YEARLY STATUS REPORT - 2021-2022

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	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	UGC 2f and 12(B)	
• Name of the Affiliating University	UNIVERSITY OF CALCUTTA	
• Name of the IQAC Coordinator	DR. 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?	Yes	
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sngirlscollege.com	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.38	2016	15/11/2016	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	NA	NIL	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	No File Uploaded	

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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)

Various academic program Promotion of all teachers. Preparation of academic calendar 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 calendar	It is resolved to prepare Academic calendar of the various Department of the college for the session 2021-22
Execution of Academic Calendar (online):	Discussion about execution of Academic calendar of the various Department of the college for the session 2021-22
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
yes	01/08/2022

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	No File Uploaded

2.Student

2.1

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2

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

File Description	Documents
Data Template	No File Uploaded

2.3

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **19**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

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	No File Uploaded

2.Student

2.1

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2

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

File Description	Documents
Data Template	No File Uploaded

2.3

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1

Number of full time teachers during the year

19

File Description	Documents
Data Template	No File Uploaded

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

File Description	Documents
Data Template	No File Uploaded

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

(i) Departmental meetings are held in every department in which the syllabus and other matters are discusses. (ii) Number of classes for each topic is decided. (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) The newly admitted students for first year degree courses are explained in detail regarding the curriculum in the Orientation program. (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. (viii) Various classroom teaching methods based on various needs of different subjects are regularly used 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.

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

26

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

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	**No File Uploaded**
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

64

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

2.2 - Catering to Student Diversity

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

Student representation is diverse not just in terms of regional and linguistic aspects but also their level and pace of comprehensibility. Since it would be inappropriate to divide a class into groups based on students' level of comprehension, classroom observation, interaction, continuous and periodic assessment are used as a measuring system to assess learning levels of the students.

Every departments draw up the schedule for organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.

The departments use monitoring and mentoring to keep track of slow learners' progress. Alongwith teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes are held and additional teaching taken up if required.

Advanced learners are encouraged to study Recommended Readings listed in each syllabus. They are encouraged to maintain a journal or diary. .Online resources are made available to strengthen the knowledge-base.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
370	40???

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

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 we follow in our collegeare -Project methods, Interactive methods, ICT enabled teaching, Experiential learning, Student seminar, Grpup learning method and Black board presentation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Today, it is essential for the students to learn and master the latest technologies . As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the

Institute-Projectors,Desktop and Laptops,Printers etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
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	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	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	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

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

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 end semester assessment pattern as laid out by the University of Calcutta. However, as part of teaching-learning process, Formative assessment is designed keeping in mind the digital pedagogy. MCQ type quiz in Google form are conducted weekly. Group projects are planned to encourage higher order learning. The following are some of the various ways in which evaluation is carried out:- Oral question answer sessions Class tests Midterm tests Re-test or supplementary tests when students fare badly at a given test thereby giving them another chance of improvement Assessment through viva voce Day to day assessment on class performance Continuous internal evaluation system is reformed to judge experimental skill, ability of independent thinking, preparation

for final University examinations, preparation for entrance examinations for higher studies. This is supplemented with a continuous evaluation of students through interaction in laboratory and theory classes. Occasionally surprise tests are conducted and the papers of the students are checked and corrected by other fellow students without knowing the identity of the concerned student, though the whole process is monitored by the faculty. This enables them to learn from others and correct their own mistakes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a well organized mechanism for Redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 programs offered by the Institution. The collegehas clearly stated learning outcomes of the Programme and all the Courses offered by the department. The following mechanism is followed by the department to communicate the learning outcomes to the teachers and students.

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

>The importance of the learning outcomes has been communicated to

the teachers in the department meetings in the starting of the
semesters.

> At the beginning of a course along with the syllabus, students
are made aware of the outcome of the course by the respective
course teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course outcomes is measured through syllabus, completion of
syllabus, continuous evaluation (internal evaluation), setting up
of question paper, evaluation, and result.The programme specific
outcomes is measured by taking the aggregate result of all courses
in a given programme of an individual student, and then the
average performance of all the students in a given programme.

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

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

265

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**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)

https://www.sngirlscollege.com/index.php?option=com_content&view=a rticle&id=79&Itemid=0

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

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

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

NIL

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

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

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

0

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

07

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

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

13

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

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

NA

File Description	Documents
Paste link for additional information	**Nil**
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

0

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

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**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	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities.

