The Annual Quality Assurance Report (AQAR) of the Academic Year July 1st 2013 to June 30th 2014

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. Urmila Ukil

Tel. No. with STD Code:

> 033-2559-2583/25291985

Mobile:

> 9339491161 (Urmila Ukil)

Name of the IQAC Co-ordinator:

> Dr. Sunanda Chatterjee(till 28.02.2014)-[Retired]
>
> 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/WBCOGN12748SarojiniNaiduCollegeForWomenAQAR 13-14.pdf |

1.6 Accreditation Details

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

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

| 26-08-2009 |

1.8 AQAR for the year

| 2013-2014 |

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

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 | 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 | Faculty | 03 |

       Non-Teaching Staff Students | 03 | Alumni | 0 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | √ | No [   ]

       If yes, mention the amount | 300,000 |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 9 | International [   ] National | 1 | State [   ] Institution Level | 8 |

       (ii) Themes | **Details furnished in Annexure III** |

2.14 Significant Activities and contributions made by IQAC

- IQAC in coordination with NAAC Steering Committee is striving towards ensuring quality.

- IQAC took initiative in installation of DIGITAL VISUALIZERs to enhance the quality of Teaching-Learning.

- IQAC has taken initiative to encourage and provide technical help to teachers for submitting more number of research proposals to UGC under MRP scheme.

- IQAC has taken initiative in training Teaching and Non-Teaching staff members in ICT.

- Taken initiative to improve the record keeping process regarding students' attendance, holding of classes, analysis of students' performance after declaration of results etc.

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 complete the construction of departmental rooms and get shifted therein; - To introduce online public access catalogues for library books; - Appointment of a data entry operator for library - Submission of NAAC cycle -2 Report in revised format; - To continue with the students activities like field trips/Extension; - To introduce Braille books and Braille related software ; - E-publications through INFLIBNET is under process; - The College plans to install solar panels through funds received from the UGC. This is a small but positive step in its endeavour to promote sustainable environment. - Installation of DIGITAL VISUALIZERs to make Teaching-Learning more effective - One Auditorium to be built with grant from MP-LAD scheme. - One 6- storied Science Building and one 6	- Seminars have been organised. - AQAR upto 2012-13 submitted and NAAC Cycle-2 process is on. - The students may approach the Grievance Redressal Cell and the Anti-Ragging Cell as and when required - Reprographic facility is provided for students and staff - Staff and students can avail internet connections. - Printer and scanner facilities are provided - A ramp has been installed for differently-abled students. A wheelchair has also been procured. - Construction of rain water harvesting system is completed - The College has sent proposals for initiation of PG courses in Bengali and in English

storied Arts Building. Proposals for these have been submitted to the Higher Education Department. • Girls' Hostel would be extended; a new floor to be added to the Hostel Building which will accommodate 32 more students. The proposal has been submitted to the UGC. • The College is planning to hold National Conferences/Seminars on Humanities and Science	

Attach the Academic Calendar of the year as Annexure. **ANNEXURE - I attached herewith**

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

Management [ ]   Syndicate [ ]   Any other body [√ *]   *(College Governing 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 October 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 will be automated.

4. Performance appraisal of teachers is an important activity and IQAC shall be the nodal office for the same.

Part – B
Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG			-	-
UG	22		2	2
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others				
Total	22		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	22

1.3 Feedback from stakeholders*   Alumni √   Parents √

Employers ☐   Students √

(On all aspects)

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

> There is an effective feedback mechanism in place. Feedback was collected from parents, students, Alumni.
>
> ➤ The students appraised the faculty based on the criteria generated by the institution. A statistical analysis of this feedback was given to faculty members so that they could take necessary corrective measures.
>
> ➤ Parent feedback is collected through verbal interaction with the Parents and evaluated for further action.
>
> ➤ Alumni feedback is sought informally and suggestions are taken.
>
> This year a peer appraisal of the faculty members, i.e., academic audit has been conducted.

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

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

- New Part-II syllabi were implemented for the subjects of Anthropology, Chemistry, Political Science and History.

- New Part-III syllabi were implemented for the subjects of Botany, Computer Applications, Zoology, and Sanskrit.

- Model answers were prepared by some departments.

- Greater emphasis was laid on textual reading and study of socio cultural contexts.

- More emphasis was laid on concept of Gender equity and gender justice.

- Greater emphasis was laid on Environmental and Biodiversity Studies.

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

B.A/B.Sc. General courses in Psychology, Education and Food and Nutrition has started this year.

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
61	16	28	01(Principal)	3(GLI) 13 (APTT)

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

2.2 No. of permanent faculty with Ph.D.

28

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	30	N. A	N. A	N.A	N.A	0	0	1	31*

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

01	17	N. A	N. A	N.A	N.A	0	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   33- UG

2.5 Faculty participation in conferences and symposia:

	No. of Faculty	International level	National level	State level
Attended	22	00	10	20
Presented papers	12	03	07	10
Resource Persons	02	00	05	00

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

- Smart classrooms are being installed in the classrooms
- ICT enabled teaching learning process is encouraged
- The library provides link with the British Council
- Industrial Visits are conducted to enhance learning process

2.7 Total No. of actual teaching days during this academic year   223

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

As the entire process of examination & evaluation are governed by the affiliating University, there is no scope for any reforms from the college. However, within this limited scope, the College takes monthly tests for preparation of its students

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)   00

2.10 Average percentage of attendance of students   75%

2.11 Course/Programme wise

　　distribution of pass percentage :　(Excluding Casual Candidates)

Programme	No.of students appeared in Final (2013) year	Distinction %	I %	II %	P %	Pass %
BNGA	26	NA	-	92.31	7.69	100
*ECOA	-	NA	-	-	-	-
ENGA	15	NA	6.66	66.66	26.67	100
GEOA(B.A)	3	NA	-	100	-	100
HISA	10	NA	-	100	-	100
PHIA	11	NA	9.09	81.8	-	90.9
PLSA	12	NA	-	100	-	100
SANA	16	NA	-	81.25	18.75	100
CMEV (M)	7	NA	14.28	71.42	14.28	100
ANTA	10	NA	50	50	-	100
BOTA	17	NA	11.76	88.23	-	100
CEMA	6	NA	-	100	-	100
GEOA(B.SC)	36	NA	11.11	83.33	2.78	97.22
MTMA	15	NA	13.33	53.33	26.66	92.99
PHSA	5	NA	-	100	-	100
ZOOA	14	NA	43.64	57.14	-	100
CMAV(M)	3	NA	-	100	-	100
B.A (G)	151	NA	-	7.28	78.14	85.42
B,SC(G)	13	NA	15.38	38.46		92.30

