YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	03326630270
• Mobile No:	9477252860
• Registered e-mail	sngcollege@yahoo.co.in
• Alternate e-mail	provashismondal@gmail.com
• Address	115, B.P.M.B SARANI, BHADRAKALI
• City/Town	UTTARPARA
• State/UT	WEST BENGAL
• Pin Code	712232
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**	
• Name of the IQAC Coordinator	**DR. PROVASHIS MONDAL**	
• Phone No.	**9433373330**	
• Alternate phone No.	**03379657603**	
• Mobile	**9433373330**	
• IQAC e-mail address	**provashismondal@gmail.com**	
• Alternate e-mail address	**provashismondal@yahoo.co.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.sngirlscollege.com/pdf/iqac/AQAR2019-20.pdf	
4.Whether Academic Calendar prepared during the year?	**No**	
• if yes, whether it is uploaded in the Institutional website Web link:		

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.38**	**2016**	**05/11/2016**	**05/11/2021**
Cycle 1	**C++**	**65.5**	**2007**	**31/03/2007**	**31/03/2012**

6.Date of Establishment of IQAC	**22/11/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	02	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Preparation of academic calender Execution of Academic Calendar (online) Preparing of Teaching Plan Attending on webinar

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

Plan of Action	Achievements/Outcomes
Preparation of academic calender	It is resolved to prepare Academic calendar of the various Department of the college for the session 2020-21
Execution of Academic Calendar (online):	Discussion about execution of Academic calendar of the various Department of the college for the session 2020-21
Attending on webinar: all teaching staff motivated to attend maximum webinar and FDP to update knowledge	Teaching staff started attending webinar .
Online classes: All teachers instructed about online classes.	Action Taken: Teacher staff started to prepare study material for online classes of their respective subject

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15.Multidisciplinary / interdisciplinary

NIL

16.Academic bank of credits (ABC):

NIL

17.Skill development:

NIL

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

NIL

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

http://www.sngirlscollege.com/index.php?option=com_content&view=article&id=125&Itemid=0

20.Distance education/online education:

NIL

Extended Profile

1.Programme

1.1   10

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

File Description	Documents
Data Template	[View File]

2.Student

2.1 **1406**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2 **382**

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

File Description	Documents
Data Template	[View File]

2.3 **238**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1 **19**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2 **20**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**10**

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

2.Student

2.1 Number of students during the year	**1406**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**382**

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

2.3 Number of outgoing/ final year students during the year	**238**

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

3.Academic

3.1 Number of full time teachers during the year	**19**

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

3.2 Number of Sanctioned posts during the year	**20**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**5**
4.3 Total number of computers on campus for academic purposes	**46**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- Marker and Whiteboard method
- ICT-enabled teaching-learning method.
- Distribution of class notes by teachers.
- Micro-teaching and seminars by students related to curriculum.
- Paper/Project presentation by the students.
- Proper and adequate instrumentation facility is given to the students for their practical classes.
- Need based survey programmes, field works and educational excursions are carried by the departments.
- 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sngirlscollege.com/

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

Regular class test, Internal Evaluation, 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.

Departments maintain the detailed record of the classes, assessments, project reports etc.

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 teachinglearning, development and improvements of different methods of effective curriculum delivery.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://www.sngirlscollege.com/

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

13

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

NA

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

52

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

845

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

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

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

419

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations. After knowing slow an advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the student are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This isthe informal way to complete the teaching-learning process and it is also convenient to both teacher and students. Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies. Home assignment and projects are taken prepared from the Students. They are also encouraged to apply for different competitive examinations. They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates etc.

Following activities are done by teachers for students:

Slow learners: 1. Individual counselling.

2. Remedial Coaching

3. Extra notes.

4. Group discussion session

. 5. Internal examination process.

6. Encouragement in NSS, Sports and academic activities.

7. Extra library books.

Advance learners:

1. Advance notes

2. Seminar sessions

3. Participative learning sessions i.e. Self Discipline Day & Teachers Day

4. Projects 6.

5. Assessments

6. Group discussion sessions .

7. Internet facility.

File Description	Documents
Link for additional Information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1406	39

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods. Some Student centric methods are given below:

Project methods: The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done.

Interactive methods The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features.

ICT Enabled Teaching: ICT enabled teaching includes Wi-Fi enabled class rooms . The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

Student Seminars: The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.

Group Learning Method: Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an

student or by the contract teacher. They share the information to each other.

