

# **PREFACE TO AQAR**

**SAROJINI NAIDU COLLEGE FOR  
WOMEN**

**30, JESSORE ROAD**

**KOLKATA - 700028**

## Preface

Founded on the 14th of August, 1956 as a college dedicated mainly to the rehabilitation of the refugees, Sarojini Naidu College for Women is one of the premier institutions for women's education in the northern suburbs of Kolkata. Initially affiliated to Calcutta University, it is at present under the West Bengal State University and offers quality education in both Arts and Science streams. The College also runs some self financing courses, keeping in view the thrust areas of job market. Apart from Honours and General courses in different subjects, the college has also recently received approval for the introduction of postgraduate courses.

Sarojini Naidu College for Women was accredited by NAAC in February 2006 and was awarded B++ Grade. After the NAAC accreditation, various developmental activities of the College were envisioned, executed and monitored by the Governing body of the college. The IQAC as a body was finally formalised on 26.08.2009. However, due to certain unavoidable administrative delay, the IQAC, so formed, was not in a position to submit the Annual Quality Assurance Reports on time. The IQAC was reconstituted on 6<sup>th</sup> September, 2013 as per the latest guidelines. This body has taken cognizance of all the activities of the College from 2008-2009 to 2012-2013 and prepared the report for the above mentioned five academic years. The report is thus segregated into five annual statements, viz. 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013.

During the preparation of the report we received immense cooperation from all the stakeholders for furnishing the central, departmental and other relevant data. The cooperation and help of the stakeholders of the College is gratefully acknowledged.

All educational institutions have a social responsibility – to develop active citizens. In that sense teaching practitioners are accountable to the society. Educational professionals have to constantly reflect, analyze, discuss the subject matter or the teaching practices; they have to adapt to new theories, technological advances and modern demands.

Sarojini Naidu College for Women is attuned to the challenges of adapting the new trends while preserving the best of our traditions to enhance the quality of human factor. The College continues to grow convincingly in quality, impact and reach to achieve a

higher level of service to students and society. Its IQAC believes in incorporating measures that would keep in line with both the vision of the institution and the changes that occur around us, regionally, nationally and universally. This would enable us to carry forward the tradition of academic excellence, skill enhancement and value enrichment through commitment, planning, discipline and dynamism that distinguished the institution for almost sixty years of existence. Over the years the college has chartered a steady course towards excellence in academics and optimum growth in the professional development of the faculty. In our multicultural society we have to make some conscientious effort to advocate and uphold the fundamental values of Indian Culture. Advancing the intellectual, cultural and spiritual welfare of the students and sustaining sentiments of patriotism the year 2013-2014 is dedicated to theme ' Gyan and Sanskriti'(knowledge and culture). It is IQAC's shared aspiration that students will continue to gain the necessary knowledge, insight, skills, and experience to become leaders in their fields capable of advancing the common good around the world.

### **Profile of the College**

Ever since its inception in 1956, the College with the motto 'The light of life' has developed into an excellent academic community dedicated to empowering women with knowledge, skills and ethics. The phrase "Striving for excellence" encapsulates our philosophy. In every square of academic life, our girls have kept the flag of excellence flying high.

Their learning, experience is designed and delivered by 59 permanent teaching members along with temporary faculties in 22 departments of which 5 are self-financing. The college offers 19 program options under UG and 2 other Vocational program options under self-financing disciplines, in keeping with the vision of academic excellence.

The college has excellent facilities in terms of laboratories, Class rooms, Seminar Room and recreational spaces etc.

In tune with the vision, effective governance and quality education are seen as critical aspects. All members of the faculty play an important role in administering the diverse academic and non-academic activities of the college. The College has encouraged various student centric activities in order to promote quality culture and to effectively

engage the students beyond the class room while contributing to their all-round development.

The library has a rich collection of books, journals and other academic resources which are being used not only for regular teaching activities but also as rich reservoir of knowledge for research work.

The College has a strong mentorship program to meet personal, emotional and academic needs of students. The departments contact the guardians in case of prolonged absence of students and try to address any problem faced by a student. Special tutorial classes, apart from those under the UGC scheme, are taken by the teachers after the test examination to help the students. Teachers are also supportive to students in emotional distress.

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In appreciation of the high level of academic excellence which our institution has achieved, the infrastructural facilities it has created, and the potential of growth it has, the NAAC has given the “B++” Grade to our college in the year 2006 and the UGC has given grants for its further improvement.

At the end of every academic year, each department finalizes its academic plans, schedule of teaching, tests, seminars, human resource deployment and extra and co-curricular activities in the departmental meetings with the Principal. The various committees engaged in administrative capacities, also review their yearlong activities and outline their proposals for the next year.

## **Vision**

- Develop, support, and deliver curricula, programs, 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 support our College’s current needs and anticipated growth.
- Proactively position our College to communicate its value and benefits and build this identity and image among our many constituencies.
- Continually strive to innovate finding new and more effective ways to educate and serve students.
- Sustain rigor in our work holding high standards and expectations for both our students and for ourselves.
- Approach our work with compassion acknowledging the person as a whole ,working with integrity and care, moving people forward from where they are without sacrificing standards or expectations.
- Become known nationally as an institution that “makes a difference”.

## **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 wholesome individuals capable of handling their careers and lives effectively.

## **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 that fosters 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 career and home simultaneously.
- To empower students with social skills to bring about personality development.
- To train students for employment and entrepreneurship.

### **Salient Observations by NAAC Peer Team**

The following are some of the most important observations made by the NAAC Peer Team:

- Academic programs and courses are in tune with the vision, mission and objectives of the College.
- Admission process is transparent and based on predetermined criteria. The College has taken steps to ensure equity and access by admitting backward/ economically weaker and differently-abled students.
- Regular curriculum is supplemented with seminars, guest lectures, industrial tours etc. Modern gadgets like OHPs, audio/video cassettes have been introduced to impart knowledge. Optimum utilization of infrastructure is ensured.
- The College has a Computer Centre and collaborates with Institute of Computer Engineers, India to offer certificate course.
- The self-financing courses are very useful for the students and some of these courses are in the front line areas.

