The Annual Quality Assurance Report (AQAR) of the

Academic Year July 1st 2016 to June 30th 2017

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.

| 033-2559-2583/25291985 |

Name of the Head of the Institution:

| Dr. Urmila Ukil |

Tel. No. with STD Code:

| 033-2559-2583/25291985 |

Mobile:

| 9339491161 (Urmila Ukil) |

Name of the IQAC Co-ordinator:

| Dr. Sudeshna Chatterjee |

Mobile:

| 9831418756 |

IQAC e-mail address:

sarojininaiducollege@gmail.com

info@sncwgs.ac.in

1.3 NAAC Track ID

WBCOGN12748

1.4 NAAC Executive Committee No. & Date:

EC/39/49 dated 21.5.2006

1.5 Website address:

www.sncwgs.ac.in

Web-link of the AQAR:

http://www.sncwgs.ac.in/wp-content/uploads/2014/05/AQAR 16-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1	1st Cycle	B++	2006	5 years
2	2	2nd Cycle	B (2.89)	2015	5 years

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

26-08-2009

1.8 AQAR for the year

2016-2017

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

   i.   AQAR 2008 – 09 submitted to NAAC on 03/06/2014
   ii. AQAR 2009 – 10 submitted to NAAC on 06/06/2014
   iii. AQAR 2010 -11 submitted to NAAC on 09/06/2014
   iv. AQAR 2011 –12 submitted to NAAC on 18/06/2014
   v.   AQAR 2012 -13 submitted to NAAC on 18/06/2014
   vi. AQAR 2013 -14 submitted to NAAC on 12/11/2014
   vii. AQAR 2014-15 submitted to NAAC on 16/10/2015
   viii. AQAR 2015 – 16 submitted to NAAC on 24/05/2017
   ix. AQAR 2015 – 16 submitted to NAAC on 01/06/2018

1.10 Institutional Status

    University   State ☐ Central ☐ Deemed ☐   Private ☐

    Affiliated College   Yes | √ | No ☐

    Constituent College   Yes ☐ No | √ |

    Autonomous college of UGC   Yes ☐ No | √ |

    Regulatory Agency approved Institution   Yes ☐ No | √ |

    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)   . . 0.1 self financing vocational course (major) CMAV

1.12 Name of the Affiliating University   West Bengal State University, Barasat

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   UGC-CPE

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐   None of the above

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 04 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 0 |

2. 6 No. of any other stakeholder and

   community representatives | 0 |

2.7 No. of Employers/ Industrialists | 0 |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 17 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. | 0 5 | Faculty | 03 |

Non-Teaching Staff Students | 0 1 ` | Alumni   Others | 0 1 | | 0 |

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. | 4 | International | 1 | National | 1 | State | 2 | Institution Level | 7

(ii) Themes | Details furnished in Annexure IV

2.14 Significant Activities and contributions made by IQAC

- IQAC is taking initiative to enhance the academic and physical infrastructure of the college through different programs, involving students e.g. students' seminars, study tours, field work etc. and extensive use of ITC.

- IQAC encourages teachers to participate in research activities and self-development programs so as to enhance the quality of teaching.

- IQAC has taken initiative to make students conversant in spoken English and computer knowledge by arranging compulsory computer education and spoken English training for them.

- The Placement Cell composed under the guidance of IQAC provides counseling and career guidance to students through regular industry-institution interface.

- IQAC encourages students and teachers to take part in community services.

- Under the guidance of IQAC the record keeping process regarding students' attendance, holding of classes, analysis of students' performance after declaration of results etc. has been improved.

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
- To fill up the vacant posts to ensure quality of education. - To upgrade IT-infrastructure. - The College plans up gradation of IT infrastructure through implementation of INFLIBNET . - One Auditorium, one 6- storied Science Building and one 6 storied Arts Building are to be built. - Girls' Hostel would be extended; a new floor is to be added to the Hostel Building which will accommodate 32 more students. The proposal has been submitted to the UGC. - To hold National /International Conferences/Seminars on Humanities and Science	- Ten teaching posts and the post of librarian have been filled up. - The infrastructure has been upgraded to make the record keeping and other official processes more efficient. - Foundation work of Arts Building has been completed. - Some rooms have been created in the existing hostel building to meet the demand of increased number of students. - Two- day national seminar has been organized by the department of Chemistry and two-day

• Plans to install a lift in near future to ensure easy access to students of the upper floors of the buildings. ➢ KOHA to be upgraded to Cloud Server.	international seminar has been organized by the department of Bengali. • Students' access to online feedback format • Organisation of regular seminars and counseling programmes with different companies and peer groups for successful placement of students • A well designed, modern e-library allows students access to advanced multi-media • Visually challenged students are provided writers and audio recordings of lectures to enable them to cope with the curriculum. • Students encouraged taking up NSS. Cadres took part in many events. Community benefit program taken up.

* Attach the Academic Calendar of the year as Annexure.

ANNEXURE - II attached herewith

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐
Provide the details of the action taken

Three meetings of the IQAC were held in the months of July, September, 2015 and June, 2016. Following decisions were arrived at:

- Preparation of AQAR 2014-15 was planned and discussed; different employees were given responsibilities of accumulating reports from various segments. Certain suggestions were decided to be incorporated.

- It was decided that AQAR 2014-15 would be prepared and uploaded to the college website by September, 2015, so that the NAAC Peer team may be appraised of the affairs of our college before their visit.

- Evaluative reports of the departments have been obtained. It is found that students are getting more and more interested in academic affairs, enthusiastically taking part in seminars, projects, exhibitions and various other activities.

- Academic audit of various departments have been undertaken.

- Environmental audit has been done.

- The process of continuous updating of information and supplying the same to IQAC at the central level will be continued.

- In order to facilitate collection of information from various quarters the process should be fully automated and online.

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	-	-	-	-
PG	02	-	02	-
UG	21	-	01	01
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	01	01	-
Others				02
Total	23	01	04	03

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Core and Elective
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	00
Annual	21

1.3 Feedback from stakeholders*   Alumni   ☐   Parents (Only verbal)   ☐ √

Employers ☐ Students   ☐ √

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure :(Annexure- III attached)

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

- As laid down in the University syllabi, all the courses are offered in an annual system in modular form.

- The curriculum is further diversified by integrating it with other cross-cutting issues. Thus Environmental Studies is a core component in the Humanities syllabi, and issues such as gender sensitization, Climate change, Human Rights are incorporated into the curriculum through departmental seminars and lectures/workshops by faculty and resource persons from other institutes.

- Computer based learning facilities have now been included in the curriculum of almost all subjects.

- Communication skills in English have been made mandatory for all learners to enable greater academic mobility and improved potential for employment.

- In Bengali and English PG courses the college follows the syllabus of WBSU. However, there is a wide degree of selection available and the individual teachers select the particular modules keeping in mind the student intake.

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

Psychology (Honours) and B.Com (general) courses have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	61	21	24	01(Principal)	3(GLI) 12 (APTT)

APTT: Approved Part Time Teacher; CWTT: Contractual Whole Time Teacher

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
	12	04	N. A	N. A	N.A	N.A	0	0	12	**04**
	12	04	N. A	N. A	N. A	N. A	0	0	12	**04**

There is no provision for Professor post in the college, Associate Professor post is only promotional.

