

are mainly taken by undergraduate students of college under the supervision of teaching faculties. At present, the school has 51 students. One student has cleared the higher secondary exam and has been admitted to Scottish Church College as an undergraduate student.

File Description	Documents
Best practices in the Institutional website	https://www.scottishchurch.ac.in/docs/SSR/20210508_7.2.1_BEST_PRACTICE_1_GREEN_CAMPUS.pdf
Any other relevant information	https://www.scottishchurch.ac.in/docs/SSR/7.2.2%20BEST%20PRACTICE%202%20-%20SABUJ%20MON%20(INFORMAL%20SCHOOL%20FOR%20UNDERPRIVILEGED%20CHILDREN).pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Scottish Church College is one of the oldest educational institutions in the city of Kolkata, established in 1830. At the same time, it is also one of the most modern and technically updated. This integration between tradition and modernity is the distinctive feature that sets the college apart from other institutions. A typical day in the college begins with the Morning Prayer. The regular activities of the college are run with the aid of modern facilities. Scottish Church is one of the first colleges in the city to introduce online admission. The continuing academic excellence is represented by the Journal of Humanities and Social Sciences. The tradition of social commitment among the staff and students is maintained in the running of the NSS program for slum children in the college playground. The college is moving ahead with its mission and vision of producing intellectually sound, morally upright, and socially responsible students who will come to the service of society. With this mission and vision, the college is equipping itself to face the challenges of higher education in the 21st century keeping its roots firm. The Kolkata Municipal Corporation declares the college as a grade 'A' Heritage institution.

File Description	Documents
Appropriate web in the Institutional website	[View File]
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. ACTIVITIES THROUGH INNOVATION AND INCUBATION CENTER

2. ORGANISING ALEXANDER DUFF MEMORIAL LECTURE WITH EMINENT SCIENTIST

3. DEVELOPING A MULTIPURPOSE SEMINAR ROOM

4. MoUS AND COLLABORATIONS

5. SESSIONS WITH INTERNATIONAL SPEAKERS

6. CONDUCT SKILL DEVELOPMENT PROGRAMMES

7. JOINT PROGRAMMES WITH IIC AND E-CELL

8. ORGANISING FAIRS/ EXHIBITIONS ON STARTUPS AND YOUNG ENTREPREUNERS