

The Annual Quality Assurance Report (AQAR) of the
Academic Year July 1st 2009 to June 30th 2010

Part – A

I. 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

Alternate email address

info@sncwgs.ac.in

Contact Nos.

033-2559-2583/25291985

Name of the Head of the Institution:

Dr. Sunanda chatterjee (TIC)

Tel. No. with STD Code:

033-2559-2583/25291985

Mobile:

9836484105

Name of the IQAC Co-ordinator:

Dr. Kabita Sengupta

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 st Cycle	B ⁺⁺	81.90	2006	5 years

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2008 – 09 submitted to NAAC on 30/05/2014 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private **Not Applicable**

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 –

Not Applicable

Autonomy by State/Central Govt. / University

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="00"/> Faculty <input type="text" value="00"/>
	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"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="0"/>
International	<input type="text" value="0"/>
National	<input type="text" value="0"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="1"/>
(ii) Themes	<input type="text" value="Contemporary Crisis and Young Generation: Maladies & Remedies"/>

2.14 Significant Activities and contributions made by IQAC

The primary aim of the IQAC is to develop system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- IQAC is to keep the institution abreast of and abuzz with quality sustenance activities on a wide gamut of pertinent issues.
- IQAC is to generate good practices, ideas, planning, implementing and measuring the outcome of academic and administrative performance of the institution.

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"> • Identifying and defining the role of positions of responsibility. • Recognising the meritorious students, not only in academics, but also in sports, cultural programmes at the same time • Encouraging students to pursue Higher Education rather than terminate their studies after graduation. • Furthering Research culture among teachers. • Support and sustain Extension work in the College. • Timely redressal of persistent grievances of the students. 	<p>In keeping with the objectives to empower women through higher education, the college provides opportunities to nurture intellectual curiosity, to develop a holistic personality, to instill social commitment and to provide national integration, thus moulding them into women of substance to meet the challenges of the changing world. Above all, the college strives to make the institution a centre of excellence in higher education. To achieve its objective, the college with its significant educational history and tremendous work culture has introduced a systematic approach, and innovative academic exercises to enhance students' skill in their respective discipline, and ethical and moral values. It has well planned community services sensitizing students to serve the marginalized section of the society. The activities of the institution towards achieving its goals and objectives focused on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic Excellence <input type="checkbox"/> Sensitizing students on Social Issues and Concerns. <input type="checkbox"/> Human Excellence <ol style="list-style-type: none"> 1. Student Assessment of college academics is collected from final year students of all courses and the consolidated report is prepared and handed over to the Principal for further action. 2. Prize distribution ceremonies are organised to encourage meritorious students in all squares of life. Students are encouraged to present papers in seminars/symposiums and

	<p>conferences.</p> <p>Financial aid is offered to students in various forms as full-fee and half fee concessions by the institution, scholarships for SC, ST, OBC. Besides these, the examination fees and tuition fees of needy students are fully paid by the faculty as and when required. If necessary loan is extended to the needy students.</p> <p>3. The college is dedicated towards intellectual development along with the curricular and co-curricular activities. The various departments have organised and co-ordinated various academic programmes designed to maximize individual performance both in college and outside.</p> <p>4. The college strives hard to promote excellence in higher education by supporting research programmes of faculty in various disciplines. Some of them have applied to various funding agencies.</p> <p>5. In keeping with the vision and mission of the college the institution through various means like extension activities and community services envisions a community which is healthy and safe where the bounty of earth is preserved for all the generations to come. Community and medical experts like medical doctors were invited to give talk to promote shared experiences, healthier communities and personal lives.</p> <p>6. All the departments conducted PTA meetings Parents were briefed on the scope of the subject, facilities available in the institution and the department, curriculum, skill based subjects, and scholarships available. All the teachers interacted with their respective ward's parents and briefed them about their strengths and weakness. The marks obtained by the students in the two internal tests and the attendance were shown to the parents. It was brought to the notice of the parents that students' participation and achievement in extra curricular activities are encouraged and duly appreciated. Feed back from parents regarding various aspects were collected and documented. The feedback was largely positive.</p>
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Academic Calendar of the year as 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 noted that IQAC Quality pursuit becomes a natural phenomenon rather than an enforced work culture. In this context the Internal Quality Assurance Cell (IQAC) assumes importance as an endogenous system defining the quality culture of an institution.

Part – B

Criterion – I

I. 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	0	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	0	0	0	0
Total	19	0	02	02
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: Core & Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	19

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

feedback in the Annexure III

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

- Part-I syllabi were redrafted for the subjects of English and Philosophy.
- Part-III syllabus (Theory and Practical) was redrafted for Geography.
- The syllabi were redrafted to include short answer type and objective type questions.
- More emphasis was laid on textual reading and study of socio cultural background.
- The syllabus for Geography was made more practical oriented.