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

30   N.   15

No. of Faculty	International level	National level	State level
Attended Seminars/	02	08	04
Presented papers	15	11	01
Resource Persons	0	0	0

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

- Module based teaching
- Interactive learning facilities
- Inter- departmental interactions
- Industry- academia interactions
- Use of PPTS
- Two smart classrooms introduced
- Projects by students
- Student- teacher interaction within the class and outside of the class
- Counseling and group discussions
- Parent-teacher meetings
- Evaluation report of the performance of students

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

219

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination,

Programme	No.of students appeared in Final (2017) year	Distinction %	I %	II %	P %	Pass%
BNGA	44	NA	4.54	59.1	27.3	91
*ECOA	4	NA	-	100	-	100
ENGA	39	NA	-	61.5	33.3	94.8
GEOA(B.A)	23	NA	-	30.4	52.2	82.6
HISA	20	NA	-	35	40	75
PHIA	10	NA	-	90	-	90
PLSA	6	NA	-	50	33.3	83.3
SANA	6	NA	-	16.7	66.7	83.4
HINA	5	NA	-	60	-	60
SOCA	9	NA	11.1	44.4	22.2	77.7
ANTA	25	NA	44	28	4	76
BOTA	22	NA	9	63.6	18.2	90.8
CEMA	13	NA	7.7	69.2	15.4	92.3
GEOA(B.SC)	38	NA	-	71.1	21.1	92.2
MTMA	9	NA	22.2	55.6	22.2	100
PHSA	5	NA	20	80	-	100
ZOOA	23	NA	21.7	56.5	17.4	95.6
CMAV(M)	24	NA	50	20.8		70.8
B.A (G)	305	NA		4.3	38	42.3
B.SC(G)	27	NA	3.7	37.0	33.3	74

Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> Open Book Test
>
> Double Evaluation (PG level)
>
> Seminar
>
> Dissertation
>
> Project

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

8 (BOS)		

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :   (Excluding Casual Candidates)

* Residual left after Pass % may include PNC (Partly Not Cleared) candidate

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

➢ The IQAC team of the college provides necessary guidance and information to the teachers to improve their technical skills, such as preparation of notes, PPT presentations and encourages them to use ICT.

➢ The IQAC team evaluates the performance of the faculty members by collecting feedback from the students by following both formal and informal mechanism.

➢ IQAC conducts academic audit as regards the academic performance of the teachers.

➢ IQAC has made institutional calendar and departmental academic calendars regular instrumental output of the College.

➢ It monitors and supervise the Teaching & Learning processes

➢ The IQAC of the institution conducts the periodical meetings. The outcomes of various proposals are recorded for improving the system of the quality of education. It also decides on the measures to be taken to improve and sustain the quality of higher education.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3, 7 (workshop organized by the college in collaboration with CCSSS., J.U)

2.14 Details of Administrative, Establishment 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	**09**	**01**	**01**	**00**
Establishment Staff	**11**	**02**	**04**	**00**
Technical Staff	**14**	**01**	**05**	**00**

Criterion – III

3. Research, Consultancy and Extension

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

- A Research committee under the guidance of IQAC meets periodically to discuss current research trends & issues.

- IQAC decided to allocate 50,000 Rs. As seed money to initiate research work by the young faculty.

- Adequate infrastructural support such as library and laboratory facilities is provided.

- Classes are adjusted to lessen the teaching load for teachers undertaking Course work related to their Doctoral degree or other research work.

- Internet and computing facilities are available.

- The above committee also functions as a Research Forum wherein the faculty members also present their proposals for upcoming Conferences, Seminars, and Workshops etc.

- IQAC motivates the faculty for writing and publishing research related articles and publication of the same in different journal/periodicals etc. and in the college online journal.

- On duty leave is granted to the faculty for attending professional Seminars, Conferences, research works and Workshops etc.

- Individual teachers collaborate with other institutes in the course of their research on Projects undertaken by them; teachers have collaborated with the IIEST, Shibpur, Bose Institute, Kolkata, the University of Calcutta, HRI, Allahabad, Presidency University, the West Bengal University of Technology, the KPS Medical College, Kolkata and the Homeopathic Medical College, Burdwan for data analysis related to their research work.

3.2   Details regarding major projects

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

Note *** Proposal for a Major Research Project is sent to the D.S.T

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	01	04	03
Outlay in Rs. Lakhs	9.20	3.90	13.10	9.20

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	06	0
Non-Peer Review Journals	01	07	0
e-Journals	00	04	0
Conference proceedings	02	02	0
Book Chapter	00	03	0
Book / Peer Reviewed Book	00	01/01	0

3.5 Details on Impact factor of publications:

Range 1.244 – 2.95   Average 1.904   h-index Not Avl   Nos. in SCOPUS Not Avl.

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 *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	2	Sarojini Naidu College for Women	50,000/-	-
Total	-	-	50,000/-	-

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   3

ii) Without ISBN No.   0

3.8 No. of University Departments receiving funds from   N. A

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify)   UGC

3.10 Revenue generated through consultancy   0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01	01		00
Sponsoring agencies	** W.B.S.U.	U.G.C.	-	-	-

Note: ** Collaboration

3.12 No. of faculty served as experts, chairpersons or resource persons   5

3.13 No. of collaborations   International   0   National   3   Any other   1

3.14 No. of linkages created during this year#   118

3.15 Total budget for research for current year in lakhs:

From funding agency   9.165   From Management of University/College   .50

Total   9.665

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						

3.18 No. of faculty from the Institution
who are Ph. D. Guides   2
and students registered under them   3

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 | 30 | State level | 0

National level | 0 | International level | 0

3.22 No. of students participated in NCC events:

University level | 3 | State level | 0

National level | 0 | International level | 0

3.23 No. of Awards won in NSS:

University level | 1 | 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 | 0 | College forum | 3

NCC | 0 | NSS | 3 | Any other | 0

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

- Computer literacy programme has been initiated

- Blood group and Thalasemia test camp organised.

- Conducted Thalasaemia awareness programmes.

- Conducted women empowerment programmes.

- The college encourages the faculty and students to take up various activities relating to extension and social responsibilities.

- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, Blood Donors Club and Alumni Association.

- The college ensures the involvement of the staff and students in its outreach activities such as Blood Donation camps, Thalassemia & HIV-AIDS Awareness, Rain Water Harvesting Awareness and contributes to the community development through various co-curricular forums and the Alumni association.

- Parents and Alumni association offer constructive suggestions regarding outreach programmes.

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	27	8		35
Laboratories	21	01	COLLEGE FUND	23
Seminar Halls	1	0	N. A	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		NIL	N. A	
Value of the equipment purchased during the year (Rs. in Lakhs)	18.14	28.04	UGC and Higher Education Grant	46.18
Others	**4.12**	**4.49**	**College & UGC**	**8.61**

4.2 Computerization of administration and library

The college library and the administrative office is almost computerized.

- Server for COSA running

- Wi-Fi for library ,PG Department and Hostel running

- Library server upgraded

- Office PC upgraded

- Online library access through British Council Library

- OPAC is installed

- INBLIBNET is installed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29044	12,27,602	213	2,24,430	29,257	14,52,032/-
Reference Books	12356		439		12,798	
e-Books	0		*110		*110	
Journals	11	4660	0	0	11	4660
e-Journals	0		0		0	
Digital Database						
CD & Video						
General Books: Atlas, Albums, Dictionary, Paintings, Books on West Bengal Encyclopaedia, Employment guides	636	41564	0	0	636	41564
Others (specify)	3 (News Paper)	2952	0	0	3	2952

* Note:- Procured through INFLIBNET Subscription

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Library	others
Existing	76 PC,1 server	08	43	00	00	09	46	19	05
Added	10 PC, 3 server	00	00	00	00	00	0	00	00
Total	86 PC, 4 server	08	06	00	00	09	46	18	03[1]

- 2 Laptops (Office – 01, English Department– 01), 3 MRP
- 02 Desktops shifted to Library

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

Computer facility is available in all the departments, library and administrative offices.