- There is urgent need for the diversification of course and introduction of new subjects, specially job oriented and vocational courses in Travel and Tourism Management, Commerce and BBA, Floriculture, Seed technology, Vermiculture technology etc.
- The College may consider offering courses in Hindi, since there is demand from local residents.
- The College has a central library with about 36,225 books and subscribes 34 journals and periodicals, 4 newspapers and 2 employment guides. Library has internet facilities. The library is yet to develop reprographic facilities for teachers and students.
- Computerization of the library is to be speeded up. The library has reading room facility and is yet to develop inter library loan facility.
- The museums of the Botany, Zoology and Geography departments, 20 medicinal plants and Botanical garden are worth mentioning.
- The College may appoint a Research Committee and encourage more teachers to submit for minor and major research projects to different National funding agencies. The College may also decide to make provisions for providing some financial assistance for research activities, especially in computer work and publications.
- The College management is proactive and is willing to introduce new courses and to expand its infrastructure inspite of not being an autonomous college.
- The College has a grievance redressal cell monitored by the Principal and a Committee.
- The work culture existing among the faculty and the discipline of the students is exemplary. The cordial relationship among the teachers, non-teaching staff, students and management is worthy of mention.
- The encouragement by the staff to display departmental wall magazines periodically is good.
- The Department of Geography is experimenting an extension activity in the form of teaching and guiding school dropouts in the nearby area which is a good practice.
- The College may consider instituting proctorial system and developing a student's counseling and information center.

- The College does not have a regular employment or placement cell.
- The Governing Body members, parents and ex-students maintain very good rapport with the college and have strong desire for its growth and harmonious relationship prevails among teaching, non-teaching and students.
- The students are well disciplined and are actively involved in academic, co-curricular and extra-curricular activities and have immense potentiality in dance, song, community developmental extension activities and other cultural activities.
- The students are inculcated with the sense of civic responsibility and spirit of fighting against the adversities and agonies of life among the students. They have done a number of extension activities.
- The university examination results of the students are very promising, indicative of good academic atmosphere.

### **Suggestions Made by the NAAC Peer Team**

- 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 counseling 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 are to commence 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 organised '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 organising 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 Career Counseling 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 hour.

## **Some Notable Short Term Goals of the College:**

- Efforts are on to introduce Commerce Stream and BBA Course in the College from the Academic Year 2015-2016
- We endeavour to digitize the entire database of the library. Bar coding facilities are also to be introduced.
- An E-library with internet facilities is under process.
- A corpus of Rs 50,000/- has been provided by the College for the Academic Year 2014-2015 to carry out project works, especially to identify the socio-economic problems of the catchment area of the college.
- The College is keen to open a Centre of Languages to offer certificate and diploma in languages like English, French, German, Hindi and Spanish in collaboration with West Bengal State University. The final clearance from the university end is awaited.
- The College has also proposed to open a Centre of Performing Arts to offer certificate and diploma courses in Music, Drama and Fine arts in collaboration with West Bengal State University. The final clearance from the university end is awaited.
- The College has sent proposal for organising MSEM, i.e., Management Skill Enhancement Module, under UGC guideline to the regional Coordinator of CBWM.
- To ensure a pollution free environment within the college campus, plastic cups and plates etc. have been replaced by eco-friendly ones. Rain-water Harvesting is initiated to meet up future scarcity of water in DumDum area. A proposal has been sent to the UGC to set up Solar Panels to meet a part of the energy requirement in an environment-friendly way.
- The College has taken initiative to expand the butterfly garden and the garden of medicinal plants.
- Initiative has been taken to enroll the students of the College under free medical assistance.
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**The Annual Quality Assurance Report (AQAR) of the  
Academic Year July 1<sup>st</sup> 2008 to June 30<sup>th</sup> 2009**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

SAROJINI NAIDU COLLEGE FOR WOMEN

1.2 Address Line 1

30 Jessore Road

Address Line 2

Dum Dum

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700028

Institution e-mail address

sarojininaiducollege@gmail.com

Alternative e-mail address

info@sncwgs.ac.in

Contact Nos.

033-25592583 / 033-25291985

Name of the Head of the Institution:

Dr. Ponty Roy Mitra (till 31.3.2009)  
Dr. Sunanda Chatterjee (TIC)  
(from 1.4.2009)

Tel. No. with STD Code:

033-25592583/033-25291985

Mobile:

Dr. Sunanda Chatterjee - 9836484105

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:-

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>		2006	5 years

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1.10 Institutional Status

University State  Central  Deemed  Private  N.A.

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

2 self financing vocational courses  
(major) CMAV,CMEV

1.12 Name of the Affiliating University (for the Colleges)

West Bengal State University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**None of the above**

**2. IQAC Composition and Activities**

Not Applicable (See Preface)

2.1 No. of Teachers	<input type="text" value="NA"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="NA"/>
2.3 No. of students	<input type="text" value="NA"/>
2.4 No. of Management representatives	<input type="text" value="NA"/>
2.5 No. of Alumni	<input type="text" value="NA"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="NA"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NA"/>
2.8 No. of other External Experts	<input type="text" value="NA"/>
2.9 Total No. of members	<input type="text" value="NA"/>
2.10 No. of IQAC meetings held	<input type="text" value="NA"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="00"/> Faculty <input type="text" value="01*"/>
Non-Teaching Staff	<input type="text" value="00"/>
Students	<input type="text" value="00"/>
Alumni	<input type="text" value="00"/>
Others	<input type="text" value="00"/>

\*Meeting of GB with faculty members regarding formation of IQAC

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes:

\* IQAC was formally not formed but it was arranged under the supervision of the Governing Body

### 2.14 Significant Activities and contributions made by IQAC

IQAC was formed after this academic session, though the College started working in compliance with the guidelines of IQAC with the expectation that the forum IQAC will facilitate / contribute:

- a. To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture NAAC for Quality and Excellence in Higher Education
- b. To promote measures for the functioning of the Institution towards quality enhancement through initialization of quality culture and Institutionalization of best practices
- c. To provide a sound basis for decision making to improve Institutional functioning
- d. To act as a change agent in the Institution
- e. To better internal communication.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Encouraging the teachers to improve their qualification and academic excellence.</li> <li>• Conducting gender sensitising programmes</li> <li>• Improvement of results and knowledge base of the students.</li> <li>• Enhancing infrastructure facilities</li> <li>• Computerization.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers have been encouraged to take research projects funded by UGC.</li> <li>• Several activities/seminars/workshops have been organised under different women empowerment schemes.</li> <li>• National and State-level seminars, workshops, extension lectures were organized in the College.</li> <li>• Updating and improving the facilities in the library have progressed</li> <li>• The major infrastructure development project has been successfully completed with the outcome of housing a large digitised seminar hall, computer lab, classrooms and other facilities like bituminisation of road, underground water supply, water cooler facility, fire extinguisher mechanism, generator facility, Corporate LAN facility and many others.</li> <li>• Computerization was extended to more areas of administration.</li> <li>• Internet facility is available in all departments.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

