

SELF STUDY REPORT
FOR
CYCLE II ACCREDITATION 2014
OF
SAROJINI NAIDU COLLEGE FOR WOMEN

(Govt. Sponsored)

30 Jessore Road, Dum Dum, Kolkata-700 028

(Established 1956)

NAAC CYCLE I ACCREDITATION (2006): “B⁺⁺” GRADE



Submitted to:

National Assessment and Accreditation Council (NAAC)

An Autonomous Institution of the University Grants Commission

P.O. Box No 1075

Nagarabhavi

Bangalore – 560 072



Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

Ref. No. 342/NAAC/2014

Date : 28.11.2014

To
The Director
National Assessment and Accreditation Council (NAAC)
P.O. Box No.-1075, Nagarbhavi
Bangalore—560072
India.

Sub: Uploading SELF STUDY REPORT 2014 of Sarojini Naidu College for Women, 30 Jessore Road, Kolkata-700028, and West Bengal for Second Cycle Re-accreditation 2014 in our official website www.sncwgs.ac.in.

Sir,

In compliance of our LOI requirements, we are glad to upload our SELF STUDY REPORT 2014 in our official website www.sncwgs.ac.in for **Second Cycle Re-Accreditation** showcasing the key aspects of the functioning of our College during the post-accreditation period (2006-2014), accompanied by the enclosures as listed on the Contents page.

We look forward to hear from you on your decision for peer team inspection in our College.

Thank you,

Yours faithfully,

Principal

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PREFACE

After its assessment and accreditation by NAAC in 2006, Sarojini Naidu College for Women , registered under 2f and 12B of the UGC Act is submitting the Self Study Report for Re-assessment and Re-accreditation for the Second Cycle.

In its first assessment, the College was awarded Grade B++ with Institutional Cumulative Grade Point 81.90. The NAAC Peer Team gave some invaluable suggestions and guidelines in their Recommendation Report. Those recommendations gave impetus to the forward march of our institution. Despite certain unavoidable delays, we have tried in the last five years to develop our institution in various directions accommodating the recommendations of the NAAC Peer Team with the support of all the stakeholders of the College.

The Self Study Report is submitted in the following format: a) Preface b) Executive Summary—SWOC analysis of the institution c) Profile of the College d) Criteria-wise Analytical Report e) Post Accreditation activities f) Evaluative report from each department.

During the preparation of the Self Study Report, data was collected individual-wise, department-wise and institution-wise. In this regard, the co-operation of all stakeholders is gratefully acknowledged, without which it would not have been possible for the College to submit itself to the Re-accreditation process.

Published by:

Principal

Sarojini Naidu College for Women

30, Jessore Road

Kolkata-700028

West Bengal.

EXECUTIVE SUMMARY

Sarojini Naidu College for Women was founded in August 1956 as an institution for the rehabilitation of women refugees from erstwhile East Pakistan, in the aftermath of Partition. Since then, it has traversed a long road to carve a niche for itself as an institution offering quality education to young women in the northern area of Kolkata. The roadmap of the institution was laid down by the first Principal of the College, Smt Latika Ghosh. A poet and litterateur, she was the daughter of the renowned educationist of Presidency College, Prof Manmohan Ghosh, and the niece of Rishi Aurobindo Ghosh. As such, she shared their missionary zeal in establishing the policies of access and inclusion, and the principles of service and engagement fostered by a spirit of enquiry. This legacy is carried on to this day, and is summed up in the motto of the institution — “Tadvidhhi Pranipatena Pariprashnena Sevayaa”. There have been setbacks and deterrents, but the College has succeeded in overcoming them, and carried on forward in the pursuit of its ideals, shaping and moulding women from all cross-sections of society into responsible citizens who can make a significant contribution to the community. Women from this institution have made a mark for themselves in the various fields of public life, education and fine arts. But the institution also embraces in its fold young women who come from the marginalized, underprivileged sections of society, some of whom are even first-generation learners. These are the children of a lesser God, and the College is committed to their education and advancement in society. For, as the Mahatma said, the true test of the efficacy of any step contemplated is to see whether it reaches to the poorest and the weakest, and enables them to control their lives and destiny. It is a matter of pride that the institution has ensured access and opportunity to these women, helping them “to strive, to seek, to find, and not to yield”, so that they can become the torch-bearers of a better tomorrow.

SWOC analysis of the institution:

Strengths:

- A congenial physical and social environment prevails in the campus with no internal or external disturbance.
- All mechanisms are in place for comprehensive planning and delivery of curriculum, feedback and evaluation.
- There is proper organizational structure in the administrative and financial departments.
- A committed staff is one of the greatest assets of the College.
- There is a cordial relationship between all constituencies.
- The institution adopts comprehensive programme as per the guidelines of the UGC to make and have performance based appraisal system (PBAS).
- One of the institution’s greatest strengths is its aspirational students, who, despite their inhibiting home environment, desire to free themselves from social shackles.
- There is a strong focus on extra-curricular activities and community work.

Weaknesses:

- The Tutor-ward system needs to be more structured and formalized.
- Posts have not been created to meet the expanding needs of the College. Government sanction has not been received for even the minimum stipulated posts.
- The College faces financial constraints to recruit enough staff to meet its needs.
- The College requires an Auditorium, a full-fledged Gymnasium, and a centralized Computer Centre.

Opportunities:

- There are opportunities for scholarly interaction and collaboration with academic communities within and beyond the state through the two On line Journals with ISSN No., published by the institution.
- There is scope for an Online hub of academic resources.
- Some opportunities can be explored and created with present infrastructure and optimum use of existing human resource. These include a) Diploma and Certificate Courses meant for creating human resource with technical know-how in the areas of Solar energy /Power, Bioinformatics, Nanotechnology , Photography and b)Certificate Course in Women's Studies.

Challenges:

- Private tuition at all levels of education is widespread in West Bengal. It is a challenge to counter this trend and make students focus on classroom learning.
- First-generation learners need to be motivated to overcome social barriers.
- Scope of employment generation and industry-institution interaction, especially for girls from the disadvantaged sections, are an immense challenge for the College.
- We are constantly reminded of "the petty done, the undone vast".

Summary of the Criterion wise Inputs is as follows

Criterion—1: Curricular Aspects

The curriculum of the college is delivered through meticulous planning and sustained implementation. Various mechanisms and measures taken by the College ensure that the syllabus is taught within a definite time frame. The time-table and the Academic Calendar are two mechanisms that enable timely completion of the syllabus. Various measures are taken to accommodate the different needs of different learners. These include tutorials, remedial lessons, counselling sessions. At the end of the session an Academic audit is conducted to assess whether all provisions made in the delivery of curriculum have been realized. At present the College offers 19 programmes, including 2 self-financed Vocational courses, at the UG level. Two new UG programmes (Honours in Hindi and Sociology) and two self-financed PG programmes (in Bengali and English literature) have commenced from the 2014-15 academic session. As part of its future curricular programmes, the College has plans to introduce the BBA course, Honours in Psychology and two Commerce subjects—Accountancy and Marketing—from the next academic session. Currently, the students are given a total choice of 55 elective options for Humanities and Science. In addition, learning in the DE mode is offered through the Netaji Subhas Open University study centre within the College premises. Horizontal mobility is allowed to students through the option of choosing a different course within the time period before final registration with the University. Students are allowed some vertical flexibility to complete their programme as per the guidelines framed by the University. The institution also undertakes supplementary measures to enrich curriculum and teaching practices through lectures/seminars/workshops by academics and experts, through study tours and through interaction/association with external research bodies/agencies. Supplementary enrichment courses are provided through the Environment Education programme, and the courses on basic Computer applications and English communication skills. These courses, based on an assessment of learner needs, are provided as horizontal support for the students. The College also organizes various co-curricular and extra-curricular activities to offer students an exposure to skill-development opportunities. Through the Placement Cell of the College, students are also given opportunity to develop employable skills. Student progress is monitored and evaluated through the Continuous Internal Assessment mechanism of the College—through monthly and periodic tests. The formal feedback from students and feedback received from other stakeholders and external peer groups enables the institution to constantly evaluate and re-work on the implementation of curriculum. All these measures ensure the holistic development of students through appropriate deployment of curriculum, as envisioned in the mission and goals of the institution.

Criterion 2: Teaching- Learning and Evaluation: In an effort to increase access to opportunities of Higher Education, the institution has achieved a 30% rise in enrolment over the last four years, from 1389 in 2010 to 1811 in 2013. The College follows a policy of inclusion so far as enrolment is concerned, embracing students from economically disadvantaged sections, from backward and minority groups, and differently-abled students. It also adheres strictly to the Government guidelines regarding reservation categories.

Instructional techniques are adapted to suit all sections of students—the slow as well as the advanced learners. The pedagogical strategies include not only the methods incorporated in the syllabi of some subjects—such as projects, experiments, practical lessons, field trips, internship and application of computer technologies; other techniques outside the syllabus are also included, such as presentations, group discussions and study tours. This multi-directional approach enriches the teaching-learning process. In addition, innovative strategies, career guidance programmes, and encouragement towards development of research aptitude further enhance the scope and relevance of the courses offered. For the aim of the institution is always towards providing an effective teaching-learning experience to the student, who is the centre of focus of the academic programmes. The College ensures the adequacy, competence and professional development of its faculty who are in charge of handling the programmes of study. At present there are 55 permanent teachers, and 17 vacant posts. The shortage of teaching staff is bridged by employing guest and part-time contractual teachers. The College has employed 36 guest teachers, and 6 part-time teachers, all of whom have the requisite qualifications as per Government rules. To enhance faculty competence and professional development, the institution encourages members of faculty to engage in academic development programmes such as Orientation and Refresher courses, Summer/Winter Schools, as also to be involved in research activities and participation/presentation in seminars. The performance of teachers is monitored by the Principal and evaluated through student feedback. Students are evaluated through both formative and summative assessment techniques. The summative assessment is conducted by the University as per its own guidelines, but certain reforms have been introduced in formative assessment strategies of the institution. Thus annual tests have been substituted by monthly and periodic class tests, which provide a continuous monitoring and assessment of student performance. Throughout the course students' progress is monitored and communicated to them to help them overcome their shortcomings. The members of the University Boards of Studies, the IQAC and the Academic Subcommittee take initiative in all the teaching-learning processes and in planning and mapping the desired learning outcome. There is enough space in the curriculum to allow students to learn in different, meaningful ways, and a balance is achieved between the different learning strategies to accommodate all students.

Criterion 3: Research, Consultancy and Extension : The emphasis in the research, consultancy and extension activities of the College is on the holistic development of the students and on shaping women who can make a difference to the community and the environment. Over the last few years the institution has taken an active role in the promotion of research among its faculty and in fostering a spirit of research culture among its students. The Research Committee of the College motivates teachers to undertake projects and the institution provides all support to enable implementation of research schemes. In the current year 10 Minor Research Project proposals have been forwarded to the UGC for process. In the last few years, 6 Minor Research Projects have been undertaken, 4 Doctoral degrees have been awarded, and 5 Doctoral programmes are in progress. Some faculty are also involved in guidance of student research at the PG level in other institutes. Prominent faculty members

from other institutions are invited to the College to deliver lectures from time to time. Students of the College are also encouraged to take up research projects, and a research paper by two students of the Department of Zoology has been accepted in the international **Journal of Entomology and Zoology Studies**. The College has provision of seed money for research projects, but resources are mainly mobilized from grants received from the UGC. Interdisciplinarity is a key area of focus in the College and interdisciplinary seminars are held from time to time, including an UGC sponsored State-Level Seminar that was organized by the Departments of Humanities and Science. Upgradation of infrastructure for research in emerging areas is also a priority, and the institution has procured some of the latest equipment for the Science Departments with UGC and Govt. grants. Other facilities such as Library resources, computer and reprographic facilities are also provided. Many faculty members have publications to their credit, and one faculty member from the Department of Botany has been one of the inventors in 3 Patents that have been obtained and filed. A part from the annual College Magazine, the institution also publishes two Online Journals, one on Science, and the other on the Humanities & Social Sciences. It is a policy of the institution to promote consultancy services to institutes in the local area with an aim to reach out to the community at large. The consultancy services generally benefit the Universities, Schools and Colleges of the local area. Such services are gratuitous and therefore free of cost. Honorarium received by faculty members through consultancy on individual basis is not shared by the College as these are undertaken outside College hours. Students of the College are also involved in extension activities as part of the institution's commitment to social responsibility. The IQAC takes a proactive role in monitoring students' involvement in community services, where need-based programmes are organized with the participation of both students and teachers. These activities help broaden students' perspective towards their roles in society and sensitize them to real-life issues. The College collaborates with the ICEI, the NSOU and TCS in order to upgrade its academic facilities. The Principal and some faculty members also function in various bodies of the affiliating University in a collaborative capacity. Collaboration with external educational and research institutions is generally on the basis of individual initiative by faculty members who have linkages with such external agencies. Planning and implementation of collaborative initiatives at the institutional level are mainly undertaken by the IQAC and the Placement Cell of the College.

Criterion 4: Infrastructure and Learning Resources: The institution constantly endeavours to upgrade its infrastructure and learning resources to keep abreast of advancements in pedagogy and to ensure delivery of quality education. Set in a campus of 3.39 acres, the physical infrastructure includes 67 classrooms, one large Seminar Hall, well-equipped laboratories, computer facilities, a well-equipped Library, canteen facilities, Staff Quarters and Guardrooms, a students' Hostel, students' Common Room and Union Room. Among the future plans for expansion are an Auditorium, a six-storied Science Building and a six-storied Arts Building, as well as a new floor to be added to the existing Hostel Building. There are plans to install solar panels on the roof of the Hostel Building through grants already received from the UGC. Ramps have also been installed in the Main Building, the Annexe Building, and the Library to support differently-abled students. Adequate Healthcare facilities are also ensured for the staff and students. The College has its own stand-by

generator system. The other supportive facilities on the campus that contribute to the effective ambience for extracurricular activities include a large playground for outdoor games, indoor games facilities, and a gym facility. Grants for augmentation of infrastructure are generally sourced from the College Fund, the UGC and the Department of Higher Education. Automation of the Library is in process and is expected to be completed soon. The Library houses 41,125 text and reference books, besides journals and other general books. The upper floor of the library comprises the e-library and enables access to internet facilities. The library also provides reprographic facility. The College plans upgradation of IT infrastructure through implementation of INFLIBNET and Wi-fi facility. At present, there are 76 desktops, with computer facilities in the departments and the office. Licensed software are in use in the office, and much of the administrative work has been computerized. Procurement of computers is made through grants received from the UGC and the Department of Higher Education. The College tries to ensure optimal allocation and utilization of available financial resources for the maintenance and upkeep of different facilities of the institution. A budget allocation is made at the beginning of the academic session for maintenance of Building, Equipment including computers, and for Electrical, Furniture, Travel and other expenses. The Building Committee and the Campus Development Cell supervise construction and maintenance of infrastructure and facilities. The College has AMC for maintenance of computers and scientific instruments.

Criterion 5: Student Support and Progression: Students are at the centre of an educational institution, and the College ensures that all provisions are in place for their mentoring and support. The College Prospectus provides all new applicants with detailed information regarding enrolment and study at the institution. Right from the time they enroll, students are provided support for their academic and other social needs. Different committees oversee students' welfare: the Students' Aid Funds supports the financial needs of students from economically weaker sections; differently-abled students and those from backward and minority communities are provided counselling; medical facilities are provided according to need; students from neighbouring Bangladesh and from other states are provided residential facilities. Students are encouraged to participate in co-curricular and extra-curricular activities such as sports, debates, performing arts etc. Sports and Cultural Programmes are a regular part of the curriculum of the College. Other co-curricular and extra-curricular activities such as preparing the Wall Magazine, contributing to the Students' Magazine, participation in competitions and outreach activities of the College are also promoted. Students have also won awards in various competitions. The Placement Cell of the College organizes skill-development programmes, coaching classes for entry in services, and career guidance. Students are given training in basic computer applications, and English Communication skills. Slow learners are helped with remedial lessons and academic counselling, while advanced learners gain exposure from participating in seminars and lectures by academics invited to the institution. Students gain from exposure to practical skills in field trips, and are given responsibility to organize exhibitions and functions, so that they develop team-work and decision-making skills. The students' Grievance Redressal Cell, the Sexual Harassment Redressal Cell and the Anti-Ragging Committee address students' grievances and complaints. The College is committed to students' progression to higher

studies or towards gainful employment. Students at risk of failure or dropout are identified and remedial measures are taken so that they do not discontinue their studies. The College also identifies the aspirations of advanced learners, and provides them a perspective of future opportunities. The students gain exposure in this regard through interaction with teachers and from experts and faculty from other institutions who are invited to the College. The Placement Cell regularly organizes programmes where consultants from industry enable students to explore career options. The Annual Function and Prize Distribution and the Annual College Reunion are regular yearly events of the College. The Students' Union and the Alumni Association play an active role in these events where former faculty members are also invited. The College also retains the support of former faculty members by engaging them in the various academic activities of the institution.

Criterion 6: Governance, Leadership and Management: The institution is committed to building its organizational culture in tune with its vision, mission and goals. While maintaining a hierarchical structure, with the College Governing Body as the administrative head and the Principal as the executing authority, the College works in a participatory, collaborative mode, where the formal and informal arrangements in the institution effectively co-ordinate the academic and administrative planning and implementation. The College seeks to offer education that is value based and accessible to all sections of society. Over the last four years, enrolment has risen by 30%. The institution delivers quality and need-based education by ensuring access to technological resources, by adapting students towards acquiring global competencies through appropriate skill-development, and by optimal provision of learning resources. The Governing Body, as the Top Management and the policy-making body, is responsible for ensuring that all academic and administrative systems are in place. Meetings of the Governing Body and other standing Sub-committees are convened by the Principal, and proposals are implemented after approval of the Governing Body. The Principal, as head of the institution and on behalf of the Governing Body, defines the duties of individual staff. The Faculty is responsible for quality teaching and promotion of good academic and administrative practices. The IQAC and the various Subcommittees ensure that the policy statements and action plans are commensurate with the vision, mission and goals of the institution. There is constant interaction with stakeholders through feedback, and a regular evaluation of the relationships of the institution with its stakeholders by the Principal and Governing Body members. Policy planning is done on the basis of need and relevance, and implemented through teamwork and co-ordination between teaching and non-teaching staff under the leadership of the Principal. Programmes and facilities are updated accordingly. There is a adequate and appropriate delegation of authority and grooming of leadership at various levels, from the level of students to the staff. In a prevailing culture of participative management, teachers have a consultative status in all decision-making processes. Both students and teachers have representation in different Committees of the College. Strategies are developed and deployed according to the institution's perspective plan for development, and are governed by the principles of participation and transparency. Appropriate academic and administrative strategies are initiated for overall quality

improvement of the institution. Information regarding such processes are shared with all stakeholders. The College also takes efforts to upgrade the professional competence of its staff, and their performance is subjected to regular appraisal. Established procedures are in place for financial planning and allocation through budgetary allocation, proper accounting system, and internal and external audit. The institution has appropriate strategies for mobilizing resources, and ensures transparency in financial management. The accounts of the College are subject to regular internal and external audit. The IQAC of the College has been established as per NAAC guidelines. Through the mechanisms of academic auditing and other quality improvement measures, the IQAC promotes a culture of excellence in the institution and has become an institutional system for quality sustenance and quality enhancement.

Criterion 7: Innovations and Best Practices: By adopting environment-friendly practices the College demonstrates a proactive Environment Consciousness. The College conducts a Green Audit of its campus and facilities to promote sensitivity to environmental issues. Regular classes on Environment Education, and Seminars on environment issues sensitize students. The College also focuses on activities such as conservation of water and energy, promoting a carbon neutral atmosphere, plantation of trees, preparation of waste compost, general waste management and management of hazardous waste and e-waste to make the campus eco-friendly. Innovations introduced in the last few years have made a positive impact on the functioning of the institution. The College motivates students through awards and prizes for performance in academic and extra-curricular activities, and through aid provided to needy students. The Extra-Curricular Scheme of the College is an initiative to encourage the all-round development of the students by nurturing their creative skills. In the academic front, monthly tests have replaced annual examinations to ensure a continuous assessment and monitoring of students' progress. The Placement Cell provides counselling and career guidance to students through regular industry-institution interface. The Centre for Women's Studies promotes sensitization on women-centric issues, while the two Online Journals published by the institution contribute to the research culture of the College. The Best Practices adopted by the College contribute to the holistic development of its students and lead to the quality improvement of the institution. The Best Practice I takes a composite approach towards development of students' awareness about themselves and their role in society, leading to self-growth and self-reliance. The Best Practice II promotes an awareness of environmental concerns through daily practice and through engagement in local solutions to the larger, global problems. Students thereby translate classroom knowledge into practice which will help them to become more responsible citizens and capable of making informed decisions regarding their community and environment.

Profile of the College

1. Name and Address of the College:

Name :	Sarojini Naidu College for Women	
Address :	30, Jessore Road, Dum Dum	
City : Kolkata	Pin : 700028	State : West Bengal
Website :	www.sncwgs.ac.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Urmila Ukil	O:033 25592583 R:			sarojininaiducollege@gmail.com
Vice Principal	N. A.	O: R:			
Steering Committee Co-ordinator	Archita Bandopadhyay	O: 033 25592583			nsc@sncwgs.ac.in

3. Status of the Institution:

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

4. Type of Institution:

a. By Gender	
i. For Men	<input type="checkbox"/>
ii. For Women	<input checked="" type="checkbox"/>
iii. Co-education	<input type="checkbox"/>
b. By Shift	
i.Regular	<input type="checkbox"/>
ii.Day	<input checked="" type="checkbox"/>
iii.Evening	<input type="checkbox"/>

5. It is a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: 14.08.1956 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Affiliated to West Bengal State University since 2008

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	14.08.1956	Affiliated to the University of Calcutta since inception to 2008
ii. 12 (B)	14.08.1956	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.) - **N.A.**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the College applied for availing the autonomous status?

Yes No **N.A.**

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: **N.A.**(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency**N.A.**..... and

Date of recognition:**N.A.**..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	URBAN
Campus area in sq. mts.	13722.72 Squaremeter
Built up area in sq. mts.	6350.06 Squaremeter

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

~ play ground

~ swimming pool

~ gymnasium / gym facility

- Hostel

~ Boys' Hostel :

N.A.

i. Number of hostels

ii. Number of

inmates

iii. Facilities (mention available facilities)

~ Girls'

hostel

1

- i. Number of
hostels: ii. Number
of inmate
iii. Facilities (mention available facilities)

a. Large dining hall with one television

b. Indoor games facilities

c. Provision for learning English Communication Skills, Basic Computer Application, Dance, Singing and Recitation.

~ Working women's hostel : **N.A.**

- i. Number of inmates
ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)

Staff Quarters for Teaching Staff – 06 and for Group D Staff - 05

- Cafeteria —01

- Health centre – N.A.

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance,

Health centre staff – **N.A.**

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

- College Provides- First aid unit, doctor on call, sick room, institutional membership of Students' Health Home, insurance coverage against accident during educational tour, ILS Hospital cards for emergency admission.

Facilities like banking, post office, book shops – Link with Bank of Baroda

- Transport facilities to cater to the needs of students and staff – Vehicle taken on rent as and when necessary.

- Animal house – **N.A.**

- Biological waste disposal: – Kitchen waste & Garden waste used for making compost. Other waste from the Zoology department taken away by the municipality.

- Generator or other facility for management/regulation of electricity and voltage:
YES

- Solid waste management facility : a) E-waste is stored safely and disposed through dealers from time to time. b) Hazardous waste does not mix with regular waste and disposed of separately.

- Waste water management : Waste water of the campus disposed through internal sewage system connected with the main sewage system of the municipality.
- Water harvesting – Rain water is stored and used for gardening

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	B.A./B.Sc	3 years	12 Plus	English & Bengali	1599 (1 st year)	1334 (1 st year)
2.	Post-Graduate	PG-Bengali & PG-English	2 years	UG Plus	As per subject	30 – Bengali 50 – English	30-Bengali 27-English
3.	Integrated Programmes PG	N.A.	-----	-----	-----	-----	-----
4.	Ph.D.	N.A.	-----	-----	-----	-----	-----
5.	M.Phil.	N.A.	-----	-----	-----	-----	-----
6.	Ph.D	N.A.	-----	-----	-----	-----	-----
7.	Certificate courses	English Communication Skills, Basic Computer Course(ICEI)	6 Months for each course	12 Plus	English	60 for English, No fixed number of seats for Computer course	60 for English 200 for Computer course
8.	UG Diploma	N.A.	-----	-----	-----	-----	-----
9.	PG Diploma	N.A.	-----	-----	-----	-----	-----
10.	Any Other (specify and provide details)	CMAV – Major CMEV – Major	3 Years	12 Plus	English	CMAV- 60 CMEV – N.A.	52 Students CMEV course closed by the affiliating University 2 nd year & 3 rd still running

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	<input type="text" value="UG-2; PG-2"/>
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.) (please see Compliance Certificate at pp- 10a – 10b)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	09	09	N.A.	N.A.
Arts	11	11	02	N.A.
Commerce	Applied for	Applied for	N.A.	N.A.
Any Other (Specify)	01 Science Major 01 Arts Major under English department	02	N.A.	N.A.

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. Annual system all UG Programmes
- b. Semester system all PG Programmes
- c. Trimeste system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme b. **N.A.**

NCTE recognition details (if applicable) **N.A.**

Notification No.:

..... Date:

..... (dd/mm/yyyy)

Validity:.....

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately? **N.A.**

Yes No

19. Does the college offer UG or PG programme in Physical Education? **N.A.**

Yes No

If yes,

a. Year of Introduction of the programme(s) (dd/mm/yyyy)

and number of batches that completed the programme b.

NCTE recognition details (if applicable)

Notification No.:

..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Total	Non-teaching staff		Technical staff		Total
	Professor		Associate Professor		Assistant Professor			*M	*F	*M	*F	
Sanctioned by the UGC / University / State Government							61	37		01		38
	*M		*F		*M		*F					
	*M	*F	*M	*F	*M	*F	Total					
Recruited	N.A.	N.A.	00	27	02	13	42	16	06	00	00	22
Yet to recruit							06	Yet to recruit				16
Government approved Part time Teachers												
	M			F			Total					
	03			10			13	Contractual/Casual Non-teaching staff sanctioned by the management				
College Full time Teachers (Contractual) sanctioned by the management for UG Departments							Total					Total
15							15	24		01		25
Recruited												
	M			F			Total	*M	*F	*M	*F	Total
	01			07			08	13	04	00	00	17
Yet to recruit							07	Yet to recruit				08
College Full time Teachers (Contractual) sanctioned by the management for PG Departments							Total					
PG Bengali – 02			PG English – 02				04					
Recruited							00					
Yet to recruit							04					
College Part time/ Guest Teachers recruited by the management for UG Departments												
	M			F			Total					

	11	22	33		
College Part time/ Guest Teachers recruited by the management for PG Departments					
For PG Bengali – 04 Teachers	For PG English – 04 Teachers		08		

*M-Male *F-Female

21. Qualifications of the teaching staff: 2014 – 15

Highest qualification	Professor		Associate Professor		Assistant Professor		Total	
	Male	Female	Male	Female	Male	Female		
Permanent teachers								
D.Sc./D.Litt.	x	x	x	x	x	x	00	
Ph.D.	x	x	x	18	02	08	28	
M.Phil.	x	x	x	05	x	03	08	
PG	x	x	x	04	x	02	06	
Government Approved	Male			Female			Total	
Ph.D.	01			01			02	
M.Phil.	01			01			02	
PG	01			08			09	
Temporary Teachers								
Sanctioned and recruited by Management	Contractual full time teachers				Part time / Guest teachers		Total	
	Male	Female	Total		Male	Female		
Teachers for UG Departments	Ph.D.	00	02	02	08	01	03	04
	M.Phil.	00	00	00		00	00	00
	PG	01	05	06		10	19	29
Teachers for PG departments with Ph.D	PG Bengali – 02 PG English – 02		04		PG Bengali – 04 PG English – 04		08	

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

*** As per Temporary teacher column

33+8=41

23. Furnish the number of the students admitted into the college during the last four academic years.

Categories	Year 1 2010 -11		Year 2 2011 – 12		Year 3 2012 – 13		Year 4 2013 – 14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	X	126	X	241	X	270	X	255
ST	X	50	X	22	X	17	X	13
OBC	X	30	X	47	X	60	X	83
General	X	1183	X	1277	X	1301	X	1459
Others (Differentlyabled)	X	00	X	01		00	X	01
Total	X	1389	X	1588	X	1648	X	1811

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1319	56	X	X	1375
Students from other states of India	12	01	X	X	13
NRI students	X	X	X	X	X
Foreign students	02	X	X	X	02
Total	1333	57	X	X	1390

25. Dropout rate in UG and PG (average of the last two batches)

UG

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled) based on the data of the year 2012 – 13.

(a) Including the salary component

(b) Excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered:

UG Bengali – 20:3, UG History – 10:2, UG Geography – 25:1, UG English – 3:1,
PG – Geography- 20:8/10, in other PG subjects 8/10 teachers per subject

29. Is the College applying for Accreditation:

Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle1:21.05.2006 (dd/mm/yyyy)Accreditation Outcome/Result-GradeB++

Cycle2:.....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle3:.....(dd/mm/yyyy) Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

254

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

213

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 26.08.2009(dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 09.06.2014 (dd/mm/yyyy)2009 – 10 & 2010 – 11

AQAR (ii) 10.06.2014 (dd/mm/yyyy) 2011 – 12

AQAR (iii) 18.06.2014 (dd/mm/yyyy) 2012 – 13

AQAR (iv) 12.11..2014 (dd/mm/yyyy) 2013 – 14

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

- Collaboration: TCS, CAMELLIA GROUP, INSTITUTE OF COMPUTER ENGINEERS OF INDIA, NETAJI SUBHAS OPEN UNIVERSITY
- Linkage : BRITISH COUNCIL, STUDENTS' HEALTH HOME, NATIONAL INSURANCE, SUTANUTI SANSKRITIK KALA KENDRA.

Teachers have individual linkage with institutions like West Bengal University of Technology, KPC Medical College and UGC Educational Multimedia Research Center , Saha Institute of Nuclear Physics, Bose Institute, HRI Allahabad, Zoological Survey of India, Botanical Survey of India, Indian Institute of Chemical Biology, Asiatic Society, Institute for Historical Studies, Indian Institute of Public Administration etc.



Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

Ref. No.

Date :

TO WHOM IT MAY CONCERN

This is to certify that Sarojini Naidu College for Women 30, Jessore Road, Kolkata – 700028. West Bengal is affiliated to the West Bengal State University since 2008 and recognized by the University Grant Commission and the following Course/Subject are taught in the said college as per approval, example;

Sl. No.	Name of the Course(s) and Duration	Affiliation Permanent / Temporary	Period of Validity for the year(s) From – till date
(I)	Three year B.A. Hons. Courses in Bengali English History Geography Political Science Philosophy Hindi Sanskrit Sociology	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	1956 1956 1956 1986 1956 1956 2014 1970 2014
(II)	Three year B.Sc. Hons Courses in Physics Chemistry Mathematics Zoology Botany Geography Economics Anthropology	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	1996 1996 1956 1997 1997 1986 2000 2008
(III)	Three year B.A. (Major) CMEV	Permanent	1995
(IV)	Three year B.Sc. (Major) CMAV	Permanent	1995



Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

Ref. No.

Date :

Sl. No.	Name of the Course(s) and Duration	Affiliation Permanent / Temporary	Period of Validity for the year(s) From – till date
(V)	Three year B.A. General Courses in Bengali English History Geography Political Science Philosophy Sociology Hindi Sanskrit Education	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	1956 1956 1956 1956 1956 1956 2008 2007 1956 2013
(VI)	Three year B.Sc. General Courses in Physics Chemistry Mathematics Zoology Botany Geography Psychology Molecular Biology Anthropology Food & Nutrition Economics	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	1956 1956 1956 1956 1956 1956 2013 2003 2003 2013 1956
(VII)	Two year PG Courses in Bengali, English	Permanent	2014

Dr. Urmila Ukil

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 8-320/2014 (CPP-I/C)



Speed post

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

September, 2014

The Principal,
Sarojini Naidu College for Women
30, Jessore Road, Kolkata – 700 028
West Bengal

12 SEP 2014

Sub: - Recognition of Sarojini Naidu College for Women, Dum Dum, Calcutta - 28, District North Twenty Four Parganas under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

With reference to the letter no.nil dated 07.07.2014 on the above subject, I am directed to say that the name of **Sarojini Naidu College for Women, Dum Dum, Calcutta - 28, District North Twenty Four Parganas** established in the year of **1956**, affiliated to **Calcutta University, Kolkata** is included in the list of Colleges maintained under Section 2(f) & 12(B) of the UGC Act, 1956 under the head **Non-Government** College teaching upto **Bachelor's Degree**.

Yours faithfully,

Charan Dass

(Charan Dass)
Under Secretary



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
 An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
 National Assessment and Accreditation Council
 on the recommendation of the duly appointed
 Peer Team is pleased to declare the
 Sarojini Naidu College for Women
 'Dum Dum, Kolkata, affiliated to University of Calcutta
 West Bengal as
 Accredited
 at the B** level.*

Date: May 21, 2006



Director

- This certification is valid for a period of Five years with effect from May 21, 2006
- An Institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade, 70-75-B grade, 75-80-B' grade, 80-85-B'' grade, 85-90-A grade, 90-95-A' grade, 95-100-A'' grade (upper limits exclusive)

Quality Profile

Name of the Institution : Sarojini Naidu College for Women
Place : Dum Dum, Kolkata, West Bengal

Criterion	Criterion Score (C _i)	Weightage (W _i)	Criterion X Weightage (C _i X W _i)
I. Curricular Aspects	80	10	800
II. Teaching-learning and Evaluation	85	40	3400
III. Research, Consultancy and Extension	75	05	375
IV. Infrastructure and Learning Resources	75	15	1125
V. Student Support and Progression	85	10	850
VI. Organisation and Management	82	10	820
VII. Healthy Practices	82	10	820
		100	$\Sigma C_i W_i = 8190$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{8190}{100} = 81.90$$

Unwad
Director



लक्ष्यं विश्वमानम्

WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur, Barasat,
24 Parganas (North), Kolkata- 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 ■ Fax : (033) 2524 1977

Ref. No.: W.B.S.U./Reg./Univ/Affiliation/98/14

Date: 30/05/2014

Dt: August 2013

TO WHOM IT MAY CONCERN

This is to certify that SAROJINI NAIDU COLLEGE FOR WOMEN, Dumdum, Kolkata, West Bengal is affiliated to the West Bengal State University since 2008 and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval, example ;

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permane nt	Tempora ry	
(I)	Three year B.A. Hons. Courses in Bengali, English, Sanskrit, Political Science, History, Philosophy, Geography	Permanent		
(II)	Three year B.A. General Course	Permanent		
(III)	Three year B.Sc Hons. Courses in Physics, Chemistry, Mathematics, Zoology, Botany, Anthropology, Geography, Economics	Permanent		
(IV)	Three year B.Sc. General Course	Permanent		
(V)	Three year B.A. Major course in Communicative English	Permanent		
(VI)	Three year B.Sc. Major course in Computer Application	Permanent		
(VII)	Two year M.A. in Bengali			

Ben 30.05.2014
(with Name, Designation, Seal and Signature)

Registrar
West Bengal State University
Berunanpukuria, Malikapur
Barasat, North 24-Parganas

CRITERION I: CURRICULAR ASPECTS

Like all other colleges under the affiliating University, our institution also follows the curriculum framework assigned by the mother University. The primary objective is towards a holistic development of the students in the up gradation of their career and personality. In this process the College has initiated some practices and programmes keeping in mind the national and local needs, emphasizing career orientation as envisaged in the institution's vision and mission.

1.1 Curriculum Planning and Implementation

The Vision Of The College:

- To develop, support, and deliver curricula, programmes, and services designed to prepare our students for professional and personal success.
- To attract, develop, and retain a diverse student population and promote its success.
- To attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- To ensure facilities and operations to support our College's current needs and anticipated growth.
- Proactively position our College to communicate its values and benefits and build this identity and image among our many constituencies.
- We continually strive to innovate – finding new and more effective ways to educate and serve students
- We sustain rigor in our work – holding high standards and expectations for both our students and for ourselves
- We approach our work with compassion – acknowledging the whole person, working with integrity and care, accepting people as they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.
- We will become known nationally as an institution that “makes a difference”.

Our Mission:

By adopting a need based approach, synthesis of academics and ethics, innovation in learning methods and a diversified curriculum, the College aims at providing a learning environment that integrates body, mind and spirit.

The College is committed to the highest ideals of collegiate education. It aims at the development of each student and focuses on a comprehensive and balanced education. The college strives to inculcate ethical and moral values in the students and encourages them to become integrated and complete individuals capable of handling their careers and lives effectively.

Our Objectives:

The college works with the following objectives.

- To promote an integral and holistic growth of young minds.
- To achieve academic excellence by making the teaching learning process more meaningful.
- To strengthen faith formation and reinforce ethical values with simplicity, honesty, hard work and commitment.
- To impart spiritual and academic training which would foster sound character building.
- To develop critical thinking skills.
- To instill in students a lifelong sense of participating and involvement in developmental endeavors.
- To help students emerge as competent individuals capable of handling their careers and homes effectively.
- To empower students with social skills to bring about personality development.
- To train students for employment and entrepreneurship.

The stated vision, mission and objectives of the institution are **communicated** to its stakeholders through various channels. They are put up on the Home page of the College website and included in the college prospectus for general view of students and guardians. Within the institution, the ideas enshrined in the vision, mission and objectives are conveyed among the staff through the meetings of the Non-teaching Staff Union, the Teachers' Council and the various Sub-Committee. On the first day of the new session the Principal and senior teachers convey the objectives, mission of the college to the freshers. The Academic Sub-

Committee, being a statutory body reporting to the Governing Body of the College, communicates these ideals and goals to the members of the Governing Body. The members of the Governing Body comprise eminent academicians and dignitaries deputed by the government and the affiliating University. They constitute the highest administrative body within the institution and need to be periodically apprised of the ways in which the mission and objectives are realized.

Giving shape and reality to the institutional goals involves the meticulous **development of an action plan** for each academic session and its sustained **implementation**. The process begins with the preparation of the **Academic Calendar**. Preparation of the Academic Calendar begins every year in the month of June, which is the recess period between the end of the previous academic year and the beginning of the new session from July. The **IQAC** of the institution, which monitors and assesses the delivery of curricula, prepares the format of the calendar and distributes it to all departments. The calendar covers the whole academic session and takes into account actual teaching days, examination days (both at the college and university levels), practical classes / field trips of laboratory based departments, tutorial classes and counselling sessions. The individual departments fill in all their planned assignments in the given proforma. The printed format of the Calendar is made ready before the session begins in July, and handed over to the students on the first day of their class by respective departments.

The other major aspect in the planning of curriculum is the College **Time Table**. This is also prepared during the recess before the beginning of the new session. The Time Table Committee of the college is in charge of preparing the general Time Table of the College. This committee consults representatives of all departments regarding their requirements of teaching classes. Meetings are also held between the members of the Time Table Committee, the IQAC and the Academic Sub- Committee for suggestions and improvements. Thus from the session 2014-15, a **compulsory computer class** has been allotted to all First year General students of the College on the recommendation of the Academic Sub- Committee, in view of the need for computer literacy for all cross sections of the campus community, especially for students from less advantaged sections of society. The college Time Table also accommodates provisions for Tutorial classes, Library classes and games classes. For the focus is on the overall development of the students through a combination of curricular, co-curricular and extra – curricular activities. Individual departments prepare their own departmental Time Table according to the provisions made in the general Time Table.

For better planning and implementation of the curriculum, the institution has resolved to conduct an **Academic Audit** at the end of each session. The Academic Sub- Committee recommended that the audit be conducted by the IQAC to ensure whether the delegated responsibilities for quality and standards of academic provision are being appropriately discharged. Thus at the end of the 2013-14 session the IQAC conducted an audit regarding all matters related to pedagogy. The report was then placed before the Academic Sub-Committee and the observations and recommendations in the report were taken into account, to be implemented in the current session.

The day- to- day implementation of the curriculum rests with individual departments. At the beginning of the session, the departmental head addresses a meeting with all departmental faculty to plan the execution of the programme. At this meeting, the modules in the syllabus are analyzed at length. Any changes in curriculum content are noted and discussed and the department plans the allotment of modules to different members of the faculty. The various units in the modules are categorized according to their level of difficulty / complexity and it is the general practice in all departments to begin the session with the less complex units of the syllabus. This is done with a view to familiarize the students with the content and methodology at the collegiate level before they are introduced to the more critical and intricate aspects of the syllabus. At this first departmental meeting in the new session tutorial classes are also allotted and the schedule of weekly tests of the first term are drawn up. Departments with laboratories also plan their field trips and the departments without laboratories schedule their study tours.

The **departmental meetings** are held periodically during the session to review the implementation of the curriculum, and address any problems or issues that may occur. During these meetings any feedback received is also analyzed and modifications, if necessary, are made in the deployment of the teaching plan.

The syllabus provided by the affiliating University incorporates general guidelines for **translating the curriculum**. Since all teaching and learning has to be conducted within a specific time frame, the weightage apportioned in the syllabus for every unit in each module acts as a framework within which the content has to be taught. **Institutional support** to the teachers is provided by the IQAC and the Academic Sub- Committee which constantly **monitor** and mentor the departments. The institution also encourages extension lectures / workshops from academicians and experts from the affiliating University and other institutions that will positively impact on the translation of the curriculum and **improvement**

of teaching practices. Faculty members are given all support to attend seminars and conferences at the University, at the state level, the National level and International level to keep abreast of current trends in their respective fields of study. All this helps teaching staff to diversify, expand and thereby enrich the delivery of the curriculum. The affiliating University also conducts workshops – especially when there are any modifications made in the syllabi – to help teachers in translating the curriculum. The faculty members are also allowed to place requisition for academic resources such as books and journals according to their requirement. They can avail the facilities such as computer, internet, photo copying, printing and scanning available in the college.

The **teachers** of the college have made a definite **contribution** in the delivery of curriculum by charting a specific plan of curriculum implementation that is followed by the departments. This includes

- Identifying the objectives, that is, the desired learning outcomes of the curriculum.
- Identifying the critical aspects of the curriculum.
- Assessment of learner needs and difficulties.
- Identifying and implementing the appropriate strategy and methodology.
- Identifying the appropriate resources and support – books, journals and ICT.
- Ensuring the availability of academic resources.
- Elicitation of feedback
- Adopting corrective measures for more effective curriculum delivery.

The operationalisation of the curriculum is made more effective through **interaction with external research bodies** and other agencies. For example the students of the Botany department have in their curriculum mandatory study trips to the central National Herbarium at the Botanical Survey of India (BSI), as also to the Indian Agrihorticultural Society. Every batch of students in the Zoology department is taken to the Silk Processing Unit at Kolkata to have a hands- on experience of the process of silk extraction from varieties of cocoons. Students of this department are also taken to the Regional Research Centre of CIFA (ICAR) to make them aware of the various aspects of Freshwater pisciculture. Faculty members in the Bengali Department are life members of the Asiatic Society and the Bangiya Sahitya Parishad while those in the History Department are members of the Institute of Historical

Studies and the Indian History Congress. The above are only illustrative examples of the engagement of faculty with external agencies.

Networking with the University is maintained on a regular basis. All circulars and other information regarding curriculum reform are made available to the faculty through the Principal. Some members of the faculty also contribute to the **development of curriculum** in their roles as representatives on the University UG Board of studies. As **members of the BOS** they convey the feedback received from students, teachers and other stakeholders and provide specific suggestions for modification of the curriculum. The Principal, Dr. Urmila Ukil, plays a vital role as a member of the University Court which is the highest body in matters related to academic and administrative policy. The members of teaching staff who are at present representatives in the BOS are :

Department of Mathematics : Dr. Nandini Chakraborty

Department of Geography : Smt. Saswati Ghosh Banik (Retired)

Department of Political Science : Dr. Soma Ghosh

Department of English : Dr. Mousumi Bosu.

Since the curriculum is provided by the affiliating University, the institution does not have much freedom to develop curriculum for any course other than those offered by the University. There is however a plan for the introduction of a **Certificate Course in Women's Studies**, though the course design is yet to be finalized. But from the 2014-15 session the College has successfully launched an **English Communication Skills Course**. The **Foundation Course** has begun and will be followed by Intermediate and Advanced Courses. The course design has been framed by a faculty member of the English Department who has the requisite qualification from EFLU. There was a pressing need for such a course and the response has been very encouraging. Many of the students in the College belong to the marginalized or fringe sections of society, and, in view of the demands of global trends, the development of linguistic skill sets was felt to be imperative.

The Foundation Course in English Communication Skills, which is spread over the period of August to December, targets freshers in various streams of the undergraduate degree who are from vernacular medium schools with little exposure to the Received Pronunciations and elementary writing skills. The method of teaching is CLT (communicative Language

Teaching). The primary objective of the course would be to equip learners to handle communication on an average level. The course would help learners to write applications, fill up forms etc and comprehend specific official communications. They would also be given exposure to day- to- day formal and informal communication in English. The syllabus of the course contains the following inputs:

- Using a dictionary
- Stress, tone and intonation
- Grammar
- Speaking in different situations
- Writing formal letters
- Writing a curriculum-vitae
- Speaking on socio-political issues

There is a **Continuous Internal Assessment (CIA)** mechanism in place in all departments through which the acquisition of competencies among students is **regularly assessed**. Feedback received from such assessment helps teachers to analyze / ensure whether the objectives of curriculum have been achieved in the course of implementation. Periodic assessment is also done by the IQAC and the Academic Committee to ensure that the stated objectives of curriculum are achieved in the course of implementation.

1.2 Academic Flexibility:

The College works with the following **objectives**:

- To promote an integral and holistic growth of young minds
- To achieve academic excellence by making the teaching learning process more meaningful
- To strengthen faith formation and reinforce ethical values with simplicity, honesty, hard work and commitment
- To impart spiritual and academic training which would foster sound character building
- To develop critical thinking skills

- To instil in students a lifelong sense of participation and involvement in development endeavors
- To help students emerge as complete individuals capable of handling their careers and homes effectively
- To empower students with social skills to bring about personality development
- To train students for employment and entrepreneurship

Many of the skill-sets and competencies set out in the objectives are embedded in the curriculum while some **additional skill development courses** are offered by the institution. All the academic courses foster critical thinking skills and intellectual growth among the students. The literature and other Humanities courses reinforce the core values of liberal thinking, ethics and morality that would lead to character building. The science courses foster an analytical temper and problem solving skills. Subjects such as Mathematics, Physics, Computer Application, Geography and Economics have in their syllabi computer based components that prepare students for employment and entrepreneurship. The Life Science courses instil in students an awareness of natural and environmental issues. Inter departmental exchanges through departmental seminars and lectures promote sharing of ideas and skills and enable students to develop as complete individuals.

In addition to the skills imparted through curriculum the institution offers the following skill-development courses:

- **English Communication Skills Course, as mentioned above**
- **A certificate course in basic computer applications in collaboration with the Institute of Computer Engineers (India)**

These courses are relevant to the regional and wider employment markets and will equip the students for the future.

In accordance with the guidelines laid down by the University the College cannot offer a Choice Based Credit System. Credit transfer and accumulation facility also does not exist. But the College offers a range of **Core and Elective options** as given below:

Table 1.2.1a Core and Elective Options offered by the College (Humanities)

Sl. No.	Core option (Honours)	Elective options
1.	English	History, Education, Envs, History, Psychology, Envs

		Education, Psychology, Envs
2.	Bengali	History, Political Science, Envs History, Sanskrit, Envs History, Education, Envs Education, Sanskrit, Envs
3.	Geography	Political Science, Sociology, Envs Political Science, Education, Envs
4.	Hindi	History, Sociology, Envs Political Science, Education, Envs English, Education, Envs
5.	History	Philosophy, Political Science, Envs Political Science, Education, Envs Philosophy, Education, Envs Political Science, Bengali, Envs Philosophy, English, Envs
6.	Philosophy	History, Education, Envs Sanskrit, Education, Envs Sanskrit, History, Envs Political Science, History, Envs
7.	Political Science	History, Sociology, Envs Economics, History, Envs Economics, Sociology, Envs Philosophy, History, Envs English, Education, Envs
8.	Sanskrit	Bengali, Philosophy, Envs Bengali, Education, Envs Philosophy, Education, Envs Bengali, History, Envs Philosophy, Sociology, Envs
9.	Sociology	Political Science, Education, Envs Political Science, History, Envs Bengali, Philosophy, Envs

Table 1.2.1b Core and Elective Options offered by the College (Science & Major)

Sl. No.	Core option (Honours)	Elective options
1.	Anthropology	Botany, Zoology, Food & Nutrition, Zoology Food & Nutrition, Molecular Biology
2.	Botany	Zoology, Chemistry Zoology, Molecular Biology
3.	Chemistry	Physics, Mathematics
4.	Economics	Political Science, Mathematics Sociology, Mathematics Geography, Mathematics

5.	Geography	Economics, Anthropology Economics, Political Science Anthropology, Political Science Anthropology, Sociology
6.	Mathematics	Physics, Chemistry
7.	Physics	Mathematics, Chemistry Mathematics, Molecular Biology
8.	Zoology	Botany, Chemistry Botany, Molecular Biology Chemistry, Food & Nutrition
9.	Communicative English (CMEV)	English, Sociology, Envs English, Education, Envs English, History, Envs English, Political Science, Envs
10.	Computer Application (CMAV)	Economics, Political Science Botany, Zoology, Nutrition Zoology, Food & Nutrition Physics, Mathematics

The General courses offer 40 Elective options for Humanities and 15 Elective options for science. Thus the College offers a wide range of options for students to choose from, according to their interest and aptitude, so that their intellectual competencies and skill-sets may be suitably developed.

As laid down in the University syllabi, all the courses are offered in an **annual system in modular form**, which enables students to grasp the concepts and content in a structured manner. The **curriculum is further diversified** by integrating it with other cross-cutting issues. Thus **Environmental Studies** is a core component in the Humanities syllabi, and issues such as **gender sensitization, Climate change, Human Rights** are incorporated into the curriculum through departmental seminars and lectures/workshops by faculty and resource persons from other institutes. Computational components are already there in the syllabi of the science subjects, but these have now been included in the curriculum of all subjects through the collaborative skill-oriented programme of computer literacy. Likewise communication skills in English have been made mandatory for all LI (English as their second language) learners to enable greater academic mobility and improved potential for employment.

The University also makes provisions for **lateral and vertical mobility** within and across programmes and courses. Once a student enrolls for a programme, she is allowed a period of time (approximately three months) before registration with the University, during which she

may choose a different programme of study. This lateral mobility ensures that a student is allowed sufficient space to decide on her choice of programme.

Students in Honours and General courses are allowed a gap of maximum three years to pursue a course after their previous qualifying examinations. Young women across India, especially from the rural and marginalized cross-sections, often find it extremely difficult to pursue a degree course after school. This vertical flexibility ensures support for such young minds and encourage them to pursue a course beyond school despite initial hurdles. Within a programme too, there is enough flexibility so that students do not drop out or lose any year of study. This is ensured by allowing a student in the General course who has failed to qualify in any subject in the first year examination, to take a supplementary examination in the subject along with her second year examinations. Honours students too are allowed to continue in the next year even if they have not secured the requisite marks for qualifying in Honours in the previous year, giving them the opportunity to make up for the gap.

To make the teaching- learning process more meaningful and to address student need, the college has in place a number of **supplementary enrichment programmes**. The **Remedial Coaching Cell** of the College organizes regular classes for the slower learners. These one-hour classes are held before formal classes begin and teachers spend additional time on specific components in the syllabus that the students find difficult to master. For advanced learners the **Employment Cell** organizes training for various competitive and public examinations. The **Placement Cell** of the college provides students with opportunities to explore avenues of employment and further studies.

The college has been offering **two self-financed programmes** since 1996: **Communicative English Major (CMEV)** and **Computer Applications Major (CMAV)**. Both are vocational courses and have been popular in view of their potential for employability. The college was then under the University of Calcutta. From 2008 the affiliation was shifted to the newly formed West Bengal State University. Since only two colleges under the new University were offering the CMEV programme, the University resolved to close the course with effect from 2014-15. Hence no students were admitted to this course during the current session, although the ongoing second and third year batches are still continuing.

The curriculum for the Vocational courses is set by the University and the admission criteria are similar to those for other general courses, i.e. the students need to secure 45% marks in the aggregate (40% for SC & ST) at the H.S. (10+2) or in an equivalent examination.

However, unlike the other General courses, English has to be a recognized subject in the previous examination carrying at least 100 as full marks. In addition, though subjects in other general courses have a curriculum of four papers carrying 100 marks each, the Major courses have eight papers each of 100 marks. Unlike other Humanities subjects the CMEV also has practical components in most of the modules. The Department of English conducts the CMEV programme with one guest lecturer taken during full session, while the CMAV course is taught by part time teachers and guest faculty all of whom have MCA qualifications. The Coordinator of the CMAV course is usually a faculty member from the Department of Physics.

The remuneration of guest faculty is @ Rs.200.00 per class while the part time teachers are paid a salary of Rs. 11,000.00. The remuneration offered is in keeping with the norms followed for other departments of the College. Since both the vocational courses are self financed, the fee structure is slightly higher than in other courses. The following chart indicates the difference in fee structure, other charges such as Development fee, Session charges, Library fee etc. remaining the same.

Table 1.2.2: Comparative Fee Structure of Honours, General & Major Courses:

Fees	Honours		General		Major	
	B.Sc	B.A.	B.Sc	B.A.	B.Sc	B.A.
Admission Fees	300	300	250	250	600	400
Tuition Fees/ Month	110	75	85	50	600	400
Practical Fees / Month	100-300		50-130		200	300
Caution Deposit	200		100		200	200

*This fee varies according to the programme taken, hence a range has been provided.

The College provides **Distance Education** through its study centre affiliated to the **Netaji Subhas Open University** (recognized by the UGC and the West Bengal Government). Various courses offered by the NSOU study centre at the college provide students the flexibility of combining the conventional face to face and distance mode of education. Students can choose from a number of courses offered by the NSOU study centre. These include Certificate courses in Pre-Primary Teachers' Training (1 year), Journalism and Mass communication (1 year). There are Bachelor Programmes in Library and Information Science, Bengali, English, Geography and History as also Masters programmes in Bengali, English, History, Political Science, Public Administration, Education, Social Work,

Geography, Mathematics and Commerce. The programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary are designed and rules framed by the NSOU and the College strictly adheres to the rules. These programmes are of special benefit for women who have dropped out of college and who wish to pursue a course after a considerable lapse of time. The Distance Education mode encourages women to participate in life long learning and thereby contributes to societal development.

The College will begin the **MA programme in Bengali and English from the 2014-15** session as permission has already been granted by the University. .

The Governing Body of the College has resolved to start from 2015-16 Academic Session the **BBA programme** and **Honours in Psychology** and two Commerce subjects – **Accountancy and Marketing**. In view of the emerging trends in the job market, the institution feels that the launching of these programmes in Management and Commerce will address a long standing need among a section of the student population. Psychology too is offered in very few colleges and would, it is felt, open up avenues for Certification courses in Counselling and Rehabilitation which have strong potential for employability.

1.3: Curriculum Enrichment

Working within the curriculum set by the University, the institution constantly seeks to realize its objectives of integrated growth, reinforcement of ethical and social values by providing students a varied exposure to intellectual experiential learning. The value added programmes of the institution make the learning process more meaningful by supplementing curricular learning with experience of other horizons beyond the classroom.

Departmental Seminars and **lectures by experts** invited to the institution expose students to current and emerging trends in the academic field, thereby broadening their scope of study. **Workshop** are also organized which, by their interactive nature, encourage participatory behavior among learners. The lectures and seminars address **cross-cutting issues** such as Gender, Human Rights and Climate Change. Students are sensitized with regards to their right and duties; they develop concept of social justice and gender equality and widen their understanding of women's issues. The **Centre for Women's Studies** in the College has, over the past year, organized various seminars on gender equality, legal rights, women's health,

and other women centric issues. A Workshop on Cyber crime and Cyber ethics organized by the Centre has been very well received.

Environmental education is a compulsory programme in the Humanities and Science curriculum, and makes students aware of various environmental issues. A State-level seminar on Environment organized in 2013 encouraged students participation through a poster exhibition where these young minds demonstrated a remarkable insight into various environmental concerns. Students are also encouraged to keep the campus clean and to promote the use of eco-friendly products such as leaf plates and paper cups. This activity enables them to translate concepts into practice and instills in them a sense of social responsibility. They also engage in planting activities in the college grounds which foster in them a bonding with nature and natural surroundings.

The **Students Welfare Cell** of the College undertakes the responsibility of addressing diverse student needs with regard to the dynamics of the job market. For students in the first year who are LI learners, the **Foundation Course for English Communication Skills** has been made compulsory. All first year General students have to enroll for the **certificate course in basic computer applications** that has been organized by the institution in collaboration with the Institute of Computer Engineers (India). The **Placement Cell** regularly organizes inhouse visits by different companies to expose students to various opportunities in the employment market. It is a matter of **institutional pride** that from 2011 onwards, the Placement Cell has been able to organize an annual campus interview with **TCS** in which students from pass out batches have successfully gained employment with the company. It is a further boon to the Third Year students that prior to the interview and selection, trainers from TCS provide an intensive Communication and Soft Skills programme. Through this training session, even those who do not get finally selected are given an exposure to employable skills, that would further their career options.

With regard to career opportunities, the College takes a broad based, liberal view. All students do not have the aptitude for academics and may be interested **in alternative careers**, such as modelling and the audio visual media. In the past year such students were given exposure to the modelling campaigns organized by the Times of India group and the P.C. Chandra (Jewellers) groups within the premises of the college. The Principal takes positive initiatives in organizing such programmes.

Within the curriculum, **projects, field trips and study tours** encourage participatory activities among students that enhance their **social and life skills**. These skills are further broadened through extra curricular activities such as NSS and NCC which the college has applied for in the current academic session. The NSS will assuredly contribute to a sense of commitment towards society and help develop the moral and ethical values in the students that the institution upholds. For the present, extension activities in the neighboring communities that are undertaken by the College foster among the students a sense of social engagement and responsibility.

The **Extra Curricular Scheme** that the college conducts involves students in various cultural programmes that bring out and support their skills in the fine arts – drama and education, music and dance. All through the year teachers guide and train students to showcase their talents. Participating in such activities, students learn to shed their inhibitions and gain confidence and poise.

The College has a structured mode of eliciting **feedback**. **Students' feedback** on the curriculum is obtained on a regular basis through counselling sessions conducted by each department. Apart from such verbal feedback, the College obtains feedback from each student after completion of the course, in a definite format every year. Students also have access to the **online feedback** format. The **Alumni Association** of the College sponsors the self defence programme & extracurricular activities (Music, Dance and Recitation) for the students. The association also helps some socio-economic weaker students in their studies and obtains feedback on curriculum from the alumni members during meetings. Feedback on curriculum is obtained from parents and guardians at the time of parent teacher meeting organized by each department regularly. The Placement Cell organizes seminars and counselling programmes with **different companies and peer groups** who give feedback on the curriculum. The College also obtains feedback from **eminent personalities** in the **academia** who visit the college from time to time. In January 2013 the Vice Chancellor of the University visited the College and, impressed by the College infrastructure and ambience, made a proposal to set up the School of Language and Culture within the College premises under the auspices of the West Bengal State University. The Institution also takes part in various community programmes and, through such social outreach endeavors, students and teachers interact directly with **different members in the community** where they receive feedback on curriculum.

The Principal, the IQAC members and the Secretary of the Teachers Council collaborate to form the various committees to take care of the institutions enrichment programmes. The conveners of all the enrichment programmes conducted during the academic year submit a report annually to the Principal. The institution thus ensures that all the programmes offered relate to some of the important regional, national and global issues and at the same time give shape to its objects. Moreover, feedback from the stakeholders helps in monitoring and evaluating the quality of the enrichment programmes.

1.4 Feedback System

As the College is affiliated under the West Bengal State University, it has to abide by the curriculum framed by the University. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Executive Council of the University. However, the college can contribute to the development of the curriculum designed by the University through **parallel and supplementary programmes** that would enrich curriculum. Interaction and participation with **faculty members from other affiliated colleges** also contributes to the development of information database that the College can use for its own benefit. Some teachers of the College take active part in framing and modifying the University syllabi of the degree courses **as members of the Board of Studies.**

There is a **formal mechanism** to obtain feedback from students and stakeholders on the curriculum. The feedback thus obtained is analyzed and teachers who are members of the Board of Studies communicate the outcomes and suggestions obtained after analysis of feedback to the affiliating university for appropriate inclusion. The Principal of the college, as a member of the University Court which is the highest body for academic and administrative policy, can also directly convey the feedback from stakeholders of the institution to the University. The feedback obtained is also made use of by the IQAC for curricular enrichment and introducing changes / new programmes.

In the last four years **three new subjects and two new programmes** have been introduced by the institution. General courses in **Education, Food & Nutrition, and Psychology** were introduced from the 2013-14 Academic Session. **Honours** programmes in **Hindi** and **Sociology** have been introduced from the 2014-15 Academic session. All these courses were decided upon on the basis of local demand and potential for employment. There is a large population in the local community who come from other states and who are native speakers

of Hindi. As the College offers hostel facilities, there are also many students who come from other parts of India. Hence the College decided to offer Hindi as a major subject of study at the degree level. It was also felt that since the programmes in Bengali, Sanskrit and English had been in the curriculum for many years, Hindi, being the national language, needed to be included to make the language courses on offer complete.

The other four courses introduced i.e., Education, Sociology (Honours), Food & Nutrition and Psychology have good potential for employment and are generally in high demand among women students. Many of them opt for teaching as a career, and a degree in Education is an advantage for them. A degree in Sociology could lead to an MSW, and the opportunities are ample. A course in Food & Nutrition would help students acquire jobs in the health and hospitality sectors, which are burgeoning in India, while Psychology offers many options in the areas of mental health and rehabilitation, which in today's world are national, and even global concerns.

The following additional initiatives have been taken up by the institution for curricular enrichment:

- Innovative teaching learning procedure has been initiated for all subjects using computer based teaching aids such as projectors and laptop. All departments have been provided with computers and students are encouraged to access web resources Science Laboratories have been equipped with modern and advanced equipment. Study tours and field trips have been increased to enrich curriculum by providing experiential learning.
- A well designed, modern e-library allows students access to advanced multi-media to equip them for the global market.
- Students are encouraged to engage in project based work in all departments.
- Students are encouraged to contribute to the college magazine "Uttaran". They also prepare the college wall magazine, highlighting relevant local, national and international events.
- The College has begun the M.A. Programme in English and Bengali from the 2014-15 Session.
- From 2015 the College will launch the BBA Programme and Honours in Psychology.
- From 2015 the College also plans to introduce the Commerce programme with Honours in two subjects – Accountancy and Marketing.

CRITERION II: TEACHING-LEARNING AND EVALUATION

As far as the teaching-learning modalities of the institution are concerned, our principal objective is to adopt appropriate methodologies enhancing effective learning. The teachers try to incorporate various teaching methods, including interactive sessions and participatory approach, in order to make the teaching-learning process interesting. At the end of each session the institution can comprehend or assess the success and progress of learners through University and College examinations. A thorough analytical study is made by the individual departments. Thus the core problematic areas are first of all identified and then methods for rectification are carried out by the faculty.

2.1 Student Enrolment and Profile

The **admission process** of the institution **is widely publicized and is transparent**. The admission process is notified on the **college website sncwgs.ac.in** to provide all relevant information to stakeholders regarding admission. Information is provided regarding downloading of admission forms, eligibility criteria, rules and regulations, courses offered, fee structure and all admission related information. The list of candidates selected for admission according to merit is also posted on the website.

The **prospectus** is made available to all applicants. All relevant information regarding the College infrastructure, the admission procedure, course fees and student aid, the various activities of the college is conveyed through the prospectus.

The admission notification, posted on the website, is also displayed on the **college notice boards**, providing relevant information about the process of admission.

To ensure transparency in the admission process, **applications for all courses are invited in advance** declaring norms of selection. All the applications for a particular course are screened by the concerned department and applicants' list is prepared according to norm i.e. total marks and reservation category. The selected candidates' lists are displayed on the College notice boards as well as the website of the College, indicating the norms for selection including reservation category. Thus transparency is ensured from the stage of notification until the completion of the admission process, ensuring access, equity and social justice through adherence to rules. Admission to every course is conducted under the supervision of the **Admission Committee**. This Committee also personally addresses queries by applicants through helpdesks, thus ensuring that the process is open and accessible to all students.

For all B.A., B.Sc (Honours and General) courses, the **admission is based on merit** at the +2 qualifying examinations and reservation, as per the order of the Government of West Bengal and the affiliating University i.e. the West Bengal State University. However, in respect of admission to some Honours courses the **College also sets its own minimum admission criteria** in addition to the guidelines framed by the University. Hence in subjects such as Anthropology, Economics and Geography, weightage is given to English even though this is not specified by the University guidelines. These additional criteria are posted on the website and on the notice board of the College. The College may make some relaxation with regard to the additional criteria, upon review of applications. For example, in Chemistry, the minimum admission criteria of the college were stated as 60% in Chemistry and 45% in Mathematics. This was later modified in the selection list to minimum of 50% in Chemistry and 40% in Mathematics. The norms for the Honours Courses finally decided upon (which are generally a combination of University rules and College criteria) form the basis of the preparation of the merit lists and these are posted along with the lists of selected candidates on the college notice boards and the website.

For admission to the Major Courses, the University rules, as stated in the prospectus, are followed.

The College, acting as a Study Centre, offers studies in post graduate courses in some subjects, Bachelor's degree/diploma programme and Certificate courses through the **Distance Education mode**, after obtaining consent from the Netaji Subhas Open University. Some of the College teachers even voluntarily participate in the programme. The criteria for admission to the courses at the Sarojini Naidu College Study Centre of the NSOU are framed by the said University and the College strictly abides by these rules.

To attract meritorious students to the Honours and Major courses the College also takes in candidates through **Direct Admission**. The criteria for Direct Admission are posted on the College notice board and the College website together with the dates for counselling and admission.

Maximum and minimum percentage of marks for admission at entry level for each of the programmes offered by the College and **their comparison with other colleges** of the affiliating University within the district are given below: (as per merit list 2014-15)

Table 2.1.1. Maximum percentage of marks for admission at entry level (aggregate %)

Subject	SNCW	ECGC	MDM	DDMC	RDMC	BNC
ANTA	68	-	74	-	-	93
BNGA	87	77	84 75 -			83
BOTA	81	84	75	81	-	92
CEMA	93	-	- 93		-	96
CMAV	86	-	-	-	-	--
EOCA	76	80	60 -		-	95
ENGA	94	93	87	85	-	95
GEOA	86	88	86 91 -			97
HINA	53	-	-	-	-	-
HISA	88	77	83 78 81			97
MTMA	91	-	88	92	71	97
PHIA	81	73	72 75 77			91
PLSA	89	78	86	78	78	95
PHSA	92	-	84	90 83		96
SANA	78	-	87	-	-	-
SOCA	77	88	87 -		-	-
ZOOA	89	91	90	91	-	96
B.A. GEN	73	79	87 -		-	-
B.SC GEN	76	78	77	-	-	-

Table 2.1.2 Minimum percentage of marks for admission at entry level (Aggregate %)

Subject	SNCW	ECGC	MDM	DDMC	RDMC	BNC
ANTA	45	-	50	-	-	41
BNGA	45	67	41 41 -			48
BOTA	47	66	53	54	-	42

CEMA	60	-	- 44		-	43
CMAV	50	-	-	-	-	-
ECO A	68	51	55 -		-	53
ENGA	62	78	57	50	-	45
GEOA	52	80	61 57 -			52
HINA	45	-	-	-	-	-
HISA	45	57	45 48 37			44
MTMA	56	-	47	55	54	40
PHIA	52	50	43 46 51			47
PLSA	50	45	42	47	52	50
PHSA	50	-	59	60 58		42
SANA	46	-	43	-	-	-
SOCA	57	43	47 -		-	-
ZOOA	57	71	51	45	-	41
B.A. GEN	30	57	30 -		-	-
B.SC GEN	42	54	40	-	-	-

Key : SNCW : SAROJINI NAIDU COLLEGE FOR WOMEN

ECGC : EAST CALCUTTA GIRLS COLLEGE

MDM : MRINALINI DUTTA MAHAVIDYALAY

DDMC: DUM DUM MOTIJHEEL COLLEGE

RDMC: RAJARHAT DEROZIO MEMORIAL COLLEGE

BNC : BIDHAN NAGAR COLLEGE

All the colleges are in the North 24 Parganas district and affiliated to the West Bengal State University.

Every academic year, after the admission process is over, the institution **reviews the process and student profiles**. The Principal places the report before the Academic Sub-Committee where the process is reviewed, any lacunae in the process are identified and steps are decided upon for improvement. Student profiles are also checked to ensure that all statutory regulations are met. Accordingly, this year the Admission Committee adopted certain measures to give quality service to students and ensure a smooth and transparent admission process in the academic session 2014-15. They are

- All notifications related to admission are displayed in the College notice boards and the College Website, which contain detailed information about number and range of courses, eligibility, process of admission etc.
- There is a procedure for downloading admission forms.
- There are dedicated windows for form submission for different streams to avoid long queues and ensure fast admission procedure.
- Helpdesks by both teachers and students
- Detailed and attractive prospectus.
- Customized software for cash handling in the admission process and quick data gathering of the students admitted.
- All merit lists are posted on the website and the College notice board.

All these measures were approved in the Academic Sub-committee. These mechanisms have ensured that the admission process was conducted smoothly and have been appreciated by the applicants and other stakeholders.

One recommendation made by the Academic Sub-committee regarding further improvement in the admission process was to mark all online admission forms with unique ID No. This measure will be adopted from the next academic year. The whole admission process will be made online from the next year.

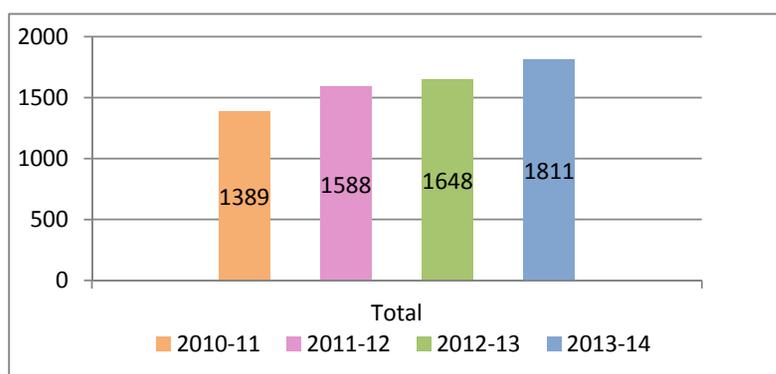
The admission policy of the institution and its student profiles demonstrate / reflect the National commitment to diversity and inclusion by adopting the following strategies to increase / improve access for the following categories of students:

- a) Students from disadvantaged communities – SC/ST/OBC & differently abled : Seats are reserved for SC/ST and OBC candidates according to norms laid down by the West Bengal State University and the West Bengal Government Higher Education Department. Access is ensured to these marginalized communities through the complete implementation of reservation- cum-merit as per the orders of the Government of West Bengal.

Table 2.1.1 Social Profile of the students:

	2010-11	2011-12	2012-13	2013-14
General	1183	1277	1301	1459
SC	126	241	270	255
ST	50	22	17	13
OBC	30	47	60	83
Differently abled	Nil	01	Nil	01
Total	1389	1588	1648	1811

Fig 2.1.1. Increase in Student Enrolment (2010-2014)

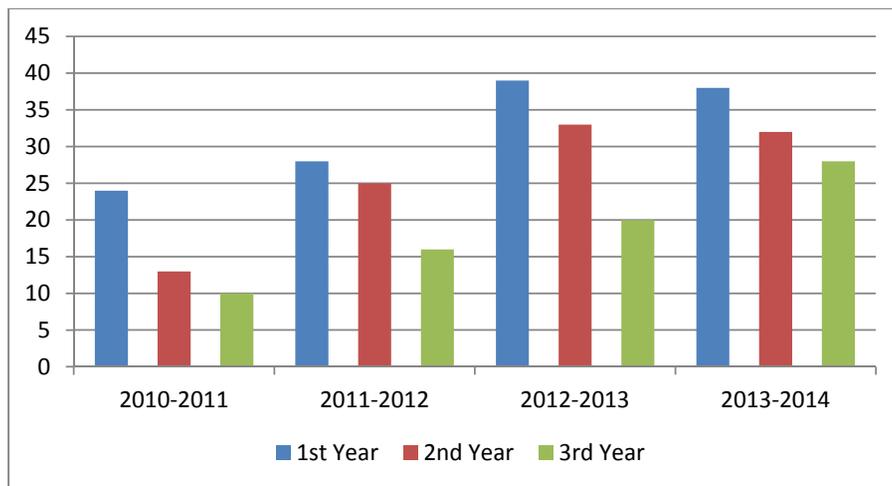


- b) Women: The institution being a Women's college, seeks to provide equal access and opportunity to all its women students. The College takes an inclusive approach towards women irrespective of their social and economic backgrounds. It offers hostel

facilities to students who come from far-flung areas of rural Bengal, as also to students from other states, especially eastern and north-eastern regions, and neighboring countries like Bangladesh. Applications for hostel facilities are invited from students at the time of admission.

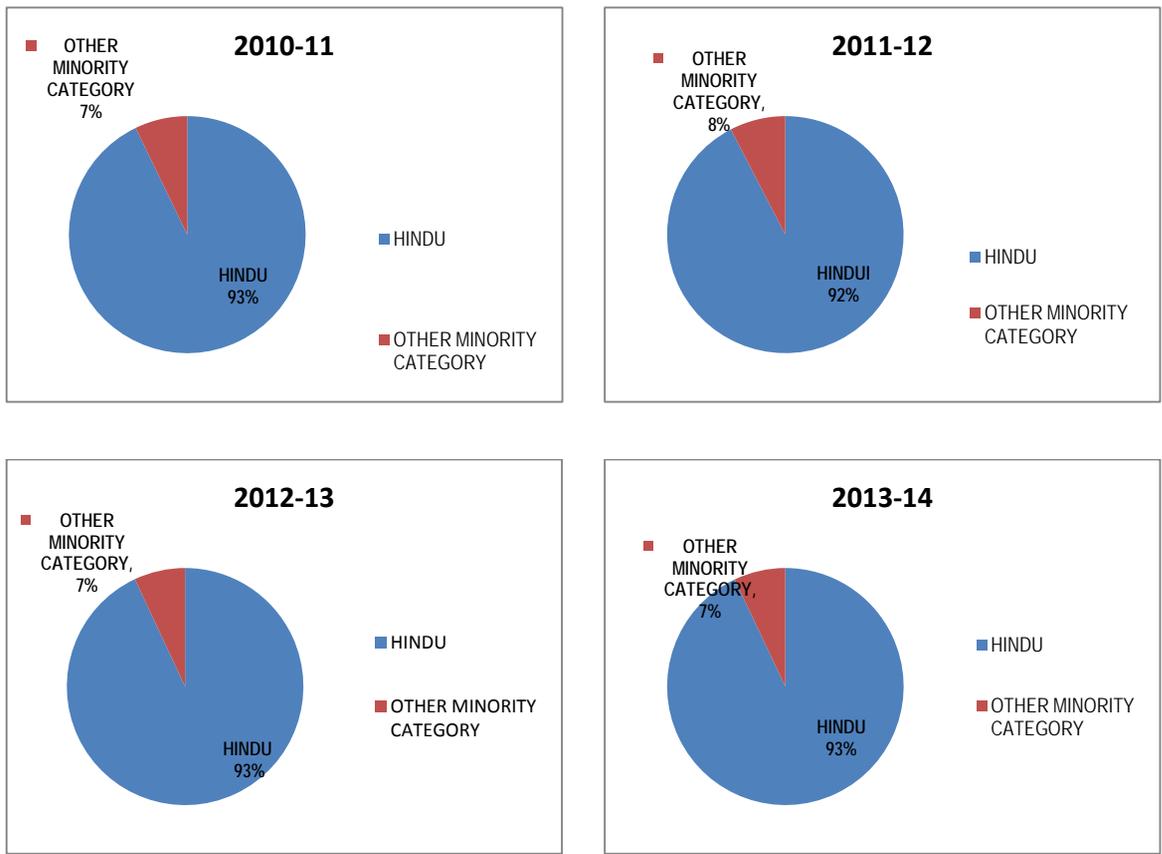
- c) Economically weaker sections: The Students' Welfare Committee supervises the grant of aid and stipend for economically underprivileged students. Students are asked to apply for waiver of Tuition Fees soon after admission.

Fig. 2.1.2 No. of Students under BPL Category



- d) Differently-abled students: The college has facilities to cater to the needs of differently-abled students. Ramps installed in the Main Building, the Annex Building and the Library address the needs of physically challenged students. Students with visual challenges are provided with writers and audio recordings.
- e) The district in which the College is located as well as the neighboring districts have a strong population belonging to the minority community and the institution provides equal opportunity and access to all sections of women students.

Fig. 2.1.3. % of Minority Categories (2010-2014)



Overall the trend in admission is rising due to the availability of qualified teachers, improved infrastructural facilities, a student- centric teaching- learning process and transparent and good governance. In the last four years there has been a 30% increase in enrolment

The following are the details for **various programmes offered by the institution** during the last four years (2010-2014).

The demand ratio in the above chart for Honours and General Courses has been computed as Number of seats: Number of applications, in order to better understand the **trends of increase / decrease**.

As can be seen from the chart, the programmes of Bengali, English, Geography and Zoology have maintained a higher demand ratio than other subjects. This ratio has also been more or less constant despite the increase in the number of seats as per government rules. Students in these courses are sometimes admitted in excess of available seats, as some of them leave

before registration, opting for another college / course of their choice. This practice on the part of the institution ensures that no seats are left vacant at time of registration. However, the gradual fall in the number of applicants in the Humanities programmes of History, Philosophy, Political Science and Sanskrit indicates a decreasing trend. The Political Science course gives greater cause for concern with a demand ratio of <1 in the last two years.

The decreasing trends in the demand for the History, Philosophy, Political Science and Sanskrit programmes are largely due to factors beyond the control of the institution. From 2008 the College, along with 62 other colleges, formerly affiliated to the University of Calcutta, was transferred to the newly formed West Bengal State University, through Government notification. Societal acceptance for the new University was slow-- and this trend still continues-- as students seemed to prefer a college under the University of Calcutta, which has a long standing tradition. This was more so as the college is situated in the borderline of segmentation of the University jurisdiction. The other reason for the decline in popularity of these courses may be indicative of a larger societal trend, where, in an increasingly technology - driven world, the study of the liberal arts and non-technical subjects among students of average merit is on the decline.

Through various seminars, workshops and extension lectures, the institution has taken the initiative to popularize these courses. Through such efforts the College helps students to identify areas of further study and explore job opportunities that may open up through pursuance of these courses. The Placement Cell of the College undertakes personal counselling, where students are encouraged to enroll for these subjects. The cell later inducts these students for training in services such as the Education Service (School Service Commission) and the State Civil services.

The demand ratio for most of the Honours courses in the Science subjects has maintained a constant over the four years under review, even as the number of seats have increased as per government rules. While the Geography and Zoology courses have always been high on popularity among students, the College has cause for anxiety regarding the low ratio for Economics. During counselling at the time of admission, the institution makes a strong effort to quell student apprehension regarding the difficulty / complexity of the subject, and encourages students to enroll. There has been a distinct improvement in the enrolment for this subject in the academic year 2014-15.

Since the Major (Vocational) courses are self-financed, all valid applicants are allowed to enroll for the course.

Table 2.1.4 Demand ratio with respect to total no. of seats

Sl. No	Programmes	No. of Applications						No. of seats						Demand ratio (No. of Applications/ No. of seats)						No. of Students admitted					
		10-11	11-12	12-13	13-14	10-11	11-12	12-13	13-14	10-11	11-12	12-13	13-14	10-11	11-12	12-13	13-14	10-11	11-12	12-13	13-14				
1	BNGA	150	186	177	175	40	44	49	49	3.8	4.23	3.61	3.57	37	41	47	57								
2	ENGA	241	263	248	232	40	44	49	49	6	5.98	5.06	4.73	50	41	58	58								
3	HISA	80	85	78	55	40	44	49	49	2	1.93	1.59	1.12	19	31	46	24								
4	PHIA	130	135	106	80	40	44	49	49	3.3	3.07	2.16	1.63	31	30	32	34								
5	PLSA	50	70	45	35	40	44	49	49	1.3	1.59	0.92	0.71	19	14	21	17								
6	SANA	125	140	126	72	40	44	49	49	3.1	3.18	2.57	1.47	37	35	27	25								
7	ANTA	52	75	60	65	35	38	44	44	1.5	1.97	1.36	1.48	13	23	26	40								
8	BOTA	96	135	101	99	35	38	44	44	2.7	3.55	2.3	2.25	35	37	35	43								
9	CEMA	120	134	108	82	35	38	44	44	3.4	3.53	2.45	1.86	40	34	33	47								
10	EOA	2	0	8	7	35	38	44	44	0.1	0	0.18	0.16	1	0	5	5								
11	GEOA (Science & Arts)	217	257	274	250	40	44	49	49	5.4	5.84	5.59	5.1	67	43	47	69								
12	MTMA	65	91	73	58	35	38	44	44	1.9	2.39	1.7	1.32	36	32	16	27								
13	PHSA	58	81	70	50	35	38	44	44	1.7	2.13	1.59	1.14	24	34	28	15								
14	ZOOA	242	303	281	270	35	38	44	44	6.9	7.97	6.39	6.14	38	39	39	51								
15	CMAV(B.Sc)	17	16	9	39	35	38	44	44	0.5	0.42	0.2	0.89	17	16	9	39								
16	CMEV(B.A)	10	11	8	9	40	40	49	49	0.3	0.28	0.16	0.18	10	11	8	9								
17	B.A General	209	286	374	425	209	286	374	425	1	1	1	1	209	286	374	425								
18	B.Sc General	28	96	64	100	28	96	64	100	1	1	1	1	28	96	64	100								

2.2 Catering to Student Diversity

In adherence to government policy the **College enrolls differently abled students** and makes a sincere effort to cater to their needs and integrate them with mainstream campus life. **Ramps** have been installed in all the buildings of the College to ensure ease of movement for physically challenged students. The College also has **plans to install** a lift in the near future to ensure easy access to students to the upper floors of the buildings. Till such time, it is a policy of the institution to adjust the Time Table in such a manner that all classes which have students with physical challenges are held on the ground floor. Teachers in this regard extend personal care to all such students. Students who are **visually challenged** are provided writers and audio recordings of lectures to enable them to cope with the curriculum.

To enable such students to become part of mainstream campus life, the College encourages them to participate in all the co-curricular and extra-curricular activities of, such as debates, quiz, cultural programmes etc. The institution takes pride in the manner it has been able to successfully implement an inclusive approach with regard to these students.

Before the commencement of the programme the institution makes an overall assessment of students' needs in terms of knowledge and skills. The merit and performance of students in the last qualifying examination forms the basis of assessing their knowledge and skills. The interaction of the teachers with the students before the commencement of the teaching programme helps in understanding the knowledge and skills of the students. From the current year the IQAC has taken an initiative to prepare a database of all students who enroll in the College, in order to make a comprehensive assessment of their abilities and needs. As an initial step in this process, students will be required, soon after enrolment, to fill up a proforma regarding information about their academic and personal details as well as their interests and need. The IQAC will build the database from the information thus gathered, combined with the feedback received by teachers through their interaction with the students before the commencement of the teaching programme.

Since acquisition of competencies occurs at different paces for different learners, the College implements **specific strategies to address and bridge the knowledge gap** of the enrolled students, and enable them to cope with the programme of their choice.

The strategies that are deployed by the institution include

- Identification of slow learners
- Simplified/Vernacular explanations in class room lectures and discussions
- Problem solving exercises to enable concept clarification
- Remedial classes for slow learners, focusing on the under-privileged sections of society, organized by the Remedial Coaching Cell of the College
- Recommending simpler reference books for them.
- Conducting revision of topics and special tests for them
- Arranging special theoretical, tutorial and practical classes by each department

In order to further bridge their knowledge gap and help them cope with the demands of the world around them, the College encourages these students to enroll in the Foundation Course of Communicative English Skills that is conducted by the institution, as also the Computer Literacy classes that are provided by the College in collaboration with the Institute of Computer Engineers (India).

The institution identifies and responds to the special educational / learning **needs of advanced learners** as well. These needs are identified through feedback received from the teachers in their direct interaction with such learners. The institution responds to their special educational / learning needs by adopting the following strategies:

- Recommending advanced level reference books and academic resources including web resources
- Arranging special classes to clarify their doubts and difficulties
- Encouraging them to take up Projects based on theoretical data/practical works/survey data/case studies arranged by those departments in whose syllabi these are included.
- Encouraging their participation in Student Seminars on reference topics that are organized by some departments.

- Encouraging them for participation in co-curricular activities such as Debate, Quiz and Problem Solving-Decision Making exercises.

The Placement Cell of the College periodically organizes seminars and workshops where these students are also given the opportunity to explore areas of higher study as well as career options. Interaction with external agencies who are invited to these Seminars and Workshops stimulates them to explore avenues beyond classroom learning.

At the induction programme, in the beginning of each academic year, the **Principal**, in her welcome address, **focuses** on the goals and objectives of the institution and its **commitment to gender sensitization inclusive growth and healthy environment practices**. Thus freshers are sensitized on such issues on the very first day of College. Throughout the academic session periodic lectures, seminars and workshops are organized to sustain awareness on such issues among the staff and students of the College. **The Centre for Women's Studies** of the institution addresses issues such as gender equity, women's rights and responsibilities, their multifarious roles in society, and other women-centric concerns including health. Women staff and students are also informed about the **Sexual Harassment Redressal Cell** that has been formed under the **VISHAKHA** guidelines of the Supreme Court of India. Exclusive seminars under the Equal Opportunity Scheme are regularly organized to build the concept of social justice and gender equality.

To foster an inclusive academic environment all staff and students are encouraged to participate in various welfare and community oriented programmes within the College and its neighboring areas. Seminars on socio-cultural issues and health awareness programmes help the campus community towards a better understanding of larger societal concerns. Through participation in the various outreach programmes in the neighboring areas of the College, both staff and students gain an increased awareness of social responsibility.