- Internet facility is made available to the students in the college library and in the departments.
- Software for COSA and e-pradan installed

4.6 Amount spent on maintenance in lakhs :

i) ICT — Rs2.06461

ii) Campus Infrastructure and facilities — Rs. 64.28559

iii) Equipments — Rs28.04022

iv) Others — Rs. 4.49378

Rs. 98.88420

Total:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through orientation programmes.

- Through student representation in various committees.

- Through information display on website / notice board.

- Through guidance and counselling

- Through Grievance Redressal Cell mechanisms.

- Through notices regarding employment opportunities.

  The IQAC renders information and support to the students on the campus and the alumni. It also ensures that the students are provided with skills and competence needed for successful competition in the employment market. Through its student representative, the IQAC also establishes contact with the students union and ensures its proper and healthy work.

5.2 Efforts made by the institution for tracking the progression

i) Through informal talks.
ii) Through guidance and counselling.
iii) Through diagnostic testing and remedial teaching.
iv) Through Grievance Redressal Cell (Suggestion / Complaint box).
v) Continuous evaluation through class tests, mid-term exam and test exam.
vi) Organising tutorials, workshop, quiz and group discussion
vii) Regular seminar given by Teachers and Students
viii) Parent-Teacher interaction
ix) Monitoring students' progress through counselling, problem solving and developing orientation towards education.

   Departments collect data about the student's performance in teaching, learning and their participation in extracurricular activities. On the basis of the analysis of the data, proper guidance is given to the students and their parents. The IQAC maintains a healthy relationship with the alumni association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2818	114	----	----

b) No. of students outside the state

7

(c) No. of international students

2

Men
No	%
0	0

Women
No	%
2818	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1678	292	17	120	1	2107	2320	327	15	156	0	2818

Demand ratio   1.99   Dropout % 30.0

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

- Remedial cell coaching classes were conducted before and after the college hours according to the students demand for 1st, 2nd and 3rd year honours and general students. Students' Evaluation was regularly done.
- The placement cell organizes counselling programmes by different professional institutes to prepare students for competitive examinations.
- Training was organised to develop communicative skills in students and equip them to meet the challenges of the emerging job trends. The course comprises a Beginners' and an Advance Course module.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 2 | | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

* Detailed data not yet available

5.6 Details of student counselling and career guidance

> i) TCS Career Guidance took place in May-June, 2016. 50 students participated in this Certificate Course. Placement training programme was conducted by experts from TCS.13 students were selected for back office jobs. Career Launcher conducted preliminary campus interview by conducting a quiz programme.
>
> ii) George School of competitive Exams and Indian Coast Guard conducted counselling of students to encourage them to join their organisations.

No. of students benefitted   350

5.7 Details of campus placement

On campus			Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Placed	Higher Education
TCS	50	13	07	113

5.8 Details of gender sensitization programmes

- Women studies as a separate initiative has started functioning and several seminars and talks have been arranged.

- Details given in the ANNEXURE - IV

5.9 Students Activities

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

State/ University level   06   National level   25   International level   0

No. of students participated in cultural events

State/ University level   09   National level   0   International level   0

* Students of Physics and Chemistry departments attended National Seminar on National Science Day organized by VECC.

** Students of Zoology department participated in National Seminar organized by SEBA.

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

Sports: State/ University level | 02 | National level | 0 | International level | 0 |

Cultural: State/ University level | 05 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	64 60 10	(100% waiver of Tution Fees) (50% waiver of Tution Fees) (100% waiver of Exam Fees)
Financial support from government	559	Fees related to Academic purpose
Financial support from other sources	44	. Fees related to Academic purpose
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 3 |
1. Celebration of World Environment Day
 2. Blood donation camp and students health check up in collaboration with ILS Hospital

5.13 Major grievances of students (if any) redressed:

- WIFI facility has been introduced for the P.G students and hostelites.

- Online library facility introduced.

- Quality of food in the college canteen improved.

Criterion – VI

Vision

We intend to produce intellectually well- trained, morally upright, socially committed, spiritually inspired women for the nation in the contemporary scenario.

- 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

To provide better education for the youth,, to develop their talents and to include values, thereby moulding useful citizens.

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.

6.2 Does the Institution have a management Information System

We are yet to have a fully computerized Management Information System. But we have our own indigenous system to collect and analyse the data regularly to manage and run the institution. Efforts have been taken by IQAC to install and run Management Information System.

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

6.3.1 Curriculum Development

In an affiliating system there is limited flexibility for innovative curricular designing. However the colleges can involve in the process indirectly as and when the faculty members are elected to various Academic Bodies.

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

Problem Identification within the curriculum, which is already structured

Assessment of Needs of Learners

1. Quantitative and qualitative data collection and data processing regarding the socio-economic and academic background of the students

2. Assessing the needs of the students and designing learning methods accordingly

Educational Strategies

1. Involve both content and method.

2. 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. Eliciting feedback from the students

2. Decide on the plan of assessment process

3. Taking measures for continuous quality improvement

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

.3.2 Teaching and Learning

The teaching and learning process in the college is done with the help of ICT enabled lectures, assignments and seminars, projects, discussions and debates, etc. Special coaching and remedial classes for weaker students are resorted to, to bring up the backward students to the forefront.

A. **Continuous feedback from students is taken by administration in respect of :**

i. Monitoring the regularity of the teachers and students in taking and attending classes.

ii. Midterm assessment of progress of course.

iii. Month wise calculation of students' attendance.

iv. Subject wise result analysis.

B. **By purchasing teaching tools :**

i. Portable LCD projectors.

ii. Computers etc.

C. Monitoring the taking of remedial and tutorial classes etc.

6.3.3 Examination and Evaluation

In addition to mid-term tests, group discussions, seminars, viva-voce for Continuous Internal Assessment and the selection tests, the students' attendance in regular classes was made another criterion for overall evaluation. Some of the departments also held some open book tests. The service of the college for University examination centres and service of the teachers as examiners, paper setters, scrutineers, head-examiners and moderators also continued.

Answer scripts are shown as a measure of transparency

☐ Discussions on evaluated answer scripts with the students.

☐ Project related presentations are encouraged to improve theacademic quality of the students

6.3.4 Research and Development

IQAC planned for online journal subscriptions such as INFLIBNET. Digitalisation of library has been completed. Few Minor Research Projects have been completed and few more have started.

The College has a **Research Cell** to provide guidance and support necessary facilities for carrying out research works by the faculty members.

The college has granted study leave to faculty members to pursue Ph.D and has given special facility to teachers for attending Ph. D related Course Work as per the guideline of UGC.

The college provides all necessary co-operation and assistance to take up minor research projects by the faculty members under various funding agencies.

College teachers have access to institutional infrastructure facilities to carry out research work.

6.3.5   Library, ICT and physical infrastructure / instrumentation

LIBRARY

The college library located on the first floor of the ANNEX building is having around 29044 text books, 12356 reference books, 11 Journals and 3 daily newspapers. The library has procured …… software and started the process of automation. The library has an Internet Centre, an OPAC facility for readers, Photo copying facility at low cost and a separate reading room for teachers.

PHYSICAL INFRASTRUCTURE

The college has a large seminar Hall equipped with internet and projector with seating capacity of 100~150 members, Faculty rooms, Office , Class rooms ,Tutorial rooms , Girls' common room, Gymnasium, canteen, car parking facility, sports ground, Computer Laboratory equipped with ...computers, well equipped Laboratories , Library, Internet and wi-fi facility in the entire building.

ICT INFRASTRUCTURE

LCD projectors, computer and accessories, high speed internet connection (VDSL) with LAN, library and office application software and systems software etc.

INDOOR and OUTDOOR GAMES

The institute has several indoor and outdoor games amenities for its students, like carom boards, chess boards, badminton kits, TT kit, volleyball, basketball, etc.

6.3.6   Human Resource Management

- The human resources of the institute managed in a free and democratic manner.

