

**The Annual Quality Assurance Report (AQAR) of the
Academic Year July 1st 2014 to June 30th 2015**

Part – A

1. Details of the Institution

1.1 Name of the Institution

SAROJINI NAIDU COLLEGE FOR WOMEN

1.2 Address Line 1

30, JESSORE ROAD

Address Line 2

Dum Dum

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700028

Institution e-mail address

sarojininaiducollege@gmail.com

Alternative e-mail address

info@sncwgs.ac.in

Contact Nos.

033-2559-2583/25291985

Name of the Head of the Institution:

Dr. Urmila Ukil

Tel. No. with STD Code:

033-2559-2583/25291985

Mobile:

9339491161 (Urmila Ukil)

Name of the IQAC Co-ordinator:

Dr. Sudeshna Chatterjee

Mobile:

9831418756

IQAC e-mail address:

sarojinainaiducollege@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/2014/05/14-15.pdf>

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

26-08-2009

1.8 AQAR for the year

2014-2015

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

v. AQAR 2012 -13 submitted to NAAC on 18/06/2014

vi. AQAR 2013 -14 submitted to NAAC on 12/11/2014

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-financ

1.11 Type of Faculty/Programme

Arts Scien 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,
Barasat

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

Not Applicable

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>	None of the above	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

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

Level Total Nos. International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC in coordination with NAAC Steering Committee is striving to develop, and support curricula and programmes for the students enabling them to attain success in professional and personal lives.
- IQAC took initiative to promote research orientation among the teachers so that quality of teaching can be enhanced.
- IQAC has taken initiative to develop academic calendars so as to combine the thrust of quality with rigorous time frame.
- IQAC has taken initiative to make students conversant in computer knowledge by arranging compulsory computer education for them. In the first phase it has been ensured for the first year general students.
- The Placement Cell composed under the guidance of IQAC provides counseling and career guidance to students through regular industry-institution interface.
- 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
<ul style="list-style-type: none"> • To arrange compulsory computer education for all the students; • To introduce certificate courses in women's studies; • Appointment of a data entry operator for library. • Submission of Re-accreditation Report in revised format; • To launch BBA programme and honours in Psychology • To launch Commerce programme with honours in Accountancy and Marketing • The College plans upgradation of IT infrastructure through implementation of INFLIBNET and Wi-fi facility. • One Auditorium, one 6- storied Science Building and one 6 storied Arts Building are to be built. Proposals for these have been submitted to the Higher Education Department. • Girls' Hostel would be extended; a new floor is to be added to the Hostel Building which will accommodate 32 more students. The proposal has been submitted to the UGC. • The College is planning to hold National Conferences/Seminars on Humanities and Science • Plans to install a lift in near future to ensure easy access to students of the upper floors of the buildings. 	<ul style="list-style-type: none"> • Arranging compulsory computer education for the first year general students. • Progress has been made towards online public access catalogues for library books • Installation of solar panels through funds received from the UGC. This is a small but positive step in its endeavour to promote sustainable environment. • Students' access to online feedback format • Organisation of regular seminars and counseling programmes with different companies and peer groups for successful placement of students • A well designed, modern e-library allows students access to advanced multi-media • Introduction of MA programmes in Bengali and English • visually challenged students are provided writers and audio recordings of lectures to enable them to cope with the curriculum. • Students encouraged taking up NSS. Cadres took part in many events. Community benefit programme taken up. • AQAR upto 2013-14 submitted and Re-Accreditation process is on. • Honours course in Psychology and B.Com. General course have been introduced and will start from the Academic Year 2015-16.

* Attach the Academic Calendar of the year as Annexure.

ANNEXURE - II attached herewith

2.16 Whether the AQAR was placed in statutory body No

Management Syndicate Any other body

Provide the details of the action taken

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

- Draft AQAR 2013-14 was placed and discussed; certain suggestions were decided to be incorporated.
- It was decided that both SSR and AQAR 2013-14 would be uploaded to the college website by 07/11/2014 as 06/11/2014, the stipulated deadline for uploading of SSR was a Govt. Holiday.
- Evaluative reports of the departments should be attached with SSR
- The process of continuous updating of information and supplying the same to IQAC at the central level will be continued.
- In order to facilitate collection of information from various quarters the process should be fully automated and online.
- IQAC being the formal nodal body for supervision of the performance appraisal of teachers, the later are requested to submit the PBAS on regular basis.
- GB approved the LOI and subsequent submission of SSR to NAAC for accreditation in Cycle-2

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		02	02	-
UG	19	02	02	02
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others				
Total	19	04	04	02

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	00
Annual	21

1.3 Feedback from stakeholders*

Alumni Parents (Only verbal)

Employers Students

(On all aspects)

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

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

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

- As laid down in the University syllabi, all the courses are offered in an annual system in modular form.
- The curriculum is further diversified by integrating it with other cross-cutting issues. Thus Environmental Studies is a core component in the Humanities syllabi, and issues such as gender sensitization, Climate change, Human Rights are incorporated into the curriculum through departmental seminars and lectures/workshops by faculty and resource persons from other institutes.
- Computer based learning facilities have now been included in the curriculum of almost all subjects.
- Communication skills in English have been made mandatory for all learners to enable greater academic mobility and improved potential for employment.
- In Bengali and English PG courses the college follows the syllabus of WBSU. However, there is a wide degree of selection available and the individual teachers select the particular modules keeping in mind the student intake.

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

Post Graduate studies have been introduced by the departments of Bengali and English.

Honours courses have been introduced by the departments of Hindi and Sociology.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	59	18	24	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.

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
	04	30	N. A	N. A	N.A	N.A	0	0	4	30*
	04	17	N. A	N. A	N. A	N.A	0	0	4	17#

* 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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	14	11	2
Presented papers	7	5	2
Resource Persons	0	2	1

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

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

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

distribution of pass percentage : (Excluding Casual Candidates)

Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	P %	Pass %
BNGA	28	NA	-	85.7	10.7	96.4
*ECO A	1	NA	-	100	-	100
ENGA	26	NA	3.8	57.7	34.6	96.1
GEOA(B.A)	2	NA	-	100	-	100
HISA	20	NA	-	80	-	80
PHIA	16	NA	12.5	56.3	25	93.8
PLSA	7	NA	-	100	-	100
SANA	13	NA	-	61.5	38.5	100
CMEV(M)	6	NA	-	16.7	-	16.7
ANTA	10	NA	90	10	-	100
BOTA	6	NA	16.7	33.3	16.7	66.7
CEMA	6	NA	33.3	50	16.7	100
GEOA(B.SC)	29	NA	-	89.7	-	89.7
MTMA	8	NA	-	75	12.5	87.5
PHSA	7	NA	14.3	85.7	-	100
ZOOA	12	NA	50	50	-	100
CMAV	10	NA	40	30	-	70
B.A(G)	123	NA	-	5.7	50.4	56.1
B.SC(G)	44	NA	-	40.9	27.3	68.2

