

**The Annual Quality Assurance Report (AQAR) of the
Academic Year July 1st 2012 to June 30th 2013**

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
Alternative e-mail address	info@sncwgs.ac.in
Contact Nos.	033-2559-2583/25291985
Name of the Head of the Institution:	Dr. Sunanda Chatterjee (till 03.10.2012) Dr. Urmila Ukil (from 04.10.2012)
Tel. No. with STD Code:	033-2559-2583/25291985
Mobile:	9339491161 (Urmila Ukil)
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	1 st Cycle	B ⁺⁺	2006	5 years

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

1.8 AQAR for the year

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

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)

. . . 02 self financing vocational courses (major) CMAV, CMEV

1.12 Name of the Affiliating University

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

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
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others
- 2.12 Has IQAC received any funding from UGC during the year? Yes No
- If yes, mention the amount
- 2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC envisioned and attempted to facilitate / contribute:

- Towards development of best practices for quality of academic and research programmes.
- Towards evolution of ideas, planning, implementing and measuring the outcome of academic and administrative performance of the institution.
- For betterment of internal communication and communication with other bodies.
- Research sharing and networking with other institutions in India and abroad.

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"> • Exploring Faculty Exchange • Planning to introduce UG General courses in Education, Food and Nutrition, Psychology. • Introduction of PG Courses etc. • Introduction of Certificate courses in Women's Studies • The College is planning to send a proposal to the affiliating university for introduction of the school of Languages and Culture. • SWOT Analysis • Collaboration with National/International Institutes • Organization of Seminar, Conferences and Workshops. • Arranging special teaching faculty for the new PG Programmes • Air-conditioning Departments and PG Class rooms. • Apply for new academic programmes • Apply for NAAC Reaccreditation. • To procure funds for all round development • Extending the scope of Indoor and outdoor facilities • Renovation of Staff quarters & extension of women's hostel • Obtaining assistance from the state government for renovation and maintenance work on existing buildings and boundary wall 	<ul style="list-style-type: none"> • Women empowerment schemes started in previous years gathered momentum. • The major infrastructure development project housing a large seminar hall, computer lab, classrooms and other facilities have started to function. • New chairs were added in the auditorium and in the library. • Partition cubicles in the library were installed. • Computer room was renovated and provided with a scanner and a printer. • Computers, scanners and net connectivity in the departments were extended. • Core laboratory and Sports equipments were added. • “Learn to lead, learn to empower” and ‘SNCWECS’ started functioning, as best practices. • SWOT Analysis process started.

* 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

GB resolved that the first priority for the IQAC was to submit its **LoI** for Cycle-II of assessment and Reaccreditation followed by uploading the AQAR along with relevant annexure.

A meeting of the IQAC was held in the month of December in which following decisions were arrived at:

1. IQAC has to work continuously for collecting and collating qualitative & quantitative data from every unit of the College.
2. An arrangement to be made for continuously updating information and supplying the same to IQAC at the central level.
3. In order to facilitate collection of information from various quarters the process should be fully automated and online.
4. Performance appraisal of teachers is an important activity and IQAC shall be the nodal office for the same.

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	-	-	-	-
PG	-	-	-	-
UG	19		2	2
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others				
Total	19		2	2

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	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)

**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.

- Part-II syllabi were redrafted for the subjects of Anthropology, Chemistry, Political Science and History.
- Part-III syllabi were redrafted for the subjects of Botany, Computer Applications, Zoology, and Sanskrit.
- The syllabus was redrafted to include short answer type and objective type questions.
- Greater emphasis was laid on textual reading and study of socio cultural background.
- More emphasis was laid on concept of Gender equity.
- The syllabi were made more practical oriented.
- Greater emphasis was laid on Environmental and Biodiversity Studies.
- More emphasis has been laid on field studies.

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
	65	16	28	01(Principal)	3(GLI) 01 (Librarian) 15 (APTT) 01 (CWTT)

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

2.2 No. of permanent faculty with Ph.D.

33

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	31	N. A	N. A	N.A	N.A	1(Principal)	0	1	31*
0	18	N. A	N. A	N. A	N.A	1	0	1	18#

* Vacancy calculated according to the admissible no. of posts

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

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

		12
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	0	7	170
Presented papers	0	8	13
Resource Persons	0	3	0

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

- | |
|---|
| <ul style="list-style-type: none"> • Module based teaching • Interactive learning facilities • Inter- departmental interactions • Industry- academia interactions • Use of PPTS • Use of OHP • Projects by students • Graphics Simulation |
|---|

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

220

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

Monthly evaluation process started

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

3 (BOS)		4 (Workshop)
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2.10 Average percentage of attendance of students

82%

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)	21	NA	00	95.24	4.76	100
Economics (Honours)	00	NA	00	00	00	00
English (Honours)	16	NA	00	62.5	37.5	100
Geography (Honours)-B.SC.	30	NA	00	100	00	100
Geography (Honours)-B.A	13	NA	00	85	15	100
History (Honours)	32	NA	00	81.25	12.5	93.75
Philosophy (Honours)	38	NA	00	47.37	21.05	68.42
Political Science (Honours)	15	NA	00	53.3	46.7	100
Sanskrit (Honours)	31	NA	00	35.48	61.29	96.77
Communicative English (Major)	06	NA	33.33	66.67	00	100
Anthropology (Honours)	08	NA	25	75	00	100
Botany (Honours)	13	NA	00	61.54	15.3	76.92
Chemistry (Honours)	08	NA	00	87.5	12.5	100
Mathematics (Honours)	11	NA	18.18	63.63	00	81.81
Physics (Honours)	06	NA	00	100	00	100
Zoology (Honours)	17	NA	23.53	70.58	00	94.12
Computer Application (Major)	03	NA	66.7	33.3	00	100
B.A. (General)	134	NA	00	5.97	65.67	71.64
B.Sc. (General)	17	NA	11.76	47.06	29.4	88.24

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

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

IQAC was active in drawing and implementation of institutional calendar and departmental academic calendars. The quality of teaching and evaluation was the focus.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
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.	2
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	07	06	00	01
Technical Staff	17	04	00	02

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encouraged the ongoing collaborative research works by the teachers. It also tried to motivate the teachers to write the proposals for minor research projects. It also pushed for certain basic infrastructural facilities required even for the rudimentary research work. It planned for launching two online journals on research and education, from the college.