Black-board presentation: In this method, each student is given a certain question. And student has to discussthis problem in the black-board.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sngirlscollege.com/

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

Audio- visual methods are applied in class teaching like PowerPoint presentation, use of overhead projector, movies etc. Slide Shows, Film and Documentaries are shown to create interest in various subjects. Tutorial Classes, Special Classes are taken regularly for the backward as well as advanced learners. Regular Class Tests are taken to assess the progress of the students

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NA

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

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

20

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sngirlscollege.com/

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

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the patternand rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sngirlscollege.com/

2.6 - Student Performance and Learning Outcomes

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

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

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES Mechanism of Communication:

Ø The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

Ø Graduate attributes are described to the first year students at the commencement of the programme.

Ø At least five hours are spent by the teachers for introducing the subject to the Students.

Ø Learning Outcomes of the Programs and Courses are observed and measured periodically.

Ø Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

Ø The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting.

Ø The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings

Ø Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of mathematics.

Ø Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.sngirlscollege.com/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of programme outcomes and course outcomes are evaluated by the institution.

1. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects.

2. The copies of the syllabi are kept in the department. It is distributed beginning the semester , and/or write among students. However, the student can download the syllabus from the website of Calcutta university.

3. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.sngirlscollege.com/

2.6.3 - Pass percentage of Students during the year

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

260

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

2.7 - Student Satisfaction Survey

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

NA

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

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

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

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

02

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

3.2 - Research Publications and Awards

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

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

09

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

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

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

12

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

3.3 - Extension Activities

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

N.A

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	**No File Uploaded**

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

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

NIL

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

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

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

0

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

```
Details of augentation in infrustructure facilites during the year
Facilities existing newly added Capus area 1.05 acr nil Class room
18 nil Laboratories 02 nil Seminar hall 01 nil Classroom with LCD
facilities 05 nil Classrooms with Wi-Fi/ LAN 02 nil Seminar halls
with ICT facilities 1 1 Video Centre 1 nil No. of important
equipments purchased (? 1-0 lakh) during the current year. NA nil
Value of the equipment purchased during the year (Rs. in Lakhs) NA
nil Others nil nil
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sngirlscollege.com/

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

```
ITEMS EQUIPMENTS CULTURAL harmonium, tabala, microphone, speaker,
drum,stage SPORTS carrom, table tennis, chess, ludo, badminton,
busketball, discus through, javline, marvel shortput GAMES carrom,
ludo, GYMNASIUM tread mill, cycling, dumdles,weight plates,
twister YOGA mattress, sataranji, yoga carpet
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sngirlscollege.com/

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

```
18
```

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.sngirlscollege.com/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

950000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Librery as a learning Resourse Librery is automated ILMS Name of the ILMS software nature of the automation version year of the automation KOHA PARTIAL NA 2016 LIBRERY SERVICE Description of service existing Newly added Total No. Value No. Value No. Value Text Books 10205 405072 NIL NIL 10205 405072 Reffernce book 6116 230624 NIL NIL 6116 230624 e-bookj 0 0 1500(free through shared institutional repository free 1500 0 Journal 133 34520 NIL NIL 133 34520 e-journal NIL NIL NIL NIL NIL NIL Digital database NIL NIL

WBCOLR

```
https://sites.google.com/view/olr-wb-cbcs/search-cbcs?authuser

free 1 0 CD& Video NIL NIL 100 audio and video free 100 0 Librery
automation NIL NIL NIL NIL NIL NIL Weeding(hard and Soft) NIL NIL
NIL free NIL NIL Others NIL NIL 100 audio /video lectures through
shared institutional repository 0 0 0
```

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.sngirlscollege.com/

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

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

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

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

`0`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

20

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

IT Infrastructure Technoligy Upgradation Total computers Computer lab Internet Brousing Centres Computer centres Office Department

available band width

(MGBPS)

others Existing 46 2 10 3 3 14 0 100

9(laptops)

printers 26

Added 0 0 0 0 0 0 0 0 0 Total 46 2 10 3 3 14 0 0

9(laptops)

printers 26

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sngirlscollege.com/

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

9

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

FACILITIES NO laboratory, 2 library, 1 sports complex 1 computers 46 classrooms 18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sngirlscollege.com/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

123

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

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

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

0

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

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

File Description	Documents
Link to institutional website	http://www.sngirlscollege.com/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

165

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

165

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

government examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`0`

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

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

Students' Representations in various committees

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings. The following is the list of Committees having student representation and engagement.

