Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SWAMI NISWAMBALANANDA GIRLS' COLLEGE**
Name of the head of the Institution	**Dr. Chandana Roy Chowdhury**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03326630270**
Mobile no.	**9477252860**
Registered Email	**sngcollege@yahoo.co.in**
Alternate Email	**provashismondal@gmail.com**
Address	**115, B.P.M.B SARANI, bHADRAKALI**
City/Town	**UTTARPARA**
State/UT	**West Bengal**
Pincode	**712232**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. PROVASHIS MONDAL**
Phone no/Alternate Phone no.	**03379657603**
Mobile no.	**9433373330**
Registered Email	**provashismondal@gmail.com**
Alternate Email	**provashismondal@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sngirlscollege.com/pdf/iqac/AQAR2018-19.pdf

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**65.5**	**2007**	**31-Mar-2007**	**31-Mar-2012**
2	**B**	**2.38**	**2016**	**05-Nov-2016**	**05-Nov-2021**

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Beautification of college campus done. ? Better supply of purified drinking water among the students. ? Biometric process started for the attendance registry of the teaching and nonteachng recruitment. ? Improvement of sanitary system done. ? Installation of fire safely system done. ? New playground is being prepared. ? Solarsystem is running well. ? Upgradation of library done. ? Upgradation of security system done.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
? due to Covid continue all the programme by online	? all class and examination completed in due time.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**05-Jul-2021**
17. Does the Institution have Management Information System ?	**No**

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

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

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Depatmental excursion and field report of Gepgraphy Hons student	20
BA	Depatmental excursion at Carey Museum of History Hons student	9
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

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

Feedback Obtained
Student's feedback is filled by 3rd year UG Students on their last examination day in the college. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. Feedback is also taken in the same way from teachers, employers and alumni in different aspects of the college like administration, campus development, working environment, etc. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	HONOURS	11	78	9
BCom	GENERAL	50	68	21
BCom	HONOURS	24	48	12
BA	GENERAL	346	1010	292
BA	HONOURS	370	705	121
BSc	GENERAL	35	87	9
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	434	Nill	36	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
36	36	4	2	2	Nill

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
434	17	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	12	6	5	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Manas Ghosh	Associate Professor	Saraswat Samman Award

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation is a vital aspect of classroom teaching. As SWAMI NISWAMBALANANDA GIRLS' COLLEGE is an affiliated college under University of Calcutta, we are not in a position to design the summative assignments. We have to abide by the assessment pattern as laid out by the University of Calcutta. However, throughout the academic year special focus is given on the gradual academic development of a student through continuous appraisal of her performance in various fields. Several yardsticks are used to monitor a student's progress. The students are evaluated on the basis of their performance in regular and surprise class tests, tutorials, oral presentations, seminar presentations, poster presentations, group discussions, quiz and debates. The departments pay special attention to academically weak students and give them proper guidance. These students are motivated by their teachers to improve their overall performance. Students are encouraged to think clearly and logically on the broad spectrum of issues they study in various subjects. The departments motivate the students to expand their knowledge base beyond their curriculum and develop an integrated idea about contemporary issues. Teachers also give guidance to students about the various higher education programs and competitive examinations after their graduation. When a student's performance is evaluated these factors are also taken into account. Students are mentored by their teachers on how to obtain high scores in the university examinations. The students are shown their answer scripts of the various exams held in the college and they are groomed on how to answer more appropriately in the forthcoming exams and improve their scores. Apart from class room teaching as part of syllabus projects and field visits have been organized by the Depts. Of Geography. Further, academic visits are also organized by various departments along with classroom teaching to help students in exploring a wider academic horizon

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

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

2.6 – Student Performance and Learning Outcomes

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

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

Nill	BA	HONOURS	80	78	97.5
Nill	BA	GENERAL	139	85	61.15
Nill	BCom	HONOURS	12	9	75
Nill	BCom	GENERAL	7	1	1.06
Nill	BSc	HONOURS	10	10	100
Nill	BSc	GENERAL	9	3	33.33