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	2	1	1
Outlay in Rs. Lakhs	0	3.51	1.51	1.78

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	0	0
Non-Peer Review Journals	0	0	1
e-Journals	0	0	1
Conference proceedings	0	1	14

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	2 & 2	UGC	3.51	3.17
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			2		1
Sponsoring agencies			UGC		College

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						

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="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

- Special Literacy and Education Extension Programme: Initiated by teachers of the department of Geography, other teachers also take part in educating school drop-out students of the neighbouring area of the college
- The department of Zoology undertaken a project on the study of the nutritional status and haematological status among Primary School children population in slum areas of Aila affected Sundarban areas

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	27	0		27
Laboratories	21	01	COLLEGE FUND	22
Seminar Halls	1	0	N. A	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		NIL	N. A	
Value of the equipment purchased during the year (Rs. in Lakhs)	11.94	NIL	N.A	11.94
Others	4.21	7.92	College & UGC	12.13

4.2 Computerization of administration and library

The library was preparing the digital catalogue. Initiative for a new dynamic website was taken. The office work was largely computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28035	715986/-	304	Rs.	28339	913901/-
Reference Books	11826		287	1,97,915/-	12113	
e-Books	0		0		0	
Journals	10		0		10	
e-Journals	0		0		0	
Digital Database						
CD & Video						
Others (specify)	2 (News Paper)		0		2	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	08	06	00	00	09	21	05
Added	00	00	00	00	00	00	00	00
Total	40 (3 Scrap)	08	06	00	00	09	21	05

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

The intercom facilities installed within college campus. Training on basic computer application for students was arranged.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 467938.00
ii) Campus Infrastructure and facilities	Rs. 58338.00
iii) Equipments	Rs. 696437.00
iv) Others	Rs. 171467.00
Total :	Rs. 1394180.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

i) The college takes initiative to 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 Academic Sub-committee of college, on its own initiative arranges for some subsidies for the economically weaker students e.g. Free Studentship, Students' Aid Fund etc. After the induction of First Year students, notices for such facilities are put up in the college notice board. Moreover, teachers encourage students to apply for the same.

iii) Physically challenged students were also informed about the newly constructed Ramp in both main and new building.

iv) Each year during the admission process, copies of prospectus are distributed among the students containing information about different student support system.

v) Regular health check-up facilities are provided for the students staying in the college hostel. A local doctor usually looks after medical emergency of the hostel students specially. He is also contacted in case of medical emergency of day scholars.

vi) Some teachers arranged scholarships for meritorious students from outside agencies.

vii) First Aid facility is available, one female teacher and female non-teaching staff are in-charge of this unit

viii) Regular maintenance of playground with basketball and badminton facilities are arranged within the College premises.

ix) Ramps have been constructed in both main and new building for physically challenged students.

x) Training classes of music, dance, drama and recitation were conducted by teachers to perform in year round cultural programmes.

xi) Students were motivated to write in student magazines and wall magazines by teachers.

xii) The students were informed about the utility of the following cells

Remedial coaching cell

Placement Cell

Equal Opportunity Cell

xiii) Students' Welfare Committee dealt with the students' economic, health and social problem

xiv) Students were informed about the Sexual Harassment Redressal Cell for their safety.

5.2 Efforts made by the institution for tracking the progression

- i) Continuous evaluation through class test, mid-term exam and test exam
- ii) Organised tutorials, workshop, quiz and group discussion
- iii) Regular seminar given by Teachers and Students
- iv) Parent-Teacher interaction
- 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.
- vii) An interactive seminar, “ Disregard for Women: Disgrace for society” was conducted by college on March, 2013 by Eminent Psychiatrist like Amalesh Kanti Ghosal, Amlan Kusum Jana and Srimati Atreyee Mukherjee to develop self respect.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1648	----	----	----

(b) No. of students outside the state

45

(c) No. of international students

Nil

Men	No	%	Women	No	%
				1648	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1277	241	22	47	01	1588	1301	270	17	60	Nil	1648

Demand ratio 1.87

Dropout¹ % 23

¹ Dropout rate has increased, because the College had to shift its affiliation from the University of Calcutta to west Bengal State University. New university was yet to get full-fledged societal acceptance, more so, as the College is situated in the border line of segmentation of the university jurisdiction.

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. Both the practical and theory classes were held under this programme. Students' Evaluation was regularly done.
- Coaching for different competitive examinations (SSC, Banking and Railway Recruitment board and other Govt. Services) was conducted by our college teachers and Camellia Group.
- 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

350

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	0	GATE	02	CAT	01
IAS/IPS etc	0	State PSC	01	UPSC	0	Others	19(SSC)

5.6 Details of student counselling and career guidance

- TCS Career Guidance took place in January 2013. 35 students participated in this Certificate Course. Placement training programme was conducted by experts from TCS.
- "Future Sharp Skills Limited" in collaboration with "Hindustan Petroleum Corporation Ltd" and "Confederation of Indian Industries" provided two months fully free of cost training in hospitality management and retail management and assured job.
- A walk in Interview was conducted on 15th and 17th Dec2012 by "Hindustan Petroleum Corporation Ltd"
- NIIT, Doctem Industries and Indian Coast Guard conducted training, counselling and campus interview.
- Orientation and counselling program was organised.
- Remedial coaching for students of minority category, SC, ST were held.

No. of students benefitted

440

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
TCS	35	08	04	36

5.8 Details of gender sensitization programmes

- Women studies as a separate initiative has started functioning and several seminars and talks have been arranged.
- A seminar on “Disregard for Women: Disgrace for society” was organised.
- Issues pertaining to women also formed a major constituent of the State Level Seminar on “Crisis of Civilization”.