Commitment to environmental concerns is fostered among staff and students through practice. Seminars and workshops are organized by the institution from time to time where experts in the field enlighten students and staff on various environment issues. But the institution also seeks to translate concepts into practice by engaging the students and staff to keep their own immediate environment clean and safe. Students are thus involved in keeping the College surroundings

clean and eco-friendly through the use of leaf-plates and paper cups and recycled materials. The staff and students participate in planting activities in the College grounds; they help nurture the butterfly garden and also take part in the preparation of waste compost within the College grounds. All these activities ensure an engagement with nature and bonding with natural surroundings.

Individual departments, through their day-to-day interaction with students in their programme, **provide the College with data and information on the academic performance** of the students at risk of drop-out from class lectures, class tests, mid-term and Test examinations. These data are used to evolve strategies to improve the academic performance of students from the disadvantaged sections of society,-- the slow learners, the physically challenged, the economically weaker -- so that they do not discontinue their studies. Some of these strategies are:

- Providing tuition waiver and other aid. The Students' Welfare Committee supervises the grant of aid for underprivileged sections
- Providing slow learners with bilingual explanations and social counselling, remedial coaching through the Remedial Coaching Cell and regular monitoring of their progress
- Providing differently – abled students with personalized case and catering of their specialized needs.
- Providing the economically weaker sections free ships and other concessions, and liberal concessions depending on their merit.

2.3 Teaching – Learning Process

Learners in the college are diverse in respect of their geographical locales, their social background, their abilities and personal attributes, all of which have an impact on the extent of their learning. The College therefore frames its teaching – learning modalities in such a manner as to be relevant to all learner groups. The **learner -centric education** that the College provides **adopts appropriate methodologies** that facilitate effective learning for all students.

The detailed layout of the teaching plan is offered in the **Academic Calendar**. All Heads of Departments, in consultation with all faculty members, schedule an Academic Calendar for their individual programme before the commencement of the session. The Academic Calendar highlights

the content and time frame for completion of the modules. This enables the students to know the academic programme and the components to be learnt. The teachers would also know the time frame for the teaching – learning process. The Academic Calendar also provides the schedule for examinations for the benefit of the students and the teachers.

Every teacher draws his/her teaching plan broadly taking into consideration the ability of the students. Review and necessary modifications are made primarily by the Heads of the Departments in consultation with faculty in the departmental meetings.

The Examination Sub - committee prepares the time frame for conducting the internal examination schedules (the exam schedule, evaluation schedule, marks submission schedule and result announcement schedule). This enables the examiners and examinees to know the time frame for completion of the process of evaluation and results. Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution.

Thus the systematic planning, organization and implementation of teaching – learning and evaluation is possible within the total scheme of the university schedule.

The IQAC plans and supports effective implementation for total Quality Management of the teaching learning process for all stakeholders. It contributes to improve the teaching- learning process by:

- Planning and introducing more learning resources to improve the teaching – learning process and encouraging the use of innovative methods
- Supporting the organization of workshops and seminars to spread awareness on academic and social issues.
- Planning and actively participating in enhancing the infrastructural facilities in terms of space, equipment, laboratories, library etc.
- Facilitating inter-disciplinary programmes, faculty development programmes and research activities.
- Appreciating, encouraging and providing support to all staff for quality sustenance and quality improvement in teaching, research and administration.

The students are at the centre of every educational institution and all possible efforts are made to ensure their fullest growth and development in a safe and congenial environment. From the

time a student enters College, she is guided and motivated into channelizing her energies in the best possible manner. Through classes and tutorials, remedial coaching, career counselling, aids and infrastructural facilities, students are groomed for the large r world as thinking, ethical and socially responsible individuals. Appropriate methodologies are implemented to make education learner centric. **The support structures and systems available** for teachers to develop skills are the Academic Calendar, interactive and instructional techniques like audio-visual mode of teaching, computer- based teaching- learning method, an automated library, internet access and laboratories with modern and advanced equipment. Seminars, debates, lectures by experts from other institutions, interdepartmental lecture exchange and presentations foster inte ractive, collaborative learning among the students. Experiential learning through projects, field work, surveys, experiments and practical classes develop independent learning among them.

To instill among its students critical thinking skills and a creative and analytic temper, the College gives them exposure to a wide variety of learning experiences. **Seminars and lectures** based on curricula, as well as **students' seminars** are organized by almost every department. These are combined with **study tours** that engage students in experiential learning. Thus a visit to the Silk Processing Unit in Kolkata gives students a first- hand experience of the extraction of silk from cocoons. Similarly a tour of the birthplace of Tagore at Jorasanko Thakurbari exposes students of the Bengali and History departments to the multifaceted personality of the Nobel laureate. **Field work** is included in the curriculum of the Departments of Life Science and Geography, which help them correlate theoretical knowledge with practical experience. Students are also involved in **project based** work and in **organizing exhibitions** related to their subjects. **Participatory activities** like preparing wall displays, posters, and making presentations are encouraged among the students. Mechanisms such as the **Placement Cell, the Remedial Coaching Cell** (for slow learners and students from the underprivileged communities), and the **Grievance Redressal Cell** extend support measures to the students. The extension and **outreach activities** of the college develop value based education to foster the spirit of social responsibility among the student community. Participation in **sports** and **cultural activates** inculcates an overall personality development among the students.

The following **technologies** and **facilities** are **used** by the faculty **for effective teaching**:

- Bengali, Hindi Sanskrit and English: Lecture method, interactive method, audio-visual mode, seminars and workshops based on the curriculum. Study tours are also organized.
- History, Political Science, Geography, Sociology, Economics and Philosophy : Lecture method, interactive method, audio-visual mode, seminars and workshops based on the curriculum, project based learning with study oriented tour, socio-economic surveys based on the syllabus
- Physics, Chemistry, Mathematics, Computer Applications: Lecture method, interactive method, multimedia presentation, group-discussion and computer assisted learning

- Anthropology, Botany, Zoology: Lecture method, interactive method, audio visual mode, correlating theoretical and practical classes with project based learning, and experiential learning like field work.
- The faculty can access well- equipped laboratories and library resources and computer facilities.
- The faculty in the language departments can access a well equipped language laboratory. This is particularly useful for classes on phonetics and for the visually challenged students.

Students and faculty are exposed to **advanced levels of knowledge and skills** through the following methods:

- The institution provides the facility of blended learning ie face- to- face learning along with computer based learning
- The institution provides expert lectures by peer members from reputed institutes such as the University of Calcutta, the West Bengal State University, Jadavpur University, Rabindra Bharati University and National level scientific research institutes.
- The departmental seminars and workshops invite experts in different fields to deliver lectures that are of immense benefit to students and faculty.
- Students are encouraged to participate in seminars and workshops organized in the College and by other institutes and colleges. Students of the Zoology department have participated in poster exhibitions and won awards. Students are also encouraged to read journals including the journals published by the college.

Table 2.3.1

a) Workshops : Organized by departments between 2010-14 (Illustrative examples)

Name of department	Thrust Area	Date
English	Restoration Plays	04/05/2011
English	The Three Waves of Feminism	06/05/2011
Placement Cell	Development of Soft Skills	15/09/2011
Chemistry	Effect of Pollutants on Student Health	14/11/2011
Placement Cell	Career Guidance	16/01/2012
Placement Cell	Grooming for the Job Market	17/02/2012
English	Boulderby in Hard Times	03/04/2012
English	The Porter scene in Macbeth	11/04/2012
Hindi	Making a Career in Hindi Language	16/04/2012
IQAC& Political Science	Unitization of Syllabus	10/08/2011
IQAC& Political Science	Question pattern of the Political Science syllabus	15/09/2012
Political Science	Global, National and Regional issues & problems	17/12/2012
English	Characterization in Kanthapura	09/04/2013
Sociology	Research Methodology	12/12/2013
Sanskrit	Spoken Sanskrit	19-21/ 03/2014

b) Seminars: College Sponsored (Illustrative Examples) and UGC State Level (2010-14)

Department	Thrust Area	Date
Bengali & Philosophy	Nari O Andarmahal	08/09/2010
Students Welfare Cell	Restoration of Health – Physical and Mental	21/12/2010
Physics	Astrophysics – Black Hole Accretion	07/03/2011
Anthropology	Method of Data Collection	12/08/2011
Physics	Death of a Star	08/08/2012
Mathematics	Celestial Sphere and Astronomical Coordinates	16/11/2012
Economics	Problems of Labour Surplus Economy	08/01/2013
Geography	EL Nino and its impact on Monsoon	19/02/2013
Zoology	Placenta formation	04/03/2013
Zoology	Biodiversity	25/03/2013
Centre for Women's Studies	Disregard for Women, Disgrace for Society	26/03/2013
English	Structuralism: An Introduction	03/04/2013
Bengali	Bangla Sahitye Nari O Samaj Bastabata	05/02/2013
Physics	Solar Cell	12/02/2014
Centre for Women's Studies	Cyber Crime & Cyber Ethics	24/02/2014
Centre for Women's Studies	Women and Stress	26/02/2014
Centre for Women's Studies	From the Antahpur....	26/02/2014
IQAC (value based)	Towards a Better Future	18/06/2014
State Level (UGC funded)		
Humanities	Crisis of Civilization	10,14/1/13
Science	Progress of Science Vis-à-vis Environment	11,14/1/13

Students benefit from **Academic** and **Psycho-social support** and guidance services in the following ways :

Academic Support is offered in terms of classroom teaching, tutorials (100% of Honours students), Remedial Classes (15% of total students), Counselling sessions (25% of total students), Class test (100%), Evaluation of answer scripts (100%), Rectification of answers as per the model answers (100%), guidelines for presentation of papers in student seminars (5%).

Psycho-social support is provided by faculty members of the department concerned when the student faces any psychological and social problem (10-15% of the students), sometimes the departments seek help from allied departments like psychology with regard to provision of support.

Guidance services are provided by the Students' Welfare Committee, and the Placement Cell. Professional counseling, mentoring and academic advice are imparted to the students by faculty from the IT sector, and other industries and consultants. The Placement Cell takes the responsibility to equip students for the demands of the job market. The following programmes are organized for providing guidance services

- Foundation Course in English Communication Skills : (1st Year students)
- Soft Skills Development Course offered by TCS (50 Third Year students per session)
- Entry-in-service classes for Competitive Examinations: (approx. 20 students per session)
- Computer training (1st year students)

The **Innovative teaching approaches** adopted by the faculty include:

- Participatory learning through field work, projects and surveys
- Contribution to the designing of syllabus by BOS members
- Use of web resources in some departments
- Use of PPTs
- Organizing subject oriented departmental seminars
- Subject related film shows followed by discussion (English department)
- Survey of socio-political issues (Economics, Political Science, Sociology)
- Inter- disciplinary teaching
- Use of GD, brain storming, Poster, Wall magazine as part of class room teaching
- Numerical analysis through computer programming (Mathematics)
- Numerical simulation, power point and impromptu presentations by students (Physics)
- Preparation of database, data analysis and graphical representation (Zoology)
- Focus on student centred learning
- Industry – Academia interaction

Efforts made by the institution **to encourage the faculty to adopt new and innovative approaches** are

- Arranging well equipped laboratories. Equipment are often shared on Common basis
- All departments have a PC with internet connectivity

- Faculty and staff are made aware of the benefit of using web resources and are provided necessary training
- Purchasing text and reference books in the Central and Departmental libraries.
- Motivating faculty members to participate in Refresher Courses, Orientation Programmes, Seminars, Workshops and Conferences.
- Motivating faculty members in research work and publication
- Providing ICT enabled teaching-learning tools for faculty members such as LCD, Laptop, microphone etc to engage learners
- Introducing new programmes and innovation in curriculum.
- Introducing quiz , open-book tests, students' seminars in some departments.

The **impact** of such innovative practices has made teaching and learning more contemporary and meaningful. They have enhanced the delivery of content as well as the manner through which it is delivered.

Library resources provide effective support to the teaching- learning process. The library is well-equipped and provides democratic use to all students through an open access system.

- The library resources are collected and preserved through adequate shelves and almirahs
- The library provides congenial physical and virtual environments with modern tools and technologies.
- The library staff provide committed and friendly service to all members of the institution.
- The Central library, with its rich resources of books and periodicals, access to other libraries like the British Council, supports teaching, learning and research across a wide range of disciplines.
- The library is being automated and is making efforts to access INFLIBNET facility.
- The departmental libraries offer students of the concerned department additional open access to reference books relevant to their subject.

With regard to **completion of the curriculum within the time frame**, data of the last four years show that the number of teaching days is around 220 which is higher than the UGC stipulated teaching days of 180 days per year. (The fall in teaching days in the academic year 2010-11 was due to the Assembly Elections when the campus was requisitioned by the Election Commission for 13 days between 18/04/11 to 30/04/11). The syllabus is generally completed, but in such exceptional cases as stated above, special classes, remedial classes are arranged during the study leave period.

The institution monitors and evaluates the quality of teaching-learning through

- Monitoring the performance of teachers by the Principal
- Monitoring of students' attendance by the department, the Principal, and communication to parents
- Assessment of teachers through students' feedback, parent teacher interaction
- Maintenance of academic diary by faculty members

2.4. Teacher Quality

Table 2.4.1: Profile of the Teaching Staff of the College

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc/D.litt							
Ph.D				18	2	8	28
M.Phil				5	0	3	8
P.G.				4	0	2	6
Government Approved Part Time Teachers							
Ph.D					1	1	2
M.Phil					1	2	3
P.G.					1	7	8
Temporary Teachers (Guest Teachers)							
Ph.D						2	2
M.Phil						1	1
P.G.					8	25	33
College Contractual Whole time Teachers							
Ph.D						2	2
M.Phil							
P.G.					1	6	7

The regular faculty is employed strictly as per rules and conditions of the UGC, the West Bengal Government and the University. The same eligibility conditions apply to Part-time and Guest faculty. Appointment of **whole time permanent teachers**, including Principal, of affiliated Colleges is made in accordance with the provisions of the West Bengal College Service Commission Act of 1978. However, if in any subject the faculty strength falls due to retirement of any teacher and the recruitment of new teachers does not take place in time, then the authority

takes initiative to appoint **Part-time teacher / Guest faculty** according to the rules and norms laid down by the affiliating University and the Department of Higher Education, Government of West Bengal.

There is no provision for the post of Professor in the College. The post of Associate Professor is promotional.

To cope with the growing demand / scarcity of qualified faculty to teach new programmes, the College has the freedom to recruit competent part-time faculty according to the rules stated above. At present there are 31 vacant posts calculated according to the admissible number of posts. Vacant posts calculated according to the sanctioned number of posts by the Government of West Bengal is 17. In almost all the science departments whole-time faculty strength lies far below the stipulated norms framed by the West Bengal Government and the UGC. To bridge the gap the College has taken steps to recruit Contractual Whole-Time Teacher (CWTT) and temporary teachers (Guest Teachers). They are paid from the College Fund. The financial liability of the Government Approved Part-Time Teachers (APTT) is borne by the State Government.

In the last three years Government Approved Part-Time Teachers have been inducted in the following departments:

Hindi -1

Philosophy – 1

History – 1

Botany – 1

Chemistry – 2

Geography – 1

Molecular Biology – 3

Zoology – 1

English – 1

Sanskrit - 1

In the last three years 9 Contractual Whole-Time Teachers have been inducted in the departments of Computer Applications, Anthropology, Sociology, Botany Zoology and Hindi.

Table 2.4.2: Nomination to Staff Development Programmes

Academic Staff Development Programmes	Number of faculty nominated			
	2010-11	2011-12	2012-13	2013-14
Refresher Courses	02	04	04	02
HRD Programmes				
Orientation Programmes		01		
Staff Training conducted by the University				
Staff Training conducted by the Institution				
Summer Schools / Winter Schools Workshops etc	02		02	02

Faculty training programmes are organized by the institution from time to time. These are generally in- house, informal programmes. On issues such as handling new curriculum, content / knowledge management, selection, development and use of enrichment materials, assessment, teaching-learning material development, selection and use, heads of departments provide informal orientation to faculty members. Regarding the use of audio visual aids / multimedia etc., technical assistance is provided by the College to operate computer-based tools.

Table 2.4.3: Percentage of Faculty Participation in Seminars/Workshops

Faculty	Percentage			
	2010-11	2011-12	2012-13	2013-14
Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies	6%	3%	3%	2%
Participated in external Workshops/Seminars/Conference recognized by national / international professional agencies	20%	28%	11%	17%
Presented papers in Workshops/Seminars/Conference recognized by national / international professional agencies.	5%	13%	21%	10%

The following **strategies are adopted** by the institution **to enhance teacher quality**:

- The College provides autonomy and infrastructure for learner –centric educational approach through implementation of appropriate methodologies like the Academic Calendar, interactive techniques like audio-visual mode of teaching , computer-based learning, organizing seminars, debates, lectures by experts from other colleges and Universities, interdepartmental lecture exchange and presentations. This is accompanied by experiential teaching like project-based learning, field work, surveys, experiments and practical classes etc.
- The College organizes Workshops / Seminars / Conferences to enhance teacher quality.
- Study materials, reference books and web resources are provided.
- Students and faculty keep abreast of recent developments in their disciplines by referring to research journals, latest reference books, participating in National Seminars / Workshops / Summer Schools/ Refresher courses / internet browsing and interaction with experts.
- Faculty are encouraged to develop and sustain linkages with other academic and professional institutes.
- The temporary faculty are retained in the following sessions.
- Teachers are encouraged to contribute to the College On- line Journals.

To **recharge teachers**, the College has the following systems / policies in place:

- The College encourages research aptitude among teachers in all possible ways. The Research Committee of the College motivates teachers for academic advancements and helps them to apply to the UGC, DST etc for research projects. The IQAC mentors and motivates teachers to undertake projects.
- The College has allocated a fund of Rs.50,000 to encourage teachers to take up in- house research projects.
- The Management encourages and supports research by providing study leave to complete Ph.D and M.Phil work.
- Leave is granted to participate and present papers in national / international conferences / seminars, and other training programmes
- The College provides necessary infrastructure and funds to organise National / State Level Seminars and Lectures.,

- Some College faculties guide research projects leading to Master's thesis and conduct courses in integrated Ph.D. Programmes in other institutions.
- The College is committed to promote research or otherwise ensure professional development of faculty.

No. of teachers who were granted study leave for research work in the last three years: 03

Since the **State has least provision of recognition** of teachers for excellence in teaching, College does not have any faculty member who has received such recognition.

Evaluation of teachers by the students

- The College has introduced evaluation of teachers by the students. Outgoing batches are issued questionnaires to give feedback course-wise and teacher-wise. The IQAC analyses the feedback forms and gives an evaluative report to the Principal. The outcome of the feedback analysis is informed to each teacher for future improvement and encouragement.
- Existing students are encouraged to fill the online feedback form where they are free to give feedback on teachers. The Website Committee passes the feedback received to the IQAC for analysis and evaluative report to the Principal

Evaluation of teachers by external peers

- External Peers in the form of visiting Professors and experts come to the College during Seminars / Workshops. Some of them interact with the teachers and convey their opinions to the concerned Head of Department. This leads to an informal evaluation of teachers by the external peers.
- The teachers are evaluated about their teaching and research activities by the subject expert from the University, and Officials sent by the Department of Higher Education, Government of West Bengal, at the time of their promotion.

Evaluation is used for improving the quality of the teaching-learning process. Through such evaluation a teacher comes to know about his / her strengths and limitations and seeks to improve upon his / her strengths and overcome the shortcomings.

2.5. Evaluation Process and Reforms

The institution **ensures that the stakeholders--** especially students and faculty – **are aware of the evaluation process** through the following ways:

- Announcement and official notices circulated to both Teachers and students
- Class notices served in each class
- Notification and circular from University
- Prospectus
- Academic Calendar

Students of laboratory-based subjects are well briefed on the process of evaluation of external examinations / projects / viva voce throughout the period of their study.

In the parent-teachers meetings, the evaluation process is clearly explained to the parents.

Before the University examinations, students have to appear for a model Test examination designed by the institution. They also have to take monthly class tests, periodical examinations and practical examinations which are the main processes of institutional evaluation.

Evaluated answer scripts are shown to each student by the departmental teachers, pointing out the errors and shortcomings. Teachers also suggest points to be covered to address the question.

One major evaluation reform of the University is the introduction of weightage on attendance in UG general practical examination from session 2009-10. In this process 80% marks would be by the internal teachers through a method of Continuous Internal Assessment depending on the attendance and performance during the work and rest 20% through viva voce.

The project and viva system introduced in the UG Programmes also help the evaluation of students based on their creativity and efficiency in various aspects of their studies. Assignment, Seminar presentation, internal exams and active participation in the class room form the basis of internal evaluation.

The other major evaluation reforms initiated by the affiliating University have been through **changes in curriculum** and **Reforms in Examination patterns** in order to evaluate the students' depth of knowledge, skill, aptitude to problem solving, communication ability. Syllabi have been updated in most subjects (Anthropology, Botany, Chemistry, Computer Applications, English, Political Science, History, Sanskrit etc); changes in question pattern have been introduced (Political Science); there has been the introduction of contemporary global issues (Political Science). Project work has been introduced in different subjects (Economics, Zoology, Sociology). The examination pattern has been reformed by introducing the annual pattern

All the above reforms have been adopted by the institution.

In affiliated colleges like ours, there is little scope at the UG level for a College to initiate reforms in curriculum or introduce its own examination system, at least in the Theoretical papers. However, faculty who are UG BOS members offer suggestions regarding curriculum and examinations at the University Committee meetings which are often implemented. Most of the faculty members are University examiners and head examiners, and they too convey feedback regarding curriculum and examination reform.

Certain **reforms** have been **initiated by the College** for the betterment of the evaluation process within the institution. When a class test or a seminar in the College is evaluated by the teacher, the personal impression of the teacher about the student carries weightage. This is used **to identify Advanced and Slow learners**.

There has also been a **reform in the examination pattern** within the College. The evaluation method of organizing examination on Annual basis has been changed to Class tests, Periodical and Test examinations. The College maintains a **Continuous Internal Assessment** mechanism by which students are assessed throughout the year. Short tests, MCQ technique etc. are used to

evaluate the knowledge of students with respect to a particular topic. Along with this the University level examination is taken.

In the Continuous Internal Assessment, **weightage is also given to students' attendance** in class. Corrective measures are taken in cases of continued absence of any student from class, and students' attendance in regular classes has been made a criterion for overall evaluation.

The College ensures effective implementation of the evaluation reforms of the University and those initiated by the institution. The University has its own mechanism to conduct the summative examinations on annual basis and implements any examination reform effectively through the decisions taken by the Examination Committee of the University. The College has little say in evolving an UG examination pattern in the University examination process except when these questions are taken up for discussion in University academic bodies like BOS of the concerned departments. Most faculty members are university examiners and some of them are BOS members in their subjects and they put forward their views and suggestions as and when a reform is introduced.

There is a College- level Examination Committee which, along with the IQAC and the Academic Sub-Committee, ensures that the reforms initiated are effectively implemented. The BOS members maintain the linkage between the University and the College in examination matters and keep track of all the developments in the University's examination operations.

Formative assessment of the students is done all through the year through multiple assessments like class tests, presentations, project assignments, regular laboratory work, field work etc. The scores of these assessments enable teachers to gauge the students' progress. The scores are shown to the students so as to encourage improvement, but these scores have no direct involvement with the summative assessment. They act as a complement to the summative assessment.

The UG Test examination is held by the College, as per the University pattern, few months before the University examination. These papers are evaluated by the College teachers. The Test examination acts as a preparatory examination.

Summative assessment, the final assessment of performance at UG level, held at the end of every Academic year, is external and is carried out by the University. The evaluation of the University examinations is carried out by examiners appointed by the University. Teachers of the College are not allowed to evaluate the papers of their own students.

Formative and Summative assessments have congruent outcomes. The results of the Formative assessment approaches help the teacher decide on the teaching-learning process according to the academic level of the students, while the Summative assessment occurs at the end of a learning unit and determines how much of the content taught has been acquired by the student.

To ensure **rigor and transparency in the internal assessment** the following measures are taken by the College:

- Results of class tests, weekly tests, periodic tests and the Test examination are displayed on the departmental notice boards.
- Students are shown their evaluated scripts and addressed individually regarding their performance in internal examinations of the college.
- Students may address any grievances regarding assessment to the Head of the Department.
- Weightage is given to academic performance in internal assessment. There is no mechanism for a quantified weightage for behavioral aspects, communication skills etc. These are assessed through students' participation in various co-curricular and extra-curricular activities of the College and conveyed to them as and when necessary.

Apart from the **graduate attributes** expected by the University syllabus, the College tries to ensure that students graduating from this institution attain certain specific attributes: Soft Skills, English Communication Skills, Computer Literacy, Social and ethical values, Application skills, Team-work skills. These attributes will help contribute to national development by fostering

global competencies among them, and thereby fulfill the objectives of the institution towards holistic, integrated growth of its students.

Mechanisms for **redressal of grievances with reference to evaluation at the College and University level** are available to students. At the College examination, if there is any grievance on the part of the student regarding evaluation, she may directly approach the departmental Head or any of the faculty members of the department. The evaluated answer script is shown to the student. If there is any change in evaluation, it is corrected by the faculty members and the change is inserted in the marks slip.

At the University examination, if the student is not satisfied with her evaluation, she may apply for review of results as per University guidelines. The application for review is forwarded by the Principal to the University. After review, a fresh mark sheet is provided to the student by the University through the College showing improvement / no change in marks.

2.6 Student Performance and Learning Outcomes

The College has clearly stated learning outcomes stated in its vision and mission statement. By grooming young women into well equipped, confident, competent, socially and morally responsible persons, the College seeks to translate the desired learning outcome into reality. Students and staff are made aware of the Learning Outcomes through the Prospectus. They are expressed in the counselling and introductory meeting with the students and are also discussed during the progress of the curriculum.

The institution **monitors the progress of students** throughout the duration of the course they are enrolled in through classroom lectures and internal assessments, (class tests, periodic tests, project assignments, laboratory work, Test examination).

A strict vigil is kept on attendance, attendance registers are checked regularly, and any shortfall in attendance is communicated to the students, and if necessary, parents are also informed.

Parent teacher meetings are held and parents are informed about the progress of their ward.

The institution **communicates** students progress through :

- Student- teacher interaction within the class and outside of the class
- Counselling and group discussions
- Parent-teacher meetings
- Evaluation report of the performance of students in tests. Theoretical and practical examinations are organized in the model of the University examination. Students can assess themselves through these examinations and be motivated to overcome their shortcomings

The following table provides the **programme-wise result** of the students of the last four academic years. The table provides the pass percentage, in final examination, course wise.

Table 2.6.1: Result of B.A/ B.Sc Part –III Examination (2010-13)

Year	2009-10		2010-11		2011-12		2012-13	
Title of the Programme	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %
BNGA	32	97	39	89.74	21	100	26	100
*ECO A	00	00	00	00	00	00	00	00
ENGA	25	100	31	100	16	100	15	100
GEOA(B.A)	04	100	00	00	13	100	03	100
HISA	14	100	20	95	32	93.75	10	100
PHIA	20	100	31	90.3	38	68.42	11	90.90
PLSA	14	93	04	100	15	100	12	100
SANA	25	92	36	94.3	31	96.77	16	100
CMEV (M)	07	100	11	91	06	100	07	100
ANTA	07	100	06	100	08	100	10	100
BOTA	13	92	04	100	13	76.92	17	100
CEMA	07	100	02	100	08	100	06	100
GEOA (B. Sc)	22	95.5	33	97	30	100	36	97.22
MTMA	05	60	01	100	11	81.81	15	92.99
PHSA	04	100	07	85	06	100	05	100

ZOOA	06	100	10	90	17	94.12	14	100
CMAV(M)	21	90.4	06	100	03	100	03	100
B.A. (G)	238	98.7	114	85.09	134	71.64	151	84.42
B.SC. (G)	39	97.5	16	93.75	17	88.24	13	92.30

*No student took the Third Year Examination

Analysis of the results over the four years indicates that in many courses there has been a 100% pass result. The pass percentage depicts a good teaching-learning atmosphere in this institution.

The teaching, learning and assessment strategies of the institution are structured in an integrated manner in order **to achieve the desired learning outcome**. The UG BOS members, the IQAC, the Academic Sub-Committee take initiative in planning and mapping the achievement of the intended learning outcomes. The College allows space in the curriculum for students to learn in different ways, according to their ability. There is a balance between lectures, seminars and independent or participatory learning activities, generating a desire for enquiry among students. As students coming from different social and economic backgrounds have different learning competencies, assessment is designed as an inclusive strategy that accommodates all students. Where a student finds difficulty in achieving the intended learning outcome, remedial coaching, counseling classes are offered for improvement. Feedback from students and guardians help to assess whether the learning outcomes are achieved.

To enhance the social and economic reference of the courses offered, the College takes the following initiatives / measures:

- Value added programmes are blended in the curriculum to make them more job-oriented
- In the Vocational courses, entrepreneur skills and media courses that are included in the curriculum are taught by expert faculty in these fields who are taken by the College as Guest Teachers
- The College laboratories and the Library help students to inculcate innovation by allowing them to explore and experiment independently.
- The Placement Cell periodically organizes campus visits by industry to help students explore placement opportunities.

- Research aptitude is developed among students by encouraging them to make presentations in student seminars, where they speak independently / in groups on a pre-assigned subject.
- The curriculum for Science subjects has practical components which ensure the development of practical skills. Field work, case studies, surveys, industrial visits, computational techniques ensure hands-on skill development, that help in employability.
- The Humanities and Social Science subjects have in their curriculum topics relevant to global trends (e.g. Environment, Human Rights, Population studies, Gender studies etc.). These make students aware of the social relevance of the courses and provide thrust towards communication skills, report writing skills, computerization components and so on.
- Faculty members engage in informal discussion with students during counselling sessions to help them explore various opportunities in their field of study.

The IQAC takes a pivotal role **to collect and analyze data on student performance** and learning outcomes. The College uses the data

- To identify advanced and slow learners and plan separate strategies for them
- To improve learning outcomes of both categories of learners
- To remove their learning barriers by providing them remedial classes, special counseling sessions.

The College monitors and ensures the achievement of learning outcomes through the IQAC and the Academic Sub-Committee. Through these two bodies the institution ensures the achievement of learning outcomes by:

- Identification of advanced and slow learners and framing policies to improve their learning outcomes.
- Conducting class tests
- Holding class discussions
- Organizing seminars and presentations by faculty and students
- Taking remedial classes
- Laying emphasis on written assignments
- Taking feedback from students.

The institution and individual teachers use **the following assessment / evaluation as an indicator for evaluating student performance**, achievement of learning objectives and planning:

- Marks in internal examinations
- Classroom performance
- Attention is also paid to academic matters in and out of the class-room
- Communication skills
- Performance in sports and cultural activities
- Certificates / awards received within the institution and in competitions in other institutions.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

The College caters to students of 19 Under Graduate courses. Two more UG courses and two PG courses have been added during the current academic session. There is thus limited scope for a Research Centre. Nevertheless, many of the teachers of the College are involved in active research work. Over the last few years, the institution also has taken an active role in the promotion of research among its faculty, and in fostering a spirit of research culture among its students.

The College has a **Research Committee**, comprising the Principal and five senior members of the faculty, representing both the Science and Arts streams. The Committee keeps teachers informed about various Projects and Fellowships and motivates them to submit proposals. It also screens proposals funded by external agencies. **Institutional support** is provided **to enable implementation of research** schemes in the following ways:

- Autonomy of the Principal investigator is ensured.
- Timely availability and release of funds is facilitated
- Adequate infrastructural support such as library and laboratory facilities is provided.
- There is provision for educational leave for faculty engaged in research as and when required.
- Classes are adjusted to lessen the teaching load for teachers undertaking Course work related to their Doctoral degree or other research work.
- Internet and computing facilities are available.
- Assistance is provided to enable timely submission of Utilisation Certificate to the funding authorities.
- There is an allocation of seed money of Rs.50,000/- to fund in-house research work.

The major steps taken to enhance research aptitude and **scientific temper among students** are

- Organizing departmental seminars, student seminars, study tours, exhibitions, student projects
- Providing seed money
- Visits by eminent scholars and researchers that act as an impetus to the development of research culture among students.

To encourage staff to take up **projects involving the student community** to sensitize students towards research culture, the institution has promoted three projects within the campus -- 1) The assessment of the diversity of butterflies within the College campus 2) The assessment of the diversity of birds in the campus, and 3) The collection of Medicinal plants.

- a) **The assessment of the diversity of butterflies in the College campus :** This project was undertaken by the Department of Zoology to sensitize students to the threats to our ecosystem as a result of the rise in pollution levels. With the increase of pollution and a shrinking of greenery in Indian cities, butterflies, birds and other fauna are fast disappearing.

Butterflies, apart from being the most prominent biodiversity indicators, also act as our native gardener for their dependence on indigenous plants for completion of the life cycle. Butterflies enable sustenance of ecosystem services through their role in pollination and by serving as food chain components. Being potential pollinating agents of their nectar plants as well as indicators of the health and quality of their host plants and the ecosystem as a whole, exploration of butterfly fauna becomes important in identifying and preserving potential habitats under threat.

In the study area within the campus, a total of 49 species of butterflies under 5 families and 36 genera were recorded during May 2013 and April 2014. Of these 49 species, 5 species come under the Indian Wildlife (Protection) Act. 1972.

The study was aimed towards contributing to the plan of biodiversity restoration in our campus and development of management strategies so as to ensure sustenance of butterflies and ecosystem services derived from them.

A **research paper** on this subject by two students of the Zoology department, under the guidance of their teacher Dr. Soma Aditya (Bandopadhyay), has been accepted in the peer reviewed international **Journal of Entomology and Zoology Studies**. The title of the paper is : “*Studies on the diversity and abundance of Butterfly (Lepidoptera: Rhopalocera) fauna in and around Sarojini Naidu College Campus, Kolkata, West Bengal, India*”. Aiswarya V.Nair, Pradarsika Mitra and Dr. Soma Aditya (Bandopadhyay).

- b) **Assessment of the diversity of Birds:** Another project undertaken by the department of Zoology involves the assessment of the diversity of birds in the College campus. Till date, 32 species of birds belonging to 10 families were recorded in the study area.
- c) **The collection of Medicinal plants:** This project is nurtured by the students of the department of Botany. The use of medicinal plants is a component in the curriculum of Botany, but by actually growing them, students acquire a hands-on knowledge about plant medicines and their uses. The College has a unique collection of medicinal plants numbering about forty at present. Through this project, the student community is made aware of the benefits of plant medicines especially among the poor and rural people, since these medicines are cheaper, with almost no side effects, and can be used safely for common ailments like cough and cold, influenza, liver and digestive complaints, and even for minor bone fractures.

The department of Zoology takes active interest in encouraging and motivating students to undertake small research projects in basic and applied areas of Zoology, apart from their curriculum, for eg,

- Study of molluscan diversity along a coastal area,
- Analysis of soil fauna in a sanctuary / forest
- Behavioral study of a particular animal
- Documentation of local fauna

Students are encouraged to participate in nature study and present their work in seminars and conferences organized by different institutions.

Faculty involvement in active research includes guidance of student research at the Post Graduate level, undertaking Minor Research Projects, and also engaging in individual / collaborative research activity. Dr. Sankha Subhra Nag of the department of Physics has undertaken project and Dissertation supervision for two students in M.Sc in the Electronics program at Acharya Prafulla Chandra College, New Barrackpore. Dr. Sonali Saha, also of the department of Physics, is supervisor of two students in the M.Sc (Physics) programme for their Masters Project and Dissertation at Acharya Prafulla Chandra College, New Barrackpore.

The following faculty have been engaged in **Minor Research Projects** funded by the UGC:

Dr. Mala Bose, Department of Zoology:

1. Comparative Study of hookworm infestation among primary school children population in an urban slum and a rural community at Burdwan, West Bengal (2005-07).
2. Study of the nutritional and hematological status of different gastrointestinal parasitoses among primary school children population in slum areas of Sunderbans (2011-13)

Dr. Sudeshna Chatterjee, Department of Chemistry :

Physiological Effect of Environmental Pollutants on students of Sarojini Naidu College for Women (2010-12)

Dr. Dipanwita Chaudhury, Department of Botany :

Karyotypic and Biochemical studies of different species of Allium in West Bengal (2013-15)

Dr. Sonali Saha, Department of Physics:

Studies on Quantum Entanglement in a Spin Chain and its use in Quantum Computation and Communication (2014-16).

Dr. Sankha Subhra Nag, Department of Physics:

Influence of Black Hole on Accretion Flow and on Chaotic Dynamics
(2014-16)

A number of **Minor Research Project proposals** have been forwarded to the UGC in the current year. These include proposals by

- ◆ Dr. Sudeshna Chatterjee, Department of Chemistry:
Development of Polymer based thin film semiconductor composite matrices for photo electrical solar cell application
- ◆ Dr. Shampa Mondal, Department of Chemistry:
Preparation and Characterizations of visible light active binary metal oxide semiconductors for solar driven water splitting applications.
- ◆ Dr. Chaitali Biswas, Department of Chemistry:
Studies on Cu (II) complexes with tridentate ligands.
- ◆ Smt. Madhusree Palit Dutta, Department of Geography:
Socio- cultural impact of floriculture and women participation in selective parts of North 24 Paraganas, West Bengal
- ◆ Smt. Sweta Mondal, Department of Economics :
Child Rights and India's Democracy
- ◆ Dr. Sukanya Sarkar, Department of History:
Urbanization and Environment in Colonial Calcutta: Reflections in the writings of Rabindra nath Tagore (1861-1941) and his contemporaries

- ◆ Dr. Nibedita Pal, Department of History:
Women in Governance through the Course of History
- ◆ Dr. Soma Ghosh, Department of Political Science
Rights and Duties of Women in Cyber Space
- ◆ Smt. Gouri Sanfui, Department of Bengali
Sundorboner Bhasa – Pratipholito Roop : Samaj O Sahitye
- ◆ Dr. Jaydeep Rishi, Department of English:
Looking through the Colonial Eyes – Image and Imaginations

In the last four years four members of the faculty have been awarded Doctoral degrees. They include

- ◆ Dr. Chaitali Biswas, Department of Chemistry, from the University of Calcutta, 2011
- ◆ Dr. Nibedita Pal, Department of History, from Viswa Bharati, 2011
- ◆ Dr. Swapna Basu Department of Sanskrit, from the University of Calcutta, 2010
- ◆ Dr. Sukanya Sarkar, Department of History, from Rabindra Bharati University, 2014

The following members of the faculty are at present pursuing Ph.D research work at different Universities:

- Smt. Gouri Sanfui, Department of Bengali, at Burdwan University
- Smt. Suparna Bhattacharya, Department of English, at the University of Calcutta
- Smt. Pratiti Chakraborty, Department of Chemistry, at the University of Calcutta
- Smt. Sagarika Sanyal, Department of Chemistry, at the University of Calcutta
- Smt. Rejina Kabir, Department of Philosophy, at the University of Calcutta

The following Approved Part Time Teacher are pursuing Ph.D. in different university:

- Sri Debasish Majumder, Dept. of Molecular Biology, at WBUT
- Smt. Asmita Das, Dept. of Molecular Biology, at WBUT
- Sutapa Bhatta, History, Rabindra Bharati
- Ruby Chakraborty, Philosophy , Burdwan University

The following Guest Lecturers are also pursuing Ph. D. research work at different Universities:

- Sri Prolay Dinda, Dept. of Political Science, at WBSU
- Sri Subhadep Gupta, Dept. of Geography, at WBSU
- Annwasha Chakraborty, Dept. of Psychology, at University of Calcutta
- Poulomi Mitra, Dept. of English, at Visabharati
- Durba Roy Chowdhury, Dept. of English, at Rabindra Bharati University

The College encourages teachers to engage in collaborative research work. Individual teachers collaborate with other institutes in the course of their research on Projects undertaken by them. Among others, teachers have collaborated with the Bose Institute, Kolkata, the University of Calcutta, HRI, Allahabad, Presidency University, the West Bengal University of Technology, the KPS Medical College, Kolkata and the Homoeopathic Medical College, Burdwan for data analysis related to their research work.

The **Priority areas of research** among the Arts faculty members are Womens' Studies, Philosophy, Ethics and Religious Studies, Colonial History, Environmental History, Bengali Literature, Hindi Literature, Sanskrit Literature, Comparative Literature, Indian Writing in English, English fiction, Translation, Literary Theory.

The priority areas of research among the Social Science faculty members are Foreign Policy, Bilateral relations, Agricultural Geography, Human Rights, Indian Economy.

The priority areas of research among the Science faculty members are Plant toxins, Cytology, Immunology, Reproductive Endocrinology, Solar Energy, Nanomaterials, Topology, Computer Coding, Parasitology, Primatology, Cultural Anthropology, Nonlinear Dynamics, Quantum Physics, Astrophysics, Quantum Information Processing, Solar Cells, Material Science.

Senior and prominent **faculty members of University and other institutions are invited** to the College to deliver lectures and interact with the students and teachers. In the recent past Professor Bonita Aleaz of the Department of Political Science, University of Calcutta and Professor Mallika Banerjee of the Department of Psychology, University of Calcutta, conducted gender sensitization programmes at the College. Professor Shrimati Das from the University of Karnataka visited the College in February 2014, and conducted a sensitization programme on Cyber Crime and Cyber Ethics. At the State Level Seminar held in the College in January, 2013, eminent scholars from various fields interacted with students and teachers.

There is provision for **Sabbatical Leave** for research activities, but in recent time such leave has not been requested for by any faculty. However, the institution sanctions educational leave to those who are pursuing their Ph.D or working on research projects. About three of the permanent faculty members have been sanctioned study leave for undertaking research activities leading to the award of Ph.D Degrees in the last four years. The institution creates awareness and effects **transfer of the findings** of research by making the publications of the faculty available to the students and interested scholars. In cases where a research project involves collection of data from any population within the community, the findings from data analysis are also conveyed to the population concerned, in the hope that they may benefit the people within that population.

3.2 Resource Mobilization for Research

As has been mentioned above, the institution does not have a Research Centre, hence there is no major budget allocation for research. However from the 2014-15 session **seed money** of Rs.50,000/- has been allocated for research by faculty and students. The amount is only 0.7% of the total budget, but the College is hopeful that the allocation will be increased in subsequent years. Till date, the institution has not received any application for grant of seed money. As of now, projects within the College have been funded by the General Fund Account of the College.

The individual researcher usually mobilizes his / her **financial resources from UGC** and other external funding agencies. The institution provides him / her necessary help as required and permitted within the rules. The institution and the Governing Body may consider the genuine proposal forwarded by the faculty for financial help. If any faculty seeks financial help for research, it may consider the proposal positively on the basis of its merits.

Interdisciplinarity is a key area of focus in the activities undertaken at the College. Interdisciplinary seminars in Science and Humanities have been successfully organized from time to time. But as the primary responsibility of the faculty members is towards College- level teaching, time management is the main challenge faced in undertaking interdisciplinary programmes.

The institution has not received any special grants or finances from the industry or any other beneficiary agency for developing research facilities. However **optimal use** of various equipment and research facilities within the College is ensured in the following ways:

- Sharing of equipment amongst staff and students for effective transfer of technical skills by various departments under the Faculty of Science, that is Physics, Chemistry, Mathematics, Botany, Zoology, Geography etc
- Providing internet facility to teachers engaged in Research Projects.
- Computer and internet facilities are made available to the students in an organized manner.
- Planning the periods for the full utilization of equipment without wastage of time, eg, computers.
- Equipment and instrument are made available to the students under the supervision of the faculty.
- Instruments are regularly purchased.
- Students are divided into small groups for effective learning of technical skills as required for operating various instruments.

Details of ongoing and completed research projects during the last eight years (Post – NAAC period):

Table 3.2.1 : Minor Research Projects

Sr. No.	Name of Faculty	Duration Year from to	Title of the Project	Name of Finding Agency	Total Grant		Total Grant Received till date
					Sanctioned	Received	
1	Dr. Mala Bose	2005-07	Comparative study of hookworm infestation among primary school children population in an urban slum and a rural community at Burdwan, West Bengal	UGC	65,000	61,000	61,000
2	Dr. Mala Bose	2011-2013	Study of the nutritional and hematological status of different gastrointestinal parasitoses among primary school children population in slum areas of Sunderbans	UGC	1,78,000	1,65,200	1,65,200
3	Dr. Sudeshna Chatterjee	2010-12	Physiological Effect of Environmental Pollutants on students of Sarojini Naidu College for Women	UGC	1,68,000	1,18,000	1,18,000

4	Dr. Dipanwita Choudhury	2013-15	Karyotypic and Biochemical studies of different species of <u>Allium</u> in West Bengal	UGC	1,73,000	1,51,500	1,51,500
5	Dr. Sonali Saha	2014-16	Studies on Quantum Entanglement in a Spin Chain and its use in Quantum Computation and Communication	UGC	4,00,000	3,70,000	3,70,000
6	Dr. Sankha Subhra Nag	2014-16	Influence of Black Hole on Accretion Flow and on Chaotic Dynamics	UGC	4,10,000	3,80,000	3,80,000

3.3 Research Facilities

A well stocked and updated library, internet and computing facilities are the key infrastructural facilities available to students and faculty members of the institution. **Upgradation of infrastructure** for research in emerging areas is a priority. In recent years, the focus has also been on interdisciplinary studies.

- ◆ The College opened the Centre for Women's Studies in 2013. Since then a number of interdisciplinary seminars and sensitization programmes have been conducted by the Centre. As the affiliating University does not have a Centre for Women's Studies, the College could not introduce Women's Studies as a General subject (UG). Efforts are being made to launch a Certificate Course in Women's Studies, but the modalities are yet to be worked upon.
- ◆ The College receives its primary funding from the Government and the UGC. A significant proportion of this grant is spent on developing research facilities.

- ◆ Some of the latest equipment purchased in the Science departments with UGC and Government grant include Spectrophotometer, Digital Centrifuge, Compound Microscope with Digital Camera attachment, BOD Incubator, Digital Balance.
- ◆ Seed money of Rs. 50,000 has been allocated to facilitate in-house projects by faculty members and students.
- ◆ The College has a well stocked Central Library with computerized catalogues.
- ◆ Computing facilities and internet connections are available in the Central Library accessible to both students and faculty members.
- ◆ The Central Library has access to online journals through institutional membership with other reputed libraries such as the British Council Library. Efforts are being made to access online journals and e-books through INFLIBNET.
- ◆ Each department maintains a well-stocked departmental library that is easily accessible to students.
- ◆ Reprographic facilities are available to all staff and students within the College.
- ◆ Scholars from outside the institution also have access to the Library's resources
- ◆ Collaborative research facilities such as the Laboratory Instruments, computer printers, books and Journals are created out of funds sanctioned to project investigators by funding agencies like the UGC.

3.4 Research Publication and Awards

The institution is taking a strong initiative towards the promotion of research publications by its faculty members in order to make a significant contribution towards knowledge base development as well as social development.

The following **three patents** have been obtained and filed in which Dr. Dipanwita Bhattacharya, faculty member in the Department of Botany, was one of the inventors:

- 1) A process for the preparation of electron rich proteins useful for ultrasensitive detection of biologically important molecules.

IN 9701966 – I1; IN 185769 – B

Inventors: Dr. T.K. Dhar, **Dipanwita Bhattacharya**, R. Bhattacharya

- 2) An improved process for preparation of solid phase useful for rapid ELISA of biologically important molecules.

IN 186427 – B

Inventors : Dr. T.K. Dhar, **Dipanwita Bhattacharya**

- 3) An improved process for the preparation of solid phases useful for ultra sensitive visual detection of diagnostically important antigen.

IN 9701991 – I 1; IN 185767 – B

Inventors : Dr. T.K. Dhar, R. Bhattacharya and **Dipanwita Bhattacharya**

Patent assigned: CSIR, INDIA

Research studies and surveys have been conducted by the faculty members of the Departments of Chemistry and Zoology **that would benefit the community** and help improve services rendered to them. In a study carried out by Dr. Sudeshna Chatterjee of the Department of Chemistry, a survey was conducted on the socio-economic backgrounds of the First Year students of the College. Samples of drinking water of the economically weaker students were analyzed to isolate the presence of toxic metals like lead and arsenic. Those students whose drinking water contained appreciable amount of lead, were subjected to Liver Function Test, blood haemoglobin test etc. In fact, two of the samples contained high amount of arsenic as well, and correspondingly, two students were detected having high SGPT values.

The above study was of great benefit to the families of the students. They were contacted and made aware of the gravity of the situation.

A separate study was carried out by Dr. Mala Bose of the Department of Zoology, on hookworm infestation among school children of two primary schools in the Burdwan district of West Bengal. Significant weight loss as a result of loss of RBC and plasma was detected among children with heavy infection. Due to heavy hookworm infection, gastric problems occur leading to Vitamin B12 malabsorption in chronic state causing protein bound malnutrition. As the areas

are of high endemicity, the recommended strategy for disease control is the periodical application of recommended drugs (WHO, 2002) twice a year. The study highlights the positive effect of the promotion of better health of the children who would be the future human resource of the community. For sustainability of worm free status, spreading of health education in the community is extremely necessary. Development of Information Education and Communication Programme would help combat hookworm infection and anemia related malabsorption.

Another study carried out Dr. Mala Bose was on the nutritional and haematological status of different gastrointestinal parasitoses among primary school children population in the slum areas of Sunderbans. At the end of the project, an awareness programme was conducted that had a special impact on the helpless community. All the students of this school, their parents and teachers were participants in this programme. The interactive session focused on education about health and hygiene and on the nutritional value of the food consumed. The parents came to know how the children could be provided a balanced diet within limited resources. By understanding the nutritional values of different food items, the school authority has since improved the quality of the mid-day meals.

The above studies carried out among young students from the economically disadvantaged sections of society helped in developing a close bond between the investigators and the community concerned. The students and their parents were also assured of further help in the future regarding health related problems.

The College publishes **an annual magazine UTTARAN** where students and faculty members are encouraged to contribute. The institution also publishes **two on line journals** with ISSN No. The journal dedicated to subjects in the Humanities and Social Sciences is **Quest – Multidisciplinary Journal of Humanities and Social Sciences**, while the journal for science subjects is titled **The Beats of Natural Science**. The Editorial board for each journal comprises three faculty members from related disciplines. Quarterly issues of the journals are published and all contributions are screened by experts in the related field / subject :

Table 3.4.1 : Publications by the Faculty Members:

Name of faculty	Total no. of publications	Articles in peer-reviewed journals	Chapter in Books	Books	Other publications
<i>Anthropology</i>					
Dr. Madhumati Chatterjee	7	7			
Dr. Nandini Lahiri (Bhattacharya)	11	6	4		1
<i>Bengali</i>					
Dr. Kanika Saha	32	6	2	4	20
Gouri Sanfui	36	1	2		33
Dr. Sraboni Bandyopadhyay	4	1	1	1	1
Dr. Santwana Chakraborty	22		6	1	15
Dr. Dipali Mondal	1				1
Latika De	7		1		6
<i>Botany</i>					
Dr Dipanwita Bhattacharya	5	5			
Dr Dipanwita Chowdhury	7	5	1		1
Dr. Sampa Dutta Sarkar	5	5			
<i>Chemistry</i>					
Dr. Urmila Ukil	8	8			
Dr. Sudeshna Chatterjee	17	7			10
Dr. Manjusha Sarkar	7	4			3
Dr. Shampa Mondal	20	5			15
Dr. Chaitali Biswas	15	13			2
Ms. Prateeti Chakraborty	12	12			
Ms. Sagarika Sanyal	5	2			3
<i>English</i>					
Dr. Mousumi Basu	13			3	10

Dr. Jaideep Rishi	12	3	6	1	2
<i>Geography</i>					
Subhadip Sarkar	9	9			
Chandrima Bandyopadhyay	2	2			
<i>History</i>					
Sukanya Sarkar	16	2		4	10
Dr. Nibedita Pal	10	2	1	1	6
<i>Mathematics</i>					
Dr. Rupa Bandyopadhyay	2	2			
Dr. Nandini Chakravorty	6	6			
<i>Philosophy</i>					
Dr. Sunanda Chatterjee	7				7
Rejina Kabir	6	2			4
<i>Physics</i>					
Dr. Sankhasubhra Nag	10	7			3
Dr. Sonali Saha	11	7			4
Dr. Manisha Pal	22	18			4
Dr. Tapati Jana	16	14			2
<i>Political Science</i>					
Jayasree Banerji	3			1	2
Dr. Soma Ghosh	21	2	1	3	15
Dr. Debjani Bhattacharya	5			1	4
<i>Sanskrit</i>					
Sabita Mondal	1	1			
Swapna Basu	5		1		4

<i>Zoology</i>					
Dr. Kabita Roy	1	1			
Dr. Mala Bose	11	6			5
Dr. Soma Aditya (Bandyopadhyay)	16	8	1		7
Dr. Nivedita Koley	3	2			1
Dr. Soumi Nandi	6	4			2

3.5 Consultancy

The **institute-industry interface** is established through the Placement Cell of the College. The Cell organizes seminars and workshops by different agencies in the industry to provide technical learning and service oriented skills to the students. The interface with industry is also established through the on- the- job training programmes that students of the Vocational Courses (CMAV & CMEV) have to undertake as part of their final year curriculum.

It is a policy of the institution to promote **consultancy services to institutes in the local area** with an aim to reach out to the community at large. The teachers of the institution have expertise in various fields, and offer their services to neighboring schools and colleges. The Kendriya Vidyalaya, Dum Dum, for example, makes a request for such services during their recruitment process.

The consultancy services generally benefit the universities, schools and colleges of the region. Teachers act as paper- setters for theory examinations, as well as external examiners for practical subjects, not only in the affiliating University, but also for other autonomous institutions and other Universities. Teachers in their individual capacities also offer consultation to regional, national and international academic and administrative bodies.

No revenue is generated from consultancy by the institution, as much of the consultation offered is gratuitous and therefore free of cost. Any honorarium received from the beneficiary

agency by the faculty members through consultancy on individual basis is not shared by the College, as these activities are undertaken outside College hours and after completion of all assignments allotted by the institution.

3.6 Extension Activities and Institutional Social Responsibility

The ideals of humility and service are enshrined in the motto of the institution “Tadviddhi Pranipatena Pariprashnena Sevaaya”. Students of the College are taught to imbibe these ideals in their day-to-day lives within the College, where the pupils coming from the more privileged sections of society learn to share and cooperate with their less privileged counterparts in class. Thus service orientation and engagement is part of the culture of the institution. The community activities that the College engages in, are an extension of this essential spirit of service.

The college takes a proactive role in monitoring **students’ involvement in community activities** through the following measures:

- ↪ Teacher- groups are formed to guide students in the appropriate way.
- ↪ The teacher- groups report to the Principal regarding performance of the students
- ↪ Teachers and students meet the parents of drop-out children
- ↪ The college evaluates and reviews the feedback and implements corrective measures to improve the services rendered.

Both teachers and students participate in **planning and organizing the outreach programmes** undertaken by the College. At present community development work is being carried on in the Battala and the Gor akshabasi Road localities. The inhabitants mostly belong to the very low-income groups and are adjacent to a slum population. Need- based programmes are organized and a multi-directional approach is taken to ensure holistic development of the community. Planning for an outreach programme involves the following steps:

- ↪ Identification of the neighboring community within a radius of 5-7 kms.

- ↪ Estimation of its population
- ↪ The community is classified according to its social and economic status. This is usually done on the basis of a questionnaire prepared jointly by the teachers and students.
- ↪ Students identify the needs of the population.
- ↪ Student groups are formed to address separate areas or problems – social economic, educational and health.
- ↪ Students take up programmes to suit the needs of the community.

The social awareness programmes in the extension activities help the community understand their duties as citizens and enable them to ensure a good environment within their area. They are made aware of traffic rules and other safety measures. To address the economic problems of the community, women are encouraged to make simple food items like jam, jellies that will enable them to eke out a living.

The educational problems of the community are mainly addressed through literacy programmes for both the young children and adults. With adults, the focus is also on training for self-sufficiency so that they may engage in some activity to supplement their income.

Health is always a major concern in low- income colonies and slums, and initiative is taken to propagate good habits of hygiene and food among the communities. They are made aware of the need to keep surroundings clean through timely disposal of garbage.

Efforts are also made to inculcate some important habits among the residents within the community whose income level is slightly higher than others. The habits and practices include

- ◆ Awareness of pollutant free environment
- ◆ Safe usage of gas and other electric gadgets
- ◆ Fire safety measures

- ◆ Leaving information at the local police station regarding housemaids / servants
- ◆ Information regarding different welfare projects undertaken in the area so that the residents can avail of them.

Throughout the outreach programmes undertaken by the College, teachers guide and support the students in their involvement with the duties allotted to them. These activities **help broaden the students' perspectives** towards their roles in society, and inculcate in them the values of social responsibility and social service. Through their encounter and engagement with the harsher realities of the society around them, they become more aware and therefore more sensitive to the larger concerns of our society. They acquire life-skills too, as the habits that they seek to promote can also be practiced within their own households. Thus while propagating preventive social medicine, the students themselves become informed about health hazards and their primary protection measures.

All expenses related to extension programmes are borne by the College through the General Fund A/C. In the Current year the College has also applied for participation in the NSS and NCC.

A significant number of the student population of the College belongs to the under privileged and more vulnerable sections of society. To sensitize them towards societal concerns and to instill in them a sense of social justice and empowerment, **the institution periodically organizes seminars and workshops**. The following are some seminars held in the recent past that have helped in their orientation towards social issues.

Table 3.6.1: Seminars held on Social Issues

Date	Topic	Speakers
08.09.2010	Nari O Andermohal	Smt. Mallika Sengupta Smt. Miratun Nahar

21.12.2010	Contemporary Crisis and the Young generation – Malady and Remedy	Organisers: International Society for International Studies
10.02.2012	Common Gynaecological Problems of Young and Elderly	Dr. Aindri Sanyal
10.02.2012	Vivekananda – Vani, Darshan, and Dharma Bhavana	Dr. Sukla Kanungo
26.03.2013	Disregard for Women, Disgrace for Society	Sri Amalesh Kanti Ghosal Sri Amlan Kusum Jana

The Final Year students of the Department of Bengali have launched an extension programme on their own initiative, in which they have been wholeheartedly supported by their teachers. Through this activity, the students of the College address students of neighbourhood schools that cater to the economically weaker sections. The activity is named **Sadbhav Chintan** where pupils belonging to standard V-VII are narrated stories of the great thinkers of our nation,. The girls of the College explain to the children the thoughts and deeds of great men, in language that is simple and easy to understand. The project has been a great success.

The departments of Anthropology and Geography conduct social and economic surveys as part of their curriculum. The surveys are exhaustive and IQAC has taken initiative to make constructive use of them for their extension services. The IQAC has also taken some positive **measures to ensure community involvement** in its outreach activities. Women and children from the lower middle class (as decided by economic parameters) and the poorer sections are given books, copies and other essentials to encourage them to participate in the literacy programmes undertaken by the College students. Pregnant women and new mothers are provided health education by the College. Doctors visiting the College are also requested to distribute free samples of medicines.

In all the community development work undertaken by the College, the local municipalities offer constructive support that is of great benefit to the College. The Chairman of the Dum Dum Municipality is also a member of the College Governing Body and shares the concerns of the College for its neighborhood community. The Chairperson of the South Dum Dum Municipality is also an alumnus of the College and is actively involved in all social and development work undertaken by the institution.

3.7 Collaboration

The institution has sought to upgrade its academic facilities to benefit the student community through a formal **MoU and agreement with the Institute of Computer Engineers (India)**. To meet the requirements of the employment market, students of the College are given computer literacy classes through the training centre of the ICEI within the College campus. The institution has also entered into a formal **collaboration with the Netaji Subhas Open University** to enable learning in the Distance Education Mode and the facility of twinning programmes. The various Certificate, Diploma, Degree and Post Graduate Courses at the NSOU Study Centre within the campus provide curriculum enrichment to the students as also opportunities for faculty exchange and professional development to the teachers who undertake graduate and post graduate classes at the centre.

Collaboration with the **UGC** through various research projects undertaken by faculty members have also helped in the upgradation of academic facilities and infrastructure facilities such as laboratories.

The Placement Cell of the College interacts with various agencies in the industry to impart the requisite skill-sets to students which will enable them to secure employment. Campus placements through **Tata Consultancy Services (TCS)** have become a regular annual feature in the College and each year students in their Final Year find placements with TCS.

Table 3.7.1: National/State Level Conferences organized by the College (2010-14)

Date	Organized by	Topic	In Collaboration with	Resource Persons
Jan., 10, 14, 2013	Humanities departments	UGC funded State Level Seminar on Crisis of Civilization	Dum Dum Motijheel College	Prof. Amal Kr. Mukhopadhyay Retd. Principal, Presidency College Prof. Saugata Roy Hon'ble Member of Parliament Prof. Prasanta Roy Eminent Sociologist Sri Subir Ghosh Eminent Journalist Sri Arun Chatterjee Professor in Bengali Sri Sugato Marjit Professor in Economics
Jan. 11, 14, 2013	Science Department s	UGC funded State Level Seminar on Progress in Science vis- à-vis Environment	Dum Dum Motijheel College	Prof. Dhrubajyoti Chattapadhyay Pro Vice Chancellor (Academic) University of Calcutta Sri Sujoy Basu Professor in Physics Sri Shyamal Chakraborty Professor in Chemistry Dr. Kalyan Rudra Eminent Environmentalist Sri Kalyanmoy Ganguly Professor in Chemistry

Faculty members who are part of the UG Boards of studies at the affiliating University take active role in framing, modifying and implementing the University syllabus and thereby facilitate curriculum development. The Principal of the College, Dr. Urmila Ukil, has a further proactive role as member of the University Court, which is the highest academic and administrative body of the University.

The College has no provision for student exchange or summer placements, but students in the Vocational Courses undertake a four week on- the- job training in the media or industry as part of their Final Year curriculum.

Formal collaborative arrangements such as MoUs with other educational or research institutes do not exist. Collaboration between the institution and such external agencies is generally on the basis of individual initiative by faculty members. Teachers engaged in research collaborate with various institutes and laboratories within and outside the city. Such collaborative engagements involve both exchange of ideas and technical expertise and are of benefit to the students and teachers of the institution.

Some faculty members have **linkage** with the post graduate departments of other colleges, both of the affiliating University and other Universities. They are also associated with IGNOU and other autonomous institutes. Moreover, in pursuance of professional enrichment and development, almost all faculty members are associated with research bodies related to their subject, or with professional institutes within and beyond the state. While faculty members in the Physics department have linkages with the Saha Institute of Nuclear Physics, the Bose Institute and the HRI, Allahabad, faculty in the Life Science departments are associated with the Zoological Survey of India, the Botanical Survey of India, the Indian Institute of Chemical Biology, the Institute for the Cultivation of Science etc. Within the Humanities, the faculty members of the Bengali and Sanskrit departments are members of the Asiatic Society, while those in the History department are associated with the Institute for Historical Studies and the Corpus Research Institute at Jadavpur University. Some teachers in the department of English

are ELT consultants with various institutes and professional bodies, national and international. In the department of Political Science, teachers are engaged in consultancy and publication. Teachers in the departments of Political Science, English and Geography are engaged in extension services through their linkage with various charitable associations of the city.

All these linkages established by teachers through their individual initiative do not merely promote academic and professional development of the teacher concerned. They also contribute to student enrichment and support, for it is the student community who are the ultimate beneficiaries. The extension services also help to reach out to society at large and provide aid and support to the less privileged sections within the community. Thus three research projects, carried out by faculty members of the Zoology and Chemistry departments through collaboration with the UGC, were also extension activities, where the beneficiaries were the economically weaker sections within the College, as also the marginalized groups in the remote Aila affected Sunderbans, and a rural community in a district of West Bengal.

Apart from such individual initiatives, **the planning and implementation** of initiatives in collaboration **at the institutional level** are mainly undertaken by the **IQAC** and the **Placement Cell** of the College. These cells also monitor and review the processes from time to time. The institution remains committed to its cause of providing quality higher education to the young women of our country. The emphasis in the research, consultancy and extension activities is on the holistic development of the students and on producing women who can make a difference to the community and the environment.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

The institution constantly endeavours **to upgrade its infrastructure and learning resources** to keep pace with the modern advancements in pedagogy and ensure delivery of quality education.

The College has the following **facilities for curricular and co- curricular activities**:

- ↪ 67 classrooms and laboratories which are airy and spacious. Classrooms are well equipped with boards and furniture. The galleries have sound amplifiers installed to facilitate delivery of lectures.
- ↪ One spacious Seminar Hall equipped with projector and audio system.
- ↪ Tutorial spaces within each department.
- ↪ Well equipped laboratories for all science departments
- ↪ A language laboratory
- ↪ A garden of medicinal plants managed by the department of Botany
- ↪ A butterfly garden managed by the department of Zoology.
- ↪ Computer facilities in all departments
- ↪ A well equipped and modern library.

Extra- curricular activities are ensured through the following ways:

- ◆ A large playground within the premises ensures that students are able to engage in a range of outdoor sports and games.
- ◆ Indoor games facilities are provided in the Common Room for students, that contains two Table Tennis Boards and two Carrom Boards.
- ◆ There is a gym facility which contains equipment like treadmill, gym ball and standing cycle.
- ◆ The large Seminar Hall, equipped with projector and audio system, is spacious enough to accommodate all formal events such as lectures and seminars, and almost all cultural functions. Large gatherings, as during the College Social or the Prize Distribution ceremony, are accommodated on the grounds designated for the College Auditorium, of which the stage has already been built.
- ◆ The College has already applied for participation in NSS and NCC. The institution however takes initiatives in students' participation in community development work. The institution also provides special classes on self – defence to the students.
- ◆ The Extra Curricular Scheme of IQAC takes responsibility for the cultural activities of the College. Students are trained in dance, music, elocution, and cultural functions are periodically organized.

- ◆ The Students' Welfare Cell regularly organizes workshops on health and hygiene for the benefit of the students.
- ◆ The English Communication Skills Course conducted by the College ensures development of linguistic skills among the students. The Foundation Course will be followed by Intermediate and Advance courses.
- ◆ For general computer education of students, the College has collaborated with the Institute of Computer Engineers (India). The centre of ICEI in the College premises provides computer literacy classes to the students of the College. From the 2014-15 academic session the classes have become compulsory for first year students in the General courses.

Infrastructure facilities of the college are utilized to the maximum scale as follows:

- ↪ Classrooms are utilized for holding classes and examinations. On working days classes are conducted from 10.00 am to 4.30 pm
- ↪ The Library is kept open during summer recess and examination days in addition to working days
- ↪ Different Government and Non-Government examinations are held in the buildings on holidays and Sundays.
- ↪ Seminars, lectures and cultural programmes are held in the Seminar Hall.
- ↪ Instruments are available in all laboratory – based departments and are utilized by students and faculty for research and project work.

For augmentation of infrastructure

- Funds are allocated every year to the laboratory – based departments for augmenting laboratory equipment based on departmental requirements.
- Books and journals are purchased for each department every year.
- Furniture, AC machines, electrical equipment, water purifiers, office equipment, ceiling fans, refrigerators and computer accessories are added to the existing facilities.

At the beginning of the each academic session the College makes a **budget allocation** for infrastructure as part of its plan to promote academic growth and ensure optimal utilization of its resources. The College keeps provision for Maintenance of Computers and other accessories, Electricity and Furniture. Building and Equipment facilities are developed / augmented mostly through **grants received from UGC, the Department of Higher Education and the Director of Public Instruction, West Bengal**. Proposals for the grants are made on the basis of assessment of infrastructural needs of the College. Grants may also be received under the MP-LAD scheme.

In the last four years the following infrastructure facilities were developed:

Table 4.1.1 Infrastructural Facilities developed between 2010-14

Year	Infrastructure developed	Amount (Rs.)	Funding Agency
2010-11	Equipment	1.6 lakhs	UGC
	Fire Extinguishers, Deep Tube well	2.06 lakhs	UGC
2011-12	Equipment	3.54 lakhs	College+ UGC
	Classroom Equipment, Water Cooler	2.15 lakhs	UGC
2012-13	2 Ramps, 1 Generator	7.92 lakhs	College + UGC
2013-14	Renovation of laboratory for Food & Nutrition Reinstallation of College Gate Renovation of College Canteen Renovation of Students' Common Room	10 lakhs	DPI grant for Infrastructure Development
	E-library, Laboratory Equipment, Books	12.5 lakhs	UGC Additional grant (XI th Plan)
	8 Class rooms, 2 laboratories	38,79,843	Dept. of Higher Education
	Overhauling of Drainage System	39,30,087	
	Equipment to all Science Laboratories	15 lakhs	Dept. of Higher Education
	Roof Treatment in 2 Buildings	10 lakhs	MP-LAD

The **present physical infrastructure** of the College comprises the following buildings spread over an area of 3.39 acres:

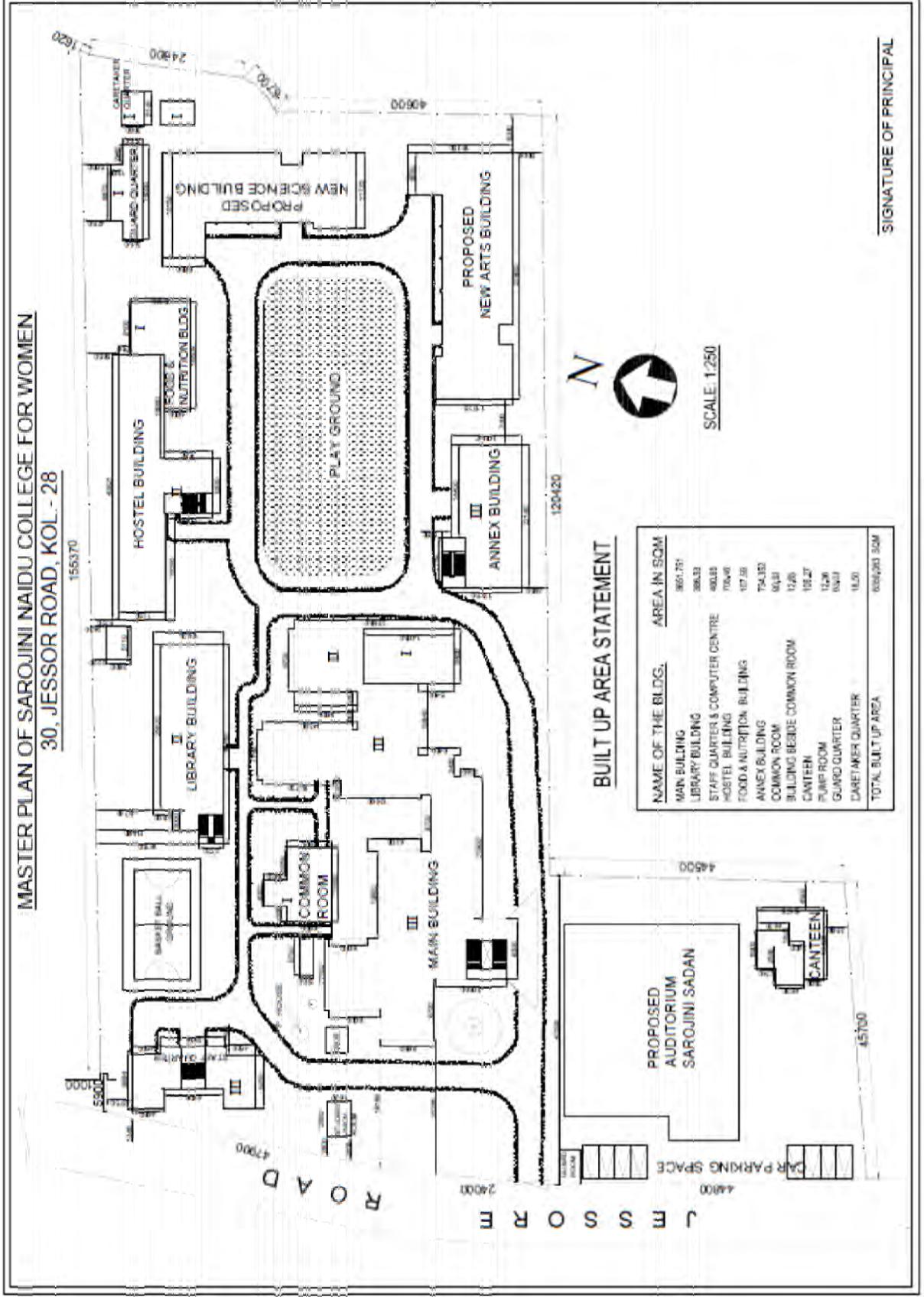
- ◆ The Main Building houses the College Office and Store, the Principal's Room, the Bursar's Office, the IQAC room, the Seminar Hall, the General Staff room, the Departmental classrooms and laboratories, general classrooms including two galleries
- ◆ The Annex Building comprising the NSOU Study Centre and classrooms.
- ◆ The Staff Quarter Building which provides residential facility to teaching and non-teaching staff. At present there is less demand for staff occupancy. Hence two apartments on the first floor are being utilized as Gymnasium facility and as a Rest/sick room.
- ◆ The Central Library Building comprising of two floors.
- ◆ The Hostel Building comprising of two floors.
- ◆ Two guard rooms
- ◆ One separate Students' Common Room
- ◆ One separate Students' Union Room.
- ◆ One Canteen including an open cafeteria.

The **Future planned expansions** of the college are the following:

- ◆ One Auditorium to be built with grant from MP-LAD scheme.
- ◆ One 6- storied Science Building and one 6 storied Arts Building. Proposals for these have been submitted to the Higher Education Department.
- ◆ A new floor to be added to the Hostel Building which will accommodate 32 more students. The proposal has been submitted to the UGC

The **Master Plan** of the institution indicating existing physical infrastructure and future planned expansion is given below:

Fig. 4.1.1: Master Plan of the Institution:



SIGNATURE OF PRINCIPAL

To meet the requirements of **differently abled students**, the College has installed three ramps one each in the Main Building, Annex Building and the Library Building. There is also provision for a wheelchair in the Library. For visually challenged students, the Library is planning to introduce Braille books and Braille related software.

The College **Hostel** is of immense benefit to students coming from other states and from far-flung areas within the state. At present, the Hostel can accommodate 64 students. Recreation facilities like television and indoor games are provided to the boarders. The Hostel Building overlooks the playground and students can avail of outdoor games also. Students generally have their own laptops, but facilities like the Library are shared with the day scholars during College hours. For medical emergencies of the boarders, a physician is available on call. For more pressing emergencies, boarders are admitted to the ILS Hospital located very close to the College. The boarders can also avail of the institutional membership with the Students' Health Home which provides healthcare facilities at subsidized rates.

The **three-storied Staff Quarter** Building in the campus provides residential facility to staff. Of the six apartments, only one is at present occupied by a member of the teaching staff. Over the years there has been a gradual fall in the demand for residential facility among the staff. Hence one additional apartment has been kept on reserve for staff occupancy, while the other four are at present being utilized for purposes that benefit students.

There is a constant supply of **safe drinking water** to the Hostel and Staff Quarters. The institution also ensures **24 hours security** through the service of the College guard men and a hired private security agency,

The college does not have a Health Care Centre but **healthcare facilities** are available in the campus. There is provision for First Aid and a physician is always available on call. For more serious emergencies, the ILS Hospital adjacent to the College is contacted. Students can also avail of the institutional membership with the Students' Health Home which offers subsidized healthcare facilities. The College also provides an insurance cover for students and staff against accidents that may occur during educational tours.

Among other **common facilities** on campus, safe drinking water facility is provided to all staff and students of the College through water purifiers and coolers installed on different floors of the College building. The Students' Common Room and the Students' Union Room offer

recreational space to the students. The College Canteen offers food and refreshment at subsidized rates to all students of the campus. Students can also participate in various outdoor games in the College playground.

The Teachers' Room has designated spaces where members of the teaching faculty can read and work at their own pace. The IQAC has a separate room equipped with computers and internet facilities. Some spaces are however utilized on shared basis, until alternative arrangements can be made. The Placement Cell thus make use of the Seminar Hall for guidance and counseling sessions, while meetings of the Women's Studies Centre are held in a designated space in the Central Library. The students may approach the Grievance Redressal Cell and the Anti-Ragging Cell as and when required.

4.2 Library as Learning Resource

The Library Sub-committee acts as the Advisory Committee of the Library. It comprises the Principal, the Librarian, and some teaching members of the various departments.

Some of the **significant initiatives** implemented by the Library Sub-committee are :

- Automation of the Library which is in process and is expected to be completed soon.
- Reprographic facility is provided for students and staff
- Staff and students can avail internet connections.
- Printer and scanner facilities are provided
- A ramp has been installed for differently-abled students. A wheelchair has also been procured.
- There are plans to introduce Braille books and Braille related software.
- Feedback Book has been introduced for both students and staff.

The details of the **Library facilities** provided to the students are given below:

- ↳ Total area of the library: 312 sq. mts
- ↳ Total seating capacity: Ground Floor – 20
First Floor – 40
- ↳ Working hours of the Library:
 - On weekdays: 10.00 am to 4.30 pm
 - On Saturday: 10.00 am to 2.30 pm

- On, before and during examination days: same as working days
- During Recess: 11.00 am to 4.00 pm (except Saturdays)
- Layout of the Library:

At present the space in the library is inadequate for providing facilities like individual reading carrels. But there is ample space for browsing and relaxed reading. The upper floor comprises the e-library and enables access to internet facilities.

The different departments submit their requisition / recommendation through the Principal to the Librarian. **Books are procured** according to the availability of grants received from the College Fund and the UGC, under the supervision of the Librarian. After acquisition, accession and cataloguing of the books are done, and then made available to the users.

Table 4.2.1: Amount spent on procuring books and journals in the last 4 years

Library Holdings	Year I 2010-11**		Year II 2011-12		Year III 2012-13		Year IV 2013-14	
	Number	Total (Rs.)	Number	Total (Rs.)	Number	Total (Rs.)	Number	Total (Rs.)
Text Books	27,715	5,63,853	28,035	7,15,986	28,339	9,13,901	28,708	11,12,754
Reference Books	11,722		11,836		12,113		12,417	
Journals*	10	1065	10	1765	10	4065	11	4660
Periodicals	01	345	01	345	01	345	01	345
Newspapers	02	2808	02	2808	02	2808	03	2952
General Books: Atlas, Albums, Dictionary, Paintings, Books on West Bengal Encyclopaedia, Employment guides	592	633	614	31,120	615	33,119	636	41,564

* The valuation of 3 Journals is given. The library is Life Member of the remaining journals

** **Number** denotes the total no. of books existing in the library in the concerned year

Cost denotes the actual cost of purchases made in the relevant year

Table 4.2.2: Categories of books in the library (2013-14)

Arts	Science	Fiction	General Books
16, 710	7096	3035	636

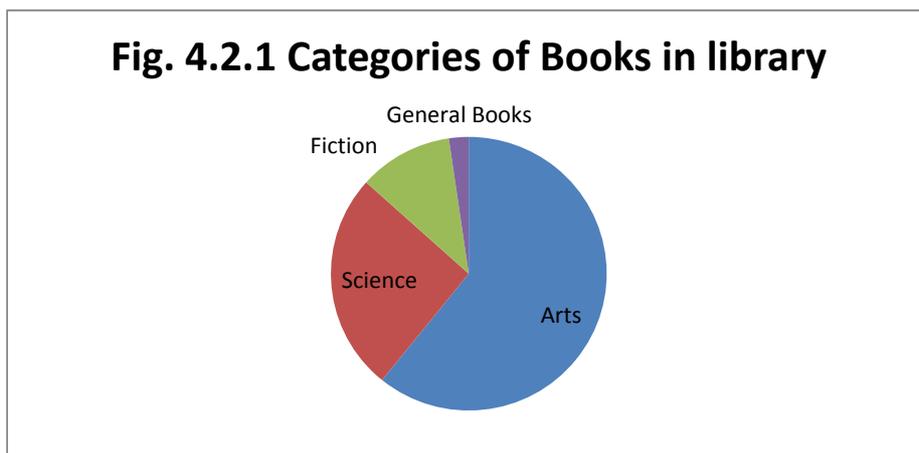
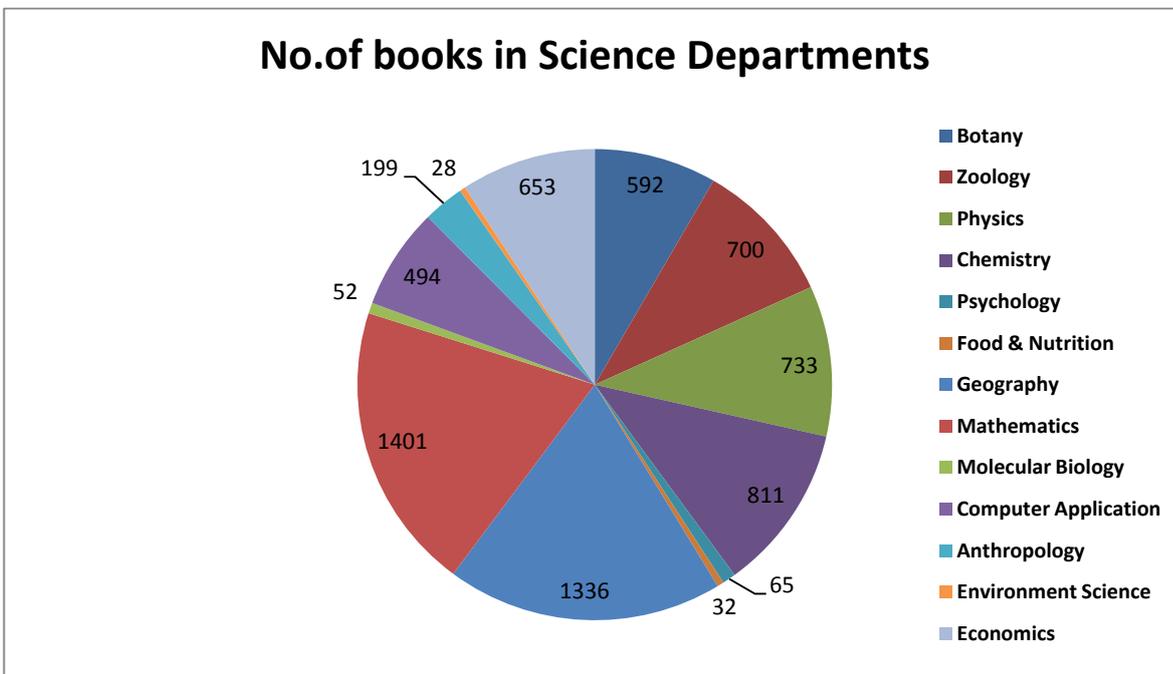
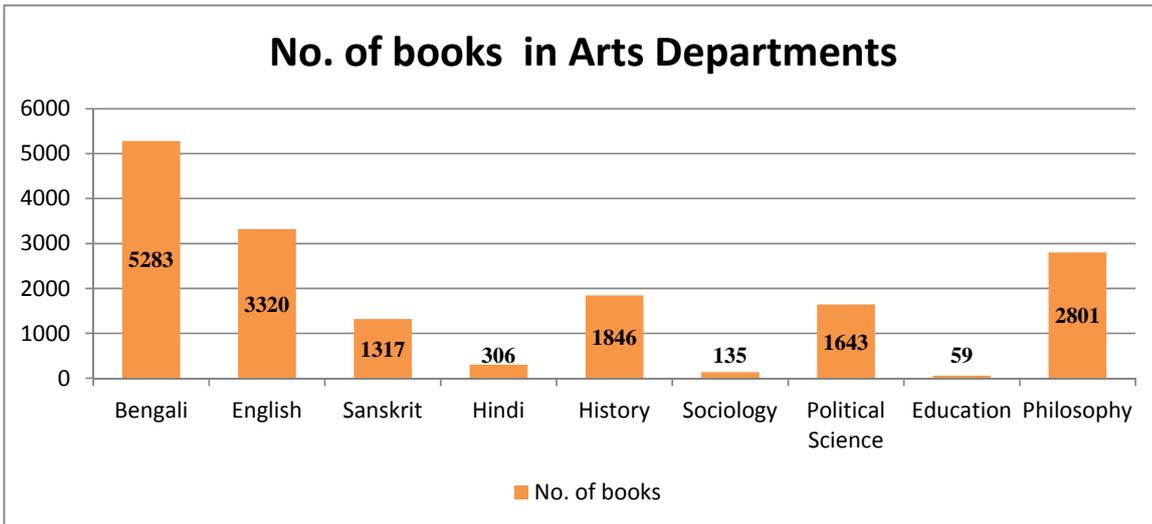
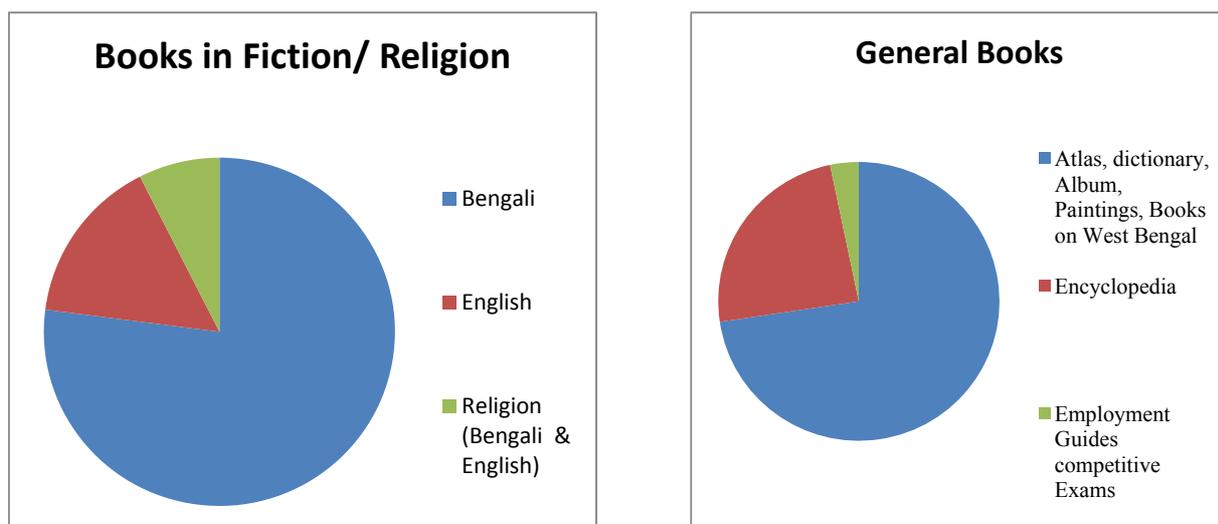


Table 4.2.3: Subject wise list of Books in the Library (2013-14)

Arts Department	No. books	Science Department	No. books	Fiction	No. books	General Books	No. books
Bengali	5283	Botany	592	Bengali	2338	Atlas dictionary Album Paintings Books on We st Bengal	462
English	3320	Zoology	700	English	470		
Sanskrit	1317	Physics	733	Religion (Bengali & English)	227		
Hindi	306	Chemistry	811				
History	1846	Psychology	65				
Sociology	135	Food & Nutrition	32			Encyclopedia	153
Political Science	1643	Geography	1336			Employment Guides competitive Exams	21
Education	59	Mathematics	1401				
Philosophy	2801	Molecular Biology	52				
		Computer	494				

	Application					
	Anthropology	199				
	Environment Science	28				
	Economics	653				





The details on the **ICT and other tools** deployed to provide maximum access to the library collection is given below:

Cataloguing of library books is done under the Dewey Decimal Classification Edition 19. At present Automation of the Library is in process using KOHA software and Koha Online Catalogue 192.168.0.1:8000/8001. In-house /re mote access to e-publications through INFLIBNET is also under process.

