



YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes
• Phone no./Alternate phone no.	03323502389
• Mobile No:	9831745752
• Registered e-mail	sncw.cal@gmail.com
• Alternate e-mail	mail.usp@gmail.com
• Address	24, M. G. Road Kolkata West Bengal 70009
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	70009
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Calcutta University**
- Name of the IQAC Coordinator **Dr. Uma Shankar Pandey**
- Phone No. **03323502389**
- Alternate phone No. **9831745752**
- Mobile **9674016826**
- IQAC e-mail address **iqac.iqac@sncwcal.ac.in**
- Alternate e-mail address **sncw.cal@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.sncwcal.ac.in/naac/aqar/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sncwcal.ac.in/academic/cs-2/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.7	2007	01/07/2007	30/06/2012
Cycle 2	B++	2.78	2016	02/12/2012	01/12/2021

6. Date of Establishment of IQAC

01/09/2015

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	nil	00

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

College NSS unit has taken various initiatives regarding social awareness and environment issues.

Some Faculty Members's CAS promotion were swiftly disposed of with active support from the IQAC.

IQAC actively promoted several programmes with association with academic departments.

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

Plan of Action	Achievements/Outcomes
1.College is thinking of engaging with academic collaboration with other institution through MOUs.	College has entered into MOU with 4 institutions in the academic year.
To conduct workshop and seminars on Research Methodology, entrepreneurship, Gender, Values and environment	College has successfully conducted 24 programs across various areas pertaining to Research Methodology, entrepreneurship, Gender, Values and environment.
Creation of Disabled friendly toilets and reformation of existing facilities	Many changes were incorporated with respect to the physical amenities for the stakeholders of the college.
student Centric programs to be planned for wholesome participation of all stakeholders.	Many activities to boost student participation were done during the course of the year.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	21/06/2024

14. Whether institutional data submitted to AISHE

Part A

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• Alternate e-mail address	sncw.cal@gmail.com				
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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sncwcal.ac.in/academics-2/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	B++	2.78	2016	02/12/2012	01/12/2021
6.Date of Establishment of IQAC			01/09/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	00	
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• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
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<ul style="list-style-type: none"> If yes, mention the amount 	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY	21/06/2024
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	01/03/2024
15.Multidisciplinary / interdisciplinary	
<p>The members of the college are aware of the vision of National Educational Policy (NEP) to provide high quality education to develop human resources in our nation as global citizens. Faculty members have discussed the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical</p>	

decision making and innovation, critical thinking and creativity. The college follows the CBCS pattern which offers several Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. Since long, college has been following multidisciplinary/interdisciplinary approach by encouraging teachers of one department to take classes of other departments whenever syllabi allow doing so. The faculty members are engaged in multidisciplinary research activities to address the pressing issues and challenges of the society.

16.Academic bank of credits (ABC):

The college follows a choice-based credit system (CBCS) for all of its programmes as mandated by the curriculum of University of Calcutta. ABC can be implemented only after proper guidelines from the affiliating university.

17.Skill development:

The Skill Development programs are integrated in the curriculum of all the Honours and Elective subjects offered by the University of Calcutta. The college offers its students elective skill Enhancement courses as per their aptitude, curriculum and which are best suited to their needs. In addition to these course, the college also offers Generic elective courses which also aim to develop discipline related skills and hands-on approach. The college also offers language skills course and Environment Science course as part of the Ability Enhancements courses.

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

The College offers Honours courses in various Indian languages like Bengali, Sanskrit and Urdu as well as general course in Hindi to inculcate in the minds of the students the values, cultures and traditions of Indian society. Indian traditional cultural values are taught through these courses. Programmes including webinars and seminars are offered by these departments to highlight the cultural values permeated by the literary works in the above mentioned Indian languages. Various social sciences department of the college deliver their lectures in English and Bengali (bilingual mode) to enable the students to foster and hone their skills in these languages. Various lectures and events are organised to promote Indian culture and traditions in the institution.

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

The college undertakes an outcome based approach towards the subjects (both Honours and General) taught at the Undergraduate Level. Being an undergraduate college affiliated to the University of Calcutta, there is little scope of altering the syllabus. Nonetheless, a Department-wise Scope and Course Specific Outcomes has been prepared and uploaded on the college website for students seeking admission. The college has completely adopted the learning outcome based curriculum framework and will implement in letter and spirit the program structure and curriculum. The College has established a robust and credible continuous evaluation and internal assessment system to constantly monitor the progress of all its students including their regularity. Based on these assessments the faculty decides on the right method to identify and to help the slow learners, so that they can also cope up with the rigour of the curriculum. In order to create the best teaching-learning environment for its students the college has completely implemented the blended teaching-learning pedagogy. Though the blended approach the faculty constantly monitor whether the learning objectives and learning outcomes are being achieved or not and accordingly take necessary steps to ensure that all students gain the necessary expertise, knowledge skills and capabilities.

20.Distance education/online education:

nil

Extended Profile**1.Programme**

1.1 16

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

File Description	Documents
Data Template	View File

2.Student

2.1 692

Number of students during the year

File Description	Documents
Data Template	View File

2.2

723

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

File Description	Documents
Data Template	View File

2.3

584

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

73

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

32

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	692
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	723
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	584
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	73
File Description	Documents
Data Template	View File

3.2	32
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	8711359
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution follows the Curriculum and Syllabus (based on CBCS) designed by the parent university, University of Calcutta and implemented in the year 2018.

1. Institution provides maximum subject combination for academic flexibility and interdisciplinarity.
2. Faculty members convene regularly to discuss strategies, share insights, and address challenges in curriculum delivery through 'All Teachers' meetings which includes every faculty members including visiting and guest faculties.
3. Academic Committee coordinates academic services, ensuring alignment with curriculum objectives and timely execution of activities.
4. Well-constructed weekly Routine for each semester is provided by college administration following the Academic Calendar of the session.

5. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process.
6. Apart from chalk and talk method, ICT-enabled teaching learning method including Google classroom, Google meet, smart board, power point presentation, audio-visual support etc. are used extensively.
7. Online uploading of study materials by teachers through Google classroom, whatsapp, cloud are done frequently.
8. The assessment and evaluation process is strictly practised through regular evaluations and internal assessments.
9. College has a very rich Central Library. INFLIBNET facility is available for teachers and also for students.
10. Fieldwork/excursion has been organised by the respective departments

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Preparing an institutional Academic Calendar aligning with affiliating university's schedule immediately following closure of the first phase of online admissions is deeply ingrained. Academic Calendar, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters. Details such as of admission procedure, evaluation and assessment (both internal and external), events of National and International importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other are reflected in the academic calendar.

Academic calendar helps student immensely in advance preparation, for their course study well before the evaluation and assessment. Faculties also plan out their future course of action well in advance such as syllabus distribution, updating reference reading list, new innovative ways of evaluation and

others through regularly held departmental meetings.

Departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in academic calendar. The CIE consists of class tests, internal assessments and tutorial projects.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

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

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

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

00

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

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

0

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

1

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

1.3 - Curriculum Enrichment

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

College believes and encourage the ideology that holistic development is an important part of student growth and

development. It follows the curriculum designed by its parent university, University of Calcutta, which has designed the syllabi of every stream incorporating all these values. The curriculum of various subjects such as Bengali, English, Sanskrit, History, Philosophy, Political Science, and explore topics like gender and violence, gender and work, and gender and politics. The curriculum across disciplines including Geography, Philosophy, Political Science, History, and Bengali extensively covers topics related to the environment and sustainability. Emphasizing the importance of Environment Studies, a mandatory course for first-year undergraduate students across Science, Commerce, and Humanities programs. Human Values and Professional Ethics are central themes in courses offered in Bengali, English, Sanskrit, Philosophy, Economics, and Political Science which aim to instill ethical values and principles among students.

The departments organise seminars/webinars, workshops, and field visits to expand knowledge regarding these values. The institution has formed various committees like NSS, Eco Club, Seminar Committee, Cultural Committee, etc. to enthuse, ensure and supervise the arrangement of such events like the celebration of the World Environment Day, International Yoga Day, International Women's Day, Human Rights Day, etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

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

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

742

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sncwcal.ac.in/our-college/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1529

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

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

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

110

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

2.2 - Catering to Student Diversity

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

A detailed lesson plan is prepared for a better understanding of the Course that the students have chosen. Teachers remain alert to the responses of the students during the early lessons and the slow learners and advanced learners are identified without any overt discriminatory attitude. ADVANCE LEARNERS Seminars, workshops, quizzes are conducted by various departments which further help the students to gather more knowledge. The advanced learners of all the departments are encouraged to read more critical materials. Meritorious Students are given awards at the College Annual Prize Distribution Ceremony to encourage them to keep up their good work. SLOW LEARNERS Remedial Class and special lectures are arranged for the students who are identified as slow learners. Faculty members of all departments arrange special doubt clearing sessions both inside and outside the classroom. The College organize PTMS to inform the guardians about the progress of their wards and the teachers provide further guidance to the parents of the slow learners, so that the students can improve their grades. Some departments of Humanities organize film shows based on literary texts; and even give special attention to improve their language skill and writing ability.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1969	73

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed Participative learning: 1. Seminar, webinars, workshops, online lectures etc are organized by all departments. This kind of learning is very much effective and enjoyable. 2. Students are taken to field visit/work frequently. 3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame. Experiential learning: 1. The students spend lots of time in practical classes. 2. Students of humanities and social science department enjoy learning process through the use of some electronic resources. Problem solving methodologies: 1. Students are provided home assignments. 2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

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

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

We have 9 ICT enabled classrooms in the institution. In the lockdown situation during online sessions for academic year 2022-23. All teachers of the institution use ICT for conducting classes and regular assessments. The study materials (class powerpoints, notes in pdf format, or ebook materials as well as youtube video links) are shared with the students via google classroom in addition to Students Whats App groups.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sncwcal.ac.in/campus/ict-facilities-it/

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

2.3.3.1 - Number of mentors

59

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

2.4 - Teacher Profile and Quality

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

30

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

998

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

2.5 - Evaluation Process and Reforms

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

The college has adopted an effective process to address examination-related issues, ensuring transparency in the pattern and conduct of Internal Assessments and timely correction. The institution closely adheres to the criteria and rules set by University of Calcutta for internal and semester-end exams.

Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal. So, maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the college.

Examination Committee coordinated all the internal examinations (midterm & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination while other departments set question papers. TThe Internal examination as well as the Tutorials were conducted in the physical mode for more of the academic year in question.

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

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

The college has adopted an effective process to address examination-related issues, ensuring transparency in the pattern and conduct of Internal Assessments and timely correction. The institution closely adheres to the criteria and rules set by University of Calcutta for internal and semester-end exams.

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College recognizes that complaints and feedback are important part of ongoing quality and service improvements. The college

has a well organized mechanism for Redressal of examination related grievances and has a well represented grievance redressal cell. Students can send their grievances from the Students' feedback section on college portal .The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

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

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each subject is prepared by the members of Board of studies(BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges.

Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting. The students are also made aware of the same through Tutorial meetings.

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

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

To maintain a continuous quality improvement module, the following five-stage methods are followed: (1) CONTINUOUS STUDENTS' EVALUATION: This is done through constantly monitoring the attendance of the students, their responses in class, conduction of special tutorial classes, class tests. Students are given with quizzes for self assessment and are encouraged to write review reports, projects, and deliver seminar presentations for overall grooming. (2) STUDENTS' FEEDBACK: The institution offers a structured questionnaire on teaching, infrastructure, library, and the entire learning experience of the students. The responses received can satisfactorily measure the satisfaction level of the students. (2) STUDENT SATISFACTION SURVEY: SSS with a structured questionnaire as given by NAAC is done randomly with students of any semester. The survey result is next analyzed critically and the institution identifies . At the beginning of every semester the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. 2. The copies of the syllabi are kept in the department. It is distributed beginning the semester among students. 3. A link to download the syllabus and other respective information in the college website <https://www.sncwcal.ac.in/> 4. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/course-outcome/

2.6.3 - Pass percentage of Students during the year

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

852

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

000

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

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

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

000

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

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

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

14

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

3.2 - Research Publications and Awards

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

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

6

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

11

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

3.3 - Extension Activities

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

The college has a NSS unit. The college has always been at the forefront in making its noteworthy contribution to neighborhood community, society, and environment. The college organized various activities for faculty, students, and staff in order to sensitize them to social issues and holistic development. NSS and a team of committed faculty members engage students in the community development programs by organizing awareness programs. Swachh Bharat Abhijan, etc. which made a notable impact in sensitizing students about social and national issues. Awareness training to face the flood and other disastrous events training is given to the students and staff of our college to tide over such critical situations. The aim of organizing such programs is to make the students learn to negotiate, communicate, and lead others by working together with others in times of need.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/nss-extension-reports/
Upload any additional information	View File

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

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

000

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

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

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

7

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

00

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is committed to maintaining a high standard of the teaching-learning process by ensuring the provision of adequate infrastructural arrangements. A well-defined system for planning, allocation, and optimal utilization of physical infrastructure is in place. This system is closely managed by the respective Departments and faculty members to ensure that resources are effectively used to enhance the academic experience..Apart from a Teachers' Common Room in the main building every Department has been provided with separate Departmental Teachers' Rooms with allocation of following physical infrastructure in accordance with the academic strength of the concerned department. hasDedicated ICT-enabled classrooms for teaching-learning 1) Classrooms equipped with necessary arrangements. 2) ICT enabled Classrooms 3) ICT enabled Classrooms 4) Fitness Gym 5) YOGA Centre at the Campus 6) Library Section 7) Reading section in the library 8) Seminar Hall Inside view 9) Seating Capacity in the Seminar Hall

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

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

Central Library has been working independently since 1962 and it is located at western side of ground floor of the building. Apart from the central library the college has seminar libraries under different honours departments. More than 28876 books (up to academic year 2022-2023) are in the central library and seminar libraries. Every year college spends a large amount of money to buy books both text books and reference books in large numbers to provide learning infrastructure to its students. Books of all the courses offered in the college are available. We have a small gymnasium for the use of the students. The college auditorium has adequate facilities for the conduct of cultural activities of the college.

