



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SURENDRANATH COLLEGE FOR WOMEN
Name of the head of the Institution	Surendranath College for Women
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03323502389
Mobile no.	9831745752
Registered Email	sncwcal@gmail.com
Alternate Email	mailusp@gmail.com
Address	24, M. G. Road Kolkata West Bengal 700009
City/Town	KOLKATA
State/UT	West Bengal
Pincode	700009

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr Uma Sankar Pandey			
Phone no/Alternate Phone no.		03323502389			
Mobile no.		9674016826			
Registered Email		mailusp@gmail.com			
Alternate Email		nahabarun1986@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.sncwcal.ac.in/wp-content/uploads/2021/12/AQAR-2017-2018.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.sncwcal.ac.in/admission/academic-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	72.2	2007	01-Jul-2007	30-Jun-2012
2	B++	2.78	2016	02-Dec-2016	01-Dec-2021
6. Date of Establishment of IQAC			01-Sep-2015		
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		

Career Counselling for Final Year students	20-Feb-2019 1	141
Swach Bharat Abhiyan in associated with NSS	06-Mar-2019 1	109
Observance of The Republic Day	26-Jan-2019 1	94
Observance of the World Environment Day	05-Jun-2019 1	27
Workshop on modalities of examination under CBCS	18-Sep-2018 1	42
Workshop on CBCS implementation	10-Jul-2018 1	67
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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!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

Successful implementation of CBCS system for all the UG courses of B.A and B.Sc. streams of the college for the first time under the University of Calcutta from July, 2018.

*One Awareness Programme (on 11.07.2018) was held in the college on the newly introduced CBCS system and modified feedback system.

*One workshop (on 14.09.2018) on the modalities of examination under CBCS for both the faculty members and the non-teaching staff of the college.

* Performing a number of social activities through NSS unit of the college.

*Organizing the annual award ceremony for distributing medals and certificates to the highest scorers of all the departments in the University Final Examination 2016 and 2017 on the teachers day (05.09.2018)

[View File](#)

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
To complete the process of taking various feedbacks from the students, the guardians and the faculty members.	Various feedbacks were collected from the students, their guardians and the faculty members of the college.
To provide the classrooms with internet facilities.	Internet facilities were provided to some of the classrooms.
To equip the college with some ICT tools to enhance the teaching performances.	Some of the classrooms were successfully furnished with the ICT tools (White boards, computers, projectors, sound systems, etc.)
To plan the award ceremony for the highest scoring students of all the departments for encouragement.	The deserving students were awarded with medals and certificates on the occasion of Teacher's Day (05/09/2018).
To upload AISHE data within the stipulated time limit i.e., by 28.02.2019.	The AISHE data was uploaded on 28/02/2019.
Planning a new academic calendar for the college.	The new Academic Calendar for the college was timely prepared
Implementation of the CBCS system in the college from July, 2018	The CBCS system was successfully launched
To organise some workshops for quality improvement of the faculty members and non-teaching staff of the college	Two workshops on the new CBCS system were organised.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	28-May-2019

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	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Surendranath College for Women has implemented various Management Information Systems for smoothening the overall management and quality service in the campus. MIS has enabled the college to reduce paper work, improve work efficiency, reduce administrative work load of academic staff, eliminate work duplication and save time. The List of modules included in our system is as follows:</p> <p>Students Management Module: Maintains personal and academic information for every student admitted to college, used for generation of Students General Register and various certifications like: Bonafide, Expenditure, Character, Transfer, Migration, Class wise and category wise registers etc. Various statistical reports, Identity Card and government reports can also be printed out.</p> <p>Fees Collection Module: Prints Cash Receipts, advances or Bank Challans as per collection procedure. Tracks Students Fees pending / outstanding dues as per different headings, provides summary reports of outstanding dues of students, generates student ledger.</p> <p>Payroll Management Module: Calculates monthly Net payable as per Pay Scale and Grade Pay for teaching and nonteaching staff. Prepares the paysheet report as per Allowances Deductions norms. Prepares various submissions forms to concerned authorities for sanctioning government agencies.</p> <p>Scholarship Module: Maintains enrollment of students in various Scholarship schemes. Checks Scheme sanctions, Undertakes disbursement, generates utilization certificate, tracks scholarship fund flow, etc.</p> <p>Feedback module: We have an online feedback system for students on the</p>

