



YEARLY STATUS REPORT - 2020-2021

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		sncwcal@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

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr Uma Sankar Pandey				
• Phone No.	03323502389				
• Alternate phone No.	9831745752				
• Mobile	9674016826				
• IQAC e-mail address	mailusp@gmail.com				
• Alternate e-mail address					
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.sncwcal.ac.in/wp-content/uploads/2022/01/AQAR-2019-2020-pdf.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sncwcal.ac.in/academics-2/academic-calendar/				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.7	2012	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	
NA	NA	NA	NA	00	
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	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Online teaching has been successfully implemented through Google Meet/ other platforms during the pandemic induced Lockdown period.</p> <p>2. Students have been counselled a number of times for their academic and mental wellbeing to cope with the pandemic situation.</p> <p>3. Career counselling has been done for the students as a part of the motivational practices. 4. Faculties have been requested to organize webinars and online symposiums. 5. Workshops for staff members for improving skills related to online teaching. 6. Maintaining the Institutional Database and providing the same for COVID-19 vaccination programme, in response to different government notifications. Steps have also been taken to ensure the vaccination of the staff members. 7. Scrutiny of the applications of 5 faculty members for promotion under the Career Advancement Scheme.</p>		
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
To enhance and upgrade the digital resources available in the institution.	Some computers and projectors have been purchased and the existing systems have been upgraded.
Organization of regular trainings to both teachers and students to improve digital learning.	Some trainings and workshops were organized successfully.
Upgradation of institutional infrastructure and sanitization of the campus in the pandemic time.	College campus was sanitized at a regular level to ensure it as a Covid19-free zone.
Counselling of the students and the staff for the mental wellbeing during the pandemic.	Online counselling sessions were held for both the staff and the students.
To organize online conferences and webinars	Some departments had successfully organised some online seminars ensuring the continuity of the dissemination of thoughts and ideas.
To Scrutinize and approve of the applications for CAS	Five applications for CAS were scrutinized and approved of.
Online feedback collection from the stakeholders, feedback analysis.	Feedbacks were taken and analysed and necessary measures were taken.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

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

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-2021	18/02/2022

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.

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. Nonetheless, 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

2.1 566

Number of students during the year

File Description	Documents
Data Template	View File

2.2 669

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

File Description	Documents
Data Template	View File

2.3 958

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

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	566
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	669
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	958
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	76
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	9
Total number of Classrooms and Seminar halls	
4.2	2558237
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

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

The Institution adheres to the curriculum laid down by the affiliating University and prepares a planned year-planner at the beginning of each academic session for all the subjects in the undergraduate courses. These planners are announced to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even distribution of syllabi among all the faculty members and ensures timely completion of the assigned syllabus. However, the pandemic had forced us to shift to the online mode and a lot of challenges were faced in the later part of the 2019-20 session. Despite these challenges, the administration, faculty, staff and students of the college ensured that the teaching-learning as well as evaluation happened in an uninterrupted manner. Some of the process had been hampered due to the onset of Covid 19.

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)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session was disrupted due to the onset of the pandemic and hence a delayed academic calendar was prepared and followed. However, the current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance as well as Tutorial or Practical. Within this framework, the College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. The syllabus and timing of these assessments are communicated to the students well in advance. The entire evaluation process of the academic session was conducted online due to the onset of COVID 19 pandemic. Newer modes of assessment through Google forms as well as other exam websites were instituted to make the evaluation process simple and effective for the students.

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

B. Any 3 of the above

**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

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
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)

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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

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**

The issues of gender, environment and sustainability, professional ethics and human values form a significant part of the curriculum of the college across courses. Each faculty member engaged in the teaching of these papers ensures that students develop an academic understanding of the issues and concepts as well as a holistic conception of what kind of challenges are faced in the actual world in the context of these issues. Environmental Studies or ENVIS is, for example, a paper that each student of the college studies as a compulsory course, in accordance with the university guidelines. Various other departments too offer elective courses that focus on environment issues, problems related to gender, human values and professional ethics. Going beyond the curriculum, the college organises programmes that help the students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. 1. Gender sensitization programmes like lectures, seminars and workshops. 2. Environmental education through projects and online symposiums. 3. The NSS unit of the College was actively engaged in rescue and rehabilitation and social outreach post Amphan cyclone. 4. Community outreach and other social welfare programmes have been organised. The college has also taken steps to distribute masks and sanitizers among the members of the local community.