ANNEXURE - II

2.16 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

GB resolved that all the stakeholders of the institution should promote and encourage the activities of the IQAC in order to make the institution a Centre of Excellence.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	19		02	02
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others				
<b>Total</b>	19		02	02

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core/Elective option / Open options~~

Core & elective

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	19

1.3 Feedback from stakeholders\*  
(On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure-III*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- The college had to switch its affiliation from Calcutta University to the newly formed West Bengal State University. The switch was done as per the West Bengal Act XXVIII of 2007, an act passed by the Legislative Assembly, West Bengal. On 26 May 2008, Sarojini Naidu College for Women along with 62 other colleges formerly affiliated with the University of Calcutta was transferred to this new university, through a government notification (No.300-Edn(U)/ IU-38/08).
- As this was the initial year no change in syllabus was initiated.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	24	21		5 (GLI), 01 (Librarian) 01 (Principal)

2.2 No. of permanent faculty with Ph.D.

29

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	39	N.A	N.A	N.A	N.A	0	0	5	39*
5	17	N.A.	N.A	N.A	N.A	0	0	5	17#

\*Vacancy calculated according to the admissible number of posts.

# Vacancy calculated according to the sanctioned no. of posts by Govt. of W.B.

There is no provision for Professor's post in the College, Associate Professor post is only promotional.

2.4 No. of Guest and Visiting faculty and Temporary faculty

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39

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	5	3
Presented papers		3	2
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

This college has a long heritage of having a vibrant atmosphere of teaching-learning. Within this year our focus was on –

- Interactive learning facilities
- Inter- departmental interactions

2.7 Total No. of actual teaching days during this academic year

214
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

<p>Different departments undertook different methods, as a regular practice in this college, to track the academic progress of the students. The methods included surprise tests with very short answer type questions, quizzes and occasional open book type tests; a continuous internal assessment (CIA) policy was undertaken. Several midterm tests were taken for theory and daily performance in the general practical courses were monitored. Those were included in determining the final results as per the instruction of our affiliating University and those were included in determining the final results.</p>
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4 (BOS)	--	4 (workshop)
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2.10 Average percentage of attendance of students

81%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	P %	
Bengali (Honours)	22	NA	00	95.5	4.5	100
Economics (Honours)	00	NA	00	00	00	NA
English (Honours)	15	NA	00	86.7	13.3	100
Geography (Honours)-B.SC.	20	NA	05	95	00	100
Geography (Honours)-B.A	07	NA	00	100	00	100
History (Honours)	24	NA	00	100	00	100
Philosophy (Honours)	21	NA	00	95	05	100
Political (Honours)	11	NA	00	100	00	100
Sanskrit (Honours)	22	NA	00	73	23	96

Communicative English (Major)	04	NA	00	100	00	100
Botany (Honours)	13	NA	00	100	00	100
Chemistry(Honours)	04	NA	00	100	00	100
Mathematics (Honours)	02	NA	00	00	00	00
Physics (Honours)	04	NA	25	75	00	100
Zoology (Honours)	19	NA	16	74	05	95
Computer Application – (Major)	15	NA	60	40	00	100
B.A. (GENERAL)	115	NA	00	00	97.4	97.4
B.Sc (General)	27	NA	22	63	15	100

#### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC WAS FORMED AFTER END OF THE YEAR. The newly formed IQAC first took initiative to collect records regarding 1) teaching-learning, 2) research activities, 3) students' issues, 4) infrastructural and administrative activities etc., ongoing in the college. It tried to motivate the students, teachers, administrative and technical staff members for the implementation of the guidelines mentioned in the NAAC report. Even in absence of a formal IQAC, college administration undertook certain initiatives towards the faculty development.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	1	00	1
Technical Staff	19	2	00	2

**Criterion – III****3. Research, Consultancy and Extension**

## 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Though there was no sanctioned or ongoing research project (major or minor) in this college during this year, the college authority in spite of the absence of any formal IQAC, tried to boost up this area. After formation of IQAC, it continued this effort and tried to focus primarily on motivating the teachers to write for minor research projects. It also tried to develop collaborative research work of the teachers with other institutes. Certain progress along this direction was made.

## 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	0	0
Non-Peer Review Journals	0	2	5
e-Journals	0	0	0
Conference proceedings	0	1	2

## 3.5 Details on Impact factor of publications: (on the basis of peer reviewed journal publications only)

0.632 – 4.147	1.993	Not Av.	Infm. N.Av.
Range	Average	h-index	Nos. in SCOPUS

## 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA

Projects sponsored by the University/ College	NA	NA	NA	NA
Students research projects (other than compulsory by the University)	NA	NA	NA	NA
Any other(Specify) 1 (one) Student Project for Master’s Degree	1 YEAR		Not Appl.	Not Appl.
Total	1 (one)			

1 (one)

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.  Chapters in Edited Books

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution	Level	International	National	State	University	College
	Number	0	1	0	0	0
	Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 00 State level 00

National level 00 International level 00

3.22 No. of students participated in NCC events:

University level 00 State level 00

National level 00 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 00

National level 00 International level 00

3.24 No. of Awards won in NCC:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Special Literacy and Education Extension Programme: Initiated by teachers of the department of Geography, other teachers also take part in educating school drop-out students of the neighbouring area of the college.

**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.39 acres	0		3.39 acres
Class rooms	25	0		25
Laboratories	21	0		21
Seminar Halls	1	0		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NILL	1	College Fund	1
Value of the equipment purchased during the year (Rs. in Lakhs)	Not Appl.	6.62	College Fund	6.62
Others				

## 4.2 Computerization of administration and library

The library was using computers for secretarial purpose. The office converted a huge portion of its work into computerized form.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26285		201		26486	1,49,087/-
Reference Books	11265	67,306/-	32	81,781/-	11297	***
e-Books						
Journals	10		0		10	
e-Journals						
Digital Database						
CD & Video						
Others (specify)	2 (Newspaper)		0		2	

\*\*\* Audit Report 2008-09 + Library Report for others years excluding depreciation.