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR	300000	2

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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
SARASWATA SAMMAN	Dr. MANAS GHOSH	ACADEMY OF SOCIO-CULTURAL AND ENVIRONMENTAL NORMATIVE DEVELOPMENT ORGANIZATION	17/10/2019	CREATIVE LITERATURE FOR CHILDREN IN BENGALI

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0

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

Name of the Department	Number of PhD's Awarded
N.A	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHILOSOPHY	1	Nill
National	POLITICAL SCIENCE	1	Nill
National	SANSKRIT	1	Nill
International	COMMERCE	1	Nill
International	ENGLISH	4	Nill
International	EDUCATION	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BENGALI	1
COMMERCE	5
PHILOSOPHY	1
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	4	4
Presented papers	4	4	1	Nill

No file uploaded.

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	Nill	Nill	Nill

No file uploaded.

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nill	Nill	Nill

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	Nill	Nill	Nill	Nill

No file uploaded.

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	Nill	Nill	Nill

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	Nill	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9709	322044	496	83028	10205	405072
Reference Books	6099	220233	17	6116	6116	226349
Journals	133	34520	Nill	Nill	133	34520
View File						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	46	2	10	3	3	13	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	46	2	10	3	3	13	0	0	0

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

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100 MBPS/ GBPS

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4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2	173981	6	0

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

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output.The College has an extensive IT infrastructure. The College assesses the equipments and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process. The College has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. The College has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the University facilitated Online Teaching and Learning by providing access to different Online Platforms. The College further facilitated Online Teaching and Learning and several academic activities.All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the Library and purchase of library resources, is appointed by the Staff Council of the College. Library is equipped with the CCTV cameras and Electronic Article Surveillance (EAS) system to prevent pilferage and overall monitoring and surveillance.The College provides several indoor and outdoor

sports facilities to all its students. The College has a well-equipped Sports Complex comprising Fitness Centre, table Tennis ,carrom and Playing Arena for students with physical disabilities. A valuable addition to the Sports Complex is regular seminar for Yoga and Well-Being to encourage physical fitness and physical activity.

NA

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	Nill	Nill
Financial Support from Other Sources			
a) National	National Scholarship	5	10000
b)International	NIL	Nill	Nill

View File

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Computer literacy and Advanced courses	01/07/2019	56	WEBEL

View File

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling	50	150	Nill	Nill

View File

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		

Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA (Honours)	Sanskrit	Nill	MA in Sanskrit
2019	1	BA (Honours)	Grography	Nill	D Ed
2019	3	BA (Honours)	Geography	Nill	B Ed
2019	2	B Sc (Honours)	Geography	Nill	M Sc in Geography
2019	2	BA (Honours)	Political Science	Nill	MA in Political Science
2019	6	BA (Honours)	Philosophy	Nill	MA in Philosophy
2019	4	BA (Honours)	History	Nill	MA in History
2019	4	BA (Honours)	English	Nill	MA in English
2019	2	BA (Honours)	Education	Nill	MA in Education
2019	20	BA (Honours)	Bengali	Nill	MA in Bengali
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
No file uploaded.	

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

Activity	Level	Number of Participants
Baishe Sraban	College	130
Celebration of Independence Day and Sri Aurobindos Birthday	College	65
Celebration of Teacher's Day	College	158
Celebration of NSS Day	College	100

College Campus Cleaning By NSS	College	100	
Swami Vivekananda Birthday Celebration	College	45	
Celebration of Republic Day	College	60	
Celebration of International Mother Language Day	College	165	
Rabindra Jayanti	College	82	
View File			