• Faculty members are provided opportunity for their individual growth along with the organisational development.

• Human resource planning is done based on workload position and statutory requirements and accordingly recruitment is made.

• Both teaching and non-teaching members are encouraged to higher studies by providing leaves and other facilities.

• Committees are made for various activities of the institute and staff members provided an opportunity to work in these committees.

• The 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.

- Teachers act also as counsellors to the students.

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 and non-teaching staff on contract basis to fill in the gap at least partially for which

*Advertisement is given in the leading news papers.

*Selection Panel Members conduct the interview.

6.3.8 Industry Interaction / Collaboration

The college aims to facilitate the process of close industry-institute interaction and actively promoting fresh avenues for the same. It strives to enhance industry interaction with students and bridge the gap between academic and corporate world. The college invites entrepreneurs, executives and policy makers to address students thereby facilitating practical learning. Major events organized by the college are as follows:

- 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 Ardent Collaboration.
- A training program has been conducted in collaboration with TCS, BREAKTHROUGH etc.
- Campus interview was conducted by TCS, Career Launcher, N.S.H.M.

The Placement Cell of the college facilitates professional guidance by consultants from industry and tries to equip students for the job market. The Cell organizes

□ English Communication Skills Course

□ Coaching for Entry in Services

□ Computer Skills development programmes

□ Communication Skills and Corporate Etiquette Programme for 3rd year students are provided by the teachers who have been specially trained by TCS, where approximately 50 students in a batch undergo an 80-hour training and workshop. Subsequently, campus interview is held by TCS.

6.3.9 Admission of Students

> The admission procedure is always student-friendly and online during 2015-16 academic session. Copies of prospectus depicting all the relevant details of the college were provided to all the applicants for admission. A written undertaking from the parents/local guardians was collected assuring the compliance of college rules and academic requirements by their wards.

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

(up to March 2015)

- UGC XII Plan   :   Rs. 5000/-
- UGC additional grant: NIL
- DPI Pay-packet Grant: Rs. 4,83,28,228/-
- **Total:**   **Rs. 4,83,33,228/-**

6.6 Whether annual financial audit has been done   Yes ☐   No   √ (Under process)

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?   N.A

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☑ Due to the dependence on affiliating University

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

Members of the alumni association continues to stay beside poor and unprivileged women in and around the locality by training them in groups so that they become economically independent. College sports are looked after by this association. Besides that members of the alumni association are also trying to provide placement training programs for making students as well as graduates of this college more employable to industries.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

- Encouragement of supporting staff members for enrol themselves in various necessary courses in different Universities for achieving higher qualifications and enhance efficiencies.
- Office staff-members developed soft skill and utilizing internet facilities properly.

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

• Rain water harvesting

• Energy conservation measures have been adopted

 • Green audit

- Solar Energy conservation

• Organising events to mark Environment Day

• Nurturing plants and greenery, both inside and outside of the campus

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.

Social Initiative

The college takes initiative to enhance social commitment of the students so that they become complete persons. The students are made aware of the contribution of the society towards their development, their education, vis a vis their duties towards it. With this objective, different seminars have been organized, birthdays of visionaries have been observed and some initiatives have been taken to help the backward people of the surrounding areas.

The NSS unit of the college organized " Barsha Baran Program" by planting saplings followed by cultural program to observe "World Environment Day". They also take regular program to clean the campus and surrounding areas.

The IQAC and the NSS unit of the college organized a Seminar on "Thalasimia, How to Prevent it" followed by a Blood Donation Camp, in which all sections of the college participated with enthusiasm.

Some teaching and nonteaching staff of the college along with some students, organized a health camp at a slum area at Durganagar, DumDum, where doctors attended children and talked to their mothers to aware them of some basic health care, hygiene and some easily available sources of vitamins and proteins.

The Alumni of the college have also taken part in social initiative by organizing training program for the backward women of the locality, by which they may become self dependent.

Academic and related initiatives

※ The College has adopted several mechanisms to evaluate and monitor the academic progress of the students, e.g., project work, paper presentation etc. by the students, unit tests, tutorials etc.

※ The College gives special training in the performing arts to students under the supervision of a faculty member. These training sessions are conducted for giving space to their creative skills.

※ The College also motivates the students through awards and prizes on the basis of their performance in academic and extra-curricular activities.

Others

※ **The Placement Cell** of the College provides counselling and career guidance to the students. Regular workshops by consultants from the industry are organized by the Cell to enable students to explore career opportunities.

※ The College continues to publish two online journals with ISSN No. **-- The Beats of Natural Sciences** and **Quest - Multidisciplinary Journal of Humanities and Social Sciences**. The objective is not only to encourage the contribution of research activities by faculty and students of the College but also to promote the sharing of knowledge and ideas among external peer groups.

※ The College has a **Centre for Women's Studies** to render service to women's issues.

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

- Arranging compulsory computer education for the first year general students.
- Progress has been made towards online public access catalogues for library books
- Installation of solar panels through funds received from the UGC. This is a small but positive step in its endeavour to promote sustainable environment.
- Students' access to online feedback format
- Organisation of regular seminars and counseling programmes with different companies and peer groups for successful placement of students
- A well designed, modern e-library allows students access to advanced multi-media
- Introduction of MA programmes in Bengali and English
- Visually challenged students are provided writers and audio recordings of lectures to enable them to cope with the curriculum.
- Students encouraged taking up NSS. Cadres took part in many events. Community benefit programme taken up.
- AQAR upto 2014-15 submitted and Re-Accreditation process is completed.
- Honours course in Psychology and B.Com. General course have been introduced and will start from the Academic Year 2015-16.

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

See *Annexure V*

7.4 Contribution to environmental awareness / protection

Environmental audits are tools which can quantify an organizational environmental performance and position. India is the first country in the world to make environmental audits compulsory. The College takes initiative to promote environment consciousness by conducting a **Green Audit** of its campus and facilities. The community of the College has become aware of the rising levels of carbon dioxide in the earth's atmosphere and the rising average global temperature. These trends have compounded environmental concerns over the depletion of fossil fuels, the availability of clean water, threats to biodiversity and the earth's growing human population.

For generating environment awareness following steps are being taken

- quiz competitions
- Departmental group discussions
- Making physical and social surveys
- Seminars and talks
- Educational Tours
- Special classes and workshops

7.5 Whether environmental audit was conducted?　　　Yes　☐ √　No　☐

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

STRENGTHS

- The institution adopts comprehensive program as per the guidelines of UGC to make and have performance based appraisal system (PBAS).
- A congenial physical and social environment prevails in the campus with least internal or external disturbance.
- Comprehensive planning and all out effort for its implementation at every stage and phase are the major strength of the College.
- There is proper organizational structure in the administrative and financial departments and even distribution of work load among departments and staff.
- A committed staff is one of the greatest assets of the College.
- There is a cooperative relationship between all constituencies.
- One of the institution's greatest strengths is its ambitious students, who, despite several constraints aspire to fly high.
- There is a strong focus on extra-curricular activities and community work.
- Teaching-Learning environment is conducive.

WEAKNESSES

- The Tutor-ward system needs to be more structured and formalized.
- Adequate posts have not been created to meet the expanding academic and administrative needs of the College.
- The College faces financial constraints to recruit enough staff to meet its needs.
- The College requires an Auditorium, a full-fledged Gymnasium, and a centralized Computer Centre.
  - Entire examination system of the affiliating university is to be properly structured and rejuvenated.
  - Curriculum design and syllabus should be restricted according to the needs and capacity of the students, as these are having negative impact on the intake of quality students.

OPPORTUNITIES:

- There are opportunities for scholarly interaction and collaboration with academic communities within and beyond the state through the two Online Journals with ISSN No., published by the institution.

- There is scope for an Online hub of academic resources.

