YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SURENDRANATH COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr. Purnima Biswas
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03323502389
• Mobile No:	9831745752
• Registered e-mail	sncw.cal@gmail.com
• Alternate e-mail	mailusp@gmail.com
• Address	24, M. G. Road Kolkata West Bengal 700009
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700009
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

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• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Calcutta University**
• Name of the IQAC Coordinator	**Dr. Uma Shankar Pandey**
• Phone No.	**03323502389**
• Alternate phone No.	**9831745752**
• Mobile	**9674016826**
• IQAC e-mail address	**mailusp@gmail.com**
• Alternate e-mail address	**iqac.sncw@sncwcal.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sncwcal.ac.in/naac/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sncwcal.ac.in/wp-content/uploads/2023/06/Academic-Calendar-21-22-SNCW.docx.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**72.7**	**2007**	**01/07/2007**	**30/06/2012**
Cycle 2	**B++**	**2.78**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**01/09/2015**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	**4**
• 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	[View File]()
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)

College has taken necessary action for the reopening of the college after Covid-19

IQAC has taken necessary action regarding the submission of pending AQAR.

College NSS unit has taken various initiatives regarding social awareness and environment issues.

All the departments have prepared specific strategic plan for the academic year 2021-22

Some of the teachers have successfully completed Faculty Induction Programme during this time.

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
Faculty Induction Program	Some of the teachers have successfully completed Faculty Induction Programme during this time.
Submission of pending AQAR	IQAC has taken necessary action regarding the submission of pending AQAR.
Strategic Plan for session 2021-22	All the departments have prepared specific strategic plan for the academic year 2021-22
Online Orientation for 1st Semester Students	Each depart has organized online orientation for the new students.
Reopen the college after Covid-19 (as per Govt. SOS)	College has taken necessary action for the reopening of the college after Covid-19
Online and off line seminars of the Departments	Various departments have organized seminars via online and off line mode.
NSS activities	College NSS unit has taken various initiatives regarding social awareness and environment issues.
Preparation for Upcoming CU Examinations	College has taken necessary initiative to smoothly conduct the CU Examination.
Upcoming Admission of 2022-23	Admission has taken necessary steps regarding the regarding the admission 2022-23.
Submission report of Pending AQAR	IQAC coordinator has placed the submission report.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	24/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	11/03/2023

15.Multidisciplinary / interdisciplinary

The members of the college are aware of the vision of National Educational Policy to provide high quality education to develop human resources in our nation as global citizens. Faculty members have discussed the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. The college follows the CBCS pattern which offers several Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. Since long, college has been following multidisciplinary/interdisciplinary approach by encouraging teachers of one department to take classes of other departments whenever syllabi allow doing so. The faculty members are engaged in multidisciplinary research activities to address the pressing issues and challenges of the society.

16.Academic bank of credits (ABC):

The college follows a choice-based credit system (CBCS) for all of its programmes as mandated by the curriculum of University of Calcutta. ABC can be implemented only after proper guidelines from the affiliating university.

17.Skill development:

The Skill Development programs are integrated in the curriculum of all the Honours and Elective subjects offered by the University of Calcutta. The college offers its students elective skill Enhancement courses as per their aptitude, curriculum and which are best suited to their needs. In addition to these course, the college also offers Generic elective courses which also aim to develop discipline related skills and hands-on approach. The college also offers language skills course and Environment Science course as part of the Ability Enhancements courses.

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

The College offers Honours courses in various Indian languages like Bengali, Sanskrit and Urdu as well as general course in Hindi to inculcate in the minds of the students the values, cultures and traditions of Indian society. Indian traditional cultural values are taught through these courses. Programmes including webinars and seminars are offered by these departments to highlight the cultural values permeated by the literary works in the above mentioned Indian languages.Various social sciences department of the college deliver their lectures in English and Bengali (bilingual mode) to enable the students to foster and hone their skills in these languages. Various lectures and events are organised to promote Indian culture and traditions in the institution.

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

The college undertakes an outcome based approach towards the subjects (both Honours and General) taught at the Undergraduate Level. Being an undergraduate college affiliated to the University of Calcutta, there is little scope of altering the syllabus. Nonenetheless, a Department-wise Scope and Course Specific Outcomes has been prepared and uploaded on the college website for students seeking admission.The college has completely adopted the learning outcome based curriculum framework and will implement in letter and spirit the program structure and curriculum.The College has established a robust and credible continuous evaluation and internal assessment system to constantly monitor the progress of all its students including their regularity. Based on these assessments the faculty decides on the right method to identify and to help the slow learners, so that they can also cope up with the rigour of the curriculum. In order to create the best teaching-learning environment for its students the college has completely implemented the blended teaching-learning pedagogy. Though the blended approach the faculty constantly monitor whether the learning objectives and learning outcomes are being achieved or not and accordingly take necessary steps to ensure that all students gain the necessary expertise, knowledge skills and capabilities.

20.Distance education/online education:

NIL

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	676
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	723
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	801
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	76
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	32
Number of Sanctioned posts during the year	

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**9**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4819818**
4.3 Total number of computers on campus for academic purposes	**60**

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

Surendranath College for Womenis affiliated to the University of Calcutta.The institution follows the Curriculum and Syllabus (based on CBCS)designed by the parent university and implemented in the year 2018.Presently the institution offers 16regular subjects.In order to ensure effective curriculum delivery, our college adheres to the following mechanisms:

- **The institution provides maximum subject combination for academic flexibility and interdisciplinarity**
- **The institution practices blended methods for the teaching-learning process.**
- **Well constructed weekly e-Routine/ Timetable for each semester is provided by the college administration following the Academic Calendar of the session.**
- **Regular classes, Tutorials and Remedial Classes are conducted for the benefit of students. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process.**
- **Apart from chalk and talk method, ICT-enabled teaching-learning method including Google classroom, Google meet, smart-board, power point presentation, audio-visual support etc. are**

used extensively.

- Online uploading of study materials by teachers through Google classroom, whatsapp and cloud.
- The assessment and evaluation process is strictly practised via regular evaluation
- Our College has a very rich Central Library. INFLIBNET (e-books and e-journals) facility is available for teachers and also for students.
- Question Bank(for Honours & General) has been prepared and provided for the students of CBCS.
- Fieldwork/excursion has been organised by the respective departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Academic Calendar, prepared by the Academic Sub-Committee, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters.Details such as of admission procedure, evaluation and assessment (both internal and external), Online form fill up tenure,events of National and International importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other Intra-College Competitions are reflected in the academic calendar. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staff remain aware of upcoming events. The academic calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in the academic calendar.

