



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	SWAMI NISWAMBALANANDA GIRLS' COLLEGE
Name of the head of the Institution	Dr. Chandana Roy Chowdhury
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03326630270
Mobile no.	9477252860
Registered Email	sngcollege@yahoo.co.in
Alternate Email	PROVASHISMONDAL@GMAIL.COM
Address	115, B.P.M.B. Sarani, Bhadrakali
City/Town	Uttarpara
State/UT	West Bengal
Pincode	712232

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	MR. DIPAK BISWAS
Phone no/Alternate Phone no.	03326630270
Mobile no.	9433373330
Registered Email	sngcollege@yahoo.co.in
Alternate Email	provashismondal@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sngirlscollege.com/pdf/iqac/AQAR2015_16.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	65.50	2007	31-Mar-2007	31-Mar-2012
2	B	2.38	2016	05-Nov-2016	05-Nov-2021

6. Date of Establishment of IQAC	22-Nov-2013
----------------------------------	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1.Organising Workshops. 2. Inspiring to organise seminars. 3. Preparation of questionnaire. 4.Helping the students to be employable. 5.Encouraging the students for higher studies.	
No Files Uploaded !!!	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
Process of initiation for introduction of Distance Education in PG courses, Entry into service scheme and also Remedial classes has been taken.	(1)We have already achieved our target of introducing PG Courses in Distance Mode of learning under K.U. (2) Entry into Service scheme and Remedial classes are going on successfully.
No Files Uploaded !!!	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum aspects of different courses at Swami Niswambalananda Girls' College are guided by the University of Calcutta ordinance and guidelines. Swami Niswambalananda Girls' College generally follows the following mechanism for effective delivery of curriculum.- (i) At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. (ii) Number of classes for each topic is decided according to the syllabus. (iii) Departmental Heads prepare the routine which is discussed in Teachers' Council meeting and approved by the Principal duly. (iv) Teachers prepare their lectures according to the syllabus allotted and classes available. (v) In the beginning of the academic year, the newly admitted students for first year degree courses are explained in detail regarding the curriculum of the three years in the Orientation program. The visual presentation conducted by most of the departments, helps the students to understand the lessons better and make them thorough with the subjects. (vi) Classes are held according to the schedule under the supervision of college administration. (vii) We have a very rich central library with open access system and many departments have their rich Departmental libraries too for the benefit of the students. A good number of Journals are subscribed by our college. (viii) Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as (a) Marker and Whiteboard method (b) ICT-enabled teaching-learning method. (c) Distribution of class notes by teachers. (d) Micro-teaching and seminars by students related to curriculum. (e) Paper/Project presentation by the students. (f) Proper and adequate instrumentation facility is given to the students for their practical classes. (g) Need based survey programmes, field works and educational excursions are carried by the departments. (h) Project work, dissertations are conducted in the respective subjects where it is needed. Departments maintain the detailed record of the classes, assessments, project reports etc Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted based on requirement. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

NIL

Nil

Nil

Nil

Nil

Nil

1.2 – Academic Flexibility**1.2.1 – New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment**1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Departmental Excursion of Geography Hons Student	23
BA	Departmental Excursion of Geography General Student	20
View File		

1.4 – Feedback System**1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Student's feedback is filled by 3rd year UG Students on their last examination day in the college. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The points

are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. Feedback is also taken in the same way from teachers, employers and alumni in different aspects of the college like administration, campus development, working environment, etc. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	GENERAL	35	56	29
BSc	HONOURS	11	115	11
BCom	GENERAL	50	56	4
BA	GENERAL	346	788	193
BA	HONOURS	370	851	204
BCom	HONOURS	24	51	13
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	453	Nil	19	Nil	19

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
19	16	4	2	2	4
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

STUDENT MENTORING POLICY Mentoring is recognized as a strategy required by the students to achieve