- Some opportunities can be explored and created with present infrastructure and optimum use of existing human resource. These include a) Diploma and Certificate Courses meant for creating human resource with technical know-how in the areas of Solar energy/Power, Bioinformatics.

- Students are obedient and can be easily motivated for interactive learning and evaluation, though they perform according to their capacity

- ICT resources, rich library, seminar halls, tutorial spaces, laboratories, medicinal plant garden, specialized facilities and equipment for teaching, learning and research etc. Are the opportunities which can be used for quality improvement.

CHALLENGES

- Most students studying in the college are from fringe areas and hence come from a background where they lack proficiency in English. Since, most subjects at the Honours level are taught in English and the reference books are also mostly in English, it affects the overall result.

- Private tuition at all levels of education is widespread in West Bengal. It is a challenge to counter this trend and make students focus on classroom learning.

- First-generation learners need to be motivated to overcome social barriers.

- Scope of employment generation and industry-institution interaction, especially for girls from the disadvantaged sections, are an immense challenge for the College.

- To qualify more students in Competitive Examinations/ SLET/NET/CSIR

- To develop Communication skills in students and to inculcate the skills of language especially the spoken one in English.

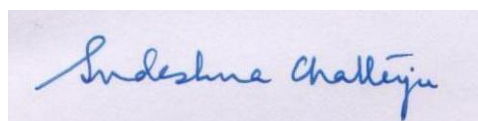- To encourage faculty to qualify themselves for awards and honours.

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

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

- Building plan for a six-storied P.G. Arts Building has been sanctioned, and the P.W.D of the W.B govt has been assigned the construction work. It is expected to be completed within one year.
- We endeavour to digitize the entire database of the library. Bar coding facilities are also to be linked up to students.
- An E-library with internet facilities is being envisioned.
- 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 yet to be obtained.
- 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.
- 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.
- The solar panels have been set up to meet a part of the energy requirement in an environment-friendly way by availing of UGC grant. There is a plan to expand its area coverage.
- The college has taken initiative to expand the butterfly garden and the garden of medicinal plants.
- Initiative has been taken to enrol the student under free medical assistance system.

Name __Dr Sudeshna Chatterjee_____   Name __Dr. Urmila Ukil_____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____

ANNEXURE - I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
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

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

2016-2017

Month	Teaching Days*			Exam days	Scheduled Breaks	Remarks
	Lectures/ Practicals	Spl. Class/ Counselling	Attended by			
Jul-16	20	5	1st year and 3rd year	5 days (along with counselling) + 15 days (along with classes)	06/7/16: Rathjatra & Id-Ul-Fitre	Admission + Part I University final Exam. 1st year classes will commence from 2th July.3rd year classes for non- lab based programs will start from 1st week, for lab
Aug-16	25		1st year and 3rd year. From the 2nd week 2nd year	20 days (along with classes)	14/8/16: College Foundation Day (Sunday) 15/8/16: Independence Day 25/8/16: Janmashtami	Full Session. . 2nd year classes for non lab based programs will tentatively commence from 2nd week . for lab based programs will tentatively commence from 3rd week
Sep-16	24		1st, 2nd and 3rd year		12/9/16: Id-Uz-Zoha 30/9/16: Mahalaya	Full Session
Oct-16	5		1st, 2nd and 3rd year		2/10/16: Gandhi Jayanti (Sunday) 7/10 to 31/10/16: 20 days Puja Holidays (including Murram : 12/10/16)	Full Session
Nov-16	23		1st, 2nd and 3rd year		01/11/16: Puja Holiday (cntd.) 09/11/16: Jagadhhatri Puja 14/11/16: Guru Nanak's Jayanti	Full Session
Dec-16	20		1st, 2nd and 3rd year		13/12/16: Fateha-Duaz-Daham 25/12/16: Christmas day (Sunday) 26/12 to 31/12/16: Winter Recess	Full Session, Evaluation on Academic Progress to be done
Jan-17	24		1st, 2nd and 3rd year		01/01/17: New Year's Day (Sunday) 23/01/17: Netaji's BirthDay 26/01/17: Republiic Day	Full Session

Page 1

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

2016-2017

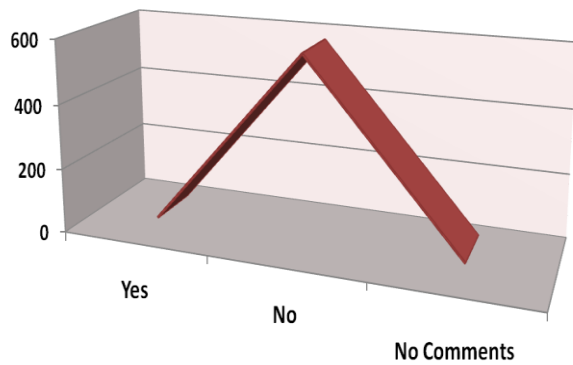| Month	Teaching Days* Lectures/ Practicals	Teaching Days* Spl. Class/ Counselling	Teaching Days* Attended by	Exam days	Scheduled Breaks	Remarks
Feb-17	19	5 (along with regular classes)	1st, 2nd and 3rd year	5 (along with classes)	1/2 & 2/2/17: Saraswati Puja 13/02/17: Sarojini Naidu's Birthday 24/02/17: Shivaratri 25/02/17: University's Foundation Day	Counselling for 3rd year students. 3rd year test will commence from the 4th week of Feb
Mar-17	26	12 (along with regular classes)	1st and 2nd year	4 (along with classes)	12/03/17: Doljatra (Sunday) 13/3/17: Holi	Sp. Class/Counselling for 3rd year students
Apr-17	13	10	1st and 2nd year	16 (along with classes)	14/04/17: Chaitra Sankranti, Ambedkar's B'day & Good Friday 15/04/17: Bengali New Year's Day and Easter Saturday	1st year and 2nd year Test will commence from 13th April. Part III University final Exam will also start
May-17		10		6 (along with classes)+6	01/05/17: MayDay 09/05/17: Rabindra Jayanti 10/05/17: Buddha PurnimaSummer Recess starts from 16th May. Scheduled University Exam	Counselling for 1st year and 2nd year students upto 15th May, Part III and Part III University final Exam
Jun-17				22	Summer Recess Scheduled University Exam	Part II and Part I University final Exam
Total no of teaching days	194	30^		28**		
	224					

* Excluding Sundays and holidays

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

** Days on which only examinations are scheduled
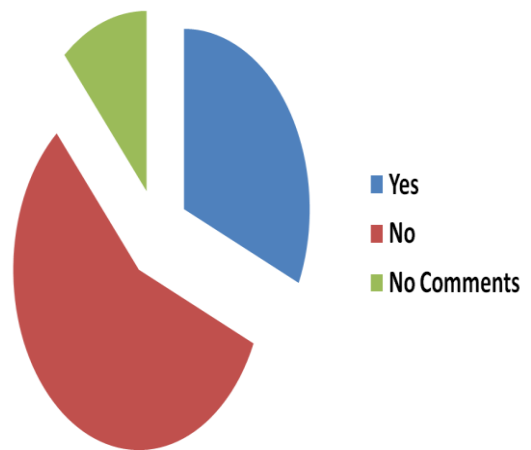
Page 2

STUDENTS FEEDBACK 2016

Standard of Teaching

Do teachers participate in academic & personal counselling?

Do teachers take regular classes?

Do you have inter-personal relationship with teachers to communicate grievances?

Does college try for all round development of your personality?