The CIE consists of class tests, internal assessments and tutorial projects.The performance of students is assessed continuously.The

departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

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 **B. Any 3 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	**No File Uploaded**

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

16

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

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)

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File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

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1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

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

Our college strives in every way possible to instill professional ethics, gender sensitization, human values and concerns about

environment and sustainability intoour students. It follows the curriculum desined by its parent university, University of Calcutta, which has designed the syllabi of every stream incorporating all these values. Every department of our college takes all the steps to cater these ideas to the students by covering up their respective syllabi with much care and well within time. Our institution used the blended method to carry on the continuity of the teaching-learning process. The faculties adoptvarious means to inculcate the students with these value educations.The teachers use smart boards, ppts, audio-video tools and internet for a better understanding of such topics. The departments organise seminars/webinars, workshops, and field visits to expand the area of knowledge regarding these values for the students. The institution has formed various committees like NSS, Eco Club, Seminar Committee, Cultural Committee, etc. to enthuse, ensure and supervise the arrangement of such events like the celebration of the World Environment Day, International Yoga Day, International Women's Day, Human Rights Day, etc. The students are also encouraged to participate in various issues of social concerns mostly organised by the NSS committee of our college.

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

52

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sncwcal.ac.in/iqac/

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 sanctioned seats during the year

1529

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

127

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

A detailed lesson plan is prepared for a better understanding of the Course that the students have chosen. Teachers remain alert to the responses of the students during the early lessons and the slow learners and advanced learners are identified without any overt

discriminatory attitude.

ADVANCE LEARNERS Seminars, workshops, quizzes are conducted by various departments which further help the students to gather more knowledge. The advanced learners of all the departments are encouraged to read more critical materials. Meritorious Students are given awards at the College Annual Prize Distribution Ceremony to encourage them to keep up their good work.

SLOW LEARNERS Remedial Class and special lectures are arranged for the students who are identified as slow learners.

Faculty members of all departments arrange special doubt clearing sessions both inside and outside the classroom.

The College organize PTMS to inform the guardians about the progress of their wards and the teachers provide further guidance to the parents of the slow learners, so that the students can improve their grades.

Some departments of Humanities organize film shows based on literary texts; and even give special attention to improve their language skill and writing ability.

File Description	Documents
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
2028	76

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

The college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed Participative learning: 1. Seminar, webinars, workshops,online lectures etc are organized by all departments. This kind of learning is very much effective and enjoyable. 2. Students are taken to field visit/work frequently. 3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame.

Experiential learning: 1. The students spend lots of time in practical classes. 2. Students of humanities and social science department enjoy learning process through the use of some electronic resources.

Problem solving methodologies: 1. Students are provided home assignments. 2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

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

We have 9 ICT enabled classrooms in the institution. In the lockdown situation during online sessions for academic year 2021-22. All teachers of the institution use ICT for conducting classes and regular assessments. Our teachers take online classes on Google Meet platform effectively from the onset of pandemic till the commencemnt of classes in November 2021.The study materials (class powerpoints, notes in pdf format, or ebook materials as well as youtube video links) are shared with the students via google classroom in addition to Students Whats App groups.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sncwcal.ac.in/academics-2/ict-tools/

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

76

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
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

31

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

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

11

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

925

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

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.

Examination Committee coordinated all the internal examinations (mid-term & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination through google form, while other deparments set question papers. The college has a dedicated website https://www.sncwexam.in/ which shared the question paper of the University examinations with the students. The Internal examination as well as the Tutorials were conducted online for more of the academic year in question.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.sncwexam.in/

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

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. The mechanisms for redressal of grievances with reference to evaluation are as follows: For university examinations: • Review of answer scripts are done as per university norms • RTI provision is also available. The students forward their applications to the college office, where from the issues are forwarded to the affiliating university. Since the onset of Covid 19 pandemic,the internal examinations were successfully conducted through Google form and other assessment methods. The students could put up any query through Whats app and equivalent platforms. During the pandemic, the college had a dedicated method by which the students could voice their grievances.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://www.sncwcal.ac.in/wp-content/uploads/2020/06/8799386_Monitoring-Grievances-related-to-Exams0001.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The syllabus of each subject is prepared by the members of Board of studies(BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should

have and the depth of learning that is expected upon completion of a course.? The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.The students are also made aware of the same through Tutorial meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/program-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

To maintain a continuous quality improvement module, the following five-stage methodsare followed: (1) CONTINUOUS STUDENTS' EVALUATION: This is done through constantly monitoring the attendance of the students, their responses in class, conduction of special tutorial classes, class tests. Students are given with quizzes for self assessment and are encouraged to write review reports, projects, and deliver seminar presentations for overall grooming. (2) STUDENTS' FEEDBACK:The institution offers a structured questionnaire on teaching, infrastructure, library, and the entire learning experience of the students. The responses received can satisfactorily measure the satisfaction level of the students. (2) STUDENT SATISFACTION SURVEY:SSS with a structured questionnaire as given by NAAC is done randomly with students of any semester. The survey result is next analyzed critically and the institution identifies . At the beginning of every semesterthe subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. 2. The copies of the syllabi are kept in the department. It is distributed beginning the semester among students.3. A linkto download the syllabus and other respective information in the college website https://www.sncwcal.ac.in/ 4. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/course-outcome/

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

744

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

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)

https://www.sncwcal.ac.in/student-satisfaction-survey/

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)

000

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

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

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

000

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

26

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

10

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](#)

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

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

19

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

3.3 - Extension Activities

3.3.1 - 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 college has a NSS unit. The college has always been at the forefront in making its noteworthy contribution to neighborhood community, society,and environment. The college organized various activities for faculty, students, and staffin order to sensitize them to social issues and holistic development. NSSand a team of committed faculty members engage students in the community development programs by organizing awareness programs. To name a few of those, the college organized YASH Relief Drive in collaboration with NCC Unit. Covid Awareness Drive, , Swachh Bharat Abhijan,etc. which made a notable impact in sensitizing students about social and national issues. Awareness training to face the flood and other disastrous events training is given to the students and staff of our college to tide over such critical situations. The aim of organizing such programs is to make the students learn to negotiate, communicate, and lead others by working together with other

individuals. The college ensures that the students develop critical thinking skills and time management and become well-mannered citizens and successful individuals in their respective fields.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/
Upload any additional information	View File

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

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

000

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

3.3.3 - 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

3.3.3.1 - 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

6

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

281

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

000

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

000

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

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.

The college tries its best to allocate and utilize the available funds for maintenance and augmentation of new physical and other general facilities to meet the need of the students and the staffs and maintaining the overall ambience. The institute offers 16 undergraduate programmes in academic session 2021-2022. There are twenty- three classrooms, one auditorium, four computer laboratories and one soil and weather instrument laboratory. Total nine classrooms have ITC facilities with ceiling mounted overhead projectors. The teachers conduct the classes with the help of desktops, laptops, overhead projectors, micro-phones, speakers and white screen boards. Sufficient arrangements have been made to develop the infrastructure and physical facilities of teaching- learning process. Teaching learning was supported by videos, digital study materials. Central library as well as departmental seminar library has a large number of books for the students. The maintenance of the physical structure is done by the college staffs, both teaching and non-teaching with the help of annual maintenance, respective companies from whom the goods have been purchased and local vendors.