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	Nill	Nill	Nill	Nill	Nill
2020	NA	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Students are the spinal cord of an institution and the students' union comprising the representatives of the students headed by their General Secretary forms the bridge between the students and the administration. A good coordination between the students and the administration helps to cater to the needs of the students. As per the rule, the General Secretary of the students union is selected as a member of the Governing Body of the College, representing the students from all spheres of the college as per the Constitution of the University of Calcutta. The students union and its General Secretary, by virtue of being a member of the Governing Body of the college, put forward their demands on behalf of the students regarding betterment of the students as far as academics, canteen and classroom facilities etc. are concerned. Having said this, the students' union with its General Secretary acts as an envoy of the cultural activities. It takes initiative to organise cultural functions and various events to mark different occasions, contributing writing to the college magazine etc. Besides, the union performs additional duty of arranging annual sports of the college as well as the students to let them participate in different sporting events at the national and state levels. Further, like the college administration, which looks after the betterment and welfare of the students, the students' union also has a role to perform that is to look after the regular attendance of the students in the class as well as the psychological well being, economic and educational needs of the students specially in the testing time of the Pandemic. Hence, a cordial and healthy relationship is essential between the college administration and the students union for proper management of the Institution. Further, the students union led by its General Secretary has to look after the law and order within the college premises as well as keeping the college campus clean and environment friendly. Moreover, they are also to check any trespassing within the college premises and take proper action against it. Besides, they have to maintain girls' common room, where students relax and take part in indoor games. Therefore, the

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

<div align="center">40</div>

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

<div align="center">0</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">Two yearly meetings were done in this session</div>

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The functioning of the participative management system is evident through the democratic nature of governance as the principal and conveners of various committees take decisions regarding implementation of different policies after the consultation of members in meetings. Even the strategies and plannings are run through various committees before allocation of funds and resources. The practices of decentralisation and participative management in the institution may be found in the admission committee of the college. This committee works in the strict compliance with the rules and regulations formed by the University of Calcutta as per norms of the Higher Education department, West Bengal. Admission sub- committee takes decisions on various issues like admission procedure (online/ offline), contract with the vendors (admission portal software developer), fee structure, seat capacity of various deciplines, preparation and publishing merit list during the process of admission. Teachers from various departments as well as non teaching staffs are assigned with various duties related to admission process. Next is the administrative and the academic structure of the college. The governing body of the college works to maintain a holistic academic environment in the college. It takes the role of leadership in decision making, and the Principal as head of the institution implements the decisions and policies with the cooperation of Teaching and Non teaching staff. It consists of 12 members in all. There is Principal who is the Secretary, 1 President ,2 govt. representatives, 2 university nominees, 3 members sent from the Teacher's council, 2 members are the non teaching representatives and 1 student representative. Principal of the college executes all the academic and administrative plans and policies with the help of various committees: Admission committee, Library committee, Routine committee, Examination committee, Cultural committee, Sports committee etc.

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

<div align="center">Yes</div>

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The College is affiliated to University of Calcutta and follows the curriculum as prescribed by the University. Faculty members of different departments attend various curriculum development programmes and workshops organised by university.
Human Resource Management	College constantly tries to improve the quality of education that is imparted by implementing various tools and methods required for modern teaching. Students are identified as advanced and slow learner through interaction in class and with mentors and diagnostic tests. Classroom teaching is supplemented with many Enrichment Activities like seminars, workshops, special lectures, group discussions Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, survey work term papers, educational tours, field trips and industrial visits College authorities and IQAC meticulously monitors Teaching-Learning process. ? From march, 2020 onwards the Covid restrictions are imposed to the institutions. Therefore, no offline classes can be taken. But according to the UGC and University guidelines all the Faculty members took online classes as per Academic Routine.
Library, ICT and Physical Infrastructure / Instrumentation	: The external examination is conducted by the University at the end of each semester. The college is authorized to conduct internal assessments Tutorials / Practical's. The marks of Class attendance, internal assessment Tutorials are sent to the University online through University Portal. The schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are conducted accordingly. The answer scripts of internal examinations are shown to the students and necessary suggestions are given by the teachers so that students feel confident and can do better in their Semester end examinations. Due to COVID-19 University Final Examinations, from 2020 were conducted online mode through colleges. University Question Papers of different programs were sent to the