Is college office co-operative?
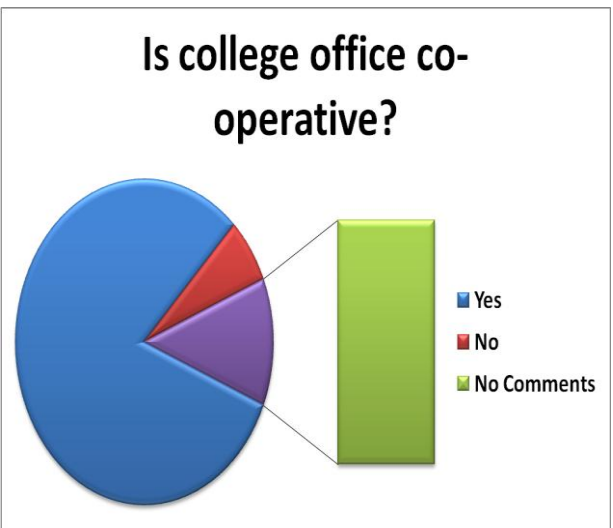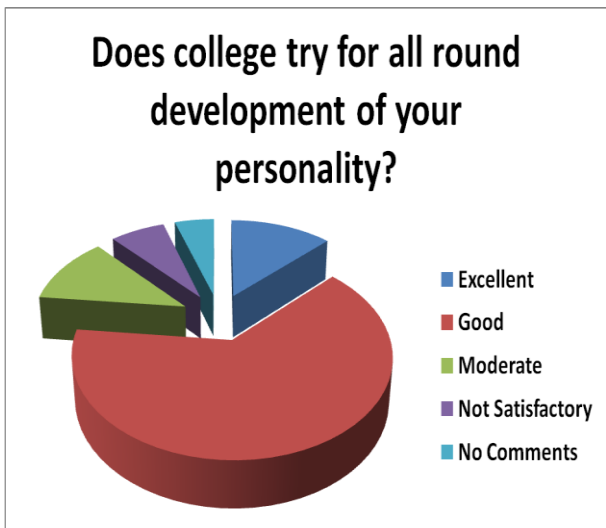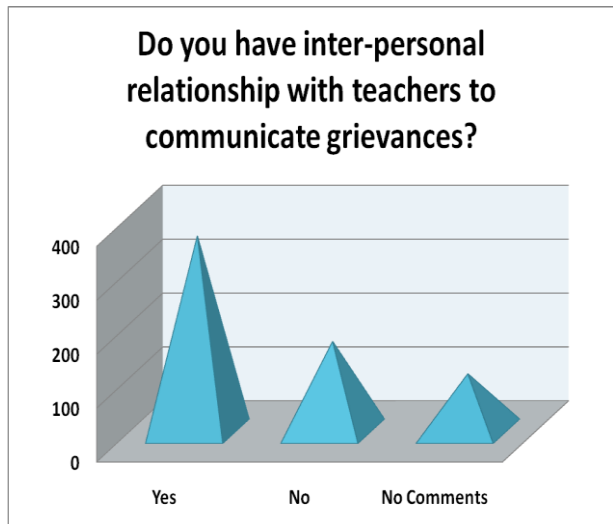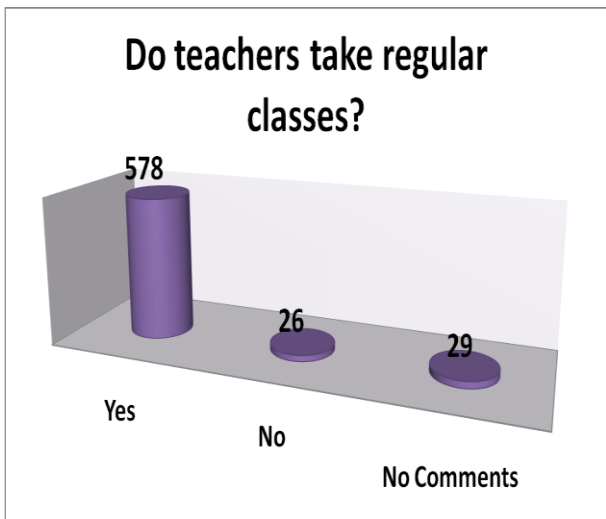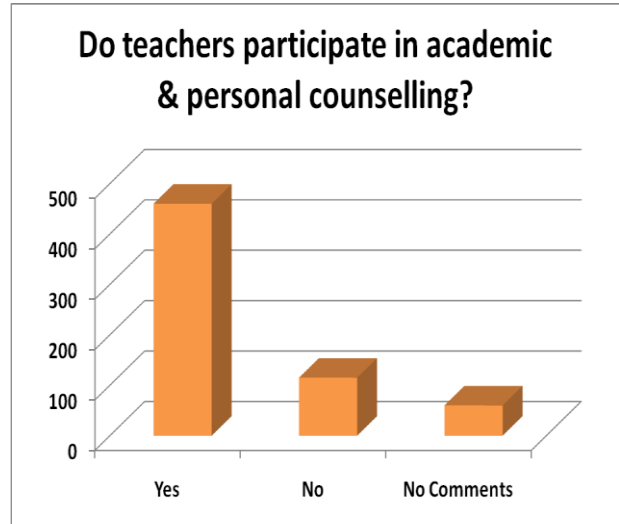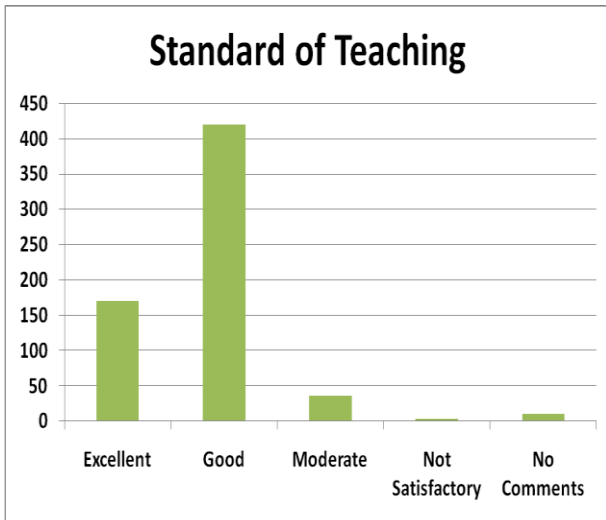
Do you have cell against sexual harassment?

Availed any fianancial aid?

- Yes
- No
- No Comments

Satisfaction with employment cell:
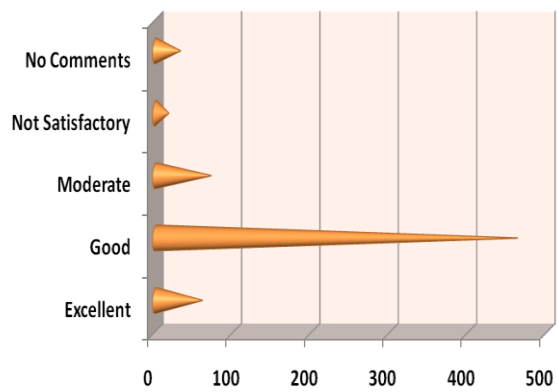
Service of library:

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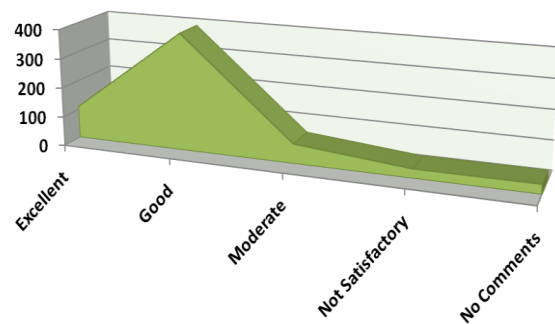
ANNEXURE - IV

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PROGRAMMES HELD IN THE COLLEGE

A.   IQAC and WOMEN STUDY CENTRE ENDEAVOURS

1. State Level Seminar on "Towards Quality Enhancement" on 6th July, 2016.

2. Students' Seminar on 5th September, 2016

3. UGC sponsored National Level Seminar on "Recent Trends in Chemical Research" on 29th September and 1st October, 2016.

4. One - week Workshop on "Emotional Intelligence Soft Skills Development and Stress Management" from 04.02.2017 to 10.02.2017.