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

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

The college gives immense importance to co-curricular and extra-curricular activities. The college celebrates its annual sports every year within the college campus. The college has separate sports committee to conduct sports events and to encourage students' progression in

sports and other games. The college has a fully automated and well-equipped gymnasium in the ground floor and has also appointed one female trainer to guide and supervise the students. The institute celebrates all the major cultural events. The girls are encouraged to pursue singing, dancing, drama, recitation and other co-curricular activities. The Gitanjali auditorium which is located on the ground floor of the college is often used for cultural activities. Freshers Welcome, Teachers Day, Rabindra Jayanti are some of the major cultural events of the college. A temporary stage in the common ground is also used for the celebration of Independence Day, Republic Day, Saraswati Puja, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.sncwcal.ac.in/wp-content/uploads/2023/07/CULTURAL-ACTIVITY-SPORTS-GAMES.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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

4088197

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

4.2 - Library as a Learning Resource

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

Central Library has been working independently since 1962 and it is located at western side of ground floor of the building. Apart from the central library the college has seminar libraries under different honours departments.More than 28876 books (up to academic year 2022-2023) are in the central library and seminar libraries. Every yearcollege spends a large amount of money to buy books both text books and reference books in large numbers to provide learning infrastructure to its students. Books of all the courses offered in the college are available. At present our college library subscribes 18magazine 9 daily newspapers.

Academic Year

Total Books

Text Books

Reference Books

2019-2020

26547

24365

2182

2020-2021

26698

26698

2182

2021-2022

27821

27540

2463

An online public access catalogue, popularly known as OPAC is used for providing a bibliography of the books available at the central library. This online access catalogue is accessible both by teachers and students. Library is managed with a help of library management software from LIBSYS, called LS Remote Solution (version LS 10) from 2009 onwards. With the help of this software, library of our college is partially automated now. Manual catalogue is replaced by digital catalogue.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://www.sncwcal.ac.in/campus/library/

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   **E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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)

356276

File Description	Documents
Any additional information	<u>View File</u>
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)	<u>View File</u>

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

21

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, Economics-Statistics-Mathematics has separate computer laboratories. All these

computers are provided with subject specific software with scanners and printers. Eightdepartments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for thesmooth running of college.The office operates on the students' front through the help of two software, named Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sncwcal.ac.in/campus/ict-facilities-it/

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

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)

731621

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

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.

Regular expenses are incurred by college authority for repair and maintenance of various physical, academic and support facilities. The college has a number of committees like finance, library, building, sports and Eco club which are entrusted with regular review of this facilities. Laboratories are provided with recuring and consumable goods as when required. Instruments and computers purchased at different time are recorded in stock register. Maintenance of instruments and IT facilities are done by department staffs with skilled technicians, local vendors and from companies from whom the instruments have been procured. Magazines and newspapers are subscribed regularly. Membership of LIBSYS is maintained annually. Maintenance of old books are done from time to time by local vendors. Sports committee look after the regular maintenance of equipment of gymnasium and indoor- outdoor games. Maintenance of computer and updating of software are done regularly by the college staffs by the help of local vendors. Website and the software are used by the office is maintained by software providing companies itself. College staffs, both academic and administrative take care of routine maintenance work and services. Annual maintenance of generator, water purifier and software and pest control are done by several agencies through AMC.

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

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

536

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

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

000

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

000

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

000

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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

D. Any 1 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	**No File Uploaded**

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

2

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	*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

67

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

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

`000`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

`000`

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

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)

Surendranath College for Women has aStudent Union which has defined objectives and jurisdiction of work. All the bonafied students of the college can bemembers of the College. The activities organized by the student Unionare supervised by a Union Advisory Committee consisting of faculty members of the college. During pandemic situation the student union provide information about all online activities of the college to the students and encourage the students to involve in all activities of the college. The college always tries to motivate its students for social work by giving them responsibility.The College has strongsocial outreach and societal

engagement programmes, which are carried out through the NSS units of the College.The NSS units of the College also contribute towards maintaining discipline of the College, in organizing events in the College and by the College, campus cleanliness, student support and counseling.Key aspect of the Students Union is to organize student-centric activities, most prominent amongst them being the Annual Festival(Lakshya) , an amalgamation of various cultural and academic activities providing the students of the College the platform to display their creativity and talent through art, music, dance, stage plays, debate, poetry and express their views.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/college-fest/
Upload any additional information	**No File Uploaded**

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

5

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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

There is no registered Alumni association of the College. However a few departments have Whats App groups and maintain regular contact with the former students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)　　　　E. <1Lakhs

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

Our vision is the empowerment and enlightenment of women through value-based, quality education so as to foster informed global minds. The institution plays a proactive role in enabling our students towards seeking employment and sensitizing them to international issues, so that they become equipped global citizens.Mission: The mission of the college is pithily expressed through our motto "Damyate-Datta- Dayadhvam" (Control, Give, and Sympathize). The institution aims at a holistic development of our students. The mission of the institution is in consonance with the Millennium Development Goal – 'Promote gender equality and empower women' (and the NEP to extend equal opportunities to all the students. The vision and mission of the college is reflected in the governance, perspective plan and participation of teachers in decision making bodies. The apex body of governance of the college is its Governing Body which includes the President, Principal, university & government nominees along with teaching, non-teaching and student representatives.The GB helps to shape strategies and inquires into the quality and progress of the activities of the college. This in turn helps the institution maintain an effective perspective plan through review of academic programmes and analysis based on the feedback of stakeholders and the IQAC.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/our-college/vision/
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.