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

5539135

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

4.2 - Library as a Learning Resource

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, Economics Statistics-Mathematics has separate computer laboratories. All these computers are provided with subject specific software with scanners and printers. Eight departments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for the smooth running of college. The office operates on the students' front through the help of two software, named Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 of the above

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

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

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

271789

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

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

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

46

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

4.3 - IT Infrastructure

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, EconomicsStatistics-Mathematics has separate computer laboratories. All thesecomputers are provided with subject specific software with scanners and printers. Eightdepartments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers

and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for the smooth running of college. The office operates on the students' front through the help of two software, named Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncwcal.ac.in/campus/ict-facilities-it/

4.3.2 - Number of Computers

52

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

8711359

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

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

The Institution has appointed staff for maintaining facilities such as Buildings, Electrical, Housekeeping, Garden etc. Regular cleaning of College floors, classrooms, laboratories, equipment, and rest rooms are being done by the housekeeping team under the supervision of a floor in-charge. Stock verification and up-keeping of the equipment in all labs and other facilities is done at the end of every year by Lab Incharge and the report is submitted to the Principal through the concerned department of HOD's for further action. The standard procedure followed for service and maintenance of equipment/machinery as follows If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment. If no items are required topurchase for repairing the equipment, the equipment is repaired immediately.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

454

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

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

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

0

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

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

E. none of the above

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

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

0

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

0

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

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

government examinations) during the year

1

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The Career Counseling Cell of Surendranath College for Women has the following goals:

- 1) To help students make well-informed professional decisions.
- 2) Give advice regarding career and academic paths.
- 3) Encourage the development of skills and preparedness for the workforce.
- 4) To enhance students soft skills in order to prepare them for the workforce.
- 5) To let students know about openings in both the public and private sectors.

Apart from that the cell's mission is to motivate them to work hard towards their goals. The Cell guides students to assess students ; professional and interpersonal skills. The cell along with the college's NSS units also helps to uphold college policies regarding student support, counseling, and campus hygiene. Organizing student-focused events is a crucial component of the career counseling cell. The college union, in addition to the career counseling cell, hosts a variety of student-focused events. The most well-known of these is the Annual Festival (Lakshya), which combines academic and cultural pursuits and gives college students a stage on which to showcase their artistic and musical abilities through debate, poetry, music, dance, and stage plays and express their views.

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

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

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

00

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

5.4 - Alumni Engagement

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

Alumni association is very important since it has a lot of benefits for the students. To support the students, it establishes a support system. Alumni are the most devoted supporters and finest ambassadors if they are informed and involved. They also provide priceless marketing and promotion within their personal and professional networks. It serves as a forum for alumni to connect and interact with current students in order to share their talents. In other circumstances, this might even go farther, with alumni offering to help students get their start in the workforce and with work placements. It also builds a network of involved alumni, which is advantageous because involved graduates are far more inclined to want to "give back". It also provides Mentorship and Scholarships for the needy students. Surendranath College for women has its own alumni association and it is fully functional. Alumni are doing excellence within and outside of the country. However, due to some technical errors, we are in the edge of getting the official registration under the West Bengal Registration Act 1961.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our vision is to empower and enlighten women through quality, value-based education, fostering informed global minds. We actively help students seek employment and raise awareness of

international issues to become equipped global citizens. Our mission, encapsulated by the motto "Damyate-Datta-Dayadhvam" (Control, Give, and Sympathize), focuses on holistic student development, aligning with the Millennium Development Goal of promoting gender equality and empowerment, as well as the NEP's commitment to equal opportunities. Governance, strategic planning, and teacher participation in decision-making bodies, led by the Governing Body, ensure the college's effective progress and quality through stakeholder feedback and IQAC analysis.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/our-college/vision/
Upload any additional information	No File Uploaded

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

Effective leadership was demonstrated in various institutional practices. A requisition for a vacant post in the Department of English was submitted to the College Service Commission. The Governing Body decided to pay a performance-linked incentive and an ex-gratia payment to all non-teaching staff.

It also resolved to address old IT-related matters with the help of CA Sanatan Banik from MCB Associates. Prof. Uma Shankar Pandey was praised and congratulated for his role as a paper presenter and moderator at the International Media Readings on Mass Media and Communications at Moscow State University. The eligibility of Prof. S. Basak for her PhD increment was approved, and the Principal was instructed to forward the relevant papers to the DPI. Papers for the promotion of eight Assistant Professors from Stage 1-2 and two from Stage 2-3 under CAS were processed and forwarded to the DPI. The leave encashment claim for 300 days of retired teachers Srimati Anjana Chakraborty and Srimati Sravanti Bhowmik was approved. A grant of Rs 70,000 was allocated to the Department of Philosophy for its International Seminar on 29th and 30th March 2023. Finally, the running of add-on courses as self-financed courses in the

Departments of Economics, English, and Geography was permitted.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning involves ongoing re-evaluation to achieve our goals, that was reflected in the activities of the GB , like, the tenure of the current Governing Body (GB) was extended until December 13, 2022. Due to retirements, new conveners were appointed for the academic sub-committee and the MHRD report committee and important modifications were made to the leave rules for casual NT staff.

The GB approved hiring academic assistance to replace retiring or transferring full-time teachers, pending formal permission and notification to the Directorate of Public Instruction (DPI). A new current account for the NSS wing was authorized, with the Principal as the signatory for all documents, including online fee collection. The Teacher's Council Secretary will be the signatory for the Teacher's Council bank account.

The GB also decided on repair work within the college and extending the shade above the front gate of the corridor. Various leave permissions, including child care, medical, on-duty and study leave were granted to the FTT and special leave, were granted to casual NT staff.

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

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

The Governing Body is set up as per Government rules. It comprises of the President, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and 1 Non-Teaching Staff Representative. The Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees. Service Rules and procedures are guided by the Calcutta University First Page 87/102 17-10-2024 09:34:57 Statutes (latest edition) and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. along with the eligibility criteria prescribed by the UGC.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/administration/organisation-structure/
Link to Organogram of the Institution webpage	https://www.sncwcal.ac.in/administration/organisation-structure/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The various welfare measures adopted by the institution aims to benefit all equally which include teaching, non-teaching staffs and students. The several policies include those announced by state-government and also college adopted facilities which are equally implemented by the college authority. On a regular basis, college provides a health check up facility. Apart from this, the West Bengal health scheme facility announced by the state government in 2017 is available for full-time teaching staff. The college also provides a provident fund loan facility to its substantive employees where the loan amount is released strictly following the rules and regulations laid down by the Govt. of West Bengal. Freshly appointed fulltime teaching and non-teaching staff are given interest free ad-hoc payment against their salaries for the time period till they get their final pay fixation orders. College has the provision of festive bonus, which is provided from the college fund to teaching, non-teaching and casual non-teaching staff. The college authority allows maternity, paternity and childcare leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available.

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

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

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

000

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

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

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

000

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

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

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

year

1

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

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

Surenranath College for Women has a performance appraisal system for teaching and nonteaching staff to evaluate their performance. Teaching Staff: The Principal regularly administers the attendance of teachers. Leave record is reflected in the service Page book of teachers in substantive post. Departments chart their own academic calendar in tandem with the academic calendar of the college prepared by academic sub-committee. The institution follows Performance Based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of promotion. Appraisal and score claims are verified by the IQAC and forwarded to the Principal. If found satisfactory, it is placed before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education. Faculties are also encouraged to pursue professional developmental programmes, publications and research activities. Non-Teaching Staff: The Principal regularly administers the attendance of the non-teaching staff. Leave record is reflected in the service book for those in substantive post, under the supervision of the accountant. Their promotion is carried out following existing rules and regulations.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections The College is awaiting instructions from the Department of Higher Education, West Bengal for appointment of External Auditor for the financial year 2021-22.