5. International Seminar on "Bingsho Satabdir Dwitiardho: Bangla Katha-Sahityer Gati o Prakriti" on 6th and 7th February, 2017.

6. Seminar on Employability and Soft Skill Development – 3rd May, 2017.

B. **OTHER PROGRAMMES**

1. "Tree-Plantation"(Environment Awareness Programme) – 14th -21st July, 2016
2. "Rabindra Tirodhan Dibas" was celebrated as Barshabaran Utsav on – 22 'Srabon', on the occasion of Rabindranath Tagore's death anniversary
3. "College Foundation Day" – 14th August, 2016
4. Celebration of "Independence Day" – 15th August , 2016
5. Celebration of "Teacher's day" – 5th September, 2016
6. Cultural Programme done in "College Social"- 24th December , 2016
7. Celebration of 'Birth Anniversary of Netaji Subhas Chandra Bose'– 23rd January, 2017
8. "Republic Day" was celebrated - 26th January, 2017
9. Celebration of "Sarojini Naidu er Janmadin" – 13th February, 2017
10. Annual Sports – 20th January, 2017
11. "Vasha Dibas" celebration – 21st February , 2017
12. Celebration of "Birth Day of Dr. Ambedkar" – 14th April, 2017
13. Celebration of "Rabindra Janma-Jayanti"- 25th Baisakh – 14th May, 2017

BEST PRACTICE – I

1.Title of the Practice: **COUNSELLING AND SKILL MANAGEMENT OF STUDENTS**

Couple of strategies have been adopted for the overall development of students coming from different sections of society and different background. This include special training in skill and language development, "book-loan", special coaching for competitive exams, special financial aid and concessions, scholarships, special classes, psychological counselling, grievance redressal etc.

2. Goal

Counselling is a systematic process of helping students through difficult times by using various counselling skills to enable them to overcome their difficulties. Counselling is offered by senior members of IQAC along with a senior teacher from the department of Psycholog, who help the students with complete confidentiality.

Counselling provides them with unconditional support with respect to their competence.

Counselling can thus help to explore possibilities, pay more focus on the goals the students wish to achieve or new ways to think about completing one's academic pursuits successfully or any life time skills – like decision making or positive ways of dealing with emotions. Students can even seek for counselling for reasons including high stress levels, depressed or sad mood, lack of concentration, difficulty adjusting to new surroundings or any sort of physical or mental disturbances.

The goal of the institution is to enable its students

- To be treated with dignity and worth
- To be listened to attentively
- To be informed about their rights and responsibilities
- To help them make the right decision

3. The Context

The best practices in the institutions have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems. An internal quality assurance cell (IQAC) is actively functioning in our college. IQAC has contributed in many ways for achievement of institutional objectives. Besides IQAC we have separate committees to monitor all segments – academic, administrative and social vision. The insistence on students' participation in academic and administrative matters has improved the quality of the education and administration in the institution. The students come forward to maintain the best practices evolved through academic and administrative systems. The administration in the institution is maintained by the involvement of the staff at every level.

4. The Practice

We have planned to offer short term, confidential counselling in many areas of personal wellbeing and mental health including such issues as:

- wellness & life management
- new life experiences
- resource & referral
- crisis management
- depression
- anxiety
- stress management
- grief
- sexuality
- relationship issues
- family
- goal setting
- self development
- and any other as required by the students

COUNSELLING TIME/HOURS

Days	Hours
Monday	4.30-5.30 pm.
Tuesday	9-10 am
Wednesday	4.30-5.30 pm.
Thursday	9-10 am
Friday	4.30-5.30 pm.
Saturday	2.30- 4.30 pm
Saturday Professional counselor	11am – 2 pm

STUDENT CATEGORIES

1) Socially-backward Students:

2) Economically-weaker Students:

3) Differently-abled Students

4) Hostel girls

The Principal and IQAC have adopted the very best of counselling skills and adapted them to improve face-to-face communications with their students. The result is not strictly counselling in the professional sense but a way of managing students with a definite "the counselling approach" with a knack for bringing the best out of the students.

5. Evidence of Success

Inclusive practices

The institution has taken up different practices for students coming from the following sections of the society:

1) Socially-backward Students:

- The institution has taken initiative to train the socially- backward students in skill and language proficiency development.
- It has taken up the initiatives for the students "book-loan".
- It has established different cells to train the students for competitive exams.
- It has taken steps for bringing scholarships for students exclusively belonging to socially backward classes.
- The constitutional reservation for the SC's & ST's and other backward Classes (OBC's) are an important means of enabling the socially oppressed and depressed Castes to have access to higher education programmes. The State Government reservation policy as per the orders of the government is implemented in total in admission and teachers leave no stone unturned in encouraging students to participate in the co-curricular and extra-curricular activities with priority being given to their academic pursuit.
- SC & ST Cell was created in the college for enabling students belonging to the Scheduled Caste and Scheduled Tribe Communities to pursue their academic endeavors without any problems, economic, social or otherwise.

2) Economically-weaker Students:

- The college has taken up the initiative to provide different types of aid for different courses. Even in the case of self financing courses the policy has been implemented so that it helps the economically weaker section.
- Towards attracting students for training in skill development, the fee structure has been reduced to minimum. This is also followed in the case of computer courses.

3) Differently able Students

The College has taken up the issues of differently able students much seriously. It has planned to buy soft ware; it has taken the initiative to make university differently able friendly. It has also initiated to start a centre for Disabled Studies. Ramp has been built up so as to enable such students to move smoothly. Special audio arrangement is there to assist hearing impaired and visually challenged students. For visually challenged students, the college plans to purchase books in Braille and Braille related software.

6. Problems Encountered and Resources Required:

The problem area is time management. A lot of rescheduling and adjustment has to be done to enable students to attend counselling session. The attempt is yet to receive full mental support from all quarters of staff and students as it is a very new approach to life in an academic institution.

- Resources Required

☐ Human Resources/Professionals to impart training

☐ Professionals and psychologists forCounselling

☐ Mobilising funds

☐ Improved mechanism for aptitude test

7. Notes

To meet students' expectations of learning, the college is trying to provide best infrastructure facility. The college is planning to give its students unrestricted access to internet facility. A separate wing may be opened up in the Library for the purpose of internet access.

Counselling is another method that helps the students for learning. The principal of the college and the IQAC have evolved its own redressal cell. The complaints of the students relating to academics are registered with the Heads of the departments and also with the college authority. Any dispute in this respect, like the issue regarding the award of internal assessment marks is resolved within the department.

Any other harassment relating to administrative or personal causes or related to problems faced by the hostilities are initially handled by the IQAC. IQAC aggregates the complaint and makes suggestions for the harmonious relations in the campus. It tries to resolve the issue within short time so that it will not affect the career of the students.

BEST PRACTICE-II

1. 1. Title of the Practice: <u>SNCW EXTRA CURRICULAR SCHEME(SNCWECS)</u>

Sarojini Naidu College for Women is distinguished for the rigor of its academic programme; yet, its educational mission is not merely academic. The title of the programme suggests that the efforts of the College to formalize its extracurricular programme are not superfluous; it is an important and integral part of the College curriculum.

2. Goal

The College has broad goals for the development of its students: some of those goals are fostered by the academic programme, but many of those goals are fostered only outside the classroom, through the extracurricular programmes.