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	08 11 12	(100% waiver of Tution Fees) (50% waiver of Tution Fees) (100% waiver of Exam Fees)
Financial support from government	81	Fees related to Academic purpose
Financial support from other sources	26	Fees related to Academic purpose
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

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

5.13 Major grievances of students (if any) redressed:

- i) 82.5 KWH generator to combat power problems in practical classes and examination hours
- ii) Library was shifted to the annex building with students Reading room facility.
- iii) Ramp was constructed at one of the entrances of Main building and new building for handicapped students.

***1. Celebration of World Environment Day

- 2. Blood donation camp and students health check up in collaboration with ILS Hospital
- 3. Anti noise pollution, anti malaria campaign

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 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

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

The new modes of teaching introduced in recent past, were all expanded to almost all the departments. In addition efforts were launched –

- To develop indigenous electronic materials on curriculum topics.
- During the 3rd session of the academic year, doubt clearing, home assignment checking, counselling and focussing at individual level was performed in the tutorial classes.
- Initiative was taken to launch a dynamic website for the college through which the students would get lecture materials and other academic materials online even when they are at their home.

6.3.3 Examination and Evaluation

In addition to midterm 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, moderators also continued.

6.3.4 Research and Development

IQAC planned for online journal subscriptions such as INFLIBNET. Digitalisation of library continued. One minor research project was completed and one more started.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Online availability of books from the library through LAN was planned.

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 help building 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 Ardent Collaboration.
- A training program has been conducted in collaboration with TCS.
- Campus interview was conducted by TCS, NIIT and Doctem Pvt. Ltd.

6.3.9 Admission of Students

The admission procedure was done in a more student-friendly way. 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

- UGC XI plan: Rs. 14,03,807/-
 - UGC XII plan: Rs. 3,12,500/-
 - UGC additional grant: Rs. 12,50,000/-
 - DPI Pay-packet Grant: Rs. 4,38,33,429/-
- Total: 4,67,99,736/-**

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	No	NA
Administrative	No	NA	No	NA

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

The internal members of the Alumni Association decided to bring new blood in the organization to rejuvenate it, so that the functioning of the association could be accelerated. The self-help group functioned reasonably well, though it was yet to be a profit making organization.

Financial support was given to six students of the college, three from the faculty of Arts and three from the faculty of Science.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

- Encouraged the supporting staff members to enrol themselves in different courses for achieving higher qualifications in different Universities. Some of them availed it.
- Some of the office staff-members were made to develop their skill to effectively make use of the internet.

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

- The college has observed the *Barshabaran Utsav* on the occasion of Rabindranath Tagore's death anniversary. New saplings were planted by students and teachers.
- The garden for medicinal plants has been maintained and some new varieties have been introduced.
- Plastic cups and plates are banned from the college canteen, replaced by paper cups and plates made of leaves.
- The college has retained its existence as a no smoking zone. The smokers do not indulge in smoking inside the college premises.
- 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.
- Plans have been envisaged to establish a butterfly garden.
- Discussions are on to make use of solar energy to mitigate part of its energy requirements.
- Plans have been initiated to introduce schemes of rain water harvesting.

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 of the campus**

- Cleanliness and immunization drive in surrounding areas continued.
- New trees planted

2. **Academic Initiatives of the College**

- i) Continuous evaluation through class test, mid-term exam and test exam
 - ii) Group discussions
 - iii) Regular seminar given by Teachers and Students
 - iv) Parent-Teacher interaction
 - v) IQAC planned for online journal subscriptions such as INFLIBNET & BCL. Digitalisation of library was also planned. One minor research project was completed and one more started.
 - vi) Remedial cell coaching classes were conducted before and after the college hours
 - vii) SSC Coaching was conducted for 2nd year and 3rd year students of History, Bengali and Geography (both Honours and General) according to the students demand
 - viii) 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.
- ix) Alumni Association offered guidance for personality development and conducts

3. **Gender Sensitisation**

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

4. **Infrastructural and administrative development**

- Redesigned website
- Work on modern sports facilities is in progress on a war footing.
- Work on Digital Library is in progress
- Plan has been chalked out to enhance students' amenities and facilities and to encourage students to involve in NSS and other social and community activities.
- The process of construction of new buildings has been accelerated to augment physical infrastructure.

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 12 temporary faculties to augment the teaching learning process.
- Financial assistance was provided to 31 students by the college and another 81 students by the Government. 26 students were provided financial assistance by other bodies.
- 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.
- MCQ system in examination .
- Group discussions were conducted in classes as an interactive teaching process.
- Study tours and excursions were conducted.
- Spoken English classes were conducted
- The institutional and departmental Academic Calendars were 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.
- Remedial cell continued their coaching classes.
- TCS Career Guidance took place in January 2013. 35 students participated in this Certificate Course. Placement training programme was conducted by experts from TCS.
- “Future Sharp Skills Limited” in collaboration with “Hindustan Petroleum Corporation Ltd” and “Confederation of Indian Industries” provided two months fully free of cost training in hospitality management and retail management and assured job.
- A walk in Interview was conducted on 15th and 17th Dec2012 by “Hindustan Petroleum Corporation Ltd”
- Other companies NIIT, Doctem Industries and Indian Coast Guard conducted training, counselling and campus interview.
- Career counselling cell guided to improve their communicating and information skill
- Parent-Teacher meetings were organized to ensure familial support towards the cause of students’ education.
- Students’ feedbacks on the institution were sought.
- Teachers were encouraged to take up research projects and to publish papers and books.
- Faculty members were encouraged to attend seminars, workshops, conferences, present papers and to act as resource persons.