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

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

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

00

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

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

The infrastructural and knowledge resource development of the college is ensured by mobilizing the government and nongovernment funds. College submits proposals for grants to Council for Higher Education, Govt. of W.B, , etc. Funds generated from the accrued interests out of fixed deposit assets, memorial prizes and endowment funds from staff members, are some other avenues of funds that is also welcome for mobilization. Expenditure and fund utilization occurs mainly under two categories that involve Recurring & Non-recurring components. A major portion of income for the college includes Fees collected from the students. Larger part of this income is spent towards the welfare of the students for providing financial support to economically backward students, enhancement of sports facilities, students' seminar, cultural programme etc. Non-recurrent component of expenditures include facilities like augmentation and maintenance of library, laboratory, instruments purchase, furniture purchase etc. Each concerned committee supervises completion of work under each received grant. Payments are made in the form of either cheques and RTGS, smaller payments take place through contingency fees however petty cash transaction limits are set by the finance committee of the college. Purchases are supervised by the finance and purchase committees, which float tender or quotations, depending on expenditure amounts, ratified by the Governing Body.

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

6.5 - Internal Quality Assurance System

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

A specific strategy that has been undertaken this year has been to conduct various activities at inters and intracollege levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all students. Mentor- Mentee system works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their - Personal details Socio economic background Academic details

Extracurricular activities The system works to provide support by Identify advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc. Mentors continuously monitor the progress of their mentees through various mechanisms. The system provides the mentee with any support that they may require. Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalized way.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/iqac/quality/
Upload any additional information	View File

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

Up gradation of college library purchase of books. Feedback system Another instance of review of teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching-learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are received wholeheartedly and are thoroughly analyzed. Each department is provided with these feedbacks and is required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching-learning processes. The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our syllabus also includes topics related to gender sensitization. We follow the guidelines of the Government in matters related to data privacy of the students. A Two-day national seminar on 'Understanding transgender- rights, social inclusion and equality' was organised by Dept. of Education, Surendranath College for Women in collaboration with Vivekananda College for Women on 25th and 26th March, 2023. The lectures were delivered and papers were presented with the objective of creating awareness and educating the mass about the equal rights and social status of transgenders. Women's Day (8th march 2023, offline). Department of Bengali had organized an International level Special Lecture on the play 'Kobor' on 12th September 2022. Professor Rahamat Ali of Department of Theatre and Performance Studies of University of Dhaka, and Professor Ayantika Ghosh , Associate Professor, Anandamohan College were the eminent speakers. A special lecture on Lokogaan (folksong)

was also organised by Department of Bengali on 17 th March , 2023 wherein Mrs. Purabi Bhattacharya and Mr.Pranesh Som enriched the students with their discussions and presentations. A field work on Chhou Dance was organized by Department of Bengali in the district of Purulia to collect information on the art through their performance and interaction.

File Description	Documents
Annual gender sensitization action plan	https://www.sncwcal.ac.in/gender-sensitization/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sncwcal.ac.in/campus/common-room/

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

C. Any 2 of the above

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

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

In terms of trash management, Surendranath College for Women has achieved significant progress. The college has implemented several strategies to manage the diverse range of waste materials generated on campus, including both biodegradable and non-biodegradable items. This has been done in an attempt to decrease the harm that the trash causes to the environment and to motivate employees, educators, and students to embrace sustainable practices. The college has a system of segregation at the source in place to handle nonbiodegradable garbage, and professors, staff, and students are encouraged to divide waste

into categories including plastics, paper, metal, and e-waste. At the college, every kind of waste has its own container that is recycled and emptied. The college also routinely hosts awareness workshops to educate staff and students about the need of garbage segregation and the effects. SWM is carried on with association with KMC during two times in the day.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

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

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

We live in a country rich in diversity, where people from various cultural backgrounds come together to celebrate festivals like Diwali, Holi, Eid, Durga Puja, and Baisakhi, reflecting India's unity. This diversity is also evident in our institution, where languages such as Bengali, Hindi, Urdu, and English are spoken. The institute has embraced this cultural richness by hosting a special lecture on folk songs, which serve as a living testament to our historical and regional diversity, passed down through generations as a means of preserving our cultural heritage. We enjoy a variety of cuisines and practice different religions, including Hinduism, Christianity, Buddhism, and Islam.

Our institute honors linguistic diversity through events like World Urdu Day (9th November), commemorating the birth of the renowned poet Dr. Allama Muhammad Iqbal, and Bhasha Andolon Dibosh, aimed at fostering awareness of linguistic and cultural diversity and encouraging multilingualism. Additionally, the institute has taken significant steps to promote gender diversity by upholding values of respect, equality, and inclusion. This commitment is reflected in initiatives such as a state-level seminar on "Understanding Transgender Rights, Social Inclusion, and Equality," where all identities are celebrated and embraced.

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

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

Our institute embraces the rights and responsibilities of citizenship by encouraging activities such as voting, paying taxes, participating in the democratic process, exercising freedom of expression, and promoting civic duty, all while honoring the principles of the freedom struggle. To instill these values in our students, the young adults, are educated on the importance of upholding the Constitution, respecting the National Flag and National Anthem, and safeguarding India's sovereignty, unity, and integrity. In pursuit of these goals, the college observes Human Rights Day on December 10th and Constitution Day (also known as National Law Day) on November 26th to commemorate the adoption of the Indian Constitution. These celebrations emphasize the Preamble's role as an introductory statement outlining the Constitution's guiding principles and purpose, while also fostering an understanding of human rights, inclusivity, and the importance of an open mind towards individuals with special needs within our communities. Our NSS team had also organized a Blood Donation Camp, cleanliness drive (Swach Bharat), Brikho Ropon drive and distributed study materials and drawing supplies.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The

B. Any 3 of the above

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

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

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

The institute commemorates key national and international days in honor of significant moments and the great leaders who shaped India. These celebrations foster a sense of unity, nationalism, and collective responsibility, helping to instill in young students an awareness of their national duties, a spirit of global brotherhood, and a commitment to universal well-being. Each academic year, the institute observes India Independence Day on August 15th and National Youth Day on January 12th, in honor of Swami Vivekananda's birthday. To mark the occasion, students are encouraged to participate in talent contests, including extempore speeches and skits organized by the Ramakrishna Sarada Mission, Siriti (headquartered at Sri Sarada Math, Dakshineswar). Republic Day, celebrated on January 26th, serves to heighten patriotic sentiments among the youth, fostering a sense of duty as citizens of India. International Mother Language Day is observed on February 21st, emphasizing the importance of respecting and understanding different languages. World Environment Day, celebrated on June 5th, brings attention to current environmental challenges, such as global warming, and promotes environmental protection, with active participation from the institute's NSS team. On September 5th,

Teachers' Day is celebrated by students through cultural programs held in the college auditorium.