From 2012-2013 academic session the College has decided to formalize its extracurricular activities for all round development of the students. The college is very keen on watching trends. Before the market forces catch our girl students off-guard, we have decided to prepare them to take on the job market, so that they can cater to diverse needs of society, as well as of their own and develop a sense of community service.

3. The Context

The extracurricular programme provides means through which students may pursue excellence and achieve distinction. This may be especially important when academic distinction proves elusive: the student whose performance in the classroom is average can gain self confidence through these extracurricular programmes.

The College expects participation in extracurricular activities as the extracurricular programme allows students to develop and display skills that are not accommodated by class work - for example, sports, music, dance, dramatics, public speaking, creative writing, preparation of food items etc.

Many extracurricular activities, both competitive and non-competitive, allow the College students to form social relationships with fellow students. It is an avenue to encourage the students to broaden their ambience and social outlook and bring them out from the grip of the social networking sites, which keep them stuck to the computer monitors.

There is no reason to think that participation in extracurricular activities will encroach upon time needed for study. Indeed, it has been found that the most successful students, in the academic sphere, are those who have been heavily involved in the extracurricular programme - perhaps because the programme fosters feelings of satisfaction and belonging, which are key ingredients for academic success.

4. The Practice

The aim of **<u>SNCWECS</u>** is to equip the students with market competencies, so that they could meet with the demands of the changing scenario successfully. Keeping in mind this aim, the institution studies the market trends to provide a new choice to the students. This practice has boosted the image of the institution in the public eye, and has attracted students.

The College offers a wide range of job-oriented and skill and talent based programmes and provides the learners the option to participate according to their aptitude and interest.

Most of the activities are, by their nature, collaborative; students are encouraged to work together within the context of the activity.

The extracurricular programmes provide incomparable opportunities for social contact and for forming friendships. As groups consist of members drawn from different class and sections, they encourage students to work together and thus enabling them to form good relationships with other students. Moreover, extracurricular activities also allow for regular and informal contact between students and teachers. Every faculty member is associated formally with an extracurricular activity. In this context, it should be noted that the College does not think that academic success and extracurricular involvement are incompatible.

A list of activities is like this:

1. Dance
2. Drama
3. Music
4. Speech and Debate
5. Communicative Skills
6. Creative writing
7. Self – Defence
8. Computer Skills

Students are given an opportunity to choose their own activity. Students speak to different teachers and the Principal, who are the patrons and try to make up their minds. They are then made to participate in different programmes and intra college competitions are held to inspire the aspiring students. We have specific Cultural And Students' Welfare Committees, who lead the way for success of **SNCWECS.** The College makes provision for special budgetary allocation for **SNCWECS.**

The ability to communicate information accurately, clearly and as intended is a vital life skill and the college has arranged classes to develop the communicative skills of students. These classes help students in their study and are essential for the advancement of their careers.

Self-defence classes which impact a mix of physical skills and life lessons have been introduced and have become extremely popular. The college has recognised that learning basic self defence would not only help the students gain confidence but would also empower them in their general pursuit of life skills. This training in martial arts has enabled students to excel in other sports. As the practice skills involve balance and precision.

Computer literacy is important as it gives students the opportunity to expand their horizons to learn skills they would not have the opportunity to acquire in the traditional classroom. The college has appreciated the fact that computer proficiency is indispensable in today's job-market and has introduced compulsory computer training classes for students.

From next academic session this practice will take more formal shape, by involvement of the reputed outside agencies that will help our students to compete in the global market. The College is trying to induce a flavor of commercialization into the scheme. Thus the College hopes that the students who are academically average or below average, but have other talents will get better chances to find place in the wider area. The College is trying to include some other programmes, like Chef and Home – makers, Doll Making etc into **SNCWECS.** Moreover the College is preparing for inter college

competitions and campaigns, so that other students of the nearby colleges can also be benefited from **SNCWECS.**

5. Evidence of Success

The students have achieved remarkable by wining prizes in Inter-College Karate Competitions. A significant numbers of students have been selected through campus interviews by Tata Consultancy Services.

6. **Problems Encountered and Resources Required:**

The problem area is time table. A lot of rescheduling and adjustment in time table has to be done to enable all the teachers to meet their respective classes and prevent any academic loss. Another problem is encountered in bringing girls out from their conservative and non-supportive families governed by a patriarchal mind-set.

- Resources Required

☐ Human Resources/Professionals to impart training

☐ Professionals for Counseling

☐ Mobilising funds to provide quality training and services

☐ Additional and fixed place for different programmes under the scheme.

- Other requirements

☐ Instilling social responsibility by making participation in **SNCWECS** mandatory for undergraduate students

☐ Promotion of the scheme by its inclusion in thedomain of NSS

Periodic changes in the curriculum are to be made by the affiliating university keeping in view the societal needs and current trends in the job market.

7. **Notes**

We are engaged in an ongoing journey of continuous measurable improvements, championed by empowered teachers at all levels of the institution. Our philosophy of excellence inspires each one in this college to give their best. The hallmark of the College is therefore marching ever onwards to greater heights of progress. **SNCWECS** gives stress on creativity and innovation, as well as entrepreneurship. The aim of this practice is to create a more inclusive ambience by decentralization and to groom leadership at various levels. Various committees have been constituted to address different issues and events.

The quest for excellence is a continuous and never ending process......

ANNEXURE - VI

SWOC

Strengths:

- The biggest strength of Sarojini Naidu College as an institution is its huge strength of learners and proportionate representation by the weaker sections of the society (SC/ST/OBC/Minorities/Economically Backward) which stands testimony to our social commitment and the all important role this institution is playing in social transformation in this officially declared extremely backward area of the state.

- Being one of the oldest Centres of Higher Education the college has established its reputation as one of the premier centres of learning in the North 24 parganas of West Bengal which gets its due recognition from all quarters.

- The college is also proud to have a galaxy of learned faculty members in Humanities as well as Science faculties, most of whom have research orientation.

- The contribution of this institution in producing a galaxy of learned persons who have made their presence felt in all walks of life – teaching, government and non government services, journalism, politics is also a matter of pride for the college and which adds to the prestige of the college.

- Although not in very good shape this institution has basic infrastructure for its further face lift.

- The college library is enriched with 41761 books and 11 journals, along with internet facilities.

Weaknesses

- Our greatest weakness is our lack of financial freedom as all our revenue is under the control of the parent university and the state government.

- We are facing lack of faculty which leaves constrained scope for new initiatives —academic or extracurricular. Even the teachers suffer on this count because they are too busy in their class room duties to spare sufficient time for research pursuits. Only one fresh appointment of teacher has been made in 2013-2014.

- We are still lagging behind in enriching the college with sufficient modern tools of learning; though we have acquired a lot of PCs, Lap Tops, Projectors, Smart Boards, Xerox Machines, Printers it is not proportionate to our student strength.

- We have not been able to develop our full proof data base in a systematic manner to keep track of the past records of the college, ensure a link with the pass outs and the society.

Opportunities

- With very little labour the college can further enrich its infrastructural capabilities and bring it at par with the great centres of learning.

- The college have already submitted various proposals to the State Government and the UGC in this regard which includes its building expansion, constructions of a new Auditorium, enrichment of Teaching-Learning Tools and different kinds of Labs etc.

- The institution has a very rich library which can be further enriched using the modern knowledge/information resources and availing itself of all the facilities being provided by various governmental and non-governmental agencies like the UGC, Inflb Net, NSOU, British Council etc.

Challenges

- Limited resources and opportunities available to the faculties for promotion of research are the biggest challenge for the college.

- Scope of employment generation and industry-institution interaction, specially for the girls coming from middle class background or from the families of first generation learners are a great challenge for the college.

The college authority and its staff are trying hard to overcome the weaknesses and fight with the challenges by using available opportunities and thus to transform them into our strengths.

The quest for excellence is a continuous and never ending process......