- The College encouraged teachers to pursue research, publish papers, and join orientation and refresher programmes.
- IQAC planned for online journal subscriptions such as INFLIBNET & BCL . Digitalisation of library was also planned.
- Two UGC sponsored seminars – “Crisis of Civilization” and “Progress of Science vis-à-vis Environment” were conducted.
- SSC Coaching was conducted for 2nd year and 3rd year students of History, Bengali and Geography (both Honours and General) according to the students demand.
- Cultural activities were organised round the year. Those students excelling in sports and cultural activities were encouraged to represent the college.
- The college has observed the *Barshabaran Utsav* on the occasion of Rabindranath Tagore’s death anniversary. New saplings were planted by students and teachers.
- The garden for medicinal plants has been maintained and some new varieties have been introduced.
- Plastic cups and plates are banned from the college canteen, replaced by paper cups and plates made of leaves.
- The college has retained its existence as a no smoking zone. The smokers do not indulge in smoking inside the college premises.
- 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.
- Plans have been envisaged to establish a butterfly garden.
- Discussions are on to make use of solar energy to mitigate part of its energy requirements.
- Plans have been initiated to introduce schemes of rain water harvesting.
- 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.
- Women studies as a separate initiative has started functioning and several seminars and talks have been arranged.
- A seminar on “Disregard for Women: Disgrace for society” was organised.
- Issues pertaining to women also formed a major constituent of the State Level Seminar on “Crisis of Civilisation”.
- Modern equipments and books were purchased.
- Work on Digital Library is in progress.
- Extension of the college buildings to augment the physical infrastructure of the college was undertaken.

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

See *Annexure V*

Annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- The college has observed the *Barshabaran Utsav* on the occasion of Rabindranath Tagore's death anniversary . New saplings were planted by students and teachers.
- The garden for medicinal plants has been maintained and some new varieties have been introduced.
- Plastic cups and plates are banned from the college canteen, replaced by paper cups and plates made of leaves.
- The college has retained its existence as a no smoking zone. The smokers do not indulge in smoking inside the college premises.
- 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.
- Plans have been envisaged to establish a butterfly garden.
- Discussions are on to make use of solar energy to mitigate part of its energy requirements.
- Plans have been initiated to introduce schemes of rain water harvesting.

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).
- Course coverage is planned in the beginning of the academic session, with set stated objectives to be achieved at the end of the session.
- Feedback and curricular evaluation is also done by monitoring and governing bodies of institution and analyzed at the end of academic session.
- Through the provision of academic calendar and time table accountability and transparency are assured
- There is proper organizational hierarchy in the administrative and financial departments of institution.
- There is internal resource utilization mechanism and activities.
- All teaching fraternity is committed to the provision of inclusive and integrated education as per needs of the society.
- Teaching-Learning environment is conducive.
- Students and teachers of the institution are exposed to the multifarious aspects of the society through community work and extension activities and have broader outlook towards the society to impart education with equality of opportunities in all walks of life.
- There is a formal feedback mechanism in the institution.

WEAKNESSES

- Insufficient fund to extend the scope of educational excursion, sports activities, cultural Activities, beyond mere syllabus requirement
- Infrastructure and psychological environment is to be made more amenable to the special need students of the institution
- Insufficient effort to attract differently- able students
- Lack of self-motivation among the students
- Poor range of family support for challenging career options of the students
- Inadequacy in taking efforts to foster positive social interaction
- Separate rest-room, common rooms and proper security in hostel with permanent lady hostel super and matron need to be deployed round the clock, which is beyond the financial capability of the college.

OPPORTUNITIES

- Common room, gymnasium, canteen facilities for re-recreational purpose are prevalent in the campus of institution, so as to attract the students towards devoting more time within the campus

- Learning environment for active engagement in learning and various other activities related to the field of education are well organized, so that better academic and cultural ambience can be created
- The College has invested in several technologies in promotion of ICT facility to promote interactive learning and evaluation.
- Opportunities related to curricular and co-curricular activities, e.g., classrooms, technology enabled learning spaces, library and ICT resources, seminar halls, tutorial spaces, laboratories, medicinal plant garden, specialized facilities and equipment for teaching, learning and research etc. and opportunities related to extra –curricular activities , e.g., sports, outdoor and indoor games cultural activities, communication skills development etc. are conducive for the development of proper academic atmosphere in the College.

THREATS

- Shortage of permanent staff due to extraneous factors and the resultant extra pressure on the existing staff members is a serious threat.
- Undue delay in promotion among the teaching faculty due to extraneous issues is cause for serious de-motivation among a section of teachers.
- Feedback oral and written and parent’s suggestions and advices are constructively entertained by the authorities of the institution and necessary actions are taken to bring about qualitative improvement. But internal and local pressure act as impediments.
- Off-line and on-line suggestions are sometimes difficult to be implemented due to various non academic pulls and pushes, especially so because the College is a Govt. sponsored college.

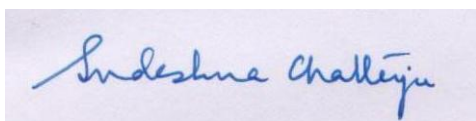
All students, Alumni, governing bodies and guardians are consulted and the College humbly acknowledges the shaping and re-shaping the existing trends and system. However more formalized scheme of SWOT analysis is to be generated. The institution has initiated efforts for conducting SWOT analysis in the coming session. A cell has been formed to properly act in accordance with SWOT matrix, so that weaknesses can be overcome, by using available opportunities and thus can be converted into strength. It is expected that the outcome can be presented in the forthcoming AQAR.