The Governing Body of the institution in consultation with the Principal provides leadership in all academic and institutional practices. The Principal co-ordinates on all academic matters through the Heads of Departments who are appointed on a rotational basis. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g., officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is coordinated by the Principal.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional plan is clearly charted out and effectively deployed. The pandemic necessitated more updated modes of pedagogy, particularly in modes of e -learning. To respond to the situation in a more effective manner, the IQAC and the academicsub-committee resolved to implement Learning Management System (G Suite) for

sharing e –resources and for smooth conduction of examination in the online mode.The Institution has embarked on the gradual implementation of its perspective plan. The college has been using ICT for teaching learning purposes since 2016 and has been quick to adopt to online teaching during the pandemic period.The library, too, has been upgraded with more books and e-resources. The online admission process has been improved and further strengthened. ERP software hasbeen installed for more comprehensive academic and administrative database management. The implementation process will be monitored from time to time by the IQAC through periodic review. It will then report the findings to the Principal and the Governing Body for corrective actions, if required.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 Governing Body is set up as per Government rules. It comprises of the President, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and 1 Non-Teaching Staff Representative.The Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college.The Principal along withthe IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of theirrespective committees.Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition) and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O.along with the eligibility criteria prescribed by the UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.sncwcal.ac.in/administration/organisation-structure/
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 interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The various welfare measures adopted by the institution aims to benefit all equally which include teaching, non-teaching staffs and students. The several policies include those announced by state-government and also college adopted facilities which are equally implemented by the college authority. On a regular basis, college provides a health check up facility. Apart from this, the West Bengal health scheme facility announced by the state government in 2017 is available for full-time teaching staff. The college also provides a provident fund loan facility to its substantive employees where the loan amount is released strictly following the rules and regulations laid down by the Govt. of West Bengal. Freshly appointed fulltime teaching and non-teaching staff are given interest free ad-hoc payment against their salaries forthe time period till they get their final pay fixation orders. College has the provision of festive bonus, which is provided from the college fund to teaching,

non-teaching and casual non-teaching staff. The college authority allows maternity, paternity and childcare leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available.

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

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

000

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

000

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

2

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	**No File Uploaded**
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

Surendranath College for Women has a performance appraisal system for teaching and nonteaching staff to evaluate their performance. Teaching Staff: The Principal regularly administers the attendanceof teachers. Leave record is reflected in the service book of teachers in substantive post. Departments chart their own academic calendar in tandem with the academic calendar of the college prepared by

academic sub-committee. The institution follows Performance Based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of promotion. Appraisal and score claims are verified by the IQAC and forwarded to the Principal. If found satisfactory, it is placed before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education. Faculties are also encouraged to pursue professional developmental programmes, publications and research activities. Non-Teaching Staff: The Principal regularly administers the attendance of the non -teaching staff. Leaver record is reflected in the service book for those in substantive post, under the supervision of the accountant. Their promotion is carried out following existing rules and regulations.

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

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

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 The College is awaiting instructions from the Department of Higher Education, West Bengal for appointment of External Auditor for the financial year 2021-22. The internal financial audit is yet to be conducted.

File Description	Documents
Paste link for additional information	Nil
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)

`000`

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

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

The infrastructural and knowledge resource development of the college is ensured by mobilizing the government and non-government funds. College submits proposals for grants to Council for Higher Education, Govt. of W.B, , etc. Funds generated from the accrued interests out of fixed deposit assets, memorial prizes and endowment funds from staff members, are some other avenues of funds that is also welcome for mobilization. Expenditure and fund utilization occurs mainly under two categories that involve Recurring & Non-recurring components. A major portion of income for the college includes Fees collected from the students. Larger part of this income is spent towards the welfare of the students for providing financial support to economically backward students, enhancement of sports facilities, students' seminar, cultural programme etc. Non-recurrent component of expenditures include facilities like augmentation and maintenance of library, laboratory, instruments purchase, furniture purchase etc. Each concerned committee supervises completion of work under each received grant. Payments are made in the form of either cheques and RTGS, smaller payments take place through contingency feeshowever petty cash transaction limits are set by the finance committee of the college. Purchases are supervised by the finance and purchase committees, which float tender or quotations, depending on expenditure amounts, ratified by the Governing Body.

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

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

A specific strategy that has been undertaken this year has been to conduct various activities at inters and intracollege levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all students. Mentor- Mentee system works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their – Personal details Socio economic background Academic details Extracurricular activities The system works to provide support byIdentify advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc. Mentors continuously monitor the progress of their mentees through various mechanisms. The system provides the mentee with any support that they may require. Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalized way.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/iqac/quality/
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

Introduction of Google class room and G-suite: While the pandemic necessitated newer modes of pedagogy, the IQAC took steps to introduce Google class room and G-suite for the benefit of teachers and students, thus ensuring smooth dissemination of knowledge resources. The online examinations and internal continuous evaluations were all successfully conducted. Up gradation of college librarypurchase of books. Feedback system Another instance of review of teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching -learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are

received wholeheartedly and are thoroughly analyzed. Each department is provided with these feedbacks and is required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching -learning processes.The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/iqac/quality/
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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

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

Our college is restricted only for female students. Hence we provide

specific facilities for the safety and security of our students. College has installed CCTV cameras in the College buildingand additional staff are present on the campus round the clock. Beside that, the students have their own Common Room. Apart from these, our college has a particular Annual Gender Sensitization Plan. And here we are following the National Commission of Women, New Delhi, July, 2020 Booklet .An Online Counselling Cell has been setup for our students. This Cell has organised online counselling session. (Notice for counselling session is attached herewith).Our Curriculum encompasses several aspects of gender sensitization. (Word documents needed). Regarding the online evaluation our institution has followed the guidelines of the government regarding data privacy of the students.

File Description	Documents
Annual gender sensitization action plan	http://www.sncwcal.ac.in/gender-sensitization/
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.sncwcal.ac.in/campus/common-room/

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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: Our Institution has a well maintained Solid Waste Management System. In our campus solid waste is collected in waste bins and disposed off through corporation vans twice a day (in

morning and in evening) through KMC.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	<u>View File</u>

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   **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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   **E. None of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
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   **E. None of the above**

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

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).

Our Institution has a heterogeneous student community from diverse

socio-cultural and linguistic strata. In this perspective our college tends to promote an inclusive environment. It has a regular practice to organise cultural programme to inculcate tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among the stakeholders. In2021-22. Celebration of Republic day & Independence Day is instituted every year in our college. Our college has organized a Teachers Day Programme on 5 th September, 2021 via online mode. Department of Bengali of our college celebrates 'International Mother Language Day' every year. This day is celebrated to create sense of responsibility about mother language of each linguistic community. In the year 2022 on 21th February, Department of Bengali organized an offline cultural programme to celebrate the day. Department of English of our college has organised a drama with their students named 'Waiting: an Eternal Wait'- A Recreation of Manto's 'TobaTek singh on 5 th April, 2022. On the occasion of birthday of Rabindranath Tagore College has organized a cultural programme named 'Smarane Manane Amader Rabindranath' on 10 th May, 2022. Our college has also celebrated International Womens Day on 8 TH March, 2022 through a cultural programme.

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

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties. Regarding this our college Celebrates Republic day & Independence Day every year. Department of Political Science has celebrated Constitution Day on 26 th November, 2021 to commemorate the adoption of the constitution of India.Department of Political Science has also celebrated Human Rights Day on 10 th

December, 2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

B. Any 3 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	**No File Uploaded**

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

1. Republic Day (2022, offline) 2. Bhasha Diwas (off line, 2022) 3. World environmental Day(5 th June, 2021 online) 4. Independence Day (15 August, 2021 online) 5. Teachers Day (online, 2021) 6. Womens Day (8 th March, 2022, off line)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
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.

