# Yearly Status Report - 2019-2020

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **SURENDRANATH COLLEGE FOR WOMEN** |
| Name of the head of the Institution | **Dr. Purnima Biswas** |
| 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_report-2018-19.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/ |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| 1 | B | 72.7 | 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 |

| Training for the teachers for creating e-content | 10-Dec-2019 1 | 39 |
| Virtual Discussion on Teaching Online | 18-May-2020 1 | 58 |
| Virtual Faculty Training on G-Suite | 21-Apr-2020 1 | 67 |
| An Awareness programme on Novel Corona Virus | 10-Mar-2020 1 | 185 |
| Observance of the Republic Day | 26-Jan-2020 1 | 45 |
| Observance of the Independence Day | 15-Aug-2019 1 | 56 |
| Overall planning, documentation and feedback | 30-Jul-2019 1 | 64 |

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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 |
|---|---|---|---|---|
| NIL | NIL | NIL | 2020 00 | 0 |

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| **9. Whether composition of IQAC as per latest NAAC guidelines:** | No |
|---|---|
| Upload latest notification of formation of IQAC | No Files Uploaded !!! |
| **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)**

Systematic organization of students feedback and actions taken accordingly
Replacement of the old and malfunctioning electric and electronic stuff with new

and advanced ones Training programme for online teaching Upgradation of the Central Library with advanced digital technologies Motivation to the faculties for creating econtents International Seminar on Contemporary Bengali Thinkers hosted by the Departments of Philosophy and Education in association with the Department of Philosophy, University of Calcutta

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| Motivation to the teachers for creating e-contents | a training programme was held to lead the teachers to create e-contents and upload them on the College YouTube channel |
| Upgradation of the electric and the overall technological properties of the college | Old and malfunctioning bulbs and fans have been replaced. New computers with advanced software have been purchased and installed. |
| Creation of a smart class room with modern technological amenities | Two more classrooms have been converted to smart ones |
| Installation of CCTV cameras in the campus for ensuring security | More than twenty CCTV cameras have been fixed inside and outside the campus |
| Upgradation and Digitization of the central Library with advanced software | New softwares have been installed to digitize the library for tall the purposes |
| Observation of the students' feedback at regular interval and actions taken accordingly | Students' feedbacks have been taken care of with utmost importance |
| Maintenance and upgradation of the greenery of the campus with plantation of new trees | New trees and colorful shrubs have been planted to increase the greenery and decorate the campus at the same time |
| Overall observation of the smooth functioning of the CBCS curriculum | Regular updates and feedbacks from teachers, students and nonteaching staff have been asked for and the complaints and problems have been resolved at the earliest. |
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| 14. Whether AQAR was placed before statutory body ? | Yes |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| Governing Body | 13-Aug-2020 |

| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
|---|---|

| | |
|---|---|
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2020** |
| Date of Submission | **04-Mar-2020** |
| **17. Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **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: 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. 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. 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. Scholarship Module: Maintains enrollment of students in various Scholarship schemes. Checks Scheme sanctions, Undertakes disbursement, generates utilization certificate, tracks scholarship fund flow, etc. Feedback module: We have an online feedback system for students on the college website.** |

<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

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/entreprene urship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| NA | NA | Nil | 00 | NA | NA |

## 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 |
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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 |
| --- | --- | --- |
| 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 |
| --- | --- | --- |
| Nill | NA | Nill |
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |

| Teachers | Yes |
|---|---|
| Employers | No |
| Alumni | No |
| Parents | No |

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 | 604 | 1583 | 306 |
| BA | General | 225 | 971 | 192 |
| BCom | Honours | 112 | 722 | 82 |
| BCom | General | 300 | 328 | 181 |
| BSc | Honours | 184 | 388 | 73 |
| BSc | General | 75 | 29 | 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 | 843 | Nill | 31 | 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 |
|---|---|---|---|---|---|
| 85 | 78 | 37 | 12 | 7 | 7 |
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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.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| :---: | :---: | :---: |
| 843 | 31 | 1:27 |

## 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 | 31 | 1 | 1 | 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 |
| :---: | :---: | :---: | :---: |
| Nill | NA | Nill | NA |