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
50	21	24	00 (Principal)	04 (GLI)*, 01 (Librarian)

2.2 No. of permanent faculty with Ph.D.

28

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
0	39	0	0	N.A	N.A	0	1(Principal)	0	39

❖ Vacancy calculated according to the admissible number of posts. Not all admissible are sanctioned by the State Government, our post sanctioning authority. According to the already sanctioned post the vacancy number is **18**.

❖ There is no provision of Professors 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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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	17	58
Presented papers	1	2	0
Resource Persons	1	5	2

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

<ul style="list-style-type: none"> • Interactive learning facilities • Inter- departmental interactions • Industry- academia interactions • Use of OHP
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2.7 Total No. of actual teaching days during this academic year

221

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

Marks in the mid-term tests were communicated to the parents at the teachers-parents meeting and were taken into account for selecting the candidate for the final examination taken by the University.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5 (BOS)

N.A

2 (workshop)

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise

distribution of pass percentage : (excluding casual candidates)

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	P %	
Bengali (Honours)	31	NA	00	93.6	6.5	100
Economics (Honours)	00	NA	00	00	00	00
English (Honours)	20	NA	00	70	30	100
Geography (Honours)	30	NA	3.3	80	13.3	96.6
History (Honours)	13	NA	00	100	00	100
Philosophy (Honours)	21	NA	4.8	85.7	9.5	100
Political Science (Honours)	14	NA	00	85.7	00	85.7
Sanskrit (Honours)	24	NA	4.2	83.3	12.5	100
Communicative English (Major)	13	NA	23.1	69.2	7.7	100
Botany (Honours)	07	NA	00	100	00	100
Chemistry (Honours)	08	NA	00	100	00	100
Mathematics (Honours)	09	NA	00	33.3	44.4	77.7
Physics (Honours)	03	NA	33.3	66.7	00	100
Zoology (Honours)	24	NA	8.3	79.2	4.2	91.7

Computer Application (Major)	17	NA	82.3	06	00	88.3
B.A. (General)	162	NA	00	5.6	85.2	90.7
B.Sc. (General)	35	NA	03	74.3	17	94.3

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

IQAC was active mainly on drawing institutional calendar and departmental academic calendars. It focussed on the preparation of lecture notes in systematic form. The cell also monitored the collection of the feedback forms and took initiative to hold remedial and tutorial classes as per schedule.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	0

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	01	00	01
Technical Staff	19	02	00	02

Criterion – III

3. Research, Consultancy and Extension

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

After the formation of IQAC during this year it encouraged the ongoing collaborative research works by the teachers. It also tried to motivate the teachers to write the proposals for minor research projects.

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	4	0	0
Non-Peer Review Journals	0	1	5
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) Student Project for Master's degree - 1	1 year	No institutional funding	N.A	N.A
Total	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

Level	International	National	State	University	College
Number			1		
Sponsoring agencies			College & ISISR		

3.11 No. of conferences organized by the Institution

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 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

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

Teachers of the college encouraged school drop-out students of neighbouring area to be re-admitted in school. Special Literacy and Education Programme continued by participation teachers and students.

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	N. A	3.39 acres
Class rooms	25	0	0	25
Laboratories	21	0	0	21
Seminar Halls	1	0	N. A	1
No. of important equipments purchased (\geq 1.0 lakh) during the current year.		NIL		
Value of the equipment purchased during the year (Rs. in Lakhs)	6.62	0.183	College	6.8
Others				

4.2 Computerization of administration and library

The library computerization was under process. The office works were largely computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26,285	68,485/-	780	Rs. 2,13,861/-	27,065	2,82,346/-
Reference Books	11,265		173		11,438	
e-Books						
Journals	10	NA	0		10	NA
e-Journals						
Digital Database						
CD & Video						
Others (specify)	2 (News Paper)	NA	0		2	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	32	07	06	00	00	06	14	05
Added	01	01	00	00	00	00	00	0
Total	33	08	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 upgraded software for financial accounting and staff management. Some of the additional services provided by it were:

- Fees collection
- Course, Subject Transfer
- Acutance roll
- Pay abstract

Apart from it there were few additional internet nodes in few departments.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 55486.00
ii) Campus Infrastructure and facilities	Rs. 3168.00
iii) Equipments	Rs. 13220.00
iv) Others	Rs. 70725.00
Total :	Rs. 142599.00

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. To enhance the awareness about the student support system, following activities were carried on