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	No File Uploaded
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

00

File Description	Documents
Any additional information	No File Uploaded
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	View File
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	View File
URL for feedback report	Nil

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

1512

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

97

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

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

The institution assesses the learning levels of the students and organises special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- The strategies adopted to level up the slow learners are as follows:
 - Meeting and communicating to the weaker students their areas of weakness
 - Monitoring the progress of the students through written assignments. Evaluated answer scripts of internal assessment and home assignment are placed before them and help them to overcome their weakness
 - Slow learners due to socioeconomical reason are helped from students' aid fund.

File Description	Documents
Link for additional Information	https://www.sncwcal.ac.in/academics-2/
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
1698	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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smartclassrooms
- Open access library
- Facility to download e-resources
- Fund allocation for institutional visits and excursions
- Institutional book grant
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing online workshops, seminars and conferences

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

In Surendranath College for Women, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. The faculty use various ICT enabled tools to enhance the quality of teaching-learning like 1. Google classroom is used to manage and post course related information-learning material, quizzes, lab submissions and evaluations, assignments, etc. 2. Online drawing tools like concept maps, mind maps, are used to perform student centric activities. 3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. 5. The online learning environments are designed to train students in open problem-solving activity. You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor

and share information.

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/campus/ict-facilities-it/

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

76

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 departments set question papers. The college has a dedicated website <https://www.sncwexam.in/>.

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 college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

? Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students

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

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

The College has a system by which Programme Outcomes and Course Outcomes are evaluated by the institution.

1. At the beginning of every semester/year, the 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 /year, and/or write among students. 3. A link of Calcutta university is given to 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. It is also given in the syllabus of each subject.

File Description	Documents
Upload any additional information	No File Uploaded
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

958

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	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

23

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

3.2 - 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

13

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

14

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 tries to take an active role in the upliftment of the nearby locality. During Covid 19 Lockdown, NSS volunteers were involved in distribution of sanitizers, masks, as well as the distribution of pamphlets for the prevention of Covid 19. Community kitchen was also set up to help the poor and needy people of the locality on 2 days. Posters and leaflets on ways to prevent Vector Control Diseases as well as conservation of water were regularly distributed amongst the shopkeepers and local residents. Not only the immediate locality, during the Pandemic the students have taken to the social media and helped COVID affected people of Kolkata with oxygen cylinders, information on available beds in the hospitals and blood. The NSS volunteers were also involved in rehabilitation and relief work post Amphan cyclone disaster.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/nss-extension-reports/
Upload any additional information	No File Uploaded

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

5

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

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

182

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

3.4 - 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 2020-2021. There are twenty-three classrooms, one auditorium, four computer laboratories. 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. 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.

For the last one year, due to pandemic, college was operational in a blended mode due to prolonged lockdown. Students participated in the online classes on a regularly. Teaching learning was supported by videos, digital study materials.

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.

For last one year due to pandemic, the college was operation in blended mode (as lockdown was declared by the government time to time). Most of the cultural activities were held through online mode using google meet, zoom etc. The college has a separate cultural committee to conduct cultural programmes.

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)

2558237

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 year college 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 18 magazine 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)

56828

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)	No File Uploaded

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

000

File Description	Documents
Any additional information	No File Uploaded
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.

Eight departments 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 the

smooth 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	http://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	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

617025

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 recurring 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

415

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.sncwcal.ac.in/activities/
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 benefitted 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

C. Any 2 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

000

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

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

000

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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 university/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 a student Union which has defined objectives and jurisdiction of work. All the bonafied students of the college can be members of the College. The activities organized by the student Union are 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 strong

social 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

000

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

The college does not have a formally registered Alumni Association.

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

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

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

Vision: 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' (UNDP, Human Development Report 2002) 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 co-ordinated 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 academic

sub-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 COVID-19 pandemic and subsequent lockdown. The library, too, has been upgraded with more books and e-resources. The online admission process has been improved and further strengthened. ERP software has been 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 with the 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 their respective 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	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 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 for

the 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

7

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 attendance

of 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 2020-21. 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)

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 fees

however 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 intra-college levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all even amidst lockdown.
- 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
 - Medical history
 - Extracurricular activities

The system works to provide support by-

Identify 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/igac/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 library-purchase 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/igac/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);

D. Any 1 of the above

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)

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 building and 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	View File
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

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.sncwcal.ac.in/campus/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting

E. None of the above

**Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

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:

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

D. Any 1 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	View File

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).