1. Maintenance of academic facilities: For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops, the department heads or the teachers of the departments concerned in writing to the principal. Approximate budgets are also stated on most occasions. The principal places the requisition or demands in the meetings of

the Governing Body, Finance Committee, Library Committee, or any other relevant committee.

2. Maintenance of Physical Support Facilities: All the departments and constituent units of the college are well connected to the office. Apart from the regular cleaning of the labs and classrooms, for any urgent maintenance on the part of electricity, plumbing, lab pieces of machinery, computers, the office arranges everything according to the demands raised by the departments and other units. Seminar Hall is extensively used for the conduct of academic and cultural programmes and the staff maintains them.

3.The NSS is regularly participating in cleanliness activities inside the college campus and in the neighbouring areas also through NSS activities.

4. IT Infrastructures:The Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT

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

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

Our institution has adequate facilities for cultural programmes.There are various instruments such as harmonium,speakers ,microphones ,drums,tabla.For sports we have indoor games such as carrom,table tennis,chess board,ludo,There is a gymnesium with various equipments such as tredmill,dumbells,aerobic cycle etc.The yoga centre is the pride of our college with students actively participating in various

programmes and showcasing their talent.

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

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

17

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	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

.75

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

4.2 - Library as a Learning Resource

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

The library is automated using KOHA.

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

4.2.2 - The institution has subscription for the **B. Any 3 of the above** following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

nil

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

40

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

4.3 - IT Infrastructure

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

It facilities are updated at regular intervals including WiFi for both the teachers and students.

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

4.3.2 - Number of Computers

22

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

8.57

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

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

Our library provides adequate reference and information services to the users.The users can access the internet as and when required. Ourcomputer laboratory is well equipped and provides all facilities to the students. Our geography laboratory is also well established according to CBCS guidelines.There are 10 computers,1 projectors and GIS software.Survey instruments ,prismatic compass ,dumpy level,transit theodolite,GPS. Our geography department is trying to develop a soil lab .all the necessary equipments are already purchased.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

B. 3 of the above

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

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

`Nil`

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

`300`

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

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

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

5.2.2.1 - Number of outgoing student progression to higher education

31

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

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

5.3 - Student Participation and Activities

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

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

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

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

The Student Council Secretary is a key member of the college's Governing Body, per Calcutta University Statute, ensuring strong student representation in policy-making. This role allows the student representative to present suggestions and grievances, which the Governing Body addresses promptly.

Our proactive NSS Unit engages in various outreach and social activities, with the Student Council Secretary coordinating efforts alongside faculty. The student council also leads environmental initiatives, promoting campus cleanliness, green practices, and plastic-free policies.

Students participate in a wide range of competitions in sports, music, debating, and speech, both within the college and in inter-college events hosted by institutions like Calcutta University. They are also active in organizing major college events such as Foundation Day, World Environment Day, and International Women's Day, gaining leadership experience.

Additionally, students collaborate on creating departmental wall magazines and participate in educational excursions to historical and cultural sites, enriching their academic journey. Recognizing their role as primary stakeholders, students work diligently to maintain the college's reputation and contribute to its vibrant community life.

File Description	Documents
Paste link for additional information	**Nil**
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

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

Alumni meetings are held regularly, but the association is not registered yet.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The democratic form of governance, in which the principal and conveners of various committees make choices regarding the implementation of various policies after consulting members in meetings, demonstrates how the participatory management system functions. Before the distribution of funds and resources, numerous committee reviews have been considered. The college's mission committee may have established the institution's participative management and decentralization policies. This committee adheres strictly to the guidelines established by the University of Calcutta as per the standards of the West Bengal Higher Education Department. Admission subcommittee decisions are made on a range of topics, including the online and offline admission process, contracts with vendors (software developers of admission portals), cost structures, the number of seats available for different disciplines, and the preparation and publication of merit lists during the admissions process. The college's governing board strives to promote a comprehensive learning environment. With the participation of teaching and non-teaching staff, the Principal, in her capacity as the institution's head, assumes the role of leadership in decision-making. There are twelve members in total. The Principal, who also serves as the Secretary, is joined by one President, two government representatives, two nominees from universities, three members nominated by the Teacher's Council, two non-teaching representatives, and one student representative. All academic and administrative goals and policies are carried out by the college principal with the assistance of several committees.