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

7.2 - Best Practices

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

1. **Academic Collaboration** : The college has engaged academic collaboration with other institutions through MoU.

a) Nur Mohammad Smriti Mahavidyalaya, Murshidabad. (22/7/22). b) Nabagram Amar Chand Kundu College, Murshidabad. (30/7/22). c) Surendranath Evening College. (4/7/22). d) Rammohan College. (10/1/23).

The college has actively pursued the process of engaging actively with other institutions to foster a mutual environment of academic excellence and student collaboration on allied subjects.

2. **Student and Teacher-Centric Seminars/Workshops**: The College has conducted nearly 24 seminars , field work and workshops on Values, Environment and Research Methodology and various other topics inthe academic year 2022-23.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

within 200 words

Our college is a Girls college and it was established to give the opportunity of higher study to the girls specially from economically challenged families. Till today we follow that motto. For that our institution has a nominal fee structure with provision of Government Scholarships. This facility allows girls students from socially and economically challenged backgrounds to get quality education. We have students from diverse social, economic, cultural and linguistic strata. To cater to this requirement and to guide them in their academic progression, we have successfully conducted many enrichment programs which would go beyond normal academic development. We have sufficient number of able and best quality teachers. Non teaching staff are always cooperating to run the official works smoothly and efficiently. Our library is user friendly and labs are fully equipped and well maintained. Seminars, workshops, webinars and field works are organised by the departments on regular basis. The mission of the college is pithily expressed through our motto "Damyate-Datta- Dayadhvam" (Control, Give, and Sympathize). We aspire to a holistic grooming of our students by providing a modern infrastructure, disciplined learning environment promoting a vibrant campus life through various cultural social and athletic activities in the college.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution follows the Curriculum and Syllabus (based on CBCS) designed by the parent university, University of Calcutta and implemented in the year 2018.

1. Institution provides maximum subject combination for academic flexibility and interdisciplinarity.
2. Faculty members convene regularly to discuss strategies, share insights, and address challenges in curriculum delivery through 'All Teachers' meetings which includes every faculty members including visiting and guest faculties.
3. Academic Committee coordinates academic services, ensuring alignment with curriculum objectives and timely execution of activities.
4. Well-constructed weekly Routine for each semester is provided by college administration following the Academic Calendar of the session.
5. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process.
6. Apart from chalk and talk method, ICT-enabled teaching learning method including Google classroom, Google meet, smart board, power point presentation, audio-visual support etc. are used extensively.
7. Online uploading of study materials by teachers through Google classroom, whatsapp, cloud are done frequently.
8. The assessment and evaluation process is strictly practised through regular evaluations and internal assessments.
9. College has a very rich Central Library. INFLIBNET facility is available for teachers and also for students.
10. Fieldwork/excursion has been organised by the respective departments

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Preparing an institutional Academic Calendar aligning with affiliating university's schedule immediately following closure of the first phase of online admissions is deeply ingrained. Academic Calendar, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters. Details such as of admission procedure, evaluation and assessment (both internal and external), events of National and International importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other are reflected in the academic calendar.

Academic calendar helps student immensely in advance preparation, for their course study well before the evaluation and assessment. Faculties also plan out their future course of action well in advance such as syllabus distribution, updating reference reading list, new innovative ways of evaluation and others through regularly held departmental meetings.

Departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in academic calendar. The CIE consists of class tests, internal assessments and tutorial projects.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

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

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

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

00

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

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

0

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

1

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

1.3 - Curriculum Enrichment

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

College believes and encourage the ideology that holistic development is an important part of student growth and development. It follows the curriculum designed by its parent university, University of Calcutta, which has designed the syllabi of every stream incorporating all these values. The curriculum of various subjects such as Bengali, English, Sanskrit, History, Philosophy, Political Science, and explore topics like gender and violence, gender and work, and gender and politics. The curriculum across disciplines including Geography, Philosophy, Political Science, History, and Bengali extensively covers topics related to the environment and sustainability. Emphasizing the importance of Environment Studies, a mandatory course for first-year undergraduate students across Science, Commerce, and Humanities programs. Human Values and Professional Ethics are central themes in courses offered in Bengali, English, Sanskrit, Philosophy,

Economics, and Political Science which aim to in still ethical values and principles among students.

The departments organise seminars/webinars, workshops, and field visits to expand knowledge regarding these values. The institution has formed various committees like NSS, Eco Club, Seminar Committee, Cultural Committee, etc. to enthuse, ensure and supervise the arrangement of such events like the celebration of the World Environment Day, International Yoga Day, International Women's Day, Human Rights Day, etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

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

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

742

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sncwcal.ac.in/our-college/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1529

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

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

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

110	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>A detailed lesson plan is prepared for a better understanding of the Course that the students have chosen. Teachers remain alert to the responses of the students during the early lessons and the slow learners and advanced learners are identified without any overt discriminatory attitude. ADVANCE LEARNERS Seminars, workshops, quizzes are conducted by various departments which further help the students to gather more knowledge. The advanced learners of all the departments are encouraged to read more critical materials. Meritorious Students are given awards at the College Annual Prize Distribution Ceremony to encourage them to keep up their good work. SLOW LEARNERS Remedial Class and special lectures are arranged for the students who are identified as slow learners. Faculty members of all departments arrange special doubt clearing sessions both inside and outside the classroom. The College organize PTMS to inform the guardians about the progress of their wards and the teachers provide further guidance to the parents of the slow learners, so that the students can improve their grades. Some departments of Humanities organize film shows based on literary texts; and even give special attention to improve their language skill and writing ability.</p>	
File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File
2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)	

Number of Students	Number of Teachers
1969	73

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed

Participative learning: 1. Seminar, webinars, workshops, online lectures etc are organized by all departments. This kind of learning is very much effective and enjoyable. 2. Students are taken to field visit/work frequently. 3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame. Experiential learning: 1. The students spend lots of time in practical classes. 2. Students of humanities and social science department enjoy learning process through the use of some electronic resources. Problem solving methodologies: 1. Students are provided home assignments. 2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

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

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

We have 9 ICT enabled classrooms in the institution. In the lockdown situation during online sessions for academic year 2022-23. All teachers of the institution use ICT for conducting classes and regular assessments. he study

materials (class powerpoints, notes in pdf format, or ebook materials as well as youtube video links) are shared with the students via google classroom in addition to Students Whats App groups.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sncwcal.ac.in/campus/ict-facilities-it/

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

2.3.3.1 - Number of mentors

59

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

2.4 - Teacher Profile and Quality

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

30

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality

/ D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

998

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

2.5 - Evaluation Process and Reforms

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

The college has adopted an effective process to address examination-related issues, ensuring transparency in the pattern and conduct of Internal Assessments and timely correction. The institution closely adheres to the criteria and rules set by University of Calcutta for internal and semester-end exams.

Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal

Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal. So, maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the college.

Examination Committee coordinated all the internal examinations (midterm & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination while other departments set question papers. TThe Internal examination as well as the Tutorials were conducted in the physical mode for more of the academic year in question.

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

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

The college has adopted an effective process to address examination-related issues, ensuring transparency in the pattern and conduct of Internal Assessments and timely correction. The institution closely adheres to the criteria and rules set by University of Calcutta for internal and semester-end exams.

Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams

due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal. So, maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the college.