- OPAC; implementation awaited
- Electronic Resource Management package for e-journals: INFLIBNET in process
- Federated searching tools to search articles in multiple databases: No
- Library website: Library Website is included in the college Website www.sncwgs.ac.in
- In-house / remote access to e-publication: Under process through INFLIBNET
- Library automation: In progress, using KOHA software
- Total number of computers for public access : 10 (for students), 06 (for teachers)
- Total number of printers for public access: 02
- Internet bandwidth: 2mbps
- Institutional Repository: No electronic repository
- Content management system for e-learning: No

- Participation in Resource sharing networks: In process, through INFLIBNET

The details on the **usage of library books** are given below:

- Average number of walk-ins: 100-125 per day
- Average number of books issued / returned: 85-90 per day
- Ratio of library books to students enrolled: 23:1
- Average number of books added during the last three years: 934 (2010-11), 424 (2011-12), 591 (2012-13), 665 (2013-14)
- Number of information literacy training organized: On completion of the Automation process the College plans to organize information literacy training programmes twice a year.
- Details of 'weeding out' of books and other materials: 131 books have been discarded since 2008. The library has not discarded any material by way of journals, magazines or furniture. However the counter for issue / return may have to be discarded after completion of automation if it proves to be redundant.

The details of the **specialized services** provided by the Library are given below:

- Reference books on all subjects, magazines, books for competitive examinations, atlas, albums, Encyclopedia Britannica.
- Reprographic facilities through photocopying and computer printouts.
- Inter- Library Loan service through institutional membership of British Council Library
- Information deployment and notification: New arrivals are displayed; Information and Notification are put up on the Library Notice Board; Newspapers displayed.
- Download: Yes
- Printing: Yes
- Reading List: Yes
- In-house / remote access to e- resources: Under process and implementation through INFLIBNET and BCL
- User Orientation and Awareness: Completion of automation is awaited. There will be an annual orientation for freshers.
- Assistance for searching databases: Yes

- INFLIBNET / IUC facilities: INFLIBNET under process.

The **library staff provides constant support to the needs of the users:**

- They maintain a peaceful and academic environment
- They help students to locate books.
- They save teachers' time by providing them with books as per their requirement
- The new additions to the library are informed to the departments
- Separate reading spaces are provided for students and teachers.
- Economically backward and differently-abled students are given special assistance in many ways like searching books, entry etc.

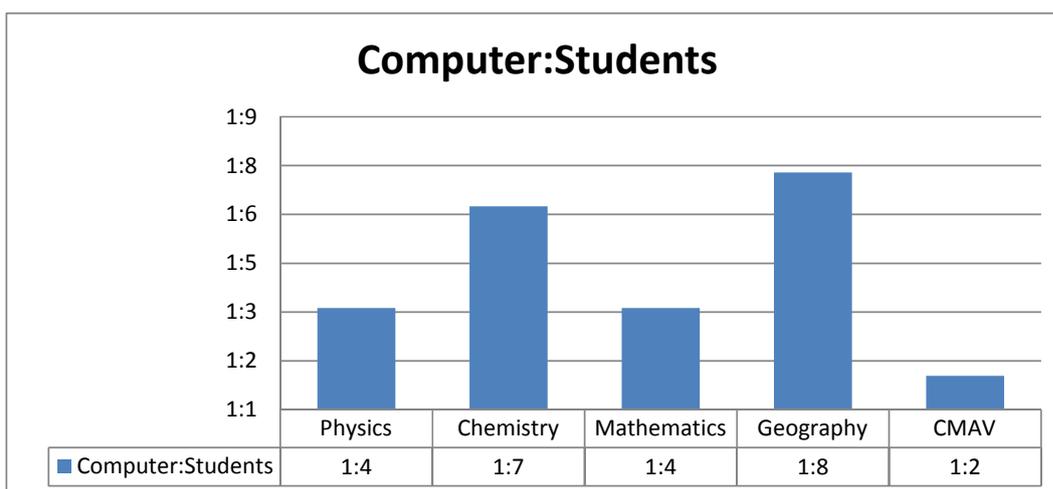
To facilitate mobility of **differently-abled students**, a ramp has been installed. A wheelchair has also been procured. For visually challenged students, the college plans to purchase books in Braille and Braille related software.

The library gets **feedback** from its users. The Library has a feedback / suggestion register where teachers and students enter their comments. There is a teachers' register and a students' register. Users are asked to provide feedback for analysis. The Library Sub-committee meets periodically to discuss the issues raised and tries to facilitate the work of the library staff.

4.3 IT Infrastructure

The details on the computing facility available (hardware and software) at the institution are the following:

- Number of computers: 76 Desktops (Departments – 46, Office – 09, Principal’s Room – 03, Library – 18); 2 Laptops (Office – 01, English Department– 01)



- Configuration : 22 computers having latest technology – I3 (3rd gen) 4 GB RAM, 500 GB Hard Disk; Dual Core (3rd gen), 2GB RAM, 500 GB Hard Disk; others are all of previous technologies.
- Computer students ratio: this varies according to departments. In the Science departments the ratios are the following:
 CMAV: 1:2 ; Physics: 1:4; Chemistry: 1:7; Mathematics:1:4; Geography: 1:8
 Other departments individually have one to two computers
- Stand alone facility : Yes
- LAN facility: Yes, all over the College except Hostel and Staff Quarters
- Wi-fi facility: Under planning
- Licensed Software: Office– Finaware, Pa y Plus, Student Plus, COSA, Dataware; Geography Department-- 21st Century; Library – KOHA
- Number of nodes / computers with internet facility: 08
- Any other: Nil

Computer and internet facility is made available for faculty and students within the campus. Internet access is provided to staff and students through departmental terminals.

E-mail and other services are available through the College website. Students can access computers in the Library. The admission procedure is conducted online. There is no off-campus facility available as yet but implementation of OPAC is awaited

The institutional plans for ungrading IT infrastructure include INFLIBNET facility which is in process. Automation of the library is underway and is expected to be completed soon. The institution also plans to provide Wi-Fi facility.

Procurement of computers is made through grants received from the Department of Higher Education. Computers were procured from grants received for equipment as shown in Table 4.1.1. Maintenance of computers and accessories is done through the College grant.

Table 4.3.1 Expense for maintenance of computers and accessories (2009-13)*

2009 – 10 (Rs.)	2010 – 11 (Rs.)	2011 – 12 (Rs.)	2012 – 13 (Rs.)
29,101	48,250	1,24,112	1,33,859

*Proposed expenditure for computer maintenance is not allotted separately; it is included in the total Repair & Maintenance A/c given in Table 4.4.1

The institution encourages staff and students to use web resources. Students are encouraged to give power point presentations.

In order to encourage students centric teaching- learning, emphasis is put on participative learning. Students are encouraged to use web resources in preparing materials for seminars, talks and group discussion. They play the role of teacher towards fellow students. The teacher here plays the role of a facilitator.

The institution does not avail of the National Knowledge network connectivity directly or through the affiliating University.

4.4 Maintenance of Campus Facilities

The College tries to ensure optimal allocation and utilization of available financial resources for maintenance and upkeep of different facilities of the institution. For this purpose a budget allocation is made at the beginning of the academic session by which all available funds are disbursed as per requirement. The College Grant is used for Maintenance of Building, Equipment, Computer and accessories, Electricity, Furniture and Travel Expenses.

Table 4.4.1: Budget Allocation of College Grant in the last four years (2009 – 13)

Sl. No.	Item	2009 – 10		2010 – 11		2011 – 12		2012 – 13	
		Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual
1.	Repair & Maintenance:	1,00,000	1,11,457	2,05,000	3,26,107	6,00,000	9,62,522	12,00,000	4,95,155
	a) Building		30,248		1,15,008		2,85,385		1,83,018
	b) Computer		29,101		48,250		1,24,112		1,33,859
	c) Electrical		52,108		1,62,849		5,53,025		1,78,278
2.	Furniture	-----	-----	50,000	10,000	1,00,000	65,000	1,00,000	60,360
3.	Equipment (With other running cost of all science depts.)	2,00,000	3,08,780	2,00,000	1,83,578	2,00,000	1,82,740	2,00,000	1,21,550
4.	Vehicles :	25,000	<u>29,281</u>	49,000	<u>76,906</u>	74,000	<u>83,266</u>	91,000	<u>85,218</u>
	a) Travel								
	b) Educational Tour		25,781 3,500		64,906 12,000		46,266 37,000		64,161 21,057
5.	Others :	<u>1,10,000</u>	<u>1,99,841</u>	<u>1,30,000</u>	<u>1,70,105</u>	<u>1,90,000</u>	<u>2,46,030</u>	<u>2,95,000</u>	<u>4,75,053</u>
	a) General contingency	40,000	50,109	55,000	1,08,535	1,20,000	1,25,175	1,50,000	2,74,018
	b) Library contingency	50,000	1,34,715	50,000	11,461	15,000	23,435	25,000	6,481
	c) Vocational contingency	20,000	15,017	25,000	50,109	55,000	97,420	1,20,000	1,94,554

The College has a Building Committee and a Campus Development Cell to supervise construction and maintenance of infrastructure and facilities.

- ✦ Infrastructure is maintained through tender / contract system as per PWD norms of the Govt. of West Bengal.
- ✦ There is a campus Caretaker cum Electrician to attend to minor faults and repairs on a regular basis.
- ✦ The College has its own stand-by generator system.

- ↪ Maintenance of computers and scientific instruments is done by agencies under Annual Maintenance Contract (AMC). The College has AMC for Internal gas pipelines, Sensitive equipment, Computers, Generator, Water purifier, Library books
- ↪ Maintenance of toilets, service areas and security is done on a contractual basis through various agencies.

Precision measures for equipment & instruments are undertaken annually and also as and when necessary. In most laboratories, instruments are checked prior to the starting of classes. Departments take the initiative to calibrate precision instruments for their optimum performance particularly on the eve of examinations, especially University examinations.

Water reservoirs are well maintained so that they conform to the standards of safety and cleanliness within the College premises.

Departments take steps to protect sensitive equipment from mechanical and electrical damage, so that they render optimum performance. All these instruments are protected from voltage fluctuations and power outages through the use of dedicated on-line UPS.

The College plans to install solar panels through funds received from the UGC. This is a small but positive step in its endeavour to promote sustainable environment.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1. Student Mentoring and Support

The institution publishes an updated **prospectus** each year before admission in the new session. The prospectus is handed over at a subsidized rate to new applicants at the time of their collecting forms or, in case of on line applications, at the time of submission of forms. The prospectus contains all relevant information for enrolment and study at the institution. Information is given on the following:

- The institution's mission, goals and objectives
- An overview of available opportunities and facilities
- Infrastructural facilities
- College timings
- Information on New Courses in the College and in the NSOU Study Center
- Information on Curriculum – the subjects offered and the choice of elective options
- University and College rules and norms regarding admission, enrolment, subject combinations available, structure of the courses
- University norms for reservation
- Migration related information
- Additional admission criteria of the College
- Composition of the Governing Body
- Information on faculty members
- Information on office staff
- Fee structure and information regarding payment of fees
- Stipend and aid
- Rules of attendance
- Code of conduct
- Compulsory field strips
- Details of College examinations, tutorials and seminars
- Co-curricular and Extra-curricular activities
- Prizes and awards
- List of Holidays and Recess periods.

Much of the information contained in the Prospectus is also posted on the College Website for public access.

Commitment to and accountability for all information provided in the Prospectus is ensured through a dedicated and consistent system of delivery and improvement of the same through a regular system of feedback.

The Students' Welfare Committee supervises the **grant of aid and stipend** meant for economically underprivileged students. Applications for free studentship are to be submitted within one month from the date of admission. Students are awarded full-free studentship and half-free studentship strictly on the basis of merit. Grants to BPL students are subject to rules and conditions laid down by the Government. Students also need to have 75% attendance to apply for free studentship.

The College Aid Fund also allows economically underprivileged meritorious students exemption from examination fees.

In the academic year 2013-14, the Students' Union of the College disbursed an amount of Rs. 9000/- in aid of students.

The College is also a facilitator for students applying for aid under the **Kanyashree** scheme launched by the Government of West Bengal from 2013. Girl students up to the age of 24 years belonging to families below the income group of Rs. 1,20,000 per annum can apply for aid under this scheme. Till the age of eighteen, girls under this scheme receive a monthly stipend of Rs. 500. Girls belonging to the age group of eighteen to twenty four, are given a one-time grant of Rs. 25,000. This Government aid is applicable to all categories of girl students. So far the College has forwarded the applications of 68 students.

Table 5.1.1: Student Aid in the form of Tuition Waiver or Waiver of fees (2010-14):

100% waiver of Tuition fees	Number of students			
	2010-11	2011-12	2012-13	2013-14
	52	20	08	93
50% Waiver of Tuition Fees	16	39	11	30
100% Waiver of Examination Fees	23	09	12	09

Table 5.1.2: Student Aid from Government and Other Agencies (2010 – 14):

		Number of students			
		2010-11	2011-12	2012-13	2013-14
West Bengal Backward Classes	West Bengal Backward Classes	60	65	64	74
	Merit Cum Means	02	04	02	04
	WBMDFC (Minority Development and Finance Corporation)	08	19	08	08

GOVERNMENT AGENCIES	Labour Dept. (Govt. of India)	06	01	02	01
	Talent Support Programme	----	----	04	04
	Stipend for Disabled Persons (Dist. Mass Education Dept.)	-----	----	01	---
OTHERS	Sitaram Jindal Foundation	----	04	07	05
	Kanoria Foundation	----	07	19	20
Total		76	100	107	116

About 5 – 6.5% students receive financial assistance from the Government and other agencies.

Services and support facilities to students in the institution are devised in such a manner that they reach out to all segments of the student community:

- ◆ Students from SC/ST/OBC categories and economically weaker sections receive support from guidance and counselling services provided by the various Cells of The Students' Welfare Committee. The teachers in the Personal Counselling Cell of the College take care of any personal or psycho-social guidance that students may need. The Scholarship Cell supervises the grant of stipend and freship for students in need of monetary aid. The Remedial Coaching Cell addresses the needs of those students who are slow learners in class.
- ◆ Differently-abled students are given personalized care at every step of their collegiate education. Teachers encourage peer groups to extend support to such students during College hours. Classes with differently-abled students are accommodated on the ground floor to facilitate movement for these learners. Visually challenged students are provided with lecture recordings and writers for examinations. Ramps have been installed in all the buildings including the Library. A wheelchair has also been procured by the Library to enable students greater access to Library services. The Library staff help these students with search for books and entries. The Library also has plans to purchase Braille books and Braille related software for visually challenged students.

- ◆ Every year some students from neighboring Bangladesh seek admission to the College. The College provides them support through Hostel facilities. The staff of the institution also ensure that they are able to integrate themselves with all the activities of the College.
- ◆ Students are encouraged to participate in various competitions at regional and state levels. They are supported by providing them with mentorship by staff, academic support such as additional tutorials, and transport facilities.
- ◆ Medical assistance is provided to all students. There is a First Aid Centre at the institution. For emergencies there is a doctor available on call. For more pressing emergencies students are taken to the ILS Hospital almost adjacent to the College. All financial liability in such cases is borne by the College.
All students of the College are covered by the institutional membership of the Student's Health Home, which provides healthcare facilities at subsidized rates.
An insurance policy provides cover to students and staff against accidents that may occur during educational tours.
- ◆ The Placement Cell of the College organizes coaching classes for Entry in Services such as School Service Commission, Banking Services, the Railway Recruitment Board and other competitive examinations such as NET, GATE.
- ◆ The Placement Cell regularly organizes Skill Development Programmes through external agencies. From 2010 – 11, Tata Consultancy Services (TCS) has been conducting an in-house 80 – hour training programme on Communication Skills and Corporate Etiquette for students in the 3rd year. Other external agencies are also invited to conduct Skill Development training programmes. Students are taught the skills of writing resumes, and basic computer applications in MS Word, MS Excel and MS Power Point.
- ◆ From 2010, the College has been conducting, through the Placement Cell, an English Communication Skills programme which is accessible to all interested 3rd year students. Participants go through an initial level – assessment, and are then placed in the Basic or Advanced Course, according to their level. In view of the popularity of the Course, the College has, from the session 2014-15, introduced the English Communication Skills (Foundation) Course as a special enrichment programme for all First Year students. The duration of this programme is 60 hours.
- ◆ In collaboration with the Institution of Computer Engineers (India), the College provides computer training programmes for the student community at subsidized rates. Students can avail of various computer courses at basic and advanced levels at the ICEI centre in the College premises. From the 2014-15 session the College has also introduced a basic computer literacy course for all First Year students in the General courses, as an enrichment programme.
- ◆ For 'slow learners', The Remedial Coaching Cell of the College regularly organizes one-hour classes before and after College hours. These classes address students' difficulties, and help them with academic counselling. During regular classes, slow learners are also

provided support by the faculty members with bilingual explanations and special tutorials.

- ◆ Students gain exposure to other institutes of higher learning through participation in seminars, exhibitions and poster competitions organized in those institutions. Faculty members from various Colleges, Universities and Research Institutes visit our institution as experts and resource persons during seminars organized by the College. Students gain new perspectives from talks delivered by them.
- ◆ The Placement Cell facilitates the industry–academia interface. Consultants from various corporate houses like TCS, Camellia Educare Services, Hindustan Petroleum Corporation Ltd. and NIIT provide career guidance to equip students for the job market. As part of their curriculum, students of the Vocational Courses have to undergo a 4-week on-job training with industry or the media, where they gain hands –on exposure to business houses.
- ◆ The College publishes an annual magazine ‘**Uttaran**’ where students are encouraged to contribute. Students contribute articles, poems and stories in the students’ magazine. The Students’ Wall Magazine is also a regular and popular feature of the institution where students contribute issue / theme – based features besides other creative inputs such as articles, poems, paintings.

Development of entrepreneurial skills:

- The Vocational Courses have entrepreneurial skills development modules in their curriculum. In their final year, the students have to undertake a 4-week on-job training in industries / business houses or in the media where they acquire hands-on exposure to the business world.
- In several programmes of the Science stream of the College, students are required to undertake field trips and project work. These develop in them the qualities of independent learning, decision making and practical skills.
- All students are encouraged to help in organizing seminars, functions, exhibitions, health camps that promote in them the skills of team-work, negotiation and decision making.
- Students are also given responsibility to mount Wall Magazines and Posters that foster the development of original, creative thinking.
- Students engaged in community development work undertaken by the institution, as part of its outreach activities, also acquire the qualities of responsibility and accountability.

The institution promotes participation of students in **co-curricular and extra-curricular activities** such as sports, debates, discussions and various cultural activities through the Sports Committee and the Cultural Committee of the College. A games class is incorporated in the College time-table as a strategy to involve all students in outdoor

games. A guest Games-teacher provides games and sports training. Students enthusiastically participate in the Annual Sports meet of the College. The Extra Curricular Scheme of the College engages students in elocution, music and drama all through the year. The Annual Function of the College showcases the multifarious talents of the students in the performing arts.

Apart from in-house co-curricular and extra-curricular activities, students also participate in inter-college and district-level quiz competitions, painting competitions, poster competitions, debates and elocution competitions.

Support and encouragement is provided by all members of the institution to the participants in these activities. Teachers provide mentorship and academic support by arranging additional tutorials to make up for classes missed. The College bears the cost of training the students and also provides all necessary tools and materials such as painting kits and stationery for the posters and paintings that students submit in these competitions. The institution also provides transport facilities to and from the venue of the competition.

Table 5.1.3. Details of Student Support and Guidance for Competitive Examinations (2010 -13):

Year	Coaching Provided	Number Trained	Exam & Number Qualified ***
2010 – 11	In History, Bengali, English for School Service Commission Examinations	95	SSC – 19 NET – 02 GATE – 02 State PSC – 01 CAT – 01
2011 – 12	In History, Bengali, Geography for School Service Commission Examinations	90	SSC – 15 NET – 04 GATE – 01
2012 – 13	In History, Bengali, Geography, English for School Service Commission Examinations	90	SSC – 19 NET – 02 GATE – 02 CAT – 01 State PSC – 01

*** Training is provided to 2nd year and 3rd year students of Honours and General Courses. But this being an undergraduate College, it is difficult to keep track of all students who appear and qualify in various competitive examinations, as these are taken after they leave College. With the help of the Alumni Association the College is trying to evolve a mechanism by which more exhaustive information may be available.

Counselling services are made available to students in the following areas:

- ↪ Academic counselling is provided through tutorials, remedial coaching, and counselling sessions where specific problems of students are sorted out with help from teachers. Counselling sessions are an integral part of the Academic Calendar.
- ↪ Personal counselling is provided at the first level by the departmental faculty who engage in day-to-day interaction with students. The Personal Counselling Cell of the Students' Welfare Committee extends additional support. Help is also sought from the faculty in the Department of Psychology in special cases.
- ↪ Psycho-social services: in cases of psychological and social problems, the departmental faculty and the Personal Counselling Cell provide support. Sometimes help is taken from the Department of Psychology to address these issues.
- ↪ The Placement Cell facilitates professional guidance by consultants from industry and tries to equip students for the job market. The Cell organizes
 - ✓ English Communication Skills Course
 - ✓ Coaching for Entry in Services
 - ✓ Computer Skills development programmes
 - ✓ Communication Skills and Corporate Etiquette Programme for 3rd year students provided by TCS, where approximately 50 students in a batch undergo an 80-hour training and workshop
 - ✓ Other corporate training programmes by various consultants and business houses.

The Placement Cell of the College take initiative in providing **career guidance** and placement opportunities for students.

Table 5.1.4 Career Guidance Services provided to Students (2010 – 14):

Year	Programme	Conducted by	% selected in campus interview
2010 – 11	English Communication Skills Soft Skills Development Communication Skills & Corporate Etiquette	College College TCS	14%
2011 – 12	English Communication Skills Computer Skills Development Career Counselling & Grooming Communication Skills & Corporate Etiquette	College College Console Management Consultants Pvt. Ltd TCS	15%
2012 – 13	English Communication Skills Soft Skills Development	College College	

	Communication Skills & Corporate Etiquette Hospitality Management & Retail Management Training	TCS Future Sharp Skills Ltd in collaboration with HPCL & CII	23%
2012 Dec 15 & 17	Walk – In – Interview	HPCL	Students enlisted
	Training, Counselling and Campus Interview	NIIT Doctem Industries Indian Coast guard	Students enlisted
2013-14	Communication Skills and Corporate Etiquette	TCS	25%

The College has a student **Grievance Redressal Cell** where students submit their requests, suggestions and complaints. The Cell takes cognizance of student demands and places its suggestions to the Management.

Table 5.1.5 Major Grievances of the Students Redressed during 2010-13:

Year	Action Taken
2010 – 11	<ul style="list-style-type: none"> • Installation of Fire Extinguishers • Photocopy facility was provided to students at subsidized rates • Deep tube well was installed for water supply to Hostel and College • Excursion grants were increased to Rs. 10,000 per year for some departments
2011 – 12	<ul style="list-style-type: none"> • Blackboards in classrooms were replaced by whiteboards for improved visibility • Betterment in seating accommodation in classrooms • Water cooler facility was given
2012 – 13	<ul style="list-style-type: none"> • Installation of a 82.5 KWH generator to address power outages during practical classes and examinations • Library was shifted to the present building with Reading Room facility • Ramps were installed in Main Building and Annex Building

In accordance with the VISHAKHA guidelines of the Supreme Court of India there is a **Sexual Harassment Redressal Cell** in the College to address problems related to such issues. There is also an **Anti –Ragging Committee** in the College to deal with complaints related to ragging of students. But till date there have been no instances of any kind of harassment in the College. The institution ensures that a harmonious and friendly environment prevails in the campus so that students feel safe and secure.

The Students' Welfare Committee comprising of faculty members of the College takes care of the various aspects of student welfare and ensures equity and access to all segments of the student community. The various **Welfare Schemes** that the Welfare Committee supervises and coordinates are the following:

- **Counselling:** Counselling services are available to students in academic and non-academic matters.
- **Tutorial system:** Throughout the academic session groups of students are mentored by a faculty member who guides and directs them towards a fulfilling career in life.
- **Financial Assistance:** The Students' Aid Fund of the Scholarship Cell supervises the grant of aid and scholarship for students from the economically weaker sections. In addition, such students are provided concessions during study tours. They are also provided books by the Students' Union.
- **Medical Aid:** The First Aid Unit provides help in case of medical need. A doctor is also available on call for the hostel students and day scholars. In case of emergencies students are taken to the nearby ILS Hospital.
A restroom with single bed arrangement is available.
Under the scheme of institutional membership of the Students Health Home, students are provided healthcare facilities of subsidized rates.
An Insurance Policy provides safety cover to students and staff against accidents during educational tours.
- **Residential Facility:** The College Hostel accommodates 64 boarders and priority is given to merit and the student's distance of place of residence. The Hostel Sub-committee takes responsibility of the welfare of the boarders.
- **Extracurricular activities:** The Magazine Sub-committee fosters the creative skills of the students by encouraging them to contribute features for the students' Magazine 'Uttaran'. The students are also encouraged to contribute to the Wall Magazine.

The Extra-Curricular Scheme of the College is implemented through the Cultural Sub-committee. Under this scheme students are given training in the performing arts to encourage them to participate in College functions as well as in competitions in various

platforms at the district and state levels. Training in dance, music, elocution and drama are given all round the year.

At the College Annual Function prizes are awarded to student achievers of the year.

The Sports Sub-committee encourages student participation in sports and games, to instil in them a spirit of sportsmanship and promote physical and mental well-being. The large playground ensures that students engage in different outdoor games. There is a gym facility as well as indoor games facilities in the Students' Common Room.

The College also provides students training in self-defense. For the benefit of the student community the institution has applied for participation in NCC.

- **Canteen facilities:** Some students come from far and are often unable to bring their lunch. The College Canteen provides food at subsidized rates to ensure that students have healthy tiffin during College hours.
- **Placement and Career guidance:** The Employment Cell organizes placement opportunities for students so that some of them may be absorbed in the job market after graduation. This scheme is of great advantage to the students, as many of them come from economically weak families.

The Placement Cell caters to personal guidance of students in need of psycho – social support as well as guidance for career opportunities. Whenever the students are in need of support due to any psychological or social problem, the Personal Counselling Cell provides personalized care and help. The Placement Cell organizes various job oriented training programmes, and skill development programmes to equip students with the necessary skill-sets and provide them with a platform to explore career opportunities.

From the current session the institution has introduced two schemes to enable students to acquire global competencies. Upon enrolment, First Year students are being given a 60 – hour Foundation course in English Communication Skills and a basic course in Computer Applications.

- **Grievance Redressal:** The students' Grievance Cell addresses any requests / complaints that students may submit.
The Anti-ragging Committee and the Sexual Harassment Redressal Cell address any issues of harassment that students may face in the campus.

The **College Alumni Association** has been active since 1996 and has remained an integral part of the institution. The Alumni Association undertakes various outreach programmes in the local area such as.

- Helping school dropouts rejoin school
- Helping economically backward students with financial aid
- Helping women of the economically weaker sections to become self-reliant by preparing and selling simple food items like jams, pickles and papads
- Promoting literacy in the local neighbourhood.

The Alumni Association also engages the local community in welfare activities of the College. Slum dwellers in the neighbourhood were invited to attend an AIDS awareness programme in the College, and a Seminar on protection against pollution hazards. The Association also extends financial support to students of the College.

An alumna of the College, who is an International Volleyball Referee, offers her services as a guest Games teacher.

5.2 Student Progression

Table 5.2.1 Student Progression to Higher Education (2009-2013)

	Percentage					
	UG to PG		PG to M. Phil/Ph.D		*Employment	
	Arts	Science	Arts	Science		Campus Selection (TCS)
2009-2010	37.5	50.28	5.2	10	2010-2011	14
2010-2011	26.8	36.5			2011-2012	15
2011-2012	35	50.7			2012-2013	23
2012-2013	35.8	55.42			2013-2014	25

*As mentioned earlier, it is difficult for the College to keep track of all students who find placements, as these occur after their graduation. Individual departments have records of some students, but the College is making efforts to evolve an institutional mechanism by which more exhaustive information may be available.

Table 5.2.2 Programme wise Pass percentage (2009-2013)

Year	2009-2010		2010-2011		2011-2012		2012-2013	
	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %	Total no. of students appeared	Pass %
BNGA	32	97	39	89.74	21	100	26	100
*ECO A	00	00	00	00	00	00	-	-
ENGA	25	100	31	100	16	100	15	100
GEOA(B.A)	04	100	00	00	13	100	3	100
HISA	14	100	20	95	32	93.75	10	100
PHIA	20	100	31	90.3	38	68.42	11	90.9
PLSA	14	93	04	100	15	100	12	100
SANA	25	92	36	94.3	31	96.77	16	100
CMEV (M)	07	100	11	91	06	100	7	100
ANTA	07	100	06	100	08	100	10	100
BOTA	13	92	04	100	13	76.92	17	100
CEMA	07	100	02	100	08	100	6	100
GEOA(B.SC)	10	95.5	33	97	30	100	36	97.22
MTMA	05	60	01	100	11	81.81	15	92.99
PHSA	04	100	07	85	06	100	5	100
ZOOA	06	100	10	90	17	94.12	14	100
CMAV(M)	21	90.4	06	100	03	100	3	100
B.A (G)	238	98.7	114	85.09	134	71.64	151	85.42
B,SC(G)	39	97.5	16	93.75	17	88.24	13	92.30

*No student took the Third Year examination.

Analysis of the results over the four years indicates that in many courses there has been a 100% pass result. The pass percentage depicts a good teaching-learning atmosphere in this institution. The College is unable to provide a comparative statement of performance with respect to other neighbouring colleges, since the data was not made available by the University despite an application being made by the College authority.

Teachers provide mentorship to students all along their collegiate education. In counselling sessions, they identify student aspirations and give them a **perspective of future opportunities**. Students with a greater academic inclination are encouraged to pursue higher levels of education. Here the teacher acts as a facilitator by giving them an informal view regarding various universities and other institutes of higher level education. Students who wish to move towards employment are also informed about the job opportunities within their scope and how they need to explore them.

Experts and faculty from different institutions of higher education are invited to the College on various occasions. Through them students gain information and insights into various educational and career opportunities.

The Placement Cell organizes seminars and workshops where consultants from the industry enable students to explore career options.

Students at the risk of failure and dropout are identified by faculty members in the departments through their day-to-day interaction with students in their programme. The teachers also identify the causes leading to their weak academic performance or the risk of dropout from class lectures and tests. The causes may be psychological or social and economic. Special support is provided to these students in the following ways so that they do not discontinue their studies:

- Financial aid in the form of waiver of fees is provided to students who come from economically weaker sections
- Slow learners are helped with bilingual explanations, personal, academic and social counselling, remedial coaching through additional tutorials, regular monitoring of their progress.
- Differently-abled students are provided personalized care and support in catering to their specialized needs.
- Students with personal or psychological problems are given support through counselling. Sometimes help is taken from the Psychology department to address their needs.

5.3 Student Participation and Activities

The College makes a concerted effort to ensure that students take interest and participate in a wide range of sports, games, cultural and other extracurricular activities for their all round development.

The **Sports Sub-committee** of the College supervises the development of sports and games in the institution. Physical exercise through games is a regular feature of the College curriculum. The large playground allows students to engage in games like Volleyball, Badminton, Basketball, Kabaddi, and Kho-Kho. Students practice these games under the supervision of a games teacher. There is also provision for indoor games such as table tennis and carrom.

The **Annual Sports** meet is generally held in the month of February in the College grounds where both teachers and students participate. The different sports events for students, teachers and other staff-members in the Annual Sports are 100m Dash, Relay race, Balance Race, Sack race, Tug of War, Long jump and High jump. The teaching staff participates in Walking race and Musical chairs. For both staff and teachers Tug of War and Sprint are held. At the end of the Sports meet, prizes are awarded to the winners.

Students also actively participate in the various **Cultural Programmes** involving dance, music, elocution and drama. Cultural programmes are held throughout the year on the following days:

Table 5.3.1 Programme calendar for Cultural Activities:

Date	Event
12 January	Birth Anniversary of Swami Vivekananda
23 January	Birth Anniversary of Netaji Subhas Chandra Bose
26 January	Republic Day
13 th February	Birth Anniversary of Sarojini Naidu
21 st February	Bhasa Divas – Mother Language Day
8 th March	International Women’s Day
March	Vasant Utsav
8 th May	Birth Anniversary of Rabindranath Tagore
5 th June	World Environment Day
August	Freshers’ Welcome
15 th August	Independence Day
5 th September	Teachers’ Day
22 nd December	Annual Prize Distribution
23 rd December	College Social and Reunion

Other extra-curricular activities include:

- Preparing the College Wall Magazine
- Preparing the students Magazine ‘Uttaran’
- Helping in community development through outreach activities
- Propagating sound moral practices and good civic habits among students
- Participating in inter-College and district level competitions in quiz, painting, poster-exhibits, singing, dance, extempore speech

Co-curricular activities involve participation in

- Subject- wise quiz competitions
- Departmental group discussions
- Model making (Geography)
- Making physical and social surveys (Geography, Anthropology, CMEV)
- Seminars
- Poster competitions
- Subject- wise Wall Magazines
- Educational Tours
- Environmental awareness programmes – Special classes and workshops are held by the Department of Molecular Biology

Approximately five weeks are separately chosen in the academic year for these practices throughout the year.

Under the supervision of the Cultural Sub-committee of the College, teachers and students collaborate to prepare the programme calendar for the cultural and other extracurricular activities of the College. Different departments take responsibility for the successful completion of the social programmes and other extra-curricular activities, and there is a convention of division of year-round responsibilities among the departments. For example, the departments of Bengali, English, Hindi and Sanskrit conduct the programmes on “Bhasha Divas” and on the birth anniversary of Tagore, Netaji Subhas Chandra Bose, Swami Vivekananda and Sarojini Naidu. The departments of English and History organise the International Women’s Day; the Zoology and Political Science Departments supervise the celebrations for Republic Day, Independence Day and Teachers Day; the Botany, Molecular Biology and Chemistry Departments conduct the programme on Environment Day. The Departments of Geography and Philosophy conduct other extra-curricular activities like extension services, sports and the Annual Prize Distribution.

Table 5.3.2: Details of student participation and achievement in different co-curricular and extra-curricular activities:

Year	Event	Venue	Level	Achievement
2009	Poster Presentation	Parivesh Bhavan	State	Among Top Three Presentations from University and College students
2009	Quiz Competition	Presidency College	Inter-College	
2010	Quiz Competition		State	
2010	Painting Competition		State District	
2011	Volley Ball Competition	International Practical Schooling Confederation	State	3 rd Prize
Year	Event	Venue	Level	Achievement
2011	Handicraft Competition	Swastha and Sangeet Kala parishad, W.B.		Awarded Certificate
2011	Singing	Smarak Kalyan Parishad, W.B.		
2012	Poster Presentation	Derozio Memorial College	UGC – State	1 st & 2 nd Prize
2012	Recitation Competition	Ramkrishna Sarada Mission Vidyabhavan	Inter-College	Stood 3 rd
2012	Debate	Ramkrishna Sarada	Inter-	Stood 1 st

		Mission Vidyabhavan (on the occasion of 150 th Birth Anniversary of Swami Vivekananda)	College	
2012	Workshop on Youth Parliament & Quiz Competition	Department of Parliamentary Affairs		
2013	Lecture on Sir Ashutosh Mukherjee	Basirhat College in collaboration with Higher Education Dept. Govt. of W.B.	District	Stood 2 nd
2013	Poster Competition	Jorasanko Thakurbari	Inter College	Special Prize
2013	Poster Competition	Sarojini Naidu College for Women – UGC sponsored Seminar on Progress of Science vis-à-vis Environment	State	Special award
2013	Poster Presentation	RPM College, Uttarpara	National Seminar	
2013	Poster Presentation	MDM College, Birati	UGC sponsored National Seminar	
2013	Oral Presentation	Hooghly Women's College	State & DST	
2013	Poster Competition	East Calcutta Girls College	Inter College	

The Annual function and Prize Distribution as also the College Reunion are attended by graduates of the institution. Dignitaries from the Government and the University are also invited to these functions. Members of the College interact with them and receive **feedback** regarding the scope of improvement of the institution. The feedback received is discussed at College meetings and efforts are made to implement the suggestions.

The **Annual College Magazine** is a regular feature of the institution and staff and students contribute to them. Students especially are encouraged to submit features, articles, stories and poems, giving expression to their creativity. The **Wall Magazine** is also a regular feature of

student engagement. Besides departmental Wall Magazines which are subject specific, the students also publish a College Wall Magazine with help and support from various departments.

Table 5.3.3 Some of the topics covered in the Wall Magazine in recent times have been the following :

2010 July	Current Affairs & Contribution of Rabindranath Tagore to Women Empowerment
2011 August	Contemporary Issues
2012 January	Swami Vivekananda
2012 July	Sarojini Naidu
2013 January	Crisis of Civilisation
2013 November	Women's Issues
2014 September	Saradotsav

The College has an active **Students' Union** through which students of the institution vote for and elect their Class Representatives. From the elected representatives, the Union selects its General Secretary, Assistant General Secretary, its Vice President and other office bearers. The Students' Union is bound by the guidelines framed in the College Constitution. Students at the time of admission contribute a one-time subscription of Rs. 100/- per student towards the Union Fund. All expenses of the Students' Union are met through this Union Fund.

The institution has **student representatives** in

- the Governing Body of the College
- the Hostel Sub-Committee
- the Anti-Ragging Committee
- the Canteen Sub-Committee

The Alumni Association meetings are held in the College premises where the institution interacts with the Alumni on various concerns of the College. **The College collaborates with the Alumni Association** in its extension activities, as the members of the Alumni Association often act as facilitators in the outreach programmes undertaken by the College. The College Reunion is in itself a collaborative effort of the institution and its Alumni.

Former faculty members are invited to all important College functions, and the institution collaborates with them at various levels. The present President of the Governing Body of the College is an ex-Principal of the institution. The present coordinator of the Netaji Subhas Open

University Study Centre is a former faculty member of the Department of Philosophy. Some former faculty members are also engaged as teachers at the NSOU Study Centre. In addition, former faculty members are often invited to deliver lectures at Seminars organized by the College. By these measures the institution seeks to enrich itself through the experience and expertise of its dedicated teachers and thereby ensure a continuity between the past and the present.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

The youth of today are the nation builders of tomorrow. The aim of higher education in any country is therefore to foster in the youth a sense of social and intellectual well-being and to provide them scope for economic opportunities. Our College, as a center of higher education, has therefore set its vision and mission to urge young women to aspire towards excellence in all spheres.

Vision of the College:

- Develop, support and deliver curricula, programmes and services designed to prepare our students for professional and personal success.
- Attract, develop and retain a diverse student population and promote its success.
- Attract, develop and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure facilities and operations to support our College's current needs and anticipated growth.
- Proactively position our College to communicate its values and benefits and build this identity and image among our many constituencies.
- We continually strive to innovate-- finding new and more effective ways to educate and serve students.
- We sustain rigor in work – holding high standards and expectations for both our students and for ourselves.
- We approach our work with compassion – acknowledging the whole person, working with integrity and care, accepting people as they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty and understanding to our work.
- We will become known nationally as an institution that “makes a difference”

Our Mission:

By adopting a need based approach, synthesis of academics and ethics, innovation in learning methods and a diversified curriculum, the College aims at providing a learning environment that integrates body, mind and spirit.

The College is committed to the highest ideals of collegiate education. It aims at the development of each student and focuses on a comprehensive and balanced education. The College tries to inculcate ethical and moral values in the students and encourages them to become integrated and complete individuals capable of handling their careers and lives effectively.

As enshrined in the mission statement, the College seeks to provide quality higher **education that is value-based**, and integrates academics with relevant practical skills, in order to shape women who are complete in body, mind and spirit. Founded as an institution for the rehabilitation of women refugees from erstwhile East Pakistan, in the aftermath of partition, the College has a long tradition of commitment to social needs. The institution's first Principal, Smt. Latika Ghosh, was the daughter of the renowned educationist of Presidency College, Prof. Manmohan Ghosh, and the niece of Rishi Aurobindo Ghosh. As such she shared their missionary zeal in her commitment towards the students of the institution she was in charge of. As a continuation of that legacy, the College follows a **policy of inclusion**, embracing in its fold students from all categories and sections of society – urban, semi urban, rural; from private and corporation schools; from educated families and first-generation learners. It strives towards the development of each student according to her need, focusing on a comprehensive and balanced education that will enable all students to stand up as individuals in their own right, and contribute towards shaping a better tomorrow.

One of the main objectives of higher education policies of our nation is **access** to higher education. With this objective in view, the College has increased its enrolment from 1389 in 2010-11 to 1811 in 2013-14, with a rise of almost 30% in four years. Access to education at all levels needs to be inclusive to ensure equity towards all sections of society. Hence the College accommodates students from different economic and social backgrounds, as also students with

special needs. For, as our Vision states, we approach our work with compassion, accepting people as they are, and strive to make a difference.

Two of our mission statements are:

- i) To adopt a need-based approach
- ii) To focus on a comprehensive and balanced education.

To address the needs of the students, the College has laid emphasis on the following aspects:

- ↪ Ensuring quality education to students
- ↪ Introducing technological resources in teaching and learning to enable students to adapt to global changes.
- ↪ Providing a learner centric education and fostering a research oriented environment
- ↪ Providing modern facilities in terms of equipment and educational tools and learning resources.
- ↪ Introducing new courses and thereby expanding curricular options.
- ↪ Providing value- added courses to meet the demands of the job market.
- ↪ Computerized accounts and office work.
- ↪ Providing computer training programmes at subsidized rates in collaboration with ICEI to students who are computer illiterate even after their school education.

To further **adapt the students to global changes**, the institutions has, over the last four years, made arrangements for classes in Communication and Soft Skill Development through collaboration with TCS (Tata Consultancy Services). Students in the Final Year are given an 80-hour on-campus training in IT services by TCS.

Vision for the future:

To keep pace with the changing dynamics in the fields of Education and Employment, the College adopts strategies to diversify the curriculum it offers its students, and to make it more relevant and contemporary. This is ensured through introduction of new courses, PG courses, the expansion of technological resources, motivation towards project-centric and research –oriented learning, focus on career-oriented training, promotion of research and consultancy, extension of

infrastructural facilities and learning resources, facilitating student support services, inculcating innovative practices and extending the role of governance and leadership in discharging the different activities. All these activities will lead towards global competence and pave the way for ensuring excellence in the quality of education rendered.

The College as a Government aided institution was, since its inception, affiliated to the University of Calcutta. Presently it is affiliated to the West Bengal State University, the newly formed University as per the State Assembly Resolution 2008, and as such is guided by the statute of the new University.

The Top Management in a Government- aided College structure refers to the **Governing Body** which comprises the President, an elected person from the field of education, the Principal as Secretary, two University Nominees, two Government Nominees, four elected members from the Teachers' Council, two elected members from the Non- teaching Staff, one elected member from the student constituency, and one representative from the local Government. The Governing Body, in its meetings, resolves different proposals, programmes and activities. The Principal, as Secretary, takes the leadership to ensure the implementation of these activities.

For effective planning and implementation of policies, the Governing Body, as the Top Management and its policy making body, is responsible for ensuring that all academic and administrative systems are in place. The Governing Body ensures that:

- ◆ Review is made of the results of the College and the University examinations and measures are adopted for academic improvement and maintenance of academic standards
- ◆ Posts are created and appointments are made of the Principal, teachers and other staff in accordance with the provisions of the Dept. of Higher Education, Govt. of West Bengal
- ◆ Teachers are recruited and their conditions of service are in accordance with the provisions of rules in force
- ◆ Infrastructural facilities and learning resources are adequate for the instructional programmes.
- ◆ Due provision is made for the well being of students, management of their hostel, health, recreation and sports.

- ◆ The financial resources of the College are sufficient to ensure effective and efficient operation of the institution
- ◆ All records and office documents are updated and made available to the higher authority as and when required
- ◆ Proper assistance and facilities are given to external agencies sent for the purpose of Inspection and Report
- ◆ Directives issued by the University are complied with and reported promptly
- ◆ There is Financial Planning, preparation of Budget and regular supervision of financial management
- ◆ All properties and funds of the College are properly controlled and administered
- ◆ Meetings are carried out at regular intervals with the Principal, the IQAC, the Heads of Departments and faculties to ensure quality sustenance and enhancement of programmes

For proper governance and management, meetings of the Governing Body and other standing sub-committees such as the Finance Sub-Committee, the Academic Sub-Committee, the Admission Committee, the Building Committee etc. are convened by the Principal, and proposals and resolutions are implemented by her with the approval of the Governing Body.

The Principal, as Head of the institution and on behalf of the Governing Body, defines the duties of individual staff. Communications to staff and students about their responsibilities are made through notices and circulars, and meetings with different academic and administrative bodies are held to ensure accountability of allotted duties.

As Head of the Institution, the **Principal maintains the following:**

- Management of the institution based on participation, collaboration and transparency .
- Ensuring commitment and accountability of all teaching and non-teaching staff
- Ensuring the quality of learning which the institution visualizes.
- Enabling timely training for faculty and staff to ensure provision of quality education
- Maintaining stakeholder relationships to support the above objective
- Maintaining integrity in the institution's academic programmes through periodic review

- Periodic review of the performance of teachers and staff for improvement
- Dissemination of information to the student body, implementation of plans and collection of feedback
- Promoting research and maintaining a research environment in the institution
- Creating a learning environment that integrates the academic, vocational and developmental needs of the students
- Planning and execution of the infrastructural growth of the institution
- Engaging with the needs of society, and initiating remedial measures
- Functioning as the Drawing and Disbursing authority as per the guidelines of the Govt. of West Bengal
- Planning for financial management and maintenance of Financial Audit, ensuring effective and timely auditing by Statutory Auditors
- Effective budgeting and resource mobilization and effective utilization of resources
- Ensuring necessary discipline in the institution
- Promoting welfare schemes for all relevant stakeholders (such as Medical Aid, Students Aid Fund, Canteen facilities, Provident Fund, Festival Advance, Staff Cooperative Society, Study Leave etc.)
- Evolving mechanisms for redressal of grievances of teaching, non-teaching staff and students.

Role of Faculty: The culture of quality teaching and promotion of good practices is embedded in the institution's goals. Faculty policy for quality teaching comprises the following initiatives:

- Quality Assurance policies: Internal Quality Assurance systems are designed to develop a quality culture at the institutional level, in which faculty have a major role to play. Periodical internal reviews are done by the IQAC and the Academic Sub Committee to ensure sustained execution of the teaching –learning process
- Promotion of research oriented environment with student involvement
- Programme monitoring: Programmes are evaluated, their design, content and delivery are measured and steps taken to enhance quality

- Teaching – learning support: A positive atmosphere is maintained which facilitates teaching and learning including the use of technological resources in classrooms and laboratories
- Participation in institutional management: Participation in the meetings of the Governing Body and other sub-committees for framing of the policy decisions as well as execution of the work with the support of the relevant agencies
- Operating the departments in a decentralized model for the benefit of the students
- Other activities: In addition, faculty are involved in the following activities which help the institution to move forward in its goals and objectives:
 - Regular contact teaching as per the time table
 - Continuous evaluation and enrichment of curriculum plan
 - Pursuing Orientation, Refresher, M.Phil, Ph.D. studies for the purposes of self – development in the concerned branch of studies and extending such knowledge in the field of work
 - Organizing seminars, workshops in order to provide a scope for knowledge sharing in different subjects
 - Monitoring and mentoring students and ensuring the right help at the right time
 - Attending College and University workshops to keep abreast of the latest developments in the subjects of the syllabus
 - Acting as Paper setters, Moderators, Head Examiners and Examiners in College and University examinations and ensuring the proper and timely completion of the examination procedure

Policy statements and action plans for fulfillment of the stated mission: With a view to realize the institutional goals, the leadership adopts a pedagogical strategy that comprises a range of actions. The IQAC and the various sub-committees are committed to see that the policy statements and action plans are commensurate with the vision and mission of the institution. The Principal and the Governing Body members regularly evaluate the relationships of the institution with its stakeholders and communities.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan is an important aspect of policy formulation in the institution. The various committees and the 25 departments function in the performance of various curricular, co-curricular and extra-curricular activities. Meeting the academic demands, the College plans its academic terms, and phases out teaching and examination programmes. Similarly, sports and cultural programmes are also planned and executed.

As an institution run by the Governing Body under the leadership of the Principal, there is constant **interaction mechanism with stakeholders**. There is a feedback mechanism of the Final Year UG students and interaction of parents with departmental faculty members and the Principal.

Policy planning is done after discussions with stakeholders in the respective meetings and through feedback. New programmes are initiated only after proper analysis of their need, and relevance of the proposed policies. The Principal gets feedback from the Heads of Departments of the subjects taught, about the progress of the teaching –learning process and functioning of the departments. Teamwork is practiced for the implementation of each strategy which involves planning, resource mobilization, capacity building, monitoring and evaluation. There is an effective monitoring mechanism through the coordination between the Teaching and Non-teaching staff under the leadership of the Principal.

The institution **reinforces the culture of excellence** through workshops, sensitization and awareness programmes, special lectures on curricula, research oriented seminars, applying for research grants, implementation of advanced learning resources. The institution plans and supports effective implementation for total quality management, curricula development, teaching –learning and evaluation, research and extension activities. The IQAC and the Academic Subcommittee play an important role in this endeavor.

The leadership is mindful of the changes in the contemporary academic scenario and **updates the programmes and facilities** accordingly. Introducing Vocational courses and effective professional programmes, modernizing education and administration through the use of computer and internet facilities, expanding technological resources in classroom teaching, remedial coaching for backward classes, classes for preparation in public service examinations,

focus on women's issues, focus on performing arts, adopting environment – friendly practices are some areas where the College has shown leadership among similar category of institutions.

The institution works on participative and democratic principles of management and thus frames all its plans and policies in consultation with the Governing Body, the IQAC and other sub-committees. At the time of the execution of the policies and plans, staff members and students are involved. Outcomes and reviews are studied and changes for improvement, where required, are incorporated in the system.

The **Top Management provides academic leadership** to faculty in the following ways:

- ◆ Through discussions held during its meetings with the Head of the Institution and periodic interaction with faculty members, the management ensures an environment conducive to academic growth.
- ◆ The Head and faculty of different departments are encouraged to hold seminars and workshops
- ◆ The laboratories are updated and modernized
- ◆ Faculty members are encouraged to take up research activities
- ◆ Faculty members are encouraged to attend orientation and self – development programmes

The College grooms **leadership at various levels** in the following ways:

- For grooming students the College organizes Soft Skills Development programmes in consultation with experts in this field. This includes an on –campus 80 –hour free training programme provided to the Final year students by Tata Consultancy Services (TCS). In addition, the College organizes a Course (as horizontal support) on English Communication Skills and on Basic Computer Skills for the First Year students. The English Communication Skills course nurtures negotiation skills and public speaking skills, while the course on Computer Applications instils in them confidence and practical skills. These help to foster in students leadership and team work.

The College organizes various social and cultural programmes with the assistance of the Students Union. Students' active participation gives them ample scope for developing leadership skills.

Students also observe Teachers' Day, which is another platform where their leadership qualities are developed. The College Annual Function and the Freshers' Welcome also provide students ample opportunities to groom their leadership roles. The Freshers' Welcome is solely organized by the students, while the Annual Function allows them to demonstrate their skills in public performance.

Student representatives are present in various bodies of the College such as the Governing Body, the Hostel Committee etc. where they gain a platform to share their suggestions.

The elected Students' Union (as in most Government aided Colleges of the State) is itself a huge platform where graduating students have an opportunity to demonstrate their leadership qualities.

- By involving staff in the decision making process, the Principal has also led to empowerment and creation of leaders at every level of the organization. Committees are constituted by the authority for the overall management of admission, conducting examinations, research and extension activities, development of infrastructure, organization of cultural and other extra curricular activities, maintenance of campus life, and maintenance of service records. These committees are framed under the convenership of a teacher or a non-teaching staff, with members from teaching staff, non-teaching staff and students for monitoring and decision making process.

The College delegates authority through the following process:

- The Governing Body, as the topmost body, resolves different proposals, programmes and activities. Proposals are invited in various committees such as the IQAC, the Finance Sub-committee, the Academic Sub-committee, the Library Sub-committee etc. The Principal takes the leadership to ensure implementation of those activities with the assistance of the subcommittees

- The Academic wing is divided into subject-wise units known as departments. Each department works under the supervision of a faculty member known as the Departmental Head.
- The administrative wing works through the Office headed by the Head Clerk who monitors office work.
- Curriculum planning lies in the formation of an Academic plan exhibited in the Academic Calendar. Faculty members of different departments prepare the Academic plan through departmental meetings and these are distributed in printed form to students.
- The Central Library system is extended into departmental libraries maintained by each department.

The College has always maintained a culture that fosters **participative management**. The Governing Body, which is the supreme authority, has delegated all authority of implementation to the Principal. The Governing Body is involved only at the policy making level. The Principal chalks out the strategic plan for the activities of an academic year in consultation with the Teachers' Council, the Academic Sub-committee and the IQAC. The implementation of the plan is entrusted to committees of faculty.

Teachers have a consultative status in making decisions related to curriculum, teaching – learning and assessment processes. Teachers have representation in all executive committees in the College. The non-teaching staff takes care of the smooth functioning of the administrative system, in collaboration with teaching staff. Their head, the Head Clerk, is part of all decision making bodies.

The Students' Union, with the cooperation of class-representatives, gives leadership to all the College co-curricular, extra-curricular activities at the ground level, under the guidance of supervising teachers. The mentoring system sees to the personal development and participation of every student in the campus.

Feedback received from guardians at Guardians' meetings and suggestions given by the Alumni are given due importance for evaluation and implementation.

6.2 Strategy Development and Deployment

The **quality policy of the institution** -- to provide a comprehensive and balanced education by adopting a need based approach – is expressed in its mission statement. Since the Governing Body is the policy making body of the institution, all policies are developed, driven, deployed and reviewed by the Governing Body. The Principal, as the executing authority, and the faculty members and staff contribute in the deployment of the policy

The **perspective plan for development** focuses on the following aspects:

- Academic needs and requirements: These needs are addressed through introduction of new courses, expansion of equipment and learning resources, recruitment of teachers.
- Administrative needs are met through recruitment of staff, computerising office work, ensuring timely audit.
- Students' Welfare: The College plans for the introduction of new courses and programmes that will benefit students. The institution also seeks to expand co-curricular and extracurricular opportunities for the students.
- Infrastructural Facilities: The College focuses on the expansion of buildings and classroom space, greater access to computer facilities and improvement of hostel facilities.

Keeping the above aspects in view, the College has taken the following initiatives as part of its future plan

- Academic Initiatives:
 - ↳ Opening the Centre for Women's Studies (as per GB Resolution dated 17/06/2013)
 - ↳ Introducing Honours Courses in Sociology and Hindi (GB resolution dated 28/11/2013)
 - ↳ To introduce BBA and Commerce Courses from 2015 (GB resolution dated 27/05/2014)
 - ↳ To launch PG courses in Distance Education through Kalyani University and Rabindra Bharati University
 - ↳ Training in basic computer skills for First Year students

- Administrative Initiatives:
 - ↪ Recruitment of non-teaching staff (GB resolution dated 04/04/2013)
 - ↪ Complete computerization of office works
- Students Welfare initiatives:
 - ↪ To start a self – defence programme (GB resolution dated 04/04/2013)
 - ↪ MoU with ICEI (GB resolution dated 04/04/2013)
 - ↪ Expansion of sports facilities
 - ↪ Expansion of extra- curricular activities
 - ↪ To apply for NCC and NSS (GB resolution dated 27/05/2014)
- Infrastructural initiatives:
 - ↪ To apply for Building Grant for two new buildings (GB resolution dated 09/10/2013)
 - ↪ Extension of Hostel (GB resolution dated 10/03/2014)
 - ↪ To apply for grant for construction of Gymnasium (GB resolution dated 17/06/2013)

The internal organizational structure:

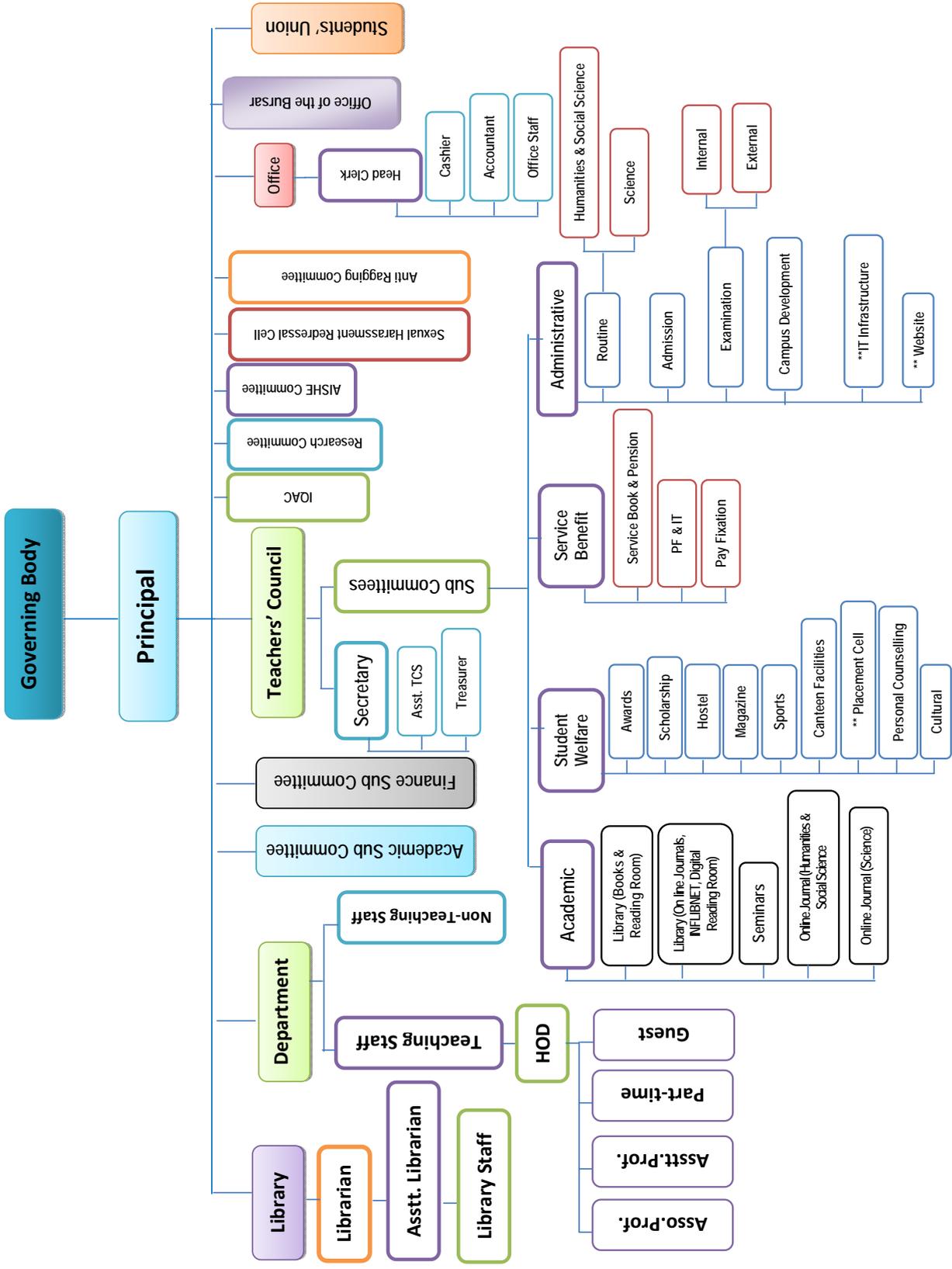
The Governing Body is the final decision making body. But policies framed by the Governing Body are implemented by the Principal as the executing authority. Within the organization, the Principal is the final decision making authority. Administrative decisions are taken by the Principal after consultation with the Head Clerk and office staff and the internal Governing Body members. Financial decisions are placed in the Finance Subcommittee before being finalized. Similarly, Academic decisions are placed in the Academic Subcommittee for ratification. The Academic and Finance Subcommittees are statutory bodies and all decision taken in these committees are to be approved by the Governing Body. Since the College works in a participatory, collaborative model, the various sub-committees and Cells of the College are involved and their suggestions are invited by the Principal with regard to issues that are under their supervision. Teacher related decisions are taken in the Teachers' Council before being submitted to the Principal. Since departments function in a decentralized mode, departmental decisions are generally accepted by the Principal. Final policy decisions are, however, taken by the Principal after approval of the Governing Body.

Thus the organization allows enough space for autonomy and participative decision making even while maintaining the given hierarchical structure. This ensures smooth functioning of all processes within the College.

The College has implemented **quality improvement strategies** in the following ways:

Teaching & Learning strategies:

- ↪ The Academic Calendar gives the broad frame work for components to be taught and the time frame together with test schedules
- ↪ Curriculum is developed
 - By adding new courses such as Honours in Sociology and Hindi and PG courses in Bengali and English
 - By providing Enrichment courses such as English Communication Skills and Basic Computer applications
 - Through identification of problems in curriculum. The easy, difficult and critical aspects in the syllabus are located and paced out to suit learner needs
 - By expanding co-curricular activities through seminars and workshops in the College
 - By opening the Centre for Women's Studies
 - By enabling learning in DE mode through the NSOU Study Centre. The College has also applied for PG courses through DE with Kalyani University and Rabindra Bharati University
- ↪ A learner centric approach is adopted through
 - Assessment of learner needs, by identifying slow and advanced learners
 - Implementing learning strategies suited to the needs of each group
 - Providing academic and personal support to motivate them



NAAAC-SSR

Sarojini Naidu College for Women

** GB Endorsed bodies

Fig. 6.2.1. The Internal Organizational Structure

↪ Appropriate Educational strategies are adopted

- By providing slow learners with simplified / vernacular explanations, additional time/ classes to clarify concepts, special tutorials and exercises to help in retaining concepts, simpler reference materials and regular monitoring of progress
- By encouraging advanced learner to participate in student seminars, give presentations, take up project work, contribute to the on-line journals, develop independent learning skills by exploring various resources including web resources
- Developing e-resources on curricular topics
- By providing tutorials, counselling sessions

↪ The educational strategies are implemented by identifying the appropriate learning resources and ensuring their availability

↪ Evaluation is made through CIA mechanism, class tests and periodic tests

↪ Feedback is obtained through direct interaction with students at an informal level, at the end of the programme through a formal feedback process, and at guardians' meetings

Research and Development strategies:

- The Research Committees motivates teachers to undertake research projects
- Full autonomy is given to the Principal Investigator
- There is timely release of funds
- There is provision for infrastructure, equipment and computer facilities
- There is provision of seed money
- Faculty are encouraged to present papers in different seminars and to publish in different journals and books
- In-house seminars are organized by the College. Experts are also invited to seminars in the institution
- Teachers are encouraged to form linkages with research bodies
- Students are encouraged to be involved in research activities through presentations, seminars and projects
- Contributions to the College on-line journals by students and teachers is promoted

- The College has an institutional membership with British Council Library. INFILBNET facility is under process for access to research journals

Community Engagement is ensured through

- Outreach programmes in local areas
- Sensitization programmes on women- centric issues organized by the Centre for Women's Studies
- Seminars on health issues
- Health camps organized by the College
- Promotion of cultural activities that develop creative skills
- Adopting healthy environment practices within the campus
- Awareness on environment concerns through Environment education
- Different public examinations held in the College

Human Resource Management

The pattern of recruitment of full-time permanent teaching and non-teaching staff, i.e. the staff pattern, is given by the Government of West Bengal. Appointments of full-time permanent teachers including the Principal are recommended by the West Bengal College Service Commission and the appointing authority is the Governing Body of the College. At present, the College has 42 fulltime permanent teachers and there are 17 vacant posts. This gap is filled up by recruiting College part-time teachers, contractual teachers and guest lecturers. Their salary is paid by the College. There are also 13 permanent Part-time teachers whose financial liability is met by the Government.

Sanctioned non-teaching posts are filled up as per existing Government rules. The process involves invitation of applications through advertisement in a leading newspaper and through the local employment exchange, and their screening (through a test and / or interview) by a Selection Committee framed by the Governing Body. Candidates are short-listed and the Governing Body authorizes the Principal to give appointment according to merit.

Additional requirements for non-teaching posts are met through appointments of staff on contractual and casual / daily basis. The College bears the financial liability of these staff.

Welfare scheme for non-teaching staff include Group Insurance, Salary Savings Scheme and Cooperative Credit.

The following measures are taken by the institution for human resources development:

- ↪ The institution seeks to retain faculty and other staff who have the requisite qualifications and skills
- ↪ Faculty development programmes and staff development programmes are promoted and supported. Teachers are given leave to attend Orientation and Refresher programmes, to undertake research in Doctoral programmes. They are encouraged to take up research projects to further expand the scope of learning for students

Staff are given training in office management as and when necessary. Though the College is yet to organize formal staff training programmes, the office staff are encouraged to further advance their skills and qualifications and participate in programmes conducted by external agencies to enhance their skills

Some of the Welfare Schemes for staff and students include

- ↪ Salary Savings Scheme and Group Insurance under LIC for non-teaching staff
- ↪ Some non-teaching staff are members of the South Dum Dum Cooperative Society
- ↪ Group D non-teaching staff are given Puja Bonus and Ex-gratia allowance
- ↪ Refundable Festival Advance and Emergency advance against salary are given to non-teaching staff
- ↪ Teaching and non-teaching staff have the following loan facilities
 - ✓ Non-refundable PF Loan
 - ✓ Refundable PF Loan
- ↪ The Students' Aid Fund makes provision for students in need of monetary aid
- ↪ The College has an institutional membership with the Students' Health Home which provides healthcare facilities at subsidized rates.
- ↪ Students and staff are provided an insurance cover in case of accidents during educational tours
- ↪ The College conducts health and hygiene awareness programmes for students and staff

↪ Environmental awareness programmes are conducted to address issues relating to the environment

Industry interaction is developed in the following ways:

- ◆ The College has entered into a MoU with the Institute of Computer Engineers (India)
- ◆ The Placement Cell facilitates the institution –industry interface by organizing campus visits of different industries
- ◆ The students in the Vocational Courses undergo a 4- week on-job training with media houses and service and retail industries
- ◆ The College organizes an 80- hours on-campus training in Soft Skills Development and Corporate Etiquette by TCS where students gain placement through on-campus interviews

The Principal interacts with the stakeholders, i.e. the students, teachers, non-teaching and teaching staff, and guardians to acquire information regarding the quality of teaching and support services. At Governing Body meetings, the **information gathered is shared** and discussed among the members; existing systems are reviewed and decisions taken regarding improvement measures. The General Secretary of the Students' Union is a representative member of the student body and the information concerning measures for improvement is made available to her directly for communication to the student community. The information is also communicated to the teachers through the Teachers' Council meetings and to the guardians in Parent Teacher meetings.

The Management always encourages the **involvement of staff** in improving the institutional processes. Through the Principal the Management involves staff members in the various activities and decision processes regarding the curricular, extra-curricular and developmental activities of the College. The faculty members and staff are an integral part of the various subcommittees and Cells of the College such as the Admission committee, the Students' Welfare committee, the Grievance Cell, the Placement Cell etc. Representatives of these committees give their suggestions to the Management through the Principal. Such suggestions are taken into consideration in decision making by the Governing Body.

During the last year the **Governing Body** made the following **resolutions** towards the betterment of the institution:

Table 6.2.1.Governing Body Resolutions (2013-14)

Resolution	Date of GB Meeting	Status
To open a self-defence Training Course	04/04/2013	To be implemented from 2014-15
To process fixation & pay protection of the Principal Dr. U. Ukil	„	Pay fixed w.e.f. 04/10/2012. Pay protection given
Passed CAS of 7 Teachers	„	Done, except for two teachers, that has been delayed; expected to be cleared soon
Passed MoU with ICEI	04/04/2013	Done
Approved the Selection Committee for the post of Accountant	„	Accountant selected by promotion w.e.f. 08/05/2013 as per GB resolution dated 17/06/2013
To appoint contractual Teaching staff	„	10 appointed (1 for PG course)
To apply for grant to the state Minister for Sports for construction of Gymnasium	17/06/2013	In process
To install photocopy machine in First Floor of Library	17/06/2013	Done
Approved opening of the Centre for Women's Studies	„	Opened w.e.f. 26/03/2013
Approved application to appropriate authority for college Pan Card	„	Received
Approved the compliance measures adopted (as required by the University) for introduction of New subjects – Education (Gen), Psychology (Gen), Food & Nutrition (Gen) from the session 2013-14	„	Measures completed. Panel of Guest lecturers prepared and lecturers are being appointed. Books have been procured
To apply to WBCSC for filling up post of	06/09/2013	WBCSC's requisition for posts required in the college is awaited. The post of

Librarian and post of Lecturer in Philosophy		Lecturer in Philosophy cannot be filled as the dept. already has 4 permanent teachers (including 1 Govt . approved Part-time) which is its full capacity
Resolved the appointment of Guest Lecturers in 08 departments	„	Guest Lecturers appointed
To instal ATM centre o f BOB within the campus	„	In process
Approved the formation of IQAC, Re search Committee, AISHE C ommittee, Sexual Harassment Redressal C ell, Employment Cell, supervising Committees for College Website and Computer IT infrastructure	„	Done
Confirmed appointment of Dr. U. Uk il as Principal w.e.f. 04/10/2012	09/10/2013	Done
Resolved that Principal will process application for Building grant	„	Application submitted for grant of 02 Buildings
Approved the panel of attendants selected in the interview held on 04/10/2013	„	Appointments given w.e.f. 14/11/2013 on temporary basis for 06 months subject to performance review
Approved application to HE Council for introducing Honours in Sociology, Hindi and PG in English	28/11/2013	Courses introduced from 2014-15 session
Approved the appointment of Dr. Di panwita Choudhuri as Bursar w.e.f. 01/04/2014	10/03/2014	Done
Approved submission of proposal to UGC for extension of HostelBuilding	„	Submitted
Approved Dr. Sudeshna Chatterjee as Coordinator of IQAC	„	Done
Approved opening of NCC and NSS unit of WBSU	27/05/2014	Application sent
To apply to WB SU for introduction of Commerce courses (Acc ountancy Honours& MarketingHonours), BBA, Education (Hons.) &	27/05/14	To be applied for

Psychology (Hons.)		
AQAR to be sent on 30/05/2014	„	AQAR dispatched
Approved formation of NAAC Steering Committee. Coordinator – S mt. Archita Bandopadhyay	„	Done
Approved appointment of Dr. SunandaChatterjee, Ex-TIC as Coordinator of NSOU, SNCW Study Centre	„	Done
PG Courses in DE to be opened with KalyaniUniversity and Rabindra Bharati University	„	Application sent
Compulsory computer Training for First Year General Students from 2014-15	„	Training started

The affiliating University has **provisions for** according **autonomous status** to a college. But the College has not yet made efforts to obtain such status.

The University has provision for according autonomy to the PG courses conducted by colleges, upon review four years after introduction of such courses. As the College has very recently started PG courses in Bengali and English, there are plans to apply for autonomous PG programmes in the future

The College has a **Grievance Redressal Cell** which takes measures to redress complaints.

- General grievances such as departmental problems faced by students are resolved in departmental meetings under the supervision of the Head of the Department (HOD)
- Students may also approach the Cell for their grievances related to academic, financial, health matters and other services.
- The Cell addresses the problems promptly. After analyzing the nature of the grievances remedial measures are taken by the institution.
- The Cell also addresses the grievances of stakeholders as and when required.
- There is a dedicated drop-box to submit grievances / complaints.

- The Governing Body has also constituted the Sexual Harassment Redressal Cell and the Anti-Ragging Committee to look into related issues. So far no complaints have been submitted regarding these matters.
- The College ensures a healthy secure environment for all students and a friendly teacher – student relationship that makes campus life harmonious and safe for all.

One court case was filed against the institution by one office staff regarding promotion related matters. The case was withdrawn after it was resolved through out-of-court settlement.

The IQAC analyses **Student Feedback**. Formal feedback on institutional performance is taken from the Final Year students. The existing students can submit feedback online. These are forwarded to the IQAC for evaluation and the report is then submitted to the Principal so that necessary measures can be taken for improvement.

6.3. Faculty Empowerment Strategies

The institution makes a sustained effort to support and enhance the **professional development of its teaching and non-teaching staff** in the following ways:

- In order to ensure that the delivery of curriculum is made interesting and effective, faculty members are supported through academic planning, improved learning resources, provision of computer technologies
- Teaching staff are encouraged to develop and deploy additional value added and enrichment courses
- Workshops and seminars are organized within the departments to facilitate exchange of knowledge and expertise
- Seminars and lectures by experts invited from external agencies promote quality improvement of teaching and non-teaching staff
- Faculty are encouraged to participate in faculty improvement programmes like Orientation and Re fresher courses, Workshops, Winter / Summer schools and other capacity building courses
- Research culture is promoted by encouraging research work, facilitating projects through leave allowance and class flexibility, ensuring funding and timely utilization certificates.

- The On-line Journals published by the College encourage faculty participation, co-operation and sharing of knowledge
- The College promotes sports activities among staff
- The College supports membership and involvement of faculty members in University bodies and other research bodies and professional associations
- Space is ensured to carry out research projects
- There is provision for training of non-teaching staff as and when required. Non-teaching staff are also encouraged to participate in workshops organized by external agencies
- Skill development of non-teaching staff is enabled through use of appropriate software: Dataware, Pay Plus, Finaware, and COSA for accounting and other office works, KOHA for Library management and Student Plus for student database

The following strategies are adopted by the institution for **faculty empowerment and motivation:**

- ◆ Providing appropriate infrastructure and adequate space for effective functioning
- ◆ Encouraging and supporting participation in Skill Development Courses, Orientation and Refresher programmes, short-term courses for professional development
- ◆ Sponsoring seminars and workshops
- ◆ Decentralization in planning and implementing the various activities of the College to develop sharing and cooperation, innovation and empowerment among staff.

To ensure that information on multiple activities is appropriately captured and considered, the following measures are taken:

- ◆ Every teacher submits a self-appraisal report for each academic session
- ◆ Teachers fill up a self-assessment form at the time of promotion to the higher scale. The Expert Committee for placement and promotion interviews the teacher candidate and submits its recommendation for placement
- ◆ Students' feedback is obtained

The authority makes an assessment of all feedback received and accordingly apprises faculty members and other staff about the outcome. Information is also communicated to the appropriate stakeholders regarding steps/ decisions to be adopted for overall improvement of performance of the institution.

The following **Welfare schemes** are available for teaching and non-teaching staff:

- ↪ The College ensures that ad-hoc salary is paid on the 1st of every month from the College Fund in situations where there is delay in receipt of the actual amount paid by the State Government
- ↪ Prompt PF Loan facility is ensured. 100% facility is given to all who have availed of the benefit
- ↪ Voluntary funds are raised for individual member of staff in case of emergency
- ↪ There is a First Aid Unit in the College
- ↪ There is an insurance cover against accidents that may occur during educational tours
- ↪ For non-teaching staff there is provision for Salary Savings Scheme and Group Insurance under LIC, and membership of the South Dum Dum Cooperative Society.
- ↪ Group D staff are given Festival Advance and Ex-gratia allowance during festivals
- ↪ Annual Sports and cultural programmes are organized for all staff
- ↪ There are Canteen facilities and recreation and fitness facilities
- ↪ There is purified and cold water supply in the campus
- ↪ Free residential facilities are provided to guard men
- ↪ Rent free accommodation is provided to the Hostel Warden
- ↪ The College has residential quarters for staff

Appointments for substantive vacancies are made by the WBCSC purely on merit basis, which ensures quality. Appointments in the vacancies of Management created posts are made on merit basis. The institution ensures that temporary staff who add value to the institution by developing their personal and professional skills are retained and re-employed.

The Management encourages faculty to participate in seminars, workshops, Orientation, Refresher and capacity building programmes. The faculty members are also encouraged to establish linkages with other research bodies and institutions. Eminent faculty and experts from various fields are invited to deliver extension lectures to students of the College.

6.4. Financial Management and Resource Mobilization

The Accounts department, headed by the Accountant, works under the supervision of the Finance Sub- committee, the Bursar, and the administrative control of the Principal. Tasks related to Finance and Accounts are implemented according to the roles and policies framed by the respective authorities. The Accounts department handles all work related to accounting including treasury and Bank operations and preparation of the annual draft Budget. The draft Budget is prepared at the beginning of each financial year taking into consideration the financial requirements of each department and the general development plans. The Budget is initially placed in the Finance Sub Committee and is finally submitted to the Governing Body for approval. Implementation is made at the College and departmental levels in order to ensure optimum performance in carrying out the financial plans of the College:

Weightage is given to the following items in the Budget:

- Provision of sufficient Maintenance Fund
- Provision for Laboratory, Library infrastructure, Books
- Provision for Travel grant
- Provision of seed money for projects and research work
- Provision for infrastructure – Furniture, Fixtures
- Provision of sufficient Fund for Staff Welfare, e.g. Vocational faculty, Puja Bonus, Ex-gratia, Fund for Management appointed staff

The Principal is responsible for monitoring and controlling the financial procedures. She is the DDO (Drawing and Disbursing Officer). In the preparation of financial reports, she is assisted by the Bursar and Accountant. UGC accounts are also handled by the Principal and prepared with the assistance of the office staff and the Accountant. Accounts related to departments are handled by the concerned departmental heads.

The following norms are maintained in order to make effective use of resources:

- Except in cases of small purchases, payments are made in the form of Cheque or DD
- Tender is invited for any purchase above Rs. 20,000
- Proper procedure for purchases is adopted through Purchase Committee and the Finance Sub Committee
- Payment is made only on production of proper bills and vouchers
- Payments are made only if authorized by the Principal

There are **Internal Audit** and **External Audit** mechanisms in the College which are executed by a firm of Chartered Accountants. The audit for the year 2012-13 has been completed and audit for the year 2013-14 is under process.

Observation of previous report: The accumulated difference after reconciliation of Bank Accounts has been quantified and due effect has been given in the accounts.

In the year 2012-13 there was no deficit, surplus was of Rs.33,44,766.00

Sources of receipts (Major): UGC Grant, Government Grant, Fees from Students, Interest from Bank (Savings / Term deposit)

Balance of Capital Fund: Rs. 33,19,761.00

General Fund: Rs. 53, 07,168.00

(Enclosed last four year audited Statement of Accounts of Annexure)

Different Grants received from the Government and collection made from students and utilized during the year (2012-13) are as follows:

Building	Rs. 58,140.00
Furniture & Fixture	Rs. 60,360.00
Vocational Training	Rs. 1,94,554
2 Ramps 1 Generator	Rs. 7,92,000.00

6.5 Internal Quality Assurance System (IQAS)

- ◆ The IQAC was formed on 26.08.2009 as per the guidelines of UGC-NAAC. Since quality enhancement is a continuous process, the IQAC has become an institutional system for consistent involvement in the quality sustenance and enhancement measures taken by the College
- ◆ Inputs from various bodies such as the Government, the UGC, the University, and the Director of Public Instruction, as well as feedback from stakeholders are discussed in the Academic Sub Committee and the Teachers' Council and then sent to the IQAC. The IQAC members prepare a future plan for the institution. Thus the recommendation made by the Academic Sub Committee to conduct Academic Audit was implemented by the IQAC for the 2013-14 session. Proposals are placed in the Governing Body for approval. The Head of the institution ensures the implementation of the Quality Assurance Policies with the help of the IQAC.
- ◆ The IQAC comprises senior faculty members, the Head Clerk (as non-teaching representative) and the Principal, and is constituted as per UGC-NAAC guidelines. The external members comprise the Governing Body President Dr. Jutika Sengupta (as member from Management); Prof. Munmun Chatterjee from Gurudas College, Kolkata who is the University Nominee in the Governing Body; Dr. Kalyan Rudra, renowned environmentalist (as Nominee from stakeholders); Dr. Sunanda Chatterjee, retired TIC of the College (as Nominee from local authority). One of their valued suggestions was to conduct an Environment Audit in the institution, which has been implemented. The IQAC also has plans to induct alumni as members of its body.
- ◆ The IQAC monitors the implementation of different Quality Assurance policies of the institution. It monitors the teaching, research and various departmental activities of the College. Feedback regarding teaching, infrastructure and other facilities of the College are collected from the students by the Cell. Remedial measures are suggested for areas which need improvement.
- ◆ The Cell communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through the College website, through meetings with constituents of the institution, including the Governing Body, and through the Prospectus.

- ◆ The IQAC conducts departmental visits to verify the progress of the departments with regard to record documentation, academic and research activities.
- ◆ The IQAC conducts meetings at regular intervals to keep vigil on the academic quality of the College. The Cell takes appropriate measures to help departments achieve excellence in teaching and research activities.

IQAC meetings held:

Date	Agenda
24.11.2009	Infrastructure development. Quality improvement measures
06.09.2010	Infrastructure development. Quality improvement measures
03.11.2011	Infrastructure development. Quality improvement measures
01.12.2012	Infrastructure development. Quality improvement measures
06.09.2013	Reconstitution of IQAC
29.04.2014	Infrastructure development. Quality improvement measures
05.06.2014	LOI dispatched AQAR 2008-09 dispatched. Quality improvement measures.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

Environmental audits are tools which can quantify an organization's environmental performance and position. India is the first country in the world to make environmental audits compulsory.

The College takes initiative to promote environment consciousness by conducting a **Green Audit** of its campus and facilities. The community of the College has become aware of the rising levels of carbon dioxide in the earth's atmosphere and the rising average global temperature. These trends have compounded environmental concerns over the depletion of fossil fuels, the availability of clean water, threats to biodiversity and the earth's growing human population.

Last year the staff of this College established an initiative to find local solutions to some global problems. With the support and active collaboration of all the teachers and students, the first phase of the sustainability audit was performed in the campus. The team documented the historical usage of key resources and utilities – electricity, water, energy conservation and use of renewable energy – in order to establish base lines against which to compare future usage. The brief summary with the findings are given below:

- **Water:** The team reasoned arguments that a 50% reduction in water use is required to reach true sustainability on our campus. Rain water harvesting and conservation of water may help to reduce excess water consumption. Recommendations are also for planting native and drought tolerant plants in the campus, and also to find ways to reduce excess water use in academic buildings, food services etc.
- **Energy conservation and use of renewable energy:** The cost of electricity has risen alarmingly for the past few years. Also the consumption of electricity and burning of fuels for cooking in the Hostel and Canteen entails the emission of large amounts of carbon dioxide. Solar heating of water reduces the emission and so the College has plans to instal solar panels in the campus. Solar energy can reduce the electricity bill also. The regular use of low electricity consumption bulbs has been introduced. These new types of bulbs – CFL and LED – not only reduce electricity consumption but they are also non-toxic.
- **Carbon Neutrality:** In addition to the emission of CO₂ linked to electricity consumption, travel by students and faculty and staff contributes to the Carbon Footprint of the College. So the use of Euro III graded cars, eco-friendly bicycles are recommended for reducing CO₂ in the air.

The College campus also possesses a large area planted with various types of healthy growing plants which by the process of photosynthesis contribute to the

generation of large amount of oxygen and thus reduce the amount of carbon dioxide in the air.

- **Plantation:** Plantation is one of the healthy practices of the College. Saplings are planted during Vanmahotsav (the Varshavaran Utsav) or the festival of planting trees, thus promoting a carbon neutral atmosphere. The garden of Medicinal plants and the Butterfly garden maintained by the departments of Botany and Zoology respectively, inculcate an interest in students regarding flora and fauna.
- **Waste Compost:** The plants in the campus mainly thrive by the use of natural compost formed in the soil. A good amount of garden and kitchen waste is generated from the trees surrounding the campus, and from the hostel and canteen. These wastes are converted to compost which is excellent manure for the plants. The foundation of the compost bin is formed with 2 ft dead leaves. Plant wastes from the hostel and canteen and garden wastes are added regularly. When there is a good layer of such waste, fertilizer, generally cow dung, is mixed. Some lime stone is added to this followed by the addition of garden soil. Water is then poured down the compost pile. The pile is turned every fifteen days. The compost thus prepared acts as a fertilizer by increasing the nitrogen content of the soil.
- The institution makes every effort to keep the **campus eco-friendly** by discouraging the use of plastic and polythene and by promoting the use of paper cups, paper plates and leaf plates. The main outlet for **hazardous waste** in the campus is the Chemistry laboratory. Care is taken to ensure that such waste does not mix with the general waste of the College. **Electronic waste** is also stored safely to avoid environmental hazards.

7.2 Innovations

During the last few years the College has introduced the following innovative practices, all of which have had a positive impact on the functioning of the institution:

- ↪ Students of the College receive **financial aid** from the Students' Aid Fund. The College also motivates the students through awards and prizes on the basis of their performance in academic and extra-curricular activities.
- ↪ **The Extra-curricular Scheme** of the College gives special training in the performing arts to students under the supervision of a faculty member. These training sessions are held after regular College hours. Through this initiative the College encourages all-round development of the students by giving space to their creative skills.
- ↪ **Monthly Tests** are held in all the departments by the faculty members to ensure a continuous assessment of students' progress. Individual feedback is given by the teacher to help the student monitor her progress and improve upon her shortcomings.
- ↪ **The Placement Cell** of the College provides counselling and career guidance to the students. Regular workshops by consultants from the industry are organized by the Cell to enable students to explore career opportunities even before they complete graduation.