	colleges through University portals the colleges uploaded each question papers in the college website and the students groups of the different department as per examinations schedule. The students downloaded the question papers from college website and their groups gave their exams. After completing their exams within time, they submit their answer scripts online to Gmail of the respective departments of the college. The answer scripts were corrected by the Examiners (Faculty members) the marks were uploaded in the University Examinations Portal after scrutiny.
Examination and Evaluation	: The college has a well organised library. In this session, 496 text books and 17 reference books have been added to the Library that expenses Rs. 83028 for text books, and 10391 for reference book. Currently Collage library has 10205 text books, 6116 reference books and 133 journals that expenses Rs. 405072 for text books, 230624 for reference books and 34520 for journals.
Teaching and Learning	For the improvements of the human resources of the college, along with regular classes practical and field works, faculty members are encouraged to participate in seminars, symposiums, conferences, workshops, faculty exchange programs with other institutions and to do their research works. Recruitment of Faculties and Non-teaching staffs are governed by the State Government. The College has a well maintained leave record system for the teaching and nonteaching staff. College provides duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research. The non-teaching staff have well assigned job specifications and are regularly monitored.
Curriculum Development	The college website displays all the UG Programs along with the number of seats in each program and reservation policy for each categories as per government directives also provides the detail information about various skill enhancement courses offered by the college. The students are admitted through purely online mode under the supervision of Admission Committee which comprises teaching staff. Online

| | Admission includes online publication of Merit lists, date of online payment, amount to be paid, Bank details, last date of admission etc. Online admission is made strictly on the basis of merit and Govt. Rules and norms prescribed |

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

E-governace area	Details
Planning and Development	Plan for the improvement and development of the institution are chalked out by the principal, governing body members and IQAC members. The minutes of the meetings are regularly uploaded in the college website.
Administration	The college manages the whole database for both teaching faculty and students. College website is updated time to time to make it more informative. Electronically controlled Biometric attendance for all teachers and employees is introduced.
Examination	The examination system was conducted as per rules of university of Calcutta. The university examination marks of every student sent to the university. College took different internal tests to monitor student's status.
Finance and Accounts	The entire Finance and Accounts of the college are integrated under one umbrella with the help of Tally. The college gained the advantage of properly maintained ledger book online, bank reconcile statement, voucher record, balance sheet, income expenditure report, receipt payment etc. All the parameters can be visible at a glance. The entire admission fees payment by the students was made online using online banking of SBI, Axis bank, OBC and HDFC bank. Salary system of teaching as well as non teaching staffs were run by HRMS system.
Student Admission and Support	For online admission and counselling was implemented with the implementation of Enterprise Resource Planning with the technical guidance of Infotech lab, a Kolkata based software company. It enabled all the data of the students to be collected in an integrated way. The documents verification system was also made more transparent. The students were made aware about any necessary information through email developed by the ERP software. Students were automatically assigned student id after

completion of the admission procedure.
The scholarship module also helps in
providing support.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
. Orientation Programme	Nill	Nill	Nill	Nill
Refresher Course	Nill	Nill	Nill	Nill
Short Term Course	Nill	Nill	Nill	Nill
Faculty Development Programme	1	11/06/2020	13/06/2020	3
	View File			

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Ongoing	Yes	Student Aid Fund @ 30 per student, implemented

6.4 – Financial Management and Resource Mobilization

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

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

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

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

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

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

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

? ICT training program was arranged on online admission process. ? Different sports events were organised for non teaching staffs. ? WBIFMS training program was arranged regarding use of IFMS software more conveniently.