Part B

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

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

The Institution is affiliated to the University of Calcutta and hence the UG syllabus is constituted and governed by the University with a few teachers of the college as members in the Board of Studies in various subjects taught in this college. The academic calendar is made in accordance with the affiliated University and is displayed in the website before commencement of admission each year. The college ensures the smooth functioning of all the major sections (academic, administrative and financial) before the commencement of the courses every year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Bengali, History, Philosophy, Political Science, Sanskrit, Sociology, Hindi, Urdu	01/07/2018
BSc	Economics, Geography, Mathematics, Statistics, Geology	01/07/2018
BA (Journalism)	Journalism and Mass Communication	01/07/2018

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

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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No Data Entered/Not Applicable !!!

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Political Science	38
BA	Commerce	97
BSc	Geography	32
BA	Sanskrit	10
BA	Philosophy	21
BA	Education	45
BA (Journalism)	Journalism and Mass Communication	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
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
Guardian-teacher meetings were helpful in analyzing the needs and requirements of students to impart a quality and holistic education for the students. The various suggestions given by the stakeholders for the services to be improved are being considered with utmost importance and priority. The lacunas and problems from the part of the institution, when pointed out by them, are being addressed and redressed as soon as possible. The students and teachers are being regularly motivated for their sincere contributions and attachments.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	584	1994	336
BCom	Honours	112	900	106
BSc	Honours	184	204	85
BA	General	225	497	154
BSc	General	75	111	26
BCom	General	300	547	134

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	841	Nil	30	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
85	63	37	10	5	5

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

The following strategies are adopted to effectively cater for the mentoring programme: • A comprehensive orientation program for the students on the first day of admission by the Principal as well as the Head of Departments to welcome them and familiarize them with the institution. • The Departmental HODs seek to orient them to the particular Department, the core curriculum, the routine, the academic calendar, examination system and offer information to clear any doubts and clarifications which the students may have. • Parent teachers' meetings form an integral part of students' mentoring as the teachers update the guardians about the progress of their wards and draw their attention to individual cases. • Students are mentored in value education through inspirational lectures, motivational talks and social awareness programs.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
841	30	1:28

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
32	30	2	Nil	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
No Data Entered/Not Applicable !!!			

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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
BCom	Part III	2018	23/04/2018	03/07/2018
BSc	Part III	2018	19/04/2018	28/06/2018
BA	Part III	2018	19/04/2018	28/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In order to functionalize a continuous quality improvement module, the following evaluation process and reform has been initiated: A) Continuous students' evaluation - constantly monitoring attendance of each student, their responses in class, conduction of special remedial/tutorial classes outside the routine hours, periodically conducting class tests, analysis of each result and post result mentoring of students based on their identified areas of weakness B) Students' feedback - The feedback system is conducted for each student from the current academic year. The responses received through this feedback serves as a valuable source of information to measure the satisfaction level of the students. C) Parent teacher meeting/monitoring - Parents are departmentally invited on as and when needed basis to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by the Departments.

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

The college follows the Academic Calendar prepared by the University of Calcutta. The Academic calendar was prepared according to the guidelines issued by the University of Calcutta The University Registration process for ensuing newly admitted students' process started on 12th July,2018 and was completed within 15th September,2018. Commencement of classes occurred on 15th July, 2018. The Internal Assessment and Tutorial /Practical Exams for Newly designed CBCS courses for Semester 1 (Arts and Science) and Semester 3 (Commerce) were held immediately after the Puja vacation. The final semester examinations for Semesters 1 (Arts, Science and Commerce) and Semester 3 (Commerce) were held in December 2018.

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
Part iii	BA	Honours and General	506	318	62.84
Part iii	BCom	Honours	572	313	54.72

		and General			
Part iii	BSc	Honours and General	80	55	68.85
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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)

<http://www.sncwcal.ac.in/academics/students-feedback/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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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
Workshop on Macroeconomics on CBCS	Economics	05/01/2019

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
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National	Education	1	Nil
International	English	3	Nil
No file uploaded.			