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

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

IQAC conducts seminars that enhance teaching skills. Student feedback is analysed and necessary action is taken. IQAC has started conducting academic audit as regards the academic performance of the teachers. IQAC has made institutional calendar and departmental academic calendars the regular instrumental output of the College.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	03
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.	0
Others	02

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	09	09	00	07
Technical Staff	14	05	00	09

Criterion – III

3. Research, Consultancy and Extension

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

Many teachers have submitted proposals for Minor Research Project in UGC. 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

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	1	1	2	1
Outlay in Rs. Lakhs	1.65	1.73	8.10	1.65

3.4   Details on research publications

	International	National	Others
Peer Review Journals	14	0	0
Non-Peer Review Journals	16	0	1
e-Journals	06	0	1
Conference proceedings	15	0	16

3.5 Details on Impact factor of publications:

Range 1.06   Average 1.06   h-index Not Avl   . in SCOPUS   Inf. 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	2	UGC	1.73	1.51
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [2]   Chapters in Edited Books   [19]

ii) Without ISBN No.   [1]

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					1
Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons   [0]

3.13 No. of collaborations   International [3]   National [2]   Any other [1]

3.14 No. of linkages created during this year   [112]

3.15 Total budget for research for current year in lakhs:

From Funding agency   [0]   From Management of University/College   [0]

Total   [0]

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides   01

and students registered under them   02

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 0   College forum 2

NCC 0   NSS 0   Any other 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	14		41
Laboratories	22	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)		22.78 lakhs	DPI and UGC	50.28 lakhs
Others	12.13	98.944 lakhs	DPI & MP LAD	111.074

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	28,339	9,13,901	369	Rs.	28708	11,12,754/-
Reference Books	12113		304	1,98,853/-	12417	
e-Books	0		0		0	
Journals	10	4065	01	595	11	4660
e-Journals	0		0		0	
Digital Database						
CD & Video						
General Books: Atlas, Albums, Dictionary, Paintings, Books on West Bengal Encyclopaedia, Employment guides	615	33,119	21	8445	636	8445
Others (specify)	2 (News Paper)	2808	01	144	3	2952

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Library	others
Existing	43	08	06	00	00	09	21	03	05
Added	33	00	00	00	00	00	25	15	00
Total	76	08	06	00	00	09	46	18	03[1]

- 2 Laptops (Office – 01, English Department– 01)

---

[1] 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.)

> The intercom facilities extended to different departments within college campus. Training on basic computer application for students was arranged.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 9,95,516/-

ii) Campus Infrastructure and facilities

Rs. 98,94,428/-

iii) Equipments

Rs. 22,78,402/-

iv) Others

Rs. 9,61,509/-

Total :

Rs. 1,41,29,855/- *

*Unaudited

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Remedial classes are arranged for needy students. Each class is also divided into groups for tutorial sessions. Mentoring is actively practiced. The grievance redressal cell is prompt in finding solutions. Employment news are given to keep the students abreast of latest developments in job market.

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- Necessary steps are taken based on parent feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1811	----	----	----

(b) No. of students outside the state

15

(c) No. of international students

Nil

Men

No	%

Women

No	%
1811	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1301	270	17	60	Nil	1648	1459	255	13	83	01	1811

Demand ratio   1.66   Dropout[2] % - 24.5

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

330

5.5 No. of students qualified in these examinations (Data not yet available)

NET | ... | SET/SLET | ... | GATE | ... | CAT | ... |

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

---

[2] 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.

5.6 Details of student counselling and career guidance

Teachers in charge of the cell coordinate the interactions of the students with professional counsellors who interact with them throughout their year in college.

Programmes on personality development and communication skills by competent resource persons are regularly organized for final year graduate students. All outgoing students get benefit from the talk and training on the concept of Employability. Students were also made aware of the various career options available both inside and outside state.

No. of students benefitted   400

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	44	10	Data not available	Data not available

5.8 Details of gender sensitization programmes

- Women studies as a separate initiative has started functioning. Seminars and sensitisation programmes have been organised by the Women Studies Cell.
  Please see Annexure - III

5.9 Students Activities

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

State/ University level   06   National level   0   International level   0

No. of students participated in cultural events

State/ University level   09   National level   0   International level   0

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

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

Cultural: State/ University level   11   National level   0   International level   0

*Three students of Zoology Department presented papers in national level and state level seminars.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	93 30 09	(100% waiver of Tuition Fees) (50% waiver of Tuition Fees) (100% waiver of Exam Fees)
Financial support from government	91	Fees related to Academic purpose
Financial support from other sources	25	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 | ***

5.13 Major grievances of students (if any) redressed:

(i) Shortage of classrooms during the full session was a major problem. The college authority took the issue seriously and several new class rooms were built.

(ii) Shortage of benches and black-boards is also a major grievance, which is being addressed.

***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

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.

- A dynamic website for the college is in operations, and planning is on to use it so that through this 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 additional grant: Rs. 12,50,000/-
- Infrastructure Grant: Rs. 10,00,000/-
- Dept. Of Higher Education Rs.78,09,830/- (Govt. of W.B.)
- Equipment Grant   Rs. 15,00,000/-
- M. Lad for Roof treatment: Rs. 10,00,000/-

Total: **Rs.1,25,59,930/-**

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 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.

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.
- Preparation has started to introduce solar energy panels to mitigate part of its energy requirements.
- Rain water harvesting system has been introduced.

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 has worked out for online journal subscriptions such as INFLIBNET &BCL. Digitalisation of library has started.
vi) A good no. of minor research project proposals have been submitted and some are running.
vii) Remedial cell coaching classes were conducted before and after the college hours
viii) Competitive examination Coaching was conducted for 2nd year and 3rd year students of History, Bengali and Geography (both Honours and General) according to the students demand
ix) 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.

Gender Sensitisation

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

3. Infrastructural and administrative development

- Redesigned website has been launched
- 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 SNCWECS 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.