The vision and mission of the College has been holistic development of girls and empowering them. Seats are reserved following the government reservation rules. Free ship is given to eligible students in need. Cultural programmes are organized that lays much emphasis on social harmony and awareness of the rich

heritage of our country while at the same time inculcates collaborative work environment and hone organizational and leadership skills. Celebration in the form of either competitions (drama, extempore, creative writing) or students' presentation along with multilingual cultural programs on the occasion of various days like International Women's Day, , Bhasha Diwas, showcase the effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness. Students are encouraged to join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day is also instituted every year.

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 which 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. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the Principal of the College with the message from the Constitution of India. The Department of Political science celebrates Human rights Day and Constitution Day every year to sensitize the students about their duties. As responsible citizens, students were made aware of various restrictions imposed by the Government of West Bengal and Govt. of India regarding Covid situation prevailing in 2021 and 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution organizes and celebrates a number of national and international days Republic day - A program is organized celebrating the Republic day Bhasha Divas -Celebration of International Mother Tongue Day - competitions are organized prior to the day and is commemorated by an invited talk by an eminent speaker. Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment . on the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with donation of books by various stakeholders to the Library. World Environment Day- 5th June-

various programmes are organized by students especially NSS through social outreach committees spreading environmental concern and consciousness. Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland. Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of Dr. Sarvepalli Radhakrishnan.

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.

The Two best Paractices are as follows: 1Academic Development and enrichment programmes: Going beyond the classroom The college strives towards imparting quality education and equal academic facilities to all the students irrespective of caste, creed and financial background. It also extends help to the academic gratification of the underprivileged section of the area adjacent to the college with the help of the numerous stakeholders. Training programmes, workshops and discussions over online teaching have been organised and required steps have been taken for the hassle-free and uninterrupted continuity of the classes during the Covid pandemic.

1. Environmental Responsibilities:

The college has taken major initiatives to keep up the greenery of the campus. Pest control is used at regular interval for the preservation of the documents and steps towards making the campus absolutely pollution free have been taken. The entire campus is sprayed at regular level with insect-killing pesticides. Cultural Programmes: The college has promoted different cultural activities not only for the students but the staff as well. Cultural programmes are organised round the year.

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

The Institution adheres to the curriculum laid down by the affiliating University and prepares a planned year-planner at the beginning of each academic session for all the subjects in the undergraduate courses. These planners are announced to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even distribution of syllabi among all the faculty members and ensures timely completion of the assigned syllabus. However, the pandemic had forced us to shift to the online mode and a lot of challenges were faced in the later part of the 2019-20 session. Despite these challenges, the administration, faculty, staff and students of the college ensured that the teaching-learning as well as evaluation happened in an uninterrupted manner. Some of the process had been hampered due to the onset of Covid 19.

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)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session was disrupted due to the onset of the pandemic and hence a delayed academic calendar was prepared and followed. However, the current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance as well as Tutorial or Practical. Within this framework, the College conducts the Internal Assessment department-wise according to a proper

schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. The syllabus and timing of these assessments are communicated to the students well in advance. The entire evaluation process of the academic session was conducted online due to the onset of COVID 19 pandemic. Newer modes of assessment through Google forms as well as other exam websites were instituted to make the evaluation process simple and effective for the students.

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

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
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

The issues of gender, environment and sustainability,

professional ethics and human values form a significant part of the curriculum of the college across courses. Each faculty member engaged in the teaching of these papers ensures that students develop an academic understanding of the issues and concepts as well as a holistic conception of what kind of challenges are faced in the actual world in the context of these issues. Environmental Studies or ENVIS is, for example, a paper that each student of the college studies as a compulsory course, in accordance with the university guidelines. Various other departments too offer elective courses that focus on environment issues, problems related to gender, human values and professional ethics. Going beyond the curriculum, the college organises programmes that help the students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. 1. Gender sensitization programmes like lectures, seminars and workshops. 2. Environmental education through projects and online symposiums. 3. The NSS unit of the College was actively engaged in rescue and rehabilitation and social outreach post Amphan cyclone. 4. Community outreach and other social welfare programmes have been organised. The college has also taken steps to distribute masks and sanitizers among the members of the local community.