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

Department	Number of Publication
History	1
Sanskrit	2
Commerce	3
English	9
Education	8
Economics	1
Bengali	2
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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
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	12	6	1	1
Presented papers	11	9	4	1
Resource persons	2	1	1	Nil
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	Number of students participated in such
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		activities	activities
Extension for Relief for Kerala Flood Flood	NSS	8	52
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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Awareness on Sensitization	IQAC	Gender Consciousness in West Bengal	27	163
Aids Awareness	IQAC	No to Aids	21	117
Swach Bharat	NSS	Swachata Abhiyan	8	89
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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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!			

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1600000	1200000

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

No file uploaded.

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 partially)	Version	Year of automation
LIBSYS.INK	Partially	latest	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23104	1223432	1260	447242	24364	1670674
Journals	17	Nil	Nil	Nil	17	Nil

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	31	3	31	3	3	9	6	50	0

g									
Added	6	0	6	0	0	1	0	0	0
Total	37	3	37	3	3	10	6	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1200000	1218014	1450000	1415184

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)

1) Smart class rooms are installed in majority of the classrooms to facilitate ICT enabled teaching. 2) Internet speed has been boosted to 50 Mbps through fibre optic cable technology mediated Internet facility. 3) All departments ,including Central Library and administration are networked and connected through LAN. 4) Admission, student database and feedback system are managed online through structured questionnaires. .5) Whats App groups have been created for official intimation of Notices and other information (both teachers and students' groups). 6) Facility for internet has been initiated for academic and administrative office.7) An online public access catalog popularly known as OPAC is accessible by the Teachers as well as the Students.The college library was equipped with Libsys a library management software. The catalogue was digitalized and an Online Public Access Catalogue was made available for the students.

<http://www.sncwcal.ac.in/>

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	Freeship	54	28560
Financial Support from Other Sources			
a) National	SC,ST, Minority	75	412000
b) International	NA	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	Nil	Nil	Nil	Nil	Nil
2018	28	B.A Honours	English	Calcutta University, Rabindra Bharati University, IGNOU, NSOU	Masters in English
2018	1	B.A Honours	Sanskrit	Calcutta University	Masters in Sanskrit
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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
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No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Annual Cultural Programme	College	754
Teachers Day	College	232
Freshers Welcome	College	432
Sports Day	College	356
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is there in the college to look after student matters under the guidance of the institute. Under the ambit of this forum, students are encouraged to be a part of the decision making process supporting democratic form of governance. The general activities of the Student Council include: . 1) Looking after student related matters and report their grievances to the higher authority. 2)Organization of the annual athletic sports together with the Sports Committee of the college. 3) Organization of various religious and cultural programmes such as the Fresher's Welcome, Social, Rabindra Jayanti, Teachers Day, Saraswati Puja. 4) Participation in various extension activities of the college such as Swachata , Sensitization campaigns, Save Water, Save Life, Dengue Awareness and Prevention, etc along with NSS of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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 Institute has a mechanism for ensuring decentralized governance through delegation of responsibilities and providing operational autonomy to the various units. The Governing Body delegates decision making related to all the academic and operational matters to the Academic Sub Committee . The Academic Sub Committee formulates common working procedures and entrusts the faculty members with implementation of the policies. For effective implementation and improvement of the Institute, different committees are formed biyearly in alternate academic session. Faculty members form a part of different committees entrusted with a range of activities of the Institute. This enables them to conduct various programs to showcase their teaching and administrative skills. They are encouraged to develop leadership qualities by taking charge of various academic, co curricular and extracurricular activities. They are authorized to conduct tours conducting field excursions and appointed as coordinator and convener for organizing seminars/workshops/conferences. Certain units within the Institute such as library have operational autonomy, while working with the advice of the relevant committee

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The college recruits students according to the provisions of the West Bengal Higher Education Government. The students admitted on the basis of Merit and it is carried out completely online to ensure transparency. An admission committee comprising of Faculty members supervise the entire admission process, in compliance with the regulations laid down by the Higher authorities. A notification is usually published on the website ahead of date of submission of online forms. This usually commences within one week of publication of Class 12 results by all major educational boards across India. The college has a dedicated website for the online process.
Human Resource Management	The college and its employees are under the administrative control of Dept. of Higher Education, Science Technology and Biotechnology, Govt. of West Bengal. There is a dedicated portal termed IFMS (Integrated Financial Management System) and PFMS for management of various service related affairs of the employees.
Library, ICT and Physical Infrastructure / Instrumentation	The Institutional Central Library is quite enriched and connected with the consortium of Indian libraries

INFLIBNET.