1. Class committee

3. Sports Committee

4. Cultural Committee

5. Internal Quality Assurance Cell

6. Anti-Ragging Committee

7. Anti Sexual Harassment Committee

8. Grievance Redressal Committee

9. NSS committee

Class committee:

Teacher: Dr Manas Ghosh (Bengali)

Students:

Riya Roy

Sukriti Ghosh

Susmita Sheet

Teacher: Dr Rita Singha Roy (Education):

Students : Simran Jha

Srabanti Samanta

Banasri Mondal

Teacher: Minakshi Halder (History)

Students:

Susmita Kundu

Sanchayita Mukherjee

Sikta Bairi

Teacher: Dalia Chattopadhyay (Philosophy):

Students:

Ruksa Khatun

Nilsha Chakraborty

Koyel Pal

Teacher: Pralay Mohan Ray (English)

Students: Sneha Mondal

Poulomi Bag

Jyoti Banik

Sohini Chatterjee (Political Science)

Students:

Simran Bhagat

Monika Ghosh

Aparajita Bhattacharya

Teacher: Tumpa Adak (Sanskrit)

Students:

Priti Pakhira

Sudipta Das

Aditi Chakraborty

Teacher: Sanchita Sarkar (Geography)

Urmee Mukherjee

Sourita Nandi

Srinita Das

Teacher: Dipak Biswas (Commerce)

Students:

Arpita Chakraborty

Pratiksha Ghosh

Sneha Das

Teacher: Bedanta Bose (Mathematics)

Sanghamitra Thakur (Librarian)

General stream:

Ankita Pradhan

Aditi Chanda

Keya Bag

Students' representation in Sports Committee

Along with the faculty members of the sports committee following students are also members of it:

Simran Bhagat

Anushri Naskar

Ananya Mukherjee

Poulami Bag

Students' representation in Internal Quality Assurance Cell

The student's representative is by default a member of IQAC of the college:

Simran Bhagat

Students' representation in Anti-Ragging Committee

Rimashree Dutta

Anwesha Neogi

Anti Sexual Harassment Committee

Jyotismita Samanta

Anindita Pal

Grievance Redressal Committee

Bratati Halder

Chandana Chowdhury

Cultural Committee:

Sayoni koley

Anamika Sadhukha

Eshita Sinha Roy

Rimashree Dutta

Anindita Pal

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

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

11

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

5.4 - Alumni Engagement

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

Our alumni is not a registered one. But they communicate among themselves and also tries to inspire the present studentds with their experience and ideas.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	**No File Uploaded**

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 deciplines, 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.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

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.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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. Due to COVID-19 University Final Examinations, from 2020 were conducted online mode through colleges. University Question Papers of different subjects were sent to the colleges through University portals the colleges uploaded each question papers in the college website and the students groups of the different department as per examinations schedule. The students downloaded the question papers from college website and their groups gave their exams. After completing their exams within time, they submit their answer scripts online to Gmail of the respective departments of the college. The answer scripts were corrected by the Examiners (Faculty members) the marks were uploaded in the University Examinations Portal after scrutiny.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	No File Uploaded

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

The 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.

The entire Finance and Accounts of the college are integrated under one umbrella with the help of Tally. 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. Another software "Aimes Cloud" was installed in this year by Infotech lab, forb making the entire account system of the college much easier. The entire admission fees payment by the students was made online using online banking of SBI, Axis bank, OBC and HDFC bank. Salary system of teaching as well as non teaching staffs were run by HRMS system.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Link to Organogram of the Institution webpage	http://www.sngirlscollege.com/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Our college always encourages all the teaching and non-teaching staff to enhance their professional skill by attending different seminars , workshops , special lecture, orientation , faculty development programme etc. During lockdown it could not be possible to attend seminars and workshops physically but the staff of our college attended and participated in so many webinars, seminars, conferences (Online mode) by different institutions across the country.