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	27(6 replaced)	05 (3 replaced)	05	00	00	04	14 (3 replaced)	05
Added	11	05	01	00	00	02	03	00
Total	32	07	06	00	00	06	14	05

## 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college purchased software for financial accounting and staff management. Some of the services provided by it were:

- ❖ Ledger creation
- ❖ Voucher (receipt, payment, contra, journal entry, Payroll Voucher )
- ❖ Receipt & payments
- ❖ Income & Expenditure Employee details
- ❖ PB with GP
- ❖ Pay packet
- ❖ Pay slip
- ❖ Treasury claim
- ❖ Arrear
- ❖ DA claim

Apart from it there were few internet nodes such as in office, in the Principal's room etc.

## 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 602518.00
ii) Campus Infrastructure and facilities	Rs. 10850.00
iii) Equipments	Rs. 106050.00
iv) Others	Rs. 434047.00
<b>Total :</b>	Rs. 1153465.00

**Criterion – V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

Sarojini Naidu College for Women was established to enlighten the socially and economically backward girl students from Dumdum and surrounding areas, most of whom were refugees from erstwhile East Pakistan. As of today, a sizable section of the students come from economically weaker section.

- i) The college takes initiative to aware the students of different scholarships and subsidies sanctioned by the state and the central government for SC/ ST/ Minority and OBC students.
- ii) The Academic Sub-committee of college, on its own initiative arranges for some subsidies for the economically weaker students e.g. Free Studentship, Students' Aid Fund etc. After the induction of First Year students, notices for such facilities are put up in the college notice board. Moreover, teachers encourage students to apply for the same.
- iii) Each year during the admission process, prospectuses are distributed among the students containing information about different student support system.
- iv) Regular health check-up facilities are provided for the students staying in the college hostel. A local doctor usually looks after medical emergency of the hostel students specially. He is also contacted in case of medical emergency of day scholars.
- v) First Aid facility is available, one female teacher and female non-teaching staff are in-charge of this unit.
- vi) Special coaching classes are arranged by the subject teachers for slow learners according to student's requirement.
- vii) Regular maintenance of playground with facilities for basketball and badminton are arranged within the college premises. Gym facility is also available with an instructor.
- viii) Training classes of music, dance, drama and recitation are conducted by teachers to perform in year round cultural programmes.
- ix) Students are motivated to write in student magazine and wall magazine by teachers.
- x) Communicative English department arranged special classes to improve the communicative skill of the students.

**5.2 Efforts made by the institution for tracking the progression**

- i) Continuous evaluation through class test, mid-term exam and test exam
- ii) Quiz and Group discussions at the departmental level
- iii) Regular seminars given by Teachers and Students
- iv) Regular Guardian -Teacher meeting were held for the betterment of students academic and moral character
- v) Annual sports were held in the month of January 2009. Both Indoor and Outdoor games were arranged. Teachers and students participated in college sports.
- vi) Cultural competitions viz. dance, music, debate, extempore speech etc. are organised to assess the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1612	----	----	----

(b) No. of students outside the state

09

(c) No. of international students

Nil

Men	No	%	Women	No	%
	0	0		1612	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1353	68	04	12	Nil	1437	1525	74	02	11	Nil	1612

Demand ratio 2.79

Dropout % 10

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There were proposals for the formation of Counselling Cell and placement cells for the students. Teachers on their personal initiatives helped students to prepare for competitive examinations.

No. of students beneficiaries

220

## 5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	03	CAT	00
IAS/IPS etc	00	State PSC	01	UPSC	00	Others	21(SSC)

## 5.6 Details of student counselling and career guidance

- Aptitude developments through counselling by the teachers were regular features.
- There were proposals for enhancing the travel grants for the departments

No. of students benefitted

540

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Placed	Higher Education
			19	34

## 5.8 Details of gender sensitization programmes

- The college has taken initiatives in sensitizing and empowering the women students with regard to their legal rights and duties through departmental seminars, projects and regular classes.
- Exclusive seminars under Equal Opportunity Scheme were organized to build the concept of social Justice and Gender Equality.
- The college has organized a national level (SAM) ‘Sensitivity Awareness Motivation Workshop’ under UGC scheme of ‘Capacity Building of Women Managers, in December, 2008 in which many senior faculty members from West Bengal, as well as the neighbouring states participated.

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	18 16 07	(100% waived of Tution Fees) (50% waived of Tution Fees) (100% waived of Exam Fees)
Financial support from government	42	Fees related to Academic purpose
Financial support from other sources		
Number of students who received		

International/ National recognitions		
--------------------------------------	--	--

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students  \*\*\*

## 5.13 Major grievances of students (if any) redressed:

i) Common room facility, Canteen facility, general water supply and drinking water supply are redressed by welfare committee.

ii) new computer were (12) bought for practising computer practical by students of different departments.

\*\*\* 1. Tree plantation during “Bana mahotsav” during a week – upto 21<sup>st</sup> July.

2. Blood donation camp organised by students union.

**Criterion – VI****6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

**Vision**

- Develop, support, and deliver curricula, programs, 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 support our College’s current needs and anticipated growth.
- Proactively position our College to communicate its value 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 caring, accepting people where 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”
- **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 wholesome individuals capable of handling their careers and lives effectively.

## 6.2 Does the Institution has a management Information System

We do not have a computerized Management Information System yet on run. But we have a manual system to collect and analyse the data regularly to manage and run the institution. Efforts have been taken by IQAC to install and run such a system to computerize and some software has already been procured.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

## 6.3.1 Curriculum Development

There is a wide range of contributions of the teachers of Sarojini Naidu College for Women in different aspects of curriculum development. Many of our teachers are members of Boards of Studies of the affiliating university (already mentioned).

Apart from this the teachers contribute in curriculum development in following way

**Problem Identification in the curriculum**

1. Identify and characterize the easy, difficult and critical aspects within the syllabus
2. Know what we are talking about

**Assessment of Needs of Learners**

1. Know who our students are, their academic background, merits and weaknesses through some sort of **SWOT** analysis
2. Know what our target audience needs
3. Suggest what learning methods will be most effective
4. Provide them with all possible academic and personal support so as to motivate them and build their confidence

**Educational Strategies**

1. Identify the educational strategies by which the curricular objectives will be achieved.
2. Involve both content and method.
3. Provide the means by which curricular objectives are achieved

**Implementation**

1. Identify sufficient resources, support, and others to successfully implement the curriculum
2. Ensure availability of academic resources

**Evaluation and Feedback**

1. Decide on the plan of assessment process
2. Describe the plan to evaluate the effectiveness of the curriculum
3. Provide information to the students about continuous quality improvement
4. Eliciting feedback from the students

## 6.3.2 Teaching and Learning

In addition to Chalk-n-talk method (and practical & excursions for some departments)

- some of our science departments are using transparency & OHP to make a visual imprints in students' mind.
- Some of the departments also used certain electronic materials readily available elsewhere to display those in computer monitors
- Practice practical sessions particularly before final exams were continued and made mandatory for the students.