Research and Development

There is a Research Committee that informs and encourages faculty members for submission of Research projects. Activity of this Committee is overseen by IQAC. Faculties are encouraged to publish their works in indexed and peer reviewed National and International Journals.

Examination and Evaluation

Examination system is now in a transition state from 3year (111) system to CBCS system and therefore both examination systems are running in the current academic year. There are dedicated Exam Committee for exam conduction and CBCS Committee for tabulation (constituted of college teachers) to ensure smooth conduction and timely uploading of marks in the University portal. Introduction of online upload of marks in the dedicated University portal has also greatly streamlined the process of publication of results. Details of examinations, like the months in which the examinations are to be conducted in a particular year are mentioned in the academic calendar prepared by the Academic subcommittee of the college. This is given in the Prospectus and distributed to the students taking admission at the beginning of a session. Some departments conduct open book exam, surprise test, double evaluation, MCQ type exam etc. The Academic Calendar is also distributed to the Head of the Departments in an Academic Subcommittee meeting at the beginning of a session enabling them to make the faculty members and other stakeholders aware of the process. ParentTeacher meetings are arranged centrally by the college, in which the faculty members interact with parents and exchange information. Regular notification regarding examinations, by the college and respective departments via bulk SMS is practiced besides putting in the college website. Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary. The University currently allots the answer scripts of the General papers to the affiliated colleges who in turn distribute the scripts to the respective faculty for

evaluation and subsequently submit the award lists with the evaluated scripts to the University. The institute has adopted this change in the evaluation process of the scripts of General papers from 2013 onwards. However, the college follows its own evaluation process for the internal test examinations conducted before the University examinations so that it helps students to perform better.

Teaching and Learning

Keeping in view curriculum of the newly introduced CBCS syllabus, more streamlined techniques of teaching learning has been introduced like delivery of lectures through ICT enable tools and smart classes in addition to the conventional teaching. Other practices implemented are conduction of class tests and one internal examination at the end of each semester by each department, encouraging students to register maximum attendance in classes as a percentage of total marks is borne by class attendance and strict maintenance of records and immediate reporting of irregularities to concerned parents. Arrangements for power point presentations, charts, graphs, videos are made in different departments. There are 11 smart class rooms in the college in various departments and they are optimally used. IQAC organizes informal workshops to promote the usage of ICT. Students are encouraged in some departments to submit articles on their creative ideas to the departmental wall Magazine of the college. The College Library also has subscribed to INFLIBNET and has become a registered user of NLIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NMEICT. Faculty members are encouraged to attend FDP's to upgrade them. These programs also include orientation as well as refresher courses and short term courses. Field study, Project Based dissertation work and educational excursion is undertaken by Geography, Economics, Journalism and Mass Communication, Education, Political Science, Sanskrit, History, English, History and Commerce departments.

Curriculum Development

The College is under the academic jurisdiction of the University of

Calcutta therefore, curriculum development is finalized by University. However, college teachers are members of BOS in various subjects at UG level. Therefore, they can contribute to the addition or modification of the curriculum on a regular basis. Emphasis is also laid on increased participation and certification of faculty members in UGC HRDC FIPs and STCs in order to enhance their teaching skills in various ways.

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

E-governance area	Details
Student Admission and Support	The college has a separate admissions website for smooth conduct of admissions. There is a dedicated helpline for prospective students and guardians for any queries regarding admission.
Finance and Accounts	The college has a MIS which is used to maintain the database of all parameters of financial matters.

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	1	01/04/2018	01/05/2018	30

Course			
No file uploaded.			

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme (WBHS)	Swasthya Sathi	Poor Aid Fund, Health Check up

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits at regular interval. The accounts of the college are audited regularly as per the government rules. The college also files income tax return every year within the stipulated time

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	No	Nill
Administrative	No	Nill	No	Nill

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

No Data Entered/Not Applicable !!!