learning goals with emotional and instrumental support. Thus, the student mentorship programme in the college is aimed to incorporate the support of faculty members as “Mentors” to all the students in the college. Each student (“Mentee”) is assigned a “Mentor” to overcome their hurdles to achieve the goals desired by them in their academic career. **OBJECTIVES OF STUDENT MENTORING POLICY** To ensure that students perform academically and professionally up to their potential through mutual support and a congenial environment. **SCHEDULE OF MEETINGS** Mentors and mentees meet according to a pre-arranged time table as provided by the college administration, as well as per need of the student or the moment. They are introduced to each other in the first few weeks after admission. Mentors and mentees meet initially at least once a month. Mentees are encouraged to initiate meetings with mentors. **DUTIES/RESPONSIBILITIES OF THE MENTOR** The mentor shall meet the mentees regularly and record the outcome of the meeting. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution, for providing further motivation to advanced learners. The mentor shall also identify the students whose performance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behaviour. If required, the mentor will involve parents for reforming the student. Support students academically and emotionally. Maintain a record of the progress made by the identified underperforming students and take remedial actions whenever required. Maintain strict confidentiality of the information shared by the mentee. **DUTIES/RESPONSIBILITIES OF MENTEE** Meet your mentor regularly. Fill personal information in the form at the time of joining the mentor-mentee system. Provide details of attendance, continuous assessment, mid-term examination and final university examination, co curricular activities to the mentor whenever asked for. Repose confidence in the mentor and seek his/her advice whenever required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1195	19	1:63

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	12	8	3	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Dr. Madhuri Ray	Assistant Professor	PhD
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	NA	Nill	Nill	Nill
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation is a vital aspect of classroom teaching. As SWAMI NISWAMBALANANDA GIRLS’ COLLEGE is an affiliated college under University of Calcutta, we are not in a position to design the summative assignments. We

have to abide by the assessment patterns as laid out by the University of Calcutta. However, throughout the academic year special focus is given on the gradual academic development of a student through continuous appraisal of her performance in various fields. Several yardsticks are used to monitor a student's progress. The students are evaluated on the basis of their performance in regular and surprise class tests, tutorials, oral presentations, seminar presentations, poster presentations, group discussions, quiz and debates. The departments pay special attention to academically weak students and give them proper guidance. These students are motivated by their teachers to improve their overall performance. Students are encouraged to think clearly and logically on the broad spectrum of issues they study in various subjects. The departments motivate the students to expand their knowledge base beyond their curriculum and develop an integrated idea about contemporary issues. Students are encouraged to write articles for their departmental and Teachers also give guidance to students about the various higher education programs and competitive examinations after their graduation. Students are mentored by their teachers on how to obtain high scores in the university examinations. The students are shown their answer scripts of the various exams held in the college and they are groomed on how to answer more appropriately in the forthcoming exams and improve their scores. Apart from class room teaching as part of syllabus projects and field visits have been organized by the Depts. of Geography. Further, academic visits are also organized by various departments along with classroom teaching to help students in exploring a wider academic horizon

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being affiliated to the University of Calcutta, the academic calendar of the University is followed by the college. In addition to this, an academic calendar is prepared and printed which contains all the details of academic activities. Details of dates of commencement of classes and examination schedule are also given.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[NA FOR COLLEGE, PROVIDED BY THE UNIVERSITY](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	HONOURS	87	70	80
Nill	BA	GENERAL	205	54	26
Nill	BCom	HONOURS	3	3	100
Nill	BCom	GENERAL	11	9	81
Nill	BSc	HONOURS	22	20	91
Nill	BSc	GENERAL	9	2	22
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	COMMERCE	1	Nill
National	ENGLISH	1	Nill
International	EDUCATION	1	Nill
International	ENGLISH	1	Nill
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
GEOGRAPHY	6
EDUCATION	3
PHILOSOPHY	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N.A	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N.A	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	5	Nill	4
Presented papers	6	12	1	Nill
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	Nill	Nill	Nill
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nill	Nill	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	Nill	Nill	Nill	Nill
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	Nill	Nill	Nill
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	Nill	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
48.5	45

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	NA0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9007	200504	586	121540	9593	322044
Reference Books	5885	13889	214	206344	6099	220233
Journals	123	24000	Nill	Nill	123	24000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidth (MBPS/ GBPS)	Others
Existin g	38	2	9	2	2	13	0	0	0
Added	8	0	1	0	1	0	0	0	0
Total	46	2	10	2	3	13	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4	3	50	52

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities. At the beginning of the session, the colleges budget is placed in the meeting of the Finance Committee, and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any significant expense for any such facility. Following are the maintenance mechanisms followed by the college in particular:

