



Yearly Status Report - 2018-2019

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.B.M 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	DR. PROVASHIS MONDAL
Phone no/Alternate Phone no.	03379657603
Mobile no.	9433373330
Registered Email	sngcollege@yahoo.co.in
Alternate Email	provashismondal@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sngirlscollege.com/pdf/igac
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	02-Apr-2018
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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 :	3
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)
a. Helping students in getting employable through their skills. b. Encouraging students in higher studies. c. Organising classes and workshops online in the pandemiclockdown situation. d. Encouraging teachers for professional enhancement. Orienting teachers in the new normal of online teaching.
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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						
<table border="1"> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> <tr> <td>Organization of workshop on E content development for students and teachers. Scrutiny and forwarding of applications for promotion under career advancement scheme of eight full time teachers</td> <td>Workshop on E content: Development and uploading of all four quadrants organized. Scrutiny and forwarding of applications of full time teachers to the competent authority has been completed by May 2019</td> </tr> <tr> <td colspan="2">No Files Uploaded !!!</td> </tr> </table>	Plan of Action	Achivements/Outcomes	Organization of workshop on E content development for students and teachers. Scrutiny and forwarding of applications for promotion under career advancement scheme of eight full time teachers	Workshop on E content: Development and uploading of all four quadrants organized. Scrutiny and forwarding of applications of full time teachers to the competent authority has been completed by May 2019	No Files Uploaded !!!	
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14. Whether AQAR was placed before statutory body ?	No
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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. As per the instruction given by University of Calcutta, CBCS system is implemented in various subjects of B.A and B.Sc courses. These changes impact our curriculum planning and method of teaching as new and old system is running simultaneously on a same academic year. 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 central library with open access system and many departments have their 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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BA	BENGALI (Hons and General)	01/07/2018
BA	ENGLISH (Hons and General)	01/07/2018
BA	HISTORY (Hons and General)	01/07/2018
BA	EDUCATION (Hons and General)	01/07/2018
BA	GEOGRAPHY (Hons and General)	01/07/2018
BA	PHILOSOPHY (Hons and General)	01/07/2018
BA	POLITICAL SCIENCE (Hons and General)	01/07/2018
BA	SANSKRIT (Hons and General)	01/07/2018
BA	HINDI (Hons and General)	01/07/2018
BSc	GEOGRAPHY (Hons and General)	01/07/2018
BSc	GENERAL	01/07/2018

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		

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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	Depatmental excursion and field report of Gepgraphy Hons student	29
BA	Depatmental excursion and field report of Gepgraphy General student	18
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
BA	HONOURS	370	380	163
BA	GENERAL	346	355	301
BCom	HONOURS	24	520	20

BCom	GENERAL	50	60	5
BSc	HONOURS	21	78	21
BSc	GENERAL	35	54	35
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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
2018	510	Nill	18	Nill	Nill

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
Nill	12	4	2	2	Nill

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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
1202	18	1:67

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	11	Nill	9

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
2018	Dr. Shohini Chakrabarty	Assistant Professor	PhD
2018	Dr. Provahis Mondal	Assistant Professor	PhD
2019	Dr. Dalia Chattopadhyay	Associate Professor	PhD
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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
No Data Entered/Not Applicable !!!				
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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 pattern 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. When a student's performance is evaluated these factors are also taken into account. 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)

No Data Entered/Not Applicable !!!

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	72	69	96
Nill	BA	GENERAL	148	88	59.46
Nill	BCom	HONOURS	7	7	100
Nill	BCom	GENERAL	7	5	71.42
Nill	BSc	HONOURS	25	25	100
Nill	BSc	GENERAL	5	5	100
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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
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NIL		
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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
N.A	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	COMMERCE	1	Nill
International	ENGLISH	1	Nill
International	EDUCATION	2	Nill
International	GEOGRAPHY	2	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
COMMERCE	5
ENGLISH	3
EDUCATION	3
GEAGRAPHY	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
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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	1	3	4	3
Presented papers	4	5	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
60	62

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	Existing
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
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
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KOHA	Partially	Nill	2016
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9593	322044	116	Nill	9709	322044
Reference Books	6099	220233	Nill	Nill	6099	220233
Journals	133	34520	Nill	Nill	133	34520
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
No Data Entered/Not Applicable !!!			
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 Bandwidt h (MBPS/ GBPS)	Others
Existin g	46	2	10	3	3	13	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	46	2	10	3	3	13	0	0	0

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilities
1	0.7	0.45	0.5

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: Maintenance of academic facilities: Maintenance of facilities for all academic requirements like books and journals. Maintenance of IT facilities as teaching-learning equipment. For 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 place 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. 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. Committees are set up to improve the efficiency of the Canteen. Water purification plant are routinely serviced. Sports amenities are maintained by the support staff. The CCTV, Lifts 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.