### 6.3.3 Examination and Evaluation

In addition to selection tests conducted by the college and final examination conducted by the affiliating University, in conformity with the University policy, a continuous internal assessment (CIA) policy was undertaken. Several midterm tests were taken for theory and daily performance in the general practical courses were monitored and those were included in determining the final results.

### 6.3.4 Research and Development

Some of the teachers are performing research work in collaboration with faculty members of different research & academic institutes. College authority provided permission to carry those out. Though no major or minor project was being carried out in the college, the authority tried to encourage for writing proposals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Software and computers procured to perform step by step computerisation of the office.

### 6.3.6 Human Resource Management

In order to advance the work for advancement, it is recognised that decision makers must be well informed. One of the methods that can help to achieve this goal is Human Resource Management, which is operating in SNCW in following ways.

#### **The Programme**

The college offers a wide range of introductory avenues, introducing teachers to the policies of the College, including gender equality. Information about the educational programmes is provided, introducing the attendees to the administrative rules, statutes, activities and professional policies.

In particular, teachers are offered opportunities to enrich their knowledge in the field of academics, students' welfare, and evaluation and examination process and gender friendliness and to develop the skills of dealing with day-to-day issues. persons entering the positions of the Head or Teachers' Council Secretary, Teachers' Representatives to the Governing Body of the College, representatives of the students are tested on their knowledge of statute and given responsibility to enrich other stakeholders, meaning students, staff, parents, guardians, as well as others from different sections of the society.

Personal care is given for all round development of the students through different cultural programmes, sports, seminar presentation, tours and travel etc., so that both the teachers and students realize that SNCW cares for them, which makes studies an enjoyable part of life.

Students' Welfare Committee and Campus Development Cell work together to ensure all round development of the students and help building a strong and cordial relationship between them, benefiting both the learners and the teachers.

5Teachers act also as counsellors to the students.

Healthy teacher-student relationship is thus a very positive achievement on part of the institution.

## 6.3.7 Faculty and Staff recruitment

Our post sanctioning authority is West Bengal Government and recommending authority for recruitment in a particular teaching post is West Bengal College Service Commission. Both being external authorities we have only option to make them aware of our requirement. We recruit temporary teachers on contract basis to fill in the gap at least partially.

## 6.3.8 Industry Interaction / Collaboration

- The students of Communicative English (Vocational) undergo on-the-job training for four weeks in some business house or in the field of media.
- The students get exposure to various business operations pertaining to media, communication and information, hospitality, medical, retail etc.
- The students also carry on survey projects on issues pertaining to socio-economic relevance.
- The students of Computer Science (Vocational) undergo on-the-job training in Information Technology, Communication Technology and allied fields.
- There has been active cooperation between IT companies like WEBEL and media houses like 24 Ghanta.

## 6.3.9 Admission of Students

The admission procedure was done manually. In addition to the minimum academic requirement stipulated by the new affiliating University we set some additional academic requirement for admission to control the quality of our intake and that was displayed properly in our prospectus along with the fee structures.

## 6.4 Welfare schemes for

Teaching	NA
Non teaching	02 (Group Insurance & Cooperative)
Students	02 (Free-Studentship & Students Aid Fund)

## 6.5 Total corpus fund generated

UGC XI plan:	Rs. 1,17,912/-
UGC seminar:	Rs. 4,60,000/-
Sarojini Sadan:	Rs. 15,00,000/-
DPI Paypacket Grant:	Rs. 1,80,48,140/-
<b>Total:</b>	<b>Rs. 20126052/-</b>

6.6 Whether annual financial audit has been done    Yes     No

## 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

## 6.8 Does the University/ Autonomous College declares results within 30 days?

N. A

For UG Programmes Yes  No For PG Programmes Yes  No 

## 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N. A

## 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N. A

## 6.11 Activities and support from the Alumni Association

The Alumni Association of SNCW consisted of nearly 200 members in 2008-2009. There were 20 Executive members who held meeting 4 times a year. In annual meeting the matter of discussion was the overall academic development of the college and the financial support for the students who were actually financially weak. The Alumni helped total 4 students (2 from Humanities and 2 from Science) for their tuition fees, exam fees in 2008-09. The Alumni also helped a student financially for her surgical operation. The Alumni had some social activities such as to remove illiteracy within the women of local area, to empower the women in different aspect. The internal members of the Alumni also conducted meeting in the college 2 to 3 times in a year. They discussed about the betterment of the college, the way of increasing the number of Alumni members and their funds. The Alumni members also organised a Reunion on 22<sup>nd</sup> December 2008. A cultural programme was held in the college premises performed by eminent artists. Many ex-students attended the programme and some of them joined the Alumni.

## 6.12 Activities and support from the Parent – Teacher Association :- NA

## 6.13 Development programmes for support staff

- Encouraged the supporting staff members to enrol them in different courses for achieving higher qualifications in different Universities.
- Arranged training program to develop their computer operation skill and to develop their ability to run the softwares procured for the office works.

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

Since inception, Sarojini Naidu College for Women has a beautiful campus, full of greenery, beautiful flower beds and various fruit trees. On the Golden Jubilee of the college, members of all sections, namely, students, teachers and non-teaching staff pledged to make the campus more eco-friendly.

- The college takes initiative to plant trees every year to make the campus evergreen. Accordingly, *Barshabaran Utsav* is held every year to mark Rabindranath Tagore's Death Anniversary on 22<sup>nd</sup> Shraban. Saplings are planted on this occasion to make the students environmentally aware and celebrate Tagore's spirit of bond between the human and the natural world.
- The college has initiated efforts to establish a garden of medicinal plants within the college premises.
- The college has taken initiative to make the college campus environmentally friendly. Plastic cups and plates are banned from the college canteen, replaced by paper cups and plates made of leaves.
- Regular classes are held on Environmental Education as part of the course curriculum to make the students environmentally aware and responsible.
- Seminars and talks are organized by the departments to spread the green philosophy.