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	No File Uploaded
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

00

File Description	Documents
Any additional information	No File Uploaded
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
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File Description	Documents
URL for stakeholder feedback report	View File
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	View File
URL for feedback report	Nil

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

1512

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

97

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

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

The institution assesses the learning levels of the students and organises special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- The strategies adopted to level up the slow learners are as follows:
 - Meeting and communicating to the weaker students their areas of weakness
 - Monitoring the progress of the students through written assignments. Evaluated answer scripts of internal assessment and home assignment are placed before them and help them to overcome their weakness
 - Slow learners due to socioeconomical reason are helped from students' aid fund.

File Description	Documents
Link for additional Information	https://www.sncwcal.ac.in/academics-2/
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
1698	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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smartclassrooms
- Open access library
- Facility to download e-resources
- Fund allocation for institutional visits and excursions
- Institutional book grant
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing online workshops, seminars and conferences

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

In Surendranath College for Women, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. The faculty use various ICT enabled tools to enhance the quality of teaching-learning like 1. Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. 2. Online drawing tools like concept maps, mind maps, are used to perform student centric activities. 3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. 5. The online learning environments are designed to train students in open problem-solving activity. You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

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/campus/ict-facilities-it/

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

76

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 departments set question papers. The college has a dedicated website <https://www.sncwexam.in/>.

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 college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

? Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students

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

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

The College has a system by which Programme Outcomes and Course Outcomes are evaluated by the institution.

1. At the beginning of every semester/year, the 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 /year, and/or write among students. 3. A link of Calcutta university is given to 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. It is also given in the syllabus of each subject.

File Description	Documents
Upload any additional information	No File Uploaded
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**958**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	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**

23

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

3.2 - 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**

13

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

14

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 tries to take an active role in the upliftment of the nearby locality. During Covid 19 Lockdown, NSS volunteers were involved in distribution of sanitizers, masks. as well the distribution of pamphlets for the prevention of Covid 19. Community kitchen was also set up to help the poor and needy people of the locality on 2 days. Posters and leaflets on ways to prevent Vector Control Diseases as well as conservation of water were regularly distributed amongst the shopkeepers and local residents. Not only the immediate locality, during the Pandemic the students has taken to the social media and helped COVID affected people of Kolkata with oxygen cylinders, information on available beds in the hospitals and blood. The NSS volunteers were also involved in rehabilitation and relief work post Amphan cyclone disaster.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/nss-extension-reports/
Upload any additional information	No File Uploaded

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

5

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

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

182

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

3.4 - 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 2020-2021. There are twenty-three classrooms, one auditorium, four computer laboratories. 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. 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.

For the last one year, due to pandemic, college was operational in a blended mode due to prolonged lockdown. Students participated in the online classes on a regularly. Teaching learning was supported by videos, digital study materials.

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.

For last one year due to pandemic, the college was operation in blended mode (as lockdown was declared by the government time to time). Most of the cultural activities were held through online mode using google meet, zoom etc. The college has a separate cultural committee to conduct cultural programmes.

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)

2558237

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 year college 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 18 magazine 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)

56828

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)	No File Uploaded

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

000

File Description	Documents
Any additional information	No File Uploaded
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.

Eight departments 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 the smooth 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	http://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	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

617025

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 recurring 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

415

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.sncwcal.ac.in/activities/
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

C. Any 2 of the above

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

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

000

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

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

000

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

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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 university/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 a Student Union which has defined objectives and jurisdiction of work. All the bonafied students of the college can be members of the College. The activities organized by the student Union are 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 strong social 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

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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

The college does not have a formally registered Alumni Association.

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

Vision: 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' (UNDP, Human Development Report 2002) 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 co-ordinated 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 academic sub-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 COVID-19 pandemic and subsequent lockdown. The library, too, has been upgraded with more books and e-resources. The online admission process has been improved and further strengthened. ERP software has been 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 with the 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 their respective 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	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 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 for the 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	
7	
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	
<p>Surendranath College for Women has a performance appraisal system for teaching and nonteaching staff to evaluate their performance.</p> <p>Teaching Staff: The Principal regularly administers the attendance of 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.</p> <p>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.</p>	

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 2020-21. 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)

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 fees however 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 intra-college levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all even amidst lockdown.
- 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
 - Medical history
 - Extracurricular activities