8. Plans of institution for next year

- Efforts are on to introduce Education, Food & Nutrition, Psychology as UG general courses from the next session
- Efforts are on to introduce PG courses in Bengali and English and Honours level courses in Hindi and Sociology from the Academic Year 2014-15.
- Efforts are on to introduce Commerce Stream in the College from the Academic Year 2014-15.
- We endeavour to digitize the entire database of the library. Bar coding facilities are also to be introduced.
- An E-library with internet facilities is being envisioned.
- A corpus of Rs 50,000/- has been provided by the college for the Academic Year 2014-15 to carry out project works, especially to identify the socio-economic problems of the catchment area of the college.
- The college is keen to open a Centre of Languages to offer certificate and diploma in languages like English, French, German, Hindi and Spanish in collaboration with West Bengal State University. The final clearance from the university end is awaited.
- The college has also proposed to open a Centre of Performing Arts to offer certificate and diploma courses in Music, Drama and Fine arts in collaboration with West Bengal State University. The final clearance from the university end is awaited.
- The college has sent proposal for organizing MSEM i.e, management skill enhancement module, under UGC guideline to the regional coordinator of CBWM.
- To ensure a pollution free environment within the college campus, plastic cups and plates etc. Have been replaced by eco-friendly ones.
- Rain water harvesting is initiated to meet up future scarcity of water in DumDum area.
- A proposal has been sent to the UGC to set up solar panels to meet a part of the energy requirement in an environment-friendly way.

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 Calendar SAROJINI NAIDU COLLEGE FOR WOMEN (Tentative Schedule Only)

ANNEXURE - II

2012-2013						
Month	Teaching Days		Exam days	Scheduled Holidays	Remarks	
	Lectures/ Practicals	Spl. Class/ Counselling				
Jul-12	21	5	5 days (along with counselling) + 15 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-12	23		10 days (along with classes)	9/8/12: Jannamami 14/8/12: College Foundation Day 15/8/12: Independence Day 20/8/12: Id-ul-Fitar	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-12	25				Full Session. 2nd year classes for lab based programs will tentatively commence on 1st week.	
Oct-12	15			2/10/12: Gandhi's B'Day 15/10/12: Mahalaya 20/10/12 to 31/10/12: Puja vacation	Full Session	
Nov-12	11			Puja Vacation till 15/11/12 22/11/12: Jagadhatri Puja 28/11/12: Guru Nanak's B'day	Full Session	
Dec-12	20		11 (along with classes)	6/12/12: Muharram 25th to 31st Dec: Winter Recess	Full Session. Mid term test for 1st year but classes for 2nd year and 3rd year will be carried on	
Jan-13	23			1/1/2013: New Year's Day 23/1/2013: Netaji's B'Day 25/1/2013: Fateha- Dohar- Doham	Full Session	

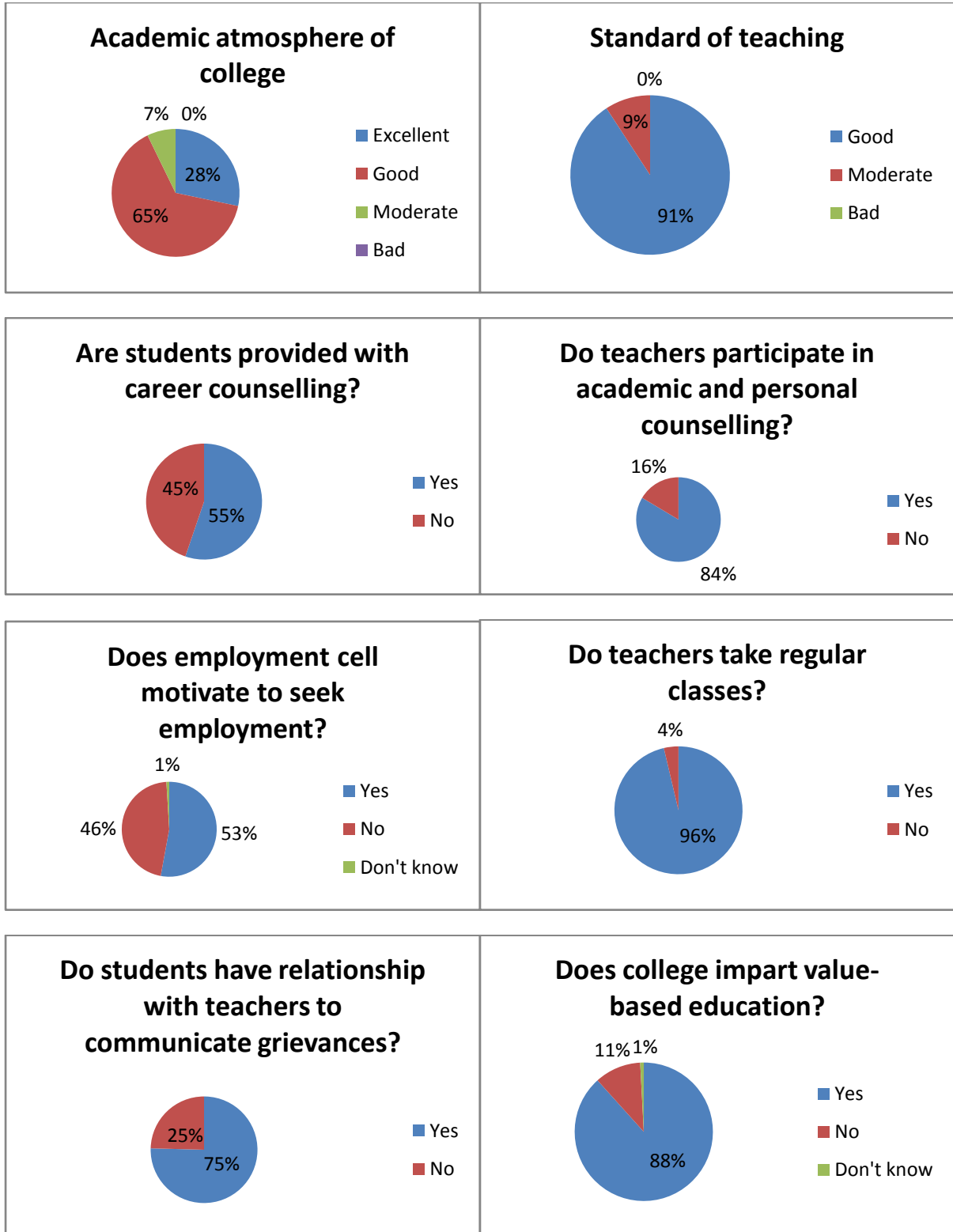
2012-2013					
Month	Teaching Days		Exam days	Scheduled Holidays	Remarks
	Lectures/ Practicals	Spl. Class/ Counselling			
Feb-13	20	5 (along with regular classes)	4 (along with classes)	13/2/2013: Sarojini Naidu's 8 th day 15 & 16/2/13: Saraswati Puja 25/2/2013: W. B. State University Foundation Day	3rd year test will commence from the 4th week of Feb
Mar-13	23	10 (along with regular classes)	8 (along with classes)	27/3/2013: Dol Jatra 29/3/2013: Good Friday 30/3/2013: Easter Saturday	Counselling for 3rd year students
Apr-13	9	16	18 (along with classes)	15/4/2013: Bengali New Year's Day 15/5/2013: May Day	1st year and 2nd year Test will commence from 12th April, Part III University final Exam
May-13		10	6	9/5/2013: Rabinâra Jayanti Summer Recess starts from 16th May Scheduled University Exam	Counselling for 1st year and 2nd year students upto 15th May, Part II and Part III University final Exam
Jun-13			22	Summer Recess Scheduled University Exam	Part II and Part I University final Exam
Total no of teaching days		190	31 [^]	221	28 ^{**}