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

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

- The IQAC team of the college provides necessary guidance and information to the teachers to improve their technical skills, such as preparation of notes, PPT presentations etc.
- The IQAC team evaluates the performance of the faculty members by collecting feedback from the students by following both formal and informal mechanism.
- IQAC has started conducting academic audit as regards the academic performance of the teachers.
- IQAC has made institutional calendar and departmental academic calendars regular instrumental output of the College.
- It monitors and supervise the Teaching & Learning processes
- The IQAC of the institution conducts the periodical meetings. The outcomes of various proposals are recorded for improving the system of the quality of education. It also decides on the measures to be taken to improve and sustain the quality of higher education.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative, Establishment and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	02	01
Establishment Staff	07	06	00	06
Technical Staff	14	01	05	06

Criterion – III

3. Research, Consultancy and Extension

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

- A Research committee under the guidance of IQAC meets periodically to discuss current research trends & issues.
- Adequate infrastructural support such as library and laboratory facilities is provided.
- Classes are adjusted to lessen the teaching load for teachers undertaking Course work related to their Doctoral degree or other research work.
- Internet and computing facilities are available.
- The above committee also functions as a Research Forum wherein the faculty members also present their proposals for upcoming Conferences, Seminars, and Workshops etc.
- IQAC motivates the faculty for writing and publishing research related articles and publication of the same in different journal/periodicals etc. and in the college online journal.
- On duty leave is granted to the faculty for attending professional Seminars, Conferences, research works and Workshops etc.
- Individual teachers collaborate with other institutes in the course of their research on Projects undertaken by them; teachers have collaborated with the Bose Institute, Kolkata, the University of Calcutta, HRI, Allahabad, Presidency University, the West Bengal University of Technology, the KPS Medical College, Kolkata and the Homeopathic Medical College, Burdwan for data analysis related to their research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted	
Number	0	7	7	1	
Outlay in Rs. Lakhs	0	19.48	23.86	1.7 allote d	1.5 sancti oned

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	11	0
Non-Peer Review Journals	3	0	1
e-Journals	2	0	2
Conference proceedings	1	2	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	23.86	19.48
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					10
Sponsoring agencies					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#

#6 new linkages created 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

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

year

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

2

3

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

0

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

JRF 0

SRF 0

Project Fellows 0

Any 0

3.21 No. of students Participated in NSS events:

University level 30

State level 0

National level 0

International level 0

3.22 No. of students participated in NCC events:

University level 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="3"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="0"/>

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

- Faculty members worked as members of Board of studies in the University
- Faculty members worked as key Resource Person in UGC sponsored Seminars.
- Computer literacy programme has been initiated
- Blood group and Thalasemia test camp conducted.
- Water quality analysis for the people in the locality.
- Conducted Thalasaemia awareness programmes.
- Conducted women empowerment programmes.
- The college encourages the faculty and students to take up various activities relating to extension and social responsibilities.
- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, Blood Donors Club and Alumni Association.
- The college ensures the involvement of the staff and students in its outreach activities such as Blood Donation camps, Thalassemia & HIV-AIDS Awareness, Rain Water Harvesting Awareness and contributes to the community development through various co-curricular forums and the Alumni association.
- Parents and Alumni association offer constructive suggestions regarding outreach programmes.

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	8		35
Laboratories	21	01	COLLEGE FUND	23
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	6.2	UGC and Higher Education Grant	18.14
Others	4.21	7.92	College & UGC	12.13

4.2 Computerization of administration and library

The college library and the administrative office is almost computerized.

- Server for COSA installed
- Wi-Fi for library ,PG Department and Hostel installed
- Library server upgraded
- Office PC upgraded
- Purchase of computers for library , IQAC and Department of Computer application
- Online library access through British Council Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28,708	11,12,754	171	41,622	28879	11,54,376/-
Reference Books	12113		171			
e-Books	0		0		0	
Journals	11	4660	0	0	11	4660
e-Journals	0		0		0	
Digital Database						
CD & Video						
General Books: Atlas, Albums, Dictionary, Paintings, Books on West Bengal Encyclopaedia, Employment guides	636	41564	0	0	636	41564
Others (specify)	3 (News Paper)	2952	0	0	3	2952

4.4 Technology up gradation (overall)

	Total Comput ers	Compute r Labs	Internet	Browsin g Centres	Compute r Centres	Office	Depart- ments	Library	others
Existing	76,1 server	08	43	00	00	09	46	18	05
Added	10 PC, 3 server	00	00	00	00	00	0	00	00
Total	86 PC, 4 server	08	06	00	00	09	46	18	03 ¹

- 2 Laptops (Office – 01, English Department– 01), 3 MRP

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.)

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

- Internet facility is made available to the students in the college library and in the departments.
- Soft ware for COSA and e-pradhan installed

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 667307.00
ii) Campus Infrastructure and facilities	Rs. 5335846.00
iii) Equipments	Rs. 6200128.00
iv) Others	Rs. 198444.00
Total:	Rs. 6821615.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through orientation programmes.
- Through student representation in various committees.
- Through information display on website / notice board.
- Through guidance and counselling
- Through Grievance Redressal Cell mechanisms.
- Through notices regarding employment opportunities.

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

5.2 Efforts made by the institution for tracking the progression

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

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2061	114	----	----

b) No. of students outside the state

1

(c) No. of international students

2

No	%
0	0

Men

No	%
2107	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1301	270	17	60	Nil	1648	1678	292	17	120	1	2107

Demand ratio 1.99

Dropout % 30.6

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

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

No. of students beneficiaries 300

5.5 No. of students qualified in these examinations

NET 0 SET/SLET 0 GATE 0 CAT 0

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

* Detailed data not yet available

5.6 Details of student counselling and career guidance

- i) TCS Career Guidance took place in December 2014. 55 students participated in this Certificate Course. Placement training programme was conducted by experts from TCS.
- ii) George School of competitive Exams and Indian Coast Guard conducted counselling of students to encourage them to join their organisations.
- iii) Remedial coaching for students of minority category, SC, ST were held.