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

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

The Principal uses MIS to coordinate and control decisions made on behalf of the College by the Teachers' Council, Governing Body, and IQAC with various committees and subcommittees. Both teaching faculty and non-teaching staff actively participate in its efforts to further the college's development. The college's plans and programmes periodically flow through the overall development. It has been in use for both academic and non-academic purposes for a while now. Its official, non-official, and academic work includes the following:

- **The AIMES-CLOUD package software is used for both official tasks and the admissions process. For the advantage of instructors and students, libraries have implemented shared institutional repositories or online databases.**
- **For formal work, the library also uses KOHA Software.**
- **The college uses AISHE to upload various data.**
- **Currently, the teaching and non-teaching staff's salaries are handled by the HRMS system.**
- **Accounts of all kinds are prepared using the ERP-TALLY and EXCEL systems.**
- **Departments of Geography and Commerce use IT labs for educational reasons.**
- **The Swami Vivekananda Scholarship, the Kanyashree and Aikyashree Scholarships, and the SC/ST/OBC Scholarships all assist students.**
- **The college's website provides access to the most recent information.**
- **Both teachers and non-teaching personnel as well as students use the LAN and WIFI access.**
- **CCTV cameras and recordings are put in place to ensure the safety and security of college employees, students, and property.**

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Several institutional procedures demonstrate decentralisation and participative management, such as the admissions process, the delegation of authority to department heads, the assignment of NAAC work to teaching staff, etc.

- The university exam was administered by assigning distinct tasks to both teaching and non-teaching personnel.
- The examination committee was approved by the principal.
- The procedure involves the teaching and non-teaching staff as well. They draft notices asking pupils to fill out forms and pay examination fees. After they are sent by the university, admit cards are handed over to the students on the college premises.
- For each department, the committee creates a centralised protocol for internal and tutorial exams.
- The University of Calcutta offers the timetable for both theory and practical exams. Additionally, they assign testing locations. With the help of the non-teaching personnel, the committee organises the invigilation duties and distributes the question papers and response scripts to the invigilators in accordance with the timetable supplied by the university.
- The departments, along with the assigned examiners and scrutineers, submit the marks for internal, tutorial, practical, and theoretical examinations onto the site in accordance with the University schedule. After getting the mark sheet from the University college distributes it to the students accordingly.

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

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

The implementation of policies, the organisation of the administrative structure, the nomination process, and the service regulations all demonstrate how effectively and efficiently the institutional organisations operate. The Department of Higher Education, Government of West Bengal, and the University Statute

both specify certain administrative parts that regulate the college's functional and efficient operation. The highest authority in the college for both academics and administration is the governing body (GB).

The institution's superior authorities in terms of academic and administrative matters are the University of Calcutta and the Government of West Bengal's Directorate of Higher Education, respectively. The principal serves as both the executive head of the institution and the de facto secretary of the GB. All parties involved with the college, including students and teaching and non-teaching staff, are represented in the GB.

The principal chairs the college's internal quality assurance cell (IQAC) and serves as the ex officio head of the Teachers' Council. The highest authority for planning, carrying out, and keeping an eye on the college's academic operations is the IQAC. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students' Union which function in coordination with IQAC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The well-being of the staff is the top priority of Swami Niswambalananda Girls' College. In light of this, the following is a list of current welfare programmes for both teaching and non-teaching staff:

- **West Bengal Health Scheme for Teachers in Compliance with West Bengal Government Directive**
- **Swastha Sathi: in accordance with a West Bengal government policy for non-teaching staff**
- **Earned leave, advance notice, study leave, quarantine leave, medical leave, and leave for a specific disability**
- **Child care leave, paternity leave, and maternity benefits Under certain conditions, a teacher may be granted**
- **Extraordinary leave without pay or benefits.**
- **Leave Travel Concession All the non-doctoral staff members are encouraged to get enrolled in part-time Ph.D. programs.**
- **Free of cost Covid vaccination facility**
- **Group insurance, Festival advance, Provident fund, and Gratuity for all permanent staff**
- **Gym, Free Internet, and Wi-Fi facilities**
- **To nurture the multicultural environment on the campus, management ensures the celebration of all the festivals together.**
- **Sponsorships are there to attend faculty development administrative training courses**
- **Annual picnics, sports, and various cultural activities are organized for Teaching and Non-Teaching Staff**
- **Faculty members are encouraged to attend development programs(FDP) as on-duty**
- **Skill development courses,**