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

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

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification			No		
d)NBA or any other quality audit			No		

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	1. To prepare the AQAR report for the year 2019-20. 2. To collect data from Professors for AQAR 2019-20 3. To collect data from Professors for college website upload.	13/08/2019	13/08/2019	13/08/2019	8
2020	1. To collect data from Professors for college website upload. 2. The teachers enrich themselves through Refreshers Course, seminars etc. 3. To share the experience of the MRP grant sanction to Dr. Provashis Mondal from ICSSR to inspire the other Pr	09/01/2020	09/01/2020	09/01/2020	10
2020	1. Meeting of IQAC to organize seminar / workshop on E-content development, promotion of	15/05/2020	15/05/2020	15/05/2020	8

teachers, student feedback survey etc 2. The teachers enrich themselves through Refreshers Courses, seminars etc. 3. Discussion on how to run education uninterr				
No file uploaded.				

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Women's Day	08/03/2020	Nill	Nill	Nill

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Tree Plantation Programme	15/07/2019	15/07/2019	120
2. Baishe Sraban	10/08/2019	10/08/2019	130
3. Celebration of Independence Day	15/08/2019	15/08/2019	65
4. Celebration of Teacher's Day	05/09/2019	05/09/2019	158
5. Celebration of NSS Day	24/09/2019	24/09/2019	100
6. College Campous Cleaning By NSS	23/11/2019	23/11/2019	60
7. Swami Vivekananda Birthday Celebration	12/01/2020	12/01/2020	45
8. Celebration of Republic Day	26/01/2020	26/01/2020	60
9. Celebration of International Mother Language Day	21/02/2020	21/02/2020	165
12. Celebration of Rabindra Jayanti	09/05/2020	09/05/2020	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Campus is run on solar power 2. Spreading awareness through NSS volunteers on sustainable use of water in washrooms 3. Spreading awareness through NSS volunteers on making the campus plastic free 4. Spreading awareness through NSS volunteers for keeping the campus clean 5. Spreading awareness to use vending machines 6. Green landscaping with trees and plants and tree plantation by

students 7. Swachhta Abhiyan by NSS inside the campus 8. No smoking zone in the campus. 9. Separate committee for monitoring of various green campus initiatives

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1. The environment plays a significant role to support life on earth. It is important for a good institution to go green not only from the point of view of protecting the environment but also from teaching the youth the importance of maintaining ecological balance and ensuring sustainable development. Aiming this Swami Niswambalananda Girls' College has taken oath to make their campus eco-friendly and making a habit to maintain green environment throughout the campus. One of the important initiatives the institution has taken to transform unused portion of our campus to a well maintained playground. The administration took initiative of planting tree and to aware students about green practice. As a part of it the institution arrange programme of plantation of tree, gardening etc. through NSS unit of the college. To make campus clean and aware students to maintain it, NSS unit of the institution has taken initiative like 'Swachha Abhiyan'. To reduce air pollution and health hazard among students as well as neighbours of the institution, the administration declares our campus to be 'No Smoking Zone'. Also looking at a major problem of outskirt locality in rainy season due to water log gage our institution has announced our campus to be 'Plastic free zone' and initiatives have been taken to reduce the use of plastic bags below 50 micron within the campus and in the adjacent market places. Installation of solar panel is one of the major initiatives that had already been taken to reduce dependency upon regular electricity which comes from fossil fuel. Periodic monitoring of solar panel has been ensured by the administration. More dependent upon electronic device in society increases e-wastages which many of us do not concern. To grow general concern of handling e-wastage in society our institution has set up wastage box to collect wastage of electronic device only and periodically our faculty members' aware students for proper use of it. In context of recent days practice of paper less administration, our administration also tried to transform itself to the level where less use of paper work become the first priority. A campaign of misuse of water has been arranged to aware students about proper use of water and to make a habit of it in their daily life. Administration of our institution has set up committee to for monitoring of various initiatives of making our campus eco-friendly. Practice-2. The central theme which Mahatma Gandhi tried to impress upon his student audience time and again, was that they should always keep before them, their social responsibility. The first duty of the students should be, not to treat their period of study as one of the opportunities for indulgence in intellectual luxury, but for preparing themselves for final dedication in the service of those who provided the sinews of the nation with the national goods services so essential to society. Advising them to form a living contact with the community in whose midst their institution is located, he suggested that instead of undertaking academic research about economic and social disability, the students should do something positive so that the life of the villagers might be raised to a higher material and moral level. With this vision in mind Swami Niswambalananda Girls' College NSS section arrange different type of programmes throughout the year to motivate students about their social responsibility and culture. Programmes that NSS body usually celebrate are enlisted below. 1. Spreading awareness through NSS volunteers on sustainable use of water in washrooms 2. Spreading awareness through NSS volunteers on making the campus plastic free 3. Spreading awareness through NSS volunteers for keeping the campus clean 4. Spreading awareness to use vending machines 5. Green landscaping with trees and plants and tree plantation by students 6.