7.5 Whether environmental audit was conducted?   Yes   √   No
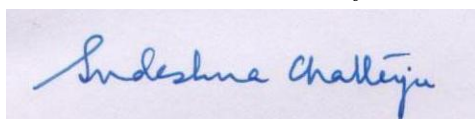
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
Please see ANNEXURE - V

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

- 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 started.
- 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.
- Preparation is on to set up solar panels to meet a part of the energy requirement in an environment-friendly way.
- The college has taken initiative to expand the butterfly garden and the garden of medicinal plants.
- Initiative has been taken to 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*

_____***_____

2013-2014					
Month	**Teaching Days**			**Exam days**	**Scheduled Breaks**
	Classes	**Counselling**	**Attended by**		
Jul-13	22	5	1st year commences from 7th July	5 days (along with counselling) + 17 days (along with classes)	NIL
Aug-13	23		1st year classes going on, 3rd year commences from third week of August	10 days (along with classes)	9/8/13: id-ul-Fitar; 14/8/13: College Foundation Day; 15/8/13: Independence Day; 28/8/13: Janmashthami
Sep-13	25		2nd yr cl commences on 1st week		NIL
Oct-13	6		1st, 2nd and 3rd year		2/10/13: Gandhi Jayanti; 4/10/13: Mahalaya; 10/10/13 to 31/10/13: 22 days Puja Holidays
Nov-13	20		1st, 2nd and 3rd year	11 (along with classes)	Puja vacation till 6/11/13 (6 days); 15/11/13: Muharram
Dec-13	20		1st, 2nd and 3rd year		25/12/13 to 31/12/13: Winter Recess
Jan-14	23		1st, 2nd and 3rd year		1/1/14: New Years Day; 14/1/14: Fatehaz-Duhaz-Dohom; 23/1/14: Netaji's B'day; 24/1/14: Holiday
Feb-14	20		1st, 2nd and 3rd year	4 (along with classes)	4/2 and 5/2/14: Saraswati Puja; 13/2/14: Sarojini Naidu's B'day; 25/2/14: WBSU Foundation Day

STUDENTS' FEEDBACK IN 2013- 14

1. ACADEMIC ATMOSPHERE IN COLLEGE :
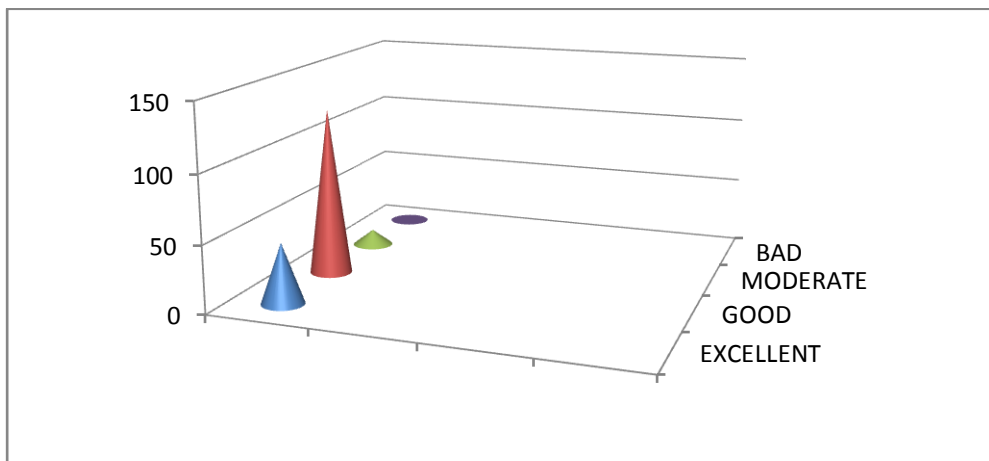
2. STANDARD OF TEACHING :

Good : ‖‖‖   Moderate :‖‖‖   Bad :‖‖‖
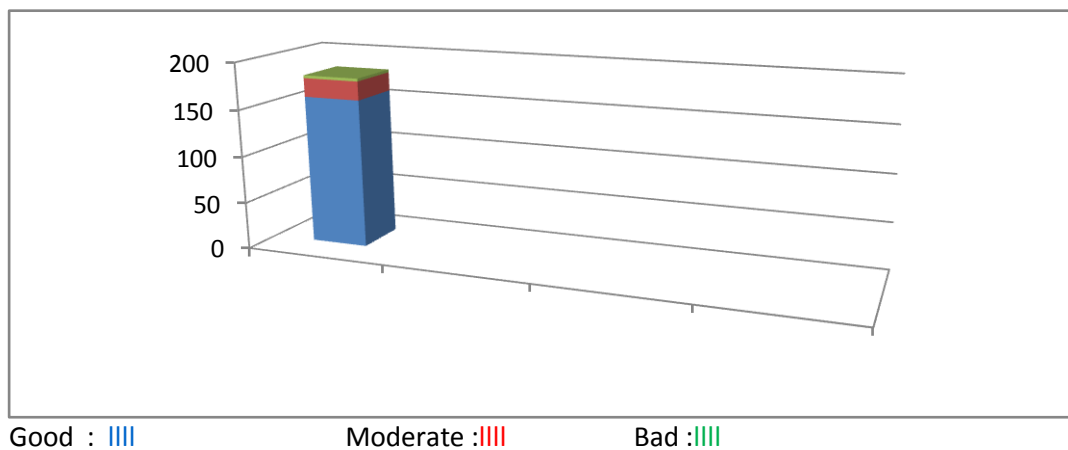
3. DOES COLLEGE SEEK FEEDBACK REGULARLY ?

college seeks feedback regularly?

YES :IIII   NO :IIII
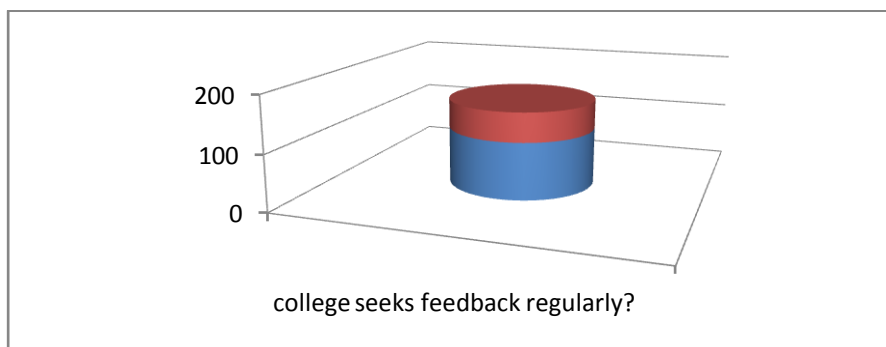
4. DOES COLLEGE PUBLISH UPDATED PROSPECTUS REGULARLY?