No. of students benefitted

350

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	55	07	07	113

5.8 Details of gender sensitization programmes

- Women studies as a separate initiative has started functioning and several seminars and talks have been arranged.
- Details given in the ANNEXURE - IV

5.9 Students Activities

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

State/ University level 06

National level 25

International level 0

No. of students participated in cultural events

State/ University level 09

National level 0

International 0

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

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

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

Sports: State/ University level 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	56 63 09	(100% waiver of Tution Fees) (50% waiver of Tution Fees) (100% waiver of Exam Fees)
Financial support from government	153	Fees related to Academic purpose
Financial support from other sources	02	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

1. Celebration of World Environment Day
2. Blood donation camp and students health check up in collaboration with Students' Health Home.
3. Anti noise pollution, anti malaria campaign

5.13 Major grievances of students (if any) redressed:

- WIFI facility has been introduced for the P.G students and hostelites.
- Online library facility introduced.
- Quality of food in the college canteen improved.

Criterion – VI

Vision

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

- Develop, support, and deliver curricula, programs, and services designed to prepare our students for professional and personal success.
- Attract, develop, and retain a diverse student population and promote its success.
- Attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure facilities and operations that support our College’s current needs and anticipated growth.
- Proactively position our college to communicate its value and benefits and build this identity and image among our many constituencies.
- We continually strive to innovate – finding new and more effective ways to educate and serve students
- We sustain rigor in our work – holding high standards and expectations for both our students and for ourselves
- We approach our work with compassion – acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.
- We will become known nationally as an institution that “makes a difference”.

Mission

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

By adopting a need based approach, synthesis of academics and ethics, innovation in learning methods and a diversified curriculum, the College aims at providing a learning environment that integrates body, mind and spirit.

6.2 Does the Institution have a management Information System

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

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

6.3.1 Curriculum Development

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

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

Problem Identification within the curriculum, which is already structured

Assessment of Needs of Learners

1. Quantitative and qualitative data collection and data processing regarding the socio-economic and academic background of the students
2. Assessing the needs of the students and designing learning methods accordingly

Educational Strategies

1. Involve both content and method.
2. Provide the means by which curricular objectives are achieved

Implementation

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

Evaluation and Feedback

1. Eliciting feedback from the students
2. Decide on the plan of assessment process
3. Taking measures for continuous quality improvement

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

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

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

- i. Monitoring the regularity of the teachers and students in taking and attending classes.
- ii. Midterm assessment of progress of course.
- iii. Month wise calculation of students' attendance.
- iv. Subject wise result analysis.

B. By purchasing teaching tools :

- i. Portable LCD projectors.
- ii. Computers etc.

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

Answer scripts are shown as a measure of transparency

- Discussions on evaluated answer scripts with the students.
- Project related presentations are encouraged to improve the academic quality of the students

6.3.4 Research and Development

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

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

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

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

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

The college library located on the first floor of the ANNEX building is having around 28879 text books, 12284 reference books, 11 Journals and 3 daily newspapers. The library has procured software and started the process of automation. The library has an Internet Centre, an OPAC facility for readers, Photo copying facility at low cost and a separate reading room for teachers.

PHYSICAL INFRASTRUCTURE

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

ICT INFRASTRUCTURE

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

INDOOR and OUTDOOR GAMES

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

6.3.6 Human Resource Management

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

- Faculty members are provided opportunity for their individual growth along with the organisational development.
- Human resource planning is done based on workload position and statutory requirements and accordingly recruitment is made.
- Both teaching and non-teaching members are encouraged to higher studies by providing leaves and other facilities.
- Committees are made for various activities of the institute and staff members provided an opportunity to work in these committees.
- The students realize that SNCW cares for them, which makes studies an enjoyable part of life.
- Students' Welfare Committee and Campus Development Cell work together to ensure all round development of the students and help building a strong and cordial relationship between them, benefiting both the learners and the teachers.
- Teachers act also as counsellors to the students.

6.3.7 Faculty and Staff recruitment

Our post sanctioning authority is West Bengal Government and recommending authority for recruitment in a particular teaching post is West Bengal College Service Commission. Both being external authorities we have only option to make them aware of our requirement.

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

*Advertisement is given in the leading news papers.

*Selection Panel Members conduct the interview.

6.3.8 Industry Interaction / Collaboration

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

- The students 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, BREAKTHROUGH etc.
- Campus interview was conducted by TCS, NIIT.

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

- English Communication Skills Course
 - Coaching for Entry in Services
 - Computer Skills development programmes
 - Communication Skills and Corporate Etiquette Programme for 3rd year students
- provided by TCS, where approximately 50 students in a batch undergo an 80-hour training and workshop

6.3.9 Admission of Students

The admission procedure is always student-friendly and it was partly online during 2014-15 academic session. Copies of prospectus depicting all the relevant details of the college were provided to all the applicants for admission. A written undertaking from the parents/local guardians was collected assuring the compliance of college rules and academic requirements by their wards.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated
(up to March 2015)

• UGC 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 (Under process)

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

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

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

For UG Programmes Yes No

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

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Members of the alumni association assembled and pledged for overall society welfare in the meetings. SNCW alumnus extended their hand to poor and unprivileged women in and around the locality and helped them to become independent by including them in the self help group previously created. Poor ladies were taught to make home made products such as jam, jelly, pickle etc so that they can start a small scale business by making and selling them. A literacy program was also held in the college where illiterate women were taught by the pass out students. Alumni association is also working on improving sports in the college

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

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

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

- Rain water harvesting
- Energy conservation measures have been adopted
- Green audit
- Solar Energy conservation
- Organising events to mark Environment Day
- Nurturing plants and greenery, both inside and outside of the campus

Criterion – VII

7. Innovations and Best Practices

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

Social Initiative

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

The NSS unit of the college organized “ Barsha Baran Program” by planting saplings followed by cultural program to observe “World Environment Day”.

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

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

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

Academic and related initiatives

- * The College has adopted several mechanisms to evaluate and monitor the academic progress of the students, e.g., project work, paper presentation etc. by the students, unit tests, tutorials etc.
- * The College gives special training in the performing arts to students under the supervision of a faculty member. These training sessions are conducted for giving space to their creative skills.
- * The College also motivates the students through awards and prizes on the basis of their performance in academic and extra-curricular activities.

Others

- * **The Placement Cell** of the College provides counselling and career guidance to the students. Regular workshops by consultants from the industry are organized by the Cell to enable students to explore career opportunities.
- * The College continues to publish two online journals with ISSN No. -- **The Beats of Natural Sciences** and **Quest - Multidisciplinary Journal of Humanities and Social Sciences**. The objective is not only to encourage the contribution of research activities by faculty and students of the College but also to promote the sharing of knowledge and ideas among external peer groups.
- * The College has a **Centre for Women's Studies** to render service to women's issues.