- i) Initiative was taken to make the students aware of different scholarships and subsidies sanctioned by the state and the central government for SC/ ST/ Minority and OBC students.
- ii) The IQAC arranged for some subsidies for the economically weaker students e.g. Free Studentship, Students' Aid Fund etc. After the introduction class of First Year students, notices for such facilities were 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 were provided for the students staying in the college hostel. A local doctor usually looked after medical emergency of the hostel students specially. He was also contacted in case of medical emergency of day scholar.
- v) First Aid facility was available, one female teacher and female non-teaching staff were in charge of this unit.
- vi) Special coaching classes were arranged by the subject teachers for slow learner students according to student's requirement.
- vii) Regular maintenance of playground with basketball and badminton facilities was arranged within the college premises. Gym facility was also available with an instructor.
- viii) Training classes of music, dance, drama and recitation were conducted by teachers to perform in year round cultural programmes.
- ix) Students were motivated to write in student magazine and wall magazine by teachers.
- x) Communicative English department arranged special classes to improve their communicative skill.
- xi) A seminar entitled "Contemporary Crisis and Young Generation: Maladies and Remedies" was organized in collaboration with International Society for Intercultural Studies and Research.
- xii) The Following cells were formed and students were informed about the utility of the following cells
 - (a) Remedial coaching cell
 - (b) Placement Cell
 - (c) Equal opportunity Cell
- xiv) Under the VISAKA guidelines of Supreme Court of India a Sexual Harassment Redressal Cell was formed.

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 seminar 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
1570	----	----	----

(b) No. of students outside the state

10

(c) No. of international students

Nil

Men	No	%

Women

No	%
1570	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1525	74	02	11	Nil	1612	1406	141	06	15	02	1570

Demand ratio 2.74

Dropout % 9.6

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

- i) Remedial coaching cell, Entry in Service and Equal opportunity Cell started planning their activities.
- ii) The objective of the Remedial coaching cell is to improve the academic skills and linguistic proficiency of the students in various subjects, raising their level of comprehension of basic subjects to provide a stronger foundation for further academic work, strengthening their knowledge, skills and attitudes in such subjects where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under the programme may enable the students to come upto the level necessary for pursuing higher studies efficiently.
- iii) The basic objective of the 'Entry In Service cell' was to prepare students belonging to SC/ST/OBC (non-creamy layer) and Minority communities to get gainful employment in Group 'A', 'B' or 'C' Central service, State Services or equivalent position in the private sector.
- iv) Equal opportunity Cell was established to enable the student in equity of access and placement opportunities through availability of appropriate institutional support information. In pursuance of the above objectives the Career and Counselling Cell has proceeded with two fold objectives, the first, to enable our students with an excellent communicating and information skill so that they can overcome any type of social or economic barrier and come forward to face the world. The second objective was to help the students with an appropriate guidance to establish linkages with the world of work and locate career opportunities.
- v) Teachers took special classes to guide students for competitive examination like School Service Commission and Primary Teacher selection.

No. of students beneficiaries

270

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	02	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	26(SSC)

5.6 Details of student counselling and career guidance

- | |
|--|
| <ul style="list-style-type: none"> i) Aptitude developments through counselling by the teachers were regular features. ii) Equal opportunity Cell has organized counselling programs of students by the well known institution T.I.M.E. so that students may be aware of the actual scenario of the job market and how to face interviews by organizing mock interviews. iii) Special coaching classes were arranged for slow learner students to improve their performance in University examinations before and after college hours. iv) Study materials were provided to the students for competitive examination like school service commission and primary teacher selection. |
|--|

No. of students benefitted

175

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
00	00	00	12	40

5.8 Details of gender sensitization programmes

- a. Under the VISAKHA guidelines of Supreme Court of India a Sexual Harassment Redressal Cell was formed.
- b. 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.
- c. Exclusive seminars under Equal Opportunity Scheme were organized to build the concept of social Justice and Gender Equality.
- d. The college has attempted to promote the role that women play in society, academics and family through counselling and gender sensitization programs.
- e. On 16th December, 2009 the college organized a seminar titled “Contemporary Crisis and Young Generation; Malady and Remedy” in collaboration with ISISR.

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	31 31 10	(100% waived of Tuition Fees) (50% waived of Tuition Fees) (100% waived of Exam Fees)
Financial support from government	48	Fees related to Academic purpose
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

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 ***

*** Participating in Education Expansion programme along with teachers.

Tree plantation

5.13 Major grievances of students (if any) redressed:

- Proper lighting arrangement was made in the College campus during night time, especially for hostel students.
- Food quality in hostel was upgraded
- Different computers were repaired and brought to working condition

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 that 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 on run yet. 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 computerized system 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 continuation of Chalk-n-talk & other methods and the use of OHP and electronic materials already introduced earlier –

- The use of departmental libraries made wider for the students.
- Specific remedial teaching classes were held for the weaker section of the society.

6.3.3 Examination and Evaluation

Due to change in the policy of our affiliating University the Continuous Internal Assessment marks in theory papers do not count in the final result. But from the experience of the previous year we continued to take mid-term tests and the marks were communicated to their parents at the teachers-parents meeting and were taken into account for selecting the candidate for the final examination taken by the University. Our teachers performed in different capacities in the University examination. For practical papers different departments continued to serve as designated centres of University examination.