- 1. Maintenance of academic facilities:** For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops, the department heads or the teachers of the departments concerned in writing to the principal. Approximate budgets are also stated on most occasions. The principal places the requisition or demands in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee. Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases.
- 2. Maintenance of Physical Support Facilities:** All the departments and constituent units of the college are well connected to the office. Apart from the regular cleaning of the labs and classrooms, for any urgent maintenance on the part of electricity, plumbing, lab pieces of machinery, computers, the office arranges everything according to the demands raised by the departments and other units. Seminar Hall is extensively used for the conduct of academic and cultural programmes and the staff maintains them. Committees are set up to improve the efficiency of the Canteen. Water purification plant sanitary pad vending machines are routinely serviced. Sports amenities are maintained by the support staff. The CCTV and Biometric attendance machines are maintained under Annual Maintenance Contracts. The college has appointed one electrical expert for regular maintenance of electrical equipment such as pump house, generator rooms, etc. Our college has a botanical garden and potted plants are kept in the corridors. Corridors are also utilised for displaying students work of art.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEES	50	20000
Financial Support from Other Sources			

a) National	0	Nill	0
b)International	00	Nill	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
0	Nill	Nill	Nill
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	0	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
N.A	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	NA	Nill	Nill	Nill
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NIL	Nill	Nill
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nill	Nill	Nill	Nill	00	Nill
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

NIL

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

--

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The functioning of the participative management system is evident through the democratic nature of governance as the principal and conveners of various committees take decisions regarding implementation of different policies after the consultation of members in meetings. Even the strategies and plannings are run through various committees before allocation of funds and resources. The practices of decentralisation and participative management in the institution may be found in the admission committee of the college. This committee works in the strict compliance with the rules and regulations formed by the University of Calcutta as per norms of the Higher Education department, West Bengal. Admission sub- committee takes decisions on various issues like admission procedure (online/ offline), contract with the vendors (admission portal software developer), fee structure, seat capacity of various disciplines, preparation and publishing merit list during the process of admission. Teachers from various departments as well as non teaching staffs are assigned with various duties related to admission process. Next is the administrative and the

academic structure of the college. The governing body of the college works to maintain a holistic academic environment in the college. It takes the role of leadership in decision making, and the Principal as head of the institution implements the decisions and policies with the cooperation of Teaching and Non teaching staff. It consists of 12 members in all. There is Principal who is the Secretary, 1 President ,2 govt. representatives, 2 university nominees, 3 members sent from the Teacher's council, 2 members are the non teaching representatives and 1 student representative. Principal of the college executes all the academic and administrative plans and policies with the help of various committees: Admission committee, Library committee, Routine committee, Examination committee, Cultural committee, Sports committee etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated to University of Calcutta and follows the curriculum as prescribed by the University. Faculty members of different departments attend various curriculum development programmes and workshops organised by university.
Teaching and Learning	College constantly tries to improve the quality of education that is imparted by implementing various tools and methods required for modern teaching. Students are identified as advanced and slow learner through interaction in class and with mentors and diagnostic tests. Classroom teaching is supplemented with many Enrichment Activities like seminars, workshops, special lectures, group discussions Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, survey work term papers, educational tours, field trips and industrial visits College authorities and IQAC meticulously monitors Teaching-Learning process.
Examination and Evaluation	The external examination is conducted by the University at the end of the year. Our college is one of the examination centre affiliated by the university under 111 system this year.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well organised library. In this session, 586 text books, 214 reference books and 10 journals have been added to the Library that expenses Rs. 121540 for text books, 206344 for reference books and

10520 for journals.. Currently Collage library has 9593 text books, 6099 reference books and 133 journals that expenses Rs. 322044 for text books, 220233 for reference books and 34520 for journals. College has purchased 2 computers and 2 printers in this year. Now the college has 38 computers and 15 printers in this year.

Human Resource Management

For the improvements of the human resources of the college, along with regular classes practical and field works, faculty members are encouraged to participate in seminars, symposiums, conferences, workshops, faculty exchange programs with other institutions and to do their research works. Recruitment of Faculties and Non-teaching staffs are governed by the State Government. The College has a well maintained leave record system for the teaching and nonteaching staff. College provides duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research. The non-teaching staff have well assigned job specifications and are regularly monitored.

Admission of Students

The college website displays all the UG Programs along with the number of seats in each program and reservation policy for each categories as per government directives also provides the detail information about various skill enhancement courses offered by the college. The students are admitted through purely online mode under the supervision of Admission Committee which comprises teaching staff. Online Admission includes online publication of Merit lists, date of online payment, amount to be paid, Bank details, last date of admission etc. Online admission is made strictly on the basis of merit and Govt. Rules and norms prescribed

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Examination	The examination system was conducted as per rules of university of Calcutta. The university examination marks of every student sent to the university. College took different internal tests to monitor student's status.
Finance and Accounts	The entire Finance and Accounts of