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

- Arranging compulsory computer education for the first year general students.
- Progress has been made towards online public access catalogues for library books
- Installation of solar panels through funds received from the UGC. This is a small but positive step in its endeavour to promote sustainable environment.
-
- Students' access to online feedback format
- Organisation of regular seminars and counseling programmes with different companies and peer groups for successful placement of students
- A well designed, modern e-library allows students access to advanced multi-media
- Introduction of MA programmes in Bengali and English
- visually challenged students are provided writers and audio recordings of lectures to enable them to cope with the curriculum.
- Students encouraged taking up NSS. Cadres took part in many events. Community benefit programme taken up.
- AQAR upto 2013-14 submitted and Re-Accreditation process is on.
- Honours course in Psychology and B.Com. General course have been introduced and will start from the Academic Year 2015-16.

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

See *Annexure V*

7.4 Contribution to environmental awareness / protection

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

For generating environment awareness following steps are being taken

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

7.5 Whether environmental audit was conducted?

Yes

No

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

STRENGTHS

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

WEAKNESSES

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

OPPORTUNITIES:

- There are opportunities for scholarly interaction and collaboration with academic communities within and beyond the state through the two Online Journals with ISSN No., published by the institution.
- There is scope for an Online hub of academic resources.
- Some opportunities can be explored and created with present infrastructure and optimum use of existing human resource. These include a) Diploma and Certificate Courses meant for creating human resource with technical know-how in the areas of Solar energy/Power, Bioinformatics.
- Students are obedient and can be easily motivated for interactive learning and evaluation, though they perform according to their capacity
- ICT resources, rich library, seminar halls, tutorial spaces, laboratories, medicinal plant garden, specialized facilities and equipment for teaching, learning and research etc. Are the opportunities which can be used for quality improvement.

CHALLENGES

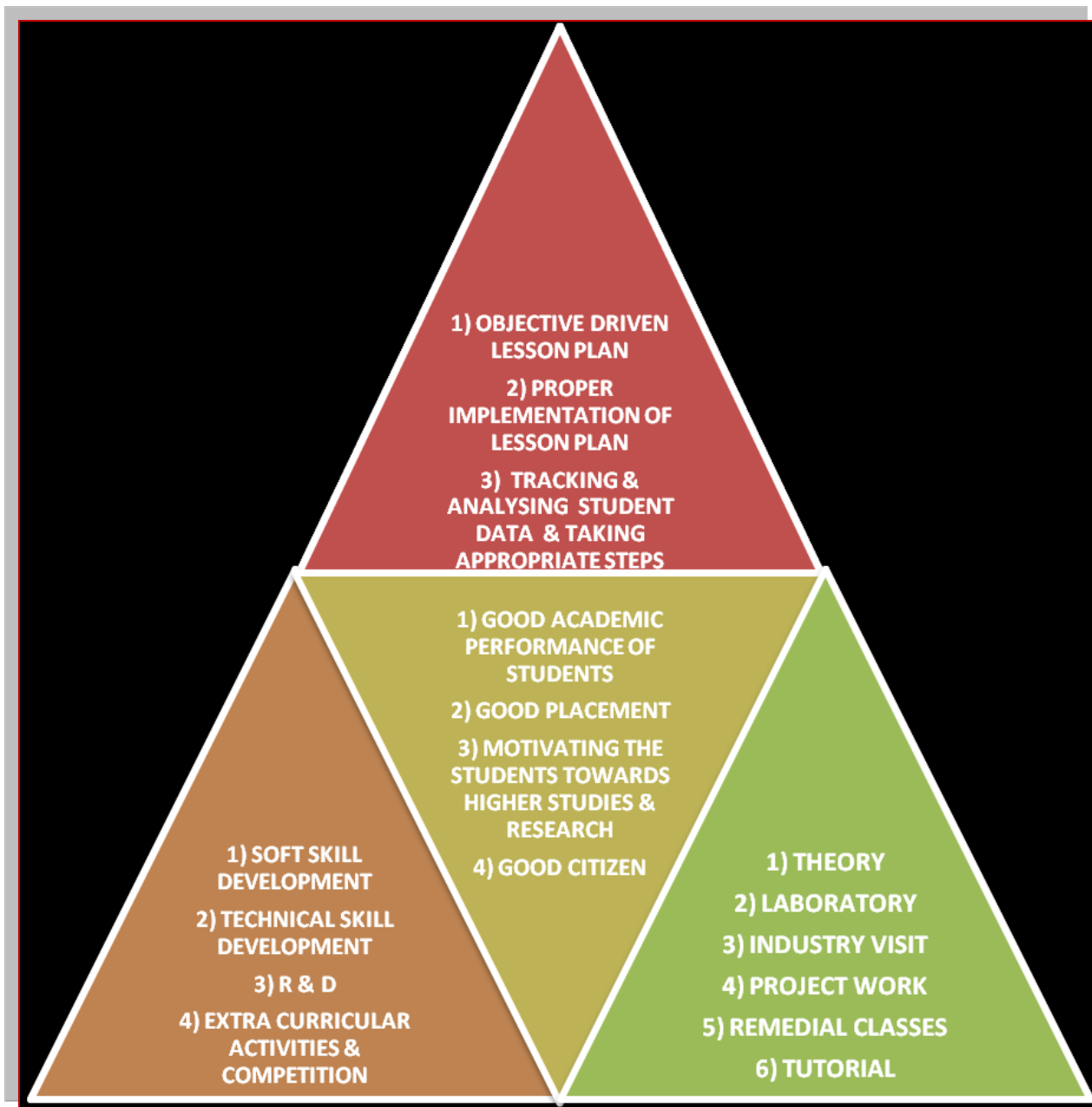
- Most students studying in the college are from fringe areas and hence come from a background where they lack proficiency in English. Since, most subjects at the Honours level are taught in English and the reference books are also mostly in English, it affects the overall result.
- Private tuition at all levels of education is widespread in West Bengal. It is a challenge to counter this trend and make students focus on classroom learning.
- First-generation learners need to be motivated to overcome social barriers.
- Scope of employment generation and industry-institution interaction, especially for girls from the disadvantaged sections, are an immense challenge for the College.
- To qualify more students in Competitive Examinations/ SLET/NET/CSIR
- To develop Communication skills in students and to inculcate the skills of language especially the spoken one in English.
- To encourage faculty to qualify themselves for awards and honors.

8. Plans of institution for next year

The College has proceeded for availing of the grant under Pradhan Mantri Kaushal Vikas Yojana **for skill training of the young women of the College; the programme to be implemented by the new Ministry of Skill Development and Entrepreneurship through the National Skill Development Corporation (NSDC) is expected to boost up the academic initiatives of the College.**

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

- Efforts are on to introduce Commerce Stream and Psychology Honours 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.
- 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.
- To ensure a pollution free environment within the college campus, plastic cups and plates etc. have been replaced by eco-friendly ones.
- Rain water harvesting is initiated to meet up future scarcity of water in DumDum area.
- The solar panels have been set up to meet a part of the energy requirement in an environment-friendly way by availing of UGC grant. There is a plan to expand its area coverage.
- The college has taken initiative to expand the butterfly garden and the garden of medicinal plants.
- Initiative has been taken to enrol the student under free medical assistance system.