* Excluding Sundays and holidays

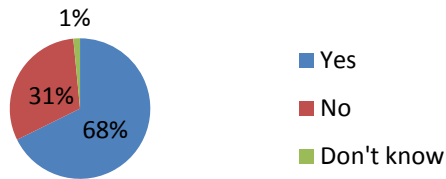
[^] Days on which only sp. classes & counselling are to be held

** Days on which only examinations are scheduled

ANNEXURE - III



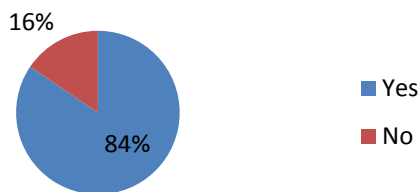
Does college take effort for all round development of students' personality?



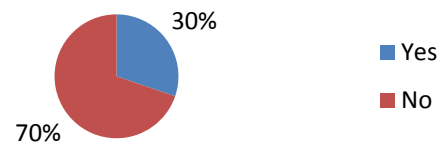
Does college inculcate civic responsibilities among students?



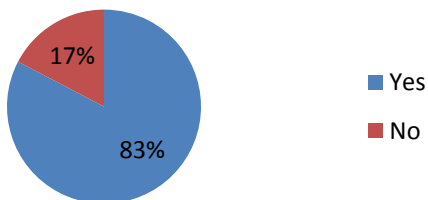
Does college provide facility for job-oriented courses?



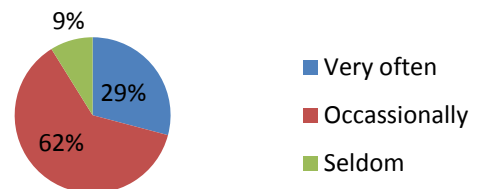
Does college provide compulsory computer education?



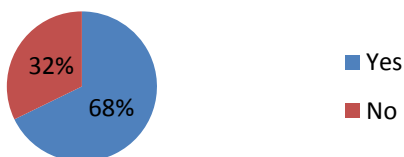
Is college office co-operative?



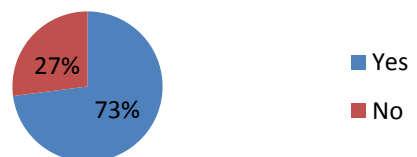
How often do students meet teachers outside the class?



Does college have adequate canteen facility?



Does college have clean toilet?



ANNEXURE - IV

PROGRAMMES HELD IN THE COLLEGE

A. IQAC ENDEAVOURS

1. Workshop on unitisation of syllabus of Political Science, August, 2012
2. Workshop on question pattern of Political Science, September, 2012
3. Seminar on “Crisis of Civilization” - 10 & 14 Jan. 2013
4. Seminar on “Progress of Science vis-à-vis Environment” - 11 & 14 Jan. 2013
5. Seminar on “Disregard for Women – Disgrace for Society” – 26th March, 2013

B. OTHER PROGRAMMES

1. “Tree-Plantation”(Environment Awareness Programme) – 14th -21st July, 2012
2. “Rabindra Tirodhan Dibas” was celebrated as *Barshabaran Utsav* on – 22 ‘Srabon’- 7th August, 2012, on the occasion of Rabindranath Tagore’s death anniversary
3. “College Foundation Day” – 14th August, 2012
4. Celebration of “Independence Day” – 15th August , 2012
5. Celebration of “Teachers day” – 5th September, 2012
6. “Vidyasagar-er Janmadin” – 26th September, 2012
7. 150 years of Birth Day celebration of Jagadish Chandra Bose - 13th November , 2012
8. Prize Distribution Ceremony -22nd December, 2012
9. Sanaskritik anusthan done in “College Social”-24th December , 2012
10. Celebration of “Vivekanander Janmadin” – 12th January, 2013
11. Celebration of ‘Birth Anniversary of Netaji Subhas Chandra Bose’ – 23rd January, 2013
12. “Republic Day” was celebrated -26th January, 2013
13. Celebration of “Sarojini Naidu er Janmadin” – 13th February, 2013
14. “Vasha Dibas” celebration – 21st February , 2013
15. “World Women’s Day” – 8th March, 2013
16. “Basanta Utsab” - 2nd April, 2013
17. Celebration of “Birth Day of Dr. Ambedkar” – 14th April, 2013
18. Celebration of “Rabindra Janma-Jayanti”- 25th Baisakh – 13th May, 2013

ANNEXURE - V

1. Title of the Practice :

“ LEARN TO LEAD, LEARN TO EMPOWER”

SAROJINI NAIDU COLLEGE FOR WOMEN aspires to focus on the overall personality development of the students along with the academic excellence. It is one of the best practices used to realize the goals of the college - the empowerment of girl students and contributing to the journey of social change.