REGULAR PROSPECTUS
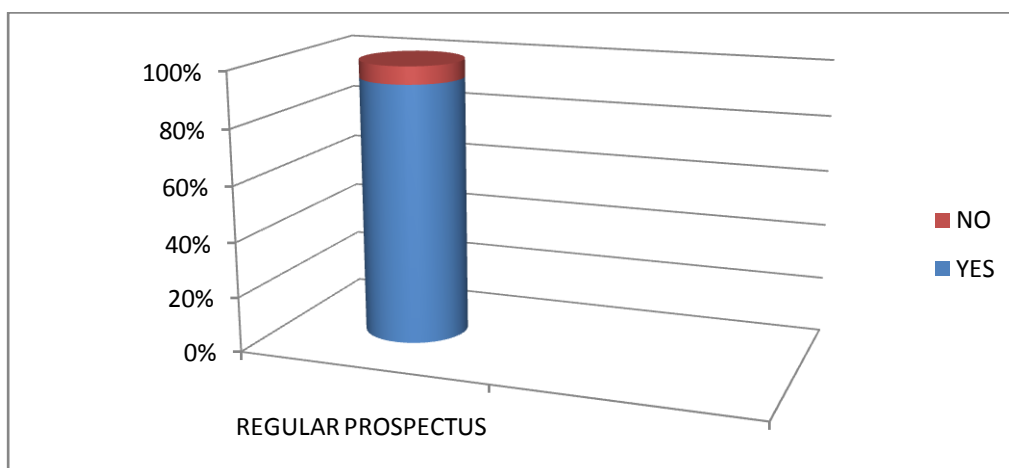
5. DOES COLLEGE OFFER CAREER COUNSELLING TO STUDENTS ?

CAREER COUNSELLING

YES :IIII   NO : IIII   NO COMMENT :IIII
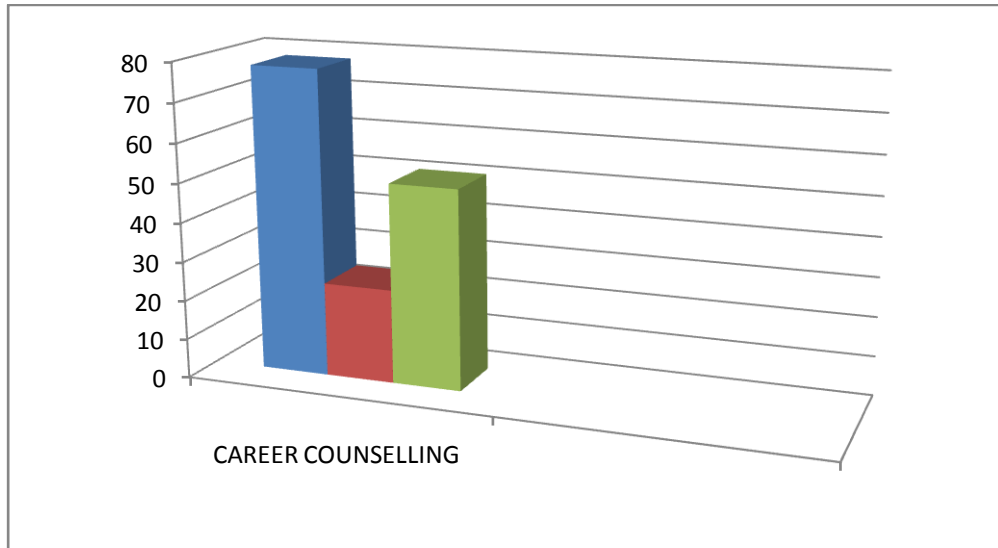
6. DO TEACHERS PARTICIPATE IN ACADEMIC AND PERSONAL COUNSELLING ?

TEACHERS' PARTICIPATION
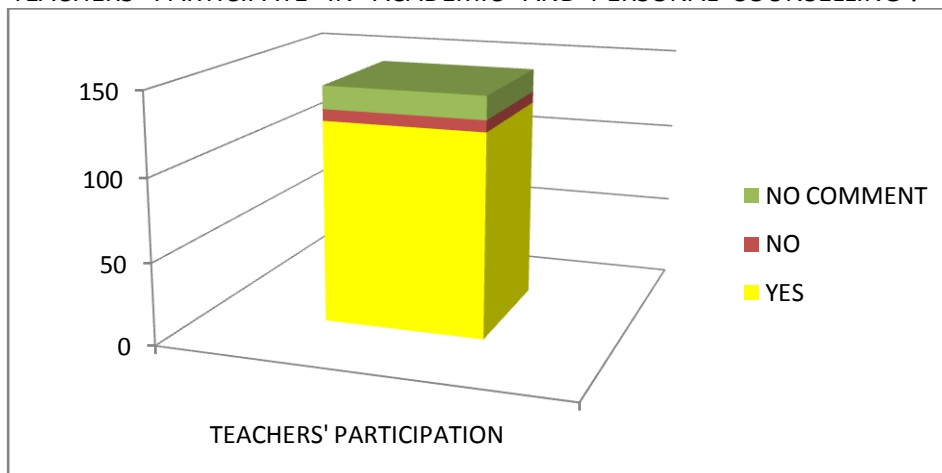
NO COMMENT
NO
YES

7. DOES EMPLOYMENT CELL MOTIVATE STUDENTS TO SEEK SELF EMPLOYMENT?

EMP. CELL MOTIVATES STUDENTS?