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	Students' Welfare Fund	54	27000
Financial Support from Other Sources			
a) National	National scholarship	4	10000
b) International	NIL	Nill	Nill
View File			

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
Remedial coaching	01/07/2018	35	N.A
Computer literacy and Advanced courses	01/07/2018	52	WEBEL
View File			

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 passed in the comp. exam	Number of students placed
2018	Career Counselling	35	120	Nil	Nil
View File					

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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	Nil	Nil	Nil
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	Department graduated from	Name of institution joined	Name of programme admitted to
2018	20	BA Honours	BENGALI	Nil	M.A IN BENGALI
2018	1	BA Honours	Education	Nil	MA in Education
2018	3	BA Honours	English	Nil	MA in English
2018	7	BA Honours	Geography	Nil	MA in Geography
2018	2	BA Honours	Political Science	Nil	MA in Political Science
2018	1	BA Honours	Philosophy	Nil	MA in Political Science
View File					

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
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Celebration of Rabindra Jayanti	College	40
Celebration of World Health Day	College	60
Basanta Utsav	College	120
Celebration of International Women's Day	College	100
Celebration of International Mother Language Day	College	150
Celebration of Republic Day	College	46
Celebration of Teacher's Day	College	130
Thalassemia awareness and Blood Test Programme	College	120
Celebration of Independence Day and Sri Aurobindos Birthday	College	70
Baishe Sraban	College	110
View File		

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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council of the college is an elected body and always joins hands with the college authority and faculty members to ensure overall development of the college. NAAC peer team report and peer team members mentioned the college as a highly disciplined institution. Student Council organizes different cultural programmes to observe important days such as "Swami Vivekananda's birthday", "Republic Day", "Rabindra Jayanti", "Nazrul Jayanti", "Independence Day" etc. in the college campus. "Basanta Utsab" is celebrated in the college by Students' council to cultivate the sense of respect for our Indian culture and tradition. Participation of students in the students' council helps in the development of their organizational skills. Problems faced by students are sometimes communicated to the college authority through GS of the students' council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

40

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

The committee organised two meetings in the current session.

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
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well organised library. Currently College library has 9593 text books, 6099 reference books and 133 journals that cost Rs. 322044 for text books, 220233 for reference

books and 34520 for journals. 116 the books are newly added in this session. As these books are received as specimen copy, therefore no extra expenses was done by the college.

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

As CBCS curriculum has been introduced for B,A /B,Sc and B.Com course therefore college is engage to conduct university examination under CBCS curriculum. The external examination is conducted by the University at the end of each semester. The college is authorized to conduct internal assessments Tutorials / Practical's. The marks of Class attendance, internal assessment Tutorials are sent to the University online through University Portal. The schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are conducted accordingly. The answer scripts of internal examinations are shown to the students and necessary suggestions are given by the teachers so that students feel confident and can do better in their Semester end examinations. In accordance with the external examination is conducted by the University at the end of the year. Our

college also conduct the existing examination under 111 system this year as per University guideline.

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-governance 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.
Planning and Development	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.

Administration	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.
Finance and Accounts	The entire Finance and Accounts of the college are integrated under one umbrella with the help of Tally. The internal audit has done by Nath Associates. The accounts and finance of college were 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.
Student Admission and Support	For online admission and counselling Enterprise and Resource Planning was implemented 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 software. Students were automatically assigned student id after completion of the admission procedure. The scholarship module also helps in providing support.

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

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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
Orientation Programme	1	05/03/2019	04/04/2019	28
Refresher Course	2	01/11/2018	26/11/2018	26
Short Term Course	Nill	Nill	Nill	Nill
Faculty Development Programme	1	30/10/2018	05/11/2018	7
Faculty Development Programme	1	18/02/2019	26/02/2019	9
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	4	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Ongoing	Yes	Nill

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 conducted internal audit for this financial year. The internal auditor was appointed by the college and approved by the Governing body of the college carried out with the assistance of the accounts section under the guidance of Bursar, Accountant and Head clerk. The internal audit work was not yet completed. 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 upto 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	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

3816205

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)

A training program was arranged to enhance skill. A training program was arranged to understand the CBCS model. Festival bonus.

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 initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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

Thalassemia awareness and Blood Test Programme	Nill	Nill	Nill	Nill
12. One Day Seminar on AIDS	28/03/2019	Nill	Nill	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	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

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
No Data Entered/Not Applicable !!!							
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)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Baishe Sraban	10/08/2018	10/08/2018	110
2. Celebration of Independence Day	15/08/2018	15/08/2018	70
3. Thalassemia awareness and Blood	19/09/2018	19/09/2018	120

Test Programme			
4. Celebration of Teacher's Day	05/09/2018	05/09/2018	130
5. Celebration of NSS Day	24/09/2018	24/09/2018	100
6 Swami Vivekananda Birthday Celebration	12/01/2019	12/01/2019	50
7.. Celebration of Republic Day	26/01/2019	26/01/2019	46
8. Swachh Bharat Avijan	16/02/2019	16/02/2019	80
9. Celebration of International Mother Language Day	21/02/2019	21/02/2019	150
10. Annual Camp of NSS	18/02/2019	26/02/2019	50

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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

No Data Entered/Not Applicable !!!

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

No data entered !!!

8.Future Plans of Actions for Next Academic Year

a. Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. This plan has been initiated at the beginning of session 2019-2020 and some equipments have been already purchased b. Office automation to ensure an updated data management system in the college. Office automation has been planned to include an online archiving of student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. Complete digitization of the college library is also planned.