6.3.4 Research and Development

The newly formed IQAC put its weight behind the ongoing collaborative works. It also focussed on motivating the teachers for minor research projects to begin with.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Some of the computers were redistributed to some science departments so that they could begin the ground work to use ICT.

6.3.6 Human Resource Management

In order to advance the work for betterment, 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 Institute 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 to build a strong and cordial relationship between them, benefiting both the learners and the teachers.

Teachers 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 NE Bangla.

6.3.9 Admission of Students

The admission procedure was done manually. The admission procedure was simplified in comparison to that of the previous year so that it takes less time for potential candidates.

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. 16,70,000/-
 - UGC grant: Rs. 6,51,984/-
 - DPI Pay-packet Grant: Rs. 3,06,61,110/-
- Total: Rs. 32983094**

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? **Not Applicable**

For UG Programmes Yes No

For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

The executive members of the Alumni Association met four times in 2009-10. The main point of discussion was to expand itself by reaching to more girls who are pass-outs of the college in the Last few years. A target was set to bring 250 members in the Annual General Meeting to be held on 22nd December. The target could not be fulfilled as a whole, but altogether about 220 members attended the AGM.

The meeting pledged to expand the social activity to a larger section of women and to extend financial support to greater number of students.

6.12 Activities and support from the Parent – Teacher Association :

No

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. Some of them availed it.
- Some of the office staff members were trained to develop their skill to carry out the duties of higher responsibilities so that they may play auxiliary roles in performing those jobs in future.

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

- The college has celebrated the *Barshabaran Utsav* on the occasion of Rabindranath Tagore's death anniversary. New saplings were planted by students and teachers.
- The students and teachers also took a pledge on this occasion to reduce their carbon footprints as far as practicable.
- A garden for medicinal plants has been established in this year.
- 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.

1. Green Initiatives in the campus

The institution displays sensitivity to issues like climate change and environmental issues. Efforts taken:

- Adopting environment friendly practices
- Efforts for energy and rain water conservation
- Plantation, including medicinal plants
- Waste management and waste recycling
- Efforts for Carbon neutrality
- 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
- The drinking water in the campus is being tested and analysed by the Molecular Biology department twice in a year.

The College reviews environment related activities. It formulates the action plan for the next academic year in order to have better environmental sensitization.

2. Academic Activities of the College.

- The College encourages the faculty as well as the students to imbibe research culture by presenting research papers in interdisciplinary seminars organised by the College, as well as talks, arranged by the departments.
- Development of the laboratories and library.
- Encouraging teachers to attend University 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 and Geography etc.
- Encouraging teachers to attend seminars, workshops, conferences, present papers and to act as resource persons. The knowledge imparted to the teachers is implemented in enhancing the learning experience of the learner.
- The institutional Academic Calendar is prepared before the beginning of the academic year. This aids the teachers and the learners in understanding the time schedule for implementation of the learning process
- The lecture plan is given in advance to the learners. The facilitator initiates a discussion and defines the objectives to specify to the learner the learning outcomes. During the lecture, discussions, questioning is encouraged.
- Various forms of assessment are used for continuous evaluation such as group discussions, assignments, class tests, tutorials, midterm and annual evaluation, PowerPoint presentations by the students, to name a few.

- Various co-curricular activities are also organized for the learners, so that they can put their knowledge into application.
- Increasing the scope of friendly student-teacher interaction through cultural and sports activities
- Freedom is given to learners to share their views and ideas. To make the learners part of the learning process rather than just a spectator of the same.