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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 | SEM 4 | 4 | 26/07/2019 | 07/11/2019 |
| BCom | SEM 1 | 1 | 15/02/2020 | 23/09/2020 |
| BCom | SEM 3 | 3 | 12/02/2020 | 23/09/2020 |
| BCom | PART III | 3 | 12/10/2020 | 18/10/2020 |
| BSc | SEM 1 | 1 | 21/02/2020 | 23/09/2021 |
| BSc | SEM 3 | 3 | 11/01/2020 | 06/03/2020 |
| BSc | PART III | 3 | 12/10/2020 | 23/10/2020 |
| BA | SEM 1 | 1 | 23/02/2020 | 23/09/2020 |
| BA | SEM 3 | 3 | 11/01/2020 | 06/03/2020 |
| BA | PART III | 3 | 12/10/2020 | 23/10/2020 |

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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 Commencement of classes for newly inducted students B.A, B.Sc (Hons Gen) Semester I, Semester III and 3rd Year occurred on 13th July, 2019. 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 (Arts, Science and Commerce started in December 2019.

## 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)

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

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 |
|---|---|---|---|---|---|
| B COM SEM VI | BCom | GENERAL | 118 | 102 | 86 |
| B COM SEM VI | BCom | HONOURS | 99 | 94 | 95 |
| PART III | BSc | GENERAL | 47 | 47 | 100 |
| PART III | BSc | HONOURS | 47 | 47 | 100 |
| PART III | BA | GENERAL | 330 | 317 | 96 |
| PART III | BA | HONOURS | 193 | 192 | 99.48 |
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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 |
|---|---|---|---|---|
| Nill | 00 | NA | 0 | 0 |

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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 |
|---|---|---|
| Vidyasagar Jayanti | Bengali and Sanskrit | 25/09/2019 |
| Contemporary Bengali Thinkers in Philosophy, Value and Education - A reassessment in the Light of Twenty First Century | Philosophy | 06/03/2020 |
| Nineteenth Century British Popular Literature | English | 20/11/2019 |
| Student Seminar on Socialization in the twenty First Century | Education | 14/09/2019 |

### 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 |
|---|---|---|---|---|
| NA | NA | NA | Nill | NA |

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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 |
|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | Nill |

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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| 00 | 00 | 00 |

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

| Name of the Department | Number of PhD's Awarded |
|---|---|
| NA | 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) |
|---|---|---|---|
| International | Journalism and Mass Communication | 1 | 00 |

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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 |
|---|---|
| Journalism and Mass Communication | 9 |
| Education | 1 |
| Commerce | 3 |
| 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 |
|---|---|---|---|---|---|---|
| NA | NA | NA | Nill | 0 | NA | 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 |
|---|---|---|---|---|---|---|
| NA | NA | NA | Nill | Nill | Nill | NA |
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**3.3.7** – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 33 | 17 | 11 | 3 |
| Presented papers | 25 | 9 | 6 | 1 |
| Resource persons | Nill | 5 | Nill | Nill |
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## 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 |
|---|---|---|---|
| Educational Tour to Shantiniketan | Bengali Department | 4 | 64 |
| Feedback Video Recording on AHRC-ICHR funded Hooghly River of Culture Pilot Project | English Department in collaboration with University of Liverpool and IIT Kharagpur | 5 | 96 |

| Field Survey to Chhitmahal (India-Bangladesh Enclaves)) | Political Science Department | 5 | 57 |
|---|---|---|---|
| Workshop on US Political System | Political Science Department | 5 | 61 |
| Excursion to Bishnupur | Journalism and Mass Communication | 6 | 36 |
| Documentaries by Students | Journalism and Mass Communication | 6 | 41 |
| Celebration of the NSS Day | NSS | 8 | 56 |
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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 |
|---|---|---|---|
| NA | NA | NA | 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 |
|---|---|---|---|---|
| Swachh Bharat | NSS | Swachhata Mission | 9 | 32 |
| **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 |
|---|---|---|---|
| NA | 00 | NA | 00 |
| **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 |
|---|---|---|---|---|---|
| NA | NA | NA | Nill | Nill | 00 |
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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 |
|---|---|---|---|
| NA | Nill | NA | Nill |
| No file uploaded. | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 6800000 | 6745034 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Newly Added |
| Class rooms | Existing |
| Campus Area | Existing |
| 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 patially) | Version | Year of automation |
|---|---|---|---|
| LIBSYS | Partially | LATEST | 2009 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 24365 | 1670674 | 2182 | 869792 | 26547 | 2540466 |
| Journals | 17 | 25500 | Nill | Nill | 17 | 25500 |
| 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 |
|---|---|---|---|
| NA | NA | NA | Nill |
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## 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 | 37 | 3 | 37 | 3 | 3 | 10 | 6 | 60 | 0 |
| Added | 15 | 0 | 15 | 0 | 0 | 1 | 0 | 0 | 0 |
| Total | 52 | 3 | 52 | 3 | 3 | 11 | 6 | 60 | 0 |