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

7.3 – Institutional Distinctiveness

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

The vision of Swami Niswambalananda Girls' College is to mould the students into responsible citizens with education, advanced knowledge and moral values for a happy society. In accordance with its vision, the College has been successful in nurturing a healthy campus environment free from caste, religion and gender discrimination and a harmonious relationship between all stakeholders. To fulfil the vision and make them responsible citizens, priority is given to the participative and experiential learning so that the students can get a first-hand experience of the world outside the campus. The college organizes various programmes and events to bring out the potential within the students so that they can fly with bright colours in future. 1. Mock-teaching and Students' Seminar: Various departments organise students' seminars to encourage the students to present papers related to curriculum. 2. Drama and cultural Programmes - Students of all the departments participate in annual cultural programmes which provide a platform for encouraging young talents in the field of Performing arts. The Drama and Debate Society of the college organizes Drama festival to provide more exposure to the students. Various local and state level groups are also invited to participate and perform in the festival. 3. Quiz Competition, Debate and Extempore - Inter-departmental Quiz Competition, Debate and extempore competitions help the students to be aware of various contemporary social issues of the world. This helps in forming opinions and voice about current affairs which in a way shape their overall personal development. 4. Publication of Wall and EMagazine : Publication of the wall magazines on contemporary issues enrich their knowledge and also develop the habit of research. They are also encouraged to publish their own creative writing or art works. Moreover it helps them to collaborate with friends in and develops team spirit. Some of the departments publish the wall magazine articles in form of e magazine. students are encouraged to share their thoughts freely to develop a healthy democratic society. As per its vision the college tries to create a happy society within its campus which it aspires to spread beyond its walls through its students who are its ambassadors. 5. Drawing Exhibition and Competition - Inter-departmental Drawing Exhibition and Competition provides a platform to the students for practising experiential and participative learning.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS Curriculam • To open PG courses in conventional subjects. •To open UG (Honours and pass) courses in science stream. To open Computer Training Courses and Spoken English Course for Past and Present student. Teaching-Learning Evaluation • Activation of Evaluation on Teaching and Learning through Tutor-Ward system. • Continuation and remodelling of Remedial programme for students. Research Extension • Promotion of Research Culture among faculty and students. • Publication of Research Journal/News Letter of the College. Infrastructure • construction of 3000 sq.ft. Examination Hall for college examination, University examination. • Several class rooms and laboratories for general science students. Learning Resource • Improvement and Extension of Library facility with special

attention of e-information resource by purchasing CDs, DVDs etc. • Extension of Departmental Library. Student Progression • Facilitating Support services through activation of placement cell in BPO, Retail Chain Management, Hardware/Networking, Marketing Management etc. • Coaching of SSC and Combined Service Examination. Organisation Management • Teachers Performance Appraisal. Institutional Commitment towards community • Formation of Blood Donors Club from students community.