Best Practice-1

Title of the Practice: Community Development Programme

Objectives of the Practice :

1. To train students to realize the societal needs and issues for creating sufficient awareness.2. To understand the community requirements and concerns and come up with sustainable solutions for the same.To address these issues the college works through societies that work throughout the year to achieve these goals. The collaborative initiative of all the three societies – The Gender sensitization Cell: The GSC community outreach program takes into account the pressing reality of gender discrimination, bias and unequal status of women in all walks of life and thus makes significant efforts to reach out to the community of women and girls outside the privileged environs of the college as well as addresses the problems of girls and other women workers within the college. Cultural Activities : The college has organized various cultural events, such as Annual Cultural programmes, Rabindra Jayanti Agomoni Noboborsho Teachers Day , Basanta Utsob, Social etc

Best Practice -2

Name of the Best Practice Upgrade Digitalization Teaching-LearningObjectives of the Best Practice: The College pursues the objective of advancement of learning by providing equal access to quality education to all students irrespective of financial, cultural, gender or ethnic identity. In its operations, the college tries to ensure effective delivery of services to its students and staff through efficient technologically updated mode of operation. Therefore, the college has taken a drive to digitize all its

activities to ensure efficient, time-saving management and delivery of services.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

Our college is a Girls college and it was established to give the opportunity of higher study to the girls specially from economically challenged families. Till today we follow that motto. For that our institution has a nominal fee structure with provision of Government Scholarships. This facility allows girls students from socially and economically challenged backgrounds to get quality education. We have students from diverse social, economic, cultural and linguistic strata. To cater to this requirement and to guide them in their academic progression, we have successfully conducted many enrichment programs which would go beyond normal academic development. We have sufficient number of able and best quality teachers. Non teaching staff are always cooperating to run the official works smoothly and efficiently. Our library is user friendly and labs are fully equipped and well maintained. Seminars, workshops, webinars and field works are organised by the departments on regular basis. The mission of the college is pithily expressed through our motto "Damyate-Datta- Dayadhvam" (Control, Give, and Sympathize). We aspire to a holistic grooming of our students by providing a modern infrastructure, disciplined learning environment promoting a vibrant campus life through various cultural social and athletic activities in the college.

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

Surendranath College for Womenis affiliated to the University of Calcutta.The institution follows the Curriculum and Syllabus (based on CBCS)designed by the parent university and implemented in the year 2018.Presently the institution offers 16regular subjects.In order to ensure effective curriculum delivery, our college adheres to the following mechanisms:

- The institution provides maximum subject combination for academic flexibility and interdisciplinarity
- The institution practices blended methods for the teaching-learning process.
- Well constructed weekly e-Routine/ Timetable for each semester is provided by the college administration following the Academic Calendar of the session.
- Regular classes, Tutorials and Remedial Classes are conducted for the benefit of students. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process.
- Apart from chalk and talk method, ICT-enabled teaching-learning method including Google classroom, Google meet, smart-board, power point presentation, audio-visual support etc. are used extensively.
- Online uploading of study materials by teachers through Google classroom, whatsapp and cloud.
- The assessment and evaluation process is strictly practised via regular evaluation
- Our College has a very rich Central Library. INFLIBNET (e-books and e-journals) facility is available for teachers and also for students.
- Question Bank(for Honours & General) has been prepared and provided for the students of CBCS.
- Fieldwork/excursion has been organised by the respective departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Academic Calendar, prepared by the Academic Sub-Committee, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters.Details such as of admission procedure, evaluation and assessment (both internal and external), Online form fill up tenure,events of National and International importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other Intra-College Competitions are reflected in the academic calendar. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staff remain aware of upcoming events. The academic calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in the academic calendar.

The CIE consists of class tests, internal assessments and tutorial projects.The performance of students is assessed continuously.The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	B. Any 3 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

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

16

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)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

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

Our college strives in every way possible to instill professional ethics, gender sensitization, human values and concerns about environment and sustainability intoour students. It follows the curriculum desined by its parent university, University of Calcutta, which has designed the syllabi of every stream incorporating all these values. Every department of our college takes all the steps to cater these ideas to the students by covering up their respective syllabi with much care and well within time. Our institution used the blended method to carry on the continuity of the teaching-learning process. The faculties adoptvarious means to inculcate the students with these value educations.The teachers use smart boards, ppts, audio-video tools and internet for a better understanding of such topics. The departments organise seminars/webinars, workshops, and field visits to expand the area of knowledge regarding these values for the students. The institution has formed various committees like

NSS, Eco Club, Seminar Committee, Cultural Committee, etc. to enthuse, ensure and supervise the arrangement of such events like the celebration of the World Environment Day, International Yoga Day, International Women's Day, Human Rights Day, etc. The students are also encouraged to participate in various issues of social concerns mostly organised by the NSS committee of our college.

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

52

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.sncwcal.ac.in/iqac/

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 sanctioned seats during the year

1529

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

127

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

A detailed lesson plan is prepared for a better understanding of the Course that the students have chosen. Teachers remain alert to the responses of the students during the early lessons and the slow learners and advanced learners are identified without any overt discriminatory attitude.

ADVANCE LEARNERS Seminars, workshops, quizzes are conducted by various departments which further help the students to gather more knowledge. The advanced learners of all the departments are encouraged to read more critical materials. Meritorious Students are given awards at the College Annual Prize Distribution Ceremony to encourage them to keep up their good work.

SLOW LEARNERS Remedial Class and special lectures are arranged for the students who are identified as slow learners.

Faculty members of all departments arrange special doubt clearing sessions both inside and outside the classroom.

The College organize PTMS to inform the guardians about the progress of their wards and the teachers provide further guidance to the parents of the slow learners, so that the students can

improve their grades.

Some departments of Humanities organize film shows based on literary texts; and even give special attention to improve their language skill and writing ability.

File Description	Documents
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
2028	76

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

The college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed Participative learning: 1. Seminar, webinars, workshops, online lectures etc are organized by all departments. This kind of learning is very much effective and enjoyable. 2. Students are taken to field visit/work frequently. 3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame.

Experiential learning: 1. The students spend lots of time in practical classes. 2. Students of humanities and social science department enjoy learning process through the use of some electronic resources.

Problem solving methodologies: 1. Students are provided home assignments. 2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

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

We have 9 ICT enabled classrooms in the institution. In the lockdown situation during online sessions for academic year 2021-22. All teachers of the institution use ICT for conducting classes and regular assessments. Our teachers take online classes on Google Meet platform effectively from the onset of pandemic till the commencemnt of classes in November 2021.The study materials (class powerpoints, notes in pdf format, or ebook materials as well as youtube video links) are shared with the students via google classroom in addition to Students Whats App groups.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sncwcal.ac.in/academics-2/ict-tools/

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

76

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
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

31

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

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

11

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

925

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

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.