Name Dr Sudeshna Chatterjee

Name Dr. Urmila Ukil

Signature of the Coordinator, IQAC
 Chairperson, IQAC

Signature of the

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

ANNEXURE - II

2014-2015						
Month	Teaching Days*		Exam days	Scheduled Breaks	Remarks	
	Lectures/ Practicals	Spl. Class/ Counselling				
Jul-14	21	5	5 days (along with counselling) + 16 days (along with classes)	29/7/14: Id-UI-Fitar	Admission + Part I University final Exam. 1st year classes will commence from 7th July.	
Aug-14	24		20 days (along with classes)	14/8/14: College Foundation Day 15/8/14: Independence Day	Full Session. 3rd year classes for non lab-lab based programs will start from 1st week, for lab based programs will tentatively commence from fourth week. 2nd year classes for non lab based programs will tentatively commence from 3rd week .	
Sep-14	23			23/9/14: Mahalaya 28/9/14 to 30/9/14: Puja Holidays -- 2 days	Full Session: 2nd year classes for lab based programs will tentatively commence from 2nd week.	
Oct-14	5			01/10/14 to 26/10/14 :Puja Holidays -- 22 days	Full Session	
Nov-14	22			01/11/14: Jagadhatri Puja 03/11/14: Muharram 06/11/14: GuruNanak's Birthday	Full Session	
Dec-14	21			25th to 31st Dec: Winter Recess	Full Session, Evaluation on Academic Progress to be done	
Jan-15	23			01/01/15: New Year's Day 23/01/15: Netaji's BirthDay 24/01/15: Saraswati Puja 26/01/15: Republic Day	Full Session	

2014-2015					
Month	Teaching Days*		Exam days	Scheduled Breaks	Remarks
	Lectures/ Practicals	Spl. Class/ Counselling by			
Feb-15	21	5 (along with regular classes)	5 (along with classes)	13/02/15: Sarojini Naidu's Birthday 17/02/15: Shivaratri 25/02/15: University's Foundation Day	Counselling for 3rd year students. 3rd year test will commence from the 4th week of Feb
Mar-15	25	12 (along with regular classes)	4 (along with classes)	05/03/15: Doljatra	Sp. Class/Counselling for 3rd year students
Apr-15	8	16	16 (along with classes)	03/04/15: Good Friday 04/04/15: Easter Saturday 14/04/15: Chaitra Sankranti 15/04/15: Bengali New Year	1st year and 2nd year Test will commence from 13th April. Part III University final Exam will also start
May-15		10	6 (along with classes)+ 6	01/05/15: MayDay 04/05/15: Buddha Purnima 09/05/15: Rabindra 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-15			22	Summer Recess Scheduled University Exam	Part II and Part I University final Exam
Total no of teaching days		193	224	31^	28**

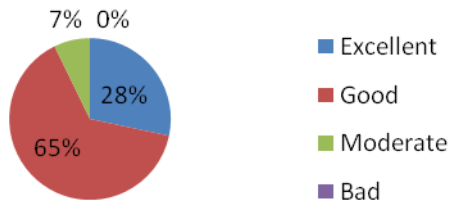
* Excluding Sundays and holidays

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

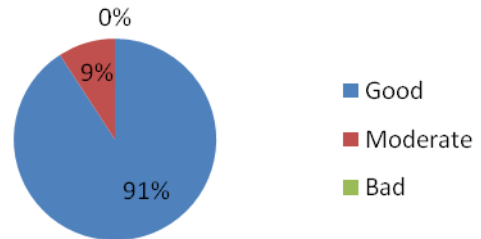
** Days on which only examinations are scheduled

ANNEXURE - III

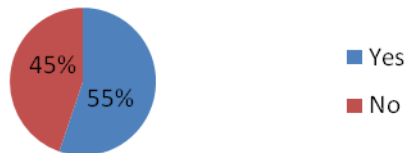
Academic atmosphere of college



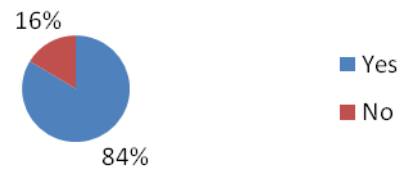
Standard of teaching



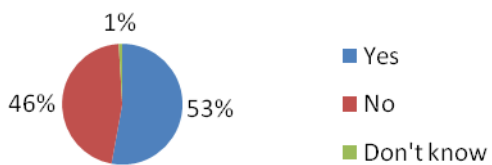
Are students provided with career counselling?



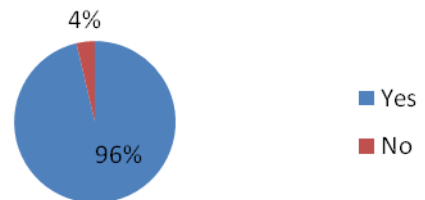
Do teachers participate in academic and personal counselling?



Does employment cell motivate to seek employment?



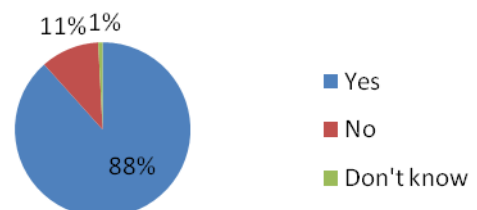
Do teachers take regular classes?



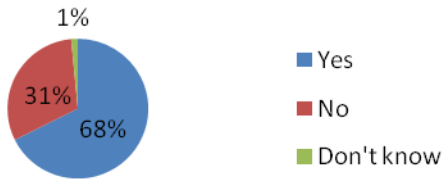
Do students have relationship with teachers to communicate grievances?



Does college impart value-based education?



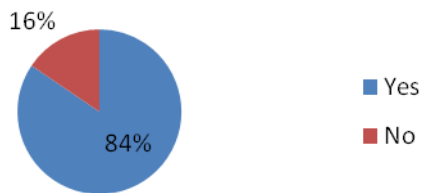
Does college take effort for all round development of students' personality?



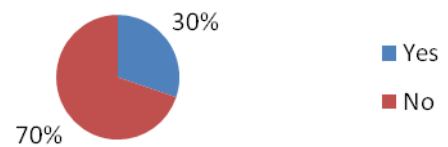
Does college inculcate civic responsibilities among students?