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

One day induction programme/ workshop on the modalities examination under CBCS system. One day Health Camp for Thalassaemia detection.

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

1) Language Lab: The college has initiated the process to develop a language lab 2) Second Campus: The College has initiated discussions with all stakeholders regarding the possible extension of the college. 3) PG courses: The College has initiated discusses with concerned agencies for opening up new PG courses for certain subjects.

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	Career Counselling for Final Year students	13/02/2019	20/02/2019	20/02/2019	141
2019	Swachh Bharat Abhiyan in associated with NSS	28/03/2019	06/03/2019	06/03/2019	109
2019	Observance of The Republic Day	10/01/2019	26/01/2019	26/01/2019	94
2019	Observance of the World Environment Day	20/05/2019	05/06/2019	05/06/2019	27
2018	Workshop on modalities of examination under CBCS	03/09/2018	18/09/2018	18/09/2018	42
2018	Workshop on CBCS implementation	28/05/2018	10/07/2018	10/07/2018	67
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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
No Data Entered/Not Applicable !!!				

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
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

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
2018	1	1	28/08/2018	1	NSS Outreach Programme	Drought Redressal	45
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
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) LED Bulbs 2) Plastic free Zone 3) No Smoking Zone 4) Green Campus
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>1) Academic Development : The institution strives towards promoting accessible and quality education towards all sections of the society. The college has a robust academic mechanism which is well geared towards providing holistic and equitable education to disenfranchised sections of the society. The teachers are fully equipped to handle the ever changing demands of the educational process with ICT and other modern mechanisms. 2) Social Activities: The college is conscious of its responsibility towards social obligations and hence conducts several social activities throughout the year. Different activities through NSS and other social organizations have actively contributed towards this purpose.</p>

<p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p style="text-align: center;">http://www.sncwcal.ac.in/</p>

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

<p>1. Implementation of career oriented courses and training programmes for the students 2. Upgradation of the faculties with seminars and conferences 3.</p>

Motivation to the underprivileged first generation learners 4. Extension of assistance (academic, financial and social) to the society

Provide the weblink of the institution

<http://www.sncwcal.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. College has plans to conduct international and national seminars through video conferencing in one smart class room and promote the academic output of the college and its faculties. It also plans to arrange more seminars on social issues like dowry, gender-harassment, child labour, human trafficking etc. 2.Plans are there to initiate collaborations with other schools/colleges in view of extending social outreach especially to school children in the underprivileged areas and to adopt a village and work for its socioeconomic development to fulfil the social responsibility of the institution. 3. College is thinking of making the library more advanced and student-friendly through subscriptions to more journal (national and international) databases. Digital access to the library is to be enhanced and hence installation of KOHA software for full automation has been planned. 4. The college has plans to plant a lift in the existing building. It has also plans to build a 2nd campus for which some preliminary talks on purchasing a vacant building adjacent to the college are going on. 5. In order to make the campus eco-friendlier, the College has plans to replace all the old electrical appliances, install new power efficient air conditioners and other electrical accessories and to create an in-campus garden with plantation of medicinal and ornamental plants. The NSS committee is working on it in accordance with the students council. 6. College is thinking of installing a ramp and a rail to make the campus "Divyanggan" friendly. 7. College is taking initiative to cover a part of the rooftop so that some rooms can be evacuated of less important papers and articles and use those rooms for academic purposes. 8. College has plans to install Solar Panels on the roof top and initiate a rain water harvesting system leading to a green campus. 9. Feedback from external stakeholders like alumni, parents is intended to be started from the next academic session. 10. Plans are there to prepare question banks for all subjects, so that question papers for college exams can be auto generated, to collaborate with some industry/laboratory for training of the interested students in vacation time. It also plans to arrange for more academic tour programs for different courses and streams. 11. College aims to start some certificate and diploma courses and organise Spoken English, Sanskrit and Hindi courses. For that matter, the creation of a language lab is being thought of. 12. College is planning to publish a journal and a cultural magazine of its own to promote both the academic and the cultural practices from both the faculties and students