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

| 60 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 |
|---|---|
| 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 |
|---|---|---|---|
| 1050000 | 1066206 | 6800000 | 6745034 |

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 60 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. .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.8) Since April 2020, Online Classes were conducted through G -Suite and other digital platforms like WEBEX and ZOOM.

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 | 37 | 21256 |
| Financial Support from Other Sources | | | |

| a) National | SC,ST,MINORITY, | 75 | 432781 |
|---|---|---|---|
| b)International | NIL | Nill | 0 |

| 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 implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| NA | Nill | Nill | 00 |

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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 |
|---|---|---|---|---|---|
| Nill | NA | Nill | Nill | Nill | Nill |

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|---|

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 |
| NA | Nill | Nill | NA | 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 | 38 | BA HONOURS | ENGLISH | CALCUTTA UNIVERSITY, RABINDRA BHARATI UNIVERSITY, BURDWAN UNIVERSITY | MASTERS IN ENGLISH |
| 2019 | 1 | BA HONOURS | SANSKRIT | ALCUTTA UNIVERSITY, | MASTERS IN SANSKRIT |

| 2019 | 12 | BA HONOURS | BENGALI | CALCUTTA UNIVERSITY, RABINDRA BHARATI UNIVERSITY, BURDWAN UNIVERSITY | MASTERS IN BENGALI |
|---|---|---|---|---|---|
| 2019 | 2 | B SC HONOURS | ECONOMICS | CALCUTTA UNIVERSITY | MASTERS IN ECONOMICS |
| 2019 | 7 | BA HONOURS | JOURNALISM AND MASS COMMUNICATION | CALCUTTA UNIVERSITY | MASTERS IN JOURNALISM AND MASS COMMUNICATION |

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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 |
|---|---|
| Nill | Nill |

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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 |
|---|---|---|
| BASANTA UTSAV | COLLEGE | 222 |
| Sports Day | COLLEGE | 112 |
| Freshers Welcome | COLLEGE | 255 |
| Teachers Day | COLLEGE | 152 |
| Annual Cultural Programme(LAKSHYA) | COLLEGE | 543 |

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**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 |
|---|---|---|---|---|---|---|
| Nill | NA | Nill | Nill | Nill | 00 | NA |

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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 They are also actively represented in various committees and other administrative bodies 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:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

# 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 college 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 in the 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. |
| 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. |
|---|---|---|
| | 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. |
|---|---|
| Library, ICT and Physical Infrastructure / Instrumentation | The Institutional Central Library is quite enriched and connected with the consortium of Indian libraries. It is actively involved with N List and other consortiums. |

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

| E-governace 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 |
| Examination | The college has a dedicated website for Calcutta Examinations. Moreover due to the pandemic, the examinations were conducted online and the students sent their answer scripts through G-Suite. |
| 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 |
|---|---|---|---|---|
| Nill | NA | NA | NA | Nill |
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the 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) |
|---|---|---|---|---|---|---|
| Nill | NA | NA | Nill | Nill | Nill | Nill |
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|

| ORIENTATION PROGRAMME | 1 | 18/11/2019 | 07/12/2019 | 20 |
|---|---|---|---|---|
| No file uploaded. | | | | |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| Nill | 1 | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| West Bengal Health Scheme(WBHS) | Swasthya Sathi | NA |

## 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 has a separate dedicated Committee for keeping records of expenditure from Government Development grants and other grants. Receipts including vouchers for payment made are checked thoroughly and tallied with the corresponding order copy. They are then subsequently audited by the Government enlisted auditor at the end of the financial year. After the financial audit, the report is then sent to the management (Governing Body) for review and then finally they are sent to the Government. The college also files income tax returns 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 |
|---|---|---|
| NA | 0 | NA |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| 00 |
|---|

## 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 | Yes | Nill |

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

1. Feedbacks are dealt with utmost importance and care. 2. Actions are taken keeping the suggestions of the association and the maximum benefit of the students. 3. Parents are motivated to get in touch with the institution at regular interval.