The Cell organizes an annual 80-hours Workshop and Training by TCS for the students of the Final Year, at the end of which students find placement through the on-campus interview conducted by TCS.

- ↪ **A Butterfly garden** has been established by department of Zoology in view of the large population of butterflies in the natural habitat of the College grounds. A garden of **medicinal plants** is maintained by the department of Botany. The butterfly garden along with the collection of medicinal plants, helps inculcate in students a greater consciousness regarding flora and fauna and ecosystems.
- ↪ The College publishes two online journals with ISSN No. -- **The Beats of Natural Sciences** and **Quest - Multidisciplinary Journal of Humanities and Social Sciences**. The objective is not only to encourage the contribution of research activities by faculty and students of the College but also to promote the sharing of knowledge and ideas among external peer groups.
- ↪ The College has a **Centre for Women's Studies** to render service to women's issues. Regular workshops and lectures are conducted by the Centre to sensitize students to issues relating to women. As the affiliating University does not offer this programme, the College has plans to introduce a UGC-sponsored Certificate Course in Women's Studies.

7.3 Best Practices

BEST PRACTICE - I

1. Title of the Practice:

“CREATING CONSCIOUSNESS: PROMOTING SELF – GROWTH AND SELF- RELIANCE”

2. Goal:

In its focus on the all -round development of the students, the College adopts a need-based approach, that will deliver a comprehensive and balanced education. The aim of this practice is

- To create consciousness among students about their role in society as agents of social change
- To enable self -growth by overcoming social and economic constraints and gender stereotype
- To learn to assess their own skills and identify areas of personal development
- To promote self-reliance through acquisition of skill-sets appropriate for employment.

3 The Context:

Despite greater access to opportunities for higher education, women in our society are still impeded by factors of gender stereotype, social and economic constraints, and an intrinsic sense of insecurity. This is even more pronounced among students of backward communities, who are often first – generation learners, and who comprise a section of the student population of the College. The primary challenge in implementing this practice is to create in students an awareness of the factors that inhibit the development of their potential as citizens who can effect change. With greater consciousness comes the desire for self- development and for acquiring skills that may enable them to break the shackles of class and gender and become self- reliant.

Hence the practice, which is composite in nature, takes a multidirectional approach in creating consciousness among students about themselves and their role in society, and in promoting their self – development and self-reliance.

4. The Practice:

- ◆ With the help of the Humanities and Social Science departments, the College tries to sensitize students to gender oriented issues. Organizing awareness programmes, conducting seminars and lectures, screening documentaries are some of the ways in which students are made aware of social issues. This enhances their understanding of the various ways in which barriers are set up and how women may overcome them
- ◆ The College helps students overcome their inhibitions by organizing extra-curricular activities. Focus is given to the performing arts to instil in students a sense of confidence and self-esteem. This initiative has been given a more formalized structure through the Extra –Curricular Scheme of the College where students are given training in dance, music, drama and elocution after College hours under the supervision of a faculty member.
- ◆ The College conducts special classes in English Communication Skills and Basic Computer Applications. This initiative was propelled by a growing need to integrate the learning process with the job market as it exists in the present day. Since the ability to communicate in English and proficiency in computers are prime pre-requisites of employability, the College decided to implement these courses.

The programme in English Communication Skills was initially designed as a compressed course in two phases, a Beginner’s module and an Advanced module, each of 24 study hours. Since students from various disciplines enrol for the programme, fixing a time slot was extremely difficult. The classes are thus held before and after College hours.

The CLT method is strictly adhered to. Classes are made activity based as much as possible. Along with handouts and worksheets, a dictionary is also given to the students to enable them to work on their vocabulary. Since a good percentage of students

are first-generation learners with very little exposure to English, dearth of vocabulary was identified to be a major concern. Screening of films is also done to provide exposure to accent and nuances of the language.

A prime focus of the syllabus is to help students handle day-to-day communication in formal and informal situations.. Some basic guidelines to writing CVs and covering letters are also provided.

The Advanced course is designed to address job requirements better. Hence simulation of entry-level job interviews is included. Guidelines on note-taking and note-making are also provided. At the end of each module students are provided with a CD of the course material.

In 2014 some revisions have been done to make the course more streamlined. Primarily First Year students are encouraged to take it up. The duration has also been extended to 60 hours spread over 20 weeks. Resource persons have also been invited to conduct the classes.

Two unique features of the English Communication Skills course are

- ✓ In-house material development keeping students' requirements in mind
 - ✓ Extensive use of authentic material
- ◆ The basic course in Computer Applications is conducted in collaboration with ICEI. Students are taught to operate Windows, open Files and Folders, My Computer, Pictures and Video. They learn to browse the internet, use e-mail system and Power Point. They also learn to operate MS Office. From the 2014 session this course has been made more streamlined and compulsory for all First Year students in General Courses.
 - ◆ The Placement Cell of the College organizes regular workshops and lectures by consultants from the Industry to help students identify job opportunities and seek Career guidance. The Cell also organizes Soft-Skills Development programmes that help students to acquire appropriate skills and etiquette for the job market.

The Cell organizes an annual 80- hours training and workshop conducted by TCS (Tata Consultancy Services), at the end of which successful candidates are offered jobs in different processes of TCS-BPO.

5. Evidence of Success:

The practice has had a strong impact on the student community. An increasing number of students are coming forward, discarding their inhibitions and expressing a strong desire to participate in the various activities of the College.

- Students have developed a sense of bonding through interacting and mingling with different groups among their peers.
- They have developed a sense of confidence and self-esteem

- They have been better able to integrate with campus life.
- The practice has given students from backward communities and first- generation learners a class mobility hitherto unknown to their parents. This is a significant step forward in the institution's policy of inclusion and equal access.
- The on-campus recruitment with TCS indicates a rising graph over the last few years.
- Students have won prizes in various competitions thus setting their own benchmarks

6. Problems Encountered and Resources Required:

- ↪ One major problem area is working around the class schedules
- ↪ A section of students still lack the motivation to come out of their given conditions and strive for better opportunities.

Resources required:

Financial: The College needs funds to establish a Centralized Computer Centre. The ICEI offers training over fixed hours while an in-house Computer Centre would give greater flexibility in arranging classes.

Funds are also needed to provide quality training and services.

Human: Professionals to impart training and counselling

Others: Additional and dedicated space is needed for conducting the different programmes

Greater interface with industry is needed to increase opportunities for employment.

7. Notes:

The multidimensional approach of this practice addresses students' need at the core and then offers the desired orientation and skill-sets to promote their development. The first step in this approach is to arouse in young women a consciousness of the need to mould themselves as citizens who can brave the world. Once the desire for self-development is sown, their training and shaping through various activities and skills becomes an achievable task. Hence a unified approach is necessary; stand-alone activities will not contribute to the overall development of the students into conscious, confident citizens of tomorrow.

8. Contact Details

Name of the Principal: Dr. Urmila Ukil

Name of the Institution: Sarojini Naidu College for Women

City: Kolkata

Pincode: 700028

Accredited Status: B++ (2006)

Work Phone: 033 – 2559 – 2583 / 2529 – 1985

Website: www.sncwgs.ac.in

E-mail: sarojinainaiducollege@gmail.com

BEST PRACTICE – II

1. Title of the Practice:

“PROMOTING A GREEN ENVIRONMENT: TRANSLATING KNOWLEDGE INTO PRACTICE”

2. Goal:

The broad goal of the institution is towards an all-round development of the students, so as to make them responsible citizens who can contribute to society. The aim of this practice is to make students aware of environmental concerns and to engage them in activities within the College campus that will foster in them a sense of responsibility towards the larger community. Chapters on environmental issues are read and learnt in the classroom, but it is only through practice that they can be internalized. The College, therefore, aims to involve students in active participation in various green activities in the campus. These small but sure steps in their educational environment can be practiced in their home environment also, leading to a healthier community and making students responsible for their actions.

3. The Context:

One significant aspect of the initiative towards a green environment is to inculcate in students an awareness of environment issues and to practice local solutions to global problems. As experience with the students indicates, the majority of them have no real awareness about such concerns. Those living in the concrete jungle of the city have hardly any interaction with nature and natural surroundings. Those living in rural areas, sometimes below subsistence levels, have no time to spare for those concerns, engaged as they are, in a daily battle for mere economic survival. Yet they will all grow up to be the future citizens of our country, nurturing future generations. Thus it is imperative for them to become informed about larger societal concerns, such as the rising levels of CO₂ in the atmosphere, the scaling global temperature, the depletion of fossil fuels, the scarcity of water and other natural resources, the threats to bio-diversity and

the burgeoning human population. For all these, as well as other factors, will impact upon human life in the future. A course on Environment Education is compulsory for all students, yet what they learn in books remains largely remote from their immediate concerns. Glaciers may melt, forest fires may burn green cover, animals may become extinct, the 'Save the Tiger' project or 'Clean the Ganga' mission may be launched; but for them, these issues have no bearing on their daily lives, which continues unimpeded.

To draw them out of their apathy and indifference, born largely from ignorance, the institution launched the active involvement of students in the various green activities of the College that would help them translate their knowledge into real engagement.

4. The Practice

The faculty members in the departments of Life Science take initiative in the implementation of this practice. They are also supported and helped by teachers of other departments. Every quarter students are invited to volunteer for participation in these activities. The students who sign up are divided into smaller groups. These groups are then given an opportunity to choose their activity from the following options:

- Nurturing the medicinal plants and the butterfly garden
- Participation in plantation activities
- Preparation of compost / applying manure to the plants
- Keeping the campus free from plastic and polythene
- Monitoring the general waste management
- Ensuring that lights and fans are switched off in empty rooms
- Keeping the campus clean by removing litter

The supervising teachers in each group explain to the students the importance of the activity they shall engage in and the tasks involved. The group that looks after the collection of medicinal plants and the butterfly garden generally takes the help of faculty members from the departments of Botany and Zoology respectively, and also from the College gardener in order to better understand how to tend to these plants. The group assigned the task of plantation participates in the selection and procurement of saplings and planting and nurturing them. The preparation of compost begins around the month of November. Students gather leaves to be deposited in the compost bin; they help in the collection of plant waste from the hostel and the canteen that is added to the pile. They take part in the process of preparing the pile and monitor the turning of the pile every fortnight. Once the compost is prepared, the gardener helps them in applying the manure to the plants.

The group in charge of keeping the campus plastic free ensures that the canteen staff use paper cups and paper / leaf plates in their food service. They also check that no plastic bag below

40 micron is used in the premises. Other volunteers engage in keeping the campus clean by removing litter and monitoring that no waste lies unattended.

A small but important practice is to ensure that unused rooms have lights and fans switched off. This step contributes to saving in electricity consumption. Students are made conscious of the significance of this practice through the responsibility that is assigned to them in this respect.

Other groups are selected at the end of the quarter, but some students from the previous groups, who demonstrate leadership skills, are retained to help the new volunteers ease into their responsibilities. Sometimes students are also encouraged to share their experience with their peer groups. These interactive sessions sensitize the student community to the small and local, but nonetheless significant ways to promote a green and clean environment.

5. Evidence of Success:

The success of this practice is apparent in the enthusiastic and voluntary participation of many students. It is encouraging that students set their own targets and benchmark their achievements.

- ✦ The practice has fostered in them a sense of belonging and enabled them to integrate better with campus life.
- ✦ It has instilled in them a better understanding of green practices and their importance in day-to-day life.
- ✦ It has fostered comradeship as groups intermingle and interact outside the classroom environment in a common activity.
- ✦ It has instilled in them a sense of confidence and self-esteem
- ✦ The activities help them alleviate stress.
- ✦ The practice has fostered in them the principles of responsibility and accountability, values that they will carry forward in their lives beyond the campus

6. Problems Encountered and Resources Required:

- ◆ One major problem is adjustment with class schedules. Students sometimes have to spend time beyond College hours which proves difficult for many of them.
- ◆ Another problem is encountered in drawing out students from their conservative mind-set and involving them in activities like removing litter and monitoring waste management.
- ◆ There is also a lack of motivation and consciousness among a section of the student community.

Resources Required:

Financial: The present activities can be accommodated by the financial resources available with the College

Human: Professional help is required in the maintenance of the butterfly garden. Some more professional hands could contribute towards better maintenance of the campus.

Other: Inclusion of the practice in the domain of NSS

7. Notes:

The active involvement of students in the green practices of the College, and the attitudes and skill-sets they develop, can be carried forward beyond the campus environs to the larger community. The values of citizenship that they develop can impact the lives of others, and the message they spread can benefit the social life of the community outside the College.

The scope of the practice can be further widened with additional Financial and Human resources. The College has received grant from the UGC for the installation of solar panels. The future plan is to focus on the development of the Hostel as an eco-friendly zone beginning with the installation of the solar panels on the roof of the Hostel building. The next step would be to engage the participation of all Hostel boarders in ensuring the green practices in the Hostel premises. This initiative would stand as a benchmark for the whole campus community and beyond.

8. Contact Details:

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POST- ACCREDITATION INITIATIVES

Some suggestions made by the NAAC Peer Team during their visit in 2006 were:

- The College should take expeditious steps to fill-up the 09 permanent vacant teaching posts at the earliest.
- The Management may consider offering a certificate course on Fine Arts and performing arts to provide an opportunity to the students to exhibit their hidden talents.
- The departments of English, Bengali and Sanskrit together may establish a language laboratory in the College with the financial assistance of UGC. In order to make teaching learning process more interesting and effective, modern Audio-Visual Aids may be used for academic excellence in all departments.
- The College may consider opening a women's cell to render counselling services to the girl students.
- The College may arrange more seminars, especially National seminars which will provide good exposure to the students and faculty.
- Honours students may be encouraged to pursue project work on the problems of Dum Dum area and nearby places.
- The performance of teachers and staff in teaching, research and community work should be identified and their contribution be recognized.

Some Notable Developments in the College from 2008-09 to 2013-14

in pursuance of the NAAC Peer Team Recommendation

- The College has introduced several new subjects, viz., Hindi, Sociology, Psychology, Food and Nutrition and Education. Though there was a suggestion from NAAC Peer Team to introduce several Vocational Courses, those could not be introduced due to infrastructural and financial constraints and lack of local demand as well.
- Syllabi in different subjects at the UG level have been redesigned under Part-I, Part-II and Part-III basis and implemented accordingly. Some of our faculties were actively involved in reframing of the syllabi.

- P.G. courses in Bengali and English and Honours courses in Hindi and Sociology have commenced from 2014-2015 academic session.
- The College is committed to further academic and infrastructural development through regular budgetary vision, which has become part and parcel of finance management of the College since 2008-2009.
- The College has organized 'Sensitivity Awareness Motivation Workshop' under UGC scheme of 'Capacity Building of Women Managers' in 2008-2009 academic year with the vision of enhancement of the motivation of women faculty members regarding participation in administrative decision making. The mission was successful enough because of participation of senior women faculty members from West Bengal, as well as from Bihar, Orissa, Jharkhand, Uttar Pradesh etc. The departments of Political Science and History took the main responsibility for organizing the same. The College Governing Body always encourages such efforts to be undertaken in the interest of higher education.
- Reprographic facilities have been introduced in the library. The data base has been partly digitized.
- The College has also acquired institutional membership of British Council Library and initiative has been taken to acquire institutional membership of INFLIBNET.
- The College has established a Research Committee for encouraging teachers to apply for minor and major research projects to different National funding agencies.
- The College has established a Placement Cell in 2009-10. The Cell is actively involved in organizing workshops in collaboration with various renowned companies, e.g. Tata Consultancy Services. Several of our students have obtained job offers from TCS after completion of the course. Other organizations have also recruited our students through campus interviews.
- The recruitment of full time faculty of the College can only be done after the College receives a recommendation for the same from West Bengal College Service Commission. The gap is generally bridged by appointing Contractual Teachers, Part time Lecturers and Guest Faculties from time to time. The posts are advertised in leading newspapers and teachers are appointed after a proper screening process followed by an interview carried out by the experts in the field. However, five full time faculties were appointed on the recommendation of West Bengal College Service Commission in 2008-09 in the

departments of Chemistry, English, History, Physics and Sanskrit. One full time faculty has been appointed in the department of Economics in 2013-14.

- A Language Laboratory has been established by the Department of English in 2013-14.
- A Centre for Women's Studies has been established in the College in 2012-13. Various student-centric seminars are regularly organized by the Centre.
- Two UGC sponsored State level seminars were organized by the College in 2012-13. Almost all the departments are involved in organizing seminars on a regular basis.
- Two on-line journals have been launched by the College in 2013-14 to encourage the teachers to publish their research works. The effort has been a grand success.

The department of Zoology has undertaken a project to enlist the different species of butterflies inhabiting various plants within our College campus. The project has been very popular with the students who enthusiastically look after the butterflies before and after College hours.





**DEPARTMENTAL
EVALUATIVE
REPORTS**



DEPARTMENT OF ANTHROPOLOGY

- 1. Name of the department** : Anthropology
- 2. Year of Establishment:** : General : 2003
Honours: 2008
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
- 4. Names of Interdisciplinary courses and the departments/units involved** : N.A.
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : NA
- 8. Details of courses/programmes discontinued (if any) with reasons** : NA
- 9. Number of Teaching posts** :

	Sanctioned	Filled
Assistant Professor	-	-
Contractual Lecturer (college appointed)	-	02
Guest Lecturer (college appointed)	-	02

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sanjoy Chakraborty	M.Sc	Contractual Lecturer (college appointed)	Physical Anthropology	8 Years	NA
Dr.Nandini Lahiri Bhattacharya	Ph.D	Contractual Lecturer (college appointed)	Cultural Anthropology	7 Years	NA
Mousumi Guha	M.Sc.	Guest Lecturer (college appointed)	Archaeological Anthropology	1 yr. 2 months	

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.Madhumati Chatterjee	Ph.D.	Guest Lecturer (college appointed)	Physical Anthropology	6 months	NA

- 11. List of senior visiting faculty:** : 1. Prof. Ranjana Ray (Emeritus Professor) CU
2. Mrinal Kanti Santra (Ex Lecturer Mrinalini Dutta College Birati)
3. Chaitali Bhattacharya (APC College, New Barrackpur)
4. Dr. Debasish Mondal (WBSU)
5. Dr. Avijit Das (WBSU)
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : 100%
- 13. Student -Teacher Ratio (programme wise)** : Honours:8:1
General: 15:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** :
- | | Sanctioned | Filled |
|----------------------|------------|--------|
| Administrative Staff | - | - |
| Technical Staff | 1 | 1 |
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** : N.A.
- 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : NIL
- 18. Research Centre /facility recognized by the University:** : N.A.
- 19. Publications:**

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Madhumati Chatterjee	8	8	-	-	-
Dr. Nandini Lahiri (Bhattacharya)	10	6	5	-	-

20. Areas of consultancy and income generated : N.A.

21. Faculty as members in : N.A.

- a) National committees
- b) International Committees
- c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme :

The students of Anthropology both pass and honours are supposed to prepare a project report every year. In this regard 100% students of Anthropology have visited village to conduct survey and collected data about the social economic and material way of life of the village. They had visited villages of West Bengal, Bihar and Orissa. The students had been oriented to write research project report of their own .

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students:

Received Gold Medal from College-

1. Astha Ranjan –secured highest marks in B.Sc. Hons.in 2012
2. Piyali Roy- secured highest marks in B.Sc. Hons. in 2013

Faculty:

1. Madhumati Chatterjee - Young scientist award in Indian Science Congress, 2013

24. List of eminent academicians and scientists / visitors to the department:

1. Prof. Ranjana Ray (Emeritus Professor)CU
2. Dr. Mrinal Kanti Santra (Ex Lecturer Mrinalini Dutta College Birati
3. Chaitali Bhattacharya (APC College, New Barrackpur)
4. Dr. Debasish Mondal (WBSU)
5. Dr. Avijit Das (WBSU)

25. Seminars/ Conferences/Workshops organized & the source of funding : Nil

- a) National
- b) International

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage	No. of 1 st Class
2010-2011	52	13	7	100	3
2011-2012	75	23	6	100	4
2012-2013	60	26	8	100	5
2013-2014	65	40	10	100	9

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Anthropology Pass & Honours	90% WB	10% from other state. Like Sikkim Jaharkhand Bihar & UP, AP	One Student (Nepal)

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

: Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	2009-10 - 100
	2010-11 – 50%
	2011-12-90%
	2012-13 100%
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	1(Bank)
• Campus selection	1 (Medical Representative)
• Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

• Central -156

a) Library

• Seminar-43

b) Internet facilities for Staff & Students

: Both Teacher & Student Net Access. Present

c) Class rooms with ICT facility

: N.A.

d) Laboratories

: 01

31. Number of students receiving financial assistance from college, university, government or other agencies

:

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	5	-	1	-	1
2 nd Year	4	-	2	-	1
3 rd year	1	0	1	1	-

- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : i) Workshop-Importance of museum Study 6.12.13
ii) Seminars
- Dating the Past
 - Culture and Adaptation in Anthropological approach
 - Field Approach of Anthropology

33. Teaching methods adopted to improve student learning:

- E-Learning facility has been adopted.

- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** : N.A.

35. SWOC analysis of the department and Future plans :

Strength:

1. The department is well equipped with apparatus required for practical classes.
2. The sincere and qualified faculty member and quality assistance to the students by one to one interaction.
3. The departmental library is equipped with text and reference books for the students.
4. The sincere and motivated students are the assets of the department.
5. Increase in students' enrollment.

Weakness:

1. Class rooms are not SMART in nature.
2. E-learning facility is not available.
3. There are no permanent lectures and laboratory attendant.

Opportunity:

1. Departmental arrangement for conducting the socio-economic study of the villages (syllabus oriented), could be utilized for the benefit of the society by analyzing the field report and finding the problems of the studied area.
2. More female students are encouraged for intellectual enrichment.
3. Exploration of archaeological and anthropological areas of interest in and around North 24 Parganas.
4. Interdisciplinary and integrated learning environment.

Challenges:

1. Risk of losing sincere teachers and other supporting staff of the department.
2. Growing competition from nearby colleges.
3. Difficulty in security concern and low budget for conducting fieldwork.

Annexure I**Papers published by faculty and students in peer-reviewed journals**

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN NO., VOL. NO. PG NO., YEAR	NATIONAL/INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Madhumati Chatterjee	A Study on Nutritional Status and Dental Caries in Permanent Teeth Among School Going Girl of Bengalee Population, India.	<i>Advances in Anthropology</i> 2 (3): 112-116. DOI: 10.4236/aa.2012.23013	International	Cited by: Impact Factor- 0.21	2012
	Variations of Scalp, Pubic and Axial hair.	<i>Anthropologischer Anzeiger</i> 69(1) 117-125. DOI: 10.1127/0003-5548/2011/0119 .	International	Impact Factor-0.676 SNIP: 0.705 SJR: 0.258	2012
	A Study on hair morphology and quantitative variations of Papio Hamadryas.	<i>Journal of the Department of Anthropology, University of Calcutta</i> (ISSN 2249-6181) Vol. 14:144-150	National		2012
	Maternal Fetal Interaction in the ABO system: A Comparative Analysis of Healthy Mother and Couples with Spontaneous Abortion in Bengalee Population	<i>American Journal of Human Biology.</i> Vol.23:76-79. DOI: 10.1002/ajhb.21102. 2011	International	Cited by: I.F. - 2.335 SNIP: 0.791 SJR: 0.843	2011
	Study on Finger and Palmar Dermatoglyphics among the Sunni Muslims of West Bengal.	<i>Anthropologist</i> . (ISSN 0972-0073) 13(2):107-109.	National		2011
	Histomorphological and quantitative study on black and gray hair in Bengalee Population.	<i>Journal of Indian Academy of Forensic Sciences</i> (ISSN 0579-4749) 42(1&2): 32-40.	National		2010

	A Study on Evolutionary Biology of Hair Medullation in primates.	<i>Journal of the Department of Anthropology, University of Calcutta</i> ISSN 2249-6181 Vol. 12 & 13(No. 1 & 2): 1-9.	National		2010
Dr. Nandini Lahiri (Bhattacharya)	An Account of the chalcolithic cultural remains found from a site near Kanjipani, Orissa,	<i>Volume on early cultures of Orissa</i> , 2000, (Ed.) P. Mohanty and K. K. Basa, pp. 356-367.	National		
	A study of paleolithic tools collected from the lower gravel at Pallahara, Orissa,	<i>Journal of the Department of Anthropology</i> , 2001, Volume – 3:, University of Calcutta.	National		
	Marginalisation, a social reality among some Bengalee Christians,	2003, <i>Journal of the Anthropologica l Survey of India</i> , Kolkata, pp. 201-210. Anthrop.Surv (2002)51	National		2012
	Economy and Persistence of Rituals: Observation in two Economic Setting,	<i>The Journal of Indian Anthropological Society</i> , 2005 ISSN 0019-4387	International	Cited by: I.F.- 2.335 SNIP: 0.791 SJR: 0.843	2011
	Meendhara: An Uprising Profession of the Sunderbans:	<i>The Oriental Anthropologist</i> , Volume 6 Number 1 2006 ISSN 0972-558X	International		
CHILDREN AND CHILDHOOD: A STUDY AMONG THE MEENDHARAS (Prawn seed Collectors) OF SUNDERBAN S, WEST BENGAL, INDIA.	<i>Journal of Indian Academy of Forensic Sciences</i> (ISSN 0579-4749) 42(1&2): 32-40.2010	National			

1. Chapter in Books

- Some aspects of Evolutionary Biology of Primate Hair. In , Dimension of Anthropological Research in India (Golden Jubilee Publication) (edts., Sarkar J., Basu A and Singh Ajit K) Indian Anthropological Society. Pp 61-67 (ISBN: 81-85525064)
- A study among some ‘Meendharas’ of S underbans, West Bengal, *Anthropology: Trends and Applications*, 2002, Delhi, India, (Ed.) Bhasin and Malik, pp. 83-89. 2002 ISBN-81-85264-30-9
- Socio-economic profile of Meendharas of Sunderbans, West Bengal, *Rediscovering the Familiar : An Anthropological Approach*, 2004, University of Calcutta, (Ed.) Ranjana Ray, pp. 13-22.
- Environmental Adaptation by the Meendharas, *The Dying Earth*, ACB Publications & Netaji Institute of Asian Studies, 2004, (Ed.) Desai and Raha, pp. 248-253.
- Meendharas of the Sunderbans: Utilization of Marine Resources, *Adapting to Changing Environment : Studies in Anthropology*. (Ed.) Ranjana Ray, Calcutta University Press, Calcutta. 2005.

Annexure - II**Students Seminar**

Name of Speaker	Date	Presented at	Level	Topic
Madhuharshi Roy (1 st H)	05.09.13	Departmental Seminar Room	College	Branches of Social – Cult. Anth.
Sangita Goswami (1 st H)	05.09.13	Departmental Seminar Room	College	Importance of study of ethno-Archaeology
Sunanda Sarkar (1 st H)	05.09.13	Departmental Seminar Room	College	Relation of Anth. With other Science
Saheli Biswas (1 st H)	05.09.13	Departmental Seminar Room	College	Field Work Methodology
Sohini Sarkar (1 st H)	05.09.13	Departmental Seminar Room	College	Field Work Methodology
Tithi Sarkar (1 st H)	05.09.13	Departmental Seminar Room	College	Importance of questionnaire Method
Rupasree Das (2 nd H)	25.04.2014	College Seminar Room	College	Adaptation and Culture

DEPARTMENT OF BOTANY

- 1. Name of the department** : Botany
- 2. Year of Establishment:** : Department of Bioscience 1956
Introduction of Hons. Course in Botany 1997
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG(Hons), UG(General)
- 4. Names of Interdisciplinary courses and the departments/units involved** : Environmental Science is taught in the first year course for all disciplines.
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : NA
- 8. Details of courses/programmes discontinued (if any) with reasons** : NA
- 9. Number of Teaching posts**

	Sanctioned	Filled
Professors	-----	
Associate Professors	-----	*3
Asst. Professors	3	---
Graduate Laboratory Instructor	1	1

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Dipanwita Bhattacharya	M.Sc. Ph. D	Associate Professor	Microbiology	16 years	NA
Dr. Dipanwita Chowdhury	M.Sc. Ph. D	Associate Professor	Cytology & Plant Breeding	14 years	NA
Dr. Sampa Dutta Sarkar	M.Sc. Ph. D	Associate Professor	Microbiology	14 years	NA
Mrs. Payel Banerjee	M. Sc	APPT (Govt. Approved Permanent Part Time)	Taxonomy	7 years	NA

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Smt. Tania Das	M.Sc.	College Contractual Part time	Mycology and plant pathology	5years	NA
Chandana Bhattacharya	B. Sc (Pass)	GLI	-	31 years	NA

- 11. List of senior visiting faculty:** : • Dr. Dipak Gupta – Former Reader in Botany in Vidyasagar College
• Dr. Nimai Barui – Former Reader in Botany in Surendranath College
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : • General - Theory- 15% Practical - nil
• Hons. - Theory - 30% Practical – 30%
- 13. Student -Teacher Ratio (programme wise)** : B. Sc. Honours: 10:1
B.Sc. General: 30:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** :

	Sanctioned	Filled
Technical Staff	2	2
Administrative Staff	Nil	Nil

- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**

Name of the Principal Investigator	Title of the Research Project	Funding Agency	Grant Sanctioned	Year
Dr. Dipanwita Chowdhury	Karyotypic and Biochemical studies of differenrent sp. of <i>Allium</i> in West Bengal	UGC	Rs.1,73,000	2013

- 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : Nil
- 18. Research Centre /facility recognized by the University:** : Nil
- 19. Publications:**

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Dipanwita Bhattacharya	5	5			

Dr. Dipanwita Chowdhury	5	5	1		
Dr. Sampa Dutta Sarkar	5	5			

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

a) National committees Nil

b) International Committees

c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

- According to the syllabus of WBSU, undergraduate project work is not part of the B. Sc Botany Honours or General course.
- Both Hons. and general students prepare extensive field report after their excursion.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: : Nil

24. List of eminent academicians and scientists / visitors to the department

1. Prof. J. J. Ghosh, Dept. of Biotechnology, University of Calcutta
2. Dr. Sumita Jha, Prof. in Botany, Ballyganj Science College
3. Dr. Dhruvayoti Chattopadhyay, Pro VC (Academic), Calcutta University
4. Dr. Madhubrata Choudhury, Prof in Botany, Presidency University
5. Dr. Nandadulal Paria, Prof. in botany, Ballyganj Science College
6. Dr. Sumita Ghosh, Reader in Botany, Presidency College
7. Dr. Madan Mohan Bhattacharya, Reader in Botany, Presidency College
8. Dr. Swapna Basu, Reader in Botany, Scottish Church College
9. Dr. Sanjay Guha Roy, West Bengal State University

25. Seminars/ Conferences/Workshops organized & the source of funding Nil

a) National b) International

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	96	35	13	92
2011-2012	135	37	4	100
2012-2013	101	35	13	76.92
2013-2014	89	43	17	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Hons.	100	0	0
General	99	1	0

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** : Data not available

29. Student progression

Student progression	Against % enrolled#			
	2009-2010	2010-2011	2011-2012	2012-2013
UG to PG	20%	20%	50%	41%
PG to M.Phil.	Nil	nil	nil	nil
PG to Ph.D.	Nil	nil	nil	nil
Ph.D. to Post-Doctoral	Nil	nil	nil	nil
Employed • Campus selection • Other than campus recruitment	20%	Data not available		
Entrepreneurship / Self-employment	Data not available			

#percentage calculated against no. of students appeared in final year

*As this is an undergraduate institution, detailed data of pass-out students are not available.

30. Details of Infrastructural facilities**a) Library**

- Central Library :384
- Seminar library: 208
- Book bank :40
- Specimen copy :91
- Journals :2

b) Internet facilities for Staff & Students

: Available

c) Class rooms with ICT facility

: One

d) Laboratories

: 02

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	-	-	1	1	1
2 nd Year	1	-	2	-	-
3 rd year	-	-	-	-	1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts 9 Invited Talks during 2009-2013,
9 external experts

33. Teaching methods adopted to improve student learning:

- Class tests are taken at regular intervals.
- Special classes are arranged for slow learners
- Exhaustive Practical sessions, Remedial coaching
- ICT enable teaching with main emphasis on chalk and Talk method, OHP, charts is adopted.
- Educational tours are periodically arranged to improve student learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil

35. SWOC analysis of the department and

Future plans:

Strength:

- Academic environment with dedicated teaching faculty.
- Regular syllabus oriented classes along with library classes with special monitoring to individual students.
- Moderately equipped with apparatus and instruments required for practical classes.
- The department maintain a friendly atmosphere with the students and regularly counsel them in academic and other matters according to their needs.
- Regular parent teacher's students meeting to solve various problems apart from academics.
- An good seminar library with subject oriented reference books, museum of plant specimen, small herbarium collection, medical plant garden for their interest.

Weakness:

- Teacher –students ratio is very weak, so teachers are not able to engage in research activities,
- Students from suburb area is very poor in English

Opportunity:

- Lectures delivered by guest faculties of other universities to enrich the students.
- To groom students for higher education.
- Time to time visit to several eco-geographical regions of various states of India to satisfy the purpose of Educational tour and enrichment of the knowledge of the students.

Challenges: To get better quality students for future improvement of our department.

Future Plan:

- We want to start small project involving our final year students individually and for that purpose we need cooperation of our affiliated university.
- To develop infrastructure with modern research facilities
- To start PG course after the development of proper infrastructure and faculty.

Annexure-I

Papers published by faculty in peer-reviewed journals.

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	NATIONAL/INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Dipanwita Bhattacharya	Phytotoxic metabolites of <i>Macrophomina phaseolina</i>	Indian Journal of Mycology Plant Pathology 22:54-57 ISSN:0303-4097	National	Cited by: I.F.:	1992
	An enzyme Immunoassay of Phaseolinone and its application in estimation of the amount of toxin in <i>Macrophomina phaseolina</i> infected seeds	Applied and Environmental Microbiology 58:1970-1974 ISSN : 0099-2240.	International	Cited by: 5 I.F.: 2.801 SNIP: SJR:	1992
	Inhibition of seed germination by <i>Macrophomina phaseolina</i> is related to phaseolinone production.	Journal of Applied Bacteriology 77:129-133 ISSN :1365-2672	International	Cited by: 6 I.F.: SNIP: SJR:	1994
	A novel signal amplification technology based on catalyzed reporterdeposition and its application in a DOT-ELISA with ultra high sensitivity.	JIM 227:31-39 ISSN: 00221767	International	Cited by: 13 I.F.: 1.95 SNIP: 1.613. SJR: 4.420	1999
	A novel signal amplification technology for ELISA based on catalyzed reporter deposition. Demonstration of its applicability for measuring aflatoxin B1.	JIM 230:71-86 ISSN: 00221767	International	Cited by: 26 I.F.: 1.95 SNIP: 1.613. SJR: 4.420	1999
h index – 2					
Dr. Dipanwita Choudhury	Timings of DNA synthesis in the nucleoli of <i>Allium cepa</i> L.	Cell Biol Int Rep14(2): 173-177	International	Cited by: 5 I.F.:	1990
	Some biochemical and cytological studies in relation to organogenesis in	Bull Life Sciences 4:21-28	National	Cited by: I.F.:	1994

	<i>Nigella sativa</i> L				
	The nature of two different types of nucleolar bodies in plant cells	Cell Chr Res 15(1):17-19	International	Cited by: I.F.:	1992
	Cytological and macromolecular changes during in vitro growth and regeneration in <i>Vigna unguiculata</i> (L)	Cell Chr Res 10:64-71	International	Cited by: I.F.:	1987
	Ring shaped nucleoli in undifferentiated callus tissues of <i>Vigna unguiculata</i> .	Cell Chr Res 19(1):19-25	International	Cited by: I.F.:	1996
Dr. Sampa Dutta Sarkar	Drought induced biochemical changes in young tea leaves.	Indian Journal of Plant Physiology. Vol.6 (1) pp.103-106. ISSN 0019-5502	National	Cited by: I.F.: 1.018 SNIP: N.A. SJR:	2001
	Biochemical responses of tea plants induced by foliar infection with <i>Exobasidium vexans</i>	Indian Phytopathology 55(1): 8-13. ISSN 2248-9800	National	Cited by: I.F.: 0.567 SNIP: N.A. SJR:	2002
	High temperature induced changes in phenol metabolism in tea leaves	Journal of Plant Biology 28(2) pp.223-226. ISSN 1226-9239	International	Cited by: I.F.: SNIP: N.A. SJR:	2001
	Response of tea plants to water stress.	Biologia Plantarum ISSN 1573-8264 Vol. 45(4) p..557-562	International	Cited by: 5 I.F.: 0.583 SNIP: 0.738 SJR: 0.356	2003
	Factors affecting development of brown blight diseases of tea and its management.	Journal of Hill Research 15(20):78-85 ISSN 0970-7050	International	Cited by: I.F.: SNIP: N.A. SJR:	

1. Chapter in Books

Choudhury D Chapters : Classification of Plant Kingdom & Systemic Botany- Uchha
Madhyamik Jibobidya Published from Rabindra Mukta vidyalaya (2004)

2. Proceeding Volume

Ghosh S and Bhattacharya D (1988) Comparitive cytological and biochemical studies in cells of
Vigna unguiculata(L) Walp. During growth and regeneration Economic Plants and microbes (Ed
R.P Purkayastha) Today & Tommorow's Printers and Publishers :107-113 (1988)

Annexure - II

STUDENTS' SEMINARS

NAME OF THE SPEAKER	TOPIC	DATE	LEVEL
SUTAPA DUTTA (1 st year)	Bacterial Plasmid	06.09.2010	College
DEBANJALI MUKHERJEE (1 st year)	Algal Toxin	06.09.2010	
PINKI SAHA (3 rd year)	Light reactions in Photosynthesis	06.09.2010	
ANAMIKA SEAL (3 rd year)	Mitochondrial DNA	05.09.2010	
NIVEDITA DAS (2 nd year)	Classification of Bentham and Hooker	06.09.2010	
SOHINI MAJUMDAR (2 nd year)	Secondary structure of Protein	06.09.2010	
ANAMIKA ROY (3 rd year)	Mass Flow Hypothesis	06.09.2011	
SHAKHAPRIYA KUNDU (2 nd year)	NPC classification	05.09.2011	
SANGEETA DAS (1 st year)	Conjugation in Bacteria	05.09.2011	
ANINDIDITA ROY (3 rd year)	Somatic Embryogenesis	05.09.2012	
SARBANI CHAKRABORTY (3 rd year)	Oxidative Phosphorilation	05.09.2012	
PIYALI METIYA (3 rd year)	DNA replica on Prokaryotes	05.09.2012	
TRITHA DUTTA (2 nd year)	Age and area hypothesis	05.09.2013	
SRAMANA MITRA (1 st year)	Mycotoxins with emphasis on aflatoxin	05.09.2013	
SOMA MOHAJAN (1 st year)	Internal morphology of Lamirmania	05.09.2013	
BIPASA MANDAL (1 st year)	Lichen	05.09.2014	
RESHMI CHAKRABORTY (1 st year)	Fossils	05.09.2014	
PRIYANKA SAHA (2 nd year)	Inflorescence	05.09.2014	
TULIKA DAS (2 nd year)	Carbohydrate	05.09.2014	

DEPARTMENT OF CHEMISTRY

1. Name of the department : Chemistry
2. Year of Establishment: : Introduction of General course: 1956
Introduction of Honours course: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG(Hons), UG(General)
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : NA
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NA
8. Details of courses/programmes discontinued (if any) with reasons : NA
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	--	-
Associate Professors	NA	04
Asst. Professors	06*	01

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Urmila Ukil	M.Sc, Ph.D	Principal	Physical Chemistry	25 Years	NA
Dr. Sudeshna Chatterjee	M.Sc, Ph.D	Associate Professor	Physical Chemistry	20 Years	02#
Dr. Manjusha Sarkar	M.Sc, Ph.D	Associate Professor	Organic Chemistry	20 Years	NA
Dr. Shampa Mondal	M.Sc, Ph.D	Associate Professor	Physical Chemistry	17 Year	NA

Dr. Chaitali Biswas	M.Sc, Ph.D	Assistant Professor	Inorganic Chemistry	7 Years	NA
Ms. Sagarika Sanyal	M.Sc	Approved PTT	NA	5 Year 10 month	NA
Ms. Prateeti Chakraborty	M.Sc	Approved PTT	Inorganic Chemistry	4 Year 10 month	NA

Enrolled this year in WBUT :

11. List of senior visiting faculty:

Name of Senior visiting faculty	Session
Prof. Bibek Ranjan Sarkar	2010-2011
	2011-2012
Prof. Sucharita Joardar	2012-2013
	2013-2014
Prof. Rita Sarkar	2012-2013
	2013-2014

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%

Classes of temporary faculty	Percentage of classes delivered	Session
Lectures classes	15%	2010-2011
practical classes	Nil	
Lectures classes	15%	2011-2012
practical classes	Nil	
Lectures classes	15%	2012-2013
practical classes	Nil	
Lectures classes	15%	2013-2014
practical classes	Nil	

13. Student -Teacher Ratio (programme wise) : UG(Hons) 15:1,
UG (general) 40:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled	Temporary
Administrative staff	Nil	Nil	Nil
Technical staff	4	4	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : One MRP funded by UGC, report submitted in 2012-13.

Name	Funded by	Year	Grant sanctioned	Grant received
Dr. Sudeshna Chatterjee	*UGC	2010-12	1,78,000/-	1,18,000
	UGC	Proposal submitted		
Dr. Shampa Mondal	UGC	Proposal submitted		
Dr. Chaitali Biswas	UGC	Proposal submitted		

* Report submitted

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : Nil

18. Research Centre /facility recognized by the University: : N.A.

19. Publications:

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Urmila Ukil	09	09	-	-	-
Dr. Sudeshna Chatterjee	17	7	-	-	10
Dr. Manjusha Sarkar	7	4	-	-	3
Dr. Shampa Mondal	20	5	-	-	15
Dr. Chaitali Biswas	15	13	-	-	2
Ms. Prateeti Chakraborty	14	12	-	-	2
Ms. Sagarika Sanyal	5	2	-	-	3

20. Areas of consultancy and income generated : N.A.

21. Faculty as members in : N.A.

- National committees
- International Committees
- Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: : Tandra Paul, first year honours student was awarded scholarship from Govt. of West Bengal

24. List of eminent academicians and scientists / visitors to the

department:

1. Prof. Dulal Chandra Mukherjee, Secretary, Indian Chemical Society
2. Prof. G.N. Mukherjee, Formally Sir Rashbehary Ghosh Professor and HOD of Chemistry, CU.
3. Prof. Prabir Kumar Das, Vice Chairman, WB Higher Education council.
4. Prof. Shyamal Chakraborty, Professor of Chemistry, C.U.

25. Seminars/ Conferences/Workshops organized & the source of funding :

a) National

Nil

b) International

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	120	40	7	100
2011-2012	134	34	2	100
2012-2013	108	33	8	100
2013-2014	82	47	6	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc (Hons)	96	04	Nil
B.Sc (General)	90	10	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : One student qualified GATE in the session 2011-2012

29. Student progression

Student progression	Session	Against % enrolled
UG to PG	2010-2011	40%
	2011-2012	50%
	2012-2013	40%
	2013-2014	60%
PG to M.Phil.		NA
PG to Ph.D.		01 (2013-2014 Priyanka Sen, CGCRI, J.U)
Ph.D. to Post-Doctoral		NIL

- 30. Details of Infrastructural facilities** Central Library Books : 445
Seminar Library Books: 366
- a) Library
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : NIL
- d) Laboratories : There are 4 UG Laboratories and one research laboratory

- 31. Number of students receiving financial assistance from college, university, government or other agencies** :

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	4	-	1	1	1
2 nd Year	3	-	1	-	1
3 rd year	-	-	1	-	-

- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** :
- (i) Prof. Dulal Chandra Mukherjee, Retired Professor, C.U. delivered a popular lecture on UG Level Quantum Mechanics in January, 2013.
- (ii) Dr. Kaushik Maji, Assistant Professor of Bidhannagar Govt. College, delivered a lecture on Thermodynamics in February, 2014.

33. Teaching methods adopted to improve student learning:

- E-Learning facility has been adopted.

- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** :

A Minor Research Project was undertaken by one of the teachers to study the physiological effect of environmental pollutants on the students of the college. The drinking water of economically weaker students of the college was analysed for the presence of toxic metals e.g. lead and arsenic and various types of blood tests were done on them. Two students were identified with their drinking water containing high levels of arsenic and their families were contacted.

35. SWOC analysis of the department and Future plans:

Strength:

- The department is enriched with four full time teachers, all of whom are Ph. D holders.
- Most of the teachers are actively imbedded with research work, covering many significant areas
- Permanent part-time teachers are also actively engaged in research work and have registered

for Ph. D award.

- Teaching-Learning environment is conducive.
- Student-teacher relationship is cordial, having scope for interaction with academicians through internet and work-shop, symposium etc.
- There is a formal feedback mechanism within the department.

Weakness:

- Insufficient fund for basic research
- Infrastructure is to be made more amenable catering to the special needs of the students
- Not enough networking, especially in terms of international mobility
- Insufficient teaching staff, as two posts are lying vacant

Most classrooms are not equipped with modern teaching facilities.

Contact with the local industry is limited. This in turn will reduce the marketability of our graduates and deprive the department from a potential source of funding for the departmental activities and research

- There is essentially very poor contact with the Alumni.

Opportunity:

- Better academic ambience can be created, if adequate fund is available
- A long-range plan can be drawn for maintaining the high level of research infrastructures
- The College authority has shown interest in expanding the scope of research across the universities
- Efficient utilization of research funding and promotion of ICT facility may extend the scope of interactive learning and evaluation.
- Sincerity of the teachers, including the PTTs is an asset for the department

Challenges:

- Migration of the good students to Calcutta university is quite a big challenge for the department
- Students mostly neglect their initial studies, as they are found more interested to join engineering departments after qualifying in Joint Entrance examinations, consequently leaving a very high drop out rate for the department..

Future plans of the department:

The Department is planning to introduce M.Sc courses in future when all the vacant posts will be filled up and the requisite number of teachers are available.

The teaching-learning process will be more technology enabled

Annexure - I**1. Papers published by faculty in peer-reviewed International Journals.**

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Dr. Urmila Ukil	Pollution Potential of Leachate in Groundwater Contamination in the near vicinity of East Kolkata Solid Waste Dumpsite	Indian Biologist, Vol 44, No. 1; 2012	
	Ion conductance and association studies of KI and some reference electrolytes KBPh ₄ , Ph ₄ AsI and n-Bu ₄ NI in acetonitrile, N,N-dimethyl formamide and their isodielectric binary mixtures at 298.15K	Indian Journal of Chemistry - Section A Inorganic, Physical, Theoretical and Analytical Chemistry, Volume 35, Issue 12, December 1996, Pages 1038-1046, ISSN:0376-4710	Impact Factor 0.628
	Transfer Free Energies of KI and of Individual Ions in Some Pure and Mixed Dipolar Aprotic Solvents at 298.15 K	Zeitschrift fur Physikalische Chemie Neue Folge, Vol 167, Issue Part 1, 1990	Impact Factor 1.178
	Studies on Non-Aqueous Alkali Metal Amalgam Halogen Secondary Battery Systems”	Published in: “Advances in Electrochemical Science & Technology”, Oxford & IBH Publishing Co. Ltd., New Delhi, 1988	
	Medium Effects on Deprotonation of Mono- and Di-protonated Piperazines in Binary Aqueous Mixtures of some Protic, Aprotic and Dipolar Aprotic Cosolvents	Zeitschrift fur Physikalische Chemie Neue Folge, Vol 159, 1988.	Impact Factor 1.178
	Kinetic solvent effects on acid-catalyzed hydrolysis of sucrose in aqueous mixtures of some protic, aprotic, and dipolar aprotic solvents.”	Canadian Journal of Chemistry, 1986, 64(8): 1638-1642, 10.1139/v86-270	Impact Factor 0.96
	Kinetic solvent effects on alkaline decolorization of crystal violet in some aquo-organic solvents	Canadian Journal of Chemistry, 1986, 64(2): 300-307, 10.1139/v86-050	Impact Factor 0.96
	Ionization Constants of Water & Related Transfer Free Energies of Hydroxide Ion in Aqueous Acetonitrile & Dimethylformamide Based on TATB Assumption.	Indian Journal of Chemistry, Vol 24A, March 1985, pp 191-194	Impact Factor 0.628
	Medium effects on Deprotonation of Phthalic and Biphthalic acids in aqueous binary mixtures of some Protic, Aprotic, and Dipolar Aprotic Cosolvents.	Journal of the Chemical Society, Perkin Transactions 2, 1985, 853-858	Impact Factor 1.95

Dr. Sudeshna	Gamma radiation induced differential growth	Colloids and Surfaces A:	Impact Factor
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Chatterjee	of CdS nanoparticles capped with aromatic and aliphatic thiols	Physicochem.Eng. Aspects 301 (2007) 239–245. ISSN:0927-7757	1.601 SNIP: 0.973 SJR: 0.794 Cited by 9
	Identification of tyrosine in the presence of tryptophan using Cd ²⁺ -enriched colloidal CdS nanoparticles: A fluorescence spectroscopic study	Journal of Luminescence 121 (2006) 553–560 ISSN:0022-2313	Cited by 13 Impact Factor 1.441 SNIP: 1.144 SJR: 0.886
	Synthesis of CdS nanoparticles in colloidal state and its possible interaction with tyrosine	Journal of Photochemistry and Photobiology B: Biology 78 (2005) 69–75 ISSN:1011-1344	Cited by 15 Impact Factor 1.597 SNIP: 1.108 SJR: 0.538
	Semiconductor photosensitized grafting: Physicochemical studies on acrylamide grafted CA films	Journal of Applied Polymer Science 59 (13), pp. 1973-1978, 1996 ISSN:0021-8995	Cited by 1
	Photodegradation of phenol by visible light in the presence of colloidal Fe ₂ O ₃	Journal of Photochemistry and Photobiology A: Chemistry 81 (3), pp. 199-203, 1994 ISSN:1010-6030	Cited by 29 Impact Factor: 1.311
	Colloidal ferric oxide: a new photosensitizer for grafting acrylamide onto cellulose acetate films	Polymer 34 (9), pp. 1979-1980, 1993 ISSN:0032-3861	Cited by 16 Impact Factor 1.318
	Size effect in the photochemical generation of hydrogen from water by colloidal Fe ₂ O ₃ particles	Journal of Photochemistry and Photobiology A: Chemistry 72 (2), pp. 183-187, 1993 ISSN:1010-6030	Cited by 30 Impact Factor 2.350
Citations: 115 total citations by 102 documents. h-index: 3			

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Dr. Manjusha Sarkar	Reactions of indoles with mercury (II) salts	Proceedings of the Indian Academy of Sciences: Chemical Sciences 91 (3), pp. 247-254, 1982 ISSN:0253-4134	

	Structural and synthetic studies on the retrofractamides-amide constituents of Piper retrofractum	Phytochemistry 24 (2), pp. 279-284, 1985 ISSN:0031-9422	Cited by 21
	Benzopyrans. Part 23. Nitrogen heterocycles fused with or linked to 1-benzopyran from 3-acyl-2-methyl-1-benzopyran-4-one	Journal of the Chemical Society, Perkin Transactions 1 (6), pp. 1489-1493, 1988 ISSN:0300-922X	Cited by 2
	Amides from Piper brachystachyum and Piper retrofractum	Phytochemistry 59 (2002) 897-901 ISSN:0031-9422	Cited by 10 SNIP: 0.008 SJR: 0.101
Citations: 54 total citations by 47 documents. h-index: 1			

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Dr. Shampa Mondal	Gramicidin A and its complexes with Cs ⁺ and Tl ⁺ ions in organic Solvents: A study by steady state and time resolved emission spectroscopy	Journal of Photochemistry and Photobiology B: Biology 60 (2001) 12-24 ISSN:1011-1344	Cited by 2 SNIP:0.941 SJR: 0.580
	Room temperature ($n\pi^*$) phosphorescence of indanetrione (anhydrous ninhydrine) in phthalic anhydride matrix	Spectrochimica Acta - Part A Molecular Spectroscopy 53 (2), pp. 225-231, 1997 ISSN:0584-8539	Cited by 2
	Interaction of ketocyanine dyes with cationic, anionic and neutral micelles	Journal of Photochemistry and Photobiology A: Chemistry 98 (3), pp. 183-186, 1996 ISSN:1010-6030	Cited by 37
	Fluorometric study of solvation characteristics of ketocyanine dyes in mixed binary solvents	Journal of Photochemistry and Photobiology A: Chemistry 90 (2-3), pp. 171-176, 1995 ISSN:1010-6030	Cited by 20
	Ni(II), Cu(II), and Zn(II) cryptate-enhanced fluorescence of a trianthrylcryptand: A	Journal of the American	Cited by 227

	potential molecular photonic OR operator	Chemical Society 118 (6), pp. 1553-1554, 1996 ISSN:0002-7863	
Citations: 146 total citations by 139 documents. h-index: 4			

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Dr. Chaitali Biswas	Synthesis, crystal structure and hydrolysis of a dinuclear copper(II) complex constructed by N ₂ O donor Schiff base and 4,4'-bipyridine: Discrete supramolecular ensembles vs. Oligomers'	Polyhedron, 2007, 26, 4411. ISSN: 0277-5387	Cited by 36 Impact Factor :1.756 SNIP: 1.178 SJR: 0.796
	Anion-directed synthesis of metal-organic frameworks based on 2-picolinate Cu(II) complexes: A ferromagnetic alternating chain and two unprecedented ferromagnetic fish backbone chains	Inorg. Chem. 2007, 46, 10771 ISSN: 0020-1669	Cited by 62 Impact Factor 4.123 SNIP: 1.541 SJR: 2.136
	'Stabilization of a helical water chain in a metal-organic host of a trinuclear Schiff base complex'	Inorg. Chem. 2008, 47, 4513 ISSN: 0020-1669	Cited by 33 Impact Factor 4.147 SNIP: 1.418 SJR: 2.046
	Segregated self-assembly and pillaring action of aliphatic di-carboxylic acids in the super structure of Cu-picolinate complexes.'	Polyhedron, 2009, 28, 653. ISSN: 0277-5387	Cited by 13 Impact Factor: SNIP: 1.073 SJR: 0.730
	'Anion- π , Lone-Pair- π , π - π and Hydrogen-Bonding Interactions in a Cu ^{II} Complex of 2-Picolinate and Protonated 4,4'-Bipyridine: Crystal Structure and Theoretical Studies.'	Eur. J. Inorg. Chem. 2009, 2238. ISSN: 1434-1948	Cited by 50 Impact Factor 2.941 SNIP: 0.836 SJR: 1.094
	Copper(II) complexes of mono-anionic glutamate: anionic influence in the variations of molecular and supramolecular structures.'	Dalton Trans., 2009, 5015. ISSN: 1477-9226	Cited by 6 Impact Factor 3.838 SNIP: 0.768 SJR: 0.896
	Magnetic Coupling in Trinuclear, Partial Cubane Cu ^{II} Complexes with a μ -3-OH Core and Peripheral Phenoxo Bridges from NNO Donor Schiff Base Ligands'	Inorg. Chim. Acta. 2010, 363, 846 ISSN: 0020-1693	Cited by 13 Impact Factor 1.899 SNIP: 0.871 SJR: 0.706
	Mono-aqua-bridged dimeric complexes of Cu(II) containing NNO donor Schiff base ligand: Hydrogen-bond-mediated exchange coupling	J. Mol. Struct. 2010, 965, 39 ISSN : 0022-2860	Cited by 12 Impact Factor 1.599 SNIP: 0.815 SJR: 0.539
	Tri- and Tetra-nuclear Copper(II) Schiff-base Complexes Triply Bridged with Azide/ Phenoxo/ Acetate or Nitrate: Synthesis,	Dalton Trans. 2010, 39, 7474. ISSN:	Cited by 34 Impact Factor 3.647 SNIP: 0.869

	Crystal Structures, Magnetic Properties	1477-9226	SJR: 1.404
	Tris(2,2'-bipyridine κ^2 N,N')copper(II) bis(tetrafluoridoborate)	Acta Cryst. 2007, E63, m1936. ISSN: 1600-5368	Cited by 1 Impact Factor 0.508 SNIP: 0.724 SJR: 0.296
	Structural variations in Ni(II) complexes of salen type di-Schiff base ligands	Polyhedron, 2007, 26, 3121. ISSN: 0277-5387	Cited by 49 Impact Factor : 1.756 SNIP: 1.178 SJR: 0.796
	(Acetato- κ O)aqua(1H-imidazole- κ N ³)(picolinato- κ^2 N,O)copper(II) 0.87-hydrate: a Z' > 1 structure	Acta Cryst. 2009, C65, m311 ISSN: 0108-2701	Cited by 5 Impact Factor 0.518 SNIP: 0.441 SJR: 0.265
	A unique example of structural and magnetic diversity in four inter-convertible Cu(II)-azide complexes with the same Schiff base ligand: a monomer, a dimer, a chain and a layer.'	Inorg. Chem. 2010, 49, 6616 ISSN: 0020-1669	Cited by 52 Impact Factor 4.325 SNIP: 1.319 SJR: 1.990
Citations: 368 total citations by 320 documents. h-index: 10			

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Ms. Prateeti Chakraborty	Diastereomerism in tetranuclear copper(II) complexes of a phenol based "end off" compartmental ligand	Inorg. Chem. Commun, 23 (2012) 113-116. ISSN: 1387-7003	Cited by 6, Impact Factor 2.016 SNIP: 0.784 SJR: 0.664
	A Combined Experimental and Theoretical Investigation on the Role of Halide Ligands on the Catecholase-like Activity of Mononuclear Nickel(II) Complexes with a Phenol-Based Tridentate Ligand,	Inorganic Chemistry, 52 (2013) 13442-13452. ISSN: 0020-1669	Cited by 1, Impact Factor 4.593 SNIP: 1.382 SJR: 1.926
	Phenoxo bridged luminescent dinuclear zinc(II) and cadmium(II) complexes of 2-[[[2-(2 pyridyl)ethyl]imino]methyl]phenol: Crystal structure, photophysical and thermal studies	Polyhedron 49 (2013) 12-18. ISSN: 0277-5387	Cited by 9, Impact Factor SNIP: 0.887 SJR: 0.570
	Dicyanamide mediated construction of 1D polymeric networks of quinoxaline with d ¹⁰ metal ions: Synthesis, thermogravimetric analysis, photoluminescence and a theoretical investigation on the $\pi \dots \pi$ interactions,	Polyhedron 70 (2014) 11-19, ISSN: 0277-5387	Impact Factor 1.813 SNIP: 0.887 SJR: 0.570
	Radical pathway in catecholase activity with nickel (II) complexes of phenol based "end-off" compartmental ligands,	Dalton Trans., 43 (2014) 841-852, ISSN: 1477-9234	Impact Factor 3.806 Cited By 1 SNIP: 1.080 SJR: 1.518
	Preparation of antiferromagnetic Co ₃ O ₄ nanoparticles from two different precursors	RSC Adv. 4 (2014)	Impact Factor 2.562 Cited By

by pyrolytic method: <i>In vitro</i> antimicrobial activity	15022-15029. ISSN: 2046-2069	SNIP: 0.899 SJR: 1.183
A novel trinuclear zinc-Schiff base complex: Bio-catalytic activity and cytotoxicity	EJIC.201, 2014, 3350-3358 ISSN: 1434-1948	Impact Factor 3.12 SNIP: 0.779 SJR: 1.096
A Combined Experimental and Theoretical Investigation on Ligand and Anion Controlled Complex Formation with Unprecedented Structural Features and Photoluminescence Property of Zinc(II) Complexes	Crystal Growth & Dewsign ISSN: 1528-7483 2014, 14 (8), 4111-4123	Impact Factor 4.689 SNIP: 1.464 SJR: 1.417
Role of Ligand Backbone of Tridentate Schiff-base on Complex Nuclearity and Bio relevant Catalytic Activities of Zinc(II) Complexes: Experimental and Theoretical Investigations	Inorganica chimica acta, 421, 2014, 3642-373, ISSN: 0020-1693	Impact Factor 1.687 SNIP: 0.744 SJR: 0.634
A Highly fluorescent copper based metallo-ligand formed in situ on Cu ^{II} catalyzed partial hydrolysis of a phenol based diimine ligand acts as a unique chemodosimeter for selective recognition of acetate anion via "turn-off" signaling	<i>EurJIC</i> , 2014, 31, 5432-5442, ISSN: 1434-1948	Impact Factor 3.344 SNIP: 0.779 SJR: 1.096
Relation between Catalytic Efficiency of the Synthetic Analogues of Catechol Oxidase with Their Electrochemical Property in the Free State and Substrate Bound State	Just accepted, Inorganic Chemistry, ISSN: 0020-1669	Impact Factor 4.593 SNIP: 1.382 SJR: 1.926
Influence of anions in synthesis, photoluminescence behavior and bio-relevant catalytic activity of zinc complexes of 2-((E)-((pyridin-2-yl)methylimino)methyl)phenol	<i>In Press</i> , Polyhedron, ISSN: 0277-5387	Impact Factor 1.813 SNIP: 0.887 SJR: 0.570
Citations: 27 total citations by 26 documents. h-index: 4		

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	CITATION INDEX AND IMPACT FACTOR, IF ANY
Sagarika Sanyal	Role of Triplet States of Two Different Ligands in the Sensitized Emission of Ln(III) (Eu(III), Tb(III)) in d-f Hybrid Tetranuclear Heterometal (Zn(II)2Ln(III)2, Cd(II)2Ln(III)2) Complexes	Eur. J. Inorg. Chem. 2014, 3101–3113 ISSN: 1434-1948	Impact factor:3.344 SNIP: 0.779 SJR: 1.096

Annexure - II

Students Seminar

Name of Speaker	Date	Presented at	Level	Topic
Swati Upadhyay(3 rd Year)	06.09.10	Departmental Seminar Room	College	Electrocyclic Reaction

Puloma Sen (3 rd Year)	06.09.10	Departmental Seminar Room	College	Particle in a one dimension and three dimension box
Sonalika Ghosh (3 rd Year)	06.09.10	Departmental Seminar Room	College	Defects in Solids
Ankita Nath (3 rd Year)	06.09.10	Departmental Seminar Room	College	Spontaneous process-Carnot Engine
Nayana Bhowmik (3 rd Year)	05.09.11	Departmental Seminar Room	College	Modes of Molecular Vibration
Nupur Das(3 rd Year)	05.09.11	Departmental Seminar Room	College	Coordinate Bonding
Sulagna Bardhan	05.09.12	Departmental Seminar Room	College	Modes of Molecular Vibration
Sabana Parvin	05.09.12	Departmental Seminar Room	College	Toxic Metal ions and their effects
Pritnwa Ghosh	05.09.13	Departmental Seminar Room	College	Pericyclic Reaction
Jesminara Sultana	05.09.13	Departmental Seminar Room	College	Spectroscopy
Nasreen Kamal	05.09.13	Departmental Seminar Room	College	Crystal Field Theory

DEPARTMENT OF ECONOMICS

1. Name of the department : Economics
2. Year of Establishment: : General : 1956; Honours:2000
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG Hons. & General
4. Names of Interdisciplinary courses and the departments/units involved : ENV5
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : No
8. Details of courses/programmes discontinued (if any) with reasons : NA
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	-	-
Associate Professors	N.A.	1
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1.Jayita Banerjee	M.Sc.	Associate professor	Economics	17 years	-
2.Sweta Mondal	M.Sc., B.Ed	Assistant professor	Economics	3 months	-

11. List of senior visiting faculty: : Prof. Dr. Santanu Ghosh
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : General & Hons.

- 13. Student -Teacher Ratio (programme wise)** :
- | | |
|---|--------|
| Percentage of Lectures delivered by temporary faculty | |
| Hons. | 55.55% |
| General | 60% |
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** : No academic support staff (technical), and administrative staff, neither sanctioned nor filled.
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** Nil
- 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : NIL
- 18. Research Centre /facility recognized by the University:** : Nil
- 19. Publications:** Nil
- 20. Areas of consultancy and income generated** : Nil
- 21. Faculty as members in** :
- National committees
 - International Committees
 - Editorial Boards
- | Name of the teacher | Institution |
|---------------------|--|
| Jayita Banerjee | 1. Indian Statistical Institute
2. Bengal Economic Association
3. 3. Indian Economic Association |
- 22. Student projects**
- Percentage of students who have done in-house projects including inter departmental/programme** : 100%
Third Year Honours Student, Manoneeta Sur, did project on :Income Inequality among six districts of West Bengal.
1 student, 1 project, hence 100% students have done project.
 - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : Manoneeta Sur is placed in TCS after completion of three year honours course, (but not for project but for TCS workshop and training.)
100% students have got job
- 23. Awards / Recognitions received by faculty and students:** : Nil
- 24. List of eminent academicians and scientists / visitors to the department** : 1. Dr Satyajyoti Das (academician)

25. **Seminars/ Conferences/Workshops organized & the source of funding** : Nil
 a) National b) International

26. **Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	2	1	0	0
2011-2012	0	0	0	0
2012-2013	8	5	0	0
2013-2014	7	5	0	0

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Honours Course	100%	Nil	NA
General Course	100%	Nil	NA

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** : Nil

30. **Details of Infrastructural facilities**

a) **Library**

No. of Books: 491

b) **Internet facilities for Staff & Students**

: Internet accessibility is available in our seminar as well as in the library. Teachers & students can make the best of their time by using internet facility

c) **Class rooms with ICT facility**

: Nil

d) **Laboratories**

: N.A.

31. **Number of students receiving financial assistance from college, university, government or other agencies** :

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts**

Dr. Satyajyoti Das, Associate Professor, RK Mission College

33. **Teaching methods adopted to improve student learning:**

Student learning is improved with the help of modern technology. Slide show is used as an audio visual medium. This would help them to grasp the topic easily. Peer learning is introduced to make the subject more interesting for them. This also makes them more attentive in class. Remedial coaching is done accompanied with remedial class tests. Quiz, based on the topics are periodically conducted. This helps to make the students enjoy the.

- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** : Different surveys are conducted by the students in different areas to make the people of the society more conscious about the impact of different economic policies on their livelihood & environment.

35. SWOC analysis of the department and Future plans:

Strength of our department is that classes are held properly, syllabus is completed within the scheduled time and the students are taken proper care. Surprise test are often conducted to test their learning capability.

Weakness: Weakness of our department is that there is only one computer. Students & teachers cannot avail both at the same time. Sanctioned post are less in proportion to students so we have to take help of temporary faculty which puts a pressure on college fund. Funds allocated for the purpose of running the department is less than the requirement.

Opportunity: We have every opportunity to make our department improve its quality in all respects. We should make use of the time qualitatively & productively.

Challenges: We have a great challenge before us to make our department achieve a qualitative position not only in our college but also in the university. We strive hard to attain it.

Future plans: To improve the quality we plan to undertake a research oriented programme both by students & teachers. This would motivate the students to be more enthusiastic in performing the task. Again this would inculcate a participatory motive among them.

DEPARTMENT OF GEOGRAPHY

1. **Name of the department** : Geography
2. **Year of Establishment:** : General: 1956; Hons. 1986
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG(Hons), UG(General)
4. **Names of Interdisciplinary courses and the departments/units involved** : Faculty of Geography department were involved in teaching topics related to environmental studies also. Common topics for both the subjects were atmosphere and its disturbances , greenhouse effect, ozone depletion, concept of Ecosystem and biomes, soil and plant distribution, sustainable development and resource use etc.
5. **Annual/ semester/choice based credit system (programme wise):** : Annual
6. **Participation of the department in the courses offered by other departments** : Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	2
Assistant Professors	4	-

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Alpana Ghosh	M. A, B.ED.	Associate Professor	Regional Planning and	32	N. A.

			Cartography		
Madhusree Palit Dutta	M. Sc	Associate Professor	Agriculture Geography	24	N. A.
Anamika Roy	M. Sc.,	Approved Part-time Teacher	Population Geography And Demography	4	N. A.
Chandrima Bandyopadhyay	M. Sc. B.Ed.	Contractual Whole timer	Population Geography	1	N. A.
Subhadip Gupta	M. A., M. Phil.,	Guest Lecturer	Fluvial Geomorphology	7	N.A.
Piyali Roy	M.Sc., B. Ed.	Guest Lecturer	Environmental Geography	5	N.A.
Pratitee Ghosh	M. Sc	Guest Lecturer	Regional geography	1	N.A.
Tapasi Dutta	B.Sc(Hons.) B Ed	GLI	-	31	N.A

- 11. List of senior visiting faculty:** : Saswati Ghosh Banik
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : Hons.:Theory 21% ; Practical :21%
General: Theory: 27% Practical: 15%
- 13. Student -Teacher Ratio (programme wise)** : Honours: 5:1
General: 15:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** :
- | | Sanctioned | Filled |
|----------------------|------------|------------------------------|
| Technical staff | 2 | 2+ 1 (Contractual Attendant) |
| Administrative staff | - | - |
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** : Nil
- 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : NIL
- 18. Research Centre /facility recognized by the University:** : Nil

19. Publications:

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Subhadip Gupta	9	9	-	-	-
Chandrima Bandyopadhyay	2	2	-	-	-
Madhusree Palit Dutta	-	-	-	1	

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

- a) National committees
b) International Committees
c) Editorial Boards

a) National Committees: Madhusree Palit Dutta- Life Member in National Geographic Society, Urban Studies.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

a) Percentage of students who have done in-house projects including intra departmental programme: 99 % students – Excursion Programmes 10 % students- Seminar on Swami Vivekannada and Women Development in rural India.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: : Nil

24. List of eminent academicians and scientists / visitors to the department :

1. Dr. Swadesh Misra, Agricultural Meteorologist
2. Dr. Saswati Mukherjee, Reader Dept. of Geography, Lady Brabourne College

25. Seminars/ Conferences/Workshops organized & the source of funding : Nil

- a) National b) International

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	217	67	26	97.5
2011-2012	257	43	33	97
2012-2013	274	47	43	100
2013-2014	250	69	39	98.5

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A Honours	99	1	Nil
B.Sc. Honours	98	2	Nil
B.A general	95	5	Nil
B. Sc. General	93	7	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : NET- 1, SSC- 4

29. Student progression

Student progression	2010	2011	2012	2013
UG to PG	20%	15%	25%	40%
PG to M.Phil.	-	1%	1%	-
PG to Ph.D.	-	-	1%	1%
Ph.D. to Post-Doctoral				
Employed	25%	40%	35%	30%
• Campus selection	10%	22%	20%	10%
• Other than campus recruitment	15%	18%	15%	20%

30. Details of Infrastructural facilities

a) Library

a) Library: Central Library : 924
b) Seminar Library: 265

b) Internet facilities for Staff & Students

: One internet connection

c) Class rooms with ICT facility

: Nil

d) Laboratories

: 02.

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College		Government		Others
	Full	Half	SC	ST	1 st year
	2				-1
2 nd Year	3	-	1	1	1
3 rd year	-	3	-	-	1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Nil

33. Teaching methods adopted to improve student learning:

- Use of overhead projectors, maps and models for better understanding of students. Group discussion and quiz and report writing on excursion topics also organized. Remedial coaching are given to students with poor perception. students enriched themselves by using Prismatic Compass, measuring tape and Dumpy Level in the time of excursion. G .P.S and 21st century G.I. S software is also used by the students. Rocks and minerals also identified by the students. overhead projectors are also used. Satellite imageries and air photoes is used for thematic mapping.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Spreading of literacy in a nearby colony- Arjunpur by the students and teachers after the college hours. Teachers and students hold counselling sessions for school dropouts.

Environmental awareness programmes on ill effects of household smokes, bad sewerage and deforestation, proper hygiene for mothers and children etc. are propagated.

35. SWOC analysis of the department and Future plans:

Strength:

1. A good academic results of students
2. Teachers with good academic profile
3. Enriched and well organized departmental library
4. Internet connection
5. Instrumental facilities for laboratory
6. Good cultural profile of students

Weakness:

1. lack of number of permanent teacher
2. lack of space
3. limited facility of computer and internet
4. lack of technical assistance in classroom

Opportunity:

1. Prepare the academic base for higher studies
2. To get admission for applied segment of Geography
3. To join as employee or trainee in NATMO, SOI etc.
4. To get scope for some administrative job like WBCS, IAS, etc.
5. Students have special skill of surveying and may be treated as a skilled worker in socio-economic sampling survey sector.

Challenge:

1. To make the success ratio upto 100%
2. To prepare the academic base as well as technical base for their future employment
3. To make real human resource for the development of future society.

Future Plan

Geography is a dynamic subject. It includes physical, economic, social and cultural environment of mankind. The students of Geography are imparted with the knowledge in all these aspects through their curriculum. To

quench the thirst of the students, our aim is to equip the department with all possible all modern teaching facilities so that they get a wholesome knowledge in the subject. Being a field based discipline frequent contact with physical and non physical surroundings of man within a limited resource and framework is one of our aims.

Technological development in the past few decades have been tremendous. Remote sensing techniques, use of satellite imagery, GIS,GPS have become part and parcel of geographical studies, over and above new emerging new theoretical concepts. Special training programs in utilising these techniques will be of great help to the students as well as for the department for future research works.

Successful implementation in the above direction will lay down the base for Post Graduate studies and speciality programmes in the department.

Subhadip Gupta

- Geomorphological characteristics of Chamta river basin, North Bengal, India, ILEE, Indian journal of landscape systems and ecological studies, ISSN 0971-4170, June, 2008, volume 31, No.2
- Fluvio morphological characteristics of downstream of Panchanoi, North Bengal, India, ILEE, Indian journal of landscape systems and ecological studies, ISSN 0971-4170, June, 2009, volume 32, No. 1
- A Comparative analysis of fluvio- geometric characteristics of Chamta and its principal stream Panchanoi, North Bengal, India, ILEE, Indian journal of landscape systems and ecological studies, ISSN 0971-4170, December, 2009, volume 32, No. 2
- Ecological status of butterfly in Andaman & Nicobar islands, India, ILEE, Indian journal of landscape systems and ecological studies, ISSN 0971-4170, Special volume on environmental problems in Geography, June, 2010, volume 33, No. 1
- Tourism facility and tourist inflow – A spatio-temporal analysis, Himachal Pradesh, India, ILEE, Indian journal of landscape systems and ecological studies, ISSN 0971-4170, Special volume on environmental problems in Geography June, 2010, volume 33, No. 1
- Morphometric Analysis of drainage basin case study, Gandheshwari river basin, tributary of R Darakeswar, Bankura, West Bengal, India, ILEE, ISSN 0971-4170, June 2011, volume 34, No 1
- Recent trend of horticulture in India with special reference to Fruit production, ILEE, ISSN 0971-4170, June 2011, volume 34, No 1
- Changing land use of East Calcutta wetland, India, Indian Streams Research Journal, ISSN 2230-7850, March, 2013, volume 3, Issue 2
- Basin morphology and land use with special reference to Panchanoi river basin - A micro watershed of Mahananda river system, India, Golden Research Thought, ISSN 2231-5063, March 2013, volume 2, Issue 9

Chandrima Bandyopadhyay

SL. NO	TYPE OF PUBLICATION	ISSN/ISBN NO	NAME OF THE JOURNAL/ BOOK	TITLE OF THE PAPER OR CHAPTER	YEAR OF PUBLICATION
1	Paper In A Journal	ISSN 0971-4170	Indian Journal Of Landscape Systems And Ecological Studies	Migration: A Means To Better Livelihood Or Not, A Study In Bhatpara Municipality, North 24 Pgs.	June, 2014
2	Paper In A Journal	ISSN- 2231 1076	Himalaya Prasanga	Gorkhaland: Notun Rajyer Dabi O Tar Prasangikota	2012
3	Seminar Proceedings	ISBN 978-81-921808-3-0	Environmental Change In Indian Subcontinent: A Geographical Perspective	Transit And Transshipment	2013

PAPER/ POSTER PRESENTATION IN SEMINARS:

- **Presented a paper on Transit and Trasshipment in a National Seminar on Environmental Change In Indian Subcontinent: A Geographical Perspective.**
- **Stood FIRST** in poster presentation (On **Gorkhaland- Beacon Against Rise of Statehood**) in a *National Seminar On 'Perspectives Of Himalayan Environment'*.
- Participated in *18th West Bengal Science Congress* with a poster presentation on **Natural Hazard and Women Vulnerability.**

Annexure- II**Students Seminar**

Name of Speaker	Date	Presented at	Level	Topic
Mallika Nandi (1 st G)	06.09.10	College Seminar Room	College	Human adaptation with nature
Reshmi Chatterjee (2 nd G)	05.09.11	College Seminar Room	College	Man & Environment
Anandita Bandopadhyay (1 st H)	05.09.12	College Seminar Room	College	Causes of soil erosion & it's impact on South Western part of W.B
Saiani Sen (3 rd H)	05.09.12	College Seminar Room	College	'Aila' in south Bengal
Piyali Kritaniya (2 nd H)	05.09.13	College Seminar Room	College	Sunderban Ecosystem

DEPARTMENT OF MATHEMATICS

- 1. Name of the department** : Mathematics
- 2. Year of Establishment:** : General & Honours:1956
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG (Honours & General)
- 4. Names of Interdisciplinary courses and the departments/units involved** : ENVIS is taught in the 1st year Course for all discipline
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : NA
- 8. Details of courses/programmes discontinued (if any) with reasons** : NA
- 9. Number of Teaching posts** :

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	*2
Asst. Professors	5	2

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Rupa Bandyopadhyay	M.Sc. Ph.D	Associate Professor	Pure Mathematics	17 Years	Nil
Dr.Nandini Chakravorty	M.Sc. Ph.D	Associate Professor	Applied Mathematics	17 Years	Nil

- 11. List of senior visiting faculty:** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : Hons. Theory :33% Practical: 0%
General :Theory:33% Practical: 0%

13. **Student -Teacher Ratio (programme wise)** : Hons : 5 : 1
Gen : 8 :1
14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled** : Nil
15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** : N.A.
17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : N.A.
18. **Research Centre /facility recognized by the University:** : N.A.
19. **Publications:**

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr.Rupa Bandyopadhyay	2	2	-	--	
Dr.Nandini Chakravorty	6	6	-	--	

20. **Areas of consultancy and income generated** : N.A.

21. **Faculty as members in** :

- a) **National committees**
b) **International Committees**
c) **Editorial Boards**

Dr. Nandini Chakravorty	Member of board of studies in UG Maths course , WBSU
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22. **Student projects**

- a) **Percentage of students who have done in-house projects including inter departmental/programme** : Nil

- b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : Nil

23. **Awards / Recognitions received by faculty and students:** : Dr. Rupa Bandyopadhyay (Faculty) : Institute silver medal from IIT Kharagpur in 1990 for achieving First class First in M. Sc Mathematics.
24. **List of eminent academicians and scientists / visitors to the department:** N.A.

- 25. Seminars/ Conferences/Workshops organized & the source of funding** :
- a) National Nil
- b) International

- 26. Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	65	36	5	60
2011-2012	91	32	1	100
2012-2013	73	16	11	81.81
2013-2014	58	27	15	92.99

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

- 27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100	0	0
HONOURS	100	0	0

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** : In 2013-14 Two students cleared JECA (admission test for MCA).

- 29. Student progression**

Student progression	Against % enrolled	
UG to PG	2009-10	75%
	2010-11	33%
	2011-12	75%
	2012-13	50%
PG to M.Phil.	nil	
PG to Ph.D.	nil	
Ph.D. to Post-Doctoral	nil	
Employed	Data not available	
• Campus selection		
• Other than campus recruitment		
Entrepreneurship/Self-employment	Data not available	

30. Details of Infrastructural facilities**a) Library**

Central library : 1231

Seminar Library: 207

Book Bank (Specimen copy):203

b) Internet facilities for Staff & Students

: Broadband connection is available in 5 computers

c) Class rooms with ICT facility

: Nil

d) Laboratories

: One lab

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College				Government
	Others Full	Half	SC	ST	
1 st year	2	-	1	-	1
2 nd Year	-	-	-	-	-
3 rd year	-	-	-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

: Lecture on Evolution of Indian Calendar from ancient ages to modern age by Prof. Krishna Dey on 25.04.14

33. Teaching methods adopted to improve student learning:

- Tutorial classes and students seminar are held regularly.
- Open book test.
- Problem solving using seminar library books and specimen copies of the reference books.
- Class lectures by the students on already covered topics by the teachers from the syllabus.
- Group discussions by the students in front of respective teacher.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Student participated in various co-curricular activities like writing wall-magazines, recitation, singing, dancing, seminar, group discussion apart from academic activities

35. SWOC analysis of the department and Future plans:**Strength:**

- Plenty of text and reference books are available in the departmental library.
- Students are well-behaved and obedient.
- The teachers take personal care to all the students and a healthy teacher-student relationship exists in the department.
- There is a formal feedback mechanism within the department.

Weakness:

- Department requires fulltime faculty in the vacant posts.
- Lack of space and class-rooms.

Opportunity

- Department provides books (specimen copies) to the students of Hons. and general courses through seminar library.
- Provides guidance to prepare oneself for final exam.
- Provides financial support to poor and needy students as permissible.
- Provides mental support to the students for their personal problems if needed and try to solve the same by discussing with their guardians.
- Preference is given to the prospective students to join in the department as a guest lecturer when required.

Challenge :

- To enhance the success rate of the students in different competitive exam. like SSC, JECA etc.

Future Plan :

- Commencement of PG course.

Annexure-I

Name	Title	Name of journal	National/International
Dr.Rupa Bandyopadhyay	1.Semi closure in a bitopological space	Bull.Cal.Math.Soc.86,555-564,1994.ISSN NO.0008-0659	National
	2.Arzela Ascoli theorem in a bi quasi pseudo metric space	Bull.Cal.Math.Soc.87,29-38,1995. ISSN NO.0008-0659	National
Dr.Nandini Chakravorty	1.Torsional vibration of a transversely isotropic non-homogeneous cylinder.	Bull.Cal.Math.Soc.80,197-203,1988. ISSN NO.0008-0659	National
	2.Disturbance in a non-homogeneous elastic medium by a twisting impulsive force.	Indian J. Pure appl.Math.INSA 19(9),915-926,sept.1988.ISSN NO.0019-5588	National
	3.Buckling of a non-homogeneous deep beam under a pair of balancing couples.	Ind. J. of Theoretical Physics,37(3&4),1989.ISSN NO.0019-5693	National
	4.Stresses in a non-homogeneous earth model with a rigid cone.	Bull.Cal.Math.Soc.82,174-181,(1990) ISSN NO.0008-0659.	National
	5.Twisting of a non-homogeneous circular cylinder.	Ind. J. of Theoretical Physics,39(2),1991.ISSN NO -0019-5693	National
	6.Twisting of a non-homogeneous circular cylinder embedded in a resisting medium.	Ind. J. of Theoretical Physics,38(4),1990.ISSN NO.0019-5693	National

Annexure - II

Students Seminar

Name of Speaker	Date	Presented at	Level	Topic
Piyali Bose (2 nd H)	06.09.10	-do-	College	Cardon's Eqn
Basundhara Saha (2 nd H)	06.09.10	-do-	College	Linear Programming
Rajani Agarwalla (3 rd H)	06.09.10	-do-	College	Vector Integration
Nandita Bardhan (3 rd H)	06.09.10	-do-	College	Boolean Algebra
Moumita Saha (1 st H)	06.09.10	-do-	College	Theory of Eqn
Poonam Roy (1 st H)	06.09.10	-do-	College	General Eqn
Anindita Ghosh (1 st H)	06.09.10	-do-	College	Abstract Alg.
Samarpita Saha (3 rd H)	05.09.11	-do-	College	Riemann Int.
Sangita Ghosh (2 nd H)	05.09.11	-do-	College	Vector Space
Paromita Mukherjee (2 nd H)	05.09.11	-do-	College	Geometry 3D
Anindita Ghosh (2 nd H)	05.09.11	-do-	College	Biquadretic eqn.
Debika Dutta (1 st H)	05.09.11	-do-	College	Group
Susmita Bhowmik (1 st H)	05.09.11	-do-	College	LPP Graphical Rep.
Gargi Roychowdhury (3 rd H)	05.09.12	-do-	College	Numerical Interpolation
Anindita Ghosh (3 rd H)	05.09.12	-do-	College	Boolean Algebra
Monira Khatun (3 rd H)	05.09.12	-do-	College	Hydrostatics
Daliya Mondal (2 nd H)	05.09.12	-do-	College	System of Eqn.
Debika Dutta (2 nd H)	05.09.12	-do-	College	Euclidean Space
Silpi Paul (1 st H)	05.09.12	-do-	College	Matrices
Anushmita Mukherjee (2 nd H)	05.09.13	-do-	College	Series of +ve terms
Papri Sarkar (2 nd H)	05.09.13	-do-	College	Motion in a St. Line
Kalika Saha (2 nd H)	05.09.13	-do-	College	Impulse and Impulsive force
Riya Ghosh (2 nd H)	05.09.13	-do-	College	Convex set
Tanvi Yasmin (2 nd H)	05.09.13	-do-	College	Motion in a St. line
Anyapurba Pal (1 st H)	05.09.13	-do-	College	Matrices
Chandana Das (1 st H)	05.09.13	-do-	College	Cauchy-Euler Eqn

DEPARTMENT OF PHYSICS

- 1. Name of the department** : Physics
- 2. Year of Establishment:** : 1956, since the establishment of this College.
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG Course:
i) Physics Honours (started in the academic year 1996-97)
ii) Physics General (started from the beginning, i.e 1956)
- 4. Names of Interdisciplinary courses and the departments/units involved** : Nil.
- 5. Annual/ semester/choice based credit system (programme wise):** : Both are annual based system
- 6. Participation of the department in the courses offered by other departments** : Physics as general subject in i) Mathematics Honours ii) Chemistry Honours and iii) Computer application (B. Sc Major) programs
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : NA
- 8. Details of courses/programmes discontinued (if any) with reasons** : NA
- 9. Number of Teaching posts** :

	Sanctioned	Filled
Professors	N.A.	N.A.
Associate Professors	0*	0
Asst. Professors	05	04

- * These posts are to be filled up on the promotional basis only.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sonali Saha	M. Sc, Ph. D	Asst. Prof	Condensed Matter Physics, Astrophysics	12 years	NIL

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sankhasubhra Nag	M. Sc, Ph. D	Asst. Prof.	Non-linear Dynamics, Quantum Chaos, Astrophysics	12 years	NIL
Manisha Pal	M. Sc, Ph. D	Asst. Prof.	Experimental Condensed Matter Physics	9 yrs in SNCW 4 and ½ yrs in Heritage Institute of Technology, Kolkata	NIL
Tapati Jana	M. Sc, M. Tech, Ph. D	Asst. Prof	Semiconductor thin film, Silicon Solar cell, Diamond like carbon film	6 years	NIL
Abhijit Sengupta	B. Sc	Graduate Laboratory Instructor	N. A	31 years	N. A

11. List of senior visiting faculty: : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : For Honours course : 12%
For General course: 34%

13. Student -Teacher Ratio (programme wise) : For honours course Student–Teacher ratio 18:7 (considering 3 temporary faculties)
For general course Student–Teacher ratio 85:7 (considering 3 temporary faculties)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled
Technical Staff (Lab. Attendant)	2	2
Administrative Staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :

Name of the Faculty	Title of ongoing project	Funding Agency	Total Fund Sanctioned	Fund Received
Sonali Saha	Studies on Quantum Entanglement in a Spin Chain and Its Use in Quantum Computation & Communication	UGC	4,00,000/=	3,70,000/=
Sankhasubhra Nag	Influence of Black Hole on Accretion Flow and on Chaotic Dynamics in Halo	UGC	4,10,000/=	3,80,000/=

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL

18. Research Centre /facility recognized by the University: : Nil.

19. Publications:

Name of the Faculty (With h-index)	Number of papers published in peer reviewed journals (national /international) by faculty and students	Number of publications listed in International Database :	Monographs	Chapter in Books	Books Edited
Sonali Saha h-index: 6	7	7	NIL	NIL	NIL
Sankhasubhra Nag h-index: 4	7	7	NIL	NIL	NIL
Manisha Pal h-index:6	19	19	NIL	NIL	NIL
Tapati Jana (h-index: 8)	14	14	NIL	NIL	NIL

20. Areas of consultancy and income generated : NA

21. Faculty as members in

a) National committees Nil

b) International Committees

c) Editorial Boards Faculty as members of Associations

Name of Teacher	Name of committees /associations	Level
Sonali Saha	Indian Association of Physics Teacher	National
Sankhasubhra Nag	Indian Association of Physics Teacher	National
Manisha Pal	Indian Association for the Cultivation of Science	National
Tapati Jana	Indian Association for the Cultivation of Science	National
	Solar Energy Society of India (SESI)	National
	West Bengal State Council of Science & Technology	National

22. Student projects

a) **Percentage of students who have done in-house projects including inter departmental/programme** : NIL (According to the syllabus of WBSU, undergraduate project work is not part of the B. Sc Physics Honours or General course)

b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : NIL (Reason as mentioned above)

23. **Awards / Recognitions received by faculty and students:** : Nil

24. List of eminent academicians and scientists / visitors to the department:

1. Indrani Bose (Prof, Department of Physics, Bose Institute, Kolkata)
2. Rajkumar Moitra (Prof., Condensed Matter Physics Division, Saha Institute of Nuclear Physics, Kolkata)
3. Palas Baran Pal (Prof., Theoretical Physics Division, Saha Institute of Nuclear Physics, Kolkata)
4. Dipan Bhattacharya (Prof., Atomic Physics Division, Saha Institute of Nuclear Physics)
5. Mrinal Pal (Asst Prof, Physics Department, Burdwan University)
6. Tapas Kumar Das (Assoc. Prof, Department of Astrophysics, H R I, Allahabad)
7. Rajarshi Roy (Asso. Prof, Centre of Astroparticle physics and Space Science, Bose Institute, Kolkata).