Other Benefits for the staff provided our as follow –

1. **General Provident Fund as designed by West Bengal Govt.**
2. **West Bengal Health Scheme**
3. **Group Insurance and Savings Schemes**
4. **Child Care and maternity Leave for Female Teachers and Non -teaching staff.**
5. **Faculty members are provided duty on leave to participate in Faculty Induction Programme (FIP), Short term Course (STC) and others professional development courses.**
6. **Stress management is done through different recreational programme like celebration of Saraswati puja, Vasanta utsab, Ravindrajayanti , Teacher's day celebration, Annual sports, etc.**

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

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

0

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

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

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

NIL

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

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

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

10

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

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

NA

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Our college conducts internal and external financial audits regularly. Auditing is an essential process for accuracy and transparency in financial managements. Our college conducts regular internal audits of accounts for effective financial management. The auditors verify the income received and expenditure incurred under various heads. It examines that money is spent in a valid correct manner. If any dispute is detected, it is resolved as early as possible. But during pandemic due to covid 19 , the internal and external audit reports could not be carried out for the financial years 2019-2020 and 2020-2021. But accounts of both the financial years have already been ready and updated.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

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

0

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

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

It is quite detrimental to assert that during lockdown for a prolonged period of time due to covid 19, our institution has failed to generate a considerable fund and mobilize it with proper utilization , as a maximum numbers of student of our college belong to BPL status. During lockdown they are forced to be dropped out, resulting in a great financial crunch for the college. Our college is still struggling to overcome this financial handicapcy. Moreover, during that period our college exempted tuition fees for all students and that is also one of the prime reasons to fall into financial stringency.

Apart from this, the other financial assignments like disbursing of salary of both teaching and non-teaching staff, maintenance of office, cleaning and washing, regular sanitization electricity bill payments etc. remained undisturbed.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

IQAC has enthused all the faculty members off different departments of our college to take online classes, share study materials, creating different what's app groups and treating them as class rooms, preserving materials google class rooms, framing question papers and arranging online examinations like internal , tutorials, project submissions, and even conducting university

final exams both theoretical and practical, evaluating answer scripts and uploading marks of the students as per university guidelines, encouraging students to be involved more and more in online mode of teaching learning process.

Besides this the IQAC has successfully looked after the issues related to promotion and professional upgradations of the teachers.

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	View File

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

NA

File Description	Documents
Paste link for additional information	http://www.sngirlscollege.com/
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**E. None of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

NA

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **E. None of the above**

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

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**E. None of the above**

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

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

NIL

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

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

NA

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes	**D. Any 1 of the above**

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

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

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

7.1.6 Activities conducted for promotion of universal Values and Ethics Activity Date Number of participants Baishe Sraban 10.08.2020 130 Celebration of Independence Day and Sri Aurobindo's Birthday 15.08.2020 65 Celebration of Teacher's Day 05.09.2020 158 Celebration of NSS Day 24.09.2020 100 Pandit Iswar Chandra Bandyopadhyay's Birthday 26.09.2020 150 Swami Vivekananda Birthday Celebration 12.01.2021 45 Netaji's Birthday 23.01.2021 60 Celebration of Republic Day 26.01.2021 60 Celebration of International Mother Language Day 21.02.2021 165 Celebration of International Women's Day 14.03.2021 50 Annual Sports 08.03.2021 130 Celebration of Rabindra Jayanti 9.05.2021 55

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

1. Title of the Practice(1): Faculty Enrichment

2. Objectives of the Practice: Research culture forms the core principle that the faculty operates upon. Faculties are extremely motivated to improve their research portfolios as well as help enrich the academic atmosphere of the institution through their research efforts. They not only regularly publish papers in academic journals or pursue higher research degrees, they also contribute to the development of the students' research faculties by organizing workshops on research methodologies.

3. The Context: As a small institution with limited faculty strength it becomes some time difficult to engage faculty members to research work/ attend seminar or workshop/ present paper due to workload coming from curriculum structure to the faculty members.

4. The Practice: An immense amount of emphasis is laid in the college to improve its academic engagement within and without the institution. Young faculty members are encouraged by the head of the institution (HOI) to hold seminars and involve students in workshops. Faculties are given access to all kinds of equipment that would facilitate their academic life, including internet and computer desktops, which are used for academic purposes. Faculties are also regularly consulted by the HOI before journal subscriptions or acquisition of library books so that the departments stay up to date and current with their subjects of engagement. Faculties are also granted leaves to complete their subject refresher courses and orientation programmes and encouraged to attend at least one such faculty enrichment programmes per year. Faculties are also encouraged by the HOI to take up guest positions in reputed colleges and universities to diversify their portfolios and enrich engagement with a variety of institutions and academia.

5. Evidence of Success: Most of the faculties in various departments are either already PhD holders or on their way to be awarded Ph.D. degree. In the last two years, when most of the world was deeply engrossed in maintaining their sustenance in global upheaval due to pandemic, the faculty of this institution (three female faculty in particular) have striven to gain more ground in their academic and research life by completing their thesis work and having their doctorates awarded to them, even while taking classes regularly online and engaging with their students. Research work is also facilitated through provisions

such as institutional subscriptions to academic journals, a rich and diverse library of books and equipments (computers, lab equipment, smart classrooms for viewing media, etcetera.