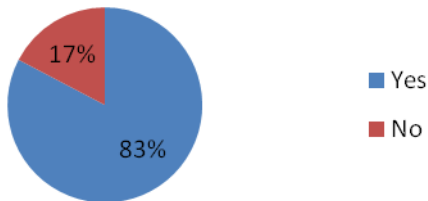
Does college provide facility for job-oriented courses?



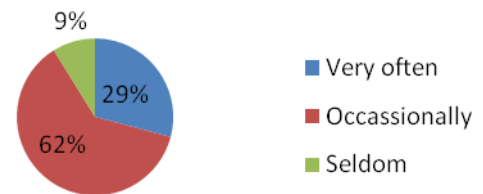
Does college provide compulsory computer education?



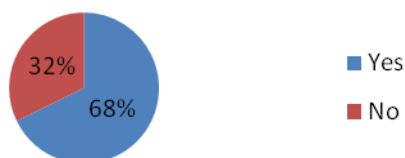
Is college office co-operative?



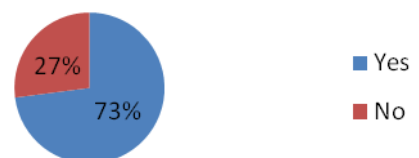
How often do students meet teachers outside the class?



Does college have adequate canteen facility?



Does college have clean toilet?



ANNEXURE - IV

PROGRAMMES HELD IN THE COLLEGE

A. IQAC and WOMEN STUDY CENTRE ENDEAVOURS

1. Seminar on “Human Rights: Access to Higher Education” by Dr. J. Chakrabarty and Dr. A Kundu – 27th August 2014
2. Seminar on “Bangla Sahitye Nari” – 3rd September, 2014
3. Seminar on Employability and Soft Skill Development – 10th December, 2014
4. Students’ Seminar on - 2nd February 2015
 - a) Financial Self Dependence is the Basic Step towards Women’s Empowerment
 - b) Traditional vs. Modern Literary Works
 - c) Religion and Science
5. Workshop on Making of Handicraft Items in collaboration with Sister Margaret Foundation – 24-25th March, 2015
6. Seminar on “Unish Sataker Byanga Patrika” by Dr. Ramen Kr. Sar – 24th April, 2015
7. The IQAC and the NSS unit of the college organized a Seminar on “Thalasimia, How to Prevent it” followed by a Blood Donation Camp – 8th June, 2015

B. OTHER PROGRAMMES

1. “Tree-Plantation”(Environment Awareness Programme) – 14th -21st July, 2014
2. “Rabindra Tirodhan Dibas” was celebrated as Barshabaran Utsav on – 22 ‘Srabon’, on the occasion of Rabindranath Tagore’s death anniversary
3. “College Foundation Day” – 14th August, 2014
4. Celebration of “Independence Day” – 15th August , 2014
5. Celebration of “Teachers day” – 5th September, 2014
6. Cultural Programme done in “College Social”- 24th December , 2014
7. Celebration of “Vivekanander Janmadin” – 12th January, 2015
8. Celebration of ‘Birth Anniversary of Netaji Subhas Chandra Bose’ – 23rd January, 2015
9. “Republic Day” was celebrated - 26th January, 2015
10. Celebration of “Sarojini Naidu er Janmadin” – 13th February, 2015
11. Annual Sports – 20th February, 2015
12. “Vasha Dibas” celebration – 21st February , 2015

13. Quiz and Extempore Speech Competition – 28th February, 2015
14. Elocution, Rabindra Sangeet Competition – 2nd March, 2015
15. Lok Geeti, Nazrul Geeti, Recitation Competition – 3rd March, 2015
16. Prize Distribution Ceremony – 4th March, 2015
17. “World Women’s Day” – 11th March, 2015
18. Celebration of “Birth Day of Dr. Ambedkar” – 14th April, 2015
19. Celebration of “Rabindra Janma-Jayanti”- 25th Baisakh – 14th May, 2015
20. The NSS unit of the college organized “ Barsha Baran Program” by planting saplings followed by cultural program to observe “World Environment Day”. – 5th June, 2015

BEST PRACTICE - I

1. TITLE OF THE PRACTICE:

ASSESSMENT OF OUTCOME

2. GOAL

Assessment of Outcome is followed by the Institute in order to create a platform for betterment of students' performance and to enhance the scope of their placement; it also acts to motivate them for higher studies to improve global economy and faculty productivity.

3. CONTEXT

In order to realize the vision and mission of the college, the IQAC is consistently trying to infuse a sense of self betterment into the students. Accordingly, some healthy practices, though age-old and well accepted within the education system, have been implemented.

4. PRACTICE

- ✓ Analysis of the result is done by the IQAC and the Academic Sub-committee to evaluate the performance of the students and suggestions are given to adopt corrective actions to improve the results, if required.

- ✓ Job oriented training is imparted to students for enhancing their computer knowledge and soft skill.

- ✓ Students are encouraged to take up project work and on job training which will directly or indirectly make them suitable for the job market.

- ✓ All faculty members are encouraged to take up research work and to obtain higher degree and research project funds from outside agencies to establish quality laboratories and increase the standard of the Institute.

✓ The institution makes a sustained effort to support and enhance the quality of teaching in the following ways:

In order to ensure that the delivery of curriculum is made interesting and effective, faculty members are supported through academic planning, improved learning resources, provision of computer technologies.

Teaching staff are encouraged to develop and deploy additional value added and enrichment courses

Seminars are organized within the departments to facilitate exchange of knowledge and expertise.

Seminars and lectures by experts invited from external agencies promote quality improvement of teaching and non-teaching staff.

Faculty are encouraged to participate in faculty improvement programmes like Orientation and Refresher courses, Workshops, Winter / Summer schools and other capacity building courses.

Research culture is promoted by encouraging teachers to undertake research work, through leave allowance and class flexibility, ensuring funding and timely utilization certificates.

The On-line Journals published by the College encourage faculty participation, cooperation and sharing of knowledge.

Space is ensured to carry out research projects.

The following strategies are adopted by the institution for faculty empowerment and motivation:

Providing appropriate infrastructure and adequate space for effective functioning.