Examination Committee coordinated all the internal examinations (mid-term & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination through google form, while other deparments set question papers. The college has a dedicated website https://www.sncwexam.in/ which shared the question paper of the University examinations with the students. The Internal examination as well as the Tutorials were conducted online for more of the academic year in question.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.sncwexam.in/

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

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. The mechanisms for redressal of grievances with reference to evaluation are as follows: For university examinations: • Review of answer scripts are done as per university norms • RTI provision is also available. The students forward their applications to the college office, where from the issues are

forwarded to the affiliating university. Since the onset of Covid 19 pandemic,the internal examinations were successfully conducted through Google form and other assessment methods. The students could put up any query through Whats app and equivalent platforms. During the pandemic, the college had a dedicated method by which the students could voice their grievances.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://www.sncwcal.ac.in/wp-content/uploads/2020/06/8799386_Monitoring-Grievances-related-to-Exams0001.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The syllabus of each subject is prepared by the members of Board of studies(BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course.? The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.The students are also made aware of the same through Tutorial meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/program-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

To maintain a continuous quality improvement module, the following five-stage methodsare followed: (1) CONTINUOUS STUDENTS' EVALUATION: This is done through constantly monitoring the attendance of the students, their responses in class, conduction of special tutorial classes, class tests. Students are given with quizzes for self assessment and are encouraged to write review reports, projects, and deliver seminar presentations for overall grooming. (2) STUDENTS' FEEDBACK:The institution offers a structured questionnaire on teaching, infrastructure, library, and the entire learning experience of the students. The responses received can satisfactorily measure the satisfaction level of the students. (2) STUDENT SATISFACTION SURVEY:SSS with a structured questionnaire as given by NAAC is done randomly with students of any semester. The survey result is next analyzed critically and the institution identifies . At the beginning of every semesterthe subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. 2. The copies of the syllabi are kept in the department. It is distributed beginning the semester among students.3. A linkto download the syllabus and other respective information in the college website https://www.sncwcal.ac.in/ 4. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/course-outcome/

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

744

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

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)

https://www.sncwcal.ac.in/student-satisfaction-survey/

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)

000

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

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

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

`000`

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

`26`

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

`10`

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]()

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

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

19

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

3.3 - Extension Activities

3.3.1 - 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 college has a NSS unit. The college has always been at the forefront in making its noteworthy contribution to neighborhood community, society,and environment. The college organized various activities for faculty, students, and staffin order to sensitize them to social issues and holistic development. NSSand a team of committed faculty members engage students in the community development programs by organizing awareness programs. To name a few of those, the college organized YASH Relief Drive in collaboration with NCC Unit. Covid Awareness Drive, , Swachh Bharat Abhijan,etc. which made a notable impact in sensitizing students about social and national issues. Awareness training to face the flood and other disastrous events training is given to the students and staff of our college to tide over such critical situations. The aim of organizing such programs is to make the students learn to negotiate, communicate, and lead others by working together with other individuals. The college ensures that the students develop critical thinking skills and time management and become well-mannered citizens and successful individuals in their respective fields.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/
Upload any additional information	View File

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

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

000

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

3.3.3 - 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

3.3.3.1 - 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

6

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

281

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

000

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

000

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

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.

The college tries its best to allocate and utilize the available funds for maintenance and augmentation of new physical and other general facilities to meet the need of the students and the staffs and maintaining the overall ambience. The institute offers 16 undergraduate programmes in academic session 2021-2022. There are twenty- three classrooms, one auditorium, four computer laboratories and one soil and weather instrument laboratory. Total nine classrooms have ITC facilities with ceiling mounted overhead projectors. The teachers conduct the classes with the help of desktops, laptops, overhead projectors, micro-phones, speakers and white screen boards. Sufficient arrangements have been made to develop the infrastructure and physical facilities of teaching-learning process. Teaching learning was supported by videos, digital study materials. Central library as well as departmental seminar library has a large number of books for the students. The maintenance of the physical structure is done by the college staffs, both teaching and non-teaching with the help of annual maintenance, respective companies from whom the goods have been purchased and local vendors.

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

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

The college gives immense importance to co-curricular and extra-curricular activities. The college celebrates its annual sports every year within the college campus. The college has separate sports committee to conduct sports events and to encourage students' progression in

sports and other games. The college has a fully automated and well-equipped gymnasium in the ground floor and has also appointed one female trainer to guide and supervise the students. The institute celebrates all the major cultural events. The girls are encouraged to pursue singing, dancing, drama, recitation and other co-curricular activities. The Gitanjali auditorium which is located on the ground floor of the college is often used for cultural activities. Freshers Welcome, Teachers Day, Rabindra Jayanti are some of the major cultural events of the college. A temporary stage in the common ground is also used for the celebration of Independence Day, Republic Day, Saraswati Puja, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.sncwcal.ac.in/wp-content/uploads/2023/07/CULTURAL-ACTIVITY-SPORTS-GAMES.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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

4088197

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

4.2 - Library as a Learning Resource

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

Central Library has been working independently since 1962 and it is located at western side of ground floor of the building. Apart from the central library the college has seminar libraries under different honours departments.More than 28876 books (up to academic year 2022-2023) are in the central library and seminar libraries. Every yearcollege spends a large amount of money to buy books both text books and reference books in large numbers to provide learning infrastructure to its students. Books of all the courses offered in the college are available. At present our college library subscribes 18magazine 9 daily newspapers.

Academic Year

Total Books

Text Books

Reference Books

2019-2020

26547

24365

2182

2020-2021

26698

26698

2182

2021-2022

27821

27540

2463

An online public access catalogue, popularly known as OPAC is used for providing a bibliography of the books available at the central library. This online access catalogue is accessible both by teachers and students. Library is managed with a help of library management software from LIBSYS, called LS Remote Solution (version LS 10) from 2009 onwards. With the help of this software, library of our college is partially automated now. Manual catalogue is replaced by digital catalogue.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://www.sncwcal.ac.in/campus/library/

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	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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)

356276

File Description	Documents
Any additional information	View File
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

21

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

4.3 - IT Infrastructure

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, Economics-Statistics-Mathematics has separate computer

laboratories. All these computers are provided with subject specific software with scanners and printers. Eightdepartments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for thesmooth running of college.The office operates on the students' front through the help of two software, named Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sncwcal.ac.in/campus/ict-facilities-it/

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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)

`731621`

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

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.