6. Problems Encountered and Resources Required: There is a paucity in the number of required books , journals, lab equipments, faculty members which repeatedly causes hindrance to the proper and sufficient functioning of lesson, planning and imparting education to the students in due course of time. The institution should engage more financial resource to overcome the situation.

1. Title of the Practice(2): Gender equity and sensitivity

2. Objectives of the Practice: For the harmonious development of any institution either family or society or academic institution gender equality is must. Without allowing women to enjoy equal rights and opportunities, no institution can flourished

3. The Context: We have already implemented our policy of setting up Gender harassment cell and the other State Government policies for the development of women education like 'Kanyashree', 'Oikyoshree', SVMC, etc. in our college. But in spite of that a few students still remain deprived of getting such facilities for their lack of knowledge and initiatives.

4. The Practice: Female faculty are highly encouraged to pursue higher research degrees, so much so that many more female faculty from the college are doctorate degree holders than male ones. In the last few years, between 2016 and 2021, as many as seven women faculty of the college have been awarded Ph.Ds in various disciplines, all due to the relentless encouragement and aspirations of the institution's head herself. But the constraints lie in the fact that the college is not in a position to arrange seminars, workshops, self defence classes for the female teachers, students and non-teaching staff frequently for financial crunch.

5. Evidence of Success: The evidence of success lies in the fact that in the last few years, between 2016 and 2021, as many as seven women faculty of the college have been awarded PhDs in various disciplines, all due to the relentless encouragement and aspirations of the institution's head herself.

6. Problems Encountered and Resources Required: Our aspiration is high but we have limited resources. To materialize our dream we

need more financial aid with which we can give infrastructural support and impetus to the teachers, students and non-teaching staff for their academic enhancements.

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

7.3 - Institutional Distinctiveness

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

The vision of Swami Niswambalananda Girls' College is to mould the students into responsible citizens with education, advanced knowledge and moral values for a happy society. In accordance with its vision, the College has been successful in nurturing a healthy campus environment free from caste, religion and gender discrimination and a harmonious relationship between all stakeholders. To fulfil the vision and make them responsible citizens, priority is given to the participative and experiential learning so that the students can get a first-hand experience of the world outside the campus. The college organizes various programmes and events to bring out the potential within the students so that they can fly with bright colours in future.

1. Mock-teaching and Students' Seminar: Various departments organise students' seminars to encourage the students to present papers related to curriculum.
2. Drama and cultural Programmes - Students of all the departments participate in annual cultural programmes which provide a platform for encouraging young talents in the field of Performing arts. The Drama and Debate Society of the college organizes Drama festival to provide more exposure to the students. Various local and state level groups are also invited to participate and perform in the festival.
3. Quiz Competition, Debate and Extempore - Inter-departmental Quiz Competition, Debate and extempore competitions help the students to be aware of various contemporary social issues of the world. This helps in forming opinions and voice about current affairs which in a way shape their overall personal development.
4. Publication of Wall and EMagazine : Publication of the wall

magazines on contemporary issues enrich their knowledge and also develop the habit of research. They are also encouraged to publish their own creative writing or art works. Moreover it helps them to collaborate with friends in and develops team spirit. Some of the departments publish the wall magazine articles in form of e magazine. students are encouraged to share their thoughts freely to develop a healthy democratic society. As per its vision the college tries to create a happy society within its campus which it aspires to spread beyond its walls through its students who are its ambassadors.

5. Drawing Exhibition and Competition - Inter-departmental Drawing Exhibition and Competition provides a platform to the students for practising experiential and participative learning.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

We are going to prepare our play ground within the premises to encourage the students to be more focused on outdoor games and sports for the harmonious development of mind and body. We are going to intrduce NCC unit in our college in the next academic session. The college authority has already promoted a faculty member to join NCC camp for adequate training so that she may independently run NCC unit in our college with female students in future. We have also planed to renovate our old building so that we can arrange more class accomodation for the students and introduce a few more subjects in our course curriculum under the supervision of the University of Calcutta. We have taken proactive measures to expedite and overcome the deadlock cases in terms of promotion of teaching and non teaching staff and their professional career enhancement through CAS after a barren period of two years due to pandemic caused by Covid-19.