YES :IIIII   NO :IIIII   NO COMMENT : IIIII
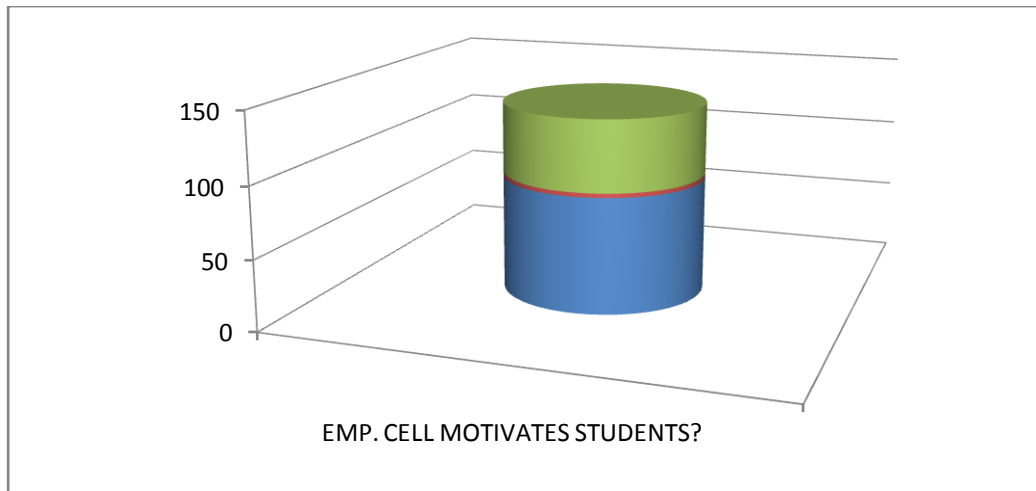
8. DO TEACHERS TAKE REGULAR CLASSES ?
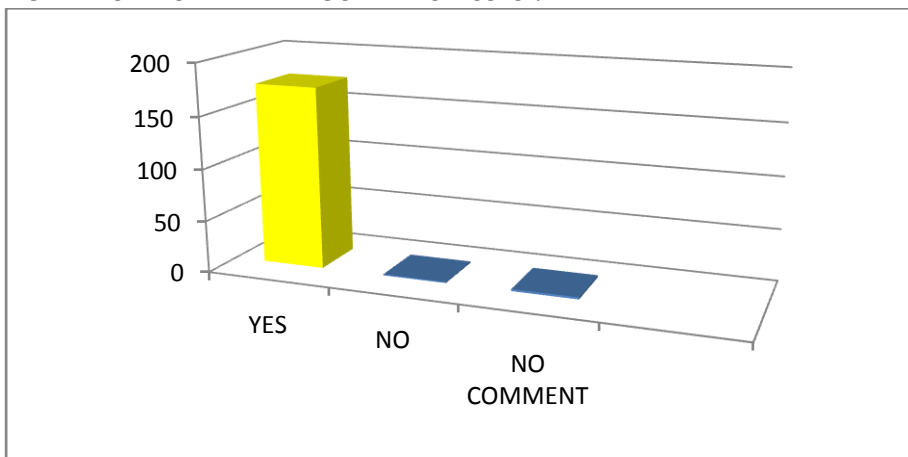
9. DO YOUR TEACHERS COMMUNICATE YOUR GRIEVANCES ?

TEACHERS COMMUNICATE YOUR GRIEVANCES ?