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

| | |
|---|---|
| NA | |

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

| |
|---|
| NA |

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 | Overall planning, do cumentation and feedback | 23/07/2019 | 30/07/2019 | 30/07/2019 | 64 |
| 2019 | Observance of the Independence Day | 08/08/2019 | 15/08/2019 | 15/08/2019 | 56 |
| 2019 | Training for the faculties for creating e-contents | 03/12/2019 | 10/12/2019 | 10/12/2019 | 39 |
| 2020 | Observance of the Republic Day | 21/01/2020 | 26/01/2020 | 26/01/2020 | 45 |
| 2020 | An Awareness Programme on Novel Corona Virus | 03/03/2020 | 10/03/2020 | 10/03/2020 | 185 |
| 2020 | Virtual Faculty Training on G-Suite | 14/04/2020 | 21/04/2020 | 21/04/2020 | 67 |
| 2020 | Virtual Discussion on teaching online | 11/05/2020 | 18/05/2020 | 18/05/2020 | 58 |
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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 |
|---|---|---|---|---|
| NA | Nill | 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 |
|---|
| New trees are planted. Old bulbs and fans are replaced. Napkin vending machines have been set Dustbins have been placed on each floor and are regularly cleaned. |

| 7.1.3 – Differently abled (Divyangjan) friendliness |
|---|

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Nill | No | Nill |

| 7.1.4 – Inclusion and Situatedness |
|---|

| Year | Number of initiatives to address locational advantages and disadva ntages | 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 |
|---|---|---|---|---|---|---|---|
| Nill | Nill | Nill | Nill | 00 | NA | 00 | Nill |

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|---|

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| NA | Nill | NA |

| 7.1.6 – Activities conducted for promotion of universal Values and Ethics |
|---|

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| NA | Nil | Nil | Nil |

| No file uploaded. |
|---|

| 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) Plantation of new trees 5) Installation of less carbon-emitting ACs 6) ATVM for sanitary napkins 7) Maintenance of the sewage system |
|---|

## 7.2 – Best Practices

| 7.2.1 – Describe at least two institutional best practices |
|---|

| Academic Development: The college strives towards imparting quality education and equal academic facilities to all the students irrespective of caste, creed and financial background. It also extends help to the academic gratification of the underprivileged section of the area adjacent to the college with the help of the Students Council. Creation of e-contents has been motivated and some contents have been created. Proper training programmes, workshops and discussions over online teaching have been organised and required steps have been taken for the hassle-free and uninterrupted continuity of the classes during the Covid pandemic. Environmental Responsibilities: The college has taken major initiatives to keep up the greenery of the campus. Paste control is used at regular interval for the preservation of the documents and steps |
|---|

towards making the campus absolutely pollution free have been taken. The entire campus is sprayed at regular level with insect-killing pesticides. Cultural Programmes: The college has promoted different cultural activities not only for the students but the staff as well. Cultural programmes are organised round the year. The college helps unflinchingly to make the annual cultural programme, Lakshya, a grand event.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
| :---: |
| http://www.sncwcal.ac.in/ |

## 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

1. Upgradation of the overall academic performance 2. Digitization of the central library 3. Digitization of the academic contents 4. Steps towards the hassle-free continuity of the academic output both in teaching and in research 5. Promotion of the cultural practices 6. extension of help to the underdeveloped areas of the locality.

| Provide the weblink of the institution |
| :---: |
| http://www.sncwcal.ac.in/ |

## 8.Future Plans of Actions for Next Academic Year

1. College is thinking of a second campus either in the vicinity or in a new area. 2. College has plans to upgrade the digitalization further to tackle crisis caused by the Novel Corona Virus 3. New and advanced software and digital platforms are to be implemented for a smooth academic output 4. College also thinks of publishing an online journal of its own 5. College wants to prioritize, among many other activities, its social outreach, especially among the hardest hits of the Corona Virus. College is thinking of collecting help in cash or kinds from every stakeholder to come to the succour of as many victims as possible. 6. The creation of a language lab for training the students with some foreign tongues. 7. Installation of a lift and a ramp for the differently abled students and aged faculties.