25. **Seminars/ Conferences/Workshops organized & the source of funding** : Nil

a) **National**

b) **International**

26. **Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	58	24	4	100
2011-2012	81	34	7	85
2012-2013	70	28	6	100
2013-2014	50	15	5	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Honours	84	16	0
General	95	5	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : Nil

29. Student progression

Student progression	Against % enrolled	
UG to PG	40%	2009-2010
	40%	2010-2011
	nil	2011-2012
	16%	2012-2013
PG to M.Phil.	N. A	
PG to Ph.D.	Data not available	
Ph.D. to Post-Doctoral	Data not available	
Employed		
• Campus selection	10%	
• Other than campus recruitment	70%	
Entrepreneurship/Self-employment	Data not available	

30. Details of Infrastructural facilities

a) Library

central Library: 416

Seminar Library:317

b) Internet facilities for Staff & Students

: The department is having internet facility with Wi-Fi connection

c) Class rooms with ICT facility

: Planning for classrooms with ICT facility is under process

d) Laboratories

: 05

Apart from the laboratory for general course practical classes, the department has one electronics lab, one electrical lab, one optics lab and one computer lab for honours students.

31. Number of students receiving financial assistance from college, university, government or other agencies :

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	-	-	-	-	-
2 nd Year	-	-	-	-	-
3 rd year	1	1	-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

: This department arranges seminars and extension lectures by inviting speakers from research institutes to encourage and make students aware about the frontier research activities of the current days.

33. Teaching methods adopted to improve student learning:

Apart from the regular chalk and talk methods and assigning problem sets to the students, faculties

of this department have adopted teaching method through slide presentations. The students are also encouraged for oral presentation on some assigned topics through slide shows to enhance their knowledge and also communication skill.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Students and teachers of this department participated in few programs organized by the college like science exhibition, inter-college poster presentation.

35. SWOC analysis of the department and Future plans

Strength: The department is well equipped with various electronic devices like CRO, Function Generator, various measuring meters having different ranges etc. Good collection of books in the departmental library is another infrastructural strength of this department. The computer laboratory having Wi-Fi connection helps the students to get the news of various competitive examinations conducted by various institutes and also to get resources of various Universities and Institutes all over the world. Strength of this department is its young generation faculties who are engaged to some extent with research activities in parallel to teaching process. Among them a percentage has the research exposure at post doctoral level in various research laboratories in abroad. One of our faculties is having the teaching experience in PG level course conducted by various university and institutes and also supervising project work at PG level.

Weakness: Although the vacant posts are partially meet up by the recruitment of temporary faculties, the faculty strength is not sufficient to run such a lab based subject smoothly. The departmental library has a good collection of books to develop a foundation on the subject but in some cases it needs multiple copies to meet the requirement.

Only three computers are not sufficient in the computer lab to cater large number of students as the use of different numerical methods through computer programming is an integral part of the syllabus for B. Sc honours syllabus.

Number of instruments and laboratory spaces are only sufficient to accommodate students not more than fifteen in number for Honours programme in Physics, which is far below the target intake capacity set by the college and the affiliating University. This blatant mismatch is to be removed in future and the college authority may take necessary steps along this direction.

Opportunity: The honours students of this department are trained up with the application of programming language in different numerical methods. They can exploit this expertise in their

future courses. The general students can also use their expertise in computer programming to develop software at industry level.

Challenges:

A large percentage of our students are weak from the conceptual point of view and also have poor communication skill. The department arranges students' seminar to enhance their communication skill. To make the classes interesting to them teaching process through slides has been adopted. In overall like other basic subjects Physics is loosing its demand nowadays. It is our challenge to make the students aware about the frontier research through the seminars presented by the faculties.

Future Plans:

To overcome the weakness and achieve the challenges our future plan is to set the classrooms with ICT facilities. The no. of computers and also multiple copies of required books will be purchased in future.

Annexure:**Details of Papers published by the faculties in peer-reviewed journals**

Name of the faculty	Title Title	Year	Journal	National/International	CITATION INDEX (CI) AND IMPACT FACTOR (IF), IF ANY	SNIP	SJR
Dr. Sonali Saha	1. Electronic structure and optical properties of ordered compounds potassium tantalate and potassium niobate and their disordered alloys	2012	Physica B: Condensed Matter, ISSN: 09214526 vol. 407 pg 4615	International	C I: 1 I.F: 1.063	0.919	0.604
	2. Dielectric relaxation in SrFe 1/2 Nb 1/2 O 3	2006	J. Appl. Physics ISSN: 00218979 Vol.99 Pg:014109	International	C. I: 54 I. F: 2.316	1.631	1.944
	3. Optical properties of perovskite alkaline-earth titanates: a formulation	2002	J. Phys. Condensed Matter ISSN: 09538984 Vol.14 Pg: 3849	International	C. I: 6 I. F: 1.775	1.120	1.275
	4. Structural and dielectric studies of BaFeO. 5NbO. 5O3	2002	J. Phys. Condensed Matter ISSN: 09538984 Vol 14 Pg 249	International	C. I: 6 I. F: 1.775	1.120	1.275
	5. Structural and optical properties of paraelectric SrTiO3	2000	J. Phys. Condensed Matter ISSN: 09538984 Vol.12 Pg:3325	International	C. I: 119 I. F: 1.608	1.109	1.447

	6. First principles study of electronic structure and optical properties of CaTiO ₃ 7. Electronic structure, chemical bonding, and optical properties of paraelectric BaTiO ₃	2000	Europ. Phys. J. B ISSN: 14346028 Vol.: 18 Pg: 207 Phys. Rev B ISSN: 10980121 Vol: 62 pg 8828	International International	C. I: 16 I. F: 2.077 CI:298 IF:3.065	1.051 1.631	1.374 3.008
Dr Sankhasubhra Nag	1.The role of axisymmetric flow configuration in the estimation of the analogue surface gravity and related Hawking like temperature	2014	Classical and Quantum Gravity ISSN: 02649381 Vol: 31 Pg: 035002	International	C.I: ---0 IF: 3.562	SNIP 0.966	SJR 1.476
		2014		International			
	2.An analytical study on the multi-critical behaviour and related bifurcation phenomena for relativistic black hole accretion	2012	General Relativity and Gravitation ISSN: 00017701 Vol: 44 Pg:1637	International	CI: 0 IF: 1.902	1.056	1.244
		2012		International			
	3.The role of flow geometry in influencing the stability criteria for low angular momentum axisymmetric black hole accretion	2012	New Astronomy ISSN: 13841076 Vol: 17 Pg: 285	International	CI: 7 IF: 1.85	0.798	0.962
		2009		International			
					International	CI: 0 IF: 0.632	
2003							
		2001	International Journal of Quantum Information ISSN: 02197499	International	CI: 5 IF: 1.863		1.261
		2005			C. I: 14 IF: 1.324	1.276	

	4. Mixing and Decoherence to Nearest Separable States	2003	Physica D ISSN: 01672789 VOL: 204 Pg: 110	International		0.953	0.785
	5. Quantum Chaos: Reduced Density Matrix Fluctuations in Coupled Systems	2001	Physics Letters A, ISSN vol: 292 Pg 43			0.981	0.777
	6. Dynamical Manifestation of Quantum chaos: density matrix fluctuations in subsystems		Physics Letters A, ISSN vol: 318 Pg 6				
	7. Entropy Production Due to Coupling to a Heat Bath in the Kicked Rotor Problem				CI: 8 IF: 1.220		

Name of the faculty	Title	Year	Journal	National / International	CITATION INDEX (CI) AND IMPACT FACTOR (IF), IF ANY	SNIP	SJR
Dr Manisha Pal	1. Structural characterization of borate glasses containing zinc and manganese oxides	2011	Journal of Modern Physics ISSN: 2153-1196 Vol:2(9) p.1062	International	Nil	Nil	Nil
	2. Effect of iron substitution on structure and optical properties of nano-	2008	J. Nano Research ISSN: 16625250 Vol: 3 p.123	International	Nil	Nil	Nil

	crystalline CaTiO ₃						
	3. Borate Based Spintronic Materials in Bulk Form above Room Temperature	2005	Journal of Surface Science and Technology ISSN: 09701893 Vol: 21 (1/2) p. 91	International	Nil	0.360	0.196
	4. Nanocrystalline Mn-doped ZnO prepared by chemical route	2005	Japanese Journal of applied physics ISSN:0021 4922 Vol: 44 (11R), p. 7901	International	C.I.: 7 I.F. 1.096	0.895	0.748
	5. Electrical and optical properties of as-deposited V ₂ O ₅ -TeO ₂ amorphous films and their annealing effect	2003	physica status solidi (a) ISSN: 18626300 Vol:196 (2) p. 396	International	C.I.10 I.F. 0.950	0.729	0.822
	6. Transport and dielectric properties of V ₂ O ₅ -MnO-TeO ₂ glasses	2003	Philosophical Magazine ISSN: 00318086 Vol: 83 (11) p. 1379-1391	International	C.I.-3 I.F.- 1.413	Nil	Nil
	7. Structural and electrical properties of MoO ₃ -TeO ₂ glasses	2001	Journal of Physics D: Applied Physics ISSN: 00223727 Vol:34 (4) p. 459	International	C.I.-58 I.F.-1.26	1.209	0.995
	8. Ac conductivity of BaTiO ₃ containing (90V ₂ O ₅ -10P ₂ O ₅) oxide glasses dispersed with nanocrystalline particles	2001	Journal of materials science ISSN: 00222461 Vol: 36 (10) p. 2539	International	C.I.-5 I.F.-0.728	Nil	Nil

9. Electrical and optical properties of MoO ₃ -TeO ₂ amorphous films prepared by PVD method	2000	Physica status solidi (a) ISSN: 18626300 Vol: 182 (2), p. 727	International	C.I. -30 I.F.-1.035	0.927	1.124
10. Temperature dependence of elastic and dielectric properties of (1-x) (Bi ₂ O ₃) x (CuO) oxide glasses	2000	Journal of materials science ISSN: 00222461 Vol:35 (1), p. 229-233	International	C.I.-16 I.F.-0.701	1.031	0.746
11. Study of microstructural behavior and nonadiabatic small polaron hopping conduction in BaTiO ₃ doped lead-vanadate glass and glass-ceramics dispersed with ferroelectric nanocrystals	1999	Journal of applied physics 85 (7), 3477-3487	International	C.I.-16 I.F.-2.276	1.484	2.111
12. Nonlinear physical properties of some nonconventional semiconducting Bi-Pb-Ba-O glasses	1998	Journal of materials research ISSN: Vol.13 (08) p. 2328	International	C.I.-0 I.F.-1.598	Nil	Nil

13. Frequency dependent electrical conductivity and dielectric relaxation behavior in amorphous $(90V_2O_5-10Bi_2O_3)$ oxide semiconductors doped with $SrTiO_3$	1997	Materials chemistry and physics ISSN: 02540584 Vol:50 (3) p. 219	International	C.I.-13 I.F.-0.516	N.A.	N.A.
14. Electrical properties of semiconducting $(1-x)(90V_2O_5-10P_2O_5)+xBaTiO_3$ glass and glass-ceramics	1996	Journal of chemical physics 105 (24), 11326-11334	International	C.I.-9 I.F.3.516	N.A.	N.A.
15. Anomalous specific heat and other properties of amorphous $Ba_{1-x}Li_xBiO_{3-\delta}$ ($x=0-0.7$) oxides around semiconductor-metal-semiconductor like transition	1996	Journal of materials science letters 15 (22), 2008-2011	International	C.I.-1 I.F.-0.420	N.A.	N.A.
16. Non-adiabatic small-polaron hopping conduction in $SrTiO_3$ -doped $90V_2O_5-10Bi_2O_3$ glassy semiconductors	1996	Philosophical Magazine B ISSN: 01418637 Vol: 74 (2) p. 139-153	International	C.I.-5 I.F.-1.503	N.A.	N.A.

	17. Non-adiabatic polaron hopping conduction in semiconducting V ₂ O ₅ -Bi ₂ O ₃ oxide glasses doped with BaTiO ₃	1995	Journal of materials science 30 (20), 5139-5145	International	C.I.-17 I.F.-0.716	N.A.	N.A.
	18. Study of the ac conductivity of BaTiO ₃ -doped V ₂ O ₅ -Bi ₂ O ₃ glasses using Long's overlapping large-polaron tunnelling model	1995	Philosophical Magazine B ISSN: 01418637 Vol: 71 (6) p. 1125	International	C.I.-8 I.F.-1.234	N.A.	N.A.

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	Year of Publication	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no.	NATIONAL/ INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	SNIP	SJR
Dr. Tapati Jana	1. "Transparent polymer and diamond like hydrogenated amorphous carbon thin films by PECVD technique", Romyani Goswami, Tapati Jana and Swati Ray,	2008	J. Phys. D: Applied Physics 00223727 vol- 41 page: 155413.	International	CI - 12 IF- 2.104	1.567	1.464
	2. "Studies on microstructure of silicon thin films and its effect on solar cells", by Swati Ray, Sumita Mukhopadhyay and Tapati Jana	2006	Solar Energy Materials and Solar Cells: 09270248 Vol- 90 age 631-639.	International	CI – 10 IF- 2.321	1.811	1.446
	3. "Development of low	2005	J. Vac. Sci.	International	CI – 6	1.040	1.125

	temperature silicon oxide thin films by photo-CVD for surface passivation”, by Sumita Mukhopadhyay, Tapati Jana and Swati Ray,		Technol. A 07342101 Vol-23(3) page 417		IF- 1.399		
4.	"Degradation Studies of Transparent Conducting Oxide: a Substrate for microcrystalline Silicon thin film solar cells", by Rajesh Das, Tapati Jana and Swati Ray, <i>Solar Energy Materials and Solar Cells</i> , 86 (2005) 207.	2005	<i>Solar Energy Materials and Solar Cells</i> , 09270248 Vol 86 page 207.	International	CI- 59 IF- 2.002	1.596	1.209
5.	“Optoelectronic and structural properties of undoped microcrystalline silicon thin films: dependence on substrate temperature in VHF-PECVD technique”, by Chandan Das, Tapati Jana and Swati Ray,	2004	<i>Japanese Journal of Applied Physics</i> , 00214922 Vol- 43 (6A) page 3269.	International	CI - 3 IF- 1.142	1.010	0.835
6.	“Transition from amorphous to microcrystalline Si:H: effects of substrate temperature and hydrogen dilution”, S. Ray, S. Mukhopadhyay, T. Jana and R. Carius,	2002	<i>Journal of Non-Crystalline Solids</i> , 00223093 Vol- 299-302 page 761.	International	CI - 29 IF- 1.435	1.048	0.848
7.	“The changes in electric and optical properties of	2002	<i>Journal of Non-Crystalline Solids</i> ,	International	CI- 33 IF- 1.435	1.048	0.848

	intrinsic microcrystalline silicon upon variation of the structural composition”, O. Vetterl , A. Groß , T. Jana , S. Ray, A. Lambertz, R. Carius and F. Finger,		00223093 Vol- 299-302 page 772.				
8.	“Low Temperature Silicon Oxide and Nitride for Surface Passivation of Silicon Solar Cells”, Tapati Jana , Sumita Mukhopadhyay and Swati Ray,	2002	<i>Solar Energy Materials and Solar Cells</i> Vol- 71 (2) page 197.	International	CI - 28 IF - 1.258	1.139	1.032
9.	“P-type microcrystalline silicon carbon alloy films by VHF-PECVD technique”, Tapati Jana , Arup Dasgupta and Swati Ray,	2001	<i>J. Mater. Res</i> , 08842914 Vol- 16(7) page 2130.	International	CI - 1 IF - 1.539	1.423	1.362
10.	“P-type Microcrystalline Silicon Films Prepared by VHF-PECVD Technique” Tapati Jana , Arup Dasgupta and Swati Ray, <i>Indian J. Phys.</i> 75A (4) (2001) 409-412.	2001	<i>Indian J. Phys.</i> 02529262 Vol- 75A (4) page-409-412.	International	IF- 0.213	Not available	Not available
11.	“Microcrystalline Silicon phase in Silicon Oxide thin films developed by photo-CVD technique”, Tapati Jana and Swati Ray,	2000	<i>Thin Solids Films</i> . 00406090 Vol- 376 page 241.	International	CI- 11 IF- 1.16	0.926	1.023
12.	“Boron Doped a-SiO _x :H films prepared by Photo-CVD technique”;	1999	<i>Journal of Non-Crystalline Solids</i> , 00223093	International	CI- 1 IF – 1.34	0.964	1.093

	Tapati Jana and Swati Ray,		<i>Vol- 260,</i> <i>No.3</i> Page 188.				
	13. "Silicon oxide thin films prepared by a photo-chemical vapour deposition technique"; T. Jana, S. Ghosh and S. Ray,	1997	<i>Journal of Materials Science</i> 00222461 Vol 32 page 4895-4900.	International	CI - 14 IF - 0.669	Not available	Not available
	14. "Fabricatin of P+ implanted Shallow junctions with TiSi ₂ in Si MOS structure" ; T. Jana, D. N. Bose and P. V. S. Subrahmanya m,	1996	<i>Indian Journal of Engineering and Materials Science,</i> 09714588 Vol 3 page 148.	International	IF - 0.098	Not available	Not available

Annexure – II**Students Seminars**

Name of Speaker	Date	Presented at	Level	Topic
Bhaswati Debnath (3 rd year)	06.09.10	Departmental classroom	Departmental	Elementary Particles and their Properties
Anwesa Dutta (1 st Year)	05.09.11	Departmental classroom	Departmental	Why three laws in Newton's Laws of Motion
Subhasree Pal (1 st year)	05.09.11	Departmental classroom	Departmental	Surface Tension: An Amazing Property of Liquid
Rupsa Mukherjee (1 st year)	05.09.11	Departmental classroom	Departmental	Different Types of Waves and Their Conditions of Formations
Sarmila Nag (2 nd Year)	05.09.12	Departmental classroom	Departmental	Uses of Transistors in Our Daily Life
Rijia Sultana (2 nd year)	05.09.12	Departmental classroom	Departmental	Faradays Law and Its Vast Applications
Antara Mukherjee (3 rd year)	05.09.12	Departmental classroom	Departmental	Polarization of Electromagnetic Wave
Meghasree Basu (1 st year)	09.06.14	College Seminar Room	Departmental	2 nd Law of Thermodynamics
Kiran Mane (1 st Year)	09.06.14	Departmental classroom	Departmental	Kinetic Theory of Gases
Sulgna Saha (1 st Year)	09.06.14	Departmental classroom	Departmental	Rotating Frame

DEPARTMENT OF ZOOLOGY

- 1. Name of the department** : Zoology
- 2. Year of Establishment:** : Department of Bioscience 1956
Introduction of Hons. Course in Zoology 1997
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : B.Sc. Hons. In Zoology and B.Sc. General
- 4. Names of Interdisciplinary courses and the departments/units involved** : Nil
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : Environmental Science is taught in the 1st Year Course for all disciplines
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : Nil
- 9. Number of Teaching posts** :

	Sanctioned	Filled
Professors	0	0
Associate Professors	-	*2
Assistant Professors	3	1

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.Kabita Sengupta	M.Sc.Ph.D	Associate Prof.	Parasitology	30	-
Dr.Mala Bose	M.Sc.Ph.D	Associate Prof.	Parasitology	22	-
Dr.Soma Aditya (Bandyopadhyay)	M.Sc.Ph.D	Assistant Prof	Fishery	10	-

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Subhamay Bhattacharya	M.Sc.	Approved Permanent Part Time Teacher	Fishery	6	-
Dr.Nivedita Koley	M.Sc. Ph.D	Contractual Fulltime	Parasitology	3	-
Dr.Soumi Nandi	M.Sc., M.Phil. Ph. D	Guest Lecturer	Cell & Molecular Biology	5	-

11. List of senior visiting faculty: : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 1. Honours Theory Classes : 21..5%
2. Honours Practical Classes: 10%
3. General Theory Classes: 15%
4. General Practical Classes: 10%

13. Student -Teacher Ratio (programme wise) : B. Sc. Honours: 12:1
B.Sc. General: 30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled
Technical Staff	2	2
Administrative Staff	Nil	Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : No. of Faculty: 1.

Name of the Principal Investigator	Title of the Research Project	Funding Agency	Grant Sanctioned	Year
Dr. Mala Bose	i) Comparative Study of Hookworm infestation among Primary School Children population in an Urban Slum and a Rural Community at Burdwan, West Bengal	UGC	Rs. 65,000 Received Rs. 61000/-	2005-2007
	ii) Study of the Nutritional and Haematological Status of different Gastrointestinal Parasitoses among Primary School Children population in Slum areas of Sunderbans	UGC	Rs. 178000 Received Rs.65200/-	2011-2013

17. Departmental projects funded by DST - : Nil.
FIST; UGC, DBT, ICSSR, etc. and total grants received:

18. Research Centre /facility recognized by : Nil.
the University:

19. Publications:

Faculty	No. of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Kabita Sengupta	1	1	-	--	
Dr. Mala Bose	11	6	-	4	1
Dr. Soma Aditya	16	8	1	6	1
Dr. Nivedita Koley	3	2	-1		-
Dr. Soumi Nandi	5	3	-2		-

20. Areas of consultancy and income : N.A.
generated

21. Faculty as members in :

- National committees
- International Committees
- Editorial Boards

Dr. Kabita Roy	The Zoological Society, Kolkata	Life Member
Dr. Mala Bose	University of Burdwan	Member of UGBS
	The Zoological Society, Kolkata	Life Member

	Helminthological Society Of India	Fellow & Life Member
Dr. Soma Aditya (Bandyopadhyay)	The Zoological Society, Kolkata	Life Member
	Indian Society for the Study of Reproduction and Fertility, Mumbai	Life Member
	“Beats of Natural Sciences” – Institutional journal	Editorial Board Member

22. Student projects

a) **Percentage of students who have done in-house projects including inter departmental/programme** : 30%

b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : Nil

23. Awards / Recognitions received by faculty and students:

- Dr. Kabita Sengupta received Gold Medal from University of Calcutta in the year 1977 for achieving 1st class 1st in M.Sc. Zoology.
- Dr.Soma Aditya (Bandyopadhyay) along with her students Priyanka Das and Gunjan Roychowdhury is awarded for best poster presentation in State Level Seminar (February 2012)organized by Derozio memorial College and received a medal and a certificate.
- Aiswarya V. Nair and Priyanka Das own third prize and receive a trophy and certificate in UGC sponsored State Level Seminar(January 2013) organized by SNCW.

24. List of eminent academicians and scientists / visitors to the department:

1. Dr.Dipak Ranjan Mandal(Former Principal, Bidhan Nagar Govt. College)
2. Dr. Samir Banerjee (CU)
3. Dr. Naresh Dutta (CU)
4. Dr.C.R. Maity KPC Medical College
5. Dr.Narayan Ghorai (WBSU)
6. Dr.Shilanjan Bhattacharjee (WBSU)
7. Dr.Chiranjib Pal (WBSU)

25. Seminars/ Conferences/Workshops organized & the source of funding

a) **National** : Nil

b) **International**

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	242	38	6	100
2011-2012	303	39	10	90
2012-2013	281	39	17	94.12
2013-2014	270	51	14	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. Hons.	100	0	0
B.Sc. Gen.	90	10	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : NET: 1

29. Student progression:

Student progression	Against % enrolled	
UG to PG	2009- 2010	44.44
	2010-2011	62.5
	2011-2012	64
	2012-2013	77
PG to M.Phil.	Data not available	
PG to Ph.D.	Data not available	
Ph.D. to Post-Doctoral	Data not available	
Employed	Data not available	
• Campus selection		
• Other than campus recruitment		
Entrepreneurship/Self-employment	Data not available	

30. Details of Infrastructural facilities

a) Library

Central Library: 615Books
Seminar Library: 85 Books
Book Bank: 80

b) Internet facilities for Staff & Students

: The department has two computers , one with LAN connection and internet facility.

c) Class rooms with ICT facility

: The department uses an overhead projector and LCD projector for teaching.

d) Laboratories

: One .It has well equipped laboratories with rich animal museum lab.

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	2	-	2	-	1
2 nd Year	3	-	2	-	1
3 rd year	-	-	1	-	1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Sl No	Participant	Nature	Place of visit	Year
1.	1 st year honours	Field study	Central Jail Pond	2010-2011
2.	2 nd year honours	Field study	Sericulture, Lake town	2011-2012
3.	1 st /2 nd /3 rd year honours	Excursion	Mandarmoni	2011-2012
4.	2 nd year general	Field study	Zoo-garden	2011-2012
5.	1 st yr/2 nd yr honours	Field study	Chintamoni Kar Bird Sanctuary	2012-2013
6.	2 nd yr general	Field study	Nature Park	2012-2013
7.	1 st yr.Honours	Field study	Banabitan, Biodiversity Park	2013-2014
8.	2 nd yr Honours	Excursion	Gorumara, Dooars	2013-2014
9.	3 rd yr general	Field study	Sericulture, Lake town	2013-2014

Student participation in Academic Activities

Sl.No	Participant	Nature	Place of visit	Year
1.	Priyanka Das Gunjan Roychowdhury	State level UGC sponsored :Recent trends in chemistry and Biology:To ignite Young minds	Derozio Memorial College, Kolkata	February 19, 2012
2.	Aiswarya V. Nair Pryianka Das	UGC Sponsored State Level Seminar	SNCW	January, 2013
3.	Priyanka Das	National Seminar on Natural resources and heritage Conservation Issues in India	Paribesh Bhaban,Kolkata	September 18, 2013
4.	Priyanka Das	UGC sponsored National Seminar on Biodiversity India :Threats and Prospects	Raja Peary Mohan College,Uttarpara, Hooghly	September 24 – 25, 2013
5.	Aiswarya V. Nair Pradarshika Mitra	UGC sponsored National Seminar on Biodiversity:Interrelationship between Flora,Fauna and Human	Mrinalini Datta Mahavidyapith, Birati	September 29- 30, 2013
6.	Gunjan Roychowdhury	State level WBDST sponsored State level conference on Impact of pollution: Assessment and awareness	Hoogly Women's College, Hooghly	February 14- 15, 2014

33. Teaching methods adopted to improve student learning:

- Student centric teaching learning process, audio-visual teaching mode, remedial, special classes and tutorial etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Parasitosis, gastrointestinal disturbances and haematological investigations have been undertaken in a Primary School children in a village of Sunderbans.
- Gastrointestinal disturbances and anaemia has been studied in a rural and an urban area school in Burdwan District.

35. SWOC analysis of the department and Future plans:

SWOC analysis of the department and Future plans. The department rise to solve different types of problems that the student face and it may be financial, social and also educational. Since they are new buds they should need proper guidance so we think that a mentor-mentee relationship should be established, so that the students are well cared.

STRENGTH:

- Students with good academic results are admitted to the UG Course.
- By their astounding performance every year, the number of students admitted to higher education is augmented. They are our pride, they are our strength.
- Performances of students are good in University Examinations.
- Highly dedicated faculty members.
- Good student-teacher relationship benefits both the students and the teachers.
- Supportive and helpful technical staffs in the laboratory.
- Well equipped laboratory.

WEAKNESS:

- Shortage of academic support staff, technical staffs and teachers.
- Shortage of space in Laboratory.
- Students are not from affluent families and the educational background of the families are very weak.
- Considering the zeal to take up zoology among the students and their stupendous achievement in this field, the Zoology Department earnestly require additional infrastructure to accommodate the students.

OPPORTUNITIES:

The Department offers a healthy environment which enrich the students to flourish both in personal as well as professional life.

Challenges:

- We are trying to manage the students in limited space.
- Our moto is to open doors for higher studies for more students.

Future Plans of the department:

- Publication of papers with students in National/international journals.
- Student participation in State level and National level Seminars, Conferences

Annexure-I

DEPARTMENT OF ZOOLOGY**Papers published by faculty in peer-reviewed Journals**

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	NATIONAL/INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Kabita Roy (Sengupta)	Some Eugregarines (Sporozoa, Apicomplexa) from the stored Fruit Beetle <i>Oryzaephilus mercator</i> Fauv. (Coleoptera) from India.	J. Protozool, 36(1):20-23. ISSN: 00223921	International	Cited by 2 Impact factor: 1.186	1989
Dr. Mala Bose	Mechanism and Pathway of glucose transportation in a digenetic trematode <i>Ceylonocotyle scoliocoelium</i>	Folia parasitologica 37: 151-156 ISSN : 0015 5683	International	Impact factor – 0.127	1990
	Glycolytic enzyme in a trematode <i>Ceylonocotyle scoliocoelium</i>	Environment & Ecology 8 (i) : 459-460 ISSN : 09 70-0420	International		1990
	Phosphatases in an Amphistome Trematode <i>Ceylonocolyte scoliocoelium</i>	Environment & Ecology 8 (1) : 447-449 ISSN : 09 70-0420	International	Cited by 1	1990
	Transaminases of an amphistome trematode <i>Ceylonocotyle scoliocoelium</i>	Environment and Ecology 7(4): 969-970 ISSN : 09 70-0420	International		1989
	Trace elements in a nematode and a trematode species.	Indian Journal of Helminthology.6 (1), 9-12 ISSN : 00 19-5227	National		1989
	Some biochemical observation on the cuticle of <i>Ascaridia galli</i> (Nematoda; Heterakidae)	Indian Journal of Helminthology5(2), 47-49 ISSN : 00 19-5227	National		1988

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	NATIONAL /INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Soma Aditya (Bandyopadhyay)	Prenatal exposure to high galactose adversely affects initial gonadal pool of germ cells in rats.	Human Reproduction, 18, 276-282 ISSN: 02681161	International	Cited by 35 I.F. – 3.125 SNIP– 1.584 SJR – 1.641	2003
	Galactose toxicity in the rat as a model for premature ovarian failure: an experimental approach readdressed.	Human Reproduction, 18, 2031-38 ISSN: 02681161	International	Cited by 36 I.F. – 3.125 SNIP– 1.584 SJR – 1.641	2003
	Primordial germ cell migration in the rat: preliminary evidence for a role of galactosyltransferase.	Biology of Reproduction, 71(6), 1822-1827 ISSN: 00063363	International	Cited by 6 I.F. – 3.550 SNIP– 1.143 SJR – 1.520	2004
	Ovotoxic effects of galactose involve attenuation of Follicle-stimulating hormone bioactivity and up-regulation of granulosa cell p53 expression.	PLoS ONE, 7(2), e30709 ISSN: 1932 6203	International	Cited by 3 I.F. – 4.092 SNIP– 1.113 SJR – 1.920	2012
	On the record of a Spot-fin porcupine fish, <i>Diodon hystrix</i> (Linnaeus, 1758) from Mandarmani, Bay of Bengal coast of West Bengal, India.	Proceedings of the Zoological Society, DOI:10.1007/s12595-013-0087-y ISSN: 0974 6919	National		2013
	Female reproductive aging is master-planned at the level of ovary.	PLoS ONE, 9(5), e96210. Doi:10.1371/journal.pone.0096210 ISSN: 1932 6203	International	I.F. – 3.73 SNIP– 1.113 SJR – 1.920	2014
	A preliminary study on the reproductive toxicity of statins in rats.	International Journal of Research in Biological Sciences, 3(3), 39-47. ISSN: 2319 2844	International		2014
	Studies on the diversity and abundance of butterfly (Lepidoptera:Rhopalocera) fauna in and around Sarojini Naidu College campus, Kolkata, West Bengal, India.	Journal of Entomology and Zoology Studies, 2(4): 129-134. ISSN: 2320 7078	International		2014
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NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	NATIONAL/INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Nivedita Koley	Scanning electron microscopy of the intestine of normal and laser treated rat: a preliminary report	Bull RGKMC 15(1) March	National		2000
	A novel <i>Gymnema sylvestre</i> extract stimulates insulin secretion from human islets in vivo and in vitro.	Phytotherapy Research Published online in Wiley Interscience: 10.1002/ptr.3125 ISSN: 10991573	International	I.F. SNIP:1.125 SJR 0.724	2010

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED	NAME OF THE JOURNAL WITH ISSN no., Vol. No. Pg no., YEAR	NATIONAL / INTERNATIONAL	CITATION INDEX AND IMPACT FACTOR, IF ANY	YEAR OF PUBLICATION
Dr. Soumi Nandi	Life history study of <i>Chironomus striatipennis</i> Kieffer (Diptera: Chironomidae)	Oriental Insects, 45(2-3), 186-193. ISSN: 00305316	International	Cited by 1 I.F : 0.173 SNIP:0.470 SJR:0.257	2011
	Nutrient conditions and chironomid assemblages in Kolkata, India: assessment for biomonitoring and ecological management.	Journal of Limnology, 71(2): 94-103. ISSN: 11295767	International	Cited by 2 I.F : 1.473 SNIP: 0.896 SJR:0.611	2012
	An appraisal of life history features of <i>Kiefferulus calligaster</i> (Kieffer, 1911) (Diptera: Chironomidae) from wetlands of Kolkata, India.	Proceedings of Zoological Society, 67(1): 72-78. ISSN: 0373 5893	National		2014
	Chironomid midges as allergens: evidence from two species of Kolkata, India.	Indian Journal of Medical Research, (accepted) ISSN: 09715916	National	Impact factor: 2.06 SNIP: 1.233 SJR:0.638	2013
h index - 1					

1. **Chapter in Books- Dr. Soma Aditya (Bandyopadhyay)** Chapter 26 Ovari an Dysfunction under Galactose Toxicity in *Hormone Biotechnology* (Commemorative vol. for Prof. Samir Bhattacharya *FNA*) Edited by Saumen Kr. Maitra. Published by Daya Publishing House, Delhi. Pg. 384-398. ISBN 817035451X (2007)

Annexure - II **Students' Seminars**

TOPIC	NAME OF SPEAKER	DATE
Green house effect	Anwasha Hor	06.09.2010
Apiculture	Tulika Bhattacharya	06.09.2010
Chromosomal aberrations	Paramita Saha	06.09.2010
Biodiversity	Mahua Mallick	06.09.2010
Hippocampus	Moutan Chakraborty	06.09.2010
Fertilisation	Paramita Saha	05.09.2011
DNA fingerprinting	Sejuti Ghosal	05.09.2011
Poison apparatus in snakes	Sharodia Chakraborty	05.09.2011
Global warming	Shanta Mukherjee	05.09.2012
Pearl culture	Sangeeta Chakraborty	05.09.2012
Immune system	Koyel Chakraborty	05.09.2012
Transposon	Tanuka Dey	05.09.2012
Coral reef	Priyanka Das	05.09.2012
Hormone action	Suchismita Chatterjee	05.09.2013
Osmoregulation	Shreya Bhattacharya	05.09.2013
Protected areas in India	Aiswarya V. Nair	05.09.2013
Nucleic acids	Gunjan Roy Chowdhury	05.09.2013
Torsion	Meghna Kundu	05.09.2013
Human evolution	Subhasree Bhattacharjee	05.09.2013

DEPARTMENT OF BENGALI

- 1. Name of the department** : Bengali
- 2. Year of Establishment:** : General: 1956; Hons. 1956
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG(Hons), UG(General), PG
- 4. Names of Interdisciplinary courses and the departments/units involved** : Environmental Science is taught as a Interdisciplinary course.
- 5. Annual/ semester/choice based credit system (programme wise):**
- | | |
|-------------|----------|
| UG(Hons) | Annual |
| UG(General) | Annual |
| PG | Semester |
- 6. Participation of the department in the courses offered by other departments** : NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : NA
- 8. Details of courses/programmes discontinued (if any) with reasons** : NA
- 9. Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	04*
Asst. Professors	06	02

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Kanika Saha	Ph.D,B.Lib,Sc. Gita Bharati	Associate Professor	Comparative Literature	27 Years	NA
Gouri Sanfui	M.Phill, B. Ed Submitted Ph.D. thesis	Associate Professor	Comparative Literature	22 Years	NA

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Srabani Bandyopadhyay	M.A Ph.D	Associate Professor	Loko Sahitya and Giti Sahitya	18 Year	NA
Dr. Santwana Chakraborty	M.A, Ph.D	Associate Professor	Comparative Literature	15 Year	NA
Dr. Dipali Mondal	M.A, Ph.D	Assistant Professor	Linguistics	15 Year	NA
Latika De	M.A., B.Ed	Assistant Professor	Madhyayuger Bangla Sahitya	13 Year	NA

11. List of senior visiting faculty: : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : N.A.

13. Student -Teacher Ratio (programme wise) :

Student -Teacher Ratio	
60:1	General
36:1	Hons

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL

18. Research Centre /facility recognized by the University: : Nil

19. Publications:

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Kanika Saha	32	6	2	4	20
Gouri Sanfui	36	1	2	1	33
Dr. Srabani Bandyopadhyay	4	1	1	1	1
Dr. Santwana Chakraborty	22	-	6	1	15

Dr. Dipali Mondal	5	-	3	1	1
Latika De	7	-	2	1	6

20. **Areas of consultancy and income generated** : Nil

21. **Faculty as members in** :
 a) **National committees** Nil
 b) **International Committees**
 c) **Editorial Boards**

22. **Student projects**

a) **Percentage of students who have done in-house projects including inter departmental/programme** : Nil

b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : Nil

23. **Awards / Recognitions received by faculty and students:** :

- (i) 150th Birth Anniversary of Sir Asutosh Mukhopadhyay- Organised by W.B. Govt. & Basirhat College. District level Essay Competition (24pgs North) – 2013. Riya Sen 1st Yr (H) stood Third in internal College Competition.
- (ii) Inter college Competition 150th Birthday ceremony of Vivekananda- Organised by saroda Mission College: Poulami Dey 1st yr (H) participated in recitation; Extempore speech-got prize in 2013.
- (iii) Inter college poster competition 2013. Special prize got Ritika Ghosh, Barnali Roy, Arismita Das & Barsha Gangully.

24. **List of eminent academicians and scientists / visitors to the department** 1. Dr Satyajyoti Das (academician)

25. **Seminars/ Conferences/Workshops organized & the source of funding** Nil
 a) **National** b) **International**

26. **Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	150	37	32	97
2011-2012	186	41	39	89.74
2012-2013	177	47	21	100
2013-2014	175	57	26	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A(Hons)	100	0	Nil
B.A.(General)	100	0	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : 1 NET, Bank- 01, SSC-1, Permanent part time- 01, Assist. Prof. -01

29. Student progression

Student progression	Against % enrolled	
	2009-2010	40%
	2010-2011	35%
	2011-2012	30%
	2012-2013	40%
PG to M.Phil.	02% (2012-2013)	
PG to Ph.D.	01	
Ph.D. to Post-Doctoral	Information not available	
Employed	Information not available	
• Campus selection		
• Other than campus recruitment		
Entrepreneurship/Self-employment	Information not available	

#percentage calculated against no. of students appeared in final year

*As this is an undergraduate institution, detailed data of pass-out students are not available.

30. Details of Infrastructural facilities

- a) Library : No. of Books: 4151
Departmental Library: 1260
- b) Internet facilities for Staff & Students : No
- c) Class rooms with ICT facility : Nil
- d) Laboratories : N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies :

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	5	2	1	-	1
2 nd Year	1	-	2	-	1
3 rd year	-	-	-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Dr. Satyajyoti Das, Associate Professor, RK Mission College

33. Teaching methods adopted to improve student learning:

- Chart, Poster, C.D, Class teaching, helping with Xerox copy, Seminar, Group discussion, Workshop.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Sadvav Chintan – The programme conducted by the students of Bengali Dept. to spread the ideas and activities of the great men to build up the characters of teen agers

35. SWOC analysis of the department and Future plans:

Strength:

- The department offers ample scope to study the Bengali language as it is well equipped with almost every aspect of learning the subjects in terms of excellent teaching faculty, library collection, conducive environment in the college.
- The Department is enriched with 6 full time teachers of which 4 are of Ph.D. holders and one is M.Phil holder and will complete her PhD soon. One is MA, B.Ed. We have started our PG course from 2014 which is our great achievement.
- Various cultural and social functions performed by the students of the departments conducted by departmental teachers enhances the cultural ambience of the college.
- The teachers of the department maintain a friendly relationship with the students and regularly counsel them in academic and other matters according to their needs..

Weakness:

- Insufficient fund for running MA course.
- More fund is require for books and journals.
- Furniture and spaces are require to accommodate the increasing number of students for both the UG and PG courses.
- Require ITC facility in the class room

Opportunity:

- Better academic ambience can be created if adequate fund is available.
- The College Authority has shown interest in expanding the scope of research .
- The department plans to explore the hidden potential of the students through organizing various cultural activities.

Challenges: To overcome the deficiencies and lacunae of the course base syllabus.

Future Plan:

- To develop a lab based linguistic interdisciplinary course between English, Hindi, Sanskrit and Bengali..

Annexure-I

NAME OF THE FACULTY	TITLE OF THE PAPER PUBLISHED/Proceedings	Venue, Name of the proceedings, YEAR	
Dr. Dipali Mondal	Bangla Chotto galpe Pan pathra	State level seminar, Magazine, 2013	
	Dwitiya Bhishya Yodher praks hapate lekha Narayan Gangopadhyay-er Chotto Golpo	State level seminar Rashtraguru Surendranath College, barrackpur,2013	
Dr. Kanika Saha	Dramatist Harold Pinter	Chatuskone, July-Sept, 2006	
	Atmar Drasta Dostoevski	Chatuskone, Sept- Nov 2006	
	Realistic Writter Pram Chanda	Chatuskone, July-Sept, 2007	
	Samar Sen: Literary thinking	Chatuskone, Jan-March, 2008	
	Manick Bandyopadhyay:Modern Personality.	Chatuskone, April-June,2008.	
	Prabhodh Sanyal: Artistic Personality.	Chatuskone, July-Sept,2008.	
	Modern Bengali Poetry: Problem & Reader	Chatuskone, Jan-March,2009	
	Shesher Kabita: Ref Poet Don.	Chatuskone, April-Sept,2009.	
	Prabondha shilpa: Ramendra Sundar	Chatuskone, Jan-March,2009.	
	Dhurjati Prasader Antashila:Smriti Samayer Bhabna O Shilparup.	Chatuskone, April-Sept,2010.	
	Rabindra Kabyanatya Prasange:Tabu Ekalabya	Chatuskone, May,2010.	
	Novelist Jibanananda das.	Chatuskone, April-Sept,2011.	
	Angurlata: Nishad:Psychology & Symbol.	Chatuskone, Oct-Dec,2011.	
	Swami Vivekanander Shiksha Chinta.	Chatuskone, April-Sept,2012.	
	Form of short stories & Rabindra Nath	Chatuskone, Oct-Dec,2012	
	Reference on few short stories of Ashapura Devi	Chatuskone, April-sept, 2013	
	Romantik poem: Sunil Gangully	Chatuskone, Oct-Dec, 2013	
Vivekanander chintay nari	College magazine, S.N.C.W, 2013-2014		
Sm. Gouri Sanfui	Poetry: Sapno dekhe khudiramer maa	Sundorban Sahitya Samsad' Bano Bortika, canning 2009	

Poetry: Sapno dekhe khudiramer maa	Sundorban Sahitya Samsad' Bano Bortika, canning 2009	
Poetry: Parikramone aakti jibon o sundarbon	Sundorban Sahitya Samsad' Bano Bortika, canning 2010	
Poetry: Hridoyer attmokatha	Sundorban Sahitya Samsad' Bano Bortika, canning 2011	
Poetry: Gargi Akhan	Sundorban Sahitya Samsad' Bano Bortika, canning 2012	
Poetry: Moner Dhartai	Sundorban Sahitya Samsad' Bano Bortika, canning 2013	
Poetry: Mapkathi	Riddhi Sahitya Patrika Gosthi, Riddhi, canning 2014	
Poetry: Pother Sheshe	S.N.C.W, Suvenir, seminar Sankhya, Kolkata, 2013	
Short Story: Mahanagorik	S.N.C.W, Uttoron, Kolkata, 2006	
Short Story: Kattyaoner Vubon	Pallab Sahitya Patrika Gosthi, Pallab, Canning, 2008	
Short Story: Bharamuthi Mati	Pallab Sahitya Patrika Gosthi, Pallab, Canning, 2009	
Short Story: Vage Joge	Pallab Sahitya Patrika Gosthi, Pallab, Canning, 2010	
Short Story: Nandoranir Sapna	Pallab Sahitya Patrika Gosthi, Pallab, Canning, 2012	
Short Story: Nissambolanandar Seshes Sombol	The Eastern Front Of Human Rights, Canning, 2008	
Short Story: Ay Lobonggo Hate Jai	S. N. C. W, Uttaran, Kolkata 2007	
Short Story: Alor Fulki	Sundoaban Sahitya Samsad Bano Bortika, canning 2011	
Short Story: Jhara Kaminir Subase	Riddhi Sahitya Patrika Gosthi, Riddhi, canning 2011	
Short Story: Good Morning Masima	Riddhi Sahitya Patrika Gosthi, Riddhi, canning 2012	
Short Story: Manabsanhita	Riddhi Sahitya Patrika Gosthi, Riddhi, canning 2013	

	Short Story: Bipolar Prithibi	S. N. C. W, Uttaran, Kolkata 2013	
	Essay: Kabe aami bahir holem	S. N. C. W, Uttaran, Kolkata 2006	
	Essay: Rabindra Sahitye Swonirvoroter Sopane nari	Pallab Sahitya Patrika Gosthi, Pallab, Canning, 2010	
	Essay: Namomalika O Rabindranath	Sundarban Onubhab, Onubhab, Rabindra Smarak Sankhya, Canning, 2010	
	Essay: Pratibadini nari sotta O Rabindranath	Sundoaban Sahitya Samsad Bano Bortika, canning 2010	
	Essay: Natun Avijatri : Aak bioldristo manab sannasi	Sundoaban Sahitya Samsad Bano Bortika, canning 2012	
	Essay: Kishor manas gothone rabindrakabita	Sundoaban Sahitya Samsad Bano Bortika, canning 2014	
	Essay: Rabindrasangeet O Kishorejibon	S. N. C. W, College Journal, "QUEST": Mutidisciplinary Journal of Humanities and Social Services", Kolkata, 2014	
	Essay: Vivekananda O Bishomahadharmo Sammelon	S. N. C. W, College Journal, "QUEST": Mutidisciplinary Journal of Humanities and Social Services", Kolkata, 2014, In Print	
	Essay: Unish Shotoker Nari Jagaron O Birangona Kabye Tar Provab	Riya Prokashan, Kolkata, 2014, ISBN, In Print	
	Vivekananda o Bishomahadharmo Sammelon	State Level Seminar, S.N.C.W. 2013	
	Essay: Uponibesh- Uttor Bangler Uttanusandhan: Aakti Bishlashon	Rashtraguru Surendranath College, barrackpur, 2013, ISSN	
Dr. Srabani Bondyopadhyay	Sahitya-Sanskriti Bishyok sankalan- Galpokar Manik	Ujjiban, 2008	
	Satyer sandhane nari	Ujjiban, 2008	
	Mili Anande- satapura Ashapura	Ujjiban, 2009	
	Mili Anande-Akhono Rabindranath	2010	
	Nastonir galpe manastattik bislaswon	Tabu Akolabhya, 2010	
	Rabindra sahiyye mulya bodher thikana	Puropathik, 2012	
Dr. Santana Chakraborty	Milton –er Satan and Madhusudan er Ravana	Uttaran, 2005-06	

	Review: Jibaan je rakam	Ganashakti, 2006	
	Amiel's Journal and Rabindranath	Smaranika: Praktoni, 2005-2006	
	Banglay Sanskrita chhander byabohar	Kalaboti, 2007	
	Japito jiboner biswasta chitrayan	Banga bhumi, 2007	
	Canvas e tomake: Bichitra angike jibon ke khoja	Banga bhumi, 2008	
	Sabnam Jege ache	Banga bhumi, 2009	
	Aekdos kotha: Jiboner protibimbito chitra	Banga bhumi, 2009	
	Chetanar Dwara kore narar sabda	Banga bhumi, 2011	
	Janma Sardho Satadorshe Swami Vivekananda: manabatar sandhan	Banga bhumi, 2013	
	Kabyer angike bichhed bedana o aekakitter sangojapan	Banga bhumi, 2013	
	Rabindra kabye prem	Uttaran, 2013-2014	
	Prabondhik Promotho Chowdhury	Banga bhumi, 2014	
Latika De	Sobhotar Sankat: Prekhite Rabindra paraborti Bangla kavitay nimnobarger abasthan.	State level seminar magazine, S.N.C.W, 2013	
	Bangla Upanyase Pratibadi nari: Putul nacher itikathay kusum	National level seminar magazine, Mahadevananda Mahavidyalaya, 2013	
	Uttar ouponiveshik bangle chhotogalpe naricharitra	State level seminar magazine, B.R.S.C, 2013	
	Swami Vivekanander atmabodh jatiyata bodh viswamanabikatabad ebong prasangikata	Ramkrishna mission Vidyamandir seminar magazine, 2014	
	Natyakala: Rabindranather Rupak Sank etik Natak	24-25.09.2014, NationalSeminar, AnandaomohanCollege	

Books

NAME OF THE FACULTY	TITLE OF THE BOOK PUBLISHED	YEAR	
Dr. Kanika Saha	Modern Bengali Poetic Drama: Origin and Development, Published by Sahitya Loke	1994	
	Ashani Sanket: Bikshan o srijan, Published by Kollol	2005	
	Raja: Monone O Anubhave, Published by Kollol	2005	
	What is Poetry: Theory and Significance, Published by Sahitya Loke	2014	ISBN: 81-86946-89-6
Dr. Dipali Mondal	Rabindra Chotto golpe prati badi nari	Edulight Patrika, Kalyani, Nadia. 2012	ISBN:
Dr. Srabani Bondyopadhyay	Bangla Sahitye Prem: Pragadhunik Parba Published by Punasha	Year:	ISBN
Dr. Santwana Chakraborty	Trailokyanath Sarnokumari o Pravat Kumar er goplo	2003	

Chapter in Books

NAME OF THE FACULTY	TITLE OF THE CHAPTER	TITLE OF THE BOOK PUBLISHED	YEAR	
Dr. Kanika Saha	Poetic Dramalist: Uttam Das	UttamDas: Mone O Manone-Book,	2009	ISBN: 81-8261-043-5
Dr. Santwana Chakraborty	KrishnaKumari natoker Tragedy	Madhusudaner KrishnaKumari	June, 2006	
	Pasa pasi: Manabik samparker tan	Golpo Charcha	2008	ISBN: 978(93) 83590(20)9
	Pratnakalabritta Chhanda	Bangla prabondha Sahitya	2008	ISBN: 81-89293-30-3
	Shesher kabitar namkaran	Radrindra nath er shesher kabita	2014	ISBN: 979-93-82094-45-6
	Bodhon kabitar bisleshan	Adhunik kabita	2014	ISBN:979-93-82094-65-4
	Trinanjan Gangopadhyay er golpo	Chhotto golpo sankhya: Tabu Eklabyo	2014	ISBN: 0976-94-63

Books Edited

NAME OF THE FACULTY	TITLE OF THE BOOK PUBLISHED	YEAR	
Dr. Santwana Chakraborty	Birangana	2014	

107-113 (1988)

Annexure - II
Students' Seminars

<u>Topic</u>	<u>Name of Speaker</u>	<u>Date</u>
Rabindra Chetonay Kaishore	Tithi Bhadra	06.09.2010
Rabindra Sahitye Nari	Bornita Mondal	06.09.2010
Rabindranath-er Siksha Bhabona	Debika Ghatak	06.09.2010
Samaj Sanskarak Rammohan	Barnali Roy	05.09.2011
Bangla Kavitey Najruler Pratibadi Chetana	Moitree Mukherjee	05.09.2011
Satabarshe Phire dekha : Ashapura	Moumita Adhikari	05.09.2011
Anchalik Upanyas O Tarashankar	Dipti Halder	05.09.2012
Natyakar Madhusudhan	Trisha Ghosh	05.09.2012
Upanayashe Manik Bandyopadhyay	Nilufa Yasmin	05.09.2012
Shikshabid Asutosh	Ripa Sarkar	05.09.2013
Vivekanando O Bangla Sahitya	Mousumi Ghosh	05.09.2013
Rabindranath-er Chhoto golpe Nari	Sagarika Kar	05.09.2013

DEPARTMENT OF ENGLISH

- 1. Name of the department** : English
- 2. Year of Establishment:** : 1956
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG-English (Hons), English (Gen), CMEV (Major), Spoken English course
PG- English
- 4. Names of Interdisciplinary courses and the departments/units involved** : There are some interdisciplinary elements in the syllabus. However, teachers of other departments cannot be involved due to logistic problems.

ENGLISH- The broad spectrum of inter-disciplinary components include:

- a) Social, political, cultural, historical background pertaining to English literature
- b) Modern critical theories and
- c) Inter-literary approaches

COMMUNICATIVE ENGLISH - The subject has various interdisciplinary components, which include:

- a) Entrepreneurship Development
- b) Media Studies and
- c) Socio-economic survey

ENVS-All the students of the department study Environmental Studies.

- 5. Annual/ semester/choice based credit system (programme wise):** :

UG General	Annual
UG Hons.	Annual
PG Course	Semester

- 6. Participation of the department in the courses offered by other departments** : Students from the different departments come to study English and students from the English department study the following subjects:
HISTORY; PHILOSOPHY; EDUCATION;
POLITICAL SC; HINDI; SOCIOLOGY;
GEOGRAPHY; BENGALI
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	*4
Asst. Professors	5	1

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Archita Bandopadhyay	MA, M.Phil.	Asso. Prof	Classical Drama	30 yrs	Nil
Mousumi Bose	MA, Ph.D.	Asso. Prof	Ancient European Classics	26 yrs	Nil
Ira Rani Pal	M.A	Asso. Prof	Contemporary English	21 yrs	Nil
Suparna Bhattacharyya	M.A	Asso. Prof	Contemporary English	15yrs 8 months	Nil
Jaydeep Rishi	M.A, Ph.D.	Asst. Prof	Indian Writing, Postcolonial Studies, Feminist Writing	14 yrs	Nil
Soma Mukherjee	M.A	APTT	Indian Writing, Postcolonial Studies	7yrs	Nil

11. List of senior visiting faculty: : Anirban Chakraborty

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Hons+Gen: 0%
CMEV-about 11%

13. Student -Teacher Ratio (programme wise) : Hons: 1: 9
Gen: 1: 2.5
Major: 1: 1.142
PG: 1: 3.714

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled : Sanctioned: 01
Filled: 01

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : 01 (Completed)

Name of the Principal Investigator	Title of the Research Project	Funding Agency	Grant Sanctioned	Year
Dr. Jaydeep Rishi	Crossing the Frontiers: A Study of the Treatment of Space, Time and Culture in the Novels of Amitav Ghosh	UGC	75,000/-	2011

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL

18. Research Centre /facility recognized by the University: : Nil

19. Publications:

Faculty	No. of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Mousumi Basu	13	-	-	3	10
Dr. Jaydeep Rishi	12	3	6	1	2

20. Areas of consultancy and income generated : Income is generated from the self-financing PG and CMEV courses

21. Faculty as members in :
 a) National committees : Nil
 b) International Committees
 c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Hons and Gen: Nil, CMEV: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Hons and Gen: Nil, CMEV100%

23. Awards / Recognitions received by faculty and students: :

- (i) First prize in District-level Essay Competition
- (ii) Second prize in District- level Elocution Competition
- (iii) Awarded prize in Inter- college Recitation Competition

24. List of eminent academicians and scientists / visitors to the department

1. Prof. Sucheta Mukherjee , Retd. Prof. Loreto College
2. Prof. Mangala Gauri Chakraborty, Loreto College
3. Prof. Sudeshna Kar Barua, Gokhale Memorial College and Calcutta University
4. Prof. Arpita Banerjee, Institute of English
5. Prof. Siddhartha Biswas Dean of PG courses, St Paul's College
6. Prof Arpa Ghosh, Vivekananda College for Women

25. Seminars/ Conferences/Workshops organized & the source of funding Nil

a) National b) International

26. Student profile programme/course wise :

a) English Honours

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	241	50	25	100
2011-2012	263	41	31	100
2012-2013	248	58	16	100
2013-2014	232	58	15	100

b) Communicative English

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	10	10	7	100
2011-2012	11	11	11	91
2012-2013	8	8	6	100
2013-2014	9	9	7	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
ENGA	90	10	0
CMEV	80	20	0
General	80	20	0
PG	90	10	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : NET: 06 SLET: 05

29. Student progression**a) Honours**

Student progression	Against % enrolled	
UG to PG	2010-11	50
	2011-12	40
	2012-13	40
	2013-14	50
PG to M.Phil.	10	
PG to Ph.D.	10	
Ph.D. to Post-Doctoral	-	
Employed		
• Campus selection	30	
• Other than campus recruitment	50	
Entrepreneurship/Self-employment	10	

b) Communicative English

Student progression	Against % enrolled	
UG to PG	2009-10	20
	2010-11	10
	2011-12	20
	2012-13	10
Employed	90	

30. Details of Infrastructural facilities**a) Library**

a) Central Library : 3066 books

b) Seminar Library: 254 books

b) Internet facilities for Staff & Students

: Yes

c) Class rooms with ICT facility

: Yes

d) Laboratories

: Yes, Language Lab.

31. Number of students receiving financial assistance from college, university, government or other agencies

:

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	3	-	2	-	-
2 nd Year	-	-	-	-	-
3 rd year	1	1	-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Prominent doctors and lawyers were invited to speak on relevant women's issues.

33. Teaching methods adopted to improve student learning:

- Educational tour, Seminars, Extension lectures, ppt. presentation, Audio-visual, website materials, remedial, special classes and tutorials.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The department through its projects strives to academically theorise and understand the situations of socio-economically underprivileged – namely, the laboring class, self-help groups, prostitutes, old age pensioners, the mentally challenged etc.

35. SWOC analysis of the department and Future plans:

STRENGTH: The Department of English boasts of a qualified, dedicated and adequate teaching faculty. Innovative methods of teaching like audio-visual and PowerPoint presentations are employed. Students are encouraged to make charts and posters on the topics taught in class. They are also encouraged to participate in quizzes and debates on related topics. The teachers of the department maintain a friendly relationship with the students and regularly counsel them in academic and other matters according to their needs. The students of the department are made constantly aware of their social responsibilities. They are also encouraged to participate in extra-curricular activities both within and outside the college premises. Students of the department have won a number of prizes in inter-college debating, elocution and singing competitions. A number of students both from English Honours and Communicative English have succeeded regularly in securing first-class marks in university examinations. After graduation, students from the department of English have been placed in various positions in the banking and corporate sector as well as in the teaching profession. Many students of the department have also ventured into further education.

WEAKNESS: The ratio of the demand for English Hons and the accommodation available is very poor. The department has a language laboratory but it is a very small one compared to the number of students admitted. The geographical position of the college, which is very near to the heart of the city of Calcutta often leads to students preferring admission to a college which is affiliated to Calcutta University.

OPPORTUNITIES: The department plans to explore the hidden potential of the students through organizing various projects. Provided the department is able to procure funds, there are plans to secure more computers for the students. The department has also applied for permission to conduct classes at the postgraduate level.

CHALLENGES: The teachers of the department consider it a challenge to teach English Literature to students who have had very little exposure to the language as well as to the literature of England.

FUTURE PLANS: Smart class room, Digital library

Annexure- I

DR. JAYDEEP RISHI

List of Publications

i) “Mother Daughter Relationship in *Difficult Daughters*”. *Indian English Novel in the Nineties*. Ed. Sheobhusan Shukla and Anu Shukla. New Delhi: Swarup and Sons, 2001. 90 – 95. ISBN 81-7625-269-7

ii) “Where Mothers Travel: Quest for the Mother in *When Dreams Travel*”. *Studies in Women Writers in English Vol. – III*. Ed. Mohit K. Roy and Rama Kundu. New Delhi : Atlantic Publishers, 2005. 185 – 207. ISBN 81-269-0435-6

iii) “Employment and Income Behaviour in a Village Economy: A Case Study of Village Purnaganj”. Coauthored by Amal Kanta Das. *Globalisation and Problem of Unemployment in India*. Ed. A. Chattopadhyay. Kolkata: Sarat Book Distributors, 2005. 244 – 251. ISBN 81-87169-63-X

iv) “Resurrecting the Lite rary Foremother: A Study of S hashi Deshpande’s *The Binding Vine*”. *The Atlantic Critical Review* 5.4 (Oct – Dec 2006): 63 – 73. ISSN 0972-6373

v) “A Body of One’s Own: A Study of Violation of Women’s Body in Arundhati Roy’s *The God of Small Things*”. *Studies in Women Writers in English Vol. – VI*. Ed. Mohit K. Roy and Rama Kundu. New Delhi: Atlantic Publishers, 2007. 81 – 93. ISBN 81-269-0816-5

vi) “Ecofeminist Discourse in Pundalik Naik’s *Achhev*”. *The Atlantic Literary Review* 9.1 (Jan – Mar 2008): 125 – 131. ISSN 0972-3269

vii) “Book Review of *Same Sex Love in India: A Literary History*. Ed Ruth Vanita and Saleem Kidwai.” *Rupkatha Journal on Interdisciplinary Studies in Humanities* 1.2 (Autumn 2009): 201 – 204. ISSN 0975-2935

viii) “Catching-up Uncle Sam! Poverty, Environment and Sustainable Development”. *Sustainable Development and Role of Government*. Ed. K. Pal. Kolkata: Nath Publishing, 2010. 47 – 61. ISBN 978-81-8093-014-0

ix) “Achilliser Hriday: Homerer Iliade Achilliser Charitrayan”. *Uddalak* 11.1 (Jan – June 2011): 174 – 181. DL. 55/JM/03

x) “Imaging India: A Study of Photographs during Colonial Era”. Conference volume. 10th International Photographic Conference organized by Photographic Association of Dum Dum in collaboration with Birla Institute of Technological Museum (National Council of Science Museums) (23-27 Jan 2014): 82 – 90.

xi) *Crisis of Civilisation*. Jt. Ed. Kolkata: Sarojini Naidu College for Women, 2014. ISBN 978-93-5174-671-3

xii) “Civilization, Progress and Indigenous People: A Study of Two Novels – *Paraja* and *Acchev*”. *Crisis of Civilisation*. Ed. D. Bhattacharyya and J. Rishi. Kolkata: Sarojini Naidu College for Women, 2014. 95-106. ISBN 978-93-5174-671-3

DR. MOUSUMI BASU

List of Publications

i) *Synge: The Pagan View of Life*. Rupa and Co. 1996.

ii) *Netaji*. (Translation in Bengali of “Netaji” by Krishna Bose). Rupa and Co.

iii) “Tirthajatra Na Juddhajatra”. *Satti Deshe, Paanch Bideshe*. Dey’s Publishing, Kolkata: 2002. ISBN 81-7612-912-7

iv) Regular contributor to *Matrishakti* and *Nibodhata*, ISSN NO. 0972-4877 (*Nibodhata*).

Annexure- II**Student's Seminars**

Participants	Date	Topic
3rd Yr. Hons.	10.11.2010	Eliot: The Voice of Modernism
3rd Yr. Hons.	12.01.2011	Supernatural elements in Riders to the Sea
3rd Yr. Hons.	05.02.2011	Postmodernism
2nd Yr. Hons.	21.03.2011	Lady Macbeth: The Fourth Witch
2nd Yr. Hons.	12.04.2011	Importance of the Title of School for Scandal
1st Yr. Hons.	03.05.2011	Satan: Milton's Blue-eyed Hero
3rd Yr. Hons.	07.12.2011	Browning: The master exponent of dramatic monologue
3rd Yr. Hons.	05.01.2012	Hard Times: A Typical Victorian Novel
1 st Yr. Hons.	06.01.2012	Chaucer: The Father of English Poetry
2nd Yr. Hons.	18.01.2012	The note of melancholy in Twelfth Night
1 st Yr. Hons.	19.01.2012	The Growth & Development of Sonnets in English
2nd Yr. Hons.	22.02.2012	Restoration Comedy
3rd Yr. Hons.	16.03.2012	Turmoil and Turbulence in Eliot's Poetry
3rd Yr. Hons.	07.12.2012	Kanthapura: A chronicle of Indian nationalism
1st Yr. Hons.	07.02.2013	Mock-heroic elements in Rape of the Lock
2nd Yr. Hons.	08.02.2013	Mistakes of the Night: She Stoops to Conquer
3rd Yr. Hons.	06.03.2013	Importance of Money & Gunpowder in Major Barbara
2nd Yr. Hons.	14.03.2013	The Fathers of the English Novel
3rd Yr. Hons.	16.03.2013	Postcolonialism

DEPARTMENT OF HINDI

1. Name of the department : Hindi
2. Year of Establishment: : General: 2007
Honours: 2014
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG(Hons), UG(General)
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : N.A.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NA
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts Nil

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. MD.ASIF ALAM	M.A.Ph.D	APPT	Padya sahitya	Seven	N.A.
MIRA SHAW	M.A.	Contractual Fulltime	Gadya sahitya	Three	N.A.

11. List of senior visiting faculty: : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Honours-50%
General-50%
13. Student -Teacher Ratio (programme wise) : 1:26
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** Nil
17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** : N.A.
18. **Research Centre /facility recognized by the University:** : N.A.
19. **Publications:** N.A.
20. **Areas of consultancy and income generated** : Nil
21. **Faculty as members in** :
- a) **National committees** N.A.
- b) **International Committees**
- c) **Editorial Boards**
22. **Student projects**
- a) **Percentage of students who have done in-house projects including inter departmental/programme** :
- b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : N.A.
23. **Awards / Recognitions received by faculty and students:** : Nil
24. **List of eminent academicians and scientists / visitors to the department** Nil
25. **Seminars/ Conferences/Workshops organized & the source of funding** Nil
- a) **National b) International**
26. **Student profile programme/course wise** : Nil
27. **Diversity of Students** Nil
28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** : Nil
29. **Student progression**
30. **Details of Infrastructural facilities**
- a) **Library** ■ No. of Books: 306

- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : Nil
31. Number of students receiving financial assistance from college, university, government or other agencies : Nil
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Nil
33. Teaching methods adopted to improve student learning:
- By Audio-Visual method.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Various cultural and social activities are performed within and outside college.
35. SWOC analysis of the department and Future plans:
- STRENGTH**
- Well and educated teaching faculty.
 - More than three hundred books available in our college library.
 - Through audio-visual teaching facilities in our college seminar room.
 - Doing cultural programmes & extra co-curricular activities.
- WEAKNESS**
- Lack of full time teacher.
 - Teacher student ratio.
 - Not having sufficient equipment.
- OPPORTUNITY**
- Presence of Hindi speaking populace.
 - Near by Hindi medium schools.
- CHALLENGE**
- Job prospects such as teaching jobs & Hindi officer as well as in private sector job i.e. call centre, Receptionist, Radio jockey etc.
- FUTURE PLAN**
- To introduce translation course.(hindi to english & english to hindi)
 - Expantion of Hindi language.

Annexure-II

STUDENTS' SEMINARS

NAME OF THE STUDENTS	TOPIC	DATE	LEVEL
PUNAM KUMAR 1 ST YEAR (G)	Hindi Nabajagan	06.09.10	Departmental
KUMARI AMRITA (1 ST year (G))	Hindi Nabajagan	06.09.10	
MEENA KUMARI SINGH 1 ST year (G)	Hindi Nabajagan	06.09.10	
PAYAL AGARWAL 2 ND year (G)	Sur ka Watsalya Warnan	06.09.10	
NIRMALA KUMARI 2 ND year (G)	Sur ka Watsalya Warnan	06.09.10	
RADHIKA KUMARI YADAV 3 RD year (G)	Raj Bhasha Banam Rashtra Bhasa	06.09.10	
DEEPIKA KUMARI 3 RD year (G)	Raj Bhasha Banam Rashtra Bhasa	06.09.10	
RINKI KUMARI SHAW 1 ST year (G)	Hindi Nabajagan Aur Mahavir Prasad Dwivedi	05.09.11	
SEEMA KUMARI SHAW 1 ST year (G)	Hindi Nabajagan Aur Mahavir Prasad Dwivedi	05.09.11	
PRATIMA KUMARI SHAW 1 ST year (G)	Hindi Nabajagan Aur Mahavir Prasad Dwivedi	05.09.11	
BABITA PRASAD 2 ND year (G)	Bartaman Sandarv Mein Kabir ki Prasangikta	05.09.11	
JYOTI KUMARI TADAV 2 ND year (G)	Bartaman Sandarv Mein Kabir ki Prasangikta	05.09.11	
PUJA KUMARI SHAW 2 ND year (G)	Amarkant ki kahaniyon Mein Madyabargiya Sangharsh	05.09.11	
NITU SINGH 2 ND year (G)	Amarkant ki kahaniyon Mein Madyabargiya Sangharsh	05.09.11	
SANDHYA RAJDAN 3 RD year (G)	Jansanchar Madhyamon Mein Samachar Patra ka Mahatya	05.09.11	
TAPASWINI SAHOO 3 RD year (G)	Jansanchar Madhyamon Mein Samachar Patra ka Mahatya	05.09.11	
CHANDA NAYAK 1 ST year (G)	Prem chand ke Upanyason mein nari ki bhoomika	05.09.12	
POOJA KUMARI GUPTA 1 ST year (G)	Prem chand ke Upanyason mein nari ki bhoomika	05.09.12	
PUNAM KAUR 1 ST year (G)	Tulsidas ki rachnayon mein bhakti bhavna	05.09.12	
RINKI KUMARI SHAW 2 ND year (G)	Tulsidas ki rachnayon mein bhakti bhavna	05.09.12	
PRATIMA KUMARI SHAW 2 ND year (G)	Bartaman paripreksha mein Nagarjun ki prasangigta	05.09.12	
SEEMA KUMARI SHAW 2 ND year (G)	Bartaman paripreksha mein Nagarjun ki prasangigta	05.09.12	
BABITA PRASAD 3 RD year (G)	Dwibedi Yugin Patrakarita ka Mahatya	05.09.12	

NEETU SINGH 3 rd year (G)	Dwibedi Yugin Patrakarita ka Mahatya	05.09.12	
PUJA KUMARI GUPTA (2 nd year)	Jaisi	05.09.13	
KABITA BAISHA (3 rd year)	Mira	05.09.13	
SONY KUMARI (2 nd year)	Aggai	05.09.13	
MANKI SHARMA (2 nd year)	Jai Sankar Prasad	05.09.13	
POONAM SHAW (2 nd year)	Mahadebi Barma	05.09.13	
LAXMI KUMARI SINGH (2 nd year)	Nirala	05.09.13	

DEPARTMENT OF HISTORY

- 1. Name of the department** : History
- 2. Year of Establishment:** : i. History Honours 1956
ii. History General 1956
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG(Hons), UG(General)
- 4. Names of Interdisciplinary courses and the departments/units involved** :
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : ENVS is studied in the 1st year Course for all disciplines.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : The +2 level course was discontinued from the year 2000 onwards as the Education Department of the Government of West Bengal decided to discontinue this course at the college level.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sukanya Sarkar	M. A, M.Phil, Ph. D	Asst. Prof	Modern India	14 years	NIL
Dr. Nibedita Pal	M. A, M.Phil., Ph. D	Asst. Prof.	Economic History of India	12yrs	NIL
Adarini Kanjilal Biswas	M. A, M.Phil	Asst. Prof.	Late Medieval India	6 yrs	NIL
Sutapa Bhatt (Permanent Part time teacher)	M.A.	Permanent Part-time teacher	Social History of Science & Technology	6yrs	Nil

11. List of senior visiting faculty: :

- Dr. Manju Chattopadhyay, Retired Professor, The Department of History, Sarojini Naidu College for Women and President of Paschimbanga Itihas Samsad
- Dr. Sunita Banerjee, Retd. Professor, Department of History, Sarojini Naidu College for Women

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Hons.	General
7.44%	1%

13. Student -Teacher Ratio (programme wise) :

Honours 12:1
General: 30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. :

Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: :

NIL

18. Research Centre /facility recognized by the University: :

Nil

19. Publications:

Name of the Faculty (With h-index)	Number of papers published in peer reviewed journals (national / international) by faculty and students	Number of publications listed in International Database :	Chapter in Books	Books Edited	Books with ISBN/ISSN numbers with details of publishers	Number of Papers in non-peer reviewed journals	Number of Books Without ISBN	No. of Publications in Non-refereed Proceedings with ISBN/ISSN	No. of Publications in Non-refereed Proceedings without ISBN/ISSN
Sukanya Sarkar	3	Nil	Nil	Nil	Nil	1	4	8	1
Nibedita Pal	2	-	01	-	1; Progressive Publishers, Kolkata	Nil	Nil	5	1
Adarini Kanjila	-		Nil	Nil	NIL	Nil	Nil	Nil	Nil
Sutapa Bhatta	Nil	Nil	NIL	NIL	NIL	NIL	Nil	Nil	4

19.b) Modules for PG course

Name of Faculty	Name of University	Level
Sukanya Sarkar	Netaji Subhash Open University	PG 2 nd Year
Nibedita Pal	Netaji Subhash Open University	PG 2 nd Year
	Kalyani University	

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

- National committees
- International Committees
- Editorial Boards

Name of Teacher	Name of committees/associations	Level
Sukanya Sarkar	Indian History Congress	National
	Counsellor at Rabindra Bharati (Distant Course) at PG level	
	Counsellor at Netaji Subhas Open University at PG level	
	Life Member of Corpus Research Institute	
	Life member of Paschim Banga Itihas Samsad	State
	Member of Bangiya Sahitya Parisad	State
	Little Magazine Library	State
Nibedita Pal	Member of Paschim Banga Itihas Samsad	”
	Counsellor at Kalyani University (Distant Learning) PG level	
	Counsellor at Netaji Subhas Open University (Distant Learning) at UG and PG level	
	Counsellor at Indira Gandhi National Open University at P. G level	National
	Member of Institute of Historical Studies	State
Adarini Kanjilal Biswas	Life member of French Mission	
	Member of Paschim Banga Itihas Samsad	State
Sutapa Bhatta	Guest Lecturer in Rabindra Bharati University	
	Member of Paschim Banga Itihas Samsad	

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. **Awards / Recognitions received by faculty and students:** : Nil

24. **List of eminent academicians and scientists / visitors to the department**

- i. Prof. Subhas Chakraborty, Presidency College, Deptt of History, Calcutta.
- ii. Prof. Amit Mukherjee, Deptt of History, Jadavpur University
- iii. Prof. Hasi Banerjee, Deptt of History, University of Calcutta
- iv. Ex- Prof. Manju Chattopadhyay, Deptt of History, SNCW, Kolkata
- v. Prof. Tripti Choudhury, Deptt of History, Rabindra Bharati University
- vi. Ex-Prof., Debabrata Majumdar, Deptt of History, Gurudas College, Kolkata
- vii. Prof. Amal Das, Deptt of History, University of Kalyani.
- viii. Dr. Bratati Hore, Associate Prof. Deptt of History, Surendra Nath College For Women, Kolkata
- ix. Prof. Rup Kumar Barman, Deptt of History, Jadavpur University
- x. Ex-Prof. Sunita Banerjee, Deptt of History, SNCW, Kolkata
- xi. Prof. Shibasish Chatterjee, Deptt of International Relations, Jadavpur University
- xii. Prof. Chhanda Chatterjee, Deptt of History, Visva-Bharati
- xiii. Prof. Sujata Mukherjee, Deptt of History, Rabindra Bharati University
- xiv. Prof. Arun Bandyopadhyay, Deptt of History, University of Calcutta
- xv. Prof. Chittabrata Palit, Deptt of History, Jadavpur University
- xvi. Prof. Sutapa Chatterjee, Deptt of History, WBSU

25. **Seminars/ Conferences/Workshops organized & the source of funding** Nil

a) **National**

b) **International**

26. **Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	80	38	32	100
2011-2012	85	19	16	95
2012-2013	78	46	25	93.75
2013-2014	55	24	10	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Honours	90	10	0
General	80	20	0

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** :

29. Student progression

Student progression	Against % enrolled	
UG to PG	2009-2010-	37.5%
	2010-2011	28.1%
	2011-2012	50%
	2012-2013	31.2%
PG to M.Phil.	03	
PG to Ph.D.	Data not available	
Ph.D. to Post-Doctoral	Data not available	
Employed • Campus selection • Other than campus recruitment	Data not available	
Entrepreneurship/Self-employment	Data not available	

30. Details of Infrastructural facilities**a) Library**

a) Library: 1846 Books

b) Internet facilities for Staff & Students

: Nil

c) Class rooms with ICT facility

: Nil

d) Laboratories

: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies

:

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	2	1	1	1	1
2 nd Year	6	-	1	-	1
3 rd year	2	1	1	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Special lectures and seminars are regularly conducted by the department for enrichment of the students.

33. Teaching methods adopted to improve student learning:

- Lecture, tutorial, Remedial Coaching, group discussion, quiz, Poster competition, access to library both within and outside the college, student seminars, visit to historical places

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

No

35. SWOC analysis of the department and Future plans:

Strength: The Department since its inception in 1956 has a well furnished library.. The Central Library of the College is well equipped with varieties of history books consisting of both the texts and references. Many of the books are useful for research purposes. The College grants funds for purchasing books almost regularly. The Department has a Seminar Library of its own which furnishes books for the Honours students

The Department has been nurtured by learned teachers since 1956. At present, the Department has a group of young teachers with academic potential and dynamic outlook. Two permanent Assistant Professors have obtained doctoral degrees while the others are on their way of completion of their doctoral research. The Professors have a research orientation and are pursuing their research works. The Department is fortunate to have a strong student enrolment. Students take admission both in Honours and General courses. The Honours students join P.G. Courses in History in different Universities of West Bengal for obtaining Master Degree. Others strive for employment in Primary and Secondary schools or in private sectors.

The Department almost resembles a school i.e. regular classes are held in the Department both at Honours and General level. Besides this, the Department arranges for tutorials, remedial coaching , group discussion and other interactive programmes to encourage students in the learning process. Students are often taken to libraries outside the college premises so as to acquaint them with different kinds of books and journals.

The students are very active and take a keen interest in cultural and extra curricular activities.

Weakness: The department requires more space for expansion. A bigger room with furniture, projector, almirahs and Computer facilities will be more beneficial for classroom interaction and communication with the students. Travel and Historical tour is not included in the syllabus of the Department. The college also has no allotment of adequate funds for the above purpose. So, it would have been encouraging as well as educative if historical travelling is incorporated in the syllabus.

Project on History by the students is not included in the curriculum. So the subject becomes much more theoretical rather than practical based.

Most of the students continue their studies in Bengali version. Many books and journals which are written in English therefore cannot be read by them. Often communication and exchange of ideas become difficult due to language constraint. This also acts as a hindrance for the students in competitive exams and higher studies.

The students of the department mostly come from insolvent families. Although they are diligent, industrious and inquisitive, but they often fail to complete their studies due to families' monetary problems and parents eagerness to get their daughters married prior to the completion of honours courses. So some of the students remain incapable in completing their honours course. Further many of them are first generation learners. So they are deprived of educational support from the family side. Often they take up part time jobs for meeting the family needs. So their whole time cannot be concentrated for academic purposes. Many of them are compelled to shift from Honours to general studies due to lack of attendance in Honours Classes and the inability to cope up with the pressure of Honours studies.

Challenges: The department is interested in creation of a Historical Club along with the other History departments of the neighbouring colleges. This would help in group discussions, exchange of ideas, debate, elocution both among the teachers and the students. The department will be endeavoring to arrange more seminars on topics from social sciences. If the department receives financial support from the college the teachers are willing to take the honours students for excursion to historical places which might be equated with project work. More eminent personalities from different faculty will be invited for delivering lectures to the students.

The department is willing to open up the post graduation course in History in the college campus for benefitting the students and enriching the department.

The teachers of the department nurture an ambition to excel the department in academic field and also train up the girls to become self dependent and a better human being in the future.

The department will attempt to bring out a journal of its own. The teachers, research scholars and the students will contribute articles on different challenging social problems in the historical journal. It would be an important medium to develop students' writing skills and teachers' research potential.

Future plan : The department has a future plan to organize a departmental club in collaboration with the ex-students of the department for training and equipping students for their future advancement and entry in service sectors after completion of their honours and masters degree in history.

Annexure - II**STUDENTS' SEMINARS**

NAME OF SPEAKER	TOPIC	DATE	LEVEL
SUDIPA CHAKRAVORTY (1 st year)	Ashoka's Dhamma: its nature and propagation	05.09.2010	College
RAJIA KHATUN (2 nd year)	Markets and monetary system in Mughal Indian History	05.09.2010	
KASTURI DEY (3 rd year)	Growth of modern education in Indian history	05.09.2010	
DALIA DAS (1st year)	The Aryan problem	05.09.2011	
SABANA PARVIN (2 nd year)	The Decline of Mughal Empire	05.09.2011	
MADHUMITA KARMAKAR (3 rd year)	The drain of wealth in colonial India	05.09.2011	
MAHASWETA BISWAS (1st year)	Rise of Maghadhan Empire	05.09.2012	
JESMIN SULTANA (2 nd year)	Young Bengal Movement	05.09.2012	
NIVEDITA BISWAS (3 rd year)	Commercialisation of agriculture in colonial period	05.09.2012	

Annexure – I

Publication:

Dr. Nibedita Pal

Papers Published:

- 1) An Article on Europeo Parjatakder Dristibhangite Bharatvarsha in Itihas Anusandhan 22, Pub. by Paschimbanga Itihas Samsad, 2008
- 2) An article on Indian Women in the Eyes of Non-official Europeans in the Nineteenth Century in The Quarterly Review of Historical Studies, Pub. by The Institute of Historical Studies, Vol. XLVIII in 2008, ISSN No.-0033-5800 Nos. 1 & 2.
- 3) Unish Satake Non-Official Europeo Chinta Bhavnay Bharatiya Sangeet in Itihas Anusandhan 26 Pub by Paschimbanga Irihas Samsad ,2012, ISBN NO 978-81-910874-2-0
- 4) Non- Official Europeans O Bharatiya Vritya Barga in Itihas Anusandhan 27 Pub by Paschimbanga Itihas Samsad in 2013, ISBN NO-978-81-910874-3-7
- 5) Dinabandhu Mitrer NeelDarpan: Samaj O Itihaser Pratibimba in Monturam Samanta (ed), Bangla Natak: Desh,Kal, Samaj Pub by Maharaja Manindra Chandra College in 2013,ISBN NO-978-93-82316-14-5
- 6) A Break Away from Tradition: Young Bengal and Reverend KrishnaMohan Banerjee in Dr. Purnima Biswas Mukherjee edited Reverend KrishnaMohan Banerjee and Bengal Renaissance, Pub. by Corpus Research Institute and Baruipur College, in 2014, ISBN No.-978-81-910900-9-3
- 7) Sukumar Roy O Tarun Brahma Samaj in Srijanshilpe Dui Purush: Upendra Kishore O Sukumar, Pub. by Principal, Ramakrishna Vivekananda Vidya Bhavan in 2014, ISBN NO.- 978-81-928-110-2-4

Accepted :

Communicated :

Books Published :

- A Book on Bharater Sambidhan O Shasan Byabasthar Patha Parikrama by Dr. Soma Ghosh, Dr. Nibedita Pal and Prof. Rakhi Banik, Pub. by Progressive Publishers in 2014, ISBN No.-978-81-8064-246-3

Dr. Sukanya Sarkar

YEAR	NAME OF THE JOURNAL/BOOK	ISBN/ISSN	TOPIC
2007	Study Material(Part-7A),Post Graduate History,NSOU,		Translated Unit-4
2007	Study Material(Paper-5,Module-2),P.G.History, NSOU		European History
2010	Rabindrabharati Patrika, Vol,13	ISSN O975-0037	Kolkatar Paribesh o Rabindranath
2010	Itihas Anusandhan,Vol,24		Gandhi Chayay Satantra Vinoba
2011-12	Modern Historical Studies,Vol,8,Journal of the Deptt of History	ISSN 0972-6756 Peer Reviewed Journal	Urbanization in Colonial Bombay:through the eyes of Patrick Geddes and Gandhi
2012	Itihas Anusandhan,Vol .26 ,Paschim Banga Itihas Samsad	ISBN 978-81-910874-2-0	Kolkatar Nagarayan O Rabindranath
2012	Rethinking Tagore's Views ,Derozio Memorial College	ISBN978-93-82549-03	Rabindranather Paribesh Bhavna
2013	Srijanshilpe Dui Purush Upendrakishore o Sukumar,Ramkrishna Mission Vidyamandir	ISBN 978-81-928 110-2-4	Upendrakishore o Jatiyatabadi Chetona
2013	Upendrakishore :Sristir Nana Diganta,Dakshin Barasat College	ISBN:978-93-82623-19-9	Upendrakishore o Rabindranath; Sristisil Sakhya
2013	Bangla Upponnase Pratibadi Nari Charitra,Mahadebananda Mahavidyala		Mahasweta Devir Hajar Churasir Ma Upponnase Bidrohi Nari Charitra Sujata
2014	Arthaniti Samajniti:Rabindra chintar Abhimukh,edt, by	ISBN:978-93-8167-61-6	Rabindranather Swasthyabhavna:Oitihasic Gurutwo (co author Dr.Sujata Mukherjee)

	Dr, Sevak Jana, Deptt of Economics, Vidyas agar University		
2014	Reverend Krishnamohan Baneerjee and Bengal Renaissance	ISBN 978-81- 910900-9-3	Unish Satake Banglar Antasangskritik Chetona o Jouktik Sristisilatar vikas: Reverend Krishnamohan Bandyopadhyay
2014	Quest, Online Resea rch Journal of Sarojini Naidu College	Applied for ISBN	Gandhi's Movement for Better Environment: South African Phase
2014	Itihas Anusandhan, Vol, 2 8, Paschim Banga Itihas Samsad.	ISBN, 978-81- 910874-4-4 (Peer Reviewed Journal)	Dipendranath Bandopadhyay Chotogalpe Samakalin Prekshit

Dr. Sukanya Sarkar, Assistant Prof. in History, SNCW.