Regular expenses are incurred by college authority for repair and maintenance of various physical, academic and support facilities. The college has a number of committees like finance, library, building, sports and Eco club which are entrusted with regular review of this facilities. Laboratories are provided with recuring and consumable goods as when required. Instruments and computers purchased at different time are recorded in stock register. Maintenance of instruments and IT facilities are done by department staffs with skilled technicians, local vendors and from companies from whom the instruments have been procured. Magazines and newspapers are subscribed regularly. Membership of LIBSYS is maintained annually. Maintenance of old books are done from time to time by local vendors. Sports committee look after the regular maintenance of equipment of gymnasium and indoor-outdoor games. Maintenance of computer and updating of software are done regularly by the college staffs by the help of local vendors. Website and the software are used by the office is maintained by software providing companies itself. College staffs, both academic and administrative take care of routine maintenance work and services. Annual maintenance of generator, water purifier and software and pest control are done by several agencies through AMC.

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

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

536

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

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

000

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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	E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

000

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

000

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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	D. Any 1 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	**No File Uploaded**

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

2

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	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

67

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

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

`000`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

`000`

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

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)

Surendranath College for Women has aStudent Union which has defined objectives and jurisdiction of work. All the bonafied students of the college can bemembers of the College. The activities organized by the student Unionare supervised by a Union Advisory Committee consisting of faculty members of the college. During pandemic situation the student union provide information about all online activities of the college to the students and encourage the students to involve in all activities of the college. The college always tries to motivate its students for social work by giving them responsibility.The College has

strongsocial outreach and societal engagement programmes, which are carried out through the NSS units of the College.The NSS units of the College also contribute towards maintaining discipline of the College, in organizing events in the College and by the College, campus cleanliness, student support and counseling.Key aspect of the Students Union is to organize student-centric activities, most prominent amongst them being the Annual Festival(Lakshya) , an amalgamation of various cultural and academic activities providing the students of the College the platform to display their creativity and talent through art, music, dance, stage plays, debate, poetry and express their views.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/college-fest/
Upload any additional information	**No File Uploaded**

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

5

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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

There is no registered Alumni association of the College. However a few departments have Whats App groups and maintain regular contact with the former students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) — E. <1Lakhs

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

Our vision is the empowerment and enlightenment of women through value-based, quality education so as to foster informed global minds. The institution plays a proactive role in enabling our students towards seeking employment and sensitizing them to international issues, so that they become equipped global citizens.Mission: The mission of the college is pithily expressed through our motto "Damyate-Datta- Dayadhvam" (Control, Give, and Sympathize). The institution aims at a holistic development of our students. The mission of the institution is in consonance with the Millennium Development Goal – 'Promote gender equality and empower women' (and the NEP to extend equal opportunities to all the students. The vision and mission of the college is reflected in the governance, perspective plan and participation of teachers in decision making bodies. The apex body of governance of the college is its Governing Body which includes the President, Principal, university & government nominees along with teaching, non-teaching and student representatives.The GB helps to shape strategies and inquires into the quality and progress of the activities of the college. This in turn helps the institution maintain an effective perspective plan through review of academic programmes and analysis based on the feedback of

stakeholders and the IQAC.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/our-college/vision/
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.

The Governing Body of the institution in consultation with the Principal provides leadership in all academic and institutional practices. The Principal co-ordinates on all academic matters through the Heads of Departments who are appointed on a rotational basis. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g., officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is coordinated by the Principal.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional plan is clearly charted out and effectively

deployed. The pandemic necessitated more updated modes of pedagogy, particularly in modes of e –learning. To respond to the situation in a more effective manner, the IQAC and the academicsub–committee resolved to implement Learning Management System (G Suite) for sharing e –resources and for smooth conduction of examination in the online mode.The Institution has embarked on the gradual implementation of its perspective plan. The college has been using ICT for teaching learning purposes since 2016 and has been quick to adopt to online teaching during the pandemic period.The library, too, has been upgraded with more books and e-resources. The online admission process has been improved and further strengthened. ERP software hasbeen installed for more comprehensive academic and administrative database management. The implementation process will be monitored from time to time by the IQAC through periodic review. It will then report the findings to the Principal and the Governing Body for corrective actions, if required.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 Governing Body is set up as per Government rules. It comprises of the President, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and 1 Non-Teaching Staff Representative.The Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college.The Principal along withthe IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of theirrespective committees.Service Rules and procedures are guided by the Calcutta University First

Statutes (latest edition) and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O.along with the eligibility criteria prescribed by the UGC.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.sncwcal.ac.in/administration/organisation-structure/
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 interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

The various welfare measures adopted by the institution aims to benefit all equally which include teaching, non-teaching staffs and students. The several policies include those announced by state-government and also college adopted facilities which are equally implemented by the college authority. On a regular basis, college provides a health check up facility. Apart from this, the West Bengal health scheme facility announced by the state government in 2017 is available for full-time teaching staff. The college also provides a provident fund loan facility to its

substantive employees where the loan amount is released strictly following the rules and regulations laid down by the Govt. of West Bengal. Freshly appointed fulltime teaching and non-teaching staff are given interest free ad-hoc payment against their salaries forthe time period till they get their final pay fixation orders. College has the provision of festive bonus, which is provided from the college fund to teaching, non-teaching and casual non-teaching staff. The college authority allows maternity, paternity and childcare leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available.

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

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

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

000

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

2

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	**No File Uploaded**
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

Surendranath College for Women has a performance appraisal system for teaching and nonteaching staff to evaluate their performance. Teaching Staff: The Principal regularly administers the attendanceof teachers. Leave record is reflected in the service

book of teachers in substantive post. Departments chart their own academic calendar in tandem with the academic calendar of the college prepared by academic sub-committee. The institution follows Performance Based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of promotion. Appraisal and score claims are verified by the IQAC and forwarded to the Principal. If found satisfactory, it is placed before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education. Faculties are also encouraged to pursue professional developmental programmes, publications and research activities. Non-Teaching Staff: The Principal regularly administers the attendance of the non -teaching staff. Leaver record is reflected in the service book for those in substantive post, under the supervision of the accountant. Their promotion is carried out following existing rules and regulations.

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

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

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 The College is awaiting instructions from the Department of Higher Education, West Bengal for appointment of External Auditor for the financial year 2021-22. The internal financial audit is yet to be conducted.

File Description	Documents
Paste link for additional information	Nil
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)

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

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

The infrastructural and knowledge resource development of the college is ensured by mobilizing the government and non-government funds. College submits proposals for grants to Council for Higher Education, Govt. of W.B, , etc. Funds generated from the accrued interests out of fixed deposit assets, memorial prizes and endowment funds from staff members, are some other avenues of funds that is also welcome for mobilization. Expenditure and fund utilization occurs mainly under two categories that involve Recurring & Non-recurring components. A major portion of income for the college includes Fees collected from the students. Larger part of this income is spent towards the welfare of the students for providing financial support to economically backward students, enhancement of sports facilities, students' seminar, cultural programme etc. Non-recurrent component of expenditures include facilities like augmentation and maintenance of library, laboratory, instruments purchase, furniture purchase etc. Each concerned committee supervises completion of work under each received grant. Payments are made in the form of either cheques and RTGS, smaller payments take place through contingency feeshowever petty cash transaction limits are set by the finance committee of the college. Purchases are supervised by the finance and purchase committees, which float tender or quotations, depending on expenditure amounts, ratified by the Governing Body.