2. Goal:

Goals are to:

- create an awareness of the required skills in surrounding job market.
- make them able to assess their own skills and identify areas of personal development.
- make them understand the difference between assertiveness, non-assertiveness in professional behaviour.
- make them able to identify the shackles of the perennial, economic, social, political and educational constraints and mentoring for making them able to overcome those constraints.
- provide social dimension to the educational system of the College and inculcate social responsibility and commitment in students.
- bring forth the team spirit and leadership qualities of the students that will help them work for the welfare of the community.
- make them gender sensitive.

1. The Context:

At higher education level, women's participation is still very low; factors responsible for this are

- Patriarchal society
- Socialization process
- cultural orientation
- feeling of insecurity among women
- lack of motivation among women

There is an unequal and hierarchical power relation in our society. Therefore women voluntarily renounce opportunities to move upwards or demonstrate their potential. Women fear that success in their career may upset the stability and equilibrium at home.

Hence it is imperative on the part of the College to extend its service for contributing towards promotion of gender equality, making our students and the society able to fight against injustice, and giving exposure to women which is the dire need of the day.

4. The Practice:

India is facing a problem regarding lower rate of women's access to higher education and consequent inadequate representation of women in decision making process. India is marching towards significant progress- **(10% (1950-51) to 40%(2006)**– UGC REPORT]To this end, therefore, the College being a girls' college has adopted several practices for

- increase in enrolment of women in higher education, keeping in view that there has been 50% enrolment in the developed world at UG level
- implementation of gender positive initiatives for women

Regular seminars, workshops, talks, debates are organized by the individual teachers, departments and the college authority to motivate the students towards academic empowerment and subsequently towards social and economic empowerment. Our aim is to enable the students to overcome barriers for effective participation in the above stated mission and ensure equal representation of women in higher education.

Through syllabi coverage, formal and informal talks with and counseling of the students and their parents family of Sarojini Naidu College for Women attempts to sensitise its students to the key issues, enabling them to identify critical conditions and thus facilitating gender positive initiatives.

Students participate in several competitions, like paper presentation within class room, poster presentation at intra college level, different projects, both within and beyond the mere boundary of syllabus.

Through these mechanisms the college tries to set an agenda for women in higher education, enabling them to develop and share a vision and to learn leadership skills, so that our students can take a stand, gather support strive, push for something positive and are recognised as participants in the struggle for change.

Towards this end the initiatives taken by the College are as follows:

- Planning and budgeting
- Establishing direction

- Organising events
- Motivating and inspiring

A woman needs more than just the traditional education:

- She needs to be able to speak for herself as a person, for herself as a woman and for her of women in general.
- She needs to be able to address and identify causes that affect women directly or indirectly.

The College, mainly with the help of its humanities and social science departments tries to inculcate gender sensitive values and spirit among the students. Teachers give adequate time to motivate the students to attain specific target. Organizing awareness programmes, meetings, conducting competitions and screening documentaries are the common practices adopted by the teachers to perform their tasks and realize their goals. Students' union also gets involved in the process.

Teachers of English department teach Communicative Skills in English, conduct language training and teach the uses of mass media to the Students. Teachers of History and Political Science highlight the social and political issues for the understanding of the students. The College cultural committee organizes cultural events to energise students to this end.

The practice commenced in organized form w.e.f. January, 2013. Consolidated report of all the activities will be prepared and submitted at the end of 2014.

Major limitation is related to the efforts of managing resources and countering the pressure from outside. The students often face major obstacles from their families, which restrain them from participating in the mission.

5. Evidence of Success:

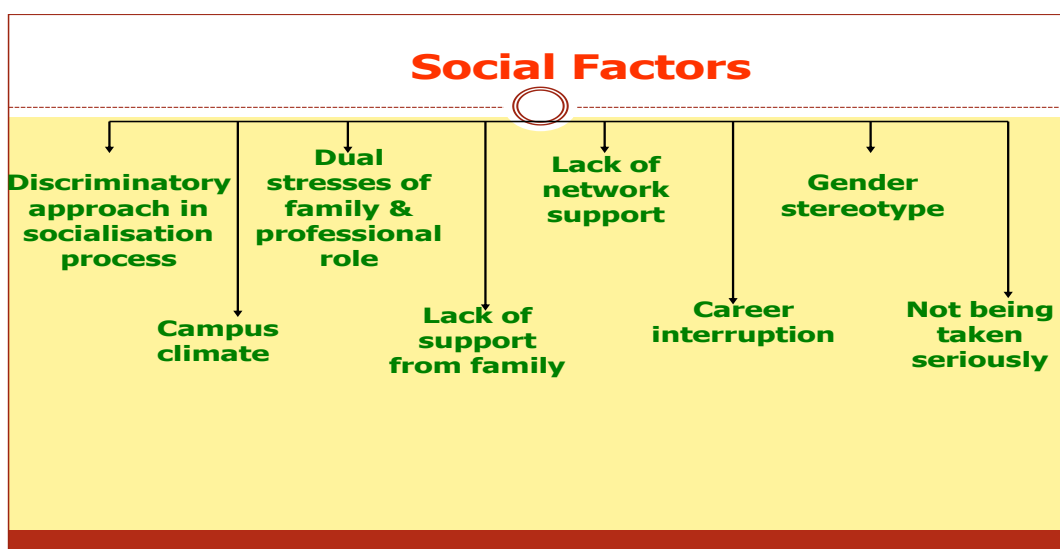
The college was not able to bring out the best in of the students. The drop out rate and the failure rate was on the high. The college then introduced the idea of UGC sponsored Remedial Classes. The students are given extra coaching, free of cost, in all the subjects in general. The students were given extra guidance in the subjects like English and Maths in particular. The college ensured that the students were provided with the Question Banks framed by the experienced faculty of the College. This action has resulted in somewhat decrease in the dropout rate.