- **Women cell, and ICC functional**

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

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

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

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

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

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

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

14

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

Teaching Staff:

Every faculty member's performance is evaluated in accordance with the Performance-Based Appraisal System's Annual Self Assessment

(PBAS). Promotions are determined by using the API score-based PBAS proforma for the UGC Career Advancement Scheme (CAS). In addition to their academic tasks, faculty members are allocated extra responsibilities and duties for the institute's many extracurricular activities. These are primarily volunteer assignments. The Institute gives these contributions the proper weight in their evaluation as a whole. The heads of the departments, the IQAC, the Principal, and the Promotion Subcommittee examine and validate the PBAS proforma that the faculty member filled out. Faculty members must attend prior to the screening and selection process, as their recommendations for promotions are determined on their API score.

Non-Teaching Staff:

Annual performance reviews and confidential reports are used to evaluate all non-teaching employees. A few techniques are used to evaluate the performance of non-teaching staff. These techniques include evaluating each person's technical contribution, which includes topic knowledge, awareness, productivity, quality, inventiveness, readiness to learn, diligence, etc. In addition, they evaluate behavioural characteristics including acceptable behaviour in groups, timeliness, etc.

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

6.4 - Financial Management and Resource Mobilization

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

Every fiscal year, the college carries out an external audit. The internal audit continues to this day. The college's governing body authorized the internal auditor's appointment, which was made by the college authority. The Department of Higher Education, West Bengal has approved the external auditor, and the work was completed with help from the accounting department, which was led by the head clerk, bursar, and accountant. The auditors examine every financial item in great depth and offer recommendations. The college pays close attention to carrying out the suggestions made for the upcoming fiscal year. Upto 2019-20 external audit was

completed and the internal audit has been done for the year 2021-22.

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

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

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

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

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

1. The GB discusses and approves all significant decisions to guarantee the best possible use of its resources during its meetings. The Purchase and Finance Committee makes the initial recommendation for all significant college purchases, which are then discussed and approved by the GB. 2. The university has a UGC Committee in accordance with the UGC's directives in the XII Plan. The committee closely collaborates with IQAC and the college's Governing Body (GB) to oversee the mobilisation of funds and make sure they are used for the intended purpose.

3. The Building Subcommittee monitors the structure and makes periodic recommendations for necessary maintenance and repairs. Large-scale infrastructure improvements are deliberated and authorised within the GB. 4. The Library Advisory Committee oversees automation and enhancements and makes sure the library's resources are used to their fullest potential. 4. The Campus Cleanliness and Beautification Committee oversees the cleanliness

of the campus and how it is used. 5. Frequent government external audits and internal audits conducted by reputable Chartered Accountant farms

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

6.5 - Internal Quality Assurance System

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

Quality Assurance Strategies and Implementation by IQAC

IQAC's Quality Assurance Strategies and Their Execution Building of two recording studios, a multigym, a state-of-the-art conference/meeting room and one fully furnished research laboratory Study guides are available for free download on the college website. The library's digitization via the KOHA installation Installation of an incinerator and sanitary napkin selling machine Campus green initiatives: rainwater collection systems, solar panels, etc. Campus ICT training programmes that are Divyangjan-friendly for both teaching and non-teaching staff Outreach initiatives carried out often

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

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. 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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
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: **C. Any 2 of the above**

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the 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,   **E. None of the above**

**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**

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 professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   D. Any 1 of the above

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

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

Activities conducted for promotion of universal Values and Ethics. Baishe Sraban 10.08.2021. Celebration of Independence Day and Sri Aurobindo's Birthday 15.08.2021, Celebration of Teacher's Day 05.09.2021, Celebration of NSS Day 24.09.2021, Pandit Iswar Chandra Bandyopadhyay's Birthday 26.09.2021, Swami Vivekananda Birthday Celebration 12.01.2022, Netaji's Birthday 23.01.2022, Celebration of Republic Day 26.01.2022, Celebration of International Mother Language Day 21.02.2022, Celebration of International Women's Day 14.03.2022, Celebration of Rabindra Jayanti 9.05.2022.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice(1): Faculty Enrichment 2. Objectives of the Practice: Faculties are extremely motivated to improve their research portfolios as well as help enrich the academic atmosphere of the institution through their research efforts. 3. The Context: 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: Faculties are given access to all kinds of equipment that would facilitate their academic life, including internet and computer desktops. 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.