Encouraging and supporting participation in Skill Development Courses, Orientation and Refresher programmes, short-term courses for professional development

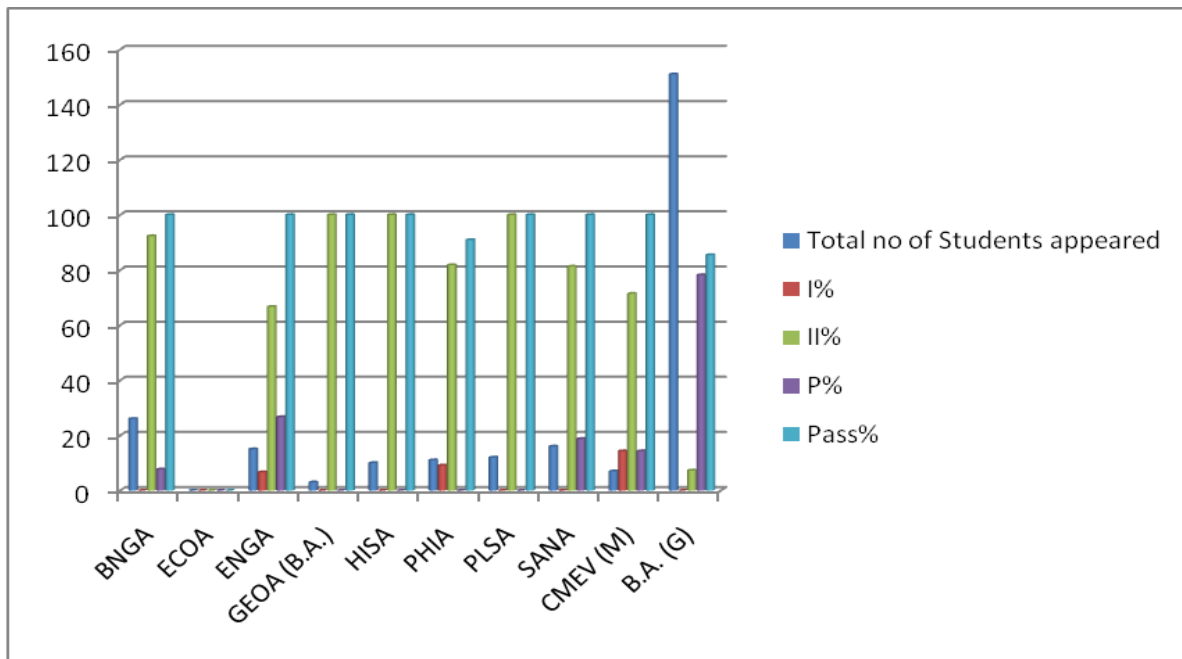
Sponsoring seminars and workshops.

Decentralization in planning and implementing the various activities of the College to develop sharing and cooperation, innovation and empowerment among staff.

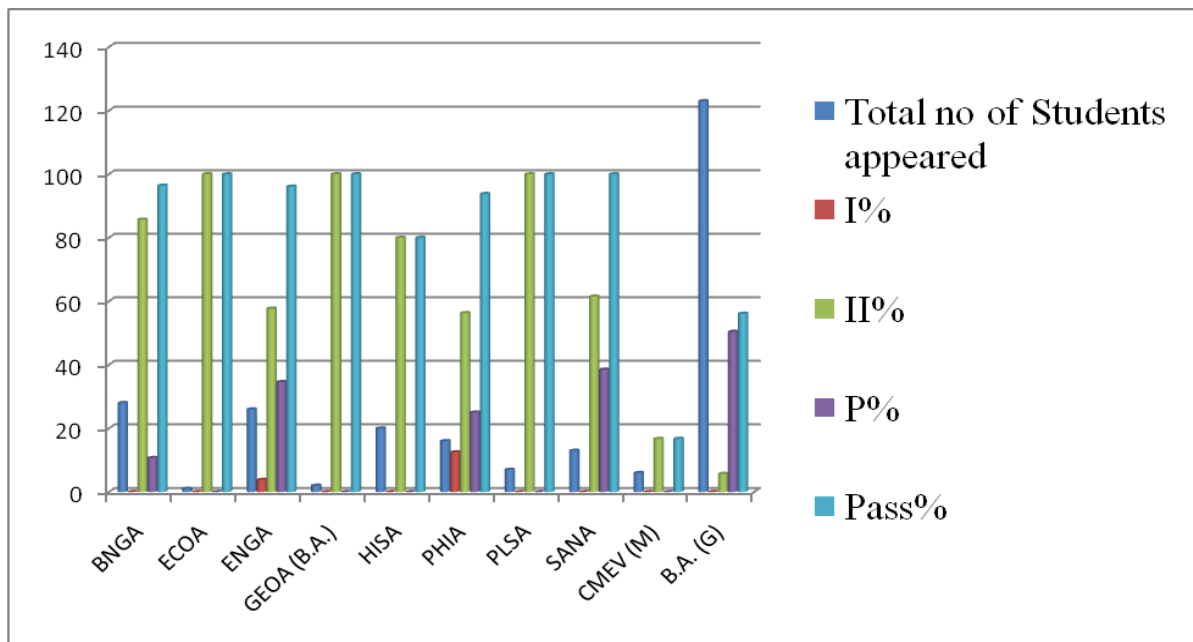
The authority makes an assessment of all feedback received and accordingly appraises faculty members and other staff about the outcome. Information is also communicated to the appropriate stakeholders regarding steps/ decisions to be adopted for overall improvement of performance of the institution.