College recognizes that complaints and feedback are important part of ongoing quality and service improvements. The college has a well organized mechanism for Redressal of examination related grievances and has a well represented grievance redressal cell. Students can send their grievances from the Students' feedback section on college portal .The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

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

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each subject is prepared by the members of Board of studies(BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee

meeting. The students are also made aware of the same through Tutorial meetings.

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

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

To maintain a continuous quality improvement module, the following five-stage methods are followed: (1) CONTINUOUS STUDENTS' EVALUATION: This is done through constantly monitoring the attendance of the students, their responses in class, conduction of special tutorial classes, class tests. Students are given with quizzes for self assessment and are encouraged to write review reports, projects, and deliver seminar presentations for overall grooming. (2) STUDENTS' FEEDBACK: The institution offers a structured questionnaire on teaching, infrastructure, library, and the entire learning experience of the students. The responses received can satisfactorily measure the satisfaction level of the students. (2) STUDENT SATISFACTION SURVEY: SSS with a structured questionnaire as given by NAAC is done randomly with students of any semester. The survey result is next analyzed critically and the institution identifies. At the beginning of every semester the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. 2. The copies of the syllabi are kept in the department. It is distributed beginning the semester among students. 3. A link to download the syllabus and other respective information in the college website <https://www.sncwcal.ac.in/> 4. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sncwcal.ac.in/academics-2/course-outcome/

2.6.3 - Pass percentage of Students during the year

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

852

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

000

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

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

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

000

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

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

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

14

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

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
6	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
11	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>The college has a NSS unit. The college has always been at the forefront in making its noteworthy contribution to neighborhood community, society, and environment. The college organized various activities for faculty, students, and staff in order to sensitize them to social issues and holistic development. NSS and a team of committed faculty members engage students in the community development programs by organizing awareness programs. Swachh Bharat Abhijan, etc. which made a notable impact in sensitizing students about social and national issues. Awareness training to face the</p>	

flood and other disastrous events training is given to the students and staff of our college to tide over such critical situations. The aim of organizing such programs is to make the students learn to negotiate, communicate, and lead others by working together with other in times of need.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/activities/ns-s-extension-reports/
Upload any additional information	View File

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

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

000

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

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

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

7

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

00

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is committed to maintaining a high standard of the teaching-learning process by ensuring the provision of adequate infrastructural arrangements. A well-defined system for planning, allocation, and optimal utilization of physical infrastructure is in place. This system is closely managed by the respective Departments and faculty members to ensure that resources are effectively used to enhance the academic experience..Apart from a Teachers' Common Room in the main building every Department has been provided with separate Departmental Teachers' Rooms with allocation of following physical infrastructure in accordance with the academic strength of the concerned department. hasDedicated ICT-enabled classrooms for teaching-learning 1) Classrooms equipped with necessary arrangements. 2) ICT enabled Classrooms 3) ICT enabled Classrooms 4) Fitness Gym 5) YOGA Centre at the Campus 6) Library Section 7) Reading section in the library 8) Seminar Hall Inside view 9) Seating Capacity in the Seminar Hall

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

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

Central Library has been working independently since 1962 and it is located at western side of ground floor of the building. Apart from the central library the college has seminar libraries under different honours departments. More than 28876 books (up to academic year 2022-2023) are in the central library and seminar libraries. Every year college spends a large amount of money to buy books both text books and reference books in large numbers to provide learning infrastructure to its students. Books of all the courses offered in the college are available. We have a small gymnasium for the use of the students. The college auditorium has adequate facilities for the conduct of cultural activities of the college.

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

5539135

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

4.2 - Library as a Learning Resource

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, EconomicsStatistics-Mathematics has separate computer laboratories. All thesecomputers are provided with subject specific software with scanners and printers. Eightdepartments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management

software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for the smooth running of college. The office operates on the students' front through the help of two software, named Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

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

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

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

271789

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

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

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

46

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

4.3 - IT Infrastructure

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

The college provides a good quality IT facility to help the students and teachers for learning and teaching purpose. The college has a total of 60 desktops and 5 laptops dedicated solely for the academic purpose only. Department of Geography, Commerce, Economics Statistics-Mathematics has separate computer laboratories. All these computers are provided with subject specific software with scanners and printers. Eight departments have ICT classrooms with projector, desktops and audio systems and amplifier and few of them are equipped with smart classrooms by the help of Intellispace software. OPAC is used for providing a bibliography of the books available at the central library. Library is managed with a help of a library management software from LIBSYS. The manual catalogue is replaced by digital catalogue. Library is also well equipped with eight computers and along with good quality scanners and printers. College administration uses 12 desktops and two laptops for the smooth running of college. The office operates on the students' front through the help of two software, named

Computer Xpert and CBCS. The institution has 23 separate broadband connections at 100 MBPs with scheme of monthly unlimited data. All these connections are multipurpose in nature with LAN, Wi-Fi and routers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncwcal.ac.in/campus/ict-facilities-it/

4.3.2 - Number of Computers

52

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

8711359

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

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

The Institution has appointed staff for maintaining facilities such as Buildings, Electrical, Housekeeping, Garden etc. Regular cleaning of College floors, classrooms, laboratories, equipment, and rest rooms are being done by the housekeeping team under the supervision of a floor in-charge. Stock verification and up-keeping of the equipment in all labs and other facilities is done at the end of every year by Lab Incharge and the report is submitted to the Principal through the concerned department of HOD's for further action. The standard procedure followed for service and maintenance of equipment/machinery as follows If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment. If no items are required topurchase for repairing the equipment, the equipment is repaired immediately.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
454	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health	E. none of the above

and hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

Services/ State government examinations) during the year

1

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The Career Counseling Cell of Surendranath College for Women has the following goals:

1) To help students make well-informed professional decisions. 2) Give advice regarding career and academic paths. 3) Encourage the development of skills and preparedness for the workforce. 4) To enhance students soft skills in order to prepare them for the workforce. 5) To let students know about openings in both the public and private sectors.

Apart from that the cell's mission is to motivate them to work hard towards their goals. The Cell guides students to assess students ; professional and interpersonal skills. The cell along with the college's NSS units also helps to uphold college policies regarding student support, counseling, and campus hygiene. Organizing student-focused events is a crucial component of the career counseling cell. The college union, in addition to the career counseling cell, hosts a variety of student-focused events. The most well-known of these is the Annual Festival (Lakshya), which combines academic and cultural pursuits and gives college students a stage on which to showcase their artistic and musical abilities through debate, poetry, music, dance, and stage plays and express their views.