The remedial classes have come as a boon for our students. The students are now finding it easy to combat the problems they were facing. The college required the infrastructure in the shape of computer systems. The management provided the same from its resources. The staff was trained by the computer experts. The internet required was provided. The resources required for the remedial classes were granted by the UGC.

The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems towards the end of attaining the goal of empowering the girls. The insistence on student's participation in academic and cultural events has improved the quality of the education and administration in the institution.

The success is visible in the results and reduced dropout rates of the students, as well as increasing rate of their participation in different academic and socio-cultural programmes. The involvement of the staff is recognisable at every level. The teachers have been quite supportive to the academic and other needs of the students by offering them reading materials and tutorials, as well as personal counseling.

6. Problems Encountered and Resources Required:



The only resource required is manpower with acumen to mentor the students properly, so that they can

- take and share responsibilities
- develop networks
- help others to acquire skills
- enhance personal & team creativity
- make a difference
- Build, maintain ,extend networks
- Identify their own resources

Their teachers will act to



7. Notes

A woman high in leadership skill would be one who has a clear vision and can carry people along with her. She needs to have an awareness of women's issues and the ability to recognise women's needs and problems.

There is still need for

- recognising our strengths & weaknesses
- enhancing our basic operating skills
- appreciating our role as change agents
- enhancing personal confidence

8. Contact Details

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BEST PRACTICE – II

1. Title of the Practice: SNCW EXTRA CURRICULAR SCHEME(SNCWECS)

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 **SNCWECS** 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. Creative writing

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.

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 practice has exercised a great motivational influence on the student community. The students are recognizing their potential, shedding their inhibitions and coming forward to participate in various activities being organized by the College. What is laudable is that they are benchmarking their achievements and effort. The efforts of the competent teachers in their respective fields further encourage them to give their best.

The results of the continuous inspiration are encouraging. It has encouraged students to think about their position in society and find pragmatic solutions to the challenges they face in their daily life:

- They have developed awareness of one another's problems and feel a sense of bonding and belonging which is necessary for the students to emerge from the state of mental isolation
- It has given the girls confidence and a sense of self-esteem
- It has alleviated their stress.
- It has shown alternative avenues to become economically empowered and given them the power to speak for themselves and in some cases, decision making.
- It has motivated them to collectively challenge the routines, conventions, taken-for-granted behaviours that shape their lives so as to become effective agents of change.

The astonishing performance of our students in recently organized music, extempore, creative writing and some other competitions is the chief evidence of success in this respect.

A proposal has been sent to West Bengal State University to open School of Language and Culture.

The college has started negotiating with some reputed organizations and is going to sign a MOU for the success of the scheme.

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 the domain 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.....

STRENGTHS

- The institution adopts comprehensive program as per the guidelines of UGC to make and have performance based appraisal system (PBAS).
- Course coverage is planned in the beginning of the academic session, with set stated objectives to be achieved at the end of the session.
- Feedback and curricular evaluation is also done by monitoring and governing bodies of institution and analyzed at the end of academic session.
- Through the provision of academic calendar and time table accountability and transparency are assured
- There is proper organizational hierarchy in the administrative and financial departments of institution.
- There is internal resource utilization mechanism and activities.
- All teaching fraternity is committed to the provision of inclusive and integrated education as per needs of the society.
- Teaching-Learning environment is conducive.

- Students and teachers of the institution are exposed to the multifarious aspects of the society through community work and extension activities and have broader outlook towards the society to impart education with equality of opportunities in all walks of life.
- There is a formal feedback mechanism in the institution.

WEAKNESSES

- Insufficient fund to extend the scope of educational excursion, sports activities, cultural Activities, beyond mere syllabus requirement
- Infrastructure and psychological environment is to be made more amenable to the special need students of the institution
- Insufficient effort to attract differently- able students
- Lack of self-motivation among the students
- Poor range of family support for challenging career options of the students
- Inadequacy in taking efforts to foster positive social interaction
- Separate rest-room, common rooms and proper security in hostel with permanent lady hostel super and matron need to be deployed round the clock, which is beyond the financial capability of the college.

OPPORTUNITIES

- Common room, gymnasium, canteen facilities for re-creational purpose are prevalent in the campus of institution, so as to attract the students towards devoting more time within the campus
- Learning environment for active engagement in learning and various other activities related to the field of education are well organized, so that better academic and cultural ambience can be created
- The College has invested in several technologies in promotion of ICT facility to promote interactive learning and evaluation.
- Opportunities related to curricular and co-curricular activities, e.g., classrooms, technology enabled learning spaces, library and ICT resources, seminar halls, tutorial spaces, laboratories, medicinal plant garden, specialized facilities and equipment for teaching, learning and research etc. and opportunities related to extra –curricular activities , e.g., sports, outdoor and indoor games cultural activities, communication skills development etc. are conducive for the development of proper academic atmosphere in the College.

THREATS

- Shortage of permanent staff due to extraneous factors and the resultant extra pressure on the existing staff members is a serious threat.
- Undue delay in promotion among the teaching faculty due to extraneous issues is cause for serious de-motivation among a section of teachers.
- Feedback oral and written and parent's suggestions and advices are constructively entertained by the authorities of the institution and necessary actions are taken to bring about qualitative improvement. But internal and local pressure act as impediments.
- Off-line and on-line suggestions are sometimes difficult to be implemented due to various non academic pulls and pushes, especially so because the College is a Govt. sponsored college.

All students, Alumni, governing bodies and guardians are consulted and the College humbly acknowledges the shaping and re-shaping the existing trends and system. However more formalized scheme of SWOT analysis is to be generated. The institution has initiated efforts for conducting SWOT analysis in the coming session. A cell has been formed to properly act in accordance with SWOT matrix, so that weaknesses can be overcome, by using available opportunities and thus can be converted into strength. It is expected that the outcome can be presented in the forthcoming AQAR.