	<p>the college are integrated under one umbrella with Tally. The external audit has done by Bhattacharya De co. All the account and finance was run by Tally system. The college gained the advantage of properly maintained ledger book online, bank reconcile statement, voucher record, balance sheet, income expenditure report, receipt payment etc. All the parameters can be visible at a glance. The entire admission fees payment by the students was made online using online banking of SBI, Axis bank, OBC and HDFC bank. Salary of teaching as well as non teaching staffs were conducted by HRMS system.</p>
Planning and Development	<p>Plan for the improvement and development of the institution are chalked out by the principal, governing body members and IQAC members. The minutes of the meetings are regularly uploaded in the college website.</p>
Administration	<p>The college manages the whole database for both teaching faculty and students. College website is updated time to time to make it more informative. Electronically controlled Biometric attendance for all teachers and employees is introduced.</p>
Student Admission and Support	<p>For online admission and counselling was implemented with the help of Enterprise Resource Planning software with the technical guidance of Infotech lab, a Kolkata based software company. It enabled all the data of the students to be collected in an integrated way. The documents verification system was also made more transparent. The students were made aware about any necessary information through email developed by the ERP Solution. Students were automatically assigned student id after completion of the admission procedure. The scholarship module also helps in providing support.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dipak Biswas, Provashis Mondal, Tumpa	U.G.C sponsored Conference,	Nill	15700

	Adak, Pinaki Biswas	Seminar and Workshop etc., Refresher Course, Seminar,		
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course,	1	18/01/2017	24/01/2017	7
Short Term Course,	1	21/03/2017	25/04/2017	10
REFRESHER COURSE	1	06/03/2017	25/03/2017	20
REFRESHER COURSE	1	13/06/2016	02/07/2016	20
Faculty Development Programmes	1	23/02/2017	08/03/2017	14
Faculty Development Programmes	1	05/05/2017	18/06/2017	14
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Ongoing	Yes	Nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts external audit for each financial year. The external auditor is approved by the Department of Higher Education, West Bengal carried out with the assistance of the accounts section under the guidance of Bursar, Accountant and Head clerk. All the financial details are minutely studied by the auditors and recommendations are provided. The college takes special care to implement the recommendations from the next financial year. The external audit has been completed up to 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

2843610

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Self and IQAC
Administrative	Yes	Higher Education Department	Yes	College GB

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college has no formal parent teacher association, but regular feedback from parents is obtained from the parent teacher meetings organised by individual departments on a regular basis.

6.5.3 – Development programmes for support staff (at least three)

Sports events for non teaching staffs were conducted as a part of Annual sports day. Festival bonus. Training program was arranged to enhance skill.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Software up gradation in Geography lab and IT lab (Windows 11, MS Office 16, Quick Heal antivirus and up gradation of Q GIS Software). ? Wi-Fi connection made available all over the college campus. ? College organised NSS camp for 7 days.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
------	-----------------	---------	---------------	-------------	-----------

	initiative by IQAC	conducting IQAC			participants
2016	1. To prepare the AQAR report for the year 2016-17. 2. To collect data from teachers for AQAR 2016-17	13/07/2016	13/07/2016	13/07/2016	7
2017	1. To discuss the data for AQAR report for the year 2016-17. 2. Meeting of IQAC to organize seminar / workshop, promotion of Professors etc.	10/05/2017	10/05/2017	10/05/2018	7
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Save The Girl Child	10/08/2016	Nill	150	Nill
One Day Seminar On AIDS	30/03/2017	Nill	210	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Sustained initiative to reduce the use of plastic bags below 50 micron within the campus and in the adjacent market place 2. Installation of solar panel to reduce carbon footprint in the environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill

Rest Rooms	Yes	1
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Save The Girl Child Programme	10/08/2016	10/08/2016	100
Baishe Sraban	10/08/2016	10/08/2016	50
Celebration of Independence Day	15/08/2016	15/08/2016	61
Celebration of Teacher's Day	05/09/2016	05/09/2016	75
Celebration of NSS Day	24/09/2016	24/09/2016	120
Handicraft Training Course	01/08/2016	01/01/2017	46
Swachh Bharat Avijan	07/09/2016	07/09/2016	65
Swami Vivekananda Birthday Celebration	01/01/2017	01/01/2017	45
Celebration of Republic Day	26/01/2017	26/01/2017	46
Celebration of International Yoga Day	21/06/2017	21/06/2017	62
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Campus is run on solar power 2. Spreading awareness through NSS volunteers on

sustainable use of water in washrooms 3. Spreading awareness through NSS volunteers on making the campus plastic free 4. Spreading awareness through NSS volunteers for keeping the campus clean 5. Spreading awareness to use vending machines 6. Green landscaping with trees and plants and tree plantation by students 7. Swacchta Abhiyan by NSS inside the campus 8. No smoking zone in the campus. 9. Separate committee for monitoring of various green campus initiatives