6. Problems Encountered and Resources Required: There is a paucity in the number of required books , journals, lab equipments.

1. Title of the Practice(2): Gender equity and sensitivity 2. Objectives of the Practice: Allowing Everyone to enjoy equal rights and opportunities. 3. The Context: Implementing our policy of setting up Gender harassment cell. 4. The Practice: Female faculties are highly encouraged to pursue higher research degrees. 5. Evidence of Success: 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: 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	**No File Uploaded**
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: 2. Drama and cultural Programmes . 3. Quiz Competition, Debate and Extempore - 4. Publication of Wall and EMagazine :

5. Drawing Exhibition and Competition.

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

(i) Departmental meetings are held in every department in which the syllabus and other matters are discusses. (ii) Number of classes for each topic is decided. (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) The newly admitted students for first year degree courses are explained in detail regarding the curriculum in the Orientation program. (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. (viii) Various classroom teaching methods based on various needs of different subjects are regularly used 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.

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	<u>View File</u>
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

26

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	**No File Uploaded**
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

64

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

2.2 - Catering to Student Diversity

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

Student representation is diverse not just in terms of regional and linguistic aspects but also their level and pace of comprehensibility. Since it would be inappropriate to divide a class into groups based on students' level of comprehension, classroom observation, interaction, continuous and periodic assessment are used as a measuring system to assess learning levels of the students.

Every departments draw up the schedule for organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.

The departments use monitoring and mentoring to keep track of slow learners' progress. Alongwith teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes are held and additional teaching taken up if required.

Advanced learners are encouraged to study Recommended Readings listed in each syllabus. They are encouraged to maintain a journal or diary. .Online resources are made available to strengthen the knowledge-base.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
370	**40???**

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

2.3 - Teaching- Learning Process

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

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 we follow in our collegeare -Project methods, Interactive methods, ICT enabled teaching, Experiential learning, Student seminar, Grpup learning method and Black board presentation.

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

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

Today, it is essential for the students to learn and master the latest technologies . As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support,

enhance, and optimize the delivery of education. The following tools are used by the Institute-Projectors,Desktop and Laptops,Printers etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
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	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**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	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

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 end semester assessment pattern as laid out by the University of Calcutta. However, as part of teaching-learning process, Formative assessment is designed keeping in mind the digital pedagogy. MCQ type quiz in Google form are conducted weekly. Group projects are planned to encourage higher order learning. The following are some of the various ways in which evaluation is carried out:- Oral question answer sessions Class tests Midterm tests Re-test or supplementary tests when students fare badly at a given test thereby giving them another

chance of improvement Assessment through viva voce Day to day assessment on class performance Continuous internal evaluation system is reformed to judge experimental skill, ability of independent thinking, preparation for final University examinations, preparation for entrance examinations for higher studies. This is supplemented with a continuous evaluation of students through interaction in laboratory and theory classes. Occasionally surprise tests are conducted and the papers of the students are checked and corrected by other fellow students without knowing the identity of the concerned student, though the whole process is monitored by the faculty. This enables them to learn from others and correct their own mistakes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a well organized mechanism for Redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 programs offered by the Institution. The collegehas clearly stated learning outcomes of the Programme and all the Courses offered by the department. The following mechanism is followed by the department to communicate the learning outcomes to the teachers and students.

> Hard Copy of syllabi and Learning Outcomes are available in

the departments for ready reference to the teachers and students .

>The importance of the learning outcomes has been communicated to the teachers in the department meetings in the starting of the semesters.

> At the beginning of a course along with the syllabus, students are made aware of the outcome of the course by the respective course teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

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

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

265

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**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)

https://www.sngirlscollege.com/index.php?option=com_content&view=article&id=79&Itemid=0

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

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

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

NIL

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

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

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

0

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

07

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

13

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

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

NA

File Description	Documents
Paste link for additional information	Nil
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

0

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

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**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	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities.

1. Maintenance of academic facilities: For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops, the department heads or the teachers of the departments concerned in writing to the principal. Approximate budgets are also stated on most occasions. The principal places the requisition or demands in

the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee.

2. Maintenance of Physical Support Facilities: All the departments and constituent units of the college are well connected to the office. Apart from the regular cleaning of the labs and classrooms, for any urgent maintenance on the part of electricity, plumbing, lab pieces of machinery, computers, the office arranges everything according to the demands raised by the departments and other units. Seminar Hall is extensively used for the conduct of academic and cultural programmes and the staff maintains them.