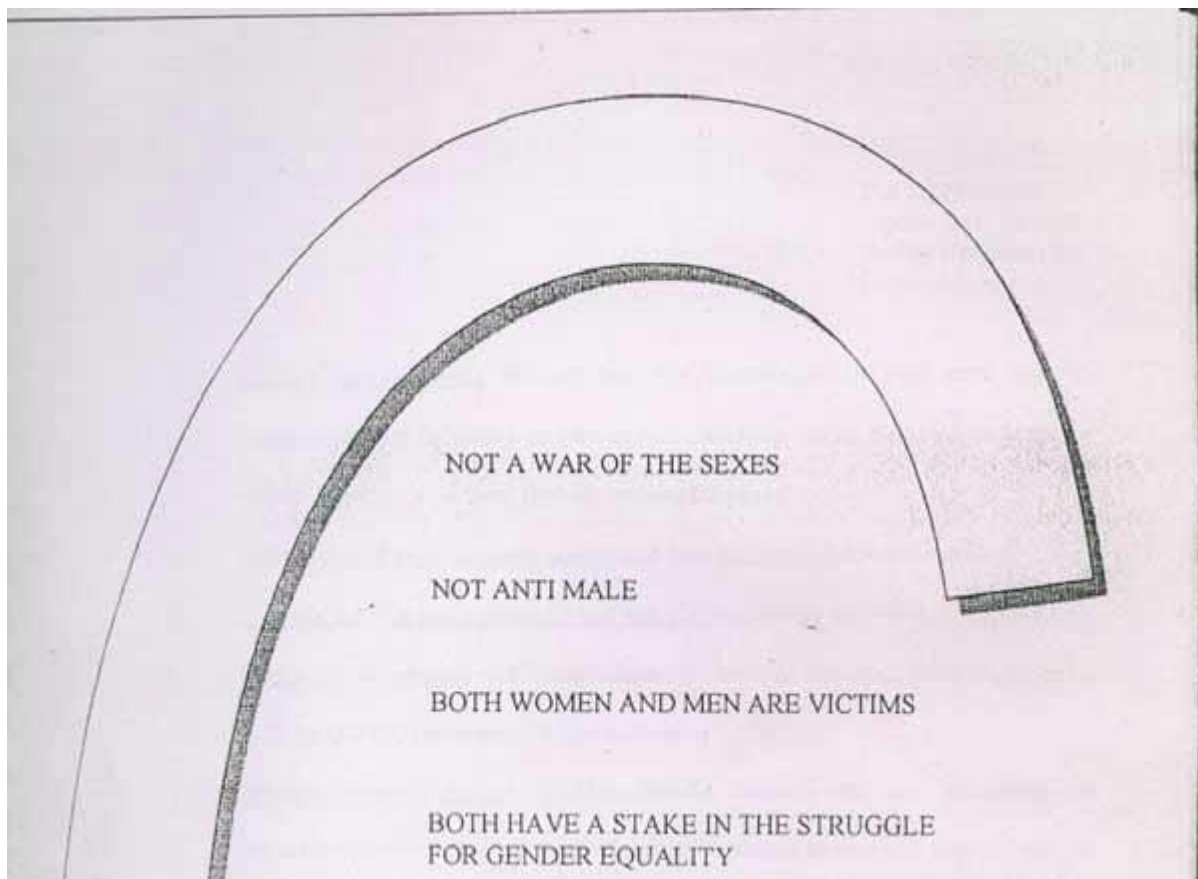
All the teaching staff members submit lesson plans and plan for conducting theory and practical classes to their respective head of departments. Periodic reports are collected from the teaching staff where in teachers give information regarding coverage of syllabus during that particular session. In case where syllabus was not covered as per schedule, the teachers were accordingly advised to take adequate steps. At the end of the session Academic sub Committee prepares detail report in this regard and submit the same to the principal. The Principal examines whether the entire syllabus has been completed as per the initial planning and appropriate steps are initiated. The institution is geared to promote an ambience of creativity innovation and improving quality. Practices of the institution leading to improvement and having visible impact on the quality of the institutional provisions are considered in this Key Aspect.

A major limitation of the teaching /learning process is the time constraint. The teachers have various ideas which they would like to implement in their class, however due to paucity of time all of them cannot be implemented.

Financial resources are continuously required for technological upgradation. This is not available consistently.

1. Gender Sensitisation

Initiatives are taken by the Social Science departments to create gender awareness



- Explore gender issues through two-way communication
- Recognizing that the needs of women and men may not be the same, but complementary
- Imparting Knowledge of local customs, taboos and time constraints that women face.
- Promote the role that women play in society, academics and family, as well as their role in higher education.

This initiatives are taken to provide students with a better understanding of the gender issues, make them able to examine notions of the nature, origin, extent and effects of gender and to develop better understanding of the term gender and sex, i.e., to make them realize that 'sex' is biological gender is a social construct, so that the can fight with social taboos better.

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

- The college appointed 39 part time/ temporary/ guest faculties to augment the teaching learning process.
- Financial assistance was provided to 72 students by the college and another 48 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.
- The institutional Academic Calendar was prepared before the beginning of the academic year. This aided the teachers and the learners in understanding the time schedule for implementation of the learning process.
- Emphasis was laid upon interactive learning facilities and inter-departmental interactions.
- The Following cells were formed under UGC guidelines
 - (d) Remedial coaching cell
 - (e) Placement Cell
 - (f) Equal opportunity Cell
- a. Under the VISAKA guidelines of Supreme Court of India a Sexual Harassment Redressal Cell was formed.
- Parent-Teacher meetings were organized to ensure familial support towards the cause of students' education.
- A seminar on "Contemporary Crisis & Young Generations: Malady & Remedy" was organized for the benefit of the students in collaboration with ISSR.
- 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.
- The college celebrated the *Barshabaran Utsav* on the occasion of Rabindranath Tagore's death anniversary with gusto. New saplings were planted by students and teachers.
- The students and teachers also took a pledge on this occasion to reduce their carbon footprints as far as practicable.
- A garden for medicinal plants has been established in this year.
- The ban on Plastic cups and plates inside the college premises was implemented again. More eco-friendly alternatives like paper cups and leaf-made plates were used as replacements.
- 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 attempted to promote the role that women play in society, academics and family through counselling and gender sensitization programs.
- On 16th December, 2009 the college organized a seminar titled "Contemporary Crisis and Young Generation; Malady and Remedy" in collaboration with ISISAR.