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

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

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

00

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

5.4 - Alumni Engagement

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

Alumni association is very important since it has a lot of benefits for the students. To support the students, it establishes a support system. Alumni are the most devoted supporters and finest ambassadors if they are informed and involved. They also provide priceless marketing and promotion within their personal and professional networks. It serves as a forum for alumni to connect and interact with current students in order to share their talents. In other circumstances, this might even go farther, with alumni offering to help students get their start in the workforce and with work placements. It also builds a network of involved alumni, which is advantageous because involved graduates are far more inclined to want to "give back". It also provides Mentorship and Scholarships for the needy students. Surendranath College for women has its own alumni association and it is fully functional. Alumni are doing excellence within and outside of the country. However, due to some technical errors, we are in the edge of getting the official registration under the West Bengal Registration Act 1961.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our vision is to empower and enlighten women through quality, value-based education, fostering informed global minds. We

actively help students seek employment and raise awareness of international issues to become equipped global citizens. Our mission, encapsulated by the motto "Damyate-Datta-Dayadhvam" (Control, Give, and Sympathize), focuses on holistic student development, aligning with the Millennium Development Goal of promoting gender equality and empowerment, as well as the NEP's commitment to equal opportunities. Governance, strategic planning, and teacher participation in decision-making bodies, led by the Governing Body, ensure the college's effective progress and quality through stakeholder feedback and IQAC analysis.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/our-college/vision/
Upload any additional information	No File Uploaded

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

Effective leadership was demonstrated in various institutional practices. A requisition for a vacant post in the Department of English was submitted to the College Service Commission. The Governing Body decided to pay a performance-linked incentive and an ex-gratia payment to all non-teaching staff.

It also resolved to address old IT-related matters with the help of CA Sanatan Banik from MCB Associates. Prof. Uma Shankar Pandey was praised and congratulated for his role as a paper presenter and moderator at the International Media Readings on Mass Media and Communications at Moscow State University. The eligibility of Prof. S. Basak for her PhD increment was approved, and the Principal was instructed to forward the relevant papers to the DPI. Papers for the promotion of eight Assistant Professors from Stage 1-2 and two from Stage 2-3 under CAS were processed and forwarded to the DPI. The leave encashment claim for 300 days of retired teachers Srimati Anjana Chakraborty and Srimati Sravanti Bhowmik was approved. A grant of Rs 70,000 was allocated to

the Department of Philosophy for its International Seminar on 29th and 30th March 2023. Finally, the running of add-on courses as self-financed courses in the Departments of Economics, English, and Geography was permitted.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning involves ongoing re-evaluation to achieve our goals, that was reflected in the activities of the GB , like, the tenure of the current Governing Body (GB) was extended until December 13, 2022. Due to retirements, new conveners were appointed for the academic sub-committee and the MHRD report committee and important modifications were made to the leave rules for casual NT staff.

The GB approved hiring academic assistance to replace retiring or transferring full-time teachers, pending formal permission and notification to the Directorate of Public Instruction (DPI). A new current account for the NSS wing was authorized, with the Principal as the signatory for all documents, including online fee collection. The Teacher's Council Secretary will be the signatory for the Teacher's Council bank account.

The GB also decided on repair work within the college and extending the shade above the front gate of the corridor. Various leave permissions, including child care, medical, on-duty and study leave were granted to the FTT and special leave, were granted to casual NT staff.

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

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

The Governing Body is set up as per Government rules. It comprises of the President, The Secretary, The Principal being an ex-officio member, while there two Teacher Representatives and 1 Non-Teaching Staff Representative. The Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council where a teacher Convenor is the head of the council. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees. Service Rules and procedures are guided by the Calcutta University First Page 87/102 17-10-2024 09:34:57 Statutes (latest edition) and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. along with the eligibility criteria prescribed by the UGC.

File Description	Documents
Paste link for additional information	<a href="https://www.sncwcal.ac.in/administratio
n/organisation-structure/">https://www.sncwcal.ac.in/administratio n/organisation-structure/
Link to Organogram of the Institution webpage	<a href="https://www.sncwcal.ac.in/administratio
n/organisation-structure/">https://www.sncwcal.ac.in/administratio n/organisation-structure/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The various welfare measures adopted by the institution aims to benefit all equally which include teaching, non-teaching staffs and students. The several policies include those announced by state-government and also college adopted facilities which are equally implemented by the college authority. On a regular basis, college provides a health check up facility. Apart from this, the West Bengal health scheme facility announced by the state government in 2017 is available for full-time teaching staff. The college also provides a provident fund loan facility to its substantive employees where the loan amount is released strictly following the rules and regulations laid down by the Govt. of West Bengal. Freshly appointed fulltime teaching and non-

teaching staff are given interest free ad-hoc payment against their salaries for the time period till they get their final pay fixation orders. College has the provision of festive bonus, which is provided from the college fund to teaching, non-teaching and casual non-teaching staff. The college authority allows maternity, paternity and childcare leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available.

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

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

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

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

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

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

000

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

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

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

1

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

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

Surendranath College for Women has a performance appraisal system for teaching and nonteaching staff to evaluate their performance. Teaching Staff: The Principal regularly

administers the attendance of teachers. Leave record is reflected in the service Page book of teachers in substantive post. Departments chart their own academic calendar in tandem with the academic calendar of the college prepared by academic sub-committee. The institution follows Performance Based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of promotion. Appraisal and score claims are verified by the IQAC and forwarded to the Principal. If found satisfactory, it is placed before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education. Faculties are also encouraged to pursue professional developmental programmes, publications and research activities. Non-Teaching Staff: The Principal regularly administers the attendance of the non-teaching staff. Leave record is reflected in the service book for those in substantive post, under the supervision of the accountant. Their promotion is carried out following existing rules and regulations.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections The College is awaiting instructions from the Department of Higher Education, West Bengal for appointment of External Auditor for the financial year 2021-22.

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

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

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

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

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

The infrastructural and knowledge resource development of the college is ensured by mobilizing the government and nongovernment funds. College submits proposals for grants to Council for Higher Education, Govt. of W.B, , etc. Funds generated from the accrued interests out of fixed deposit assets, memorial prizes and endowment funds from staff members, are some other avenues of funds that is also welcome for mobilization. Expenditure and fund utilization occurs mainly under two categories that involve Recurring & Non-recurring components. A major portion of income for the college includes Fees collected from the students. Larger part of this income is spent towards the welfare of the students for providing financial support to economically backward students, enhancement of sports facilities, students' seminar, cultural programme etc. Non-recurrent component of expenditures include facilities like augmentation and maintenance of library, laboratory,

instruments purchase, furniture purchase etc. Each concerned committee supervises completion of work under each received grant. Payments are made in the form of either cheques and RTGS, smaller payments take place through contingency fees however petty cash transaction limits are set by the finance committee of the college. Purchases are supervised by the finance and purchase committees, which float tender or quotations, depending on expenditure amounts, ratified by the Governing Body.

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

6.5 - Internal Quality Assurance System

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

A specific strategy that has been undertaken this year has been to conduct various activities at inters and intracollege levels by student clubs, NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all students. Mentor- Mentee system works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their - Personal details Socio economic background Academic details Extracurricular activities The system works to provide support by Identify advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc. Mentors continuously monitor the progress of their mentees through various mechanisms. The system provides the mentee with any support that they may require. Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalized way.

File Description	Documents
Paste link for additional information	https://www.sncwcal.ac.in/igac/quality/
Upload any additional information	View File

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

Up gradation of college library purchase of books. Feedback system Another instance of review of teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching -learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are received wholeheartedly and are thoroughly analyzed. Each department is provided with these feedbacks and is required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching -learning processes. The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our syllabus also includes topics related to gender sensitization. We follow the guidelines of the Government in matters related to data privacy of the students. A Two-day national seminar on 'Understanding transgender- rights, social inclusion and equality' was organised by Dept. of Education, Surendranath College for Women in collaboration with Vivekananda College for Women on 25th and 26th March, 2023. The lectures were delivered and papers were presented with the objective of creating awareness and educating the mass about the equal rights and social status of transgenders. Women's Day (8th march 2023, offline). Department of Bengali had organized an International level Special Lecture on the play 'Kobor' on 12th September 2022. Professor Rahamat Ali of Department of Theatre and Performance Studies of University of Dhaka, and Professor Ayantika Ghosh , Associate Professor, Anandamohan College were the eminent speakers. A special lecture on Lokogaan (folksong) was also organised by Department of Bengali on 17 th March , 2023 wherein Mrs. Purabi Bhattacharya and Mr. Pranesh Som enriched the students with their discussions and presentations. A field work on Chhou Dance was organized by Department of Bengali in the district of Purulia to collect information on the art through their performance and interaction.