3.The NSS is regularly participating in cleanliness activities inside the college campus and in the neighbouring areas also through NSS activities.

4. IT Infrastructures:The Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT

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

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

Our institution has adequate facilities for cultural programmes.There are various instruments such as harmonium,speakers ,microphones ,drums,tabla.For sports we have indoor games such as carrom,table tennis,chess board,ludo,There is a gymnesium with various equipments such as tredmill,dumbells,aerobic cycle etc.The yoga centre is the

pride of our college with students actively participating in various programmes and showcasing their talent.

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

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

17

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	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

.75

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

4.2 - Library as a Learning Resource

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

The library is automated using KOHA.

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

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	**B. Any 3 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)

nil

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

40

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

4.3 - IT Infrastructure

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

It facilities are updated at regular intervals including WiFi for both the teachers and students.

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

4.3.2 - Number of Computers

22

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

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

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

8.57

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

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

Our library provides adequate reference and information services to the users.The users can access the internet as and when required. Ourcomputer laboratory is well equipped and provides all facilities to the students. Our geography laboratory is also well established according to CBCS guidelines.There are 10 computers,1 projectors and GIS software.Survey instruments ,prismatic compass ,dumpy level,transit theodolite,GPS. Our geography department is trying to develop a soil lab .all the necessary equipments are already purchased.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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	**B. 3 of the above**

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

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

Nil

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

300

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

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

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

5.2.2.1 - Number of outgoing student progression to higher education

31

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

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

5.3 - Student Participation and Activities

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

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

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 uni versity/state/national/internatio nal 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)

The Student Council Secretary is a key member of the college's Governing Body, per Calcutta University Statute, ensuring strong student representation in policy-making. This role allows the student representative to present suggestions and grievances, which the Governing Body addresses promptly.

Our proactive NSS Unit engages in various outreach and social activities, with the Student Council Secretary coordinating efforts alongside faculty. The student council also leads environmental initiatives, promoting campus cleanliness, green

practices, and plastic-free policies.

Students participate in a wide range of competitions in sports, music, debating, and speech, both within the college and in inter-college events hosted by institutions like Calcutta University. They are also active in organizing major college events such as Foundation Day, World Environment Day, and International Women's Day, gaining leadership experience.

Additionally, students collaborate on creating departmental wall magazines and participate in educational excursions to historical and cultural sites, enriching their academic journey. Recognizing their role as primary stakeholders, students work diligently to maintain the college's reputation and contribute to its vibrant community life.

File Description	Documents
Paste link for additional information	Nil
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

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

Alumni meetings are held regularly, but the association is not registered yet.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The democratic form of governance, in which the principal and conveners of various committees make choices regarding the implementation of various policies after consulting members in meetings, demonstrates how the participatory management system functions. Before the distribution of funds and resources,

numerous committee reviews have been considered. The college's mission committee may have established the institution's participative management and decentralization policies. This committee adheres strictly to the guidelines established by the University of Calcutta as per the standards of the West Bengal Higher Education Department. Admission subcommittee decisions are made on a range of topics, including the online and offline admission process, contracts with vendors (software developers of admission portals), cost structures, the number of seats available for different disciplines, and the preparation and publication of merit lists during the admissions process. The college's governing board strives to promote a comprehensive learning environment. With the participation of teaching and non-teaching staff, the Principal, in her capacity as the institution's head, assumes the role of leadership in decision-making. There are twelve members in total. The Principal, who also serves as the Secretary, is joined by one President, two government representatives, two nominees from universities, three members nominated by the Teacher's Council, two non-teaching representatives, and one student representative. All academic and administrative goals and policies are carried out by the college principal with the assistance of several committees.