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

1. The college acts as a great community. There is a very good cooperation between the teachers, students and non teaching staff. The relationship between students and teachers is exemplary, which enables the students to seek cooperation both inside and outside the class.
2. The academic calendar and departmental calendars have been formalized. This enables the students and the teachers to plan their course of action well in advance.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- The college has celebrated the *Barshabaran Utsav* on the occasion of Rabindranath Tagore's death anniversary with gusto. New saplings were planted by students and teachers.
- The students and teachers also took a pledge on this occasion to reduce their carbon footprints as far as practicable.
- A garden for medicinal plants has been established in this year.
- 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.

7.5 Whether environmental audit was conducted? Yes No

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

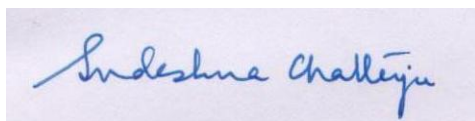
Not Applicable

8. Plans of institution for next year

The Principal, staff members, IQAC members and some of the members of the College Governing Body resolved to explore the possibilities of enhancing the overall quality of our institution. The following action plan was drawn up.

- To improve the quality of learning and teaching and make the courses learner centric.
- To encourage teachers to go on training programmes so that they are equipped to handle the newly evolved academic system.¹
- To increase the number of remedial programmes to facilitate better student performance in the examination and to give additional support to weaker students.
- To encourage staff and students to take up research projects.
- To procure more books and journals to the library and motivate students to make use of the library.
- Counselling the fresh aspirants and their parents regarding the selection of course as well as curricular Programmes.
- To motivate departments to upgrade departmental libraries
- To encourage students to start wall magazines and other literary activities.
- Motivating students to perform well in sports and cultural activities by organizing intra-college and inter-college competitions¹.
- Organizing seminars and workshops and publishing their proceedings and outcome.

Name Dr Sudeshna Chatterjee



Signature of the Coordinator, IQAC

Name Dr. Urmila Ukil



Signature of the Chairperson, IQAC

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 Calender

SAROJINI NAIDU COLLEGE FOR WOMEN

(Tentative Schedule Only)