File Description	Documents
Annual gender sensitization action plan	https://www.sncwcal.ac.in/gender-sensitization/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sncwcal.ac.in/campus/common-room/

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

C. Any 2 of the above

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

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

In terms of trash management, Surendranath College for Women has achieved significant progress. The college has implemented several strategies to manage the diverse range of waste materials generated on campus, including both biodegradable and non-biodegradable items. This has been done in an attempt to decrease the harm that the trash causes to the environment and to motivate employees, educators, and students to embrace sustainable practices. The college has a system of segregation at the source in place to handle nonbiodegradable garbage, and professors, staff, and students are encouraged to divide waste into categories including plastics, paper, metal, and e-waste. At the college, every kind of waste has its own container that is recycled and emptied. The college also routinely hosts awareness workshops

to educate staff and students about the need of garbage segregation and the effects. SWM is carried on with association with KMC during two times in the day.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

D. Any 1 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

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

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

We live in a country rich in diversity, where people from various cultural backgrounds come together to celebrate festivals like Diwali, Holi, Eid, Durga Puja, and Baisakhi, reflecting India's unity. This diversity is also evident in our institution, where languages such as Bengali, Hindi, Urdu, and English are spoken. The institute has embraced this cultural richness by hosting a special lecture on folk songs, which serve as a living testament to our historical and regional diversity, passed down through generations as a means of preserving our cultural heritage. We enjoy a variety of cuisines and practice different religions, including Hinduism, Christianity, Buddhism, and Islam.

Our institute honors linguistic diversity through events like World Urdu Day (9th November), commemorating the birth of the renowned poet Dr. Allama Muhammad Iqbal, and Bhasha Andolon Dibosh, aimed at fostering awareness of linguistic and cultural diversity and encouraging multilingualism. Additionally, the institute has taken significant steps to promote gender diversity by upholding values of respect, equality, and inclusion. This commitment is reflected in initiatives such as a state-level seminar on "Understanding Transgender Rights, Social Inclusion, and Equality," where all identities are celebrated and embraced.

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

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

Our institute embraces the rights and responsibilities of citizenship by encouraging activities such as voting, paying taxes, participating in the democratic process, exercising freedom of expression, and promoting civic duty, all while honoring the principles of the freedom struggle. To instill these values in our students, the young adults, are educated on the importance of upholding the Constitution, respecting the National Flag and National Anthem, and safeguarding India's sovereignty, unity, and integrity. In pursuit of these goals, the college observes Human Rights Day on December 10th and Constitution Day (also known as National Law Day) on November 26th to commemorate the adoption of the Indian Constitution. These celebrations emphasize the Preamble's role as an introductory statement outlining the Constitution's guiding principles and purpose, while also fostering an understanding of human rights, inclusivity, and the importance of an open mind towards individuals with special needs within our communities. Our NSS team had also organized a Blood Donation Camp, cleanliness drive (Swachh Bharat), Brikho Ropon drive and distributed study materials and drawing supplies.

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

7.1.10 - The Institution has a prescribed

B. Any 3 of the above

code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

The institute commemorates key national and international days in honor of significant moments and the great leaders who shaped India. These celebrations foster a sense of unity, nationalism, and collective responsibility, helping to instill in young students an awareness of their national duties, a spirit of global brotherhood, and a commitment to universal well-being. Each academic year, the institute observes India Independence Day on August 15th and National Youth Day on January 12th, in honor of Swami Vivekananda's birthday. To mark the occasion, students are encouraged to participate in talent contests, including extempore speeches and skits organized by the Ramakrishna Sarada Mission, Siriti (headquartered at Sri Sarada Math, Dakshineswar). Republic Day, celebrated on January 26th, serves to heighten patriotic sentiments among the youth, fostering a sense of duty as citizens of India. International Mother Language Day is observed on February 21st, emphasizing the importance of

respecting and understanding different languages. World Environment Day, celebrated on June 5th, brings attention to current environmental challenges, such as global warming, and promotes environmental protection, with active participation from the institute's NSS team. On September 5th, Teachers' Day is celebrated by students through cultural programs held in the college auditorium.

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

7.2 - Best Practices

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

1. Academic Collaboration : The college has engaged academic collaboration with other institutions through MoU.

- a) Nur Mohammad Smriti Mahavidyalaya, Murshidabad. (22/7/22).
- b) Nabagram Amar Chand Kundu College, Murshidabad. (30/7/22).
- c) Surendranath Evening College. (4/7/22). d) Rammohan College. (10/1/23).

The college has actively pursued the process of engaging actively with other institutions to foster a mutual environment of academic excellence and student collaboration on allied subjects.

2. Student and Teacher-Centric Seminars/Workshops: The College has conducted nearly 24 seminars , field work and workshops on Values, Environment and Research Methodology and various other topics inthe academic year 2022-23.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Our college is a Girls college and it was established to give the opportunity of higher study to the girls specially from economically challenged families. Till today we follow that motto. For that our institution has a nominal fee structure with provision of Government Scholarships. This facility allows girls students from socially and economically challenged backgrounds to get quality education. We have students from diverse social, economic, cultural and linguistic strata. To cater to this requirement and to guide them in their academic progression, we have successfully conducted many enrichment programs which would go beyond normal academic development. We have sufficient number of able and best quality teachers. Non teaching staff are always cooperating to run the official works smoothly and efficiently. Our library is user friendly and labs are fully equipped and well maintained. Seminars, workshops, webinars and field works are organised by the departments on regular basis. The mission of the college is pithily expressed through our motto "Damyate-Datta- Dayadhvam" (Control, Give, and Sympathize). We aspire to a holistic grooming of our students by providing a modern infrastructure, disciplined learning environment promoting a vibrant campus life through various cultural social and athletic activities in the college.

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

7.3.2 - Plan of action for the next academic year

The following actions are proposed for the year 2023-24: ?

Infrastructure and Elevator: Any necessary maintenance and updates to the college infrastructure should be carried out. To accommodate the special medical needs of both students and teachers, an elevator should be installed to help those facing difficulties with stair climbing due to health issues.

? Add-on Courses: New courses should be introduced to enhance the knowledge and skills of both internal and external students.

? MoU: Efforts should be made to increase the number of collaborations with other institutions for hosting seminars and workshops.

? FDPs: Priority should be given to organizing Faculty Development Programs in partnership with other institutions.

? Career Counselling: More career counselling programs need to be accelerated in the upcoming year.

? NSS Activities: NSS activities should be expanded, and all initiatives by the college NSS cell should focus on the adopted slum "Napatbagan" located on B.B. Ganguly Street, Kolkata-12.