- YES
- NO
- NO COMMENT

10 . DOES   COLLEGE   IMPART   VALUE BASED   EDUCATION ?
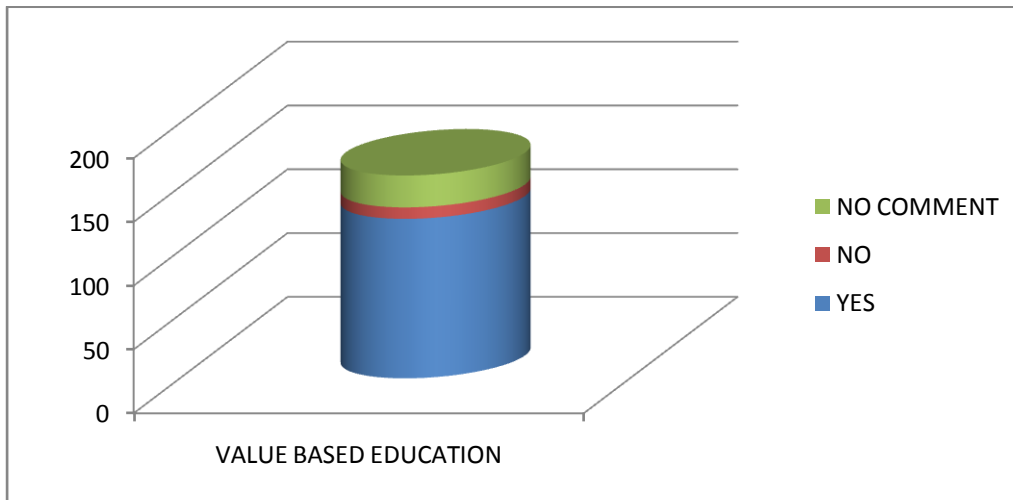
11. DOES COLLEGE INCULCATE CIVIC RESPIONSIBILITIES   AMONG   STUDENTS ?
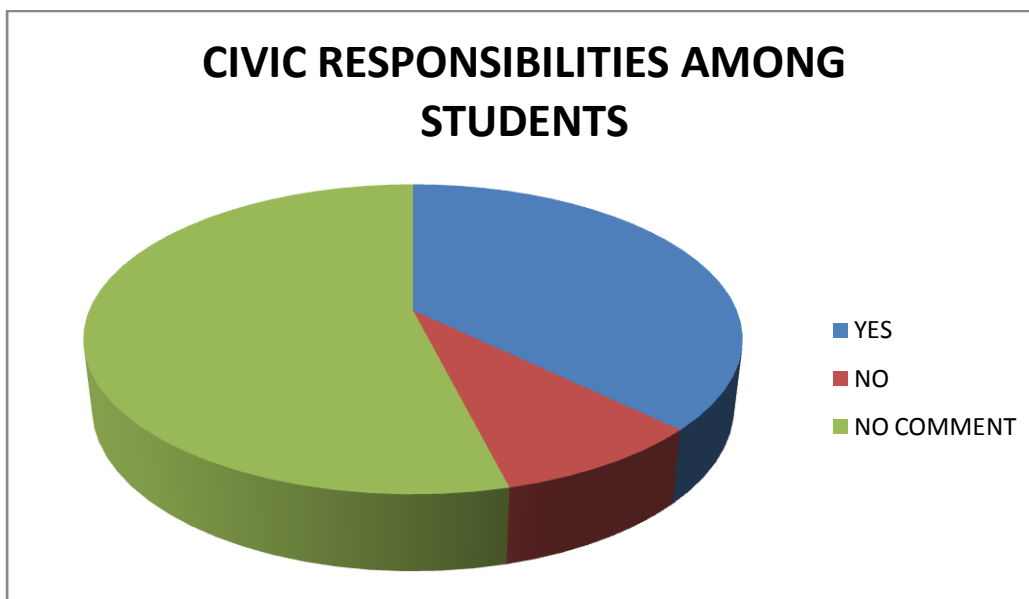
12. DOES COLLEGE ATTEMPT FOR ALL ROUND DEVELOPMENT OF YOUR PERSONALITY ?
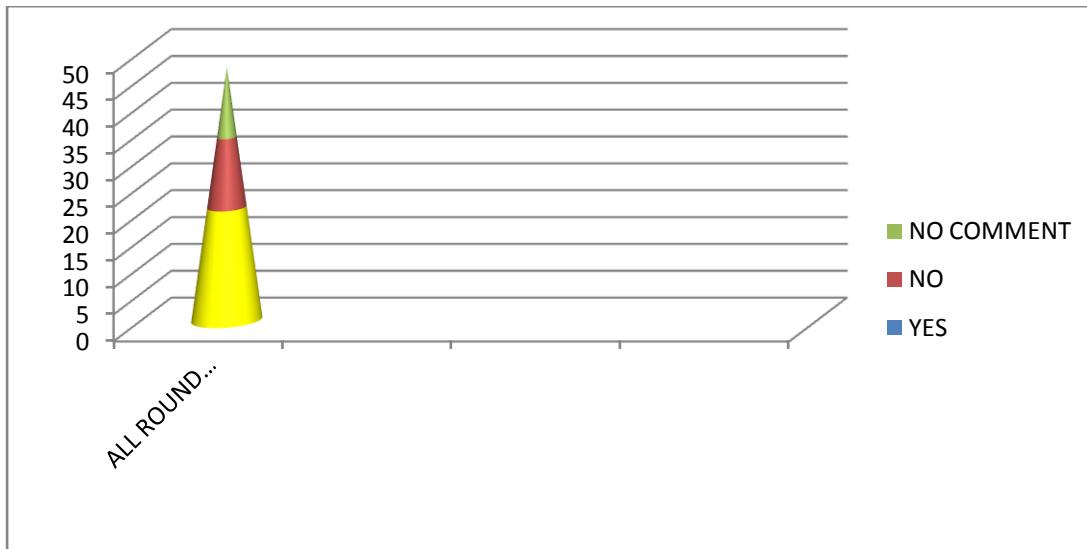
13. DOES COLLEGE PROVIDE FACILITY FOR JOB ORIENTED COURSES ?
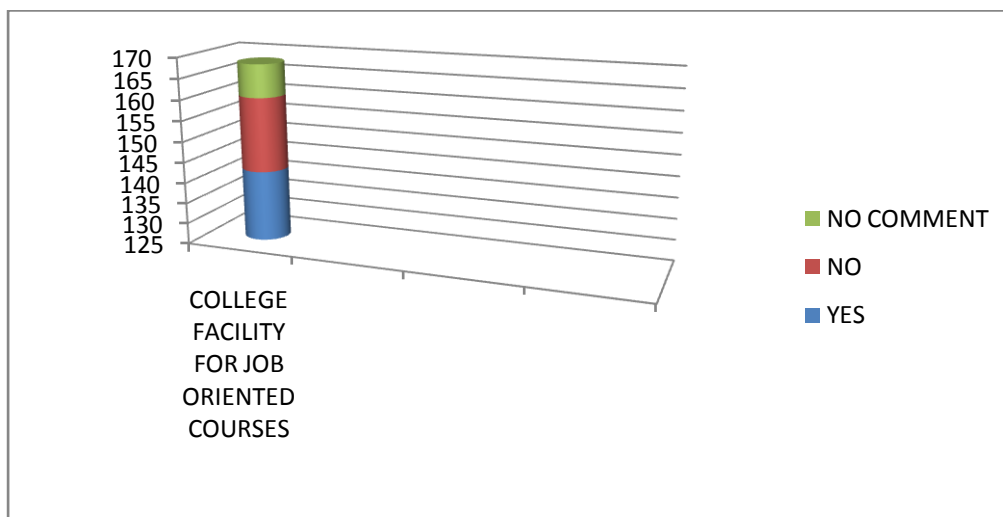