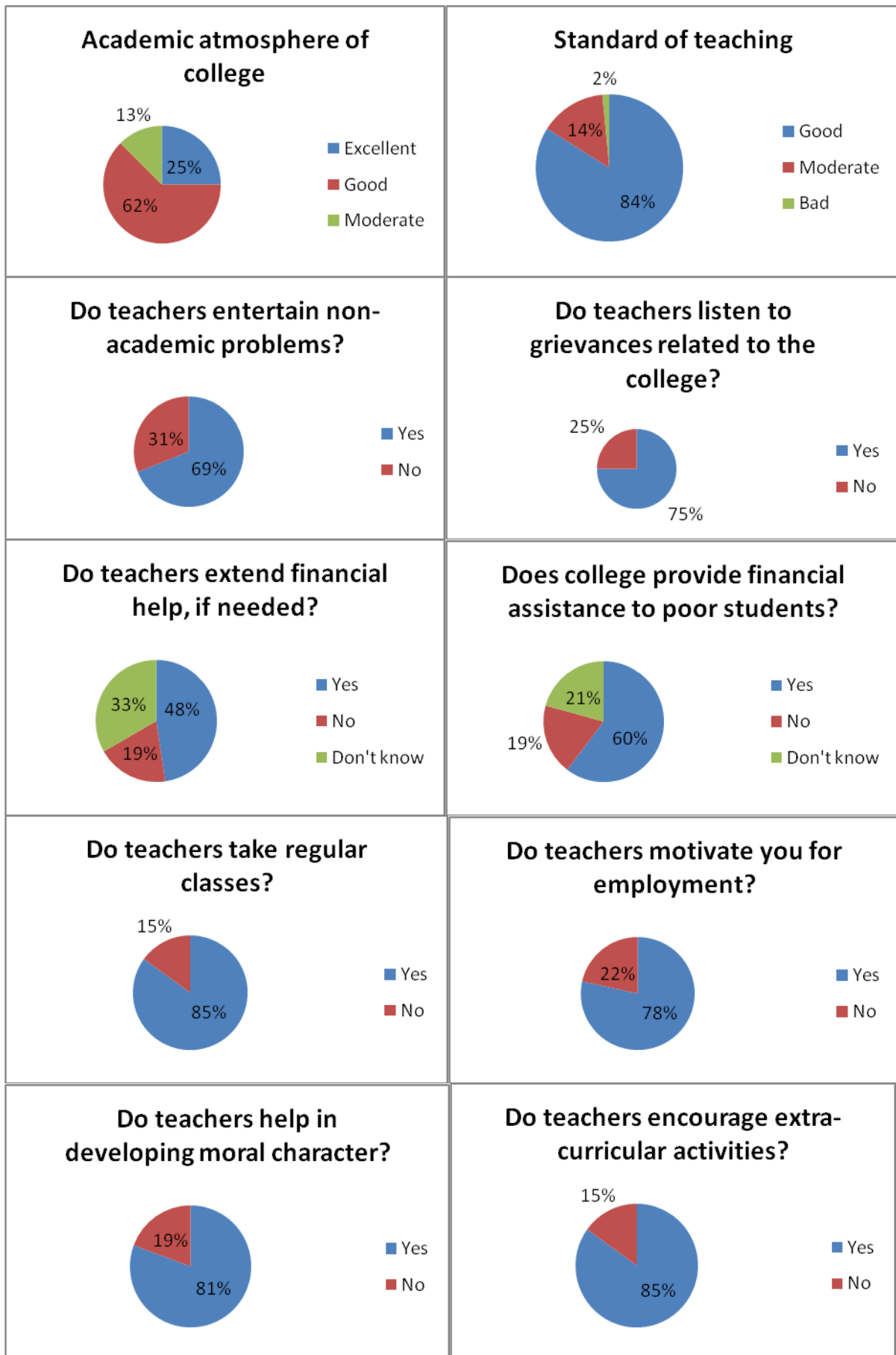
2009-2010						
Month	Teaching Days			Exam days	Scheduled Holidays	Remarks
	Lectures/ Practicals	Spl. Class/ Counselling	Attended by			
Jul-09	22	5	1st year and from the last week partly 3rd year	5 days (along with counselling) + 17 days (along with classes)		Admission + Part I University final Exam. 1st year classes will commence from 7th July. 3rd year classes for non-lab based programs will commence on last week.
Aug-09	23		1st year and 3rd year. From the 2nd week partly 2nd year	10 days (along with classes)	13/8/09: Janmashtami 14/8/09: College Foundation Day 15/8/09: Independence day	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-09	18		1st, 2nd and 3rd year		18/9/09: Mahalaya 21/9/09: Id ul Fitar From 24th Sept Puja Vacation	Full Session. 2nd year classes for lab based programs will tentatively commence on 1st week.
Oct-09	11		1st, 2nd and 3rd year		Puja vacation till 18th October, 2009 27/10/09: Jagaddhatri Puja	Full Session
Nov-09	23		1st, 2nd and 3rd year		2/11/09:Gurunank's B'day 28/11/09:Id-uz-zjoha	Full Session
Dec-09	21		1st, 2nd and 3rd year	11 (along with classes)	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-10	21		1st, 2nd and 3rd year		1/1/2010: New Year Day 20/1/2010 & 21/1/2010: Saraswati Puja 23/1/2010: Netaji's B'Day 26/1/2010: Republic Day	Full Session