DEPARTMENT OF PHILOSOPHY

1. Name of the department : Philosophy
2. Year of Establishment: : Honours and General 1956
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : U.G.(Hons. & Gen. course)
4. Names of Interdisciplinary courses and the departments/units involved : The syllabus itself bears some interdisciplinary content
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : Environmental Studies, Women's Studies
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	*2
Asst. Professors	04	03

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Subhra Chakravarty	M.A. Ph.D.	Associate Prof.	Kant's Phi, Ethics, Psy., Human Rights, Phi of Sri Arobindo .	29 yrs (approx.) etc..	Nil
Prof. Gitanjali Mukherjee	M.A., M Phil	Asso. Prof.	Nyaya	23 yrs.	Nil

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. Rejina Kabir	M.A., M Phil	Assist. Prof.	Vedanta	7 yrs 6 ms.	Nil
Prof. Rubi (Das) Chakraborty	M.A.	Part- time	Logic	5 yrs	Nil
Dr. Sunanda Chatterjee	M.A. Ph.D.	Guest Lecturer	Logic		Nil

11. List of senior visiting faculty: : N.A.
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Hons. :25%
General :25%
13. Student -Teacher Ratio (programme wise) : 40 :5 (Hons.)
50:1 (Gen.)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL
18. Research Centre /facility recognized by the University: : Nil
19. Publications:

Faculty	No. Of Publications	Peer Review Journals	Chapter in Books	Seminar Proceedings	Other Publications
Dr. Sunanda Chatterjee	7	-	-	-	7
Rejina Kabir	6	2	-	-	4

20. Areas of consultancy and income generated : N.A.
21. Faculty as members in :
a) National committees Nil
b) International Committees
c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : 100% students undertake ENVIS Projects

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: : Nil

24. List of eminent academicians and scientists / visitors to the department : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding : Nil

a) National b) International

Subhra Chakravarty organized some Seminars in this College as &when she get the scope . On 03.2008.— Seminar on ‘Tagore’s Religion as a Unifying Principle,’; on 12.2006. ‘Civilisation & Culture’; on 16. 12. 2009. a Special Seminar with some International speakers on Contemporary Crises & Young Generation: Malady & Remedy ; on 06. 08. 10 a workshop on the scope of service of weaker section ; on 08. 08. 10 seminar on ‘Andarmahal O Nari’; a workshop on Restoration of Health: Physical & Mental on 21. 12. 10.

26. Student profile programme/course wise :

a) English Honours

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	130	31	20	100
2011-2012	135	30	31	90.3
2012-2013	106	32	38	68.42
2013-2014	80	34	11	90.0

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Honours	100%	Nil	Nil
General	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : Information not available

29. Student progression

Student progression	Against % enrolled
UG to PG	50%

PG to M.Phil.	Information not available.
PG to Ph.D.	Do
Ph.D. to Post-Doctoral	Do
Employed	Nil
• Campus selection	Information not available.
• Other than campus recruitment	
Entrepreneurship/Self-employment	Do

- 30. Details of Infrastructural facilities**
- a) Library : a) Central Library :2542
b) Seminar Library: 259
c) Journal:2
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Nil
- d) Laboratories : N.A.

- 31. Number of students receiving financial assistance from college, university, government or other agencies** :

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year					1
2 nd Year	1	-	1	=	1
3 rd year	2	-	-	-	1

- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : Students' Seminar, Special Lecture, Group Discussion organized time to time

33. Teaching methods adopted to improve student learning:

- Tutorial Classes and Students' Seminar are regularly held.
- Use of OHP & LCD as to impart an audio visual effect to improve student learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Study tours, classroom debates, seminars.
- Wall Magazines by students.
- Teachers' Day Celebration.

35. SWOC analysis of the department and Future plans:

Strength:

- Well behaved students.
- Plenty of text and reference books available in the Departmental Library.
- Accessible and helpful teachers strive to promote the all-round development of the students.

Weakness:

- Department is unable to provide the different optional special papers for Honours students provided by the University for the insufficiency of departmental faculty.

Opportunity:

- Students develop certain skills to analyze, formulate and solve logical problems leading to clarity of thought.
- Study of Ethics in Philosophy paves the way for theoretical justification of a moral stance taken by an individual in society.

Challenge:

- To impress upon young minds the influence of the subject Philosophy in one's life as a whole.
- Endeavour to inculcate the waning interest of students in the subject so that Philosophy resumes its past glory in this institution.

Future Plan:

- To collaborate with the departments of Sociology and Psychology for holistic understanding
- of the subject by the students and to undertake Interdisciplinary projects

ANNEXURE-I

- Book Review ‘Islam the Straight Path’ in Online Journal- Quest:multidisciplinary journal of humanities & social sciences, ISSN NO. 2349-767X, Vol.1, Issue 1, Article No. 8.
- Seminar Publication:
 1. ‘Juvenile Delinquency – A Psychological Review’, Title of the Seminar – Juvenile Delinquency, UGC Sponsored National Seminar, Venue: Derozio Memorial College, 2012.
 2. ‘ Man- Making Education – in the light of Vedantic Philosophy’ ,Title of the Seminar- Impact of Indian Philosophy on Education, UGC Sponsored State Level Seminar, Venue: DumDum Motijheel Rabindra Mahavidyalaya, 2012.
 3. ‘In Pursuit of Happiness’, Title of the Seminar- Crisis of Civilization, , UGC Sponsored State Level Seminar, Venue: Sarojini Naidu College for Women, 2013.
 4. ‘Darshaner Preksite Bangla Upanyase Pratibadi Nari Charitra’, Title of the Seminar- Bangla Upanyase Pratibadi Nari Charitra, UGC Sponsored National Seminar, Venue: Mahadebananda Mahavidyalaya, 2013.

Annexure - II
STUDENTS' SEMINARS

NAME OF THE STUDENT	TOPIC	DATE	LEVEL
KIRAN DAS (1 st year)	CARTESIAN METHOD OF DOUBT	06.09.2010	College
TITHI MUKHERJEE (1 st year)	MARXIST APPROACH: FAMILY	06.09.2010	
PRITHA DEY (2 nd year)	Pluralistic concept of god	06.09.2010	
MUNMUN KARMAKAR (2 nd year)	Socialevolution and progress	05.09.2011	
JENIFAR PARVIN (3 rd year)	Self: view of Indian Philosophy	05.09.2011	
TULIKA BOSE (1 st year)	Purusartha	05.09.2011	
SAMIMA PARVIN (2 nd year)	Law of karma	05.09.2012	
TANUSREE BHATTACHARYA (3 rd year)	Intellectual love of god	05.09.2012	
MITU SAHA (2 nd year)	Abhava	05.09.2013	
SOUMITA SAHA ROY (3 rd year)	Kant's theory of knowledge	05.09.2013	
RUMA KHATUN (3 rd year)	Samanya: Indian and Western view	05.09.2013	
PRITHA DEY (3 rd year)	Problem of evil	05.09.2013	

DEPARTMENT OF POLITICAL SCIENCE

- 1. Name of the department** : Political Science
- 2. Year of Establishment:** : General & Honours - 1956
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG (Hons), UG(General),
- 4. Names of Interdisciplinary courses and the departments/units involved** : The U G course curriculum for Honours in Political Science is structured in an interdisciplinary manner. It contains major sections on History, Philosophy, Public Administration, International Relations and Environmental Studies which are autonomous disciplines in their own right.
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : The Political Science Honours course curriculum allows students to choose from the General Courses offered by the Departments of History, Philosophy, Sociology and Economics. Similarly, Honours students of Geography, Economics, Anthropology, Sociology, History and also the four languages taught in the college have the option to take up Political Science as an elective subject.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : None.
- 9. Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	*03
Asst. Professors	04	03

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. Jayasree Banerji	MA M PHIL	Associate Professor	South Asian Studies	25years	NA
Dr. Soma Ghosh	MA M PHIL PhD	Associate Professor	Research Methodology	18 years	NA
Dr. Debjani Bhattacharyay	MA PhD	Associate Professor	South Asia	17 years	NA

11. List of senior visiting faculty:

- Prof. Atin Mukherjee, Retired teacher, Bidhannagar College, Guest Faculty
- Prof.Kuntal Mukherjee, Retired teacher, Pyarimohan College, Guest Faculty

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 12.05%.

13. Student -Teacher Ratio (programme wise) : Honours Class- 8:1
General Class – 122:1

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Dr. Soma Ghosh, Associate Professor, has applied for MRP on ‘Rights and Duties of Women in Cyber Space’ under UGC

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL

18. Research Centre /facility recognized by the University: : Nil

19. Publications:

Name of the faculty	Total no. publications	Articles in peer reviewed journal	Chapter in Books	Books	Other publications
Jayasree Banerji	3	-	-	1	2

Dr. Soma Ghosh	21	2	1	3	15
Dr. Debjani Bhattacharya	5	-	-	1	4

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National committees

Dr. Soma Ghosh as Member, 'UGC Capacity Building of Women managers Group'.

Indian Institute of Public Administration, New Delhi.

b) International Committees

: Nil

c) Editorial Boards

College Online Journal- 'Quest....'

d) Any other

:

Member, UG Board of Studies, Political Science, West Bengal State University
Member, UG and PG Board of Studies, Public Administration, Netaji Subhas Open University.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

: Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies

: Nil

23. Awards / Recognitions received by faculty and students:

:

Inter-college poster competition was held on 9th Jan during the Three Day UGC sponsored Seminar on Crisis of Civilization held in Jan, 2013 and the Political Science Honours students received 2nd prize as judged by eminent personalities.

24. List of eminent academicians and scientists / visitors to the department

- i. Dr. Sobhanlal Dutta Gupta, Prof. University of Calcutta
- ii. Dr. Tapan Chattopadhyay, Prof. Calcutta University
- iii. Dr. Ashok Mustafi, Prof. Presidency College
- iv. Dr. Ashok Mukherjee, Netaji Subhas Prof. of Political Science, Calcutta University

- v. Dr.Gautam Kumar Basu, Prof. Jadavpur University
vi. Dr.Rajasri Basu, Prof Rabindra Bharati University

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

1) Organised CBWM/SAM Workshop in 2008(26.12.2008-31.12.2008) under the Guidance and Sponsorship of UGC – Mobilized Amount Under XIth Plan – 4,60,000/-
The workshop was organized by Dr. Soma Ghosh for sensitizing and motivating the Senior teachers, for taking up managerial responsibilities in their respective higher education institutions.

2) Three Day UGC sponsored Seminar on Crisis of Civilization held at the College from 9th Jan to 11th Jan, 2013 in collaboration with other departments of the College.

b) International Nil

26. Student profile programme/course wise :

Political Science Honours

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010- 2011	50	19	14	93
2011-2012	70	14	4	100
2012-2013	45	21	15	100
2013-2014	35	17	12	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : N.A.

29. Student progression

Student progression	Against % enrolled	
UG to PG	2009-2010	50%
	2010-2011	50%
	2011-2012	30%
	2012-2013	60%
PG to M.Phil.	INA	
PG to Ph.D.	INA	
Ph.D.to Post-Doctoral	INA	
Employed •Campus selection	10%	

•Other than campus recruitment	20%
Entrepreneurship/Self-employment	10%

30. Details of Infrastructural facilities

- a) Library : a) Central Library: 1454 Books
b) Seminar Library: 115 Books:
- b) Internet facilities for Staff & Students : N.A.
- c) Class rooms with ICT facility : N.A.
- d) Laboratories : N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	1		2	1	1
2 nd year	1	1	1	-	-
3 rd year	2	-	-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

1. Dr.Gautam Kumar Basu,Prof.Jadavpur University-Globalization
2. Dr. Tapan Chattopadhyay, Prof. University of Calcutta – Environmental Politics
3. Dr.Rajasri Basu,Prof Rabindra Bharati University- Theory of Liberalism
4. Dr.Parthapratim Basu,Prof. Jadavpur University-Indo-Pak Relations.

33. Teaching methods adopted to improve student learning:

- Methods like group discussion, debates, self-assessment of various topics taught in the class through written assignments, interactions, translation from English texts and reference books to vernacular language are some of the methods.
- Lectures for basic concept/outline along with suggestions for references from the Library for students' consultation. This would promote independent and creative learning (institutional policy)
- One to one approach, small group learning, online learning, Problem based learning (PBL), i.e., student-driven, problem-based approach to learning
- Imparting of knowledge through Power point Presentation and floating academic resources through the College Website.
- Encouraging shy and hesitant students to open up and enter into discussions.
- Sensitive and controversial issues are explored and explained.

- Organizing mock parliament as tool for better understanding of the political process:

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Dr. Soma Ghosh, Associate Professor, is associated with Under graduation and Post Graduation teaching of the inmates of Alipur Correctional Home, West Bengal. One of her students, Mr. Utthan Pal, became first in PG, Political Science.

Mr. Govind Rao, Ex BSF jawan, another convict is doing PG in Political Science, after completion of Public Administration.

35. SWOC analysis of the department and Future plans:

STRENGTHS

- Course coverage is planned, Academic Calendar is in place. Periodic reviews are done at intervals.
- Feedback and curricular evaluation is regularly done by different monitoring mechanisms, like oral evaluation, debates, class tests etc.
- The faculty members work as perfect peer group.
- Teaching-Learning environment is conducive.
- Students-teachers relationship is cordial, creating space for interaction.
- The students of the department are exposed to the multifarious extension activities.
- There is a feedback mechanism within the department including parent-teacher meetings.
- There is an excellent collection of books in the Library.

WEAKNESSES

- Insufficient space and facilities for extending the scope of educational activities beyond mere syllabus requirement.
- Infrastructure needs to be made more amenable to the special requirements of students
- Insufficient support for e-learning.
- Lack of family support for students who are 1st generation learners.
- Problem of girls getting married off even before completion of the course resulting in poor performance in Exams or subsequent dropout.
- Delay in filling up full time teaching post.

OPPORTUNITIES

- The academic horizon can be extended with extension of knowledge of computers and English.
- The College has invested in promotion of ICT facility to promote interactive learning and can in the next academic session our students can become E-learners.
- Technology enabled learning spaces- classrooms, library, faculty rooms- can develop the academic atmosphere to a higher level.
- E-enabled students will have more and better employment opportunities.

CHALLENGES

- To overcome parental reluctance in matters relating to studies, attendance, behavior and general discipline of their wards.
- It is quite a huge challenge to motivate the students, who are first generation learners to become e-learners.
- Counselling students and their family members (if required) for career motivation of the Students, and to overcome social taboos and early marriage of the girls for larger benefit to the society.
- Attempt can be made to enlarge Student enrollment to a larger periphery
- Language proficiency and presentation skills of the students needs to be improved

Future plans of the department

- Introducing M.A. programme
- Initiation of Human Rights Course
- To get assistance under UGC-SAP
- National collaboration with prestigious institutions
- Faculty exchange programme
- Expansion of Department to include a separate School of Development Studies – which could include Regional Development & Politics, Development Foreign Policy, and Development Economics in terms of increase in intake of students and faculties

Annexure I

Prof. Jayasree Banerji

US- Bangladesh Relations: a study of the political and economic developments during 1971-81.

Publisher, Minerva Associates Pvt. Ltd., 1984/ South Asia Books, Columbia ISBN: 0836407822, 9780836407822

Dr. Soma Ghosh

1. INDEPENDENCE OF THE JUDICIARY: A CRITICAL OVERVIEW, Progressive Publishers, 2005, ISBN : 81 – 902486 -0 – X
2. JANA PRASHASAN – TATTA ‘O’ PRYOG, Progressive Publishers, 2004 –1st edition, ISBN : 81-902486 -2 - 6
3. JANA PRASHASAN – TATTA ‘O’ PRYOG, Progressive Publishers, 2004 –2nd edition, ISBN : 978 – 81 – 89846 – 33 -6
4. SANBIDHAN PARIKRAMA’ BOOK ON INDIAN CONSTITUTION AND GOVERNMENT, Progressive Publishers, 2014, ISBN : 978 – 81 8064 – 246 -3

Dr. Soma Ghosh

Conference Proceedings as Full Papers, Etc. (last four years)

1. ‘Changing Role of District Administration Through the Years’ , Full paper, Samsad series on Public Administration-6/2007 , Edited by P. Bhattacharya, IAS, Director ATI, (IIPA –WBRB, WB, ATI seminar pro.), Dec. 2007 -- ISBN: 81 – 7955 – 131 – 8
2. ‘Indian Women: Post Colonial Context, Full paper in Proceedings of UGC sponsored National seminar, Academic publishers, Kolkata, 2010 – ISBN: 978 – 93 – 80599 – 13 – 7

Annexure II

OTHER ACHIEVEMENTS

Dr. Soma Ghosh

PAPERS IN CONFERENCES/ SEMINARS/WORKSHOPS

National Conference

1. Paper presentation: 'CHALLENGES TO DISTRICT ADMINISTRATION IN WEST BENGAL', INDIAN INSTITUTE OF PUBLIC ADMINISTRATION, ATI, GOVT. OF WEST BENGAL, 10^T MARCH, 2007
2. Guest Speaker – 'INDIAN WOMEN: POST COLONIAL CONTEXT', BIDHAN NAGAR COLLEGE IN ASANSOL, 18-19 MARCH, 2009
3. Paper presentation: 'GLOBAL WARMING...', RISHI BANKIM CHANDRA COLLEGE FOR WOMEN, NAIHATI, 6-7 APRIL, 2010

Regional/State Level Conference

1. Paper presentation: 'FIGHT TO FINISH CORRUPTION', KALYANI UNIVERSITY – 27TH AUGUST, 2013
2. Paper presentation: MICROCREDIT, S.H.G AND EMPOWERMENT OF WOMEN, HMM COLLEGE, 15-16 DECEMBER, 2005

Local-University/College Level Conference

1. Paper presentation: ' MARGINALISATION OF WOMEN', INDIAN ACADEMY OF SOCIAL SCIENCES, WEST BENGAL BRANCH, 15 NOVEMBER, 2002
2. Paper presentation: 'DEMOCRATIC GOVERNANCE', WEST BENGAL POLITICAL SCIENCE ASSOCIATION, 5TH ANNUAL CONFERENCE, 17 NOVEMBER, 2002
3. Paper presentation: 'GOVERNANCE', UGC-DRS PROGRAMME, 16 DECEMBER, 2006.
4. Paper presentation: 'HUMAN RESOURCE DEVELOPMENT MANAGEMENT – ANEW LOOK', WEST BENGAL POLITICAL SCIENCE ASSOCIATION, 10TH ANNUAL CONFERENCE, 17 DECEMBER, 2007
5. Paper presentation: ' EXPERIENCING CIVIL SOCIETY', UGC-DRS PROGRAMME, 8 MARCH, 2008
6. Paper presentation: ' MEN'S STATE-MOTHERLESS POLITICS', WEST BENGAL POLITICAL SCIENCE ASSOCIATION, 11TH ANNUAL CONFERENCE, 5-6 SEPTEMBER, 2009

INVITED LECTURES OF PRESENTATIONS FOR CONFERENCES...

a. INTERNATIONAL

Resource person- 'VIOLENCE AGAINST WOMEN' – NEHRU ARTS, SCIENCE, COMMERCE COLLEGE, HUBLI, KARNATAKA, 13-14 august, 2009

b. NATIONAL

1. Resource person- 'WOMEN AND GOVERNANCE' , SAROJINI NAIDU COLLEGE FOR WOMEN, DUMDUM, 28 DECEMBER 2008
2. Resource person- 'WOMEN AND GOVERNANCE' - NARAJOLE RAJ COLLEGE, MIDNAPUR, 24 MARCH, 2009
3. Resource person- 'CAPACITY BUILDING OF WOMEN IN HIGHER EDUCATION', KALYANI UNIVERSITY, 2-9 DECEMBER, 2009
4. Resource person- 'WOMEN AND GOVERNANCE' - MOULANA AZAD COLLEGE, KOLKATA, 23 MARCH 2010
5. Resource person- 'WOMEN AND GOVERNANCE' - RABINDRA BHARATI UNIVERSITY, WOMEN'S STUDY CENTRE, 17 MARCH 2010
6. Resource person- 'WOMEN AND ACADEMIC LEADERSHIP' - RISHI BANKIM CHANDRA COLLEGE FOR WOMEN, NAIHATI, 24, DEC, 2010
7. Resource person- 'WOMEN AND GOVERNANCE' - LADY BRABOURNE COLLEGE, KOLKATA, 17 JANUARY 2011
8. Resource person- 'WOMEN AND GOVERNANCE' - SIDU KANU MURMU UNIVERSITY, DUMKA, 13 NOVEMBER 2011
9. Resource person- 'WOMEN AND GOVERNANCE' - SIKIM GOVT. COLLEGE, 4 MARCH, 2011
10. Resource person- 'WOMEN AND GOVERNANCE' - GRADUATE SCHOOL, COLLEGE FOR WOMEN, JAMSEDPUR, 8 NOVEMBER, 2012
11. Resource person- 'FINANCIAL MANAGEMENT' – MAHILA MAHAVIDYALAYA, NAGPUR, MAHARASHTRA, 10-12 OCTOBER, 2012.
12. Resource person- 'INDIAN GOVERNMENT AND POLITICS', MHRD PROJECT, vide letter no. MAY, 2, 2013
13. Resource person – INTERNATIONAL WOMEN'S DAY, 'CYBER CRIME AGAINST WOMEN', BHAIRAB GANGULY COLLEGE, NARCH, 2014.

CLASS SEMINAR- 2012 -2013

SL. NO.	NAME OF THE TEACHER	DATE	CLASS	TOPIC
1	Jayasree Banerji	19.11.2012	IIII	Terrorism and Vulnerability of Women
2.	Jayasree Banerji	24.9.2012	IIH	Classical Liberalism and Neo-liberalism
3.	Jayasree Banerji	14.02.2013	IH	Changing Role of the Civil Society.
4.	Soma Ghosh	14.9.2012	IIII	NREGS- Problems and Prospects
5.	Soma Ghosh	30.11.2012	IIH	Regionalism vs. Nationalism
6.	Soma Ghosh	04.03.2013	IH	Withering Away of the State- An Utopian Ideal?
7.	Debjani Bhattacharyya	29.09.2012	III H	Reality of the Aristotle's State - an outline.
8.	Debjani Bhattacharyyya	12.12.2013	IIH	Rule of Law and its Implications in Indian Context.
9.	Debjani Bhattacharyya	30.01.2014	IH	The significance of Political Communication in the 21 st century.

CLASS SEMINAR- 2013-2014

SL. NO.	NAME OF THE TEACHER	DATE	CLASS	TOPIC
1	Jayasree Banerji	25.11.13	IIII	Different Aspects of Globalisation.
2.	Jayasree Banerji	08.01.14	IIH	Comparing Liberal, Authoritarian and Socialist Political systems.
3.	Jayasree Banerji	26.08.13	IH	Reflecting on the Changing Nature of the Liberal State.
4.	Soma Ghosh	11.9.2013	IIII	Changing Role of DM in the Era of Globalisation
5.	Soma Ghosh	24.9.2013	IIH	Estimating Corruption in Indian Govt. and politics in New Millennium
6.	Soma Ghosh	08.04.2014	IH	Marxism Revisited: Vision of Louis Althusser
7.	Debjani Bhattacharyya	20.9.2013	III H	Transition of political thought from the greek to the medieval period- an outline.
8.	Debjani Bhattacharyyya	5.12.13	IIH	Rule of Law and its Implications today.
9.	Debjani Bhattacharyya	7.2.14	IH	The significance of Political Communication in the 21 st century.

DEPARTMENT OF SANSKRIT

- 1. Name of the department** : Sanskrit
- 2. Year of Establishment:** : General 1956 ; Hons.1970
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG(Hons), UG(General)
- 4. Names of Interdisciplinary courses and the departments/units involved** : (i) Curriculam of U.G. Hons is interdisciplinary by nature
(ii) ENVS & Linguistics are also taught by U.G. (Hons + General) to some extent.
- 5. Annual/ semester/choice based credit system (programme wise):**
- | | |
|-------------|--------|
| UG(Hons) | Annual |
| UG(General) | Annual |
- 6. Participation of the department in the courses offered by other departments** : BNGA, PHIA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : Nil
- 9. Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	*1
Asst. Professors	04	02

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sumita Chaudhury	M.A, Ph.D	Associate Professor	Advaita Vedanta	19 Years	None
Smt. Sabita Mandal	M.A, M. Phil.	Assistant Professor	Kavya	6 Years	None

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Swapna Basu	M.A, Ph.D	P.P.T	Kavya	10 Years	None

11. List of senior visiting faculty: : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

Percentage of classes delivered	
Honours	18%
General	17%

13. Student -Teacher Ratio (programme wise) : Honours.: 22:5
General: 94:5

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : NIL

18. Research Centre /facility recognized by the University: : Nil

19. Publications: See Annexure - I

Faculty	No. of Publications	Peer Review Journals	Books	Seminar Proceedings	Other Publications
Dr. Sumita Chaudhury	5	-	1	-	4
Smt. Sabita Mandal	2	-	-	1	1
Dr. Swapna Basu	1	-	-	-	1

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :
a) National committees : Nil
b) International Committees
c) Editorial Boards

22. **Student projects** : Devabhāsā evam Bhāratiya Samskriti

a) **Percentage of students who have done in-house projects including inter departmental / programme**

Session	Percentage of students
2013-2014	33%
2012-2013	30%
2011-2012	28%
2010-2011	25%

b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies**

Nil

23. **Awards / Recognitions received by faculty and students:**

- i. Shampa Gupta stood stand 2nd in M.A. in 2000. Calcutta University
- ii. Rituparna Sikdar won 2nd Prize in essay competition – 2012 in Ramkrishna Sarada Misssion Vivekananda Vidyabhaban

24. **List of eminent academicians and scientists / visitors to the department**

- i. Prof. Ayan Bhattacharya, W. B.S.U
- ii. Prof. Taraknath Adhikari, R.B.U
- iii. Prof. Ratna Dutta, Serampore Missionary College.
- iv. Prof. Nrisinghaprasad Bhaduri, Gurudas College

25. **Seminars/ Conferences/Workshops organized & the source of funding**

Nil

a) **National**

b) **International**

26. **Student profile programme/course wise** :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	125	37	25	92
2011-2012	140	35	36	94.3
2012-2013	126	27	31	96.77
2013-2014	72	25	16	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Hons.	100	0	0
General	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?
- i. Chirasree Mukherjee B.A. 1996-SLET
ii. (ii) Arpita Nath, B.A. 2004-SLET

29. Student progression

Student progression	Against % enrolled	
	2009-2010	35%
	2010-2011	30%)
	2011-2012	30%
	2012-2013	30%
PG to M.Phil.	10%	
PG to Ph.D.	Data not available	
Employed	15%	
• Campus selection		
• Other than campus recruitment		
Entrepreneurship/Self-employment		

30. Details of Infrastructural facilities

a) Library

a) Library: Central Library :1058

b) Seminar Library: 259

b) Internet facilities for Staff & Students

: Yes

c) Class rooms with ICT facility

: Nil

d) Laboratories

: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies

Class	College		Government		Others
	Full	Half	SC	ST	
1 st year	1	1	3	1	1
2 nd Year	8	1	2	1	1
3 rd year	1	-	1	1	1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Speaker of the Seminar	Topic of the Seminar	Session
Prof. Ayan Bhattacharya Asso. Prof. & HOD Sanskrit, WBSU	Sabdartha o Vakyartha	2013-2014
Prof. Ayan Bhattacharya Asso. Prof. & HOD Sanskrit, WBSU	Sanskrita shikshar gurutva, Bartaman Avasthan o uttaraner upaya	2014-2015

33. Teaching methods adopted to improve student learning:

- E-Learning facility has been adopted: Topic wise analytical charts, textural notes
- The Department of Sanskrit has introduced “Sanskrit Learning Course” for the Honours students of Sanskrit for enrichment of knowledge in Sanskrit Language for six months from 08.11.2014. The whole time faculty members are pleased to sponsor the above course for students’ academic interest.
- Prof. Ayan Bhattacharya was invited to deliver a seminar lecture on the topic “Sanskrit Shikshar Gurutva” for celebrating “Sanskrit – Week” on 09.08.2014.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Students participate in various cultural activities within and outside the college..

35. SWOC analysis of the department and Future plans:

SWOC analysis of the department: The dept. of Sanskrit of SNCW offers ample scope to study the language of Sanskrit as it is well equipped with almost every aspect of learning the subjects in terms of excellent teaching faculty, library collection, conducive environment in the college. In spite of this fact we find that there is a general apathy among students at large to take up the subject in the under graduate level.

However the language is rich and vast in its dimensions and represents the ethos of Indian culture.

The Sanskrit department is ornated with brilliant teaching faculty. All of the teachers from the very beginning are really determined, diligent, dedicated, devoted and dignified with appraisable qualifications, but it is regretted that the teachers can not engage themselves with utmost effort due to lack of academic interest of the students in studying Sanskrit. As majority of students are poverty-stricken, they face difficulty in continuing study in Sanskrit. However those who are competent enough to continue, succeed at last even in competitive examinations. They become gem of our college.

Now, it is necessary to encourage the learning of Sanskrit, as Sanskrit is the treasure of ancient Indian culture and heritage. So, Sanskrit study should be introduced in post primary level upto secondary level to develop ethical consciousness for all.

Future plans:

- (i) We have introduced course of Sanskrit learning.
- (ii) We intend to organize seminars for propagation of Sanskritic consciousness.
- (iii) We plan to improve reading and writing skill in Sanskrit in Devnagari script. So that students can acquire competence in inter disciplinary interpretative research.

**Annexure-I
Publications:**

NAME OF THE FACULTY	TITLE OF THE PATRIKA	Venue, Name of the patrika, YEAR	
Dr. Sumita Chaudhury	Brahma Parinamata Uta Vivartate	Sanskrit Sahitya Parisad Patrika, Vol-62, 1979	
	Prachin Bharatbarse samatar tattwa	Uttaran, 2004	
	Viveka Bhabana	Uttaran, 2013-2014	
Smt. Sabita Mandal	Sanskrita Sahitya samalochanar Bangiya Pathikrit: Vidyasagar	Uddalak,	ISBN – 2320-9275

NAME OF THE FACULTY	Title of the seminar Proceedings	Venue, Name of the proceedings, YEAR	
Dr. Sumita Chaudhury	Environmental consciousness as reveled in Sanskrit	SNCW, Bipanna paribesh, 2002	
Smt. Sabita Mandal	Sunil Gangopadhyay er Radhakrishna upanyase Radha natajanu hoyeo bidrohini	Mahadevananda Mahavidyalaya, Bangla Upanyase pratibadi nari charity, 2013	

NAME OF THE FACULTY	Title of the Book	Title of the Chapter,	YEAR
Dr. Swapna Basu	John Eliot Drinkwater Bethune	Mahatma Bethune: Sankhipta Jiban Karmaparichiti	1976

NAME OF THE FACULTY	Title of the monograph
Dr. Sumita Chaudhury	A study on Shankaracharyas Vivekachudamani

Annexure II
STUDENTS' SEMINARS

NAME OF THE STUDENTS	TOPIC	DATE	LEVEL
SUKANYA BASU (3 rd year)	Sasthisamasa	06.09.2010	College
SANCHITA CHAKRABORTY (3 rd year)	Samasachastustaya	06.09.2010	College
KAKALI KARMAKAR (3 rd year)	Apadana karaka	06.09.2010	College
MUGDHA BHAWMIK (3 rd year)	Astangamarga (yoga)	06.09.2010	College
Kritee Chowdhury	Darshaniksukta	05.09.2011	College
Soumista Banerjee	Vaidic Nari	05.09.2011	College
Aditi dutta	Yajnavalkya-O-Maitreyi	05.09.2011	College
Soumita Saha	Dharmanirepekshasukta	05.09.2012	College
Sraboni Chatterjee	Athorvaveder Samaj	05.09.2012	College
Shipra Ghosh	Prithvi-O-Bhumisukta	05.09.2012	College
Reshma Khatun	Vaidiksahitye Kavyasaundarya	06.09.2013	College
Rituparna Sikder	Kalidaser Prakriticetana	06.09.2013	College
Ankita Bardhan	Bhabhutih Kavye Prakriti	06.09.2013	College

Group Discussion

2nd Year Hons.

NAME OF THE STUDENTS	TOPIC	Date	LEVEL
Kritee Chowdhury	Kalidas O Bharavi	02.12.2010	College
Jayoti Das			
Aditi Dutta			
Saumita Banerjee			
Maitre Pal			
Suparna Acharya			
Samita Saha	Sanskrita Ki Kathyabhasa chhila?	09.12.2011	college
Srabani Chatterjee			
Shipra Ghosh			
Trayee Banerjee			
Nandita Mandal			
Arpita Dutta			
Reshma Khatun	Swamijir Siksachinter sanskritor bhavana	17.09.2012	College
Ankita Bardhan			
Piyali Chatterjee			
Rituparna Sikdar			
Sangita Mandal			
Mitali Bhakta			

Quiz Contest : 1st Year

NAME OF THE STUDENTS	TOPIC	Date	LEVEL
All Students	Samavrittachandah	24.12.2010	College
All students	Mahabharata Parichaya	17.12.2011	College
All students	Banglasahitye Sanskriter Prabhav	15.12.2012	College

DEPARTMENT OF SOCIOLOGY

- 1. Name of the department** : Sociology
- 2. Year of Establishment:** : General 2008; Honours: 2014
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
- 4. Names of Interdisciplinary courses and the departments/units involved** : N.A.
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : ENVS is studied in all Courses of 1st year class
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
- 8. Details of courses/programmes discontinued (if any) with reasons** : N.A.
- 9. Number of Teaching posts** : N.A.
- 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Priyanka Sarkar	M.A.	Contractual Full time		4
Sudeshna Mitra	M.A. Ph.D enrolled	Contractual Full time		1
Sabina Yasmine	M.A.	Guest lecturer		-
Debopriya Sarkhel	M.A.	Guest lecturer		-

- 11. List of senior visiting faculty:** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : All are temporary faculties
- 13. Student -Teacher Ratio (programme wise)** : 6:1
- 14. Number of academic support staff (technical) and administrative staff;** : Nil

sanctioned and filled

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** Nil
17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil
18. **Research Centre /facility recognized by the University:** Nil
19. **Publications:** N.A.
20. **Areas of consultancy and income generated** : Nil
21. **Faculty as members in** : Nil
 a) National committees
 b) International Committees
 c) Editorial Boards
22. **Student projects**
 a) **Percentage of students who have done in-house projects including inter departmental/programme** :
 b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** : Nil
23. **Awards / Recognitions received by faculty and students:** Nil
24. **List of eminent academicians and scientists / visitors to the department** Nil
25. **Seminars/ Conferences/Workshops organized & the source of funding** : Nil
 a) National
 b) International
26. **Student profile programme/course wise** : N.A.
27. **Diversity of Students** N.A.
28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** : N.A. as the year of establishment of the Sociology Department is 2008

29. **Student progression** : N.A.
30. **Details of Infrastructural facilities**
- a) **Library** : No. of Books :135
- b) **Internet facilities for Staff & Students** : Nil
- c) **Class rooms with ICT facility** : Nil
- d) **Laboratories** : Nil
31. **Number of students receiving financial assistance from college, university, government or other agencies** : Nil
32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : Nil
33. **Teaching methods adopted to improve student learning:**
- Lecture, Seminar and interactive methods. : Lecture, tutorial, Remedial Coaching, group discussion, quiz, Poster competition, access to library both within and outside the college, student seminars, visit to various places for performing some social activities.
34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**
- Teachers of the department conduct projects related to clean and healthy environment in the college and surroundings. Students participate in the public awareness program. Teachers of the department take additional responsibility to teach students about environment and social responsibility.
35. **SWOC analysis of the department and Future plans:**
- (S) The teacher student ratio is 1:6 of the department, which helps the teachers to take individual care of each and every student.
- (W) As the department has started the Honours Course from this academic year there are insufficiency of books and reference materials in Library.
- (O) Students have the opportunity to get access for e-learning through college library.
- (C) A good and scoring result is the first and foremost challenge of the department as it has introduced the Honours Course in the current Academic Year.
- Future Plans: Arrangement of some workshops by the students for the survey of some specific social need of a specific area as a project through field work.

DEPARTMENT OF COMPUTER APPLICATION MAJOR

- 1. Name of the Department** : Computer Application Major
(Vocational)
- 2. Year of Establishment:** : 1995
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
- 4. Names of Interdisciplinary courses and the departments/units involved** : Nil
- 5. Annual/ semester/choice based credit system (programme wise):** : Annual
- 6. Participation of the department in the courses offered by other departments** : ENVS
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** : Webel, Ardent Collaboration, Vanquisher, V force
- 8. Details of courses/programmes discontinued (if any) with reasons** : Nil
- 9. Number of Teaching posts** :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil

*At the entry level, only Assistant Professor posts are available. They are promoted to the post of Associate Professor through Career Advancement Scheme.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Monalisha Sinha.	MCA,B.Ed.	College Full Time Lecturer		4 years	0
Suparna Saha Biswas	MCA	College Full Time Lecturer		2years 7 months	0

- 11. List of senior visiting faculty:** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programme** : a) 88.5% syllabus is taken by 2 College Full Time Lecturer.

wise) by temporary faculty

b) 12.5% syllabus is taken by Guest Lecturer

13. Student -Teacher Ratio (programme wise) : 20:1

YEAR	TEACHER : STUDENT
2010-2011	26:2
2011-2012	28:2
2012-2013	29:2
2013-2014	47:2
2014-2015	83:2

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : N.A.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: : N.A.

18. Research Centre /facility recognized by the University: : N.A.

19. Publications: Nil

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

- a) National committees Nil
- b) International Committees
- c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : 100% student of 3rd yr

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : 100% student of 3rd yr

23. Awards / Recognitions received by faculty and students: : Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding :

a) National

Nil

b) International

26. Student profile programme/course wise :

*Session	Applications received	Admitted	Appeared in final Examination	Pass percentage
2010-2011	17	17	21	90.4
2011-2012	16	16	6	100
2012-2013	9	9	3	100
2013-2014	39	39	3	100

*The result of the academic year 2009 -2010 is represented as 2010-2011 and the succeeding years are also represented accordingly

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2014-2015	99	1	Nil
2013-2014	100	0	Nil
2012-2013	100	0	Nil
2011-2012	100	0	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : Nil

29. Student progression

Student progression	Against % enrolled	
UG to PG	2010-2011	33
	2011-2012	nil
	2012-2013	35
	2013-2014	44
PG to M.Phil.	Nil	
PG to Ph.D.	Nil	
Ph.D. to Post-Doctoral	Nil	
Employed		
	• Campus selection	20
• Other than campus recruitment	60	
Entrepreneurship/Self-employment	30	

30. Details of Infrastructural facilities

Departmental Library : 54
Central Library : 440

a) Library

b) Internet facilities for Staff & Students

: Two internet connection

- c) **Class rooms with ICT facility** : Nil
- d) **Laboratories** : One lab
31. **Number of students receiving financial assistance from college, university, government or other agencies** : Nil
32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : Nil
33. **Teaching methods adopted to improve student learning:**
- Class room seminars, debates, group discussions
 - Use presentation of important concepts
 - We are supplying e-book as per availability to enhance student's knowledge
34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:** : Nil
35. **SWOC analysis of the department and Future plans:**

Strength:

- Promotion of the academic excellence of the students
- Students admitted based on merit
- Personal and keen care for slow learners
- Well - equipped laboratory
- Dedicated, devoted and approachable faculty.

Weaknesses

- Poor financial, educational background of the parents
- Insufficient insights into latest developments
- Poor communication skill
- Lack of awareness of higher education and career advancements
- Low self-confidence to face competitive examinations

Opportunities

- Ample scope for job opportunities in IT and ITES industries
- They can also take teaching as a career.
- Scope for job opportunities in Banking and Govt. organization.
- Challenges
- More than one fourth of the students work on part time basis for their livelihood
- Economically & socially weak students and their motivation is less

Future plans

- To conduct National Level Seminars and Workshops
- To motivate the students to get projects through funding agencies .
- To arrange campus interviews by reputed industries.
- To upgrade computer Laboratory.

Annexure – II

Students' Seminars

Topic	Name of Speaker	Date
1. E – Birth Registration System	Rimita Das	05.09.2012
	Shreya Ghosh	
2. Jewellery Mgmt. System	Sushmita Sen	05.09.2012
	Pubali Kundu	
3. Online Medical Help	Moumita Chakraborty	05.09.2013
	Shyanti Das	
4. Online Flower Delivery	Niyasha Patra	05.09.2013
	Sarnita Dey	
5. Wireless USB	Riya Jana	06.09.2013
	Madhumita Banik	
	Papiya Das	
	Arpita Dewanji	
	Chandrima Patra	
6. Bluetooth Technology	Swarna Pal	06.09.2013
	Puja Debnath	

DEPARTMENT OF FOOD & NUTRITION

1. Name of the department : Food & Nutrition
2. Year of Establishment: : 2013
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG – General
4. Names of Interdisciplinary courses and the departments/units involved : N.A.
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : ENVS is taught in the 1st Yr. Course for all disciplines
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts : N.A.
10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Manjushree Bera	M.Sc.	Guest Lecturer	–	1 year 02 months	
Debjani Mandal	M.Sc Pursuing Ph.D.	Guest Lecturer	–	-	

11. List of senior visiting faculty: : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Theory :100%
Practical:100%
13. Student -Teacher Ratio (programme wise) : 20:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with : N.A.

DSc/ D.Litt/ Ph.D/ MPhil / PG.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: Nil
19. Publications: N.A.
20. Areas of consultancy and income generated Nil
21. Faculty as members in Nil
- a) National committees Nil
- b) International Committees Nil
- c) Editorial Boards Nil
22. Student projects Nil
- a)Percentage of students who have done in-house projects including inter departmental/programme Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies Nil
23. Awards / Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists / visitors to the department Nil
25. Seminars/ Conferences/Workshops organized & the source of funding Nil
- a) National Nil
- b) International Nil
26. Student profile programme/course wise Nil
27. Diversity of Students Nil
28. How many students have cleared national and state competitive examinations such as NET, SLET, Nil

GATE, Civil services, Defense services, etc. ?

- 29. Student progression** : N.A.
- 30. Details of Infrastructural facilities**
- a) Library : No. of Books :26
- b) Internet facilities for Staff & Students : Nil
- c) Class rooms with ICT facility : Nil
- d) Laboratories : One
- 31. Number of students receiving financial assistance from college, university, government or other agencies** : Nil
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : Nil
- 33. Teaching methods adopted to improve student learning:**
- E-learning method has been adopted. Class room seminars, Group discussion are the part of our teaching.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** : Nil
- 35. SWOC analysis of the department and Future plans:**
- Strength:
- Unity of the Students
 - Good understanding between students and Teachers
- Weakness
- There is scope for improvement of infrastructural facilities
- Opportunity
- Students can apply the knowledge gained in their day-to-day life and also for the benefit of others.
- Challenges
- Upliftment of the performance of the students.
 - Overall development of the department

DEPARTMENT OF MOLECULAR BIOLOGY

1. **Name of the department** : Molecular Biology
2. **Year of Establishment:** : 2003
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG (General)
4. **Names of Interdisciplinary courses and the departments/units involved** : N.A.
5. **Annual/ semester/choice based credit system (programme wise):** : Annual
6. **Participation of the department in the courses offered by other departments** : Environmental Sciences is taught in the 1st Year Course for all disciplines
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil
9. **Number of Teaching posts** : N.A.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Oindrila Chakraborty	MSc.	PTT (Approved)	Microbiology	8years
Debashis Majumder	MSc, MPhil Pursuing Ph.D.	PTT (Approved)	Microbiology/ Glycobiology	6years
Asmita Das	MSc, MPhil Pursuing Ph.D.	PTT (Approved)	Microbiology/ Glycobiology	5 years

11. **List of senior visiting faculty:** : Nil
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : Nil
13. **Student -Teacher Ratio (programme wise)** : 20:1
14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled** : One (On contract)
15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.** : Please refer to Serial no. 10
16. **Number of faculty with ongoing** : Nil

projects from a) National b) International funding agencies and grants received	
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:	: Nil
18. Research Centre /facility recognized by the University:	: Nil
19. Publications:	N.A.
20. Areas of consultancy and income generated	: Nil
21. Faculty as members in	:
a) National committees	Nil
b) International Committees	
c) Editorial Boards	
22. Student projects	
a) Percentage of students who have done in-house projects including inter departmental/programme	:
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	: Nil
23. Awards / Recognitions received by faculty and students:	: Nil
24. List of eminent academicians and scientists / visitors to the department	Nil
25. Seminars/ Conferences/Workshops organized & the source of funding	Nil
a) National	
b) International	
26. Student profile programme/course wise	: N.A.
27. Diversity of Students	: N.A.
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?	: N.A.
29. Student progression	: N.A.

- 30. Details of Infrastructural facilities**
- | | | |
|---|---|---|
| a) Library | : | a) Central Library- 52
b) Seminar Library-50 |
| b) Internet facilities for Staff & Students | : | One Computer with Internet facility is provided for both students and staff |
| c) Class rooms with ICT facility | : | Nil |
| d) Laboratories | : | One |

31. Number of students receiving financial assistance from college, university, government or other agencies : Nil

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Remedial Classes taken for SC/ST and economically backward students.

33. Teaching methods adopted to improve student learning:

- Apart from conventional teaching methods, intervention of technology is used to make our students understand better. Animations which are subject related are shown to the students for better understanding of the subject. Students are given information about latest scientific research in the subject.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

:
Teachers of the department conduct projects related to clean and healthy environment in the college and surroundings. Students participate in the public awareness program. Teachers of the department take additional responsibility to teach students about environment and social responsibility.

35. SWOC analysis of the department and Future plans:

- Molecular Biology is one of the subjects in which extensive research work is carried out globally.
- Students are shown animations from the internet which are subject related and which will help them to understand better.
- We have a well equipped library which is upgraded at regular intervals so that our students get updated information.
- Students are informed about state level and national level seminars so that they can be encouraged to upgrade their subject knowledge.
- Students are always encouraged to interact with the faculty members for any sought of subject related query.
- Up-gradation of the department such as opening of Honours course and upgrading research facilities in the department is very much required

DEPARTMENT OF EDUCATION

1. Name of the department : Education
2. Year of Establishment: : 2013
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : Nil
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : ENVIS is taught in the 1st Yr. Course for all disciplines
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts : N.A.
10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mahasin Mondal	M.A B.Ed	Guest Lecturer	Guidance and Counselling and evaluation and Measurement	10 months	
Promita Das	M.A	Guest Lecturer	Environmental studies and Education for Special need Children	1 year 02 months	

11. List of senior visiting faculty: : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Theory :100%

13. Student -Teacher Ratio (programme wise)	:	Nil
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	:	N.A.
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	:	N.A.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	:	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:	:	NIL
18. Research Centre /facility recognized by the University:	:	Nil
19. Publications:	:	N.A.
20. Areas of consultancy and income generated	:	Nil
21. Faculty as members in	:	
a) National committees		Nil
b) International Committees		
c) Editorial Boards		
22. Student projects		
a) Percentage of students who have done in-house projects including inter departmental/programme	:	
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	:	Nil
23. Awards / Recognitions received by faculty and students:	:	N.A.
24. List of eminent academicians and scientists / visitors to the department	:	Nil
25. Seminars/ Conferences/Workshops organized & the source of funding	:	Nil
a) National		
b) International		
26. Student profile programme/course wise	:	N.A.

27. Diversity of Students

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : N.A.

29. Student progression : N.A.

30. Details of Infrastructural facilities :

a) Library : a) No. of Books :25

b) Internet facilities for Staff & Students : N.A.

c) Class rooms with ICT facility : Nil

d) Laboratories : One.

31. Number of students receiving financial assistance from college, university, government or other agencies : Nil

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning:

- E-learning method has been adopted. Class room seminars, Group discussion are the part of our teaching

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: : Nil

35. SWOC analysis of the department and Future plans:

Students are always encouraged to interact with the faculty members for any sought of subject related query. Up-gradation of the department such as opening of Honours course and upgrading research facilities in the department is very much required.

DEPARTMENT OF PSYCHOLOGY

1. Name of the department : Psychology
2. Year of Establishment: : 2013
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG -General
4. Names of Interdisciplinary courses and the departments/units involved : Nil
5. Annual/ semester/choice based credit system (programme wise): : Annual
6. Participation of the department in the courses offered by other departments : Environmental Sciences is taught in the 1st Year Course for all disciplines
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts : N.A.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Suchismita Sinha	Ph.D.	Guest Lecturer	Clinical Psychology	5	NA
Pamela Banerjee	M.Sc.	Guest Lecturer	-	1	NA
Anwasha Chakroborty	M.Sc. Ph.D. pursuing	Guest Lecturer	Experimental Psychology	4	NA

11. List of senior visiting faculty: : N.A.
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%
13. Student -Teacher Ratio (programme wise) : 13:3
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Please refer to Serial no. 10

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received		One
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:	:	N.A.
18. Research Centre /facility recognized by the University:	:	N.A.
19. Publications:		Publication per faculty - 1 Number of papers published in peer reviewed journals (national / international) by faculty - 2
20. Areas of consultancy and income generated	:	Nil
21. Faculty as members in	:	
a) National committees		Nil
b) International Committees		
c) Editorial Boards		
22. Student projects		
a) Percentage of students who have done in-house projects including inter departmental/programme	:	
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	:	Nil
23. Awards / Recognitions received by faculty and students:	:	Nil
24. List of eminent academicians and scientists / visitors to the department		Nil
25. Seminars/ Conferences/Workshops organized & the source of funding		Nil
a) National		
b) International		
26. Student profile programme /course wise	:	N.A.
27. Diversity of Students		N.A.
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense	:	Nil

services, etc. ?

29. Student progression N.A.
30. Details of Infrastructural facilities Present
- a) Library
- b) Internet facilities for Staff & Students : One Computer with Internet facility is provided for both students and staff
- c) Class rooms with ICT facility : Nil
- d) Laboratories : One
31. Number of students receiving financial assistance from college, university, government or other agencies : Nil
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Nil
33. Teaching methods adopted to improve student learning:
- Interactive sessions and seminars.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: : Nil
35. SWOC analysis of the department and Future plans:
- SWOC analysis of the department and Future plans – the students are well versed in english and are able to follow the classes quite well. however the classrooms and the lab need to be more well equipped with modern facilities like ict, better seating arrangement , etc.

Publication of Sm. Annwasha Chakraborty

1. Chakraborty, A. & Banerjee, M. (2013). Span of Attention across Stages of Intellectual Impairment: Does Affective Stimulation Matter? Open Access Journal of Psychology. 4, 4.



Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

Ref. No.

Date :

Declaration by the Head of the Institution

Ref: - 342/NAAC-2014/WBCOGN12748.

Sir,

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Dumdum

Date: 6.11.14

Dr. Urmila Ukil



ANNEXURE



09-10

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Sarojini Naidu College For Women
30, JESSORE ROAD (DUM DUM) KOLKATA - 700 028

AUDIT REPORT FOR THE YEAR ENDED 31st MARCH, 2010

ASRAFUL ISLAM & CO.
Chartered Accountants

1, Pementele street
Kolkata - 700 016
Phone: (033) 2217 4002

Auditor's Report

We have examined the attached balance sheet as at 31st March `2010 of Sarojini Naidu College for Women at 30, Jessore Road, Dum Dum, Kolkata-700028 together with Receipt and Payment and Income and Expenditure Account for the year ended as on that date.

These Financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statement based on our audit. We conducted the audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material mis-statement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We further report that :

A) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.

B) The Balance Sheet and Income & Expenditure Account dealt with the report are in agreement with the books of accounts.

C) In our opinion and to the best of our information and according to the explanations given to us, the statements exhibit true and fair view subject to the followings observations.

a) The physical verification of books lying in the library under audit have not been done.

b) Assets and liabilities as shown in the Balance Sheet are mostly fictitious and brought forward over the years needed write off by taking Governing body's resolution.

c) A sum of Rs.402875.92 as on 31/03/2010 is differed from the Individual P.F. Account kept in the ledger maintained by the college with the pass book maintained by the Pay & Accounts separately for the college. It is reported that interest element have not been accounted for timely by the Pay and Accounts in comparison to College causing such differences

d) The terminology used as adjustment in preparation of bank reconciliation statement to reconcile the balance as on 31/03/2010 as per bank book maintained by the college and bank statement issued by the concerned bank are also our qualification on the accounts under review. To prepare the bank reconciliation statement of different banks dealt by the college have also not prepared by the auditee concern.

e) The Roll strength, fees structure and subject taught accompanied by the staff pattern are also incorporated as additional information with the report.

E) i) In the case of Balance Sheet, of the state of affairs of the college as at 31st March, 2009.

ii) In the case of Income & Expenditure Account, of the Surplus for the year ended as on that date.

For M/s Asraful Islam & Co.

Chartered Accountants

Place: Kolkata

Dated: 06/02/2012



A. Islam
20/2/2012
A. Islam, M.Com., L.L.B., FCA)
Proprietor

BALANCE SHEET AS AT 31st MARCH 2010

LIABILITIES	SCH I	AMOUNT	ASSETS	SCH I	AMOUNT	AMOUNT
	STT	RS.P		STT	RS.P	RS.P
CAPITAL FUND			FIXED ASSETS			929902.00
Balance as per last account		3319761.96	P.F. INVESTMENTS	4		
			CURRENT ASSETS			10233357.95
GENERAL FUND			SECURITY DEPOSIT			
Balance as per last account		62391.08	Balance as per last year			11301.44
Miscellaneous Fund	1	22051225.78	DEPOSITE WITH CONST. BOARD			
Loan from Development fund			Balance as per last year			9271.38
Balance as per last account		237227.27	ADVANCE	6		1825813.33
Loan from Government			PROVIDENT FUND LOAN	7		3403486.00
Balance as per last account		25575.48	CASH AT BANK	8		9920346.53
Income & Expenditure A/C.			CASH IN HAND			4737
Balance sa per last account		390038.90	IMPREST PETTY CASH			
Add: Surplus		292318.40	Balance as per last year			12323.50
CU account	9	820373.75	FIXED DEPOSIT			
Sundry Liabilities	2	131274.88	Balance as per last year			1305013.00
UGC Grant for Vocation			HOSTEL SUBSIDY			
Balance as per last account		1843758.00	Balance as per last year			6819.00
			UGC GRANT FOR VOCATION			
			Balance as per last year			1845363.10



Rs. 29173945.50

Rs. 29507734.23

(2)

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Sarajini Naidu College
for Women

SHAMPA MONDAL P.F. Balance as per last account	19689.00	
GSLI PAYABLE Balance as per last account	20.00	
PERSONAL LOAN Balance as per last account	8235.00	
Audit fees payable for 2007-10	15000.00	
Accounting Charges for 2007-10	45000.00	
Loan (NSOU) this year	150000.00	
Balance as per last account	<u>32699136.50</u>	<u>32699136.50</u>

Dated = 06.02.2012
Place : 1, Permentle Street
Kolkata - 700 016

For ASRAFUL ISLAM & CO.
Chartered Accountant
(A. ISLAM, M.COM, LL.B, FCA)
Proprietor



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Sarojini Basu College
for Women

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, DumDum, Kolkata - 700 028

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2010

EXPENDITURE		Schedule	Amount (Rs)	INCOME		Schedule	Amount (Rs)
To	Tuition fees refund			By	Tuition Fees		1146148.00
"	Geography running Exp.		11045.00	"	Transfer Fees		73135.00
"	Travelling Expenses		8700.00	"	Session Charges		1168370.00
"	Botany Running Expenses		25781.00	"	Fine		7930.00
"	Chemistry Running Expenses		18698.00	"	Admission Fees		63085.00
"	Physics Running Expenses		70753.65	"	Vocational Fees		250940.00
"	Printing & Stationary		24172.00	"	Identity Card Fees		15780.00
"	Telephone Charges		88105.00	"	Misc. Income		152078.00
"	Vocational Expenses		65510.00	"	Library fees		24350.00
"	Advertisement		184427.00	"	Environmental Science Cont.		14682.00
"	Practical Exp.		7480.00	"	Interest on Savings Bank Deposits		111224.00
"	Electric Charges		41706.00	"	Royalty		48135.00
"	Municipal Taxes		223653.00	"	Casual Fees		28800.00
"	Zoology Running Expenses		18294.00	"	Transfer Certificate fees		295.00
"	Molecular Biology Running Expenses		25274.00	"	Naac Fees		84300.00
"	Repairs & Maintenance		54738.00	"	Scholar ship		3000.00
"	Casual Fees		111457.00	"	Travelling Charges		2900.00
"	Seminar		26300.00	"	Zonal contingency		9000.00
"	Subsidy Account		7113.00	"	Practical fees		396787.00
"	Medical Expenses		1437592.00				
"	Allowances		550.00				
"	Education excursion		7570.00				
"	Session Charges Refund		3500.00				
"	Security Expenses		27505.00				
"	Professional service charges		50600.00				
"	Salary savings (202253.60 - 202052.00)		9772.00				
"	Transfer fees refund		201.60				
"	Practical fees refund		85.00				
"	Donation		60.00				
"	Naac fees refund		10000.00				
			200.00				
			<u>2560842.25</u>				<u>3600939.00</u>



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Sarjini Naidu College
for Women

EXPENDITURE	Schedule	Amount (Rs)	INCOME	Schedule	Amount (Rs)
To Audit Fees		2560842.25	B/F		3600939.00
" Accounting Charges		26000.00			
" Puja Exgratia		15000.00			
" Puja Bonus		5000.00			
" Bank Charges		24000.00			
" Anthropology Running Expenses		7841.00			
" Library & Other Contingency		106465.00			
" Goldenjubilee		164732.55			
" Depreciation		86550.00			
" Freshers Welicome		132656.00			
" Review expenses		8600.00			
" Admission Fees Refund		28128.00			
" Sports & Games		195.00			
" Farewell Expenses		9487.00			
" Saraswati Puja Expanses		14000.00			
" Identity card refund		30774.00			
" Vocational fees refund		60.00			
" Alumini Association		695.00			
" Library fees refund		8000.00			
" Fine refund		70.00			
" Union fund,		10.00			
" Audit Fees Payable written off (Sch. 2)		2025.00			
" Misc. Expenses		42792.00			
" Surplus		34697.80			
		292318.40			

Rs. 3600939.00

Rs. 3600939.00

Dated = 06.02.2012
Place : 1, Permentle Street
Kolkata - 700 016



For ASRAFUL ISLAM & CO.
Chartered Accountant

(Signature)
(A. ISLAM, M. COM, LL.B, FCA)
Proprietor

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15.02.2012
Safin College
Kolkata

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR 2009- 2010

<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
<u>OPENING BANK BALANCE</u>	7743572.63		
<u>CASH IN HAND</u>	5421.15		
Tution Fees	1,146,148.00	Tution fees refund	11,045 00
Transfer adjusment fees	73,135.00	Transfer adjusment fees refund	85 00
Development fees	341,210.00	Development fees refund	360.00
Vocational fees	250,940.00	Vocational fees refund	695.00
University Center fees	53,670.00	University centre fees exp.	39,420.00
University form fees	33,465.00	University form fees exp.	14,820.00
University Exam.fees	546,545.00	University exam.fees exp.	422,588.00
Practical Fees	396,787.00	University practical fees exp.	13,100.00
University practical fees	32,260.00	Practical fees refund	60 00
Casual fees	28,800.00	Casual fees	26,300 00
Admission fees	63,085.00	Admition fees refund	195.00
Caution money	20,800.00	Caution money refund	100.00
University certificate fees	24,270.00	University certificate fees refund	1,080.00
University registration fees	85,910.00	University registration fees exp.	55,303 00
University sports fees	44,310.00	University sports fees exp.	22,000 00
Session charges	1,168,370.00	Session charges	27 505 00
Identity card fees	15,780.00	Identy card fees refund	60.00
Naac fees	84,300.00	Naac fees refund	200.00
Page total	Rs. <u>12,158,778.78</u>	Page total	Rs. <u>634,916.00</u>

Amulya
15-2-12

Teacher in charge
Sarojini Naidu College
for Women

15/2



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
Liabrary fees	24350.00	Alumi association	8000.00
Review	31365.00	Library fees refund	70.00
Transfer certificate fees	295.00	Reveview exp.	28128.00
fine	7930.00	fine refund	10.00
University practical fees	29635.00	University practical exam. Fees	65800.00
Environmental science Cont.	14682.00	Leave salary	457142.00
Bank interest	111224.00	Sports & Games	9487.00
UGC XI plan	1670000.00	UGC XI plan exp.	212142.50
Scholarship	3000.00	UGC XI plan exp.	13500.00
Misc. receipts	152078.00	Misc. Exp.	34697.80
University practical grant (S.U.)	19750.00	Arear salary paid	690543.00
Arear salry for ts & nts	670793.00	Union fund	2025.00
UGC grant	651984.00	UGC grant Exp.	3500.00
Royalty	48135.00	Advanced	1125696.00
Paypackets	30661110.00	Educational excursion	3500.00
Advence account	1011785.00	Municipal tax	18294.00
Travelling charges	2900	Electric charges	238653.00
		Adit fees	21000.00
Page total	Rs. <u>35111016.00</u>	Page total	Rs. <u>2,932,188.30</u>

Asst. Prof.
15.2.12
 Teacher in-charge
 Sarojini Naidu College
 for Women

AM
15/2



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
House rent allowance refund	9094.000	Telephone charges	65510.00
Provident fund loan teaching	164440.00	Library contingency	15017.00
Provident fund deduction teaching	1351684.00	Professional service fees	9772.00
Income tax	2009003.00	Contingency	134715.55
Salary savings	202052.60	Printing & Stationery	88105.00
Professional tax	146785.00	Travelling charges	25781.00
Bank personal loan	340093.00	Security service	50600.00
Group insurance	16554.00	Allowances	7570.00
Provident fund loan NTS	978674.00	Vocational Exp.	184427.00
Puja advanced	140625.00	Repairs & Maintenance	111457.00
RBI P.F. deposit	859114.00	Molecular biology running Exp.	54738.00
Zonal contingency	9000.00	Chemistry running Exp.	70753.65
University exam.contingency center grant	137210.00	Zoology running Exp.	25274.00
		Botany running exp.	18698.00
		Anthropology running Exp.	106465.00
		Physics running Exp.	24172.00
		Geography running Exp.	8700.00
		Basic pay teaching	7286201.00

Page total Rs. 6364328.60

Page total Rs. 8288046.20

Dr. Chatterjee
15.2.12

Teaching Assistant
Savitribi Mahila College
for Women

15/2/12



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
		Dearnes allowance teaching	5191261.00
		House rent allowance teaching	657603.00
		mdical allowance teaching	55800.00
		Dearness pay teaching	3649200.00
		Interim relife Ad-Hoc teaching	8037200.00
		Basic pay NTS	4186605.00
		Dearness allowance NTS	978000.00
		House rents allowance NTS	528698.00
		Medical allowance NTS	106500.00
		Dearness pay NTS	146191.00
		Difference of pay	120100.00
		Interim relife Ad-Hoc NTS	98125.00
		Porvidend fund final payment	523164.00
		Provident fund loan teaching	87950.00
		Income tax paid	1994687.00
		Salary savings	202253.60
		Professional tax	146615.00
		Bank personal loan	340099.00
Page total	Rs. _____	Page total	Rs. <u>27050051.60</u>

Cheltonjee
15-2-12
Zeelbena Zargar
Sarojini Nering College
for Women

15/2



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
		Group insurance	16554.00
		Provident fund NTS	248000.00
		Puja advanced	145000.00
		Electric fan purchase	11790.00
		RBI P.F. deposit	2549035.00
		Subsidy account	1437592.00
		Bank charges	7841.00
		Medical charges	550.00
		Practical exam.	41706.00
		Advertisement	7480.00
		Goldenjubilee	86550.00
		Zonal contingency	15000.00
		University exam contingency	
		Center grant	137252.75
		Fair well	14000.00
		Donation	10000.00
		Fresher's welcome	8600.00
		Puja exgratia	5000.00
		Puja bonus	24000.00
		Saraswati puja	30774.00
		Seminar	7113.00
		CLOSING BALANCE AS	
		<u>ON 31.03.10</u>	
		Cash in hand	4737.00
		Cash at bank	9920346.53
Page total	Rs. _____	Page total	Rs. _____
Grand total	Rs. <u>53634123.38</u>	Grand total	Rs. <u>53634123.38</u>

Blattoria
15-2-12
Teacher-in-charge
Sarojini Naidu College
for Women

MV
15/2



Miscellaneous	SCHEDULE 1			
Fund attached to & forming part of balancesheet as at 31.03.2010				
PARTICULARS	Op. Bal. On. 01.04.09	Recd. This year(+)	Paid This Year(-)	Closing Bal. on 31.03.10
Caution Money Fund	578629.49	20800.00	100.00	599329.49
Common Room Fund	-26597.53			-26597.53
Development Fund	1560036.84	341210.00	360.00	1900886.84
Games Fund	173201.66			173201.66
Hostel Fund	21293.05			21293.05
Magazine Fund	-43332.52			-43332.52
Student Aid Fund	-1450.76			-1450.76
Student Health Home	-1752.00			-1752.00
Union Fund	888315.87			888315.87
Special development Fund	888850.00			888850.00
Library Deposite Fees	107160.00			107160.00
Auditorium Fund	757435.00			757435.00
Laboratory Caution Fees	9450.00			9450.00
Provident Fund	15208758.68		523164.00	14685594.68
UGC XI plan		1670000.00	225642.00	1444358.00
UGC grant		651984	3500	648484.00
	20119997.78	2683994.00	752766.00	22051225.78

Sundry Liabilities	SCHEDULE 2			
	OP. BAL. ON 01.04.09	Recd. This year(+)	Paid This Year(-)	Closing Bal. on 31.03.10
Audit Fees Payable	-42792.00	42792.00	(written off)	5853.00
Earnest Money-Contractor	5853.00			5853.00
Income Tax	1183.00	2009003.00	1994687.00	15499.00
Group Insurance	1434.90			1434.90
Profession Tax	-1554.40	146785.00	146615.00	-1384.40
Salary Saving Scheme	2772.08			2772.08
Security Deposite Contractor-	95759.90			95759.90
Security Deposite-Cashier	6078.00			6078.00
Security Deposite-Caterer	1500.00			1500.00
Bank Personal Loan	3966.00	340093.00	340099.00	3960.00
L.I.C.	-197.60			-197.60
	74002.88	2538673.00	2481401.00	131274.88

Asst. Charge
15-2-12

15/2

Asst. Charge
Sarojini Naidu College
for Women



<u>PARTICULARS</u>	Amount (Rs.)	<u>SCHEDULE 3</u>
<u>SALARY ACCOUNT</u>		140822.00
OPENING BALANCE ON 01.04.09		
ADD Salary Grant for TS & NTS Including arrear		31331903.00
Add:HRA refunded		9094.00
		<u>31481819.00</u>
Less: Salary paid to TS & NTS with arrear & leave salary		<u>32189259.00</u>
		-707440.00
Less: Transfer to salary advance A/C in SCH.-7		<u>707440.00</u>

Asraful Islam
15.2.12
Teacher in charge
Sarojini Naidu College
for Women

AS
15/2/12



SCHEDULE 4

<u>Fixed Assets as on 31.03.10</u>	Op.Bal.On. 01.04.09	Addition this year	Total Value this year	Rate of Dep.	Amount of Dep	Closing Bal. on.31.03.10
PARTICULARS						
Building	532369.00			5%	26618.00	505751.00
Library Books	68485.00			20%	13697.00	54788.00
Furniture Equipment And Apparatus	449914.00	11790.00	461704.00	20%	92341.00	369363.00
	<u>1050768.00</u>	<u>11790.00</u>	<u>461704.00</u>		<u>132656.00</u>	<u>929902.00</u>

M
15/12

Sarojini
15-2-12
Teacher-in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

<u>P.F. INVESTMENT as on 31.03.2010</u>	<u>SCHEDULE 5</u>			
<u>PARTCULERS</u>	Op. Bal. On. 01.04.09	Addition this year	Withdrawal this year	Closing Bal on 31.03.10
BOB A/c NO.14498	3436.61			3436.61
RBI P.F. Dep. A/C	9581977.14	2549035.00	2210798.00	9920214.14
UBI A/C NO (DUM DUM BRANCH)	303629.20			303629.20
Cash Certificate.	<u>6078.00</u>			<u>6078.00</u>
	<u>9895120.95</u>	2549035.00	2210798.00	<u>10233357.95</u>

Dr. S. K. Dasgupta
 15-2-12
 Teacher in Charge
 Sarojini Naidu College
 for Women

MB
 15/2



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

<u>Advance Account as on 31.03.2010</u>	<u>SCHEDULE 6</u>			
PARTCULERS	Op.Bal.On.	Addition	Recovery	Closing Bal.
	01.04.09	this year	this year	on 31.03.10
Puja Advance	39685.00	145000.00	140625.00	44060.00
		707440.00		
		(transferred from		
Salary Advance	153869.15	SCH-3)		861309.15
Sundry Advance	806533.18	1125696.00	1011785.00	920444.18
	1000087.33	1978736.00	1152410.00	1825813.33

Santhya
15-2-12

MP
15/2/12

Teacher in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

PROVIDENT FUND LOAN ACCOUNT AS ON 31.03.10

SCHEDULE 7

PARTICULARS	Op.Bal.On. 01.04.09	Addition this year	Recovery this year	Closing Bal. 31.03.10
Teaching Staff	3094916.00	87950.00	164440.00	3018426.00
Non-Teaching Staff	1115734.00	248000.00	978674.00	385060.00
	4210650.00	335950.00	1143114.00	3403486.00

Dr. Hojje
15-2-12

15/2/12
Teacher in Charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road Dum Dum, Kolkata - 700 028.

SCHEDULE - 8

CASH AT BANK BALANCE AS ON 31/03/2010

NAME OF THE FUND	NAME OF THE BANK	ACCOUNT NUMBER	CLOSING BALANCE AS ON 31/03/2009
CAPITAL FUND	BOB	14680	14131.50
CAU. MONEY FUND	UBI	1564	65980.99
DEVELOPMENT FUND	BOB	14479	151154.55
	UBI	10375	22000.98
	BOB	32250	187862.00
STAFF QUARTER RENT FUND	UBI	67873	121719.43
	BOB	32327	100.00
GENERAL FUND	UBI	606	430503.98
	BOB	1948	1073927.00
	SBI	102	1710.00
	SBI, NAGERBAZAR		1340.00
	SBI, SHYAMBAZAR		431.70
SALARY FUND	BOB	1946	2729830.00
GRANT FUND	UBI	311928	14050.25
	BOB	32326	3510450.50
UNION FUND	UBI	311936	7050.40
	BOB	32249	312330.00
AUDITORIUM FUND	UBI	359025	1041718.00
	BOB	32325	100.00
VOCATIONAL FUND	UBI	363898	30221.25
	BOB	32251	203734.00
			9920346.53

Dr. Chatterjee
15-2-12

Teacher-in-charge
Sarojini Naidu College
for Women

M/V
15/2



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

C.U.ACCOUNT	SCHEDULE 9			
PARTCULERS	Op. Bal. On 01.04.09	Addition this year(+)	Paid this year(-)	Closing Bal on 31.03.10
CU Examination Fees	-14804.00	546545.00	422588.00	109153.00
CU Regiustration Fees	-9030.00	85910.00	55303.00	21577.00
CU Form Fees	3950.00	33465.00	14820.00	22595.00
CU Sports Fees	99940.00	44310.00	22000.00	122250.00
CU Migration Fees	100.00			100.00
Zonal Centre Fees	-2988.50			-2988.50
CU Centre Fees	13960.00	53670.00	39420.00	28210.00
CU Certificate Fees	7455.00	24270.00	1080.00	30645.00
CU Centre Grant & Others	116900.00	137210.00	137252.75	116857.25
CU Practical Exa.Fees	335777.00	81645.00	78900.00	338522.00
CU Late Fine Fees	510.00			510.00
Review Charges	1970.00	31365.00		33335.00
	553739.50	1038390.00	771363.75	820373.75

Dr. Hajira
15-2-12

Teacher in charge
Sarojini Naidu College
for Women

MB
15/2



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 28

SCHEDULE - 10

LIST OF INTEREST AS ON 31/03/10BANK OF BARADA

	<u>Account No.</u>	<u>Amount</u>	<u>Total</u>
Vocational Fund	32251	21943.00	
Development fund	32250	35241.00	
Grant Fund	32326	44458.00	
Union Fund	32249	<u>6156.00</u>	107798.00
<u>UBI</u>			
Staff Qua. Rent fund	67873	2129.00	
Development fund	10375	396.00	
Union Fund	311936	126.00	
Vocational Fund	363898	529.00	
Grant Fund	11928	<u>246.00</u>	<u>3426.00</u>
		Rs.	<u>111224.00</u>

Dr. Hoque
15-2-12

Teacher in Charge
Sarojini Naidu College
for Women

H/P
15/2



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

SCHEDULE-11

SALARY FUND A/C. NO. 1946 (00390200000131)

BANK RECONCILIATION STATEMENT AS ON 31/03/2010

Balance as per Bank Book as on 31.03.2010	4,461,914.00
Less: Casting mistake on 31.03.10 CB folio No.139	54000.00
Less: Casting mistake	247776.60
Less: Posted on 17.11.09. In CB folio No.82 but not C/F to page No.86 At Bank column (Salary fund Rs.1200,000.00/-)	1200000.00
Less: Cash book total of Rs.2318740/- on 01.08.09 at Bank column (Salary fund) CB folio No.45 & C/F to CB folio No.46 Dt.03.08.10 Rs.2055308.00/-(Difference of Rs.263432/-)	263432.00
	<u>1,765,208.60</u>
	2,696,705.40
Add: As per bank statement deposite Rs.33125/-on 21.08.09 account No.1946 but Cash book deposite in account No.1948 at Bank Colum CB folio No.52	33,125.00
	<u>2,729,830.40</u>
Derived Balance as per Bank Book drawn by Auditor	
Add: Cheques issued on 31.03.10. recorded in bank book but not recorded in bank statement (SDD CO-OP)	12,758.00
Add: Cheque issued on 31.03.10. Che.No.921045 recorded in bank book but not recorded in Bank statement as on 31.03.10.	14,449.10
Add: Cheque issued on 31.03.10. Che.No.921046 recorded in bank book but not recorded in Bank statement as on 31.03.10.	14,100.00
Add: Cheque issued on 31.03.10. Che.No.921047 recorded in bank book but not recorded in Bank statement as on 31.03.10.	460.00
Add: Cheque issued on 31.03.10. Che.No.921044 recorded in bank book but not recorded in Bank statement as on 31.03.10.	296177.00
Add: Cheque issued on 31.03.10. Che.No.921032-921036 recorded in bank book but not recorded in Bank statement as on 31.03.10.	15487.00
Add: Cheque issued on 31.03.10. Che.No.921027-921028 recorded in bank book but not recorded in Bank statement as on 31.03.10.	295155.00
Add: Cheque issued on 31.03.10. Che.No.921024-921026 recorded in bank book but not recorded in Bank statement as on 31.03.10.	91309.00
Add: Cheques issued on 31.03.2010 recorded in cash book but not redorded in bank statement as on 31.03.10 as per statement enclosed	1528874.00
	<u>2,268,769.10</u>
	4,998,599.50

Asst. Ho
15-2-12
Sarojini Naidu College
for Women
Dum Dum, Kolkata



Less: Bank charges recorded in bank statement but not recorded in bank book as on 31.03.10

3637.00

4994962.50

Less: Wrongly C/F of closing Balance by Rs.4728779 /- on 29.11.08
To the opening on 01.12.08 CB folio 77 (Though payment made on 29.11.08 Under salary head Rs.1468873.00)

1468873.00

Less: Wrongly posted in Bank book A/C 1946 but (Deposited in General fund as per Bank statement on 05.12.08 CB folio No. 81)

399,291.00

Less: Cash withdrawn by Cheque no.913634 wrongly Debited in account no.1948 in lieu of account no.1946

100000.00

Less: Difference in closing balance as on 31.03.07. vid Cb.folio no.123
(Deposite in bank book Rs.2500264/-but recorded in bank statement Rs.2460264/-)

40000.00

Less: Following cheques issued and cleared on 03.07.08 as per Bank statement but not recorded in Bank book(S.D.D.Co-op)

Cheque No.	Amount	
6290	1,400.00	
6289	1,400.00	
6288	1,906.00	
6287	1,760.00	
6286	1,744.00	
6285	<u>2,633.00</u>	10,843.00

Less: Following cheque recorded in bank statement but not recorded as on 31.03.08

20.04.07	Lone recovery	4,104.00	
04.05.07	C.E.S.C. -	11,502.00	
10.05.07	Lone recovery	4,152.00	
04.06.07	E.M.I.(Personal)	9,914.00	
08.09.07	Personal lone	12,914.00	
20.09.07	Kanai Das	3,700.00	
01.10.07	Swapan Chakarbarty	3,000.00	
10.11.07	Personal lone	9,303.00	
25.11.07	Personal lone	6,452.00	
6.12.07	Personal lone	10,558.00	
6.01.08	Personal lone	10,558.00	
12.02.08	Personal lone	12,316.00	
12.03.08	Personal lone	2,897.00	
12.03.08	Personal lone	<u>9,419.00</u>	110,789.00

Less: Excess Deposite at salary fund of Rs.600000 /- on 17.12.08 CB folio No.81

600000.00

2729796.00

2265166.50

Dr. Hoque
15-2-12
Sardar Sarojini College
Patna



Add: Transfer from A/C No. 1948 on 08.12.08 recorded in Bank statement But not recorded in Bank book	200,000.00	
Add: Transfer from A/C No. 1948 on 08.05.08 recorded in Bank statement But not recorded in Bank book	7,000.00	
Add: Transfer from account no 1948 on 21.08.07. recorded in bank statement but not recorded in cash book	50000.00	
Add, Following cheques issued from account no. 322501 but debited in account 1946 (salary fund) CB folio no. 24 Dt. 04.06.07		
Indranil Chakarbartary Ch. no. 684877	2,000.00	
Lipaka Karar Ch. no. 684878	2,000.00	
Madhurima Ch. no. 684879	3,000.00	
orindrila Chakarbartary 684880	<u>2,000.00</u>	9000.00
Add. Dr. E.N.T. D.T. 10-0 recorded in bank statement but not recorded in cash book	12408.00	
Add Wrongly debited in account no. 1946 on 1.03.08 Cb. folio no. 117	10000.00	<u>288408.00</u>
		2553574.50
Add: Difference		<u>550271.60</u>
Balance as per Bank statement as on 31.03.2010	Rs.	<u>3103846.10</u>

Handwritten signature
15-2-12
Sarojita Chakrabarty
Chartered Accountant



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

350

SCHEDULE-11

GENERAL FUND A/C. NO. 1948 (00390200000133)

BANK RECONCILIATION STATEMENT AS ON 31/03/2010

Balance as per Bank Book as on 31.03.2010		1,107,052 00
Less Wrongly posting in accounting No.1948 CB folio No.52 Dt.2108.09		33125.00
Derived Balance as per Bank Book drawn by Auditor		1073927 00
Less: Bank charges recorded in Bank statement but not recorded in bank Book as on 31.03.10		1990.00
		1071937 00
Add: Cheques issued on 31.03.10 account Subsidy, recorded in Bank book But not recirded in bank statement as on 31.03.10		114950.00
		1186887.00
Add. wrongely posted in Bank book (Salary Fund) but it posting in general fund A/C 1948 as per bank statement on 05.12.08 CB folio No.81	399291.00	
Add. Expances wrongely posted or daveted on 07.01.2008 CB folio no.92	4000.00	
Add. Expances wrongely posted or daveted on 01.10.2007 twice on 30.09.2007 and on Oct.07 instead of once (CB folio 63)	174519.00	
Add. Cheque no.913634 Dt.18.09.07. Cash drawn from bank vide account no.1946 wrongly dabeted in bank calum in cash book account no.1948 as per Cb folio no. 65 dt.01.10.2007. (As per bank statement date 20.09.07)	100000.00	
Add, Cash deposited in bank statement on different days directly but not racoeded the same bank book as follows		
<hr/>		
08.09.07 Rs. 61,400.00		
08.09.07 Rs. 29,600.00		
25.10.07 Rs. 1,200.00		
28.10.07 Rs. 1,200.00		
26.11.07 Rs. 48,000.00		
13.12.07 Rs. 3,600.00		
14.12.07 Rs. 15,600.00		
26.03.08 Rs. 1,505.00		
	162,105.00	
		162105 00 839,915 00
		2026802 00

Dr. Hojia
15-2-12
Chartered Accountant
Sarojini Naidu College
Kolkata

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15/2



24

Less: Transfer to A/C no. 1946 on 08.12.08 recorded in bank statement but not recorded in Bank book	200000.00	
Less: Transfer to A/C no. 1946 on 08.05.08 recorded in bank statement but not recorded in Bank book	7000.00	
Less: Casting mistake on 30.09.08 CB folio No. 64 in Bank colum of general fund A/C 1948.(Expense)	5000.00	
<hr/>		
Less: Transfer from account no. 1948 to different account racorded in bank statement butnot racorded in cash book at bank colum as on 31.03.08 as folows		
21.08.07. Transfer to account no.610390200000131(35000+15000)	50000.00	
16.11.07 Transfer to account no.32248	35850.00	
09.01.08 Transfer to account no. 390100010189	112600.00	198450.00
Less.Cash book folio no.3	4269.00	
Less.Cash book folio no.10 Dt.24.04.07	1215.00	
Less.Cash book folio no.21 Dt.2105.07	7991.00	
Less.Cash book folio no.62 excess deposite in Cr. side	10000.00	
Less Cash book folio no.96 Dt.11.01.08	8440.00	31915.00
	<hr/>	
Less: Custing mistake on 31.03.08 Cash book folio No.129	400.00	442765.00
		<hr/>
		1584037.00
less. Cheque issued or transfer recorded in bank statement but not recorded in cash book including bank charges(i.e.openin defrance in previous year buy un explained)		493938.50
		<hr/>
Balance as per Bank statement as on 31.03.2010	Rs.	1090098.50

Biswajit
 15-2-12
 Sarojini College
 for Women



LIST OF BANK CHARGES AS ON 31/03/2010
BANK OF BARADA

General fund A/C No.1948

<u>Date</u>	<u>Amount</u>	<u>Total Amount</u>
27.04.09	138.00	
30.04.09	221.00	
14.05.09	331.00	
31.10.09	221.00	
19.02.10	275.00	
23.02.10	56.00	
11.03.10	224.00	
12.03.10	275.00	
30.03.10	165.00	
31.03.10	<u>84.00</u>	1990.00

Salary fund A/C No.1946

30.04.09	138.00	
30.04.09	221.00	
14.05.09	441.00	
27.06.09	138.00	
09.07.09	138.00	
19.08.09	825.00	
31.10.09	221.00	
06.11.09	138.00	
14.11.09	138.00	
17.12.09	138.00	
18.12.09	138.00	
15.01.10	688.00	
12.03.10	<u>275.00</u>	<u>3637.00</u>
		5627.00

Dr. Hojra
15-2-12
Chartered Accountant
Sarojini Naidu College
for Women



Balance B/F

5627.00

BANK OF BARADAAccount No.Amount

Vocational Fund	32251	112.00	
Devolpment Fund	32250	112.00	
Grant Fund	32326	112.00	
Union Fund	32249	112.00	448.00
		Rs.	<u>6075.00</u>
As per Ladger		Rs.	<u>1766.00</u>
Total Bank Charges 2009-2010		Rs.	<u>7841.00</u>

AM
15/2

Dr. Anjali
15-2-12
Teaching Staff
Sarojini Nandan College
for Women



Sarojini Naidu College For Women

30, BESSORE ROAD (DUM DUM), KOLKATA - 700 028

ANNUAL REPORT FOR THE YEAR ENDED 31st MARCH, 2011

ASHLEY ISLAND & CO.
Chartered Accountants

1, Pemonte Street,
Kolkata - 700 014.
Ph : (033) 22172002

Auditor's Report

We have examined the attached balance sheet as at 31st March 2011 of Sarojini Naidu College for Women at 30, Jessore Road, Dum Dum, Kolkata-700028 together with Receipt and Payment and Income and Expenditure Account for the year ended as on that date.

These Financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statement based on our audit. We conducted the audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

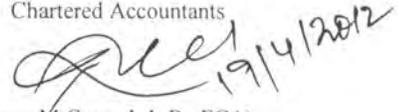
We further report that :

- A) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.
- B) The Balance Sheet and Income & Expenditure Account dealt with the report are in agreement with the books of accounts.
- C) In our opinion and to the best of our information and according to the explanations given to us, the statements exhibit true and fair view subject to the followings observations.
- a) The physical verification of books lying in the library under audit have not been done.
- b) Assets and liabilities as shown in the Balance Sheet are mostly fictitious and brought forward over the years needed write off by taking Governing body's resolution.
- c) Reconciliation of P.F is not done for a year from the Individual P.F. Account kept in the ledger maintained by the college with the pass book maintained by the Pay & Accounts separately for the college. It is reported that interest element have not been accounted for timely by the Pay and Accounts in comparison to College may cause differences.
- d) The terminology used as adjustment in preparation of bank reconciliation statement to reconcile the balance as on 31/03/2011 as per bank book maintained by the college and bank statement issued by the concerned bank are also our qualification on the accounts under review. To prepare the bank reconciliation statement of different banks dealt by the college have also not prepared by the auditee concern.
- e) Balance confirmation from the bank in respect of the following accounts received on 09/08/2011 by the college, the very date of closing the same which was beyond of 31/03/2011 considered as balance of 31st March '11 in which Current Account no. 1564 and 606 lying with UBI, Dum Dum Br. showed amounting to Rs.21048.49 and Rs.32477.48 respectively in comparison to balance on 31/03/2010 and earlier years too to Rs.65980.99 and Rs.430503.98 on the same account due to the absence of Bank Statement or pass book at that past period. The difference of Rs.44932.50 and Rs.398026.50 are either expenses or fund transfer which have not been recorded in books of account spread over the years.
- f) The Roll strength, fees structure and subject taught accompanied by the staff pattern are categorised as Teaching and Non-teaching also incorporated as additional information with the report.
- g) i) In the case of Balance Sheet, of the state of affairs of the college as at 31st March, 2011.
ii) In the case of Income & Expenditure Account, of the Surplus for the year ended as on that date.

Place: Kolkata

Dated: 06/04/2012

For M/s Asraful Islam & Co.
Chartered Accountants


(A. Islam, M.Com., L.L.B., FCA)
Proprietor



B/F

37,844,670.42

SHAMPA MONDAL P.F.
Balance as per last account

19,689.00

GSLI PAYABLE
Balance as per last account

20.00

PERSONAL LOAN
Balance as per last account

8,235.00

Audit fees payable for 2007-11
Accounting Charges for 2007-11

20,000.00
60,000.00

Loan (NSOU) this year
Balance as per last account

150,000.00

Less : Squared up with advance a/c.

150,000.00

Nil

Rs.

37,952,614.42

Rs.

37,952,614.42

Dated = 06.04.2012
Place : 1, Pementle Street
Kolkata - 700 016

Sudhansu
18.4.12

Teacher-in-charge
Sarojini Naidu College
for Women

Smt. Jyoti

Bursar
Sarojini Naidu College
for Women



For ASRAFUL ISLAM & CO.
Chartered Accountant

Reena
19/4/2012

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2011

EXPENDITURE	Schedule	Amount (Rs)	INCOME	Schedule	Amount (Rs)
To Tuition fees refund		1,695.00	By Tuition Fees		1,035,015.00
" Pol. Sc. Running expenses		500.00	" Maintenance fees		341,470.00
" Travelling Expenses		64,906.00	" Session Charges		1,223,000.00
" Botany Running Expenses		34,869.00	" Fine		12,650.00
" Chemistry Running Expenses		91,049.00	" Admission Fees		67,760.00
" Physics Running Expenses		7,100.00	" Vocational Fees		96,780.00
" Printing & Stationary		108,536.00	" Identity Card Fees		20,730.00
" Telephone Charges		6,223.00	" Misc. Income		429,896.00
" Vocational Expenses		18,400.00	" Library fees		20,740.00
" Advertisement		22,358.00	" State University Ext. Remuneration		650.00
" Library Books		67.00	" Interest on Savings Bank Deposits		249,364.70
" Electric Charges		332,735.00	" Royalty		51,450.00
" Municipal Taxes		30,490.00	" Casual Fees		35,700.00
" Zoology Running Expenses		42,979.00	" Transfer Certificate fees		520.00
" Maintenance Fees		81,329.00	" Naac Fees		41,820.00
" Repairs & Maintenance		326,107.50	" Scholar ship		3,000.00
" Casual Fees		32,700.00	" Travelling Charges		11,640.00
" Seminar		500.00	" ENVIS Remuneration		2,717.00
" Subsidy Account (2169272 - 540000)		1,629,272.00	" Practical fees		506,510.00
" Medical Expenses		600.00			
" Allowances		10,030.00			
" Education excursion		12,000.00			
" Sesion Charges Refund		26,500.00			
" Security Expenses		52,800.00			
" Professional service charges		1,542.00			
" Interview		5,342.00			
" Contingency		108,535.00			
" Practical fees refund		30,459.00			
" Mathematics running expenses		3,665.00			
" Naac fees refund		420.00			
" ENVIS Redmuneration		13,661.00			
		3,097,369.50			4,151,412.70



EXPENDITURE		Schedule	Amount (Rs)	INCOME		Schedule	Amount (Rs)
	B/F		3,097,369.50		B/F		4,151,412.70
To	Audit Fees						
"	Accounting Charges		14,500.00				
"	Puja Exgratia		15,000.00				
"	Puja Bonus		24,000.00				
"	Bank Charges		24,000.00				
"	Anthropology Running Expenses		13,864.00				
"	Library & Other Contingency		1,500.00				
"	WBCUTA		11,681.00				
"	Depreciation		1,000.00				
"	Interim Relief		112,119.00				
"	Audit Fees including other charges		34,316.00				
"	Admission Fees Refund		5,000.00				
"	Farewell Expenses		825.00				
"	Vocational fees refund		9,250.00				
"			206,109.00				
"	Library fees refund		210.00				
"	Fine refund		10.00				
"	Misc.Expenses		192,658.00				
"	Surplus		388,001.20				
			<u>4,151,412.70</u>				<u>4,151,412.70</u>

Rs.

4,151,412.70

Rs. 4,151,412.70

Dated = 06.04.2012
Place : 1, Pementle Street
Kolkata - 700 016

Suathoria
18.4.12

Teacher-in-charge
Sarojini Naidu College
for Women

Sarajini Naidu
Bursar
Sarajini Naidu College
for Women



For ASRAFUL ISLAM & CO.
Chartered Accountant

A. Islam
19/4/12
(A. ISLAM, M.COM. LLB. FCA)
Proprietor

(6)

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2011

<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
OPENING BANK BALANCE	9,920,346.53	Tution Fees Refund	1,695.00
CASH IN HAND	4,737.00	Admission Fees Refund	375.00
Tution Fees	1,035,015.00	Development fees refund	390.00
Development fees	393,315.00	Vocational fees	18,400.00
Vocational fees	96,780.00	Library fees	220.00
Admission fees	67,760.00	Fine refund	10.00
Library fees	20740.00	Seminer	500.00
✶ Fine	12,650.00	Practical Fees refund	30,459.00
✶ Practical Fees	506,510.00	Bonus	1,000.00
University Centre Fees	30,840.00	Pol. Sc. Running expenses	500.00
University Form Fees	20,510.00	University Centre Fees	63,695.00
University Exam. Fees	267,690.00	University Form Fees	10,140.00
University Prac. Exam. Fees	133,850.00	University Exam. Fees	476,385.00
University Prac. Exam.	17,785.00	University Prac. Exam. Fees	121,327.00
Casual Fees	35,700.00	Casual Fees	32,700.00
Session Charges	1,223,000.00	Session Charges	26,500.00
Laboratory Fees	7,290.00	Library Book	67.00
Bulding Fees	243,950.00	Building Fees refund	2,450.00
Cauton Money	31,120.00	Cauton Money refund	100.00
Identitty Card Fees	20,730.00	Identitty Card Fees	210.00
✶ Maintenance Fees	341,470.00	Maintenance Fees	81,329.00
Page total	Rs. <u>14,431,788.53</u>	Page total	Rs. <u>868,452.00</u>



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
Naac Fees	41,820.00	Naac Fees	420.00
University Certificate Fees	27,150.00	University Certificate Fees	11,310.00
University Registration Fees	81,470.00	University Registration Fees	103,881.00
University Sports Fees	41,820.00	University Sports Fees	420.00
Arrear Salary	1,570,548.00	Interview	5,342.00
Arrear Salary	360,520.00	S. D. D. Co.Op. Society Ltd.	126,188.00
State University Ext. Rem.	650.00	Misc. Expenses	192,658.00
S. D. D. Co.Op. Society Ltd.	126,188.00	UGC XIth Plan exp.	689,611.00
Scholarship	3,000.00	Leave Encashment	667,305.00
Misc. Income	429,896.00	Contingency	108,535.40
UGC XIth Plan	2,485,000.00	Interim Relief	34,316.00
Pay Packet	37,405,605.00	Travelling Exp.	64,906.00
Leave Encashment	668,105.00	Botany running exp.	34,869.00
Royalty	51,450.00	Zoology running exp.	42,979.00
T. C. Fees	520.00	Chemistry running exp.	91,049.00
Advance A/c.	326,338.00	Physics running exp.	7,100.00
House Rent Refund (Teachine)	20,626.00	Anthropology running exp.	1,500.00
Vocational A/c.	16,200.00	Security Service	52,800.00
Income Tax	2,457,122.00	Advance A/c.	477,681.00
Salary Savings	196,091.80	Educational Excursion	12,000.00
Professional Tax	139,910.00	Repairs & Maintenance	326,107.50
Group Insurance	62,777.00	Municipal Tax	30,490.00
Bank Personal Loan	199,022.00	Electrical Charges	332,735.00
Arrear P. F. (Teaching)	91,980.00	Printing & Stationary	108,536.00
Page total	Rs. <u>46,803,808.80</u>	Page total	Rs. <u>3,522,738.90</u>



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
Areaar Profession Tax (Teaching)	920.00	Advertisement	22,358.00
P. F. Deduction (Teaching)	2,260,298.00	Subsidy A/c.	2,169,272.00
P. F. Deduction (Non-Teaching)	1,204,700.00	Areaar D.A.	176,796.00
P. F. Loan (Teaching & Non-Tea	273,480.00	Telephone Charges	6,223.00
Puja Advance	160,925.00	Basic Pay (Teaching)	22,246,475.00
P. F. Deposit to RBI	4,679,472.00	Dearness Allowance (Teaching)	6,480,102.00
E N V B Remuneration	2,717.00	House Rent (Teaching)	2,238,220.00
University Contingency	248,630.00	Admission Charges	450.00
Minor Research Project	118,000.00	Medical Allowance (Teaching)	144,600.00
Review	45,870.00	Dearness Pay (Teaching)	32,439.00
Bank Interest	249,364.70	Adhoc Pay (Teaching)	57,000.00
Travelling Exp. Refund	11,640.00	Basic Pay (Non-teaching)	4,722,240.00
Subsidy A/c.	540,000.00	Dearness Allowance (Non-tea)	1,341,897.00
Basic Pay Refund	4,326.00	House Rent Allowance (Non-tea)	588,073.00
		Medical Allow. (Non-teaching)	110,400.00
		Vocational A/c.	206,109.00
		Income Tax paid	2,845,007.00
		Salary Savings	196,090.60
		Mathematics running exp.	3,665.00
		Audit fees	14,500.00
		Professional Tax	155,584.00
		Medical Charges	600.00
		Group Insurance	51,122.00
		Bank personal loan	197,949.00
		P.F. Loan (Teaching)	92,000.00
		P. F. loan (NTS)	201,000.00
Page total	Rs. <u>9,800,342.70</u>	Page total	Rs. <u>44,300,171.60</u>



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
		Puja Advance	137,200.00
		P. F. deposit to RBI	5,515,571.00
		Fairwell	9,250.00
		University Prac. Exam.	25,845.00
		E N V S Remuneration	13,661.00
		Allowances	10,030.00
		Library Contingency	11,461.00
		P. F. Final payment	859,702.00
		Bank charges	13,864.00
		Professional Service charges	1,542.00
		Furniture	10,000.00
		University Contingency	121,500.00
		Arear House Rent	2,000.00
		Review A/c.	45,730.00
		Arear Salary (Teaching)	1,895,251.00
		Puja Bonus	23,000.00
		W B C U T A	1,000.00
		Puja Exgratia	24,000.00
		<u>CLOSING BALANCE AS</u>	
		<u>ON 31.03.11</u>	
		Cash in hand	3,047.00
		Cash at bank	13,620,923.53
Page total	Rs. _____	Page total	Rs. _____
Grand total	Rs. <u>71,035,940.03</u>	Grand total	Rs. <u>22,344,577.53</u>
		Grand total	Rs. <u>71,035,940.03</u>

Anil K. Singh
 18/4/12
 Teacher-in-charge
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

Miscellaneous Fund attached to & forming part of balance sheet as at 31.03.2011

SCHEDULE 1

PARTICULARS	Op.Bal.On. 01.04.10	Recd.This year(+)	Paid This Year(-)	Closing Bal.on 31.03.11
Caution Money Fund	599,329.49	31,120.00	100.00	630,349.49
Common Room Fund	(26,597.53)			(26,597.53)
Development Fund	1,900,886.84	393,315.00	390.00	2,293,811.84
Games Fund	173,201.66			173,201.66
Hostel Fund	21,293.05			21,293.05
Magazine Fund	(43,332.52)			(43,332.52)
Student Aid Fund	(1,450.76)			(1,450.76)
Student Health Home	(1,752.00)			(1,752.00)
Union Fund	888,315.87			888,315.87
Special development Fund	888,850.00			888,850.00
Library Deposite Fees	107,160.00			107,160.00
Auditorium Fund	757,435.00			757,435.00
Laboratory Caution Fees	9,450.00	7,290.00		16,740.00
Provident Fund	14,685,594.68	3,464,998.00	859,702.00	17,290,890.68
UGC XI plan	1,444,358.00	2,485,000.00	689,611.00	3,239,747.00
UGC grant	648,484.00			648,484.00
Building Fees		243,950.00	2,450.00	241,500.00
	22,051,225.78	6,625,673.00	1,552,253.00	27,124,645.78

Sundry Liabilities

SCHEDULE 2

	OP,BAL.ON 01.04.10	Recd.This year(+)	Paid This Year(-)	Closing Bal.on 31.03.11
Earned Money-Contractor	5,853.00			5,853.00
Income Tax	15,499.00	2,457,122.00	2,845,007.00	(372,386.00)
Group Insurance	1,434.90	62,777.00	51,122.00	13,089.90
Profession Tax	(1,384.40)	139,910.00	155,584.00	(17,058.40)
Salary Saving Scheme	2,772.08	196,091.80	196,090.60	2,773.28
Security Deposite Contractor-	95,759.90			95,759.90
Security Deposite-Cashier	6,078.00			6,078.00
Security Deposite-Caterer	1,500.00			1,500.00
Bank Personal Loan	3,960.00	199,022.00	197,949.00	5,033.00
L.I.C.	(197.60)			(197.60)
Vocational Account		16,200.00		16,200.00
	131,274.88	3,071,122.80	3,445,752.60	(243,354.92)

Sarajin
18.4.12
Teacher in charge
Sarajini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

PARTICULARS	Amount (Rs.)	<u>SCHEDULE 3</u>
<u>SALARY ACCOUNT</u>		
OPENING BALANCE ON 01.04.10	Nil	Nil
ADD. Salary Grant for TS & NTS Including arrear & leave encashment & Arrear P.F.	40,102,004.00	
Add HRA refunded	<u>20,626.00</u>	<u>40,122,630.00</u>
		40,122,630.00
Less Salary paid to TS & NTS with arrear & leave salary		<u>40,702,798.00</u>
		(580,168.00)
Less Transfer to salary advance AC in Schedule - 6		<u>580,168.00</u>
		Nil

S. Chatterjee
 18.4.12
 • Teacher-in-charge
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

Fixed Assets as on 31.03.11

SCHEDULE 4

PARTICULARS	Op.Bal.On. 01.04.10	Addition this year	Total Value this year	Rate of Dep.	Amount of Dep	Closing Bal. on.31.03.11
Building	505,751.00		505,751.00	5%	25,288.00	480,463.00
Library Books	54,788.00		54,788.00	20%	10,958.00	43,830.00
Furniture Equipment And Apparatus	369,363.00	10,000.00	379,363.00	20%	75,873.00	303,490.00
	929,902.00	10,000.00	939,902.00		112,119.00	827,783.00

S. Chatterjee
 18.3.12
 Teacher-in-charge
 Sarojini Naidu College
 for Women



P. F. INVESTMENT AS ON 31/03/2011

SCHEDULE 5

PARTICULARS	Op.Bal.On. 01.04.10	Addition this year	Withdrawal this year	Closing Bal. on 31.03.11
BOB A/c NO.14498	3,436.61			3,436.61
RBI P.F. Dep. A/C	9,920,214.14	5,515,521.00	4,679,472.00	10,756,263.14
UBI A/C NO (DUM DUM BRANCH)	303,629.20			303,629.20
Cash Certificate.....	6,078.00			6,078.00
	10,233,357.95	5,515,521.00	4,679,472.00	11,069,406.95

Advance Account as on 31.03.2011

SCHEDULE 6

PARTICULARS	Op.Bal.On. 01.04.10	Addition this year	Recovery this year	Closing Bal. on 31.03.11
Puja Advance	44,060.00	137,200.00	160,925.00	20,335.00
Salary Advance	861,309.15	580,168.00		1,441,477.15
Bundry Advance	920,444.18	477,681.00	326,338.00 150,000.00	921,787.18
	1,825,813.33	1,195,049.00	637,263.00	2,383,599.33

PROVIDENT FUND LOAN ACCOUNT AS ON 31.03.11

SCHEDULE 7

PARTICULARS	Op.Bal.On. 01.04.10	Addition this year	Recovery this year	Closing Bal. 31.03.11
Teaching Staff	3,018,426.00	92,000.00	200,000.00	2,910,426.00
Non-Teaching Staff	385,060.00	201,000.00	73,480.00	512,580.00
	3,403,486.00	293,000.00	273,480.00	3,423,006.00

AUDITOR'S NOTE

Bundry Advance included an amount of Rs. 1,50,000/- made to NSOU on 31/8/2004 (CB-67) as evident in Bank Statement but the same had been recovered on 10/09/2008 reflected in Bank Statement on the same Bank without adjusting the advance account resulted inflated amount to that extent shown in the Sundry Advance. But College accounted for the recovery in the Loan account. Causing opening of new loan account and placed in the liabilities side of the Balance Sheet, now rectified.

Handwritten signature
19.12.12

Teacher-in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road Dum Dum, Kolkata - 700 028.

SCHEDULE - 8

CASH AT BANK BALANCE AS ON 31/03/2011

NAME OF THE FUND	NAME OF THE BANK	ACCOUNT NUMBER	CLOSING BALANCE
CAPITAL FUND	BOB	14680	14,131.50
CASH MONEY FUND	UBI	1564	65,980.99
DEVELOPMENT FUND	BOB	14479	151,154.55
	UBI	10375	23,579.98
	BOB	32250	1,573,395.00
STAFF QUARTER RENT FUND	UBI	67873	130,982.43
	BOB	32327	100.00
GENERAL FUND	UBI	606	430,503.98
	BOB	1948	1,572,948.50
	SBI	102	1,710.00
	SBI, NAGERBAZAR		1,340.00
	SBI, SHYAMBAZAR		431.70
SALARY FUND	BOB	1946	2,321,161.50
GRANT FUND	UBI	311928	15,029.25
	BOB	32326	5,489,445.50
UNION FUND	UBI	311936	7,487.40
	BOB	32249	363,151.00
AUDITORIUM FUND	UBI	359025	1,223,791.00
	BOB	32325	100.00
VOCATIONAL FUND	UBI	363898	32,445.25
	BOB	32251	202,054.00
			13,620,923.53

Dr. A. K. Jais
10.4.12

Teacher in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

C.U. ACCOUNT

SCHEDULE 9

PARTCULERS	Op.Bal.On. 01.04.10	Addition this year(+)	Paid this year(-)	Closing Bal. on 31.03.11
GU Examination Fees	109,153.00	267,690.00	476,485.80	(99,642.80)
GU Registration Fees	21,577.00	81,470.00	103,881.00	(834.00)
GU Form Fees	22,595.00	20,510.00	10,140.00	32,965.00
GU Sports Fees	122,250.00	41,820.00	420.00	163,650.00
GU Migration Fees	100.00			100.00
Zonal Centre Fees	(3,380.50)	50.40		(3,330.10)
GU Centre Fees	28,210.00	30,840.00	63,695.00	(4,645.00)
GU Certificate Fees	30,645.00	27,150.00	11,310.00	46,485.00
GU Centre Grant & Others	116,857.25			116,857.25
GU Practical Exa.Fees	338,522.00	151,635.00	147,172.00	342,985.00
GU Late Fine Fees	510.00			510.00
Review Charges	33,335.00	45,870.00	45,730.00	33,475.00
University Contingency		248,630.00	121,500.00	127,130.00
	820,373.75	915,665.40	980,333.80	755,705.35

Dr. S. K. Majumdar

18.4.12

Teacher in charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 28

SCHEDULE - 10

LIST OF INTEREST AS ON 31/03/11

BANK OF BARADA

	<u>Account No.</u>	<u>Amount</u>	<u>Total</u>
Vocational Fund	32251	13,745.00	
Development fund	32250	42,012.00	
Grant Fund	32326	136,240.00	
Union Fund	32249	<u>11,721.00</u>	203,718.00
<u>UBI (Various Fund)</u>			45,646.70
			<hr/>
		Rs.	<u>249,364.70</u>

S. K. Ghosh
 18.4.12
 Teacher-in-charge
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

SCHEDULE-11

SALARY FUND A/C. NO. 1946 (00390200000131)

BANK RECONCILIATION STATEMENT AS ON 31/03/2011

Balance as per Bank Book as on 31.03.2011	2,321,161.50
Less Bank charges recorded in bank statement but not recorded in bank book as on 31.03.11	<u>4,158.00</u>
	2,317,003.50

Add : Income Tax paid vide chq. No. 503363 dt. 31.03.11 CB Folio 152 recorded in bank book but not recorded in bank statement	364,349.00
Add : Professional Tax paid vide chq. No. 503364 dt. 31.03.11 CB Folio 152 recorded in bank book but not recorded in bank statement	12,640.00
Add : Salary Savings paid vide chq. No. 503365 dt. 31.03.11 CB Folio 152 recorded in bank book but not recorded in bank statement	15,396.20
Add : Group Insurance paid vide chq. No. 503366 dt. 31.03.11 CB Folio 152 recorded in bank book but not recorded in bank statement	360.00
Add : Following Chques issued to SDDM Co-op Ltd. On 31/03/11	

<u>Date</u>	<u>Chq. No.</u>	<u>Amount</u>	
31/03/11	503370	1,744.00	
31/03/11	503371	1,760.00	
31/03/11	503372	1,424.00	
31/03/11	503373	2,439.00	
31/03/11	503374	1,400.00	
31/03/11	503375	1,400.00	
31/03/11	503376	<u>2,067.00</u>	12,234.00

Add : Bank Loan paid vide chq. No. 500947 dt. 07.03.11 CB Folio 152 recorded in bank book but not recorded in bank statement	7,556.00
Add : Bank Loan BOI paid vide CB Folio 151 recorded in bank book but not recorded in bank statement	

<u>Date</u>	<u>Chq. No.</u>	<u>Amount</u>	
31/03/11	503367	7,556.00	
31/03/11	503368	2,222.00	
31/03/11	503369	<u>1,235.00</u>	11,013.00

Add , Chq. Issued on 31/03/11 A/c. Salary for the month of March, 11 paid to teaching & non-teaching staff recorded in bank book but not recorded in bank statement as on 31/03/11	<u>2,136,507.00</u>	2,560,055.20
		<u>4,877,058.70</u>



Less: Wrongly C/F of closing Balance by Rs.4728779 /- on 29.11.08 To the opening on 01.12.08 CB folio 77 (Though payment made on 29.11.08 Under salary head Rs.1468873.00)	1,468,873.00
Less: Wrongly posted in Bank book A/C 1946 but (Deposited in Genaral fund as per Bank statement on 05.12.08 CB folio No. 81)	399,291.00
Less: Cash withdrawl by Cheque no.913634 wrongly Debited in account no.1948 in liue of account no.1946	100,000.00
Less: Difference in closing balance as on 31.03.07. vid Cb.folio no.123 (Deposite in bank book Rs.2500264/-but recorded in bank statement Rs.2460264/-)	40,000.00
Less: Following cheques issued and cleared on 03.07.08 as per Bank statement but not recorded in Bank book(S.D.D.Co-op)	

Cheque No.	Amount	
6290	1,400.00	
6289	1,400.00	
6288	1,906.00	
6287	1,760.00	
6286	1,744.00	
6285	<u>2,633.00</u>	10,843.00

Less: Folowing cheque recorded in bank statement but not recorded as
on 31.03.08

20.04.07	Lone recivry	4,104.00	
04.05.07	C.E.S.C.	11,502.00	
10.05.07	Lone recivry	4,152.00	
04.06.07	E.M.I.(Personal)	9,914.00	
08.09.07	Personal lone	12,914.00	
20.09.07	Kanai Das	3,700.00	
01.10.07	Swapan Chakarbarty	3,000.00	
10.11.07	Personal lone	9,303.00	
25.11.07	Personal lone	6,452.00	
06.12.07	Personal lone	10,558.00	
06.01.08	Personal lone	10,558.00	
12.02.08	Personal lone	12,316.00	
12.03.08	Personal lone	2,897.00	
12.03.08	Personal lone	<u>9,419.00</u>	110,789.00

Less Excess Deposite at salary fund of Rs.600000 /- on 17.12.08 CB folio No.1	600,000.00	<u>2,729,796.00</u>
		2,147,262.70



Add: Transfer from A/C No. 1948 on 08.12.08 recorded in Bank statement But not recorded in Bank book	200,000.00	
Add: Transfer from A/C No. 1948 on 08.05.08 recorded in Bank statement But not recorded in Bank book	7,000.00	
Add. Transfer from account no 1948 on 21.08.07. recorded in bank statement but not recorded in cash book	50,000.00	
Add. Following cheques issued from account no.322501 but debited in account 1946 (salary fund) CB folio no.24 Dt.04.06.07		
Indranil Chakarbarty Ch.no.684877	2,000.00	
Lipaka Karar Ch.no.684878	2,000.00	
Madhurima Ch.no.684879	3,000.00	
orindrila Chakarbarty 684880	<u>2,000.00</u>	9,000.00
Add. Dr. E.N.T. D.T. 10-0 recorded in bank statement but not recorded in cash book	12,408.00	
Add. Wrongly debited in account no. 1946 on 1.03.08 Cb. folio no. 117	10,000.00	288,408.00
		2,435,670.70
Add : Cheque issued or transfer recordet in bank statement but not recordet in cash book including bank charges(i.e. openin deferance in previous year buy un explained)		453,115.60
Balance as per Bank statement as on 31.03.2011		<u><u>2,888,786.30</u></u>

S. Malhotra
19.4.12
Teacher-in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

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SCHEDULE-11

GENERAL FUND A/C. NO. 1948 (00390200000133)

BANK RECONCILIATION STATEMENT AS ON 31/03/2011

Balance as per Bank Book as on 31.03.2011		1,572,948.50	
Less: Bank charges recorded in Bank statement but not recorded in bank Book as on 31.03.11			3,880.00
Less: Cash withdrawal vide chq.no. 923739 dt. 13.05.10 recorded in bank statement but not recorded in bank book	330.00	1,569,068.50	
Less: Electric charges paid to CESC vide chq. No/ 018250 dt. 31.03.11 recorded in bank statement but not recorded in bank book	12,840.00		
Less: As per bank statement recorded Rs. 14650/- vide chq. No. 021575 dt. 09.04.10 paid to CESC CB Folio No. 3 but cash book recorded Rs. 14390/- vide chq. No. 021575 dt. 29.03.10 short entry in cash book of Rs. 260/-	260.00		
Less: as per bank statement of Rs. 9020/- vide chq. No. 013237 dt. 03.1.11 bank statement dt. 8.03.11 but cash book recorded Rs. 8860/- vide chq. No. 013237 paid to CESC short entry in cash book of Rs. 160/-	160.00	13,590.00	
Add: Chq. Issued on 31.03.11 recorded in bank book but not recorded in bank statement as on 31.03.11			115,500.00
Add: wrongly posted in Bank book (Salary Fund) but it posting in general fund A/C 1948 as per bank statement on 05.12.08 CB folio No.81	399,291.00		1,670,978.50
Add: Expances wrongly posted or davedet on 07.01.2008 CB folio no.92	4,000.00		
Add: Expances wrongly posted or davedet on 01.10.2007 twice on 30.09.2007 and on Oct.07 instead of once (CB folio 63)	174,519.00		
Add: Cheque no.913634 Dt.18.09.07.Cash drawn from bank vide account no.1946 wrongly dabeted in bank calum in cash book account no.1948 as per Cb folio no. 65 dt.01.10.2007.(As per bank statement date 20.09.07)		100,000.00	
Add: Cash deposited in bank statement on different days directly but not recorded the same bank book as follows			
08.09.07 Rs. 61,400.00			
08.09.07 Rs. 29,600.00			
26.10.07 Rs. 1,200.00			
26.10.07 Rs. 1,200.00			
26.11.07 Rs. 48,000.00			
13.12.07 Rs. 3,600.00			
14.12.07 Rs. 15,600.00			
28.03.08 Rs. 1,505.00			
	162,105.00		
		162,105.00	839,915.00
			2,510,893.50



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Less: Transfer to A/C no. 1946 on 08.12.08 recorded in bank statement but not recorded in Bank book		200,000.00	
Less: Transfer to A/C no. 1946 on 08.05.08 recorded in bank statement but not recorded in Bank book		7,000.00	
Less: Casting mistake on 30.09.08 CB folio No. 64 in Bank column of general fund A/C 1948. (Expense)		5,000.00	
Less: Transfer from account no. 1948 to different account recorded in bank statement but not recorded in cash book at bank column as on 31.03.08 as follows			
21.08.07. Transfer to account no. 610390200000131(35000+15000)	50,000.00		
16.11.07 Transfer to account no. 32248	35,850.00		
09.01.08 Transfer to account no. 390100010189	112,600.00	198,450.00	
Less: Cash book folio no. 3	4,269.00		
Less: Cash book folio no. 10 Dt. 24.04.07	1,215.00		
Less: Cash book folio no. 21 Dt. 21.05.07	7,991.00		
Less: Cash book folio no. 62 excess deposit in Cr. side	10,000.00		
Less: Cash book folio no. 96 Dt. 11.01.08	8,440.00	31,915.00	
Less: Casting mistake on 31.03.08 Cash book folio No. 129		400.00	442,765.00
			2,068,128.50
less: Cheque issued or transfer recorded in bank statement but not recorded in cash book including bank charges (i.e. opening balance in previous year but unexplained)			579,211.00
Balance as per Bank statement as on 31.03.2011		Rs.	1,488,917.50

S. Malhotra
 18.4.12
 Teacher-in-charge
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

SCHEDULE-11DEVELOPMENT FUND A/C. NO. 32250BANK RECONCILIATION STATEMENT AS ON 31/03/2011

Balance as per Bank Book as on 31.03.2011	738,082.00
Add : Wrongly B.F. of Rs. 4,39,171/- on 04.11.2009 vide CB Folio No. 77 in lieu of actual closing balance of Rs. 12,32,472/- vide CB Folio No.76 dt. 31.10.09 now is rectified.	793,301.00 <u>1,531,383.00</u>
Add : Interest recorded in pass book as on 31.03.11 but not recorded in cash book as on 31.03.11	<u>42,012.00</u>
Derived Balance drawn by auditor	1,573,395.00
Less : Bank Charges recorded in pass book but not recorded in cash book as on 31.03.11	168.00 <u>1,573,227.00</u>
Add : Difference	<u>11,420.00</u>
Balance as per pass book as on 31.03.11	<u>1,584,647.00</u>

S. S. Ghosh
18.4.12
Teacher in charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

VOCATIONAL FUND A/C. NO. 32251

SCHEDULE-11

BANK RECONCILIATION STATEMENT AS ON 31/03/2011

Balance as per Bank Book as on 31.03.2011	188,309.00
Add : Interest recorded in pass book as on 31.03.11 but not recorded in cash book as on 31.03.11	<u>13,745.00</u>
Derived Balance drawn by auditor.	202,054.00
Less : Bank Charges recorded in pass book but not recorded in cash book as on 31.03.11	<u>168.00</u>
	201,886.00
Add : Difference	<u>16,254.00</u>
Balance as per pass bokk as on 31.03.11	<u>218,140.00</u>

K. S. Chatterjee
18.3.11
 Teacher-in-charge
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN

30, Jessore Road, Dum Dum, Kolkata.

SCHEDULE-11

UNION FUND A/C. NO. 32249BANK RECONCILIATION STATEMENT AS ON 31/03/2011

Balance as per Bank Book as on 31.03.2011	351,430.00
Add : Interest recorded in pass book as on 31.03.11 but not recorded in cash book as on 31.03.11	<u>11,721.00</u>
Derived Balance drawn by auditor.	363,151.00
Less : Bank Charges recorded in pass book but not recorded in cash book as on 31.03.11	<u>168.00</u>
	362,983.00
Add : Difference	<u>13,096.00</u>
Balance as per pass bokk as on 31.03.11	<u>376,079.00</u>

Sushyia
18.03.11
Teacher-in-charge
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata-28

SCHEDULE 12

LIST OF BANK CHARGES AS ON 31/03/2011
BANK OF BARADA

<u>General fund A/C No.1940</u>			
<u>Date</u>	<u>Amount</u>		<u>Total Amount</u>
03.05.10	221.00		
14.05.10	138.00		
17.05.10	275.00		
22.05.10	252.00		
28.07.10	532.00		
28.07.10	252.00		
29.07.10	28.00		
30.07.10	688.00		
30.07.10	28.00		
31.07.10	28.00		
01.11.10	221.00		
24.11.10	688.00		
24.01.11	56.00		
21.02.11	28.00		
21.03.11	224.00		
28.03.11	221.00		
			3,880.00

S. S. Sanyal
 18.4.12
 Teacher-in-charge
 Sarojini Naidu College
 for Women



Salary fund A/C No.1946

22.04.10	138.00	
22.04.10	138.00	
24.04.10	460.00	
03.05.10	221.00	
14.05.10	138.00	
17.05.10	275.00	
24.06.10	688.00	
20.09.10	688.00	
23.11.10	688.00	
29.01.11	503.00	
26.03.11	221.00	
		<u>4,158.00</u>
		8,038.00

BANK OF BARADAAccount No.Amount

Vocational Fund	32251	168.00	
Devolpment Fund	32250	168.00	
Grant Fund	32326	251.00	
Union Fund	32249	<u>168.00</u>	<u>755.00</u>
			Rs. <u>8,793.00</u>
As per Ladger			Rs. <u>5,071.00</u>
			Rs. <u>13,864.00</u>

Smitojina
19.4.12

Teacher in charge
Sarojini Naidu College
for Women





Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028
Phone : 2559-2583, 2529-1985

Ref. No.

Date :

B.A HONS/GEN/MAJOR

2010-2011

	PART-1	PATR-II	PART-III
HONOURS	204	150	142
GENERAL	209	214	179
MAJOR	10	6	11
TOTAL	423	370	332

B.Sc HONS/GEN/MAJOR

2010-2011

	PART-1	PATR-II	PART-III
HONOURS	235	86	70
GENERAL	28	36	33
MAJOR	17	4	7
TOTAL	280	126	110

Shelly
15.2.12
Teacher-in-charge
Sarojini Naidu College
for Women





Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

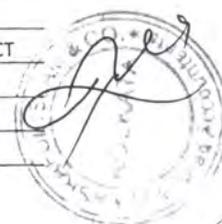
Handwritten:
15-2-12
Principal-in-charge
Sarojini Naidu College
for Women

Ref. No.

Date:

NON-TEACHING STAFF 2010-2011

SL NO	NAME	OFFICE	DESIGNATION
1	SRI DIPAK BHATTACHARYYA		HEAD CLERK
2	SRI ASIT KUMAR DAS		ACCOUNTANT
3	SRI ASHIMANANDA SEN		CASHIER
4	SRI KANAI LAL CHOWDHURY		CLERK
5	SMT. BULU CHAKLADAR		CLERK
6	SMT. MALA ROY CHOWDHURY		CLERK
7	SMT. SHYAMALI MAITRA		TYPIST
8	SRI KANAI DAS		OFFICE PEON
9	SRI SAJAL HALDAR		OFFICE PEON
ESTABLISHMENT			
1	SRI NABA KUMAR MUKHERJEE		ELECTRICIAN CUM CARE-TAKER
2	VACANT		CLERK
3	SRI JANKI RAVIDAS		SWEEPER
4	SRI PINAKI SAHA		SWEEPER
5	SRI ASOKE KAR		GUARD
6	SRI BIRENDRA NATH TANTI		GUARD
7	SRI AMAR KUNDU		GUARD
8	SRI SUSHANTA KR. MONDAL		GUARD
9	SRI RATAN KUMAR DAS		MALI
LIBRARY			
1	SMT.ATREYI CHOUDHURY		LIBRARIAN
2	SMT.SIPRA NANDY		LIBRARY ASSTT.
3	SRI DILIP KUMAR DAS		LIBRARY ATTNT.
4	SRI ANAND MISHRA		LIBRARY ATTNT. ON CONTRACT
ANTHROPOLOGY LABORATORY			
1	MS.UMA BHATTACHARYA		LAB.ATTNT. ON CONTRACT
BOTANY LABORATORY			
2	SRI BHOLA NATH ADHIKARI		LAB.ATTNT.
3	SRI DILIP KR.RAKSHIT		LAB.ATTNT.
CHEMISTRY LABORATORY			
4	SMT.SIPRA DUTTA		LAB.ATTNT.
5	SRI SASHANKA GIRI		LAB.ATTNT.
6	SMT.PARAMITA DASGUPTA		LAB.ATTNT.
7	SRI SWAPAN CHOWDHURY		LAB.ATTNT.
GEOGRAPHY LABORATORY			
8	SRI GADAHAR DAS		LAB.ATTNT.
9	SRI HARISH DAS		LAB.ATTNT.
MOLECULAR BIOLOGY LABORATORY			
10	VACANT		LAB.ATTNT. ON CONTRACT
PHYSICS LABORATORY			
11	SRI AJIT DUTTA		LAB.ATTNT.
12	VACANT		LAB.ATTNT. ON CONTRACT
ZOOLOGY LABORATORY			
13	SRI SAMAR KR.BISWAS		LAB.ATTNT.
14	SRI SWAPAN BHATTACHARYA		LAB.ATTNT.





Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028
Phone : 2559-2583, 2529-1985

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Sl. No.

15-2-12
Teacher-in-charge
Sarojini Naidu College
for Women

TEACHING STAFF 2010-11		
ARTS FACULTY		
NAME	DEPARTMENT	DESIGNATION
DR.KANIKA SAHA	BENGALI	Associate Professor
MS.GOURI SAFUL		Associate Professor
DR. SABANI BANDYOPADHYA		Associate Professor
DR.SWANTANA CHAKROBORTY		Associate Professor
DR.DIPALI MONDAL		Associate Professor
MS.LATIKA DAS		Associate Professor
MS.ARCHITA BANDYOPADHYA	ENGLISH	Associate Professor
DR.MAUSMI BASU		Associate Professor
MS.IRA RANI PAL		Associate Professor
MS.SUPARNA BHATTACHARYA		Associate Professor
DR.JOYDEEP RISHI		Associate Professor
MS.SOMA MUKHERJEE		Part Time Lecturer
MS.SUKANYA SARKAR	HISTORY	Associate Professor
MS.NIVEDITA PAL		Associate Professor
MS.ADARINI KANJILAL		Associate Professor
MS.SEULI DUS		Part Time Lecturer
MS,SUTAPA BHATTA		Part Time Lecturer
DR.SUNANDA CHATTERJEE	PHILOSOPHY	Techer-in-charge,Associate Professor
DR. SUBHRA CHAKRABORTY		TCS,Associate Professor
MS..GITANJALI CHAKRABORTY		Associate Professor
MS.REGINA KABIR		Associate Professor
MS.RUBY CHAKRABORTY		Part Time Lecturer
SRI MD.ASIF ALAM	HINDI	Part Time Lecturer
MS.JAYASRI BANERJEE	POLITICAL SCIENCE	Associate Professor
DR.SOMA GHOSH		Bursar,Associate Professor
DR.DEBJANI BHATTACHARYA		Associate Professor
DR.SUMITA CHOWDHURY	SANSKRIT	Associate Professor
DR.BALARAM MONDAL		Associate Professor
MS.SABITA MONDAL		Associate Professor
MS.SWAPNA BASU		Part Time Lecturer



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Sarojini Naidu College for Women

(Govt. Sponsored)

30, Jessore Road, Kolkata - 700 028
Phone : 2559-2583, 2529-1985

Dr. B. B. S.
15-2-12
Teacher-in-charge
Sarojini Naidu College
for Women

Ref. No.	SCIENCE FACULTY		Date :
SL.NO	NAME	DEPARTMENT	DESIGNATION
1	MS.LIPIKA KANRAR	ANTHROPOLOGY	Full Time Contract
2	SRI SK.HIDAYET HOSSAIN		Full Time Contract
3	SRI KARTICK CHAKRABORTY		Part Time Lecturer
4	DR.DIPANWITA BHATTACHARYA	BOTANY	Assistant Professor
5	DR.DIPANWITA CHOWDHURY		Assistant Professor
6	DR.SAMPA DUTTA SARKAR		Assistant Professor
7	MS.CHANDANA BHATTACHARYA		Graduate Lab.Instructor
8	MS.PAYEL BANERJE		Part Time Lecturer
9	DR.SUDESHNA CHATTERJEE	CHEMISTRY	Associate Professor
10	DR.MANJUSHA SARKAR		Associate Professor
11	DR.SHAMPA MONDAL		Assistant Professor
12	MS.CHAITALI BISWAS		Assistant Professor
13	MS.SAGATIKA SANYAL		Part Time Lecturer
14	MS.PRATITL CHAKRABORTY		Part Time Lecturer
15	MS.BIPASHA SINHA	SOCIOLOGY	Part Time Lecturer
16	SRI SOUVIK MONDAL		Part Time Lecturer
17	MS.SUPARNA CHATTERJEE	COMPUTER APPLICATION	Part Time Lecturer
18	MS.MOUMITA DASGUPTA		Part Time Lecturer
19	MS.JAYITA BANERJEE	ECONOMICS	Assistant Professor
20	MS.DEBDATTA MAJUMDER		Guest Lecturer
21	MS.SASWATI GHOSH BANIK	GEOGRAPHY	Associate Professor
22	MS.ALPANA GHOSH		Associate Professor
23	MS.MADHUSHRI DUTTA		Associate Professor
24	MS.TAPASI DUTTA		Graduate Lab.Instructor
25	MS.ANAMIKA ROY		Part Time Lecturer
26	DR.SUTAPA GHOSH	MATHEMATICS	Associate Professor
27	DR.RUPA BANDYOPADHYAY		Associate Professor
28	DR.NANDINI CHAKRABORTY		Associate Professor
29	SM.SIMA MUKHERJEE		Part Time Lecturer
30	SM.ARUNDHATI BANERJEE		Part Time Lecturer
31	MS.OINDRILA CHAKRABORTY	MOLECULAR BIOLOGY	Part Time Lecturer
32	SRI DEBASIS MAJUMDER		Part Time Lecturer
33	DR.SONALI SAHA	PHYSICS	Assistant Professor
34	MR.SANKHASUBHRA NAG		On line,Assistant Professor
35	DR.MANISHA PAL		Assistant Professor
36	MS.TAPATI JANA		Assistant Professor
37	MR.ABHIJIT SENGUPTA		Graduate Lab.Instructor
38	MS.SUCHARITA CHATTERJEE		Part Time Lecturer
39	MS.ADITI MUKHOPADHYAY		Part Time Lecturer
40	DR.KABITA ROY	ZOOLOGY	Associate Professor
41	DR.MALA BOSE		Assistant Professor
42	DR.SOMA ADITYA(Bandyopadhyay)		Assistant Professor
43.	Ms. JAYANTI BASU		Graduate Lab.Instructor
43	SM.SUBHOMOY BHATTACHARJEE		Part Time Lecturer
44	SRI SANDEEP PODDER		Part Time Lecturer



2010-2011

Sarojini Naidu College For Women

FOR 1ST YEAR PROPOSED FEES FOR 2010-11

TUITION FEE		OTHER FEES (P.A.)		
			(Honours)	(General)
B.Sc. (H)	110 per month	Session	900	900
B.A. (H)	75 per month	Library	40	30
B.Sc. (G)	85 per month	Identity Card	30	30
B.A. (G)	50 per month	NAAC	60	60
		Caution Lab.	100	80
C.M.A.V.	500 per month	Building Fund	350	350
C.M.E.V.	300 per month	U. Reg.	110	110
		U. Certificate	30	30
Development	30 per month	U. Sports	60	60
Maintenance	30 per month	Total	1680	1650

PRACTICAL FEES

Subject	(Honours)	(General)
Chemistry	70	30 per month
Botany	70	30 per month
Zoology	70	30 per month
Geography	70	30 per month
anthropology	300	150 per month
Molecular Biology	x	130 per month
C.M.A.V.	200	Per month
C.M.E.V.	100	Per month

Admission Fee :- One Month Tuition Fee.

FOR 2nd & 3rd YEAR PROPOSED FEES FOR 2010-11

TUITION FEE		OTHER FEES (P.A.)		
			(Honours)	(General)
Development	As per 1st year Fees	Session	700	700
Maintenance		NAAC	60	60
Practical Fees		Total	760	760



Dr. Anjali Das
15.2.12

Teacher-in-charge
Sarojini Naidu College
for Women

Sarojini Naidu College For Women

HONOURS GROUP

Sl. No. Abbreviation Full Name [A denote Honours Subject]

ARTS

1	BNGA	BENGALI	2	ENGA	ENGLISH
3	HISA	HISTORY	4	PHIA	PHILOSOPHY
5	PLSA	POLITICAL SCIENCE	6	SANA	SANSKRIT

SCIENCE

7	GEOA	GEOGRAPHY	8	ANTA	ANTHROPOLOGY
9	BOTA	BOTANY	10	CEMA	CEMISTRY
11	MTMA	MATHEMATICS	12	PHSA	PHYSICS
13	ZOOA	ZOOLOGY			

GENERAL GROUP

Sl. No. Abbreviation Full Name [G denote GENERAL Subject]

ARTS

1	BNGG	BENGALI	2	ENGG	ENGLISH
3	HING	HINDI	4	HISG	HISTORY
5	PHIG	PHILOSOPHY	6	PLSG	POLITICAL SCIENCE
7	SANG	SANSKRIT	8	SOCG	SOCIOLOGY

SCIENCE

9	GEOG	GEOGRAPHY	10	ANTG	ANTHROPOLOGY
11	BOTG	BOTANY	12	CEMG	CHEMISTRY
13	MTMG	MATHEMATICS	14	PHSG	PHYSICS
15	ZOOG	ZOOLOGY	16	MLBG	MOLECULAR BIOLOGY
17	ECOG	ECONOMICS			

COMPULSORY GROUP

1	ENGM	ENGLISH ALTERNATIVE	2	BNGM	BENGALI COMPULSORY
3	HINM	HINDI COMPULSORY	4	ENGC	ENGLISH COMPULSORY
5	ENVS	ENVIRONMENTAL SCIENCE			

VOCATIONAL GROUP

1	CMAV	COMPUTER APPLICATION VOCATIONAL
2	CMEV	COMMUNICATIVE ENGLISH VOCATIONAL



Dr. Malleswari 13.2.12
 Teacher-in-charge
 Sarojini Naidu College
 for Women

Auditor's Report

We have examined the attached balance sheet as at 31st March '2012 of Sarojini Naidu College for Women at 30, Jessore Road, Dum Dum, Kolkata-700028 together with Receipt and Payment and Income and Expenditure Account for the year ended as on that date.

These Financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statement based on our audit. We conducted the audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material mis-statement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We further report that :

A) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.

B) The Balance Sheet and Income & Expenditure Account dealt with the report are in agreement with the books of accounts.

C) In our opinion and to the best of our information and according to the explanations given to us, the statements exhibit true and fair view subject to the followings observations.

a) The physical verification of books lying in the library under audit have not been done.

b) Assets and liabilities as shown in the Balance Sheet are mostly fictitious and brought forward over the years needed to be written off by taking Governing body's resolution.

c) Reconciliation of P.F is not done for a year from the Individual P.F. Account kept in the ledger maintained by the college with the pass book maintained by the Pay & Accounts separately for the college. It is reported that interest element have not been accounted for timely by the Pay and Accounts in comparison to College may cause differences.

d) The two saving bank accounts lying with UBI having no. 1564 and 606 have been closed on 13/08/2011 with a balance by Rs. 21048.00 and Rs. 32477.48 respectively against of which there were a balances of Rs. 65980.99 and Rs. 430503.98 stood on 31/03/2011 but the difference by Rs. 44932.50 and Rs. 398026.50 are absent from the balance stood on 31/03/2011 were not explained to us.

e) Balance confirmation from the bank in respect of the following accounts have not received by the college, the very date of closing of accounts on 31st March '12 which are 14680, 14479, 32327, 32325 with BOB and account with SBI are 102, Nager Bazaar Br, Shyambazar Br respectively.

f) The maintenance of Cash book and Ledger are not proper, lot of mistakes still persist under review.

f) The Roll strength, fees structure and subject taught accompanied by the staff pattern are categorised as Teaching and Non-teaching also incorporated as additional information with the report.

g) i) In the case of Balance Sheet, of the state of affairs of the college as at 31st March, 2012.

ii) In the case of Income & Expenditure Account, of the Surplus for the year ended as on that date.

For M/s Asrafal Islam & Co.

Chartered Accountants

Place: Kolkata

Dated: 23/09/2013



(A. Islam, M.Com., L.L.B., FCA)
Proprietor

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, DumDum, Kolkata - 700 028

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2012

EXPENDITURE		Schedule	Amount (Rs)	INCOME		Schedule	Amount (Rs)
To	Tuition fees refund		3,125.00	By	Tuition Fees		1,234,485.00
"	Admission Fees		4,966.00	"	Admission Fees		76,415.00
"	Fine		10.00	"	Maintenance Fees		800,490.00
"	Seminar		1,050.00	"	Fine Fees		1,910.00
"	Practical Fees		1,920.00	"	Identity Card Fees		23,020.00
"	Casual Fees		42,600.00	"	Library Fees		27,370.00
"	Session Charges		2,700.00	"	NAC Fees		103,620.00
"	NAC Fees		115,212.00	"	Practical Fees		1,035,780.00
"	Geography running expenses		997.00	"	Session Charges		1,473,300.00
"	Misc. Expenses		241,591.00	"	Casual Fees		47,000.00
"	State University Contingency		31,197.00	"	Vocational Fees		286,900.00
"	University Casual Fees		570.00	"	State University Practical Contingency		241,405.00
"	Maintenance running expenses		2,525.00	"	Cost of Form		10,615.00
"	Hostel		4,500.00	"	Competitive Examination		1,000.00
"	Contingency		125,175.00	"	Scholarship		3,000.00
"	Travelling Expenses		46,266.00	"	Misc. Income		478,539.00
"	Botany running expenses		39,928.00	"	Royalty		45,000.00
"	Zoology running expenses		19,212.00	"	Bank Interest (S/B A/c.)		246,637.00
"	Chemistry running expenses		89,655.00	"	ENVS Remuneration		9,869.00
"	Security		56,000.00	"	Bonus		48,300.00
"	Anthropology running expenses		7,054.00	"	NSOU Study Centre		5,600.00
"	Molecular Biology running exp.		14,787.00				
"	Physics running expenses		11,144.00				
"	Maintenance fees		210.00				
"	Municipal Tax		18,294.00				
"	Electric Charges		361,178.00				
"	Printing & Stationary		105,378.00				
"	Subsidy		1,801,999.00				
"	Telephone charges		84,399.00				
"	Repairs & Maintenance		960,522.00				
"	Vocational		208,331.00				
			4,402,495.00				6,200,255.00

MV
24/19

M. N. K. I.
24. 9. 13

Sarojini Naidu College
for Women



EXPENDITURE	Schedule	Amount (Rs)	INCOME	Schedule	Amount (Rs)
		4,402,495.00	B/F		6,200,255.00
To: Audit Fees		23,000.00			
" Accounting Charges		24,000.00			
" Library Printing & Stationary		15,810.00			
" Bank Charges		11,822.00			
" Farewell		24,050.00			
" ENVS Insurance		7,889.00			
" Allowances		14,250.00			
" Library Contingency		23,435.00			
" Bengal running expenses		500.00			
" State University Contingency		180,187.50			
" State University cost of Form		24,060.00			
" State University Examination		310,720.00			
" State University Centre Fees		34,320.00			
" State University Late Fine		600.00			
" Puja Exgratia		8,000.00			
" University Diploma		30.00			
" Excurtion		37,000.00			
" Services Charges		11,056.00			
" Philosophy Running Expenses		200.00			
" Bonus		48,300.00			
" Depreciation		106,487.15			
" Surplus		892,043.35			

Rs. 6,200,255.00Rs. 6,200,255.00

Dated = 23.09.2013
Place : 7, Pementle Street
Kolkata - 700 016



For ASRAFUL ISLAM & CO.
Chartered Accountant

(A. ISLAM, M.COM. LLB. FCA)
Proprietor

M
24/9

Dr. Nil
24.9.13
Principal
Sarojini Naidu College
for Women

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31/03/2012

<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
<u>Opening balance 01/04/2011</u>		Tution Fees	3125.00
Cash in hand	3047.00	Admission Fees	4966.00
Cash at bank	13620923.53	Development Fees	480.00
Admission Fees	1234485.00	Fine	10.00
Admission Fees	76415.00	Seminar	1050.00
Development Fees	795700.00	Practical Fees	1920.00
Maintenance Fees	800490.00	Casual Fees	42600.00
Building Fund	389350.00	Session Charges	2700.00
Donation Money	34860.00	Loan (Hostel)	30000.00
Fine Fees	1910.00	Building Fund	500.00
Identity Card Fees	23020.00	NAAC Fees	115212.00
Library Fees	27370.00	Geography Running Exp	997.00
Laac Fees	103620.00	South Dum Dum Co- OP Credit Society	171755.00
Practical Fees	1035780.00	Misc Exp.	241591.00
Session Charges	1473300.00	UGC 11th Plan	2047404.00
Casual Fees	47000.00	University Centre Fees	14430.00
Cost of Form	10615.00	University Form Fees	8990.00
Vocational Fees	286900.00	University Examination Fees	183420.00
University Center Fees	37740.00	University Practical Examination	41168.00
University Form Fees	37000.00	University Certificate	12630.00
University Exam. Fees	513570.00	University Registration	62040.00
University Practical Exam.	121780.00	University Sports Fees	21160.00
University Registration	88960.00	University Casual Fees	570.00
University Certificate	49710.00	State University Contingencies	31197.00
University Sports Fees	46200.00	Maintenance Running Exp.	2525.00
State University Practical Contingency	241405.00	Hostel A/c	4500.00
UPI pay packet	36423119.00	Leave Encashment	240465.00
Competitive Exam.	1000.00	Contingency	125175.00
South DumDum Co- op Credit Society Ltd.	171755.00	Travelling Exp.	46266.00
Scholarship	3000.00	Botany Running Exp.	39928.00
Miscellaneous Receipts	478539.00	Zoology Running Exp.	19212.00
JGC 11th Plan	838000.00	Chemistry Running Exp.	89655.00
Leave Encashment	651065.00	Security	56000.00
Advance	907976.00	Anthropology Running Exp.	7054.00
Royalty	45000.00	Molecullear Biology Running Exp.	14787.00
Vocational Receipts From CU	120.00	Physics Running Exp.	11144.00
		Advance	1055112.00
		Maintenance Fees	210.00
TOTAL	60620724.53	TOTAL	4751948.00

MV
24/9

M. R. Chel
24.9.13
Principal
Sarojini Naidu College
for Women



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
<u>Bal B/F.</u>	<u>60620724.53</u>	<u>Bal B/F.</u>	<u>4751948.00</u>
Income Tax	4147327.00	Municipal Tax	18294.00
Salary Savings	183464.40	Electric Charges	361178.00
Professional Tax	170073.00	Printing And Stationary	105378.00
Group Insurance	38522.00	Subsidy	1801999.00
Personal Bank Loan	123316.00	Telephone Chges	84399.00
Bank Interest	246637.00	Basic Pay For T.S	23331140.00
Puja Advance	111400.00	Dearness Allowance For T.S	8750211.00
ENVS Remuneration	9869.00	House Rent For T.S	2282541.00
Minority Reaserch Project	133800.00	Medical Allowance For T.S	157800.00
Arear House Rent	22315.00	Repairs And Maintenance	960522.00
Review	41600.00	Dearness Allowance For N.T.S	1578864.00
Bonus	48300.00	PF Interest Paid	2211668.00
NSOU Study centre	5600.00	House Rent Allowance for N.T.S	510763.00
PF Interest	2211668.00	RBI PF Deposit	5077503.00
RBI PF Deposit	8513133.00	PF Loan For T.S and N.T.S	1242100.00
PF from Regular Pay Packet	4330290.00	PF Final Payment	2193830.00
PF From Arear Salary	346963.00	Medical Allowance For N.T.S	98400.00
Arear Salary From DPI	7618890.00	Arrear Salary Adjustment	83910.00
Arear Salary Adjustment	83910.00	Salary Deduction	17515.00
Salary Deduction	17515.00	Vocational Account	208331.00
		Income Tax	4182415.00
		Salary Savings	183464.40
		Audit Fees	38000.00
		Accounting Charges	69000.00
		Professional Tax	170073.00
		Group Insurance	38522.00
		Basic Pay For N.T.S	4223700.00
		PersonalBank Loan	123316.00
		Library Printing And Stationary	15810.00
		Bank Charges	11822.00
		Puja Advance	126000.00
		Farewell	24050.00
		ENVS Remuneration	7889.00
		Allownces	14250.00
		Library Contingency	23435.00
		Bengali Running Exp.	500.00
		Furniture	65000.00
TOTAL	89025316.93	TOTAL	65145540.40

M
24/19

M. N. N.
24.1.13
Principal
Sarojini Naidu College
for Women



<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
Bal B/F	89025316.93	Bal B/F	65145540.40
		State University Practical Contingency	180187.50
		Minority Reaserch Project	100000.00
		State University Cost Of Form	24060.00
		State University Examination	310720.00
		State University Centre Fees	34320.00
		State University Late Fine	600.00
		Puja Exgratia	8000.00
		University Diploma	30.00
		Student Union	62845.00
		Excurtion	37000.00
		Service Charges	11056.00
		Arrear Salary Paid	5981677.00
		Arrear House Rent	22315.00
		Review	34585.00
		Philosophy Running Exp.	200.00
		Bonus	48300.00
		Difference Of Bank A/C Closing At UBI on 13,	442989.75
		<u>Cash And Bank Balances</u>	
		Cash At Bank As On 31/03/2012	16568506.03
		Cash-In-Hand on 31/03/2012	12385.25
TOTAL	89025316.93	TOTAL	89025316.93

MZ
24/9

M. Naidu
24. 9. 13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700 028

Miscellaneous Fund attached to & forming part of balance sheet as at 31.03.2012

SCHEDULE 1

PARTICULARS	Op.Bal.On. 01.04.11	Recd.This year(+)	Paid This Year(-)	Closing Bal.on 31.03.12
Caution Money Fund	630,349.49	34,860.00		665,209.49
Common Room Fund	(26,597.53)			(26,597.53)
Development Fund	2,284,381.84	795,700.00	442,989.75 480.00	2,636,612.09
Games Fund	173,201.66			173,201.66
Hostel Fund	21,293.05			21,293.05
Magazine Fund	(43,332.52)			(43,332.52)
Student Aid Fund	(1,450.76)			(1,450.76)
Student Health Home	(1,752.00)			(1,752.00)
Union Fund	888,315.87		62,845.00	825,470.87
Special development Fund	888,850.00			888,850.00
Library Deposite Fees	107,160.00			107,160.00
Auditorium Fund	757,435.00			757,435.00
Laboratory Caution Fees	16,740.00			16,740.00
Provident Fund	17,290,890.68	4,677,253.00	2,193,830.00	19,774,313.68
UGC XI plan	3,239,747.00	838,000.00	2,047,404.00	2,030,343.00
UGC grant	648,484.00			648,484.00
Building Fees	241,500.00	389,350.00	500.00	630,350.00
	27,115,215.78	6,735,163.00	4,748,048.75	29,102,330.03



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata - 700 028

Schedule-2

SUNDRY LIABILITIES

<u>Particulars:</u>	<u>Op. Bl. on 01.04.11</u>	<u>Received this year</u>	<u>Paid this Year</u>	<u>Closing Balance as on 31.03.12</u>
Earnest Money Contractor	5853.00	- -	- -	5,853.00
Income Tax	(-)372386.00	41,47,327.00	41,82,415.00	(-)4,07,474.00
Group Insurance	13089.90	38,522.00	38,522.00	13,089.90
Professional Tax	(-) 17058.40	1,70,073.00	1,70,073.00	(-)17,058.40
Salary Savings	2773.28	1,83,464.40	1,83,464.40	2,773.28
Security Deposit Contractor	95759.90	- -	- -	95,759.90
Security Deposit Cashier	6078.00	- -	- -	6,078.00
Security Deposit. Caterer	1500.00	- -	- -	1,500.00
Bank Personal loan	5033.00	1,23,316.00	1,23,316.00	5,033.00
L I F	(-)197.60			(-)197.60
Vocation Account	16200.00	- -	- -	16,200.00
S. D. D. Co-Op Credit Society		1,71,755.00	1,71,755.00	- -
	<u>(-)243354.92</u>	<u>48,34,457.40</u>	<u>48,69,545.40</u>	<u>(-)2,78,442.92</u>

M. K. M. / 1

M. K. M.
24.9.13

Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata-700 028

Schedule-3

PARTICULARS :

<u>SALARY ACCOUNT</u>	<u>AMOUNT (RS)</u>	<u>AMOUNT (RS)</u>
Opening Balance on 01.04.11	NIL	NIL
ADD Salary Grant for TS & NTS Including arrear & Leave encashment & arrear P.F.	4,93,70,327.00	
ADD Arrear House Rent	<u>22,315.00</u>	4,93,92,642.00
Less Salary paid to TS & NTS with arrear & Leave Salary	4,71,55,561.00	
Less: Arrear House Rent	<u>22,315.00</u>	4,71,77,876.00
		<u>22,14,766.00</u>

12
24/9

N. K. K.
24.9.13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
 30, Jessroe Road, Dum Dum
 Kolkata - 700 028

Schedule-4

FIXED ASSETS AS ON 31.03.12

PARTICULARS:	Opening Balance on 01.04.11 (RS)	Addition this Year	Total Value This Year	Rate of Dep.	Amount of Depreciation	Closing Balance As on 31.03.12
Building	4,80,463.00	-	4,80,463.00	5%	24,023.15	4,56,439.85
Library Books	43,830.00	-	43,830.00	20%	8,766.00	35,064.00
Furniture Equipment and Apparatus	3,03,490.00	65,000.00	3,68,490.00	20%	73,698.00	2,94,792.00
	8,27,783.00	65,000.00	8,92,783.00		1,06,487.15	7,86,295.85

M. Zaki
 24.9.13

Principal
 Sarojini Naidu College
 for Women



5/1/13

SAROJINI NAIDU COLLEGE FOR WOMEN
 30, Jessore Road, Dum Dum
 Kolkata - 700 028

Schedule-4

P.F. INVESTMENT AS ON 31.03.12

PARTICULARS	Opening Balance On 01.04.11	Addition this year	Withdrawal this year	Closing Balance as on 31.03.12
BOB A/C No 14498	3,436.61	-	-	3,436.61
REB P.F. Deposit	1,07,56,269.14	50,77,503.00	34,35,930.00	1,23,97,836.14
P.F. INTEREST	-	22,11,668.00	22,11,668.00	-
UBI A/C No. (DUM DUM BR.)	3,03,629.20	-	-	3,03,629.20
Cash Certificate	6,078.00	-	-	6,078.00
	1,10,69,406.95	72,89,171.00	56,47,598.00	1,27,10,979.95

5/1/12

R. Rizal
 24.9.13
 Principal
 Sarojini Naidu College
 for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
 30, Jessore Road, Dum Dum
 Kolkata - 700 028

Schedule - 6

Advance Account as on 31.03.12

PARTICULARS :	OPENING BALANCE ON 01.04.11 (RS)	ADDITION THIS Year (RS)	RECOVERY THIS Year (RS)	CLOSING BALANCE As on 31.03.12
Buja Advance	20,335.00	1,26,000.00	1,11,400.00	34,935.00
Salary Advance	14,41,477.18	1,01,425.00	1,01,425.00	14,41,477.18
Sundry Advance	9,21,787.18	10,55,112.00	9,07,976.00	10,68,923.18
	23,83,599.33	12,82,537.00	11,20,801.00	25,45,335.33

2/4/12

22. 2/4/12
 24.7.13

Principal
 Sarojini Naidu College
 for Women



SAROJINAIDU COLLEGE FOR WOMEN
 30, Jessore Road, Dum Dum
 Kolkata - 700 028

PROVIDENT FUND LOAN ACCOUNT AS ON 31.03.12

SCHEDULE

DEBITORS :	OPENING BALANCE ON 01.04.11 (RS)	ADDITION THIS YEAR (RS)	RECOVERY THIS YEAR	CLOSING BALANCE AS ON 31.03.12
Teaching Staff.	29,10,42.00	5,61,500.00	2,09,150.00	32,62,776.00
Non-Teaching Staff	5,12,580.00	6,80,600.00	1,50,230.00	10,42,950.00
	34,23,006.00	12,42,100.00	3,59,380.00	43,05,726.00

M. Zamil
 24.9.13

Principal
 Sarojini Naidu College
 for Women



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SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
KOLKATA - 700 028

SCHEDULE-8

CASH AT BANK BALANCE AS ON 31ST MARCH, 2012

<u>Name of the Fund:</u>	<u>Name of the bank:</u>	<u>Account Number:</u>	<u>Closing Balance:</u>
CAPITAL FUND	BOB	14680	Rs. 14,131.50
DEVELOPMENT FUND	BOB	14479	Rs. 1,51,154.55
- DO -	BOB	32250	Rs. 16,34,006.98
STAFF QUARTER RENT FUND	BOB	32327	Rs. 100.00
GENERAL FUND	BOB	1946	Rs. 30,95,756.48
	SBI	102	Rs. 1,710.00
	SBI	Nager bazar	Rs. 1,340.00
	SBI	Shyambazar	Rs. 431.70
SALARY FUND	BOB	1946	Rs. 65,35,053.42
GRANT FUND	BOB	32326	Rs. 46,09,350.75
UNION FUND	BOB	32249	Rs. 4,13,062.40
AUDITORIUM FUND	BOB	32325	Rs. 100.00
VOCATIONAL FUND	BOB	32251	Rs. 1,12,308.25
		TOTAL	Rs. 165,68,506.03

M2
24/12

M. N. Naidu

24.9.13

Principal

Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jansore Road, Dum Dum
Kolkata - 700 28

Schedule-9

C. U. ACCOUNT

<u>PARTICULARS:</u>	<u>OP. Bl. On</u> <u>01.04.11</u>	<u>Received</u> <u>this year</u>	<u>Paid this</u> <u>Year</u>	<u>closing Balance</u> <u>as on 31.03.12</u>
C. U. Examination Fees	(-) 99642.80	5,13,570.00	1,63,420.00	2,30,507.20
C. U. Registration Fees	(-) 834.00	86,960.00	52,040.00	26,086.00
C. U. Form Fees	32965.00	37,000.00	8,990.00	60,975.00
C. U. Sports Fees	163650.00	46,200.00	21,160.00	1,88,690.00
C. U. Migration Fees	100.00	- -	- -	100.00
C. U. Certificate Fees	46485.00	49,710.00	12,630.00	83,565.00
C. U. Zonal Centre. Fees	(=) 3330.10	- -	- -	(-) 3,330.10
C. U. Centre Fees	(-) 4645.00	37,740.00	14,430.00	18,665.00
C. U. Centre Grant & Others	116857.25	- -	- -	1,16,857.25
C. U. Practical Examination	342985.00	1,21,780.00	41,168.00	4,23,597.00
C. U. Late Fine	510.00	- -	- -	510.00
Review Charges	33475.00	41,600.00	34,585.00	40,490.00
C. U. Contingency	127130.00	- -	- -	1,27,130.00
C. U. Vocation		120.00	- -	120.00
	<u>755705.35</u>	<u>9,36,680.00</u>	<u>3,78,423.00</u>	<u>13,13,962.35</u>

M
24/9

N. N. N.
24.9.13

Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata -700 028

SCHEDULE - 10

LIST OF INTEREST AS ON 31.03.12

<u>BANK OF BORADA</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT(RS)</u>	<u>T O T A L :</u>
Vocational fund	32251	7,830.00	
Development fund	32250	55,425.00	
Grant fund	32326	1,75,051.00	
Union fund	32249	<u>8,331.00</u>	2,46,637.00
			<u>2,46,637.00</u>

M. 24/9

M. Zkil
24.9.12

Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
KOLKATA - 700 028

SCHEDULE-11

GENERAL FUND A/C No. 1948(00390200000133)

BANK RECONCILIATION STATEMENT AS ON 31st MARCH'2012

Balance as per Cash Book as on 31.03.12

Rs. 31,63,566.41

Less: Bank charges recorded in Bank Statement
but not recorded in Bank Book as on
31.03.12

Rs. 7,001.00

Less: As per Bank Statement recorded Rs.
2465/- vide Cheque No. 540643 Dt.
28.07.11 A/C Telephone Charges paid
to BSNL, but recorded in cash book
folio No. 68 Dt. 28.7.11 of Rs. 1833/- vide
cheque no. 540643, difference Rs. 632/-
between Cash Book & Bank Statement

Rs. 632.00

Less: As per Statement Recorded Rs. 15,810/-
vide Ch. No. 506612 Dt. 28.09.11. A/C
Library Printing & Stationery paid to
Pioneer Enterprise, but Recorded in
Cash Book Folio No. 117 Dt. 01.10.11.
of Rs. 5,810/- vide Ch. NO. 506612 Dt.
Dt. 28.09.11. Difference Rs. 10,000/-
between Cash Book & Bank Statement,

Rs. 10,000.00

Less: Missing Cheque Issued from General
Fund of Rs. 50,180/- vide Ch. No.
506819 Dt. 17.01.12 A/C Vocational
CA Folio No. 164 Dt. 51.01.12 but
wrongly Debited in Vocational A/C
No. 32251

Rs. 50,180.00

Rs. 67,813.00

Rs. 30,95,753.41

ADD: As per Bank Statement Recorded Rs.
497/- vide Ch. No. 506794 Dt. 4.1.12
A/C Geography Running Expenses, but
Recorded in cash book Folio No. 153
Dt. 6.1.12. Rs. 500/- vide Ch. No.
506794 Dt. 4.1.12. Difference Rs. 3/-
between Cash Book & Bank Statement.

Rs. 3.00

Derived Balance as on 31.03.12

Rs. 30,95,756.41

ADD: Cheques Issued on 31.03.12 paid to
Part Time Teachers, Salary for the
month of March'12. Recorded in Cash Book
Folio No. 207 Dt. 31.03.12. But not
Recorded in Bank Statement as on 31.03.12
As per Statement Enclosed.

Rs. 95,300.00

Rs. 31,91,056.41

M. 24/5
M. 24/5
24.9.13
Principal
Sarojini Naidu College
for Women



contd/P-2

B/F

Rs. 31,91,056.48

ADD: Cheques Issued to Guest Lucturer,
Salary for the month of March⁰12
Recorded in Cash Book Folio No. 210
Dt. 31.03.12. But Not Recorded in
Bank Statement as on 31.03.12
as per Statement Enclosed.

Rs. 28,650.00

 Rs. 32,19,706.48

ADD: Following Cheques Issued & Recorded in
Cash Book but not Recorded in Bank
Statement as on 31.03.12

<u>Head of A/C</u>	<u>CH. NO:</u>	<u>Date:</u>	<u>Amount (Rs)</u>
Electric Charges	000090	27.3.12	2751.00
University Practical Exp.	000163	24.3.12	8660.00
University Form Fees	000164	29.3.12	1320.00
Printing & Sta- tionery	000095	27.3.12	28210.00
Maintinance	000094	27.3.12	22779.00
State University	000161	24.3.12	37050.00
Professional Tax	000054	31.3.12	1710.00
University Reg.	000086	19.3.12	400.00

Rs. 1,02,880.00

 Rs. 33,22,586.48

ADD: Wrongly posted in Bank Book (Salary Fund)
but it posting in General Fund A/C 1948
as per Bank Statement on 5.12.08 CB No. 81

Rs. 3,99,291.00

 Rs. 37,21,877.48

ADD: Expenses Wrongly posted or debited on
07.01.2008 CB Folio No. 92

Rs. 4,000.00

 Rs. 37,25,877.48

ADD: Expenses Wrongly posted or debited on
01.10.2007 twice on 30.09.2007 & on Oct'
2007 instead of once (CB folio NO. 63)

Rs. 1,74,519.00

 Rs. 39,00,396.48

ADD: Ch. No. 913634 Dt. 18.9.07, cash drawn from
bank vide A/C No. 1946 wrongly debited in
bank calum in cash book a/c No. 1948 as per
CB folio No. 65 Dt. 01.10.07 (As per bank
statement Dt. 20.9.07)

Rs. 1,00,000.00

 Rs. 40,00,396.48

M. N. K.
Principal 24.9.12
Sarojini Naidu College
for Women

contd/p3

: 3 :

B/F

Rs. 40,00,396.48

ADD: Cash deposited in Bank Statement on different date, directly, but not recorded the same bank book as follows:

08.09.07	Rs. 61,400.00	
08.09.07	Rs. 29,600.00	
25.10.07	Rs. 1,200.00	
28.10.07	Rs. 1,200.00	
26.11.07	Rs. 48,000.00	
13.12.07	Rs. 3,600.00	
14.12.07	Rs. 15,600.00	
26.03.08	<u>Rs. 1,505.00</u>	Rs. 1,62,105.00
		<u>Rs. 41,62,501.48</u>

Less: Transfer to A/C No.1946 on 8.12.08 recorded in bank statement but not recorded in bank book Rs. 2,00,000.00

Less Transfer to A/C No.1946 on 03.5.08 recorded in bank statement but not recorded in bank book. Rs. 7,000.00

Less: Casting mistake on 30.9.08 CB folio No.54 in Bank column of general fund A/C 1948 (Expenses) 5,000.00

Less: Transfer from a/c no.1948 to different account recorded in bank statement but not recorded in cash book at bank column as on 31.03.08, as follows:

21.08.07 Transfer to A/C No6103-90200000131(35000/- & 15000/-)	Rs. 50,000.00	
16.11.07 Transfer to a/c no.32248	35,850.00	
09.01.08 Transfer to account No. 3901000101189	<u>Rs. 1,12,600.00</u>	Rs. 4,10,450.00
		<u>Rs. 37,52,051.48</u>

17/11/13

S. N. N.
24.9.13
Principal
Sarojini Naidu College
for Women

contd/p-4



: 4 :

	B/F	Rs. 37,52,051.48
Less: Cash Book folio No-3	Rs. 4,259.00	
Less: Cash Book Folio No.10 Dt. 24.04.07	Rs. 1,215.00	
Less: Cash book folio no.21 Dt. 21.05.07	Rs. 7,991.00	
Less: Cash Book folio No.62 excess deposit on Cr. side	Rs. 10,000.00	
Less: Cash Book folio No.96 Dt. 11.01.08	<u>Rs. 8,440.00</u>	Rs. 31,915.00
		<u>Rs. 37,20,136.48</u>
Less: Casting mistake on 31.03.08 Cash Book Folio No.129		Rs. 400.00
		<u>Rs. 37,19,736.48</u>
Less: Cheque issued to transfer, recorded in bank statement but not recorded in cash book including bank charges (i.e. opening deference in previous year by unexplained)		<u>Rs. 5,79,211.00</u>
Balance as per Bank Statement as on 31.03.2012		<u><u>Rs. 31,40,525.48</u></u>

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M. K. K. K.
24.9.13
Principal
Sarojini Naidu College
for Women



Being Cheques Issued & Following days, Recorded in Cash Book, but not Recorded in Bank Statement as on 31.03.12.

<u>Head of Account:</u>	<u>CB Folio No:</u>	<u>Ch. No:</u>	<u>Date:</u>	<u>Amount (Rs)</u>
Electric Charges	206	000090	27.3.12	2,751.00
Subsidy	207	--	31.3.12	95,300.00
University Practical Fees	210	000153	24.3.12	8,660.00
University Form Fees (Cost of Form, Center Fees & Late Fees)	210	000164	29.03.12	1,320.00
Printing & Stationery (Paid to Vibgyor)	210	000095	27.03.12	28,210.00
Maintenance (Paid to Vibgyor)	210	000094	27.3.12	22,779.00
Subsidy (For Guest Lecturer)	210	--	27.3.12	28,650.00
State University	203	000161	24.3.12	37,050.00
Professional Tax (Paid to Gobinda Das)	202	000054	31.3.12	1,710.00
University Reg. Fees	199	000086	19.3.12	400.00

Rs. 2,26,830.00

102
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M. N. K. S.
24.9.13
Principal
Sarojini Naidu College
for Women



Following Cheques Issued on 31.3.12 & Recorded in Cash Book Folio No. 2 Of Dt. 31.3.12 A/C Subsidy for Part Time Teacher Salary for the month of March, 2012. But not Recorded in Bank Statement as on 31.03.2012.

<u>Name of the Teacher :</u>	<u>Ch. No:</u>	<u>Date :</u>	<u>A M O U N T (Rs)</u>
Soni Mukherjee	000058	31.03.12	3,970.00
Sutpa Bhatta	000059	31.03.12	3,970.00
Md. Asif Alam	000060	31.03.12	3,970.00
Swarna Dasu	000061	31.03.12	3,970.00
Souvik Mondal	000062	31.03.12	3,970.00
Rubi Chakraborty	000063	31.03.12	3,970.00
Lipika Karar	000064	31.03.12	7,950.00
Kartik Chakraborty	000065	31.03.12	3,970.00
Ananika Roy	000068	31.03.12	3,970.00
Orindrila Chakraborty	000069	31.03.12	3,970.00
Debasia Majumdar	000070	31.03.12	3,970.00
Subhamay Bhattacharya	000071	31.03.12	3,970.00
Tania Das	000072	31.03.12	3,970.00
Prateeti Chakraborty	000074	31.03.12	3,970.00
Asmita Das	000073	31.03.12	3,970.00
Sanjay Chakraborty	000075	31.03.12	7,950.00
Rajasree Ghosh	000076	31.03.12	3,970.00
Piyali Saha	000077	31.03.12	3,970.00
Priyanka Sarkar	000078	31.03.12	3,970.00
Somprakash Bera	000079	31.03.12	3,970.00
Nivedita Kalay	000080	31.03.12	3,970.00
Payal Banerjee	000066	31.03.12	3,970.00

Rs. 95,300.00

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M. K. K.

24. 9. 13

Principal
Sarojini Naidu College
for Women



Following Cheques Issued on 31.03.12 of Rs. 28,650.00 vide Cash Book Folio No. 210 Dt. 31.03.12 A/C Guest Lecturer's Salary for the month of March, 12. But not Recorded in Bank Statement as on 31.03.12.

<u>Teacher's Name:</u>	<u>Cheque No:</u>	<u>Date:</u>	<u>Amount (Rs)</u>
Smt. Panchali Roy	000155	31.03.12	2,550.00
Smt. Pamiya Ghosh	000156	- DO -	900.00
Smt. Priyadarshini Murkharjee	000157	- DO -	3,750.00
Smt. Reempa Sarkar	000154	- DO -	6,000.00
Smt. Gampa Basak	000158	- DO -	3,300.00
Smt. Mira Shaw	000159	- DO -	10,500.00
Smt. Jharita Ghosh	000096	- DO -	1,650.00

Rs. 28,650.00

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M. Wail
24.9.13
Principal
Sarojini Naidu College
for Women



SARAJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata - 700 028

SALARY FUND A/C NO.00390200000131

SCHEDULE-11

BANK RECONCILIATION STATEMENT AS ON 31.3.12

Balance as per Cash Book as on 31.03.12	Rs. 65,07,220.42
Less: Bank Charges Recorded in Bank Statement as on 31.3.12, but not Recorded in Cash Book as on 31.03.12	Rs. 3,697.00
	<hr/> Rs. 65,03,523.42
Add: Rs.31530/- Paid to Sabita Mondal vide Ch.No. 503775 Dt.13.8.11, salary for the month of February'11 CB Folio No.80 Dt.18.8.11, But Salary of Sabita Mondal Feb'11 of Rs.31530/- already Recorded in Cash Book Folio No.135 Dt. 01.03.11	Rs. 31,530.00
	<hr/> Rs. 65,35,053.42
Less: Rs.14,82,300/- Arrear Salary Recorded in Cash Book Folio No.208 Dt.31.03.12, but not Recorded in Bank Statement as on 31.3.12	Rs. 14,82,300.00
	<hr/> Rs. 50,52,753.42
Less: Rs.48,300/- Bonus Recorded in Cash Book Folio No.208 Dt.31.3.12, but not Recorded in Bank Statement as on 31.03.12	Rs. 48,300.00
	<hr/> Rs. 50,04,453.42
Less: Rs.4,10,600/- Leave Encashment Recorded in Cash Book Folio No.210 Dt.31.3.12, but not Recorded in Bank Statement as on 31.03.12	Rs. 4,10,600.00
	<hr/> Rs. 45,93,853.42
Add: Arrear Salary Paid to Part time Teachers Recorded in Cash Book Folio No.208 Dt.31.3.12 but not Recorded in Bank Statement as on 31.03.2012 As per Statement Enclosed	Rs. 5,29,330.00
Add: Salary for the month of March'12 Paid to Teaching Staff Recorded in Cash Book Folio No.207 Dated 31.03.12, but not recorded in Bank Statement as on 31.03.2012 As per Statement Enclosed	Rs. 18,85,742.00
Add: Cheque Issued to Mrs. Atriya Chowdhury, Salary for the month of March'12 Recorded in Cash Book Folio No.207 Dt.31.3.12. But not Recorded in Bank Statement as on 31.03.12 vide Ch.No.000358	Rs. 32,633.00
	<hr/> Rs. 70,41,558.42

N. N. N.
24.9.12
Principal
Sarajini Naidu College
for Women



B/P

Rs. 70,41,558.42

Add: Cheques Issued to South Dum Dum Co-Op Credit Society Ltd. on 31.03.12, recorded in Cash Book Folio No.208, but not recorded in Bank Statement as on 31.03.12 Statement Enclosed

Rs. 16,973.00

Add: Following Cheques Issued on 31.03.12 and Recorded in Cash Book Folio No.208 Dated 31.03.12, but not recorded in Bank Statement

<u>Head of Account:</u>	<u>Ch.No:</u>	<u>Date:</u>	<u>Amount:</u>
Salary Savings	000392	31.3.12	15,174.20
Group Insurance	000393	31.3.12	330.00
Bank Loan	As per Statement Enclosed	31.3.12	9,908.00

Rs. 25,412.20

Rs. 70,83,943.62

Less: Wrongly C/F of closing Balance by Rs.4728779/- on 29.11.08 to the opening on 01.12.08 CB folio No.77 (Though payment made on 29.11.08 under Salary Head Rs.14,68,873/-)

Rs. 14,68,873.00

Rs. 56,15,070.62

Less: Wrongly posted in Bank Book A/C 1946 but (Debitted in General Fund as per Bank Statement on 05.12.08 CB Folio No.81)

Rs. 3,99,291.00

Rs. 52,15,779.62

Less: Cash Withdrawal by Cheque No.913634 wrongly debited in account No.1948 in lieu of account No.1946

Rs. 1,00,000.00

Rs. 51,15,779.62

Less: Difference in closing balance as on 31.03.07 vide CB Folio No.123 (Deposit in bank book Rs.25,00,264/- but recorded in bank Statement Rs. 24,50,264/-)

Rs. 40,000.00

Rs. 50,75,779.62

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H. N. N. N. N.
24.9.13

Principal
Sarojini Naidu College
for Women

Contd./3



B/F

Rs. 50,75,779.62

Less: Following Cheques Issued and cleared on 03.07.08 as per Bank Statement but not recorded in Bank Book (S.D.D. CO-OP)

<u>Cheque No:</u>	<u>Amount (Rs)</u>
6290	1,400.00
6289	1,400.00
6288	1,906.00
6287	1,760.00
6286	1,744.00
6285	<u>2,633.00</u>

Rs. 10,843.00

Rs. 50,64,936.62

Less: Following Cheques recorded in bank Statement, but not recorded in cash book as on 31.03.08

20.04.07	Loan recovery	4,104.00
04.05.07	CESC	14,029.20
10.05.07	Loan Recovery	4,152.00
04.06.07	EMI (PERSONAL)	9,914.00
08.09.07	Personal Loan	12,914.00
20.09.07	Kanai Das	3,700.00
01.10.07	Swapna Chakraborty	3,000.00
10.11.07	Personal Loan	9,303.00
25.11.07	Personal Loan	6,452.00
06.12.07	Personal Loan	10,558.00
06.01.08	Personal Loan	10,558.00
12.02.08	Personal Loan	12,316.00
12.03.08	Personal Loan	2,897.00
12.03.08	Personal Loan	<u>9,419.00</u>

Rs. 1,13,316.20

Rs. 49,51,620.42

Rs. 6,00,000.00

Rs. 43,51,620.42

Add: Transfer from A/C No 1948 on 08.12.08 recorded in bank statement but not recorded in bank book

Rs. 2,00,000.00

Rs. 45,51,620.42

M. R. Pillai
24.9.13
Principal
Sarojini Naidu College
for Women

contd/page-4

B/P

Rs. 45,51,620.42

ADD: Transfer from A/C No.1948 on 08.05.08
recorded in Bank Statement, but not
recorded in Cash book

Rs. 7,000.00

Rs. 45,58,620.42

Add: Transfer from account No.1948 on 21.08.07
recorded in bank statement, but not recorded
in Cash Book

Rs. 50,000.00

Rs. 46,08,620.42

Add: Following Cheques issued from account No.
322501 but debited in account no.1946
(Salary fund) CB folio No.24 Dt.04.06.07

Indrani Chakraborty	Ch.No.684877	Rs.2,000/-	
Lipika Karar	" 684878	Rs.2,000/-	
Madhurima	" 684879	Rs.3,000/-	
Orindrila Chakraborty	" 684880	Rs.2,000/-	

Rs. 9,000.00

Rs. 46,17,620.42

Add: Dr. NNT D.T. 10-0 recorded in bank statement
but not recorded in cash book

Rs. 12,408.00

Rs. 46,30,028.42

Add: Wrongly debited in account no.1946 on
01.03.08 CB Folio No.117

Rs. 10,000.00

Rs. 46,40,028.42

Add: Cheque issued or transfer, recorded in
bank Statement but not recorded in cash
book including bank charges (i.e. opening
difference in previous year but unexplained)

Rs. 4,53,115.60

Rs. 50,93,144.02

M. N. N. N.
24.9.13
Principal
Sarojini Naidu College
for Women



Following Cheques Issued on 31.03.12 & Recorded in Cash Book Folio No. 208 Dt. 31.03.12 But not Recorded in Bank Statement as on 31.03.12.