The system works to provide support by-

Identify 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 library-purchase 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/igac/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
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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 building and 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								
<table border="1"> <thead> <tr> <th data-bbox="86 472 531 546">File Description</th> <th data-bbox="531 472 1406 546">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 546 531 613">Geo tagged Photographs</td> <td data-bbox="531 546 1406 613" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 613 531 685">Any other relevant information</td> <td data-bbox="531 613 1406 685" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged Photographs	View File	Any other relevant information	No File Uploaded			
File Description	Documents								
Geo tagged Photographs	View File								
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									
Our Institution has a well maintained Solid Waste Management System. In our campus, solid waste is collected in waste bins and disposed off through KMC vans twice a day (inmorning and in afternoon).									
<table border="1"> <thead> <tr> <th data-bbox="86 1088 531 1162">File Description</th> <th data-bbox="531 1088 1406 1162">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1162 531 1335">Relevant documents like agreements/MoUs with Government and other approved agencies</td> <td data-bbox="531 1162 1406 1335" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1335 531 1447">Geo tagged photographs of the facilities</td> <td data-bbox="531 1335 1406 1447" style="text-align: center;">https://www.sncwcal.ac.in/campus/</td> </tr> <tr> <td data-bbox="86 1447 531 1514">Any other relevant information</td> <td data-bbox="531 1447 1406 1514" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded	Geo tagged photographs of the facilities	https://www.sncwcal.ac.in/campus/	Any other relevant information	View File	
File Description	Documents								
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded								
Geo tagged photographs of the facilities	https://www.sncwcal.ac.in/campus/								
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**

B. Any 3 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

D. Any 1 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	View File

<p>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</p>	<p>E. None of the above</p>
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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).

The vision and mission of the College has been holistic development of girls and empowering them. Seats are reserved following the government reservation rules. Free ship is given to eligible students in need. Cultural programmes are organized that lays much emphasis on social harmony and awareness of the rich heritage of our country while at the same time inculcates collaborative work environment and hone organizational and leadership skills. Celebration in the form of either competitions (drama, extempore, creative writing) or students' presentation along with multilingual cultural programs on the occasion of various days like International Women's Day, , Bhasha Diwas, showcase the effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness. Students are encouraged to join the different Social outreach Units of the College to actively work

with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day is also instituted every year.

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 which 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. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the Principal of the College with the message from the Constitution of India. The Department of Political science celebrates Human rights Day and Constitution Day every year to sensitize the students about their duties. As responsible citizens, students were made aware of various restrictions imposed by the Government of West Bengal and Govt. of India regarding Covid situation prevailing in 2021 and 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution organizes and celebrates a number of national and international days Republic day - A program is organized celebrating the Republic day Bhasha Divas -Celebration of International Mother Tongue Day - competitions are organized prior to the day and is commemorated by an invited talk by an eminent speaker. Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment . on the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with donation of books by various stakeholders to the Library. World Environment Day- 5th June- various programmes are organized by students especially NSS through social outreach committees spreading environmental concern and consciousness. Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland. Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of Dr. Sarvepalli Radhakrishnan.

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.

The Two best Paractices are as follows: 1Academic Development and enrichment programmes: Going beyond the classroom The college strives towards imparting quality education and equal academic facilities to all the students irrespective of caste, creed and financial background. It also extends help to the academic gratification of the underprivileged section of the area adjacent to the college with the help of the numerous stakeholders. Training programmes, workshops and discussions over online teaching have been organised and required steps have been taken for the hassle-free and uninterrupted continuity of the classes during the Covid pandemic.

1. Environmental Responsibilities:

The college has taken major initiatives to keep up the greenery of the campus. Pest control is used at regular interval for the preservation of the documents and steps towards making the campus absolutely pollution free have been taken. The entire campus is sprayed at regular level with insect-killing pesticides. Cultural Programmes: The college has promoted different cultural activities not only for the students but the staff as well. Cultural programmes are organised round the year.

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.

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 a second campus either in the vicinity or in a new area. 2. College has plans to upgrade the digitalization further to tackle crisis caused by the Novel Corona Virus 3. New and advanced software and digital platforms are to be implemented for a smooth academic output 4. College also thinks of publishing an online journal of its own 5. College wants to prioritize, among many other activities, its social outreach, especially among the hardest hits of the Corona Virus. College is thinking of collecting help in cash or kinds from every

stakeholder to come to the succour of as many victims as possible. 6. The creation of a language lab for training the students with some foreign tongues. 7. Installation of a lift and a ramp for the differently abled students and aged faculties.