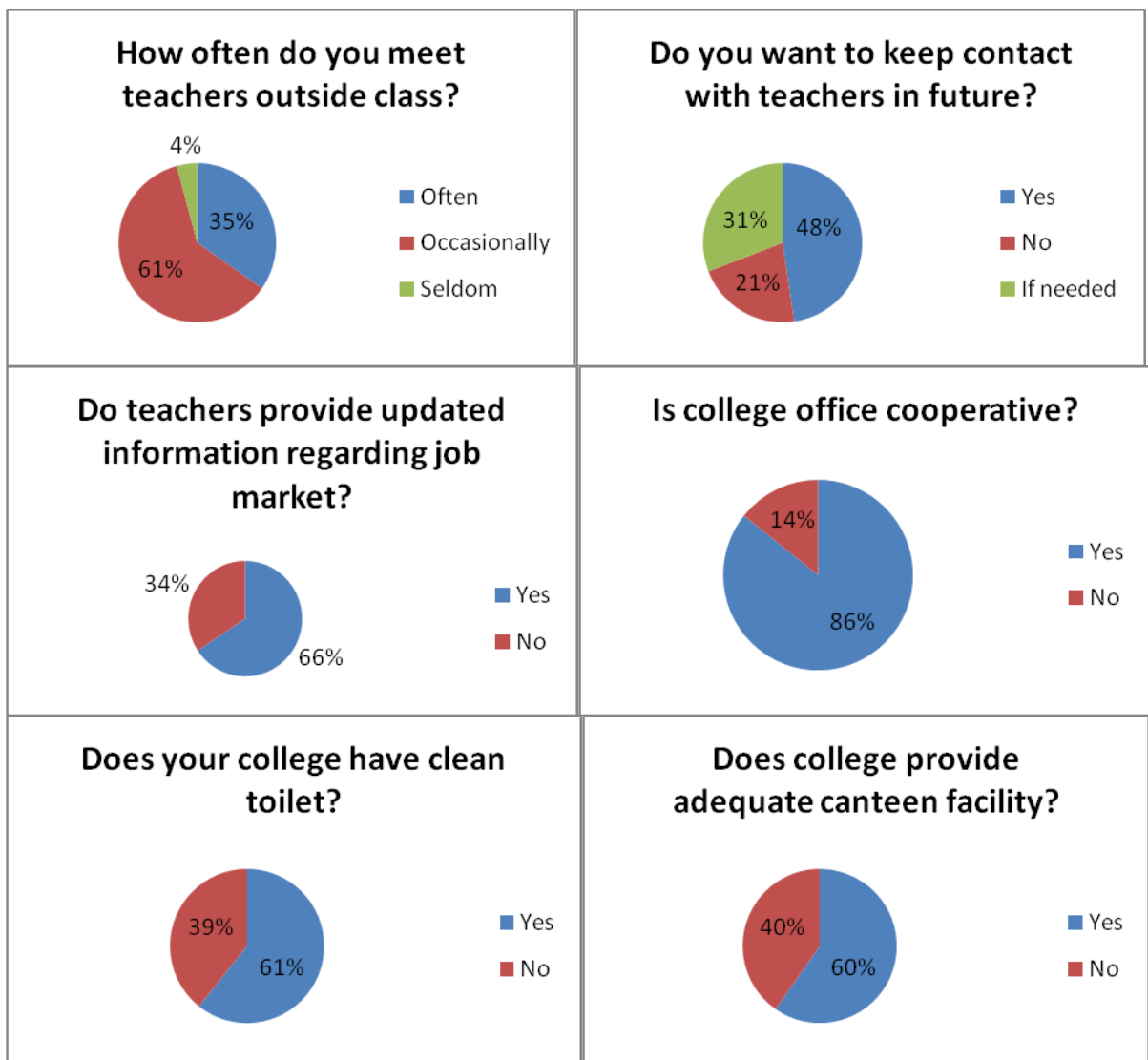
Feb-10	20		1st, 2nd and 3rd year	4 (along with classes)	12/2/2010: Shivratri 13/2/2010: Sarojini Naidu's B'Day 25/2/2010: WBSU Foundation Day 27/2/2010: Fateha-Dohaj-Doham	3rd year test will commence from the last week of Feb
Mar-10	26	10 (along with regular classes)	1st and 2nd year	7 (along with classes)	1/3/2010: Holi Festival	Counselling for 3rd year students
Apr-10	7	15	1st and 2nd year	15 (along with classes)	2/4/2010: Good Friday 3/4/2010: Easter Saturday 14/4/2010: Ambedkar's B'Day & Chaitra Sankranti 15/4/2010: Bengali New	1st year and 2nd year Test will commence from 9th April, Part III University final Exam
May-10		11		11	1/5/2010: May Day Summer Recess starts from 16th May Scheduled University Exam	Counselling for 1st year and 2nd year students upto 13th May, Part II and Part III University final Exam
Jun-10				22	Summer Recess Scheduled University Exam	Part II and Part I University final Exam
	192	15 [^]		33 ^{**}		
Total no of teaching days	223					

* Excluding Sundays and holidays

[^] Days on which only sp. classes & counselling are to be held

^{**} Days on which only examinations are scheduled





Annexure IV

Programmes held in the college:

1. “Rabindra Tirodhan Dibas” was celebrated as “Barsha Baran” utsav - 22 *Srabon* (10th August).
2. Celebration of “College Foundation Day” – 14th August.
3. “Independence Day” celebration- 15th August.
4. “Teachers’ day” celebration – 5th September.
5. Celebration of “Birthday of Vidyasagar” – 26th September.
6. 150 years of Birthday celebration of Jagadish Chandra Bose - 13th November.
7. Prize Distribution Ceremony – 23rd December.
8. Celebration of “College Social” -24th December.
9. Seminar on “Contemporary Crisis and Young Generation, Malady &Remedy” – 16th December.
10. “Vivekananda’s Birthday” celebration – 12th January.
11. “Birth Anniversary of Netaji Subhas Chandra Bose” – 23rd January.
12. “Republic Day” celebration -26th January.
13. “Sarojini Naidu’s Birthday” celebration – 13th February.
14. Celebration of “Vasha Dibas” – 21st February.
15. “International Women’s Day” – 8th March.
16. Festival of “Basanta Utsav” – 13th March.
17. Celebration of “Birthday of Dr. Ambedkar” – 14th April.
18. “Rabindra Janma-Jayanti” Celebration- 25 *Vaisakh* (11th May).