**Criterion – VII****7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

**Green Initiatives of the campus**

- Efforts for Carbon neutrality
- Plantation, including medicinal plants
- Waste management
- Making tobacco free zone
- Banning the use of plastic cups and plates
- Regular classes on Environmental Education for creating awareness in this regard
- Organising seminars and talks to spread the knowledge about green philosophy

**Academic Initiatives of the College.**

- Encouraging the faculty to take up research projects and in publishing papers and books.
- Development of the laboratories
- Encouraging teachers to attend Board of Studies Meeting for contributing in drafting new syllabus. It is pride of the College, that many of our teachers are being invited to be the members of different Board of Studies, like English, political Science, Geography etc.
- Encouraging teachers to attend seminars, workshops, conferences, present papers and to act as resource persons
- Conducting regular class tests, quiz programmes, debates, group discussion to create full involvement of the students in academics
- Increasing the scope of student – teacher friendly interaction through cultural and sports activities

**Gender Sensitisation**

- Sensitizing the girls with regard to their legal rights and duties;
- Building the concept of social Justice and Gender Equality
- Gender sensitization and Women Empowerment through Syllabus coverage, projects, seminars presentations etc..
- Organizing exclusive seminars under Equal Opportunity Scheme
- Organizing sensitizing workshop under the auspices of UGC Capacity Building of Women managers programme
- Conducting classes on Women Empowerment
- Documentation on Women's Issues
- Supplying reading materials on Women Issues

Above attempts have been taken with the initiatives of both the teachers and the faculty and this has definitely created a positive impact in the institution. Academic sub committee, Students' Welfare Committee and Campus Development Cell work together to ensure success of above programme for the benefit of the College and development of the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- 5 Full time faculties were appointed as per the recommendation of West Bengal College Service Commission in the subjects of Chemistry, English, History, Physics and Sanskrit.
- Apart from this the college appointed 39 part time/ temporary/ guest faculties to augment the teaching learning process.
- Financial assistance was provided to 41 students by the college and another 42 students by the Government.
- Students were assessed through a continuous internal assessment (CIA) mechanism. Surprise tests, short answer type questions, quizzes, open book tests, mid-term examination etc. were conducted.
- Emphasis was laid upon interactive learning facilities and inter-departmental interactions.
- Teachers were encouraged to take up research projects and in publishing papers and books.
- Faculty members belonging to various BOS were encouraged to actively contribute to the redrafting of the syllabi in various subjects to make them more up to date and job oriented.
- Faculty members were encouraged to attend seminars, workshops, conferences, present papers and to act as resource persons.
- Cultural activities were organised round the year. Those students excelling in sports and cultural activities were encouraged to represent the college.
- *Barshabaran Utsav* was held to mark Rabindranath Tagore's Death Anniversary on 22<sup>nd</sup> Shraban. Saplings were planted on this occasion to make the students environmentally aware and celebrate Tagore's spirit of bond between the human and the natural world.
- The college has initiated efforts to establish a garden of medicinal plants within the college premises.
- Plastic cups and plates were banned from the college canteen and replaced by paper cups and plates made of leaves.
- Regular classes are held on Environmental Education as part of the course curriculum to make the students environmentally aware and responsible.
- Seminars and talks are organized by the departments to spread the green philosophy.
- The college has taken initiatives in sensitizing and empowering the women students with regard to their legal rights and duties through departmental seminars, projects and regular classes.
- Exclusive seminars under Equal Opportunity Scheme were organized to build the concept of social Justice and Gender Equality
- The college has organized a sensitizing workshop under the auspices of UGC Capacity Building of Women managers program.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. The college functions in a democratic way. The highest management body of the college, the Governing Body, has elected representatives from Teaching, Non-teaching and Student communities apart from representatives of the university and the Government. The President of the Governing Body is also elected by the members of the GB.  
Apart from the Governing Body, the Teachers' Council also plays a very important role in the administration of the college. The Secretary of the TC is an elected member. The various committees of the TC help the college authorities in day to day administration.  
The Students' union is also a democratically elected body and plays a very vital role in communicating between the students and the authorities.
2. The college has a social outreach program. It endeavours to educate the less privileged in and around the college.

## 7.4 Contribution to environmental awareness / protection

- The college takes initiative to plant trees every year to make the campus evergreen. Accordingly, *Barshabaran Utsav* is held every year to mark Rabindranath Tagore's Death Anniversary on 22<sup>nd</sup> Shraban. Saplings are planted on this occasion to make the students environmentally aware and celebrate Tagore's spirit of bond between the human and the natural world.
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- Regular classes are held on Environmental Education as part of the course curriculum to make the students environmentally aware and responsible.
- Seminars and talks are organized by the departments to spread the green philosophy.

7.5 Whether environmental audit was conducted?

Yes

No

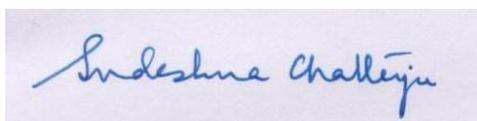
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NA

**8. Plans of institution for next year**

1. Identifying and defining the role of positions of responsibility.
2. Recognising the meritorious students, not only in academics, but also in sports, cultural programmes at the same time
3. Encouraging students to pursue Higher Education rather than terminate their studies after graduation.
4. Furthering Research culture among teachers.
5. Support and sustain Extension work in the College.
6. Timely redressal of persistent grievances of the students.