14. IS COLLEGE OFFICE COPERATIVE ?
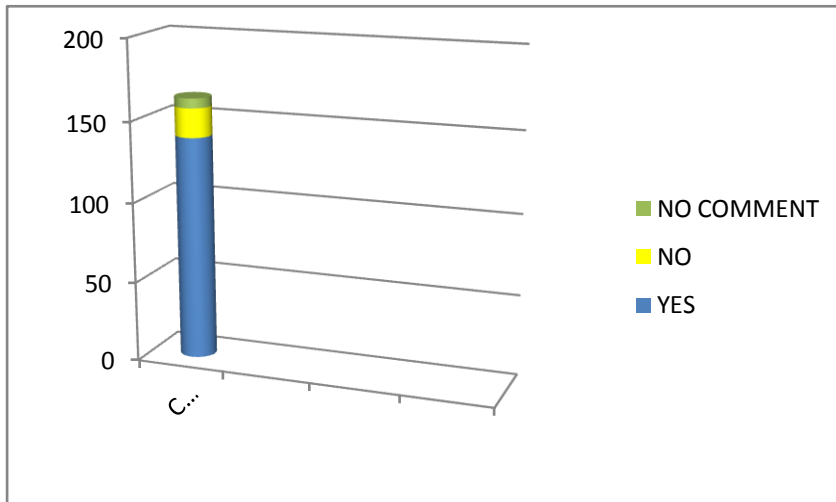
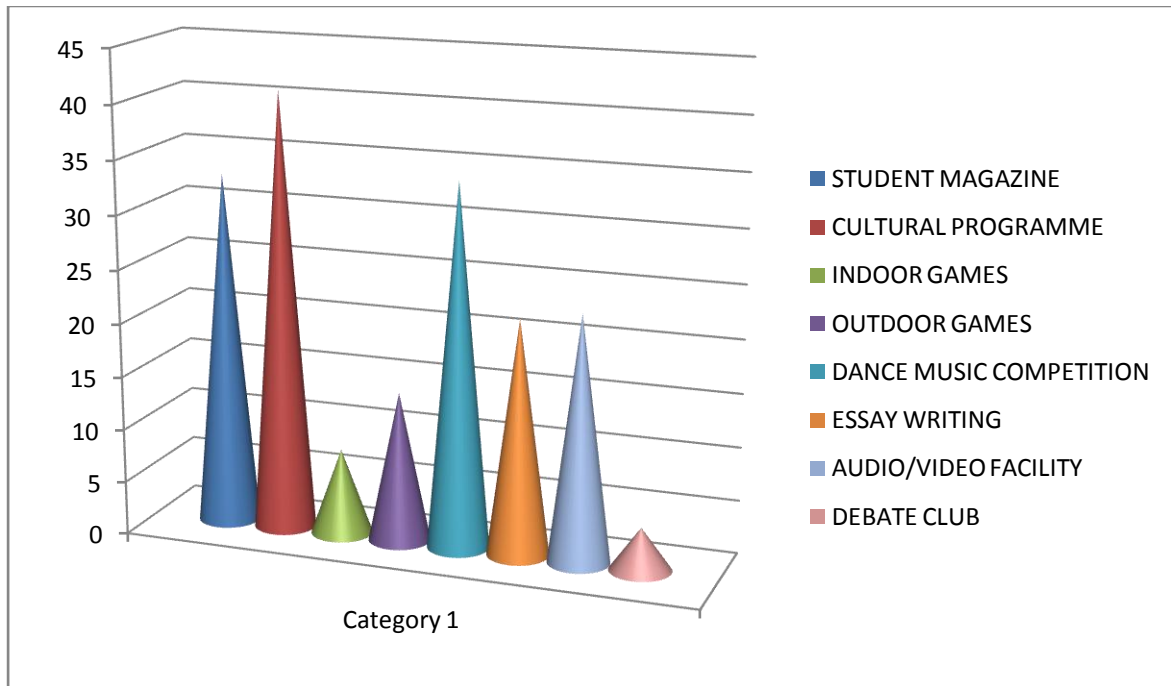15. HOW OFTEN DO YOU MEET TEACHERS OUTSIDE THE CLASS ?
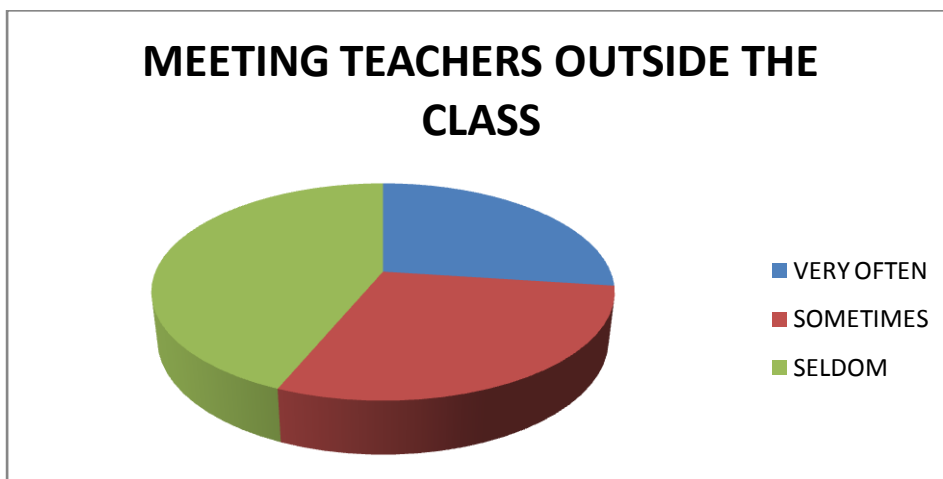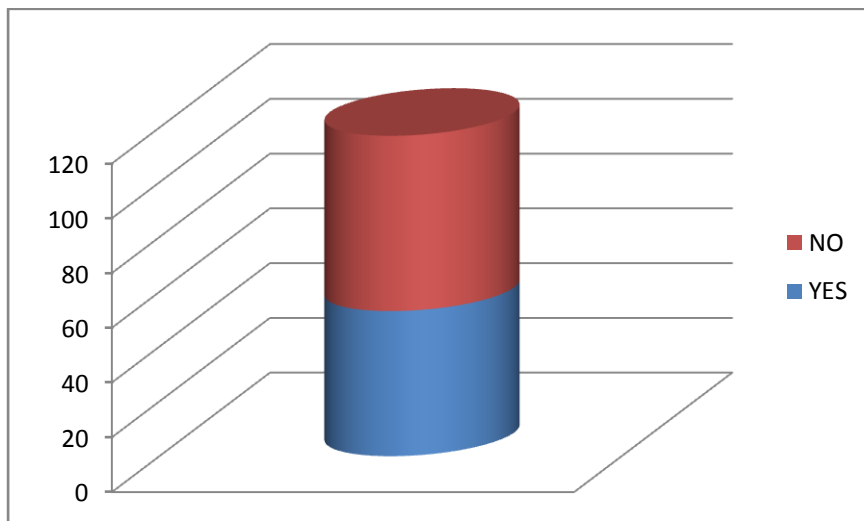
16. DO YOU HAVE CANTEEN FACILITY ?
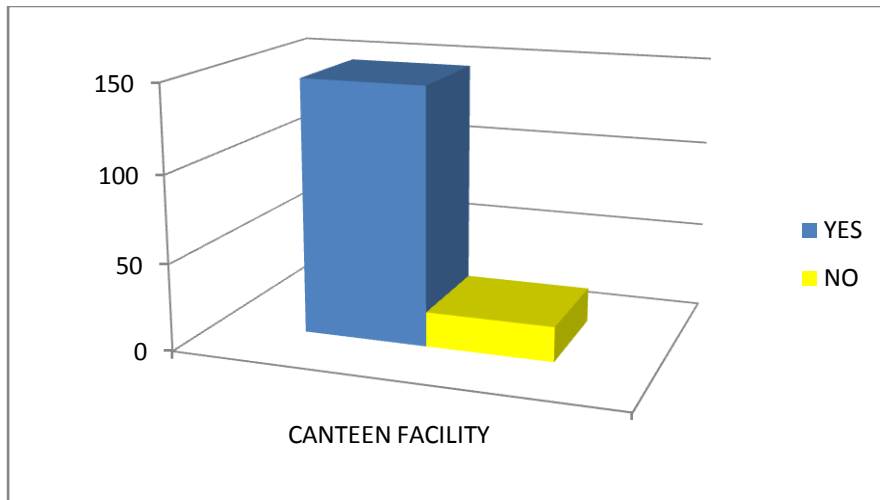
17. DO YOU HAVE CLEAN TOILET ?
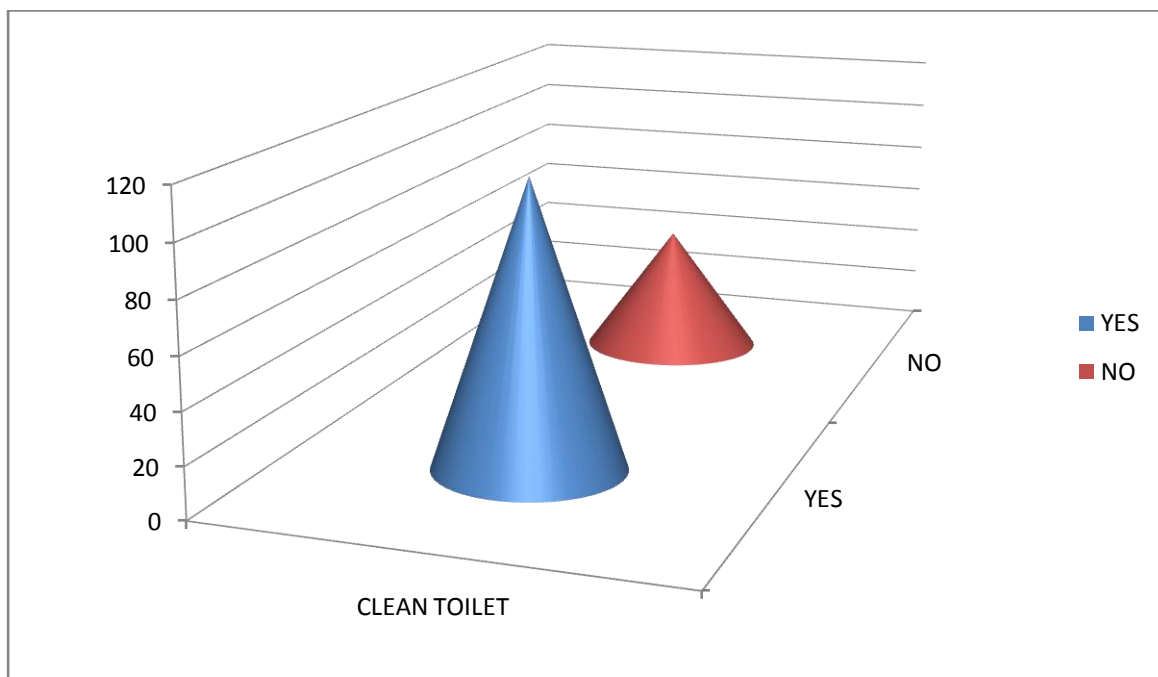
18. WHAT ARE THE LEISURE TIME FACILITY ?