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

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

A specific strategy that has been undertaken this year has been to conduct various activities at inters and intracollege levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all students. Mentor- Mentee system works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their – Personal details Socio economic background Academic details Extracurricular activities The system works to provide support byIdentify advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc. Mentors continuously monitor the progress of their mentees through various mechanisms. The system provides the mentee with any support that they may require. Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalized way.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/iqac/quality/
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

Introduction of Google class room and G-suite: While the pandemic necessitated newer modes of pedagogy, the IQAC took steps to introduce Google class room and G-suite for the benefit of teachers and students, thus ensuring smooth dissemination of

knowledge resources. The online examinations and internal continuous evaluations were all successfully conducted. Up gradation of college librarypurchase of books. Feedback system Another instance of review of teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching -learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are received wholeheartedly and are thoroughly analyzed. Each department is provided with these feedbacks and is required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching -learning processes.The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/iqac/quality/
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)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

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

Our college is restricted only for female students. Hence we provide specific facilities for the safety and security of our students. College has installed CCTV cameras in the College buildingand additional staff are present on the campus round the clock. Beside that, the students have their own Common Room. Apart from these, our college has a particular Annual Gender Sensitization Plan. And here we are following the National Commission of Women, New Delhi, July, 2020 Booklet .An Online Counselling Cell has been setup for our students. This Cell has organised online counselling session. (Notice for counselling session is attached herewith).Our Curriculum encompasses several aspects of gender sensitization. (Word documents needed). Regarding the online evaluation our institution has followed the guidelines of the government regarding data privacy of the students.

File Description	Documents
Annual gender sensitization action plan	http://www.sncwcal.ac.in/gender-sensitization/
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.sncwcal.ac.in/campus/common-room/

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	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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: Our Institution has a well maintained Solid Waste Management System. In our campus solid waste is collected in waste bins and disposed off through corporation vans twice a day (in morning and in evening) through KMC.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[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	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
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-	E. None of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

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

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).

Our Institution has a heterogeneous student community from diverse socio-cultural and linguistic strata. In this perspective our college tends to promote an inclusive environment. It has a regular practice to organise cultural programme to inculcate tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among the stakeholders. In2021-22. Celebration of Republic day & Independence Day is instituted every year in our college. Our college has organized a Teachers Day Programme on 5 th September, 2021 via online mode. Department of Bengali of our college celebrates 'International Mother Language Day' every year. This day is celebrated to create sense of responsibility about mother language of each linguistic community. In the year 2022 on 21th February, Department of Bengali organized an offline cultural programme to celebrate the day. Department of English of our college has organised a drama with their students named 'Waiting: an Eternal Wait'- A Recreation of Manto's 'TobaTek singh on 5 th April, 2022. On the occasion of birthday of Rabindranath Tagore College has organized a cultural programme named 'Smarane Manane Amader Rabindranath' on 10 th May, 2022. Our college has also celebrated International Womens Day on 8 TH March, 2022 through a cultural programme.

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

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties. Regarding this our college Celebrates Republic day & Independence Day every year. Department of Political Science has celebrated Constitution Day on 26 th November, 2021 to commemorate the adoption of the constitution of India.Department of Political Science has also celebrated Human Rights Day on 10 th December, 2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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	**B. Any 3 of the above**

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	**No File Uploaded**

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

1. Republic Day (2022, offline) 2. Bhasha Diwas (off line, 2022) 3. World environmental Day(5 th June, 2021 online) 4. Independence Day (15 August, 2021 online) 5. Teachers Day (online, 2021) 6. Womens Day (8 th March, 2022, off line)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
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.

Best Practice-1

Title of the Practice: Community Development Programme

Objectives of the Practice :

1. To train students to realize the societal needs and issues for creating sufficient awareness.2. To understand the community requirements and concerns and come up with sustainable solutions

for the same.To address these issues the college works through societies that work throughout the year to achieve these goals. The collaborative initiative of all the three societies – The Gender sensitization Cell: The GSC community outreach program takes into account the pressing reality of gender discrimination, bias and unequal status of women in all walks of life and thus makes significant efforts to reach out to the community of women and girls outside the privileged environs of the college as well as addresses the problems of girls and other women workers within the college. Cultural Activities : The college has organized various cultural events, such as Annual Cultural programmes, Rabindra Jayanti Agomoni Noboborsho Teachers Day , Basanta Utsob, Social etc

Best Practice -2

Name of the Best Practice Upgrade Digitalization Teaching-LearningObjectives of the Best Practice: The College pursues the objective of advancement of learning by providing equal access to quality education to all students irrespective of financial, cultural, gender or ethnic identity. In its operations, the college tries to ensure effective delivery of services to its students and staff through efficient technologically updated mode of operation. Therefore, the college has taken a drive to digitize all its activities to ensure efficient, time-saving management and delivery of services.

File Description	Documents
Best practices in the Institutional web site	[View File](View%20File)
Any other relevant information	No File Uploaded

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

Our college is a Girls college and it was established to give the opportunity of higher study to the girls specially from economically challenged families. Till today we follow that motto. For that our institution has a nominal fee structure with provision of Government Scholarships. This facility allows girls students from socially and economically challenged backgrounds to get quality education. We have students from diverse social, economic, cultural and linguistic strata. To cater to this requirement and to guide them in their academic progression, we

have successfully conducted many enrichment programs which would go beyond normal academic development. We have sufficient number of able and best quality teachers. Non teaching staff are always cooperating to run the official works smoothly and efficiently. Our library is user friendly and labs are fully equipped and well maintained. Seminars, workshops, webinars and field works are organised by the departments on regular basis. The mission of the college is pithily expressed through our motto "Damyate-Datta-Dayadhvam" (Control, Give, and Sympathize). We aspire to a holistic grooming of our students by providing a modern infrastructure, disciplined learning environment promoting a vibrant campus life through various cultural social and athletic activities in the college.

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

7.3.2 - Plan of action for the next academic year

The College has chalked out a plan of action for the next academic year. They are as follows: 1.College is thinking of engaging with academic collaboration with other instituition through MOUs.. 2. To conduct workshop and seminars on Research Methodology,entrepreneurship, Values and environment 3.. College is planning to put new vigour into its extension and social outreach and community development programs.4.Creation of Disabled friendly toilets and reformation of existing facilties 5. Introductoryseminars on NEP for the faculty and students. 6. College is planning for applying more funds from Central /State Government agencies for reserach oriented programmes.7 More student Centric programs to be planned for wholesome participation of all stakeholders.