Name Dr Sudeshna Chatterjee



Signature of the Coordinator, IQAC

Name Dr. Urmila Ukil



Signature of the Chairperson, IQAC

\*\*\*

**Annexure I****Abbreviations:**

APTT	-	Approved Part Time Teacher
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
CWTT	-	Contractual Whole Time Teacher
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE - II

Academic Calendar SAROJINI NAIDU COLLEGE FOR WOMEN (Tentative Schedule Only)

2008-2009						
Month	Teaching Days*		Exam days	Scheduled Holidays	Remarks	
	Lectures/ Practicals	Spl. Class/ Counselling				Attended by
Jul-08	22	5	5 days (along with counselling) + 17 days (along with classes)		Admission + Part I University final Exam. 1st year classes will commence from 7th July, 3rd year classes for non-lab based programs will commence on last week.	
Aug-08	24		12 days (along with classes)	14/8/08: College foundation Day 15/8/08: Independence Day 28/8/08: Jannmastami	Full Session. 3rd year classes for lab based programs will tentatively commence from third week. 2nd year classes for non lab based programs will tentatively commence on 2nd week.	
Sep-08	25			29/9/08: Mahalaya	Full Session. 2nd year classes for lab based programs will tentatively commence on 1st week.	
Oct-08	2			2/10/2008: Gandhi's B'Day 3rd to 30th Oct: Puja Vacation	Full Session	
Nov-08	23			07/11/2008: Jagadgauri Puja 13/11/2008: Gurusamak's Birth Day	Full Session	
Dec-08	20		11 (along with classes)	9/12/08: Id-Uj-Joha 25th to 31st: Winter Recess	Full Session, Mid term test for 1st year but classes for 2nd year and 3rd year will be carried on	
Jan-09	21			1/1/2009 New Year Day 8/1/2009: Muharram 23/1/2009 Netaji's B'Day 24/1/2009 CU Fridin Day 26/1/2009: Republic Day 31/1/2009: Saraswati Puja	Full Session	

(Tentative Schedule Only)

SAROJINI NAIDU COLLEGE FOR WOMEN

Academic Calendar

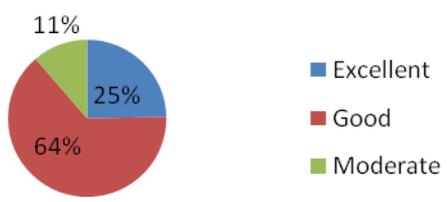
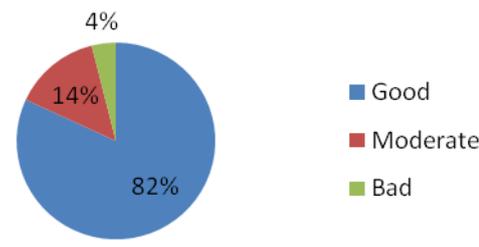
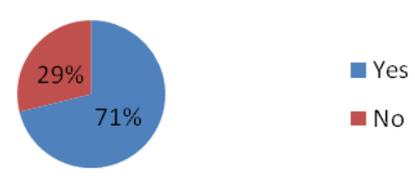
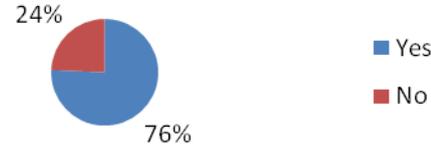
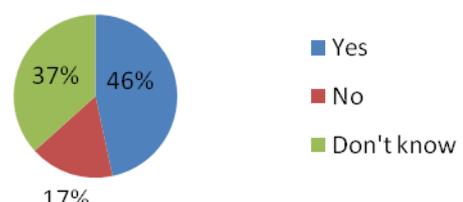
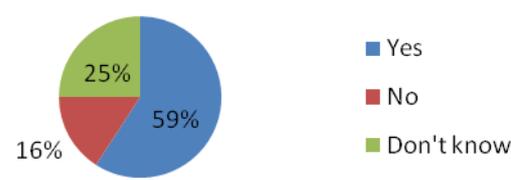
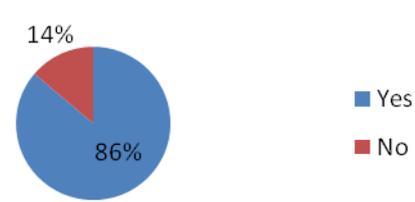
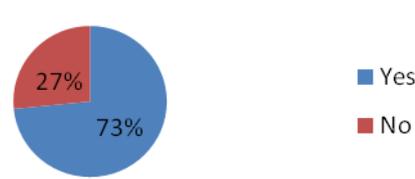
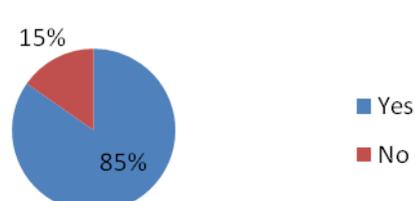
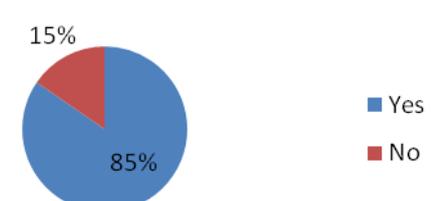
2008-2009						
Month	Teaching Days*		Exam days	Scheduled Holidays	Remarks	
	Lectures/ Practicals	Spl. Class/ Counselling				
Feb-09	22	1st, 2nd and 3rd year	5 (along with classes)	13/2/2009: Sarojini Naidu's B'Day 23/2/2009: Shivratri	3rd year test will commence from the last week of Feb	
Mar-09	23	10 (along with classes)	7 (along with classes)	10/3/2009: Fatema Dohaj Doham 11/3/2009: Doljatra 12/3/2009: Holi Festival	Counselling for 3rd year students	
Apr-09	22	1st and 2nd year	18 (along with classes)	10/4/2009: Good Friday 11/4/2009: Easter Saturday 14/4/2009: Ambedkar's B'Day and Chaitra Sankranti	1st year and 2nd year Test: will commence from 9th April. Part III University final Exam	
May-09		10	10	1/5/2009: May Day 9/5/2009: Rabindra Jayanti and Buddha Purnima Summer Recess after 15th May	Counselling for 1st year and 2nd year students upto 15th May. Part II and Part III University final Exam	
Jun-09			20	Summer Recess	Part II and Part I University final Exam	
Total no of teaching days		204	15 <sup>^</sup>	30 <sup>**</sup>		
		219				