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

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

The Principal uses MIS to coordinate and control decisions made on behalf of the College by the Teachers' Council, Governing Body, and IQAC with various committees and subcommittees. Both teaching faculty and non-teaching staff actively participate in its efforts to further the college's development. The college's plans and programmes periodically flow through the overall development. It has been in use for both academic and non-academic purposes for a while now. Its official, non-official, and academic work includes the following:

- The AIMES-CLOUD package software is used for both official tasks and the admissions process. For the

advantage of instructors and students, libraries have implemented shared institutional repositories or online databases.
- For formal work, the library also uses KOHA Software.
- The college uses AISHE to upload various data.
- Currently, the teaching and non-teaching staff's salaries are handled by the HRMS system.
- Accounts of all kinds are prepared using the ERP-TALLY and EXCEL systems.
- Departments of Geography and Commerce use IT labs for educational reasons.
- The Swami Vivekananda Scholarship, the Kanyashree and Aikyashree Scholarships, and the SC/ST/OBC Scholarships all assist students.
- The college's website provides access to the most recent information.
- Both teachers and non-teaching personnel as well as students use the LAN and WIFI access.
- CCTV cameras and recordings are put in place to ensure the safety and security of college employees, students, and property.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Several institutional procedures demonstrate decentralisation and participative management, such as the admissions process, the delegation of authority to department heads, the assignment of NAAC work to teaching staff, etc.

- The university exam was administered by assigning distinct tasks to both teaching and non-teaching personnel.
- The examination committee was approved by the principal.
- The procedure involves the teaching and non-teaching staff as well. They draft notices asking pupils to fill out forms and pay examination fees. After they are sent by the university, admit cards are handed over to the students on the college premises.

- For each department, the committee creates a centralised protocol for internal and tutorial exams.
- The University of Calcutta offers the timetable for both theory and practical exams. Additionally, they assign testing locations. With the help of the non-teaching personnel, the committee organises the invigilation duties and distributes the question papers and response scripts to the invigilators in accordance with the timetable supplied by the university.
- The departments, along with the assigned examiners and scrutineers, submit the marks for internal, tutorial, practical, and theoretical examinations onto the site in accordance with the University schedule. After getting the mark sheet from the University college distributes it to the students accordingly.

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

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

The implementation of policies, the organisation of the administrative structure, the nomination process, and the service regulations all demonstrate how effectively and efficiently the institutional organisations operate. The Department of Higher Education, Government of West Bengal, and the University Statute both specify certain administrative parts that regulate the college's functional and efficient operation. The highest authority in the college for both academics and administration is the governing body (GB).

The institution's superior authorities in terms of academic and administrative matters are the University of Calcutta and the Government of West Bengal's Directorate of Higher Education, respectively. The principal serves as both the executive head of the institution and the de facto secretary of the GB. All parties involved with the college, including students and teaching and non-teaching staff, are represented in the GB.

The principal chairs the college's internal quality assurance cell (IQAC) and serves as the ex officio head of the Teachers' Council. The highest authority for planning, carrying out, and keeping an eye on the college's academic operations is the IQAC. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students' Union which function in coordination with IQAC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The well-being of the staff is the top priority of Swami Niswambalananda Girls' College. In light of this, the following is a list of current welfare programmes for both teaching and non-teaching staff:

- **West Bengal Health Scheme for Teachers in Compliance with West Bengal Government Directive**
- **Swastha Sathi: in accordance with a West Bengal government policy for non-teaching staff**
- **Earned leave, advance notice, study leave, quarantine leave, medical leave, and leave for a specific disability**
- **Child care leave, paternity leave, and maternity benefits Under certain conditions, a teacher may be granted**
- **Extraordinary leave without pay or benefits.**
- **Leave Travel Concession All the non-doctoral staff members are encouraged to get enrolled in part-time Ph.D. programs.**
- **Free of cost Covid vaccination facility**
- **Group insurance, Festival advance, Provident fund, and Gratuity for all permanent staff**
- **Gym, Free Internet, and Wi-Fi facilities**
- **To nurture the multicultural environment on the campus, management ensures the celebration of all the festivals together.**
- **Sponsorships are there to attend faculty development administrative training courses**
- **Annual picnics, sports, and various cultural activities are organized for Teaching and Non-Teaching Staff**
- **Faculty members are encouraged to attend development programs(FDP) as on-duty**
- **Skill development courses,**
- **Women cell, and ICC functional**

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

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

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

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

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

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

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

14

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

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

Teaching Staff:

Every faculty member's performance is evaluated in accordance with the Performance-Based Appraisal System's Annual Self Assessment (PBAS). Promotions are determined by using the API score-based PBAS proforma for the UGC Career Advancement Scheme (CAS). In addition to their academic tasks, faculty members are allocated extra responsibilities and duties for the institute's many extracurricular activities. These are primarily volunteer assignments. The Institute gives these contributions the proper weight in their evaluation as a whole. The heads of the departments, the IQAC, the Principal, and the Promotion Subcommittee examine and validate the PBAS proforma that the faculty member filled out. Faculty members must attend prior to the screening and selection process, as their recommendations for promotions are determined on their API score.