<u>Head of Account:</u>	<u>Cheque No.</u>	<u>Date:</u>	<u>Amount (Rs)</u>
Salary Savings	000392	31.03.12	15,154.20
Group Insurance	000393	31.03.12	330.00
Arrear Salary	As per Statement Enclosed	31.03.12	5,29,330.00
South Dum Dum Co.op. Credit Society Ltd.	- DO -	31.03.12.	16,973.00
BANK LOAN	- DO -	31.03.12	9,908.00
Salary paid to Teaching Staff for the month of March, 2012 vide CB Folio No. 207 Dt. 31.03.12.	- DO -	31.03.12.	18,85,742.00

Cheque Issued on 31.03.12 to Mrs. Arriya Chowdhury, Salary for the month March, 12, folio No. 207 & Recorded in Cash Book But not Recorded in Bank Statement as on 31.03.2012.

000358

31.03.12

32,633.00

Rs. 24,90,090.20

N. K. K. K.
24.7.13
Principal
Sarojini Naidu College
for Women



M
24/7

Following Cheques Issued on 31.03.12 for the month of March, 12 Salary For Teaching Staff vide CB Folio No. 207 Dt. 31.3.12, but not recorded in bank Statement as on 31.03.2012.

<u>Name of the Teacher:</u>	<u>Ch. No:</u>	<u>Date:</u>	<u>Amount (Rs)</u>
Sunanda Chatterjee	000305	31.03.12	55,720.00
Kabita Sengupta	000306	31.03.12	57,232.00
Archita Banerjee	000307	31.03.12	57,206.00
Subhra Chakraborty	000308	31.03.12	67,251.00
Kanika Saha	000309	31.03.12	64,692.00
Mousumi Basu	000310	31.03.12	46,561.00
Alpina Ghosh	000311	31.03.12	54,841.00
Jayree Banerjee	000312	31.03.12	50,338.00
Madhusree Palit Dutta	000313	31.03.12	64,973.00
Balaram Mondal	000314	31.03.12	49,247.00
Gitanjali Mujherjee	000315	31.03.12	50,248.00
Gouri Sufi	000316	31.03.12	56,068.00
Ira Rani Paul	000317	31.03.12	46,063.00
Sudashna Chatterjee	000318	31.03.12	44,089.00
Mojusa Sarkar	000319	31.03.12	33,019.00
Sumita Chakraborty	000320	31.03.12	35,733.00
Srabani Banerjee	000321	31.03.12	57,198.00
Jayita Banerjee	000323	31.03.12	38,220.00
Debjani Bhattacharya	000324	31.03.12	30,708.00
Rupa Banerjee	000325	31.03.12	47,048.00
Nandini Chakarborty	000326	31.03.12	41,228.00
Mala Bose	000327	31.03.12	56,060.00
Dipannita Bhattacharya	000328	31.03.12	58,410.00
Suparna Bhattacharya	000329	31.03.12	42,060.00
Dipali Mondal	000331	31.03.12	47,485.00
Shampa Mondal	000332	31.03.12	63,248.00
Dipannita Chowdhury	000333	31.03.12	40,522.00
Sukanaya Sarkar	000335	31.03.12	25,430.00
Jaydeep Rishi	000336	31.03.12	41,311.00
Sonali Saha	000338	31.03.12	41,061.00

Rs. 14,73,270.00

M
24/9

W. N. Saha
24.9.13
Principal
Sarojini Naidu College
for Women



2/p

: 2 :

<u>Name of the Teacher :</u>	<u>Ch. No:</u>	<u>Date :</u>	<u>Amount (Rs)</u>
		B/F	14,73,270.00
Nidita Paul	000339	31.03.12	39,056.00
Saka Subhra Nag	000340	31.03.12	38,096.00
Manshi Paul	000341	31.03.12	32,170.00
Sou Aditya Banerjee	000342	31.03.12	25,998.00
Reena Kabir	000343	31.03.12	35,561.00
Sabita Morial	000344	31.03.12	32,057.00
Chitali Biswas	000345	31.03.12	34,335.00
Adirini Kanjilal	000346	31.03.12	34,165.00
Tapasi Jana	000347	31.03.12	28,927.00
Abhijit Sengupta	000348	31.03.12	36,539.00
Chandana Bhattacharya	000349	31.03.12	39,201.00
Tapasi Dutta	000350	31.03.12	36,367.00

Rs. 18,85,742.00

M
24/9

M. N. N. N.
24.9.13
Principal
Sarojini Naidu College
for Women



Following Cheques Issued on 31.03.12, Paid to South Dum Dum Co-op
Credit Society Ltd., for the month of March, 2012, Recorded in Cash
Book Folio No. 208 Dt. 31.03.12 But not Recorded in Bank Statement.

<u>N A M E :</u>	<u>Cheque No:</u>	<u>D A T E :</u>	<u>A M O U N T (Rs)</u>
Smt. Bulu Chakladar	000382	31.03.12	2,529.00
Sri Chakradhar Das	000383	- DO -	2,865.00
Sri Balendra Nath Tanti	000384	- DO -	1,760.00
Sri Suspan Kr. Chakraberty	000385	- DO -	3,913.00
Sri Janaki Ravi Das	000386	- DO -	2,439.00
Smt. Paramita Dasgupta	000387	- DO -	1,400.00
Sri Sajol Haldar	000388	- DO -	2,067.00

24/4

W. N. K. S.
24.4.13

Principal
Sarojini Naidu College
for Women

Rs. 16,973.00



Following Cheques Issued on 31.03.12. for Arrear Salary of Part time Teachers from Oct, 2010 to March 2011, Recorded in Cash Book vide CB Folio No. 208 Dt. 31.03.12. But not Recorded in Bank Statement.

<u>Name of the Teacher:</u>	<u>Cheque No:</u>	<u>Date :</u>	<u>Amount (Rs)</u>
Kartick Chakrabarty	000401	31.03.12	32,580.00
Payal Banerjee	000402	31.03.12	32,580.00
Prateek Chakraborty	000404	31.03.12	32,580.00
Soni Mukherjee	000405	31.03.12	32,580.00
Debdutta Majumder	000406	31.03.12	32,580.00
Ms. Asif Alam	000407	31.03.12	32,580.00
Sutipa Bhatta	000408	31.03.12	32,580.00
Ananika Roy	000409	31.03.12	32,580.00
Seena Mukherjee	000410	31.03.12	32,580.00
Orindrila Chakraborty	000411	31.03.12	40,630.00
Debasis Majumder	000412	31.03.12	32,580.00
Asmita Das	000413	31.03.12	32,580.00
Rabi Chakraborty	000414	31.03.12	32,580.00
Swapna Basu	000415	31.03.12	32,580.00
Souvick Mondal	000416	31.03.12	32,580.00
Subhamay Bhattacharya	000417	31.03.12	32,580.00

Rs. 5,29,330.00

M. Nil
24.9.13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata - 700 028

DEVELOPMENT FUND A/C NO. 32250

Schedule-11

BANK RECONCILIATION STATEMENT AS ON 31.03.12

Balance as per Bank Book as on 31.03.12	Rs. 15,78,869.98
Add Bank Interest Recorded in Pass Book, but not Recorded in Cash Book as on 31.03.12	Rs. 55,425.00
	<hr/> Rs. 16,34,094.98
Less: Bank Charges Recorded in pass book as on 31.03.12, but not recorded in Cash Book as on 31.03.12	Rs. 88.00
	<hr/> Rs. 16,34,006.98
Derived Balance as on 31.03.12	Rs. 16,34,006.98
Add: Difference	Rs. 11,420.00
	<hr/> Rs. 16,45,426.98
Balance as Pass Book as on 31.03.2012	<hr/> <hr/> Rs. 16,45,426.98

M. Gupta

M. N. N. N.
21.9.13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30 Jessore Road, Dum Dum,
Kolkata-700 028

GRANT FUND A/C NO. 32326

SCHEDULE-11

BANK RECONCILIATION STATEMENT AS ON 31.3.12

Balance as per Bank Book as on 31.03.12	Rs. 44,35,354.75		
Less: Bank Charges Recorded in Pass Book on 31.3.12. But not Recorded in Cash Book as on 31.03.12.	Rs. 55.00		
	<u>Rs. 44,35,299.75</u>		
Less: Chq. No.860754 Dt.7.3.12 Rs.1000/- recorded in Bank Pass Book But not Recorded in Cash Book	Rs. 1,000.00		
	<u>Rs. 44,34,299.00</u>		
Add: Bank Interest Recorded in Pass Book, but not recorded in Cash Book as on 31.3.12	Rs. 1,75,051.00		
	<u>Rs. 46,09,350.75</u>		
Derived Balance as on 31.03.12			
Add: Following Cheques Issued on 31.3.12 & Recorded in Cash Book Folio No.206 & 208 but not Recorded in Pass Book as on 31.3.12			
Council Management 29.3.12 Rs. 5,000.00			
Sukhmay Bhattacharya 30.3.12 Rs. 1,500.00			
Dutta Book Agency 31.3.12 <u>Rs. 4,853.00</u>	Rs. 11,353.00		
	<u>Rs. 46,20,703.75</u>		
Less: Following Cheques Issued & recorded in pass book but not recorded in cash book as on 31.03.2011.			
<u> Cheque No.</u>	<u> Date:</u>	<u> Amount(Rs)</u>	
860723	21.08.11	1,200.00	
860724	24.08.10	43,668.00	
860737	14.12.10	3,000.00	
860738	14.12.10	17,250.00	
860799	17.01.11	<u>2,221.00</u>	Rs. 67,339.00
			<u>Rs. 45,53,364.75</u>
Less: Difference			Rs. 25,329.45
Balance as per Pass Book as on 31.03.12			<u><u>Rs. 45,28,035.30</u></u>

M. 24/12
M. 24/12
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata - 700 028

VOCATIONAL FUND A/C NO. 32251

Schedule-11

BANK RECONCILIATION STATEMENT AS ON 31.03.12

Balance as per Bank Book as on 31.03.12	Rs. 1,04,533.25
Add: Bank Interest Recorded in Pass Book, but not recorded in Acsh Book as on 31.03.12	Rs. 7,830.00
	<u>Rs. 1,12,363.25</u>
Less: Bank Charges recorded in pass book, but not recorded in cash book as on 31.03.12	Rs. 55.00
	<u>Rs. 1,12,308.25</u>

ADD: Following Cheques Issued & Recorded in Cash Book, but not recorded in pass book as on 31.03.12

<u>Date:</u>	<u>Cheque No.</u>	<u>Amount (Rs)</u>	
24.03.12	000004	550.00	
27.03.12	000025	5,850.00	
31.03.12	000022	3,970.00	
31.03.12	000023	4,970.00	
31.03.12	000024	3,970.00	
31.03.12	000001	3,600.00	
31.03.12	000003	<u>2,600.00</u>	Rs. 25,510.00
			<u>Rs. 1,37,818.25</u>
Add: Difference			Rs. 16,254.00

Balance as per pass book as on 31.03.12

Rs. 1,54,072.25

mym/2

R. R. K. I.
24.9.13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata -700 028

Student Union Fund A/C No. 32249

Schedule-11

Bank Reconciliation Statement as on 31.3.12

Balance as per Bank Book as on 31.03.12	₹. 4,04,819.40
Add: Bank Interest Recorded in Pass Book, but not recorded in Cash Book as on 31.03.12	₹. 8,331.00
	<hr/>
	₹. 4,13,150.40
Less: Bank Charges Recorded in Bank pass Book but not Recorded in Cash book as on 31.3.12	₹. 88.00
	<hr/>
Derived Balance as on 31.03.12	₹. 4,13,062.40
Add: Difference	₹. 13,096.00
	<hr/>
Balance as per Pass Book as on 31.03.12	₹. 4,26,158.40
	<hr/> <hr/>

M
24/3

N. Nil
24.9.13
Principal
Sarojini Naidu College
for Women



SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum
Kolkata - 700 028

Schedule - 12

LIST OF BANK CHARGES ON 31.3.12

<u>BANK OF BORADA</u>	<u>ACCOUNT NO:</u>	<u>AMOUNT(RS)</u>	<u>T O T A L :</u>
General Fund	1948	7001.00	
Salary Fund	1946	3697.00	
Grant Fund	32326	55.00	
Student Union Fund	32249	88.00	
Development Fund	32250	88.00	
Vocational Fund	32251	55.00	
Misc. Bank Charges	-	<u>838.00</u>	11,822.00

for 24/9

N. N. Nil
24. 9. 13

Rs. 11,822.00

Principal
Sarojini Naidu College
for Women



SUBJECT COMBINATION WITH FEES STRUCTURE**B.SC. (HONOURS)**

Sl No.	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees	Total
ANTHROPOLOGY HONOURS :										
1	3131	ANTA	BOTG	ZOOG	BNGM	ENGC	ENVS	1830	720	2550
2	3134	ANTA	BOTG	ZOOG	HINM	ENGC	ENVS	1830	720	2550
3	3137	ANTA	BOTG	ZOOG	ENGM	ENGC	ENVS	1830	720	2550
BOTANY HONOURS :										
4	3141	BOTA	ZOOG	CEMG	BNGM	ENGC	ENVS	1830	570	2400
5	3143	BOTA	ZOOG	CEMG	HINM	ENGC	ENVS	1830	570	2400
6	3145	BOTA	ZOOG	CEMG	ENGM	ENGC	ENVS	1830	570	2400
7	3142	BOTA	ZOOG	MLBG	BNGM	ENGC	ENVS	1830	600	2430
8	3144	BOTA	ZOOG	MLBG	HINM	ENGC	ENVS	1830	600	2430
9	3146	BOTA	ZOOG	MLBG	ENGM	ENGC	ENVS	1830	600	2430
CHEMISTRY HONOURS :										
10	3151	CEMA	PHSG	MTMG	BNGM	ENGC	ENVS	1830	570	2400
11	3152	CEMA	PHSG	MTMG	HINM	ENGC	ENVS	1830	570	2400
12	3153	CEMA	PHSG	MTMG	ENGM	ENGC	ENVS	1830	570	2400
GEOGRAPHY HONOURS :										
13	3171	GEOA	ANTG	ECOG	BNGM	ENGC	ENVS	1830	570	2400
14	3173	GEOA	ANTG	ECOG	HINM	ENGC	ENVS	1830	570	2400
15	3174	GEOA	ANTG	ECOG	ENGM	ENGC	ENVS	1830	570	2400
16	3175	GEOA	ANTG	PLSG	BNGM	ENGC	ENVS	1830	570	2400
17	3176	GEOA	ANTG	PLSG	HINM	ENGC	ENVS	1830	570	2400
18	3177	GEOA	ANTG	PLSG	ENGM	ENGC	ENVS	1830	570	2400
19	3178	GEOA	ECOG	PLSG	BNGM	ENGC	ENVS	1830	420	2250
20	31710	GEOA	ECOG	PLSG	HINM	ENGC	ENVS	1830	420	2250
MATHEMATICS HONOURS :										
21	3181	MTMA	PHSG	CEMG	BNGM	ENGC	ENVS	1830	420	2250
22	3182	MTMA	PHSG	CEMG	HINM	ENGC	ENVS	1830	420	2250
23	3183	MTMA	PHSG	CEMG	ENGM	ENGC	ENVS	1830	420	2250

M. 24/7/13

M. 24/7/13
24.7.13
Principal
Sarojini Naidu College
for Women



Sl No	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees	Total
PHYSICS HONOURS :										
24	3121	PHSA	MTMG	CEMG	BNGM	ENGC	ENVS	1830	520	2350
25	3122	PHSA	MTMG	CEMG	HINM	ENGC	ENVS	1830	520	2350
26	3123	PHSA	MTMG	CEMG	ENGM	ENGC	ENVS	1830	520	2350
ZOOLOGY HONOURS :										
27	3191	ZOOA	BOTG	CEMG	BNGM	ENGC	ENVS	1830	570	2400
28	3193	ZOOA	BOTG	CEMG	HINM	ENGC	ENVS	1830	570	2400
29	3195	ZOOA	BOTG	CEMG	ENGM	ENGC	ENVS	1830	570	2400
30	3192	ZOOA	BOTG	MLBG	BNGM	ENGC	ENVS	1830	600	2430
31	3194	ZOOA	BOTG	MLBG	HINM	ENGC	ENVS	1830	600	2430
32	3196	ZOOA	BOTG	MLBG	ENGM	ENGC	ENVS	1830	600	2430
ECONOMICS HONOURS :										
33	3164	ECOA	PLSG	MTMG	ENGM	ENGC	ENVS	1830	320	2150
34	3165	ECOA	PLSG	MTMG	BNGM	ENGC	ENVS	1830	320	2150
B.A. (HONOURS)										
BENGLI HONOURS :										
1	1137	BNGA	HISG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
2	1132	BNGA	HISG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
3	1134	BNGA	HISG	SANG	BNGM	ENGC	ENVS	1730	250	1980
4	1131	BNGA	PHIG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
5	1135	BNGA	PHIG	SANG	BNGM	ENGC	ENVS	1730	250	1980
6	1133	BNGA	PLSG	SANG	BNGM	ENGC	ENVS	1730	250	1980
ENGLISH HONOURS :										
7	1142	ENGA	HISG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
8	1144	ENGA	HISG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
9	1148	ENGA	HISG	PLSG	HINM	ENGC	ENVS	1730	250	1980
10	1147	ENGA	HISG	PLSG	ENGM	ENGC	ENVS	1730	250	1980
11	1145	ENGA	PHIG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
GEOGRAPHY HONOURS :										
12	1122	GEOA	HISG	PLSG	ENGM	ENGC	ENVS	1830	420	2250
13	1123	GEOA	HISG	PLSG	BNGM	ENGC	ENVS	1830	420	2250

M. Nil
24.9.13

Principal
Sarojini Naidu College
for Women



24/9/13

Sl No	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees	Total
14	1125	GEOA	HISG	PLSG	HINM	ENGC	ENVS	1830	420	2250
15	1121	GEOA	HISG	SOCG	BMG	ENGC	ENVS	1830	420	2250

HISTORY HONOURS :

16	1112	HISA	BNGG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
17	1113	HISA	PHIG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
18	1115	HISA	PHIG	PLSG	ENGM	ENGC	ENVS	1730	250	1980
19	1116	HISA	PHIG	PLSG	HINM	ENGC	ENVS	1730	250	1980
20	1117	HISA	PHIG	SOCG	BNGM	ENGC	ENVS	1730	250	1980
21	1114	HISA	PLSG	SANG	BNGM	ENGC	ENVS	1730	250	1980

PHILOSOPHY HONOURS :

22	1166	PHIA	BNGG	HISG	BNGM	ENGC	ENVS	1730	250	1980
23	1161	PHIA	BNGG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
24	1164	PHIA	BNGG	SANG	BNGM	ENGC	ENVS	1730	250	1980
25	1167	PHIA	BNGG	SOCG	BNGM	ENGC	ENVS	1730	250	1980
26	1165	PHIA	HISG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
27	1169	PHIA	HISG	PLSG	ENGM	ENGC	ENVS	1730	250	1980
28	11610	PHIA	HISG	PLSG	HINM	ENGC	ENVS	1730	250	1980
29	1163	PHIA	HISG	SANG	BNGM	ENGC	ENVS	1730	250	1980
30	1162	PHIA	HISG	SOCG	BNGM	ENGC	ENVS	1730	250	1980
31	1168	PHIA	PLSG	SANG	BNGM	ENGC	ENVS	1730	250	1980

POLITICAL SCIENCE HONOURS :

32	1156	PLSA	HISG	PHIG	ENGM	ENGC	ENVS	1730	250	1980
33	1152	PLSA	HISG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
34	1157	PLSA	HISG	PHIG	HINM	ENGC	ENVS	1730	250	1980
35	1151	PLSA	HISG	SOCG	BNGM	ENGC	ENVS	1730	250	1980
36	1154	PLSA	PHIG	SOCG	BNGM	ENGC	ENVS	1730	250	1980
37	1158	PLSA	ECOG	HISG	BNGM	ENGC	ENVS	1730	250	1980
38	1159	PLSA	ECOG	SOCG	BNGM	ENGC	ENVS	1730	250	1980

M/24/4

M. N. S.
24.9.13

Principal
Sarojini Naidu College
for Women



Sarajini Naidu College For Women

Sl No	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees	Tot
SANSKRIT HONOURS :										
39	1174	SANA	BNGG	HISG	BNGM	ENGC	ENVS	1730	250	1980
40	1172	SANA	BNGG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
41	1173	SANA	BNGG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
42	1171	SANA	HISG	PHIG	BNGM	ENGC	ENVS	1730	250	1980
43	1175	SANA	HISG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
44	1176	SANA	PHIG	PLSG	BNGM	ENGC	ENVS	1730	250	1980
B.A. (GENERAL)										
1	10035	BNGG	ECOG	PHIG	ENGC	BNGM	ENVS	1720	200	1920
2	10013	BNGG	ENGG	HISG	ENGC	BNGM	ENVS	1720	200	1920
3	10012	BNGG	HISG	PHIG	ENGC	BNGM	ENVS	1720	200	1920
4	1009	BNGG	HISG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
5	10020	BNGG	HISG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
6	10010	BNGG	HISG	SANG	ENGC	BNGM	ENVS	1720	200	1920
7	10015	BNGG	HISG	SOCG	ENGC	BNGM	ENVS	1720	200	1920
8	10016	BNGG	PHIG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
9	10011	BNGG	PHIG	SANG	ENGC	BNGM	ENVS	1720	200	1920
10	10025	BNGG	PHIG	SOCG	ENGC	BNGM	ENVS	1720	200	1920
11	10029	ECOG	HISG	SOCG	ENGC	HINM	ENVS	1570	200	1770
12	10036	ECOG	PHIG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
13	10051	ECOG	SANG	PHIG	ENGC	BNGM	ENVS	1720	200	1920
14	10022	ENGG	HISG	SOCG	ENGC	BNGM	ENVS	1720	200	1920
15	10026	ENGG	HISG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
16	10031	ENGG	HISG	PHIG	ENGC	BNGM	ENVS	1720	200	1920
17	10032	ENGG	PHIG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
18	10038	ENGG	GEOG	HISG	ENGC	BNGM	ENVS	1800	250	2050
19	1001	GEOG	HISG	PLSG	ENGC	HINM	ENVS	1800	250	2050
20	1003	GEOG	HISG	HISG	ENGC	HINM	ENVS	1800	250	2050
21	1004	GEOG	HISG	SOCG	ENGC	BNGM	ENVS	1800	250	2050
22	10014	GEOG	HISG	SANG	ENGC	BNGM	ENVS	1800	250	2050
23	10018	GEOG	HISG	PLSG	ENGC	BNGM	ENVS	1800	250	2050

Prospectus 2011-12

M. Lal
24.7.13

Principal
Sarajini Naidu College
for Women



1/2/19

Sl. No	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees	Total
24	10019	GEOG	HISG	PLSG	ENGC	HINM	ENVS	1800	250	2050
25	10033	GEOG	HISG	SOCG	ENGC	HINM	ENVS	1800	250	2050
26	1002	HING	HISG	PLSG	ENGC	HINM	ENVS	1720	200	1920
27	1005	HING	HISG	PHIG	ENGC	HINM	ENVS	1720	200	1920
28	1006	HISG	PHIG	SANG	ENGC	BNGM	ENVS	1720	200	1920
29	1007	HISG	PHIG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
30	1008	HISG	PHIG	SOCG	ENGC	BNGM	ENVS	1720	200	1920
31	10017	HISG	PHIG	PLSG	ENGC	BNGM	ENVS	1720	200	1920
32	10024	HISG	PLSG	SOCG	ENGC	BNGM	ENVS	1720	200	1920
33	10028	HISG	PLSG	SANG	ENGC	BNGM	ENVS	1720	200	1920
34	10021	PHIG	PLSG	SANG	ENGC	BNGM	ENVS	1720	200	1920
35	10034	PHIG	PLSG	SANG	ENGC	ENGM	ENVS	1720	200	1920
36	10051	ECOG	SANG	PHIG	ENGC	BNGM	ENVS	1720	200	1920

B.SC. (GENERAL)

1	3003	ANTG	BOTG	ZOOG	ENGC	HINM	ENVS	1800	520	2320
2	3002	ANTG	BOTG	ZOOG	ENGC	BNGM	ENVS	1800	520	2320
3	30011	ANTG	ECOG	GEOG	ENGC	BNGM	ENVS	1800	470	2270
4	3004	ANTG	GEOG	HISG	ENGC	BNGM	ENVS	1800	470	2270
5	3001	ANTG	GEOG	PLSG	ENGC	BNGM	ENVS	1800	470	2270
6	3007	ANTG	GEOG	SANG	ENGC	BNGM	ENVS	1800	470	2270
7	30012	BOTG	CEMG	ZOOG	ENGC	BNGM	ENVS	1800	470	2270
8	3005	BOTG	MLBG	ZOOG	ENGC	BNGM	ENVS	1800	500	2300
9	30013	CEMG	MTMG	PHSG	ENGC	ENGM	ENVS	1800	420	2220
10	3008	CEMG	MTMG	PHSG	ENGC	BNGM	ENVS	1800	420	2220
11	3009	ECOG	ENGG	GEOG	ENGC	ENGM	ENVS	1800	320	2120
12	3006	ECOG	GEOG	SOCG	ENGC	BNGM	ENVS	1800	320	2120
13	30010	ECOG	GEOG	PLSG	ENGC	BNGM	ENVS	1800	320	2120
14	30015	ECOG	ANTG	MTMG	ENGC	BNGM	ENVS	1800	320	2120

B.SC. (MAJOR)

1	5111	CAVA	MTMG	PHSG	BNGM	ENGC	ENVS	1830	1650	3480
2	5112	CAVA	MTMG	PHSG	ENGC	HINM	ENVS	1830	1650	3480

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M. K. K.
24.7.13

Principal
Sarojini Naidu College
for Women



Sarojini Naidu College For Women

Sl No	Code	Hons	General1	General2	Comp1	Comp2	Comp3	Gen Fees	Comb Fees
3	5113	CMAV	MTMG	PHSG	ENGC	ENGM	ENVS	1830	1650
4	5114	CMAV	BOTG	ZOOG	ENGC	BNGM	ENVS	1830	1700
5	5115	CMAV	BOTG	ZOOG	ENGC	ENGM	ENVS	1830	1700
6	5116	CMAV	BOTG	ZOOG	ENGC	HINM	ENVS	1830	1700
7	5117	CMAV	ECOG	PLSG	ENGC	BNGM	ENVS	1830	1600

B.A. (MAJOR)

1	4111	CMEV	ENGG	PLSG	ENGC	BNGM	ENVS	1830	1100
2	4112	CMEV	ENGG	PLSG	ENGC	ENGM	ENVS	1830	1100
3	4113	CMEV	ENGG	PLSG	ENGC	HINM	ENVS	1830	1100
4	4114	CMEV	ENGG	SOCG	ENGC	HINM	ENVS	1830	1100
5	4115	CMEV	ENGG	SOCG	ENGC	BNGM	ENVS	1830	1100
6	4116	CMEV	ENGG	PHIG	ENGC	BNGM	ENVS	1830	1100
7	4117	CMEV	ENGG	HISG	ENGC	BNGM	ENVS	1830	1100

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24.9.13



Principal
Sarojini Naidu College
for Women

FOR 1ST YEAR PROPOSED FEES FOR 2011-12

TUITION FEE		OTHER FEES (P.A.)				
			(Honours)		(General)	
			B.Sc.	B.A.	B.Sc.	B.A.
B.A. (H)	110 per month					
B.A. (G)	75 per month					
B.Sc. (G)	85 per month	Session	900	900	900	900
	50 per month	Library	40	40	30	30
		Identity Card	30	30	30	30
		NAAC	60	60	60	60
C.M.A.V.	600 per month	Caution Lab	100	-	80	-
C.M.E.V.	400 per month	Building Fund	500	500	500	500
		U. Reg.	110	110	110	110
Development	50 per month	U. Certificate	30	30	30	30
Maintenance	50 per month	U. Sports	60	60	60	60
		Total	1830	1730	1800	1720

PRACTICAL FEES

Subject	(Honours)	(General)
Chemistry	200	100 per month
Physics	100	50 per month
Botany	100	50 per month
Zoology	100	50 per month
Geography	100	50 per month
Anthropology	300	150 per month
Molecular Biology	x	130 per month
C.M.A.V.	300	Per month
C.M.E.V.	200	Per month

Admission Fee : - One Month Tuition Fee.

M. Naitil
23.7.13

Principal
Sarojini Naidu College
for Women

M. Naitil

M. Naitil
24.9.13

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Sarojini Naidu College
for Women





Sarojini Naidu College for Women

(Govt. Sponsored)

29, Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1585

Ref. No

Date :

2011-12

No. of students:

COURSE	Students' Strength 2011-12		
	1ST YEAR	2ND YEAR	3RD YEAR
B.A. GEN	253	188	193
B.A. HONS	142	130	134
B.A. MAJ	7	7	6
B.SC GEN	24	29	37
B.SC HONS	108	138	72
B.SC MAJ	8	15	4
	542	492	442

No. of Teachers: 44

Female	Male
41	03

M. N. 24/11

M. N. 24.9.13

M. N. 24/11

Principal
Sarojini Naidu College
for Women



Principal
Sarojini Naidu College
for Women

VACANCY FOR NON-TEACHING - 2012

NAME, DESIGNATION & DATE OF BIRTH	QUALIFICATION	DATE OF APPOINTMENT / JOINING	NO. OF POST SANCTIONED	NO. OF EXISTING POST	SCALE OF PAY (RS)	BASIC PAY AS ON	POST CREATION G.O. NO.	POST CREATION DATE	APPOR WAI MEMO NO	REMARKS
Head Clerk			1		100-37,600		7805-Edn(Cs)	25.07.56		vacant w.e.f. 01.11.2011
Smt. Binay Choudhary, Clerk, 10.10.59, subsequently appointed as Accountant w.e.f. 07.01.11	B.Sc	1. 05.05.83 2. 07.01.11	3 1	1 1	7100 - 37,600	17,590	578-Edn(Cs), 13249 - Edn	29.04.82 25.11.58	141 C dt 16.01.86 514 C dt 04.04.11	
Cashier			1		7100-37,600		578 - Edn (Cs)	29.04.82		Vacant w.e.f. 01.04.11 due to Smt. A. Sen transfered to the post of Head clerk
Clerk			3	1	5400-25,200		1539-Edn(Cs)	25.11.80		vacant w.e.f. 01.11.2010 due to retirement of Smt. K. Lefowdhary
clerk			3	1	5400-25,200		578 - Edn(Cs)	29.04.82		vacant w.e.f. 07.01.2011 due to promotion Smt. B. Chakraborty to post of Accountant
Smt. Shyamali Maitra Typist 01.04.58	B.A	08.08.83	1	1	7100 - 37,600	16,690	578 - Edn (Cs)	29.04.82	141 C dt 16.01.86	
Smt. Mala Roy Choudhary clerk 06.11.1962	B.A.	02.02.89		1	7100 - 37,600	15,530	578-Edn (Cs)	29.04.82	147 C dt 15.10.90	
Smt. Naba Kumar Mukhopadhyay, Electrician-Cum-Caretaker 09.07.1966	Diploma in Electrical Engineering	28.04.2000	1	1	5400 - 25,200	12,220	1174-Edn(Cs)	01.09.99	702-C dt 28.04.2001	
Smt. Kamal Das, Mali (02.01.53) subsequently absorbed as office attendant vide 578-Edn (Cs) dt. 29.04.82		05.02.75	3	2	5400-25,200	11,180	319-Edn(Cs) 578-Edn (Cs)	11.07.66 29.04.82	1689 C dt 21.08.86 141 C dt 16.01.85	
Office Attendant			3	2	4900 - 16,200		7805-Edn(Cs)	25.07.56		vacant w.e.f. 01.01.02 due to retirement of Smt. G. C. Datta
Smt. Samar Kumar Biswas, Lab attendant, 12.04.57	S.F.	15.02.1977	2	2	5400-25,200	11,380	7805-Edn (Cs)	25.07.56	1624 C dt 07.08.87	



M. N. Noida
24.4.13

Principal
Sarojini Naidu College
for Women

M N / S

NAME, DESIGNATION & DATE OF BIRTH	QUALIFICATION	DATE OF APPOINTMENT / JOINING	NO OF POST SANCTIONED	NO. OF EXISTING POST	SCALE OF PAY (RS)	BASIC PAY AS ON	POST CREATION C.O. NO.	POST CREATION DATE	APPROXIM. MEARS NO.	REMARKS
Sri. Swapan Kumar Bhattacharya, Lab. Attendant Zoology, 05.12.1954	VIII Pass	09.08.83	2	2	5400 - 25,200	11,050	578 Edn (Cs)	29.03.85	141 C dt 14.01.85	
Sri. Deep Kumar Rakshit, Lab. Attendant Zoology, 05.09.1957	VIII Pass	05.08.85	2	2	5400 - 25,200	10,400	578 Edn (Cs)	29.04.82	141 C dt 10.01.85	
Sri. Bholanath Adhikari, Lab. Attendant, Botany, 05.11.1957	VIII Pass	15.02.77	2	2	5400 - 25,200	10,710	7805 Edn (CS)	25.07.56	1024 C dt 07.08.87	
Lab. Attendant, Physics	2	4900 - 16,200	7805 Edn (CS)	25.07.56	Vacant w.e.f. 01.12.11 due to retirement of Sri. Ajit Kumar Das
Sri. Gadadhar Das, Lab. Attendant, Geography, 10.06.1958	VIII Pass	15.02.77	2	2	5400 - 25,200	11,380	1539 Edn (Cs)	25.11.80	1589 C dt 21.08.86	
Sri. Harish Chandra Das, Specimen Collector, Botany, 12.01.60, subsequently transferred	IX Pass	08.08.83 31.08.06	2	2	5400 - 25200	11,810	578 Edn (Cs) 430 - C	29.04.82 27.02.06	141 C dt 16.01.85 350-C dt 14.03.08	
Smt. Sipra Dutta Lab. Attendant, Chemistry 11.11.1960	VIII Pass	19.08.85	5	4	5400 - 25,200	10,730	578-Edn (Cs)	29.04.82	1031 C dt 23.04.91	
Sri. Swapan Kumar Chowdhury, Night watch man, subsequently absorbed, Lab. Attendant,	VIII Pass	08.08.83 05.07.01	5	4	5400 - 25,200	11,050	578-Edn (Cs)	29.04.82	141 C dt 16.01.85 169 - C dt	
Sri. Sasanka Giri, Lab. Attendant, Chemistry, 08.12.64	H.S.	07.03.01	5	4	4900 - 16,200	8,690	1174 - Edn (Cs)	01.09.99	169 C dt 07.02.02	
Smt. Paranjita Dasgupta, Lab. Attendant, Chemistry, 21.04.74	Graduate	07.03.01	5	4	4900 - 16,200	8,690	1174-Edn (Cs)	01.09.99	169 - C dt 07.02.02	
Lab. Attendant, Physics	2	4900 - 16,200	7805-Edn (Cs)	25.07.56	Vacant w.e.f. 01.02.2003 due to retirement of Sri. A. K. Shaha

M. J. S.

Dr. R. K.

24.9.13



Principal
Sarojini Naidu College
for Women

STAFF PATTERN FOR NON-TEACHING - 2012

NAME, DESIGNATION & DATE OF BIRTH	QUALIFICATION	DATE OF APPOINTMENT / JOINING	NO. OF POSTS RESERVED	NO. OF EXISTING POSTS	SCALE OF PAY	BASIC PAY AS ON	POST CREATION	POST CREATION DATE	APPROVAL	REMARKS
Lab. Attendant, Chemistry			5	4	4900 - 16,200					Approved on 01.12.2000 due to retirement of Smt. Uma Roy-Boudhary
Smt. Sipra Nandi, Library Assistant, Library, 06.12.58	B.A., B. LIB	18.05.83	1	1	7100 - 37,600	16,690	578-Edn (Cs)	29.04.82	141 C dt 16.01.85	
Sri. Dilip Kumar Das, specimen Collector, Botany, Subsequently absorbed Library as Library Attendant on 15.06.54	S.F.	08.08.83	2	1	5400 - 25,200	11,810	578-Edn (Cs) 430-C	29.04.82 27.02.06	141 C Dt 16.01.85 350 C Dt 14.03.08	
Library Attendant			2	1	4900 - 16,200		578 Edn (Cs)	29.04.82	528 C dt 02.88	Vacant w.e.f 01.03.2000 due to retirement of Smt. Krishna Chakraborty
Sri. Birendranath Tanti, Guard, 05.09.53	VIII Pass	10.05.83	4	4	5400 - 25,200	11,810	578-Edn (Cs)	29.04.82	141 C dt 16.01.85	
Sri. Ashoke Kar, Guard, 25.02.61	VIII Pass	15.05.83	4	4	5400 - 25,200	10,090	7805-Edn(Cs)	25.07.56	728 C Dt. 01.04.92	
Sri. Amar Kundu, Guard, 12.05.64	B. Com	06.07.2000	4	4	4900 - 16,200	8,810	7805-Edn(Cs)	25.07.56	702 C Dt 28.01.01	
Sri. Retan Kumar Das, Mshl, 10.12.67	VIII Pass	17.04.2K	1	1	5400 - 25,200	9,210	1174-Edn(Cs)	01.09.93	702 C Dt 28.04.01	
Sri. Janki Ravi Das, Sweeper, 16.03.63	M.P.	01.12.98	2	2	4900 - 16,200	9,070	319-Edn(Cs)	11.07.66	149 C dt 09.11.2K	
Sri. Piraki Saha, Sweeper, 16.03.71	H.S.	13.10.07	2	2	4900 - 16,200	7,440	3063-Edn(Cs)	07.12.73	350 C dt 14.03.08	
Sri. Sajal Halder, Office Attendant, 14.10.77	H.S.	13.10.08	3	2	4900 - 16,200	7,440	3064-Edn(Cs)	07.12.74	350 C dt 14.03.08	
Sri. Susanta Kumar Mondal, Guard 07.05.68	B.A.	13.10.09	4	4	4900 - 16,200	7,440	3055-Edn(Cs)	29.04.82	350 C dt 14.03.08	

Dr. N. N. N. N.
24.9.13

Principal
Sarojini Naidu College
for Women



24/9

AUDITOR'S REPORT
SAROJINI NAIDU COLLEGE FOR WOMEN

We have examined the attached Balance Sheet as at 31st March, 2013 of SAROJINI NAIDU COLLEGE FOR WOMEN of 30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028 together with Income & Expenditure Account and Receipt and Payment Account for the year ended as on that date.

These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our report.

We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test checking basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We further report that:

- I. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

- II. The Balance Sheet and Income & Expenditure Account dealt with by the Report are in agreement with the books of account.



III. In our opinion and to the best of our information and according to the explanations given to us, the statements exhibit true and fair view.

Other observations are as follows:

a) Cash and Bank Balance :

CASH BALANCE as on 24.2.2014 (Closing) - Rs 11,177.25

BANK:

NAME OF THE BANK	BRANCH	ACCOUNT NO.	DATE OF BALANCE	AMOUNT (Rs)
BANK OF BARODA	DUM DUM	610	22.1.2014	453,787.40
BANK OF BARODA	DUM DUM	263	8.2.2014	1,041,295.30
BANK OF BARODA	DUM DUM	192	3.2.2014	363,454.25
BANK OF BARODA	DUM DUM	10191	22.1.2014	2,097,154.98
BANK OF BARODA	DUM DUM	133	19.2.2014	1,308,581.48
BANK OF BARODA	DUM DUM	131	19.2.2014	1,621,403.12
FIXED DEPOSIT	DATE OF DEPOSIT	AMOUNT	DATE OF MATURITY	MATUREITY VALUE
WITH BANK OF BARODA, DUM DUM Br	2.9.2011	1,714,292.00	2.9.2014	2,238,951.00
WITH BANK OF BARODA, DUM DUM Br	27.11.2013	2,500,000.00	27.11.2016	3,269,918.00
WITH BANK OF BARODA, DUM DUM Br	1.11.2013	2,000,000.00	1.11.2016	2,615,934.00
WITH BANK OF BARODA, DUM DUM Br	27.11.2013	2,500,000.00	27.11.2016	3,269,918.00
IDBI BANK LTD, DUM DUM Br	24.8.2013	200,000.00	24.8.2018	312,102.00
IDBI BANK LTD, DUM DUM Br	24.8.2013	1,500,000.00	24.8.2018	2,340,764.00

- b) Grant received from the Director of Public Instruction, West Bengal has been properly utilized for the purpose for which it was granted.
- c) The Roll strength of students, course and subject taught, class wise no of students, no of teaching and non-teaching staff, Rate of tuition fees and other has been included in the report.
- d) Provident fund of teaching and non-teaching staff has been included in the report.
- e) Details of grant has been included in the report.
- f) There is no valuation of land and building.
- g) Details of Fixed Deposit included in the report.
- h) PROVIDENT FUND ACCOUNT: It appears that the Balance of Provident Fund Account Rs 2,63,72,478.68. The amount of Investment is Rs 1,83,23,273.95 and Loan of Rs 53,09,326.00

The closing balance as per individual ledger stands Rs 2,54,30,502.92.

The balance of Investment as per statements of Finance Department, Govt. of West Bengal is Rs 2,66,37,847.00

In the case of Balance Sheet, of the State of affairs of the College as on 31st March, 2013.

In the Case of Income & Expenditure Account, of the excess of expenditure over income for the year ended as on that date.

Date, Kolkata
28.2.2014

For P S Roy & Associates
Chartered Accountants
FRN:320074E


P S Roy, Partner
M.No: 54992



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM, KOLKATA - 700 028

BALANCE SHEET AS ON 31.3.2013

LIABILITIES	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)
CAPITAL FUND				FIXED ASSETS	5		801,023.85
BALANCE AS PER LAST ACCOUNT			3,319,761.96	P.F. INVESTMENTS	6		18,323,273.95
GENERAL FUND BALANCE AS PER LAST ACCOUNT				CURRENT ASSETS, LOANS AND ADVANCES			
MISCELLANEOUS FUND	1		62,391.08	SECURITY DEPOSIT		11,301.44	
			35,735,523.03	BALANCE AS PER LAST ACCOUNT		15,067.00	26,368.44
				Addition During the Year			
LOAN FROM GOVERNMENT				DEPOSIT WITH CONST. BOARD			
BALANCE AS PER LAST ACCOUNT			25,575.48	BALANCE AS PER LAST ACCOUNT			9,271.38
				ADVANCE			
INCOME & EXPENDITURE ACCOUNT				BALANCE AS PER LAST ACCOUNT		2,545,335.33	
BALANCE AS PER LAST ACCOUNT		1,962,401.85		Addition During the Year		327,710.00	2,873,045.33
EXCESS OF INCOME OVER EXPENDITURE		3,344,765.95		PROVIDENT FUND LOAN	7		5,309,326.00
CU ACCOUNT				FIXED DEPOSIT			
UGC GRANT FOR VOCATIONAL	2		1,319,236.35	BALANCE AS PER LAST ACCOUNT			1,714,292.00
BALANCE AS PER LAST ACCOUNT			5,307,167.80	HOSTEL SUBSIDY			
Add: Recd. This Year		1,843,758.00		BALANCE AS PER LAST ACCOUNT			6,819.00
Less: UTILIZED in earlier years		319,600.00					
Less: UTILIZED this year		2,163,358.00					
		1,845,363.10					
		194,554.00					
DPI GRANT FOR ELECTRIC REPAIRS			123,440.90				
BALANCE AS PER LAST ACCOUNT		417,728.00					
Less: Utilized		222,882.20					
			194,845.80				



Urmila Zamil

Principal

Sarojini Naidu College
for Women, Kol-78

BALANCE SHEET AS ON 31.3.2013

LIABILITIES	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)
DPI GRANT FOR LIB. & EQUIPMENT BALANCE AS PER LAST ACCOUNT Less: Utilized		65,000.00 17,696.55	47,303.45				
PROMOTION OF SPORTS & GRAMS BALANCE AS PER LAST ACCOUNT Less: Utilized		30,000.00 19,906.45	10,093.55				
FURNITURE & EQUIPMENT GRANT BALANCE AS PER LAST ACCOUNT Less: Utilized		115,000.00 135,302.00	(20,302.00)				
UGC GRANT (VIII TH PLAN) BALANCE AS PER LAST ACCOUNT			248,690.00	UGC & STATE GOVERNMENT GRANT LIBRARY BUILDING LIBRARY BOOKS		48,657.23 5,250.00	53,907.23
UGC GRANT (IX TH PLAN) BALANCE AS PER LAST ACCOUNT Less: Utilized		892,500.00 1,032,973.21	(140,473.21)				
UGC GRANT (X TH PLAN) BALANCE AS PER LAST ACCOUNT Less: Utilized		582,466.00 40,362.50	181,603.50	NCC CONTINGENCY BALANCE AS PER LAST ACCOUNT			1,249.70
MINGR RESEARCH PROJECT BALANCE AS PER LAST ACCOUNT Less: Utilized		390,341.00 239,041.00	151,800.00				
STATE GOVERNMENT GRANT BALANCE AS PER LAST ACCOUNT Less: Utilized		816,822.00 1,167,581.43	(350,759.43)				
<u>UNSECURED LOANS</u> BALANCE AS PER LAST ACCOUNT			237,227.27				
<u>CURRENT LIABILITIES</u> SALARY PAYABLE	3		980,322.80				
SUNDRY LIABILITIES	4		(264,633.42)				



Principal

Sarojini Naidu College
for Women, Kol-28

BALANCE SHEET AS ON 31.3.2013

LIABILITIES	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	Schedule	AMOUNT(Rs.)	AMOUNT(Rs.)
SHAMPA MONDAL P.F. BALANCE AS PER LAST ACCOUNT			19,689.00	LOAN (HOSTEL) BALANCE AS PER LAST ACCOUNT		30,000.00	
GSLI PAYABLE			20.00	Addition During the Year		6372.00	36,372.00
PERSONAL LOAN BALANCE AS PER LAST ACCOUNT			8,235.00	CLOSING BALANCE :			
PAYABLE TO AUDITORS				CASH AT BANK	8		18,053,525.28
CONSULTENCY CHARGES		30,000.00		IMPREST CASH			12,323.50
CONVEYANCE		5,250.00		CASH IN HAND			19,501.25
AUDIT FEES		3,500.00					
SERVICE TAX		4,790.00					
			47,240,298.91				47,240,298.91

As per report of even date

Dated, Kolkata
28.02.2014

FOR P S ROY & ASSOCIATES

Chartered Accountants

FRN:320074E

*Urmila Ghil***Principal****Sarojini Naidu College
for Women, Kol-28**

P S Roy, Partner

M.no: 54992

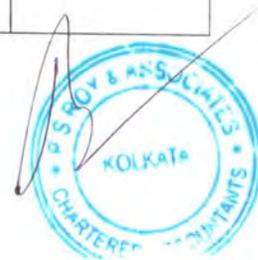


SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM, KOLKATA - 700 028

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2013

EXPENDITURE	AMOUNT(Rs.)	INCOME	AMOUNT(Rs.)
ALLOWANCES	25,800.00	CASUAL FEES	70,300.00
MINORITY	7,200.00	COMPETATIVE EXAM.	10,500.00
CONSULTANCY CHARGES	30,000.00	TUTION FEES	1,167,920.00
CONVEYANCE	5,250.00	ADMISSION FEES	65,265.00
LIBRARY CONTINGENCY	6,481.00	DEVELOPMENT FEES	850,400.00
LIBRARY RUNNING EXP.	11,500.00	MAINTENANCE FEES	851,040.00
MATHEMATICES	500.00	PRACTICAL FEES	1,163,510.00
BOTANY RUNNING EXP.	27,530.00	FINE FEES	300.00
CHEMISTRY RUNNING EXP.	59,596.00	NACC FEES	169,920.00
ANTHOPOLOGY RUNNING EXP.	3,571.00	IDENTITY CARD FEES	38,500.00
ZOOLOGY RUNNING EXP.	24,888.00	LIBRARY FEES	85,290.00
PHYSICS RUNNING EXP.	6,950.00	INFRASTRUCTURE	539,000.00
MOLECULAR BIOLOGY RUNNING	515.00	SESSION CHARGES	1,691,365.00
SECURITY SERVICE	60,100.00	SCHOLARSHIP	18,100.00
ELECTRIC CHARGES	334,960.00	ROYALTY (RENT)	45,000.00
BANK CHARGES	10,306.00	N S O U STUDY CENTRE	2,300.00
MUNICIPAL TAX	29,270.00	BANK INTEREST	294,519.00
TELEPHONE CHARGES	73,623.00	MISCELLANEOUS	237,480.00
SERVICE CHARGES	6,849.00	DEFICIT ADJUSTMENT	8,418.00
CEREMONIAL EXPENSES	6,000.00	SOUVENIRE	35,000.00
PRINTING & STATIONERY	181,300.00	INTEREST ON FIXED DEPOSIT	409,279.00
GENERATOR CHARGES	12,597.00		
EDUCATIONAL EXCURSION	21,057.00		
RENEWAL	100.00		
MEDICAL CHARGES	564.00		
CONTINGENCY	274,018.00		
REPAIR & MAINTENANCE	495,155.00		
LEGAL EXP.	5,000.00		
ACCOUNTING CHARGES	13,000.00		
TRAVELLING	58,911.00		
ANNUAL FUNCTION	54,900.00		
SEMINAR	6,455.00		
ADVERTISEMENT	8,500.00		

Urmila Mukherjee
Principal
Sarojini Naidu College
for Women, Kol-28



INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2013

EXPENDITURE	AMOUNT(Rs.)	INCOME	AMOUNT(Rs.)
G B MEETING	1,205.00		
DEPRECIATION	103,772.00		
AUDIT FEES (2011-12)	6,000.00		
AUDIT FEES	3,500.00		
SERVICE TAX	4,790.00		
PRIOR PERIOD ADJUSTMENT ACCOUNT	2,426,927.05		
EXCESS OF INCOME OVER EXPENDITURE	3,344,765.95		
	7,753,406.00		7,753,406.00

Dated, Kolkata
28.02.2014

Urmila Nait
Principal
Sarojini Naidu College
for Women, Kol-28

As per our report of even date

FOR P S ROY & ASSOCIATES

Chartered Accountants

FRN:320074E

P S Roy Partner

M.no: 54992



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31.3.2013

RECEIPTS	AMOUNT(Rs.)	PAYMENTS	AMOUNT(Rs.)
CASH IN HAND	12,385.25	UNIVERSITY CENTRE FEES	170.00
CASH AT BANK		UNIVERSITY FORM FEES	220.00
GENERAL ACCOUNT - 133	3,095,756.48	UNIVERSITY PRACTICAL EXAM. FEES	200,728.00
SALARY ACCOUNT - 131	6,535,053.42	BUILDING FUND	500.00
STUDENT UNION- 10190	413,062.40	SERVICE CHARGS	6,849.00
DEVELOPMENT- 10191	1,634,006.98	UGC ADDITION GRANT -XI (CAPACITY BUILDING)	872,208.00
VOCATIONAL - 10192	112,308.25	P.F. DEPOSIT (RBI)	2,732,640.00
GRANT - 10263	4,609,350.75	P.F. INTEREST	2,879,654.00
CAPITAL FUND-14680	14,131.50	LEAVE ENCASHMENT	410,400.00
DEVELOPMENT FUND-14479	151,154.55	LIBRARY CONTINGENCY	6,481.00
STAFF QUARTER RENT FUND-32327	100.00	LIBRARY RUNNING EXP.	11,500.00
SBI-102	1,710.00	MATHEMATICS	500.00
SBI-SHYAMBAZAR	431.70	MEDICAL CHARGES	564.00
SBI-NAGER BAZAR	1,340.00	CHEMISTRY RUNNING EXP.	59,596.00
AUDITORIUM FUND-32325	100.00	CEREMONIAL EXPENSES	6,000.00
		P.F. FIANAL PAYMENT	519,289.00
CASUAL FEES	70,300.00	BUILDING	58,140.00
COMPETATIVE EXAM.	10,500.00	CONTINGENCY	274,018.00
TUTION FEES	1,167,920.00	TRAVELLING CHARGES	58,911.00
ADMISSION FEES	65,265.00	BOTANY RUNNING EXP.	27,530.00
DEVELOPMENT FEES	850,400.00	VOCATIONAL	194,554.00
MAINTENANCE FEES	851,040.00	ANTHOPOLOGY RUNNING EXP.	3,571.00
PRACTICAL FEES	1,163,510.00	SECURITY SERVICE	60,100.00
VOCATIONAL FEES	319,600.00	ADVANCE	313,335.00
UNIVERSITY EXAM. FEES	9,690.00	ZOOLOGY RUNNING EXP.	24,888.00
UNIVERSITY CERTIFICATE FEES	23,850.00	ELECTRIC CHARGES	334,960.00
UNIVERSITY REGISTRATION FEES	2,690.00	BANK CHARGES	10,306.00
UNIVERSITY SPORTS FEES	45,900.00	MUNICIPAL TAX	29,270.00
UNIVERSITY PRACTICAL EXA. (CONTIN.)	126,140.00	TELEPHONE CHARGES	73,623.00
UGC-XI PLAN	622,201.00	D.A. - TEACHING	11,430,399.00
SESSION CHARGES	1,691,365.00	D.A. - NON-TEACHING	1,744,169.00
UGC-XII PLAN (ADDITIONAL)	312,500.00	PRINTING & STATIONERY	181,300.00
PAY - DPI	43,833,429.00	GENERATOR CHARGES	12,597.00
P.F. INTEREST	2,879,654.00	EDUCATIONAL EXCURSION	21,057.00
CAUTION MONEY	54,380.00	PHYSIS RUNNING EXP.	6,950.00
CAUTION LAB. FEES	1,100.00	REVIEW	1,580.00
ROYALTY (RENT)	45,000.00	RENEWAL	100.00
NACC FEES	169,920.00	ARREAR SALARY	1,908,883.00
ARREAR SALARY	3,070,322.00	P. TAX	162,835.00
P. TAX	162,915.00	P.F. LOAN TEACHING	846,500.00
P.F. DEDUCTION (NON-TEACHING)	1,132,500.00	P.F. LOAN NON-TEACHING	157,100.00
P.F. DEDUCTION (TEACHING)	3,105,300.00	PUJA ADVANCE	14,375.00
I.TAX (T D S)	3,479,298.00	REPAIR & MAINTENANCE	495,155.00
SALARY SAVINGS	195,827.20	I.TAX (T D S)	3,473,358.00
GROUP INSURANCE	11,719.00	SALARY SAVIANG	195,826.70
SCHOLARSHIP	18,100.00	GROUP INSURANCE	3,930.00
DEVELOPMENT FUND	4,000.00	BASIC PAY - TEACHING	24,328,310.00
FINE FEES	300.00	BASIC PAY - NON-TEACHING	3,737,784.20
SALARY DEDUCTION (ARREAR)	364,000.00	HRA. TEACHING	2,332,671.00
DEFICIT ADJUSTMENT	8,418.00	HRA. NON-TEACHING	474,738.00
UNIVERSITY CONTINGENCY (WRITTEN EXAM)	2.00	MEDICAL ALLOWANCE - TEACHING	155,400.00
BANK INTEREST	294,519.00	MEDICAL ALLOWANCE NON-TEACHING	91,200.00

Urmila Ntil
Principal
Sarojini Naidu College
for Women, Kol-28



RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31.3.2013

RECEIPTS	AMOUNT(Rs.)	PAYMENTS	AMOUNT(Rs.)
MISCELLANEOUS	237,480.00	PUJA EXGRATIA	18,000.00
IDENTITY CARD FEES	38,500.00	PUJA-BONUS	55,000.00
INFRASTRUCTURE	539,000.00	SALARY (PART TIMER)	1,815,240.00
LIBRARY FEES	85,290.00	LEGAL EXP.	5,000.00
N S O U STUDY CENTRE	2,300.00	ACCOUNTING CHARGES	13,000.00
ARREAR SALARY (NON-TEACHING STAFF)	133,833.00	ALLOWANCES	25,800.00
SOUVENIRE	35,000.00	AUDIT FEES	56,000.00
		ADVERTISEMENT	8,500.00
		STUDENT UNION	86,445.00
		UNIVERSITY LATE FINE FEES	300.00
		HOSTEL LOAN	6,372.00
		FITTING & FURNITURE	60,360.00
		MOLECULAR BIOLOGY RUNNING	515.00
		MINORITY	7,200.00
		SECURITY DEPOSIT	15,067.00
		ANNUAL FUNCTION	54,900.00
		SEMINAR	6,455.00
		ARREAR SALARY (NON-TEACHING STAFF)	133,833.00
		G B MEETING	1,205.00
PRIOR PERIOD ADJUSTMENT ACCOUNT		PRIOR PERIOD ADJUSTMENT ACCOUNT	
STUDENT UNION- 10190	13,096.00	GENERAL ACCOUNT - 133	192,681.00
DEVELOPMENT- 10191	11,420.00	SALARY ACCOUNT - 131	2,182,047.60
VOCATIONAL - 10192	16,134.00	GRANT - 10263	92,848.45
		CLOSING BALANCE:	
		CASH IN HAND	19,501.25
		CASH AT BANK	
		GENERAL ACCOUNT - 133	4,098,560.50
		SALARY ACCOUNT - 131	5,887,325.10
		STUDENT UNION- 10190	415,356.40
		DEVELOPMENT- 10191	2,336,005.98
		VOCATIONAL - 10192	231,092.25
		GRANT - 10263	4,916,217.30
		CAPITAL FUND-14680	14,131.50
		DEVELOPMENT FUND-14479	151,154.55
		STAFF QUARTER RENT FUND-32327	100.00
		SBI 102	1,710.00
		SBI-SHYAMBAZAR	431.70
		SBI-NAGER BAZAR	1,340.00
		AUDITORIUM FUND-32325	100.00
	83,856,518.48		83,856,518.48

Dated, Kolkata
28.02.2014

Urnika Nal
Principal
Sarojini Naidu College
for Women, Kol-28
for Women, Kol-28
Sarojini Naidu College
Principal

As per our report of even date

FOR P S ROY & ASSOCIATES
Chartered Accountants
FRN:320074E

P S Roy, Partner
M no: 54992



SAROJINI NAIDU COLLEGE FOR WOMEN

SCHEDULE OF MISCELLANEOUS FUND AS ON 31.03.2013

SCHEDULE - 1

Particulars	Balance as on 01.04.2012	Addition this year	Utilized this year	Balance as on 31.03.2013
CAUTION MONEY	665,209.49	54,380.00		719,589.49
COMMON ROOM	(26,597.53)			(26,597.53)
DEVELOPMENT	2,636,612.09	4,000.00		2,640,612.09
GAMES	173,201.66			173,201.66
HOSTEL	21,293.05			21,293.05
MAGAZINE	(43,332.52)			(43,332.52)
STUDENT AID	(1,450.76)			(1,450.76)
STUDENT HEALTH HOME	(1,752.00)			(1,752.00)
STUDENT UNION	825,470.87		86,445.00	739,025.87
SPECIAL DEVELOPMENT	888,850.00			888,850.00
LIBRARY DEPOSITE	107,160.00			107,160.00
AUDITORIUM	757,435.00			757,435.00
LABORATORY CAUTION MONEY	16,740.00	1,100.00		17,840.00
PROVIDENT FUND	19,774,313.68	7,117,454.00	519,289.00	26,372,478.68
UGC XI PLAN	2,030,343.00	622,201.00	872,208.00	1,780,336.00
UGC XII PLAN (Additional)	-	312,500.00		
UGC GRANT	648,484.00			648,484.00
BUILDING	630,350.00		500.00	629,850.00
TOTAL	29,102,330.03	8,111,635.00	1,478,442.00	35,735,523.03

SCHEDULE - 2

CU EXAM FEES	230,507.20	9,690.00		240,197.20
CU REGISTRATION FEES	26,086.00	2,690.00		28,776.00
CU FORM FEES	60,975.00		220.00	60,755.00
CU SPORT FEES	188,690.00	45,900.00		234,590.00
CU MIGRATION FEES	100.00			100.00
CU CERTIFICATE FEES	83,565.00	23,850.00		107,415.00
CU ZONAL CENTRE FEES	(3,330.10)			(3,330.10)
CU CENTRE FEES	18,665.00		170.00	18,495.00
CU CENTRE GRANT & OTHER	116,857.25			116,857.25
CU PRACTICAL EXAMINATION FEES	423,597.00	126,140.00	200,728.00	349,009.00
CU LATE FINE	510.00		300.00	210.00
CU REVIEW CHARGES	40,490.00		1,580.00	38,910.00
CU CONTINGENCIES	127,130.00	2.00		127,132.00
CU VOCATION	120.00			120.00
	1,313,962.35	208,272.00	202,998.00	1,319,236.35

Urnila Nait
Principal
Sarojini Naidu College
for Women, Kol-28



Schedule 3**SALARY PAYABLE**

D.A. - TEACHING	11,430,399.00	PAY - DPI	43,833,429.00
D.A. - NON-TEACHING	1,744,169.00	ARREAR SALARY (NON-TEACHING STA	133,833.00
BASIC PAY - TEACHING	24,328,310.00	ARREAR SALARY	3,070,322.00
BASIC PAY - NON-TEACHING	3,737,784.20	SALARY DEDUCTION (ARREAR)	364,000.00
HRA. TEACHING	2,332,671.00	OPENING LIABILITY	2,214,766.00
HRA. NON-TEACHING	474,738.00		
MEDICAL ALLOWANCE - TEACHING	155,400.00		
MEDICAL ALLOWANCE NON-TEACHING	91,200.00		
PUJA EXGRATIA	18,000.00		
PUJA-BONUS	55,000.00		
SALARY (PART TIMER)	1,815,240.00		
ARREAR SALARY	1,908,883.00		
ARREAR SALARY (NON-TEACHING STAFF)	133,833.00		
LEAVE ENCASHMENT	410,400.00		
	48,636,027.20		49,616,350.00
CLOSING LIABILITY	980,322.80		
	49,616,350.00		49,616,350.00

Urmila Nidhi
Principal
Sarojini Naidu College
for Women, Kol-28



SCHEDULE -4**SUNDRY LIABILITIES**

EARNEST MONEY - CONTRACTORS	5,853.00			5,853.00
INCOME TAX	(407,474.00)	3,479,298.00	3,473,358.00	(401,534.00)
GROUP INSURANCE	13,089.90	11,719.00	3,930.00	20,878.90
PROFESSIONAL TAX	(17,058.40)	162,915.00	162,835.00	(16,978.40)
SALARY SAVINGS	2,773.28	195,827.20	195,826.70	2,773.78
SECURITY DEPOSIT - CONTRACTORS	95,759.90			95,759.90
SECURITY DEPOSIT - CASHIER	6,078.00			6,078.00
SECURITY DEPOSIT - CATERER	1,500.00			1,500.00
BANK PERSONAL LOAN	5,033.00			5,033.00
LIC PREMIUM	(197.60)			(197.60)
VOCATION ACCOUNT	16,200.00			16,200.00
S D D COOP CREDIT SOCIETY	-			-
	(278,442.92)	3,849,759.20	3,835,949.70	(264,633.42)

Urmita Weil
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM, KOLKATA - 700 028

Schedule 5

FIXED ASSETS AS ON 31.3.13

NAME OF THE ASSETS	OPENING BALANCE		ADDITION THIS YEAR	TOTAL VALUE AS ON 31.3.2013	RATE OF (%) DEPRECIATION	DEPRECIATION AMOUNT(Rs.)	CLOSING BALANCE AS ON 31.3.2013
BUILDING	456,439.85		58140.00	514,579.85	5%	25,729.00	488,850.85
LIBRARY BOOKS	35,064.00		0.00	35,064.00	20%	7,013.00	28,051.00
FURNITURE & EQUIPMENT	294,792.00		60360.00	355,152.00	20%	71,030.00	284,122.00
	786,295.85			904,795.85		103,772.00	801,023.85



Umila Naitil
Principal
Sarojini Naidu College
for Women, Kol-28

Schedule 6

P F INVESTMENT

OP BALANCE	12,710,979.95		
ADD: DEPOSIT	2,732,640.00		
INTEREST	2,879,654.00		
		BALANCE	18,323,273.95
	18,323,273.95		18,323,273.95

Schedule 7

P F LOAN ACCOUNT

OPENING BALANCE	4,305,726.00	RECOVERY	
ADDITION: TEACHING	846,500.00	TEACHING	0.00
NON-TEACHING	157,100.00	NON-TEACHING	0.00
		BALANCE	5,309,326.00
	5,309,326.00		5,309,326.00

Urnula Ukil
Principal
Sarojini Naidu College
for Women, Kol-28



30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028

BANK BALANCE AS ON 31.3.2013

SCHEDULE - 8

NAME OF THE BANK	NAME OF THE FUND	BRANCH	ACCOUNT NO.	BALANCE AS ON 31.3.2013
BANK OF BARODA	GENERAL ACCOUNT	DUM DUM	133	4,098,560.50
BANK OF BARODA	SALARY ACCOUNT	DUM DUM	131	5,887,325.10
BANK OF BARODA	STUDENT UNION	DUM DUM	10190	415,356.40
BANK OF BARODA	DEVELOPMENT	DUM DUM	10191	2,336,005.98
BANK OF BARODA	VOCATIONAL	DUM DUM	10192	231,092.25
BANK OF BARODA	GRANT	DUM DUM	10263	4,916,217.30
BANK OF BARODA	CAPITAL FUND	DUM DUM	14680	14,131.50
BANK OF BARODA	DEVELOPMENT	DUM DUM	14479	151,154.55
BANK OF BARODA	STAFF QUARTER RENT	DUM DUM	32327	100.00
BANK OF BARODA	AUDITORIUM	DUM DUM		100.00
STATE BANK OF INDIA			102	1,710.00
STATE BANK OF INDIA		NAGER BAZER		1,340.00
STATE BANK OF INDIA		SHYAMBAZER		431.70
			TOTAL	18,053,525.28

Urmila Mukherjee
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028
 DEVELOPMENT FUND ACCOUNT NO. 191, BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013		2,324,585.98	DR.
ADD: UNEXPLAINED DIFFERENCE UPTO 31.3.2012		11,420.00	
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013		2,336,005.98	CR

Urnita Nal
 Principal
 Sarojini Naidu College
 for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM, KOLKATA - 700 028
 GENERAL ACCOUNT NO. 133, BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013	4,098,560.50
ADD: CHEQUE ISSUED BUT NOT PRESENTED, DETAILS AS PER LIST -A	111,145.00
LESS: CHEQUE DEPOSITED BUT NOT CREDITED BY BANK	1,150,118.00
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013	3,059,587.50

Urmita Wai
 Principal
 Sarojini Naidu College
 for Women, Kol-28



GENERAL ACCOUNT NO. 133

CHEQUE ISSUED BUT NOT PRESENTED AS ON 31.3.2013

LIST - A

DATE	CH. NO.	AMOUNT(Rs.)
20.3.13	844	390.00
23.3.13	838	12,480.00
26.3.13	849	680.00
26.3.13	846	1,800.00
1.3.13	776	5,000.00
1.1.13	793	10,890.00
30.3.13	864	6,955.00
30.3.13	851	5,000.00
30.3.13	852	5,000.00
30.3.13	853	5,000.00
30.3.13	854	5,000.00
30.3.13	855	5,000.00
30.3.13	856	5,000.00
30.3.13	857	5,000.00
30.3.13	858	5,000.00
30.3.13	859	5,000.00
30.3.13	860	5,000.00
30.3.13	861	7,950.00
30.3.13	862	5,000.00
30.3.13	863	5,000.00
30.3.13	876	5,000.00
	TOTAL	111,145.00

CHEQUE DEPOSITED BUT NOT CREDITED BY BANK AS ON 31.3.2013

LIST - B

DATE	CH. NO.	AMOUNT(Rs.)
4.12.13	28	2,000.00
30.3.13		256,800.00
30.3.13		891,318.00
	TOTAL	1,150,118.00

Urnila Noid
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028
 GRANT ACCOUNT NO. 263, BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013		4,916,217.30
ADD: CHEQUE ISSUED BUT NOT PRESENTED AT BANK		
DATE CHEQUE NO.		
1.3.13 75	5,560.00	
1.3.13 66	1,600.00	
1.3.13 67	400.00	7,560.00
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013		4,923,777.30

Urmita Nait
 Principal
 Sarojini Naidu College
 for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028
 SALARY ACCOUNT NO. 131, BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013		5,887,325.10
ADD: CHEQUE ISSUED BUT NOT PRESENTED, DETAILS AS PER LIST - A		2,484,529.00
LESS: CHEQUE DEPOSITED BUT NOT CREDITED BY BANK		771,541.00
CH. NO. 840620 DT. 30.3.13		
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013		7,600,313.10

Urmita Nal
Principal
Sarojini Naidu College
for Women, Kol-28



GENERAL ACCOUNT NO. 131

CHEQUE ISSUED BUT NOT PRESENTED AS ON 31.3.2013

LIST - A

DATE	CH. NO.	AMOUNT(Rs.)
30.3.13	1330	65,320.00
	1331	69,514.00
	1332	74,675.00
	1333	72,935.00
	1334	69,560.00
	1335	62,953.00
	1336	74,858.00
	1337	63,777.00
	1338	72,463.00
	1339	79,616.00
	1340	68,185.00
	1341	69,524.00
	1342	67,505.00
	1343	46,082.00
	1344	48,964.00
	1345	54,498.00
	1346	41,215.00
	1347	46,180.00
	1348	42,812.00
	1349	34,744.00
	1350	42,898.00
	1351	42,318.00
	1312	14,016.00
	1313	9,181.00
	1315	8,237.00
	1319	427,373.00
	1320	12,985.00
	1324	320.00
	1323	20,390.00
	1321	6,664.00
	1322	1,235.00
	1325	2,865.00
	1326	3,913.00
	1327	2,439.00
	1328	1,400.00
	1329	2,067.00
	1353	660,848.00
	TOTAL	2,484,529.00

Urmila Nal
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028
STUDENT UNION ACCOUNT NO. 32249, BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013	415,356.40
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013	415,356.40

Urmita Nal
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN
30, JOSSORE ROAD, DUM DUM , KOLKATA - 700 028
 VOCATIONAL FUND ACCOUNT NO. 10192 BANK OF BARODA, DUM DUM BRANCH
BANK RECONCILIATION STATEMENT AS ON 31.3.2013

BANK BALANCE AS PER BANK BOOK AS ON 31.3.2013			231,092.25
ADD: CHEQUE ISSUED BUT NOT PRESENT AT BANK			
DATE	CHEQUE NO.		
	30.3.13 74	5,920.00	
	30.3.13 75	5,000.00	10,920.00
BANK BALANCE AS PER BANK STATEMENT AS ON 31.3.2013			242,012.25

Urmita Nal
Principal
Sarojini Naidu College
for Women, Kol-28



GRANT RECEIVED DURING THE PERIOD:

MEMO NO	DATE	PURPOSE	AMOUNT
WBS-034/12-13	30.3.2013	BOOKS & JOURNALS	143,750.00
WBS-034/12-13	30.3.2013	EQUIPMENT	143,750.00
634-C 1G(P)-31C/2013-14	30.5.13	SALARY	11,663,742.00
927-C 1G(P)-31C/2013-14	7.8.13	SALARY	546,944.00
1068-C	16.9.13	SALARY	136,855.00
1174-C 1G(P)-31C/2013-14	30.5.13	SALARY	23,872,106.00
1233-C 1G(P)-44-C/PPT/2013-14	3.10.13	SALARY	433,350.00
176(Sanc.)/EH/P/CS/6B-16/2013	23.8.2013	Renovation work and vertical extension of college Building	3,930,087.00
427(Sanc.)/EH/P/CS/6B-16/2013	31.10.2013	Vertical extension work of the college building	3,879,843.00
1496-C	3.12.2013	SALARY	9,789,098.00
1430-C 1G(P)-44-C/CWTT/2013-14	20.11.13	SALARY	64,200.00

Urnila Kail
Principal
Sarojini Naidu College
for Women, Kol-28



1 **Roll Strength of Students of College** 1461

2 **No of Students enjoying free studentship** 100

3 **Course and subject taught in the College**

4 **HONS**

ENGLISH, BENGALI, SANSKRIT, HISTORY, P. SCIENCE
PHILOSOPHY, ECONOMICS, PHYSICS, CHEMISTRY
MATHS, BOTANY, ZOOLOGY, ANTHOPOLOGY
GEOGRAPHY

5 **GENERAL**

ENGLISH, BENGALI, SANSKRIT, HISTORY, P. SCIENCE
PHILOSOPHY, ECONOMICS, PHYSICS, CHEMISTRY
MATHS, BOTANY, ZOOLOGY, ANTHOPOLOGY
GEOGRAPHY

6 **GENERAL**

No of Students Classwise

COURSE	1ST YR.	2ND YR	3RD YR
BA GEN	253	216	158
BA HONS	142	145	106
BA MAJ	7	1	7
B.Sc GEN	24	31	30
B.Sc HONS	109	86	114
B.Sc MAJ	8	13	11
TOTAL	543	492	426

7 **HONOURS**

No of Students Classwise

COURSE	1ST YR.	2ND YR	3RD YR
B.SC. GEN	24	31	30
B.SC HONS	109	86	114
B.SC MAJ	8	13	11
TOTAL	141	130	155

8 **No of Students in Science Hours**
Subject- Class wise

B.Sc Hons	109	86	114
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9 **No of Teaching Staff and non-teaching staff**

	Full Time	44
Teaching Staff	Part Time	17
	Guest Lec.	35
Non-teaching Staff	Full Time	24
	Part Time	13

Urnila Hal
Principal
Sarojini Naidu College
for Women, Kol-28



10 **Rate of Tution Fees, Other Fees and Charges**

		Per month
Tution Fees	B SC (H)	110
	BA (H)	75
	BSc(G)	85
	BA(G)	50
	CMAV	600
	CMEV	400
	Dev. Fees	50
	MAINTENANCE	50

		B.Sc(H)	BA (H)	BSc (G)	BA (G)
Other fees	Session	1000	1000	1000	1000
	Library	50	50	50	50
	Identity Card	50	50	50	50
	NAAC	100	100	100	100
	Caution Lab.	200	0	100	0
	Infra. Fund	700	700	700	700
	U.Reg.	110	110	110	110
	U.Cer	30	30	30	30
	U.Sports	60	60	60	60
	TOTAL	2300	2100	2200	2100

PRACTICAL FEES	Per month
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SUBJECT	Fees for	
	Hons.	General
CHEMISTRY	200	100
PHYSICS	100	50
BOTANY	100	50
ZOOLOGY	100	50
GEOGRAPHY	100	50
ANTHROPOLOGY	300	150
MOLECULAR BIOLOGY	0	130
CMAV	300	0
CMEV	200	0

11 **Amount of 50% Tution Fees is Rs. 5,84,858.00**

Urmita Naitil
Principal
Sarojini Naidu College
for Women, Kol-28



SAROJINI NAIDU COLLEGE FOR WOMEN- HOSTEL
30, JESSORE ROAD, DUM DUM, KOLKATA – 700 028

DETAILS OF PROVIDEND FUND AS ON 31.3.2013

SL.N O.	NAME OF THE PERSONS	OP. BALANCE AS ON 1.4.2012	SUBSCRIPTION	INTEREST (2009-10)	WITHDRAWN	LOAN REFUND	CLOSING BALANCE (AS ON 31.3.2013)
1	DR URMILA UKIL	-	15,960.00	-	-	-	15,960.00
2	SUNANDA CHATTERJEE	585,858.00	57,000.00	37,965.00	300,000.00	-	380,823.00
3	ARCHITA BANDYOPADHYAY	620,913.00	105,000.00	36,623.00	-	-	762,536.00
4	KABITA SENGUPTA	923,323.00	120,000.00	50,028.00	-	-	1,093,351.00
5	KANIKA SAHA	566,686.00	72,000.00	32,152.00	-	-	670,838.00
6	ALPANA GHOSH	569,453.00	165,000.00	28,765.00	-	-	763,218.00
7	MOUSUMI BASU	540,019.00	93,000.00	27,880.00	-	-	660,899.00
8	JAYASREE BANERJEE	321,047.00	72,000.00	12,161.00	200,000.00	-	205,208.00
9	MADHUSRI PALIT DUTTA	372,865.00	46,500.00	21,220.00	100,000.00	-	340,585.00
10	GITANJALI MUKHOPADHYAY	552,383.00	120,000.00	27,808.00	-	-	700,191.00
11	GOURI SANFUI	114,830.00	120,000.00	9,269.00	173,600.00	-	70,499.00
12	IRA RANI PAUL	195,483.00	42,000.00	6,890.00	-	-	244,373.00
13	SUDESHNA CHATTERJEE	666,428.00	82,500.00	37,971.00	200,000.00	15,000.00	601,899.00
14	MANJUSHA SARKAR	585,980.00	120,000.00	28,717.00	-	-	734,697.00
15	SUMITA CHOWDHURY	338,779.00	48,000.00	17,430.00	-	-	404,209.00
16	SRABONI BANDYOPADHYAY	524,462.00	66,000.00	23,749.00	-	-	614,211.00
17	SOMA GHOSH	299,208.00	63,000.00	14,177.00	222,000.00	-	154,385.00
18	JAYITA BANERJEE	233,626.00	25,800.00	11,623.00	-	56,000.00	327,049.00
19	DEBJANI BHATTACHARJEE	376,955.00	60,000.00	18,977.00	-	-	455,932.00
20	RUPA BANDYOPADHYAY	321,823.00	61,500.00	13,647.00	-	-	396,970.00
21	SUTAPA GHOSH	166,826.00	-	1,102.00	-	-	167,928.00
22	NANDINI CHAKRABORTY	433,986.00	111,000.00	18,225.00	-	-	563,211.00
23	MALA BOSE	550,709.00	66,000.00	34,604.00	-	-	651,313.00
24	DIPANWITA BHATTACHARJEE	346,620.00	57,000.00	21,512.00	-	-	425,132.00
25	SUPARNA BHATTACHARJEE	222,375.00	28,500.00	13,154.00	-	-	264,029.00
26	SANTWANA CHAKRABORTY	246,811.00	36,000.00	13,062.00	50,000.00	18,000.00	263,873.00
27	DIPALI MONDAL	275,629.00	36,000.00	15,673.00	-	-	327,302.00

Urmila Ukil
Principal

**Sarojini Naidu College
for Women, Kol-28**



SL.N O.	NAME OF THE PERSONS	OP. BALANCE AS ON 1.4.2012	SUBSCRIPTION	INTEREST (2009-10)	WITHDRAWN	LOAN REFUND	CLOSING BALANCE (AS ON 31.3.2013)
28	MADHUCHANDA SEN	7,997.00	-	640.00			8,637.00
29	SUBHRA CHAKRABORTY	851,655.00	76,800.00	54,336.00			982,791.00
30	SHAMPA MONDAL	344,964.00	64,500.00	19,412.00			428,876.00
31	DIPANWITA CHOWDHURY	352,932.00	93,000.00	14,963.00	50,000.00	12,500.00	423,395.00
32	CHANDANA BHATTACHARJEE	570,683.00	76,800.00	32,736.00	-		680,219.00
33	TAPASI DUTTA	223,092.00	120,000.00	24,064.00	189,000.00		178,156.00
34	JAYANTI BOSE	312,809.00	-	-	312,809.00		-
35	ABHIJIT SENGUPTA	950,533.00	90,000.00	62,721.00	-	11,000.00	1,114,254.00
36	SAMPA DUTTA SARKAR	346,408.00	120,000.00	9,383.00		-	475,791.00
37	SUKANYA SARKAR	210,691.00	51,000.00	14,151.00		69,600.00	345,442.00
38	LATIKA DE	271,466.00	60,000.00	10,298.00			341,764.00
39	BALARAM MONDAL	459,906.00	96,000.00	19,723.00			575,629.00
40	SONALI SAHA	154,079.00	27,000.00	6,848.00			187,927.00
41	NIBEDITA PAL	276,311.00	36,000.00	14,550.00			326,861.00
42	SANKHA SUBHRA NAG	122,449.00	24,000.00	2,842.00			149,291.00
43	MANISHA PAL	150,784.00	36,000.00	4,946.00			191,730.00
44	SOM ADITYA BANDAYOPADHY	96,182.00	24,000.00	2,707.00			122,889.00
45	REZINA KABIR	54,410.00	20,100.00	943.00			75,453.00
46	GITA GUHA	1,374.92	-	109.00			1,483.92
47	SABITA MONDAL	57,820.00	33,000.00	239.00			91,059.00
48	CHAITALI BISWAS	50,000.00	18,900.00	353.00			69,253.00
49	ADARINI KANJILAL	66,880.00	24,000.00	468.00			91,348.00
50	JOYDEEP RISHI	66,800.00	174,816.00	386.00			242,002.00
51	TAPATI JANA	80,260.00	48,000.00	252.00			128,512.00
52	ATREYI CHAUDHURI	1,355,162.00	96,000.00	189,678.00			1,640,840.00
53	KANAI DAS (Retd. W e f Feb'13)	134,925.00	28,500.00	30,255.00	206,480.00	12,800.00	-
54	SAMAR KUMAR BISWAS	233,208.00	63,000.00	9,212.00	60,000.00	14,400.00	259,820.00
55	BHOLA NATH ADHIKARY	169,819.00	49,500.00	8,687.00	80,000.00	8,000.00	156,006.00
56	GADADHAR DAS	101,398.00	40,500.00	3,634.00	60,000.00	8,990.00	94,522.00
57	BULU CHAKLADER	24,120.00	34,500.00	1,711.00	16,000.00		44,331.00



Armita Zail
Principal

Sarojini Naidu College
for Women, Kol-28

SL. N O.	NAME OF THE PERSONS	OP. BALANCE AS ON 1.4.2012	SUBSCRIPTION	INTEREST (2009-10)	WITHDRAWN	LOAN REFUND	CLOSING BALANCE (AS ON 31.3.2013)
58	SHYAMALI MPOTRA	74,052.00	96,000.00	15,431.00	115,000.00		70,483.00
59	BIREDRA NATH TANTI	100,719.00	48,000.00	15,033.00	40,000.00	29,950.00	153,702.00
60	DILIP KR RAKSHIT	292,648.00	66,000.00	14,687.00	-	-	373,335.00
61	SWAPAN KR BHATTERJEE	68,769.00	36,000.00	3,691.00	-	24,000.00	132,460.00
62	DILIP KR DAS	292,149.00	66,000.00	14,270.00	-	3,200.00	375,619.00
63	HARISH CH DAS	125,496.00	36,000.00	4,695.00	30,000.00	13,700.00	149,891.00
64	SWAPAN KR CHOWDHURY	50,496.00	40,500.00	6,639.00	69,000.00	-	28,635.00
65	SIPRA DUTTA	25,722.00	21,000.00	2,236.00	12,000.00	12,120.00	49,078.00
66	SHIPRA NANDY	524,345.00	117,000.00	25,671.00	-	-	667,016.00
67	ASHOK KAR	128,161.00	21,000.00	8,489.00	-	-	157,650.00
68	JANKI RABI DAS	93,001.00	12,000.00	3,916.00	46,500.00	21,340.00	83,757.00
69	RATAN KR DAS	72,654.00	24,000.00	3,967.00	-	19,800.00	120,421.00
70	AMAR KUNDU	154,489.00	36,000.00	6,240.00	-	-	196,729.00
71	SASANKA GIRI	103,436.00	36,000.00	3,795.00	-	-	143,231.00
72	PARAMITA DAS GUPTA	133,636.00	28,500.00	6,068.00	-	-	168,204.00
73	NABA KR MUKHERPADHYAY	221,666.00	57,000.00	10,219.00	-	-	288,885.00
74	PINAKI SAHA	32,100.00	12,000.00	382.00	-	-	44,482.00
75	SAJAL HALDER	30,600.00	12,000.00	336.00	-	-	42,936.00
76	SUSHANTA MONDAL	28,800.00	12,000.00	336.00	-	-	41,136.00
77	BISHNU CH DAS	94,099.00	30,000.00	4,291.00	-	24,000.00	152,390.00
78	MALA ROY CHOWDHURY	70,981.00	91,500.00	6,865.00	-	37,100.00	206,446.00
79	SANU BHADUR	13,041.00	-	1,043.00	-	-	14,084.00
80	SOMA SARKAR	48,514.00	-	2,841.00	-	-	51,355.00
81	MONIKA BHATTACHARYA	27,477.00	-	2,198.00	-	-	29,675.00
	TOTAL	21,859,245.92	4,414,176.00	1,277,970.00	2,532,389.00	411,500.00	25,430,502.92



Urmita Mukherjee
Principal
Sarojini Naidu College
for Women, Kol-28