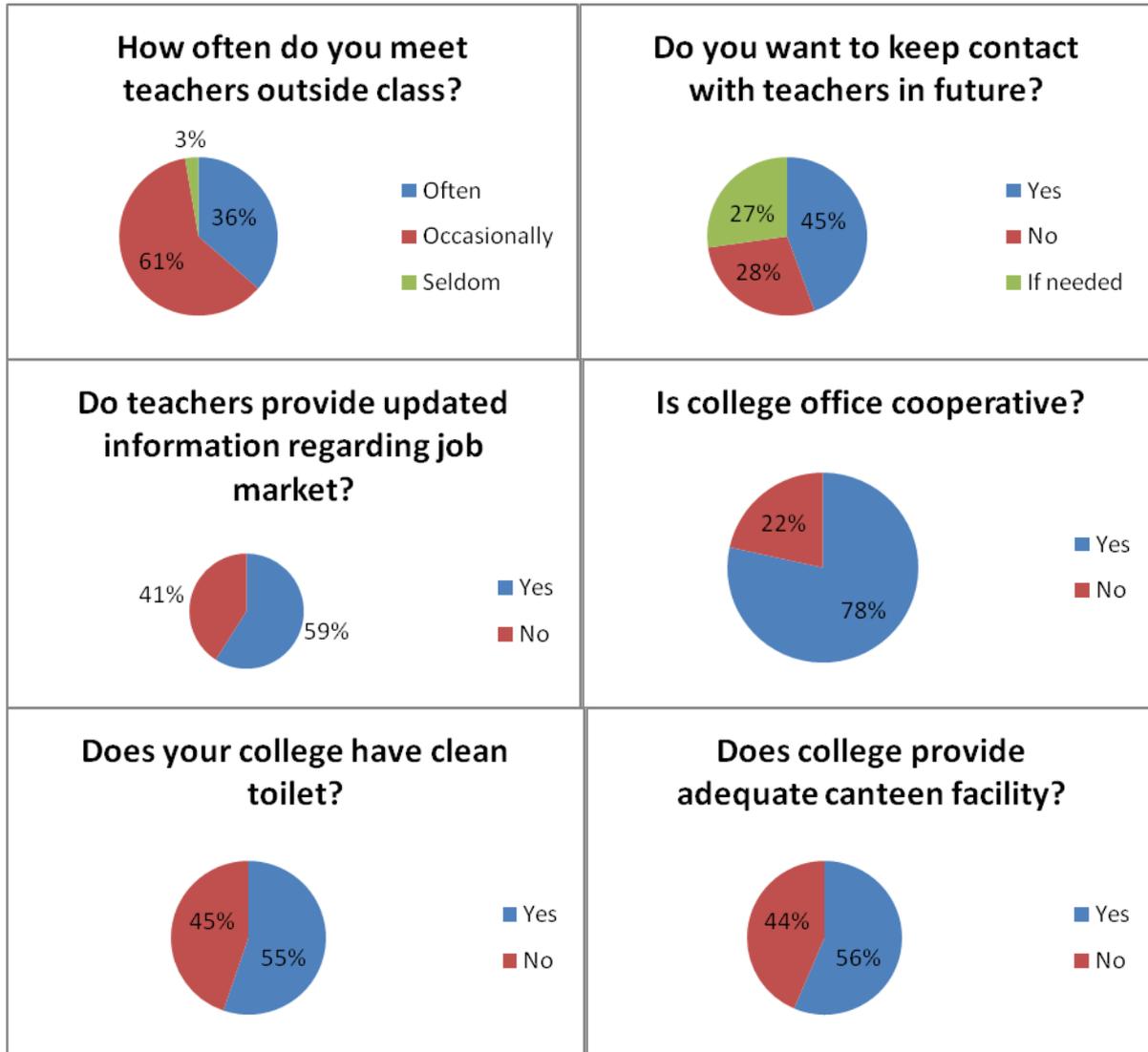
\* Excluding Sundays and holidays

<sup>^</sup> Days on which only sp. classes & counselling are to be held

\*\* Days on which only examinations are scheduled

Annexure - III

<p style="text-align: center;"><b>Academic atmosphere of college</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Excellent  <span style="color: red;">■</span> Good  <span style="color: green;">■</span> Moderate         </p>	<p style="text-align: center;"><b>Standard of teaching</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Good  <span style="color: red;">■</span> Moderate  <span style="color: green;">■</span> Bad         </p>
<p style="text-align: center;"><b>Do teachers entertain non-academic problems?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>	<p style="text-align: center;"><b>Do teachers listen to grievances related to the college?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>
<p style="text-align: center;"><b>Do teachers extend financial help, if needed?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No  <span style="color: green;">■</span> Don't know         </p>	<p style="text-align: center;"><b>Does college provide financial assistance to poor students?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No  <span style="color: green;">■</span> Don't know         </p>
<p style="text-align: center;"><b>Do teachers take regular classes?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>	<p style="text-align: center;"><b>Do teachers motivate you for employment?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>
<p style="text-align: center;"><b>Do teachers help in developing moral character?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>	<p style="text-align: center;"><b>Do teachers encourage extra-curricular activities?</b></p>  <p style="text-align: right;"> <span style="color: blue;">■</span> Yes  <span style="color: red;">■</span> No         </p>



## Annexure - IV:

### Programs held in the college

1. “Barsha Baron” utsab celebrated on 10<sup>th</sup> July
2. “Tree-Plantation” performed– 14<sup>th</sup> -21<sup>st</sup> July
3. “Rabindra Tirodhan Dibas” was celebrated on - 22 Srabon – 7<sup>th</sup> August
4. Rememberance of “Khudiram er fasir 100 Bachar” – 11<sup>th</sup> August
5. “College Foundation Day” celebration – 14<sup>th</sup> August.
6. Celebration of “Independence Day” - 15<sup>th</sup> August
7. “Celebration of “Teachers day” – 5<sup>th</sup> September
8. Vidyasagar er Janmadin” celebration – 26<sup>th</sup> September
9. 150 years of Birth Day celebration of Jagadish Chandra Bose - 13<sup>th</sup> November
10. Prize Distribution Ceremony- 22<sup>nd</sup> December
11. Party of “Reunion” – 23<sup>rd</sup> December
12. Cultural Program done in “College Social” – 24<sup>th</sup> December
13. Workshop on “Capacity Building of Women managers in higher education” -26<sup>th</sup> to 31<sup>st</sup> December 2008
14. Celebration of “Vivekanander Janmadin” – 12<sup>th</sup> January
15. Celebration of “Birth Anniversary of Netaji Subhas Chandra Bose” – 23<sup>rd</sup> January
16. Republic Day was celebrated -26<sup>th</sup> January
17. Celebration of “Sarojini Naidu er Janmadin” – 13<sup>th</sup> February
18. “Vasha Dibas” celebration – 21<sup>st</sup> February
19. “World Womens Day” celebration – 8<sup>th</sup> March
20. “Basanta Utsab” also performed in the College campus – 24<sup>th</sup> March
21. Celebration of “Birth Day of Dr. Ambedkar” – 14<sup>th</sup> April.
22. Celebration of “Rabindra Janma-Jayanti”- 25<sup>th</sup> Baisakh – 12<sup>th</sup> May