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 Maintenance of audio visual aids in teaching The College has provided tremendous thrust and priority to its Program of Diversity Inclusion and Integration – an area distinctive to the Vision of the College. The Vision of the College is to educate, enable and empower young women. The Mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a life of the mind and sensitize and orient its students to the service of the community The College has an extensive IT infrastructure. Room No 17 and the two computer labs are equipped with audio visual aids for teaching audio-visual shows in the form of movies, documentaries, presentation for academic purposes are shown. The College assesses the equipments and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process. The College has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. The studio equipment (which is specialized and through authorized agency) is maintained and repaired by the Company supplying it. Orientation Programme for the fresh candidates Since the College has a vital and active academic and cultural life, the norms thus evolved have become fundamental in streamlining the activities and venues where the activities can be held.. This encouraged the democratic optimization of the spaces of the College and prevented clashes of events. IQAC takes initiative to organise Principal's orientation lecture for the fresh candidates. Every year the orientation programme is held in the college seminar hall and the students are inducted to the general decorum and discipline of the college, Freshers Welcome Regardless of the Covid-19 pandemic, the Student Council remained active and organized several activities online with great enthusiasm and success. The College has a dynamic Student Council and Student Representatives that serve on different Committees of the College. The Student Council is an elected body, governed by a constitution that defines its functions and role. The College Student Council in consultation with its Faculty Advisor and Faculty Advisory Committee organizes major events in the College, such as, Orientation Day for the New Entrants in the beginning of the Academic Session. The Fresher's Welcome is celebrated each year with lots of enthusiasm where the 'new meets the old' with respect and veneration. Generally the Fresher's Welcome is given in Gana Bhawan-An auditorium of the Uttarpara Kotrung Municipality. Students participate and perform dance music etc .Apart from this Founder's Day, Annual Public Lecture, National Events like, Republic Day, Independence Day, Martyrs Day, Gandhi Jayanti, and the most awaited annual gala for each student of the College – College Festival – The Academic Society of each Department, notwithstanding the pandemic, organized online activities with remarkable dexterity. Career oriented programme P.G courses is introduced through DODL under Kalyani university. In the year 2017 ,P.G courses started, though very few students enrolled but our college continuously is working to bring more students under the penumbra. Emphasis is given on the remedial courses of the students belonging to financially backward class . The Remedial Classes are introduced and the college got a huge response from the students. A

computer training course is introduced in collaboration with the Webel and students enrolled. The content of the course is very apt for job seekers.

Spoken English classes are started and the students participation is overwhelming. Our college is not one of the rich one in the city .Situating in the suburb of Hooghly , the students studying here mostly come from first generation of learners. But our devoted group of teachers management and our Lady Principal DR.Chanadana Roy Chowdhury strive to give and bring out the best from the students in terms of education. Its our mission to educate the female students with utmost care so that they are self reliant, independent and all round development of their personality is boosted. Promotion of anti ragging cell Anti ragging cell is established in 2015.The cell exists but as the students are well behaved and good enough ,no cases of ragging is placed before the cell.The seniors welcome the juniors whole heartedly and with warmth. The fresher's welcome is a lovely platform for the exchange of words and cordiality between them. BEST PRACTICE 2 - - - - -

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Swami Niswambalananda Girls college aspires to become an institution known for 1. Effective conjunction between teaching and research 2. Providing quality education with a minimal fee structure 3. Promoting academic, physical, moral and cultural development of students 4. Preparing students for the competitive world 5. Academic and professional development of teachers and staff 1. The college provides a perfect platform to students to develop their innovative skills by promoting a research based teaching and learning process. Teachers always encourage students to understand topics through research minded approach, which ensures better understanding and provides strong foundation for their future academics. 2. The college, being a state government institution has a nominal fee structure. Faculty members are appointed through College Service Commission(CSC), which ensures high quality of teachers, thus providing quality education under nominal fee structure. Several students get scholarships from State Government, which further ensures better education of the economically challenged students. 3. Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students.

Provide the weblink of the institution

<http://www.sngirlscollege.com/>

8.Future Plans of Actions for Next Academic Year

- Emphasis on Research activities.
- Faculty exchange programme.
- Emphasis on Research Publication.
- Initiative to bring NCC.
- Emphasis on Remedial Courses for the students belonging to SC,ST, OBC and financially backward class.
- Introduction of Entry into services scheme.
- Introduction of PG courses through DODL under Kalyani University.