Legend:
- STUDENT MAGAZINE
- CULTURAL PROGRAMME
- INDOOR GAMES
- OUTDOOR GAMES
- DANCE MUSIC COMPETITION
- ESSAY WRITING
- AUDIO/VIDEO FACILITY
- DEBATE CLUB

Category 1

19. DOES COLLEGE FOLLOW VISHAKHA GUIDELINES ?

Legend:
- NO
- YES

VISHAKHA GUIDELINES

PROGRAMMES HELD IN THE COLLEGE

A. IQAC ENDEAVOURS

1. Students' Seminars organised in different departments on Teachers' Day, 5th September.
2. Seminar on "Access to Higher Education" on 3rd September,2013
3. Seminar on "Human Rights", organised by Centre for Women Studies on 3rd September, 2013
4. Orientation lecture by TCS on 13th December,2013
5. TCS Soft-skill Training from 26th December, 2013 to 6 th January, 2014
6. Quality related Seminar "Towards a Better Future" on 18th June,2014
7. 'Cyber Ethics and Cyber Crime'- Dr. Prof. Shrimati Das, Hubli College, Karnataka on 24th February,2014-11-07
8. 'From Antapur..'– Dr. Prof. Bonita Aliez, University of Calcutta, 8th March, 2014.
9. 'The Woman Question'- Prof. Arpa Ghosh, 8th March, 2014.
10.

B. OTHER PROGRAMMES

1. "Tree-Plantation"(Environment Awareness Programme) – 14th -21st July, 2013
2. "Rrabindra Tirodhan Dibas" was celebrated as *Barshabaran Utsav* on – 22 'Srabon'- 8th August, 2013, on the occasion of Rabindranath Tagore's death anniversary
3. "College Foundation Day" – 14th August, 2013
4. Celebration of "Independence Day" – 15th August , 2013
5. Celebration of Hindi Diwas- 14th September, 2013
6. "Vidyasagar-er Janmadin" – 26th September, 2013

7. 150 years of Birth Day celebration of Sir Ashutosh Mukhopadhyay, teachers and students joined the programme organised by the University of Calcutta.

8. Cultural Competition for students held from 16th-18th December, 2013.

9. Prize Distribution Ceremony -22nd December, 2013

10. Sanaskritik anusthan done in "College Social"-24th December , 2013

11. Seminar on PCPNTT Act by the Dept. Of Health, Govt. Of West Bengal and Jabala, an NGO on 9th November,2013

12. Celebration of 'Birth Anniversary of Netaji Subhas Chandra Bose'– 23rd January, 2014

13. "Republic Day" was celebrated -26th January, 2014

14. Celebration of "Sarojini Naidu er Janmadin" – 13th February, 2014

15. "Vasha Dibas" celebration – 21st February , 2014

16. "World Women's Day" – 8th March, 2014

17. "Basanta Utsab" - 2nd April, 2013

18. Celebration of "Birth Day of Dr. Ambedkar" – 14th April, 2013

19. Celebration of "Rabindra Janma-Jayanti"- 25th Baisakh – 13th May, 2013

BEST PRACTICE – 2013-2014

Title of the Practice: <u>COUNSELLING AND SKILL MANAGEMENT OF STUDENTS</u>

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**

Counseling is a systematic process of helping students through difficult times by using various counseling skills to enable them to overcome their difficulties. Counseling is offered by senior members of IQAC, who help the students with complete confidentiality.

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

Counseling 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 counseling 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.

Through the 'best practice - **"LEARN TO LEAD, LEARN TO EMPOWER"** , Sarojini Naidu College for Women aspired to focus on the overall personality development of the students along with the academic excellence. It was designed to empower our girl students and contributing to the journey of social changes.

The aim of SNCW EXTRA CURRICULAR SCHEME(SNCWECS) is to equip the students with market competencies, so that they could meet with the demands of the changing scenario successfully. 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.

Amidst of all these, the institution can be a challenging environment. Meeting with an experienced and friendly counsellor can help the students to assess their questions and concerns, set goals and develop strategies and skills to manage stress and time or any issues you may be dealing with.

This can help to develop our campus resources and connections.

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-abled Students

The College has taken up the issues of differently-abled students much seriously. It has planned to buy soft ware; it has taken the initiative to make university differently-abled 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 counseling 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 for Counseling

☐ 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.

Counseling 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 hostelites 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.

ANNEXURE - V

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 have 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, 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......

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.

APPENDIX

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