Non-Teaching Staff:

Annual performance reviews and confidential reports are used to evaluate all non-teaching employees. A few techniques are used to evaluate the performance of non-teaching staff. These techniques include evaluating each person's technical contribution, which includes topic knowledge, awareness, productivity, quality, inventiveness, readiness to learn, diligence, etc. In addition, they evaluate behavioural characteristics including acceptable behaviour in groups, timeliness, etc.

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

6.4 - Financial Management and Resource Mobilization

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

Every fiscal year, the college carries out an external audit. The internal audit continues to this day. The college's governing body authorized the internal auditor's appointment, which was made by the college authority. The Department of Higher Education, West Bengal has approved the external auditor, and the work was completed with help from the accounting department, which was led by the head clerk, bursar, and accountant. The auditors examine every financial item in great depth and offer recommendations. The college pays close attention to carrying out the suggestions made for the upcoming fiscal year. Upto 2019-20 external audit was completed and the internal audit has been done for the year 2021-22.

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

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

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

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

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

1. The GB discusses and approves all significant decisions to guarantee the best possible use of its resources during its meetings. The Purchase and Finance Committee makes the initial recommendation for all significant college purchases, which are then discussed and approved by the GB. 2. The university has a UGC Committee in accordance with the UGC's directives in the XII Plan. The committee closely collaborates with IQAC and the college's Governing Body (GB) to oversee the mobilisation of funds and make sure they are used for the intended purpose.

3. The Building Subcommittee monitors the structure and makes periodic recommendations for necessary maintenance and repairs. Large-scale infrastructure improvements are deliberated and authorised within the GB. 4. The Library Advisory Committee oversees automation and enhancements and makes sure the library's resources are used to their fullest potential. 4. The Campus Cleanliness and Beautification Committee oversees the cleanliness of the campus and how it is used. 5. Frequent government external audits and internal audits conducted by reputable Chartered Accountant farms

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

6.5 - Internal Quality Assurance System

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

Quality Assurance Strategies and Implementation by IQAC

IQAC's Quality Assurance Strategies and Their Execution Building of two recording studios, a multigym, a state-of-the-art conference/meeting room and one fully furnished research laboratory Study guides are available for free download on the college website. The library's digitization via the KOHA installation Installation of an incinerator and sanitary napkin selling machine Campus green initiatives: rainwater collection systems, solar panels, etc. Campus ICT training programmes that are Divyangjan-friendly for both teaching and non-teaching staff Outreach initiatives carried out often

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

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. 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	C. Any 2 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	C. Any 2 of the above

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	**D. Any 1 of the above**

monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

Activities conducted for promotion of universal Values and Ethics. Baishe Sraban 10.08.2021. Celebration of Independence Day and Sri Aurobindo's Birthday 15.08.2021, Celebration of Teacher's Day 05.09.2021, Celebration of NSS Day 24.09.2021, Pandit Iswar Chandra Bandyopadhyay's Birthday 26.09.2021, Swami Vivekananda Birthday Celebration 12.01.2022, Netaji's Birthday 23.01.2022, Celebration of Republic Day 26.01.2022, Celebration of International Mother Language Day 21.02.2022, Celebration of International Women's Day 14.03.2022, Celebration of Rabindra Jayanti 9.05.2022.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice(1): Faculty Enrichment 2. Objectives of the Practice: Faculties are extremely motivated to improve their research portfolios as well as help enrich the academic atmosphere of the institution through their research efforts. 3. The Context: 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: Faculties are given access to all kinds of equipment that would facilitate their academic life, including internet and computer desktops. 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.

6. Problems Encountered and Resources Required: There is a paucity in the number of required books , journals, lab equipments.

1. Title of the Practice(2): Gender equity and sensitivity 2. Objectives of the Practice: Allowing Everyone to enjoy equal rights and opportunities. 3. The Context: Implementing our policy of setting up Gender harassment cell. 4. The Practice: Female faculties are highly encouraged to pursue higher research degrees. 5. Evidence of Success: 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: 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	No File Uploaded
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: 2. Drama and cultural Programmes . 3. Quiz Competition, Debate and Extempore - 4. Publication of Wall and EMagazine :

5. Drawing Exhibition and Competition.

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

7.3.2 - Plan of action for the next academic year

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.