5. EVIDENCE OF SUCCESS

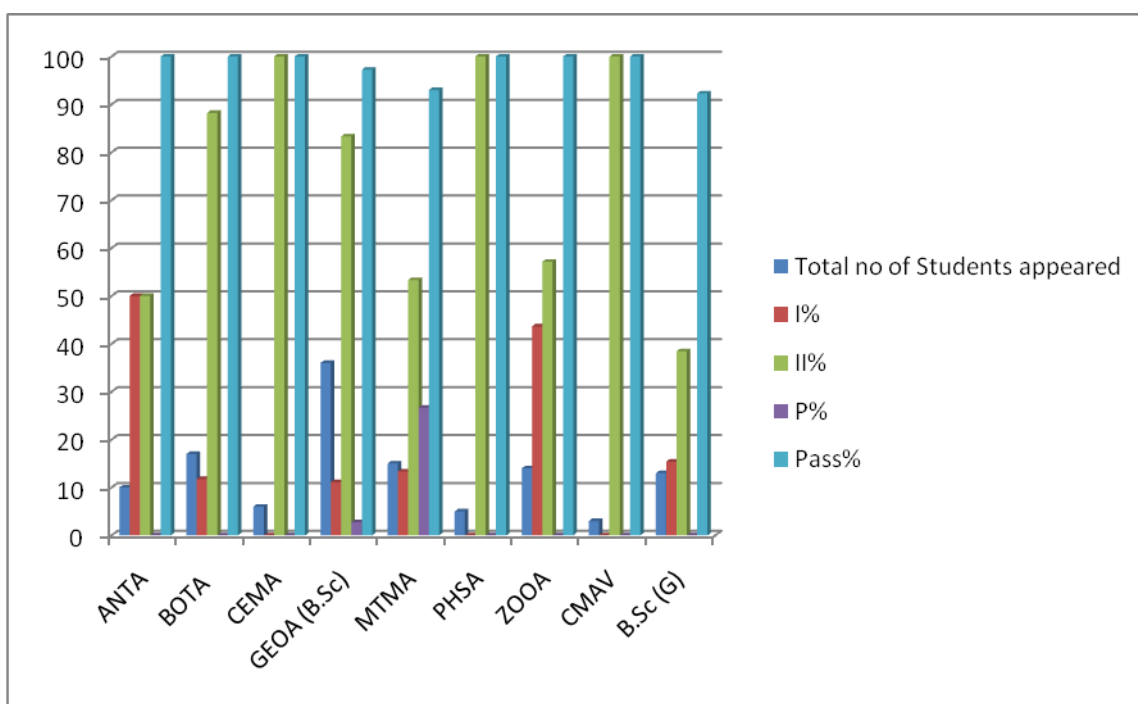
For the session 2013-14



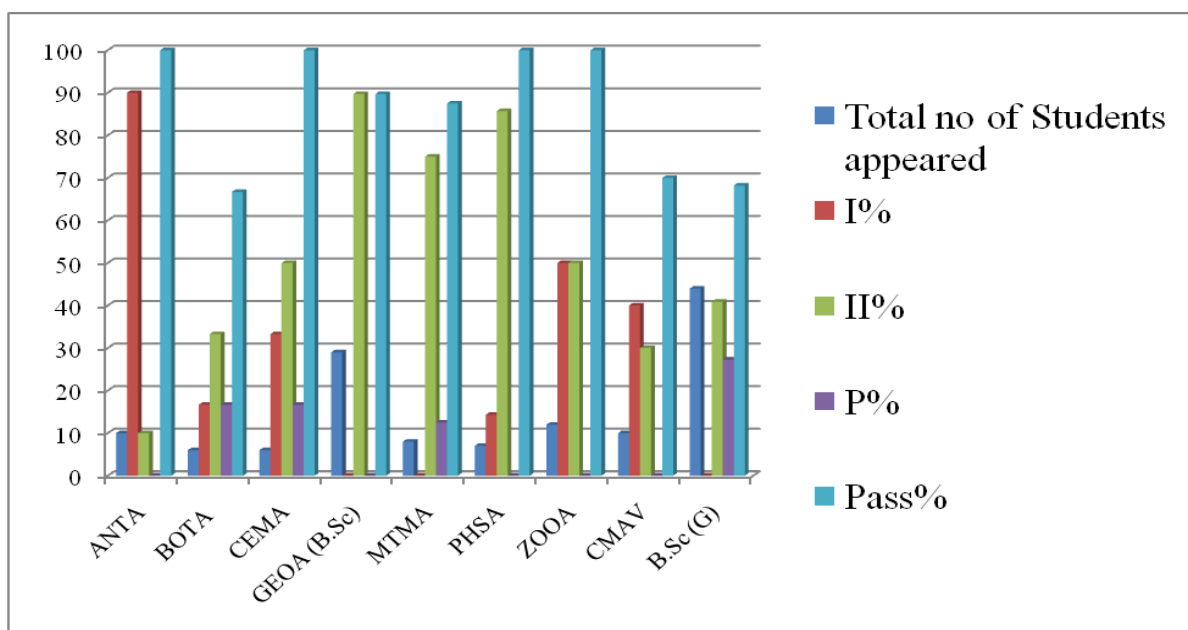
For the session 2014-15



For the session 2013-14



For the session 2014-15



6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

PROBLEMS ENCOUNTERED

- ❖ There are some problems in implementing this practice due to large number of vacancies. However, the institute has managed to recruit some of the good

teachers spending money from its fund, which is, however, far from actual requirement.

- ❖ The College being in the fringe area, most of the students come from poor background and so are not so proficient in English. This is a barrier for acquiring knowledge in the respective fields as almost all Honours subjects are taught in English language. In addition to this the reference books are also mostly available in English.
- ❖ Sometimes high cost is involved in executing research activities specifically concerning capital equipments. The College partially provides funds to implement the research practice to the possible extend. The institute also receives funds from outside agencies, which greatly helps in upgrading research laboratories and promoting this practice. But it is not sufficient.

RESOURCES REQUIRED

More financial support is required

- to employ efficient and effective faculty
- Enrichment of library
- Promotion of the scope of e-learning
- Development of infrastructure
- Importing updated technology etc.

7. NOTES

From the diagrams it is evident that the number of students acquiring first class in some science subjects has increased somewhat. However, the overall performance of the students is yet to improve.

Heads of departments are to be given explicit responsibilities for fostering quality teaching and learning and to ensure that their responsibilities are matched with the resources and the tools needed to deliver results. An environment is to be created where everyone (teacher, student, support staff, etc.) will be able to operate within a clearly identifiable structure. Attractive career paths are to be designed for the students, which will have definite impact on their performance.

8. CONTACT DETAILS

Name of the Principal: Dr. Urmila Ukil

The Principal,
Sarojini Naidu College for Women,
30, Jessore Road,
Dumdum,
Kolkata-700030

BEST PRACTICE – II

1. TITLE OF THE PRACTICE :

PLACEMENT OF STUDENTS

2. GOAL

- * To identify the placement needs of the region.
- * To find out the scope of the employability of the students at regional and National level.
- * To act as liaison agency between the recruiting organisations and the students.

3. CONTEXT

Employment for the students is of vital concern for the students as well as the society in general. The institution also strives for 100 % employability of its Students. Keeping in mind this objective, Placement cell has been established in the institution in the 2009-2010 academic session; all the staff members are directly or indirectly involved with the process.

4. PRACTICE

For the last six consecutive years, 'PLACEMENT CELL' is organising seminars/talks/workshops for job placements. This practice has successfully been instrumental in securing job placements for many students.

For grooming students for placement the College organizes Soft Skills Development Programmes in consultation with experts in this field. This includes an on –campus 80 – hour free training programme provided to the final year students by Tata Consultancy Services (TCS). In addition, the College organizes a Course (as horizontal support) on English Communication Skills and on Basic Computer Skills for the first year students. The English Communication Skills course nurtures negotiation skills and public speaking skills, while the course on Computer Applications instills in them confidence and practical skills. These help to foster in students leadership and team work.

For better placement the College has proceeded for interaction with some industrial sectors:

- The College has entered into a MoU with the Institute of Computer Engineers (India)
- The students in the Vocational Courses undergo a 4- week on-job training with media houses and service and retail industries

□ The College organizes an 80- hours on-campus training in Soft Skills Development and Corporate Etiquette by TCS where students gain placement through on-campus interviews

- ♣ Graduates getting jobs in schools
- ♣ Students getting placement through TCS

5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- ✓ Language Barrier
- ✓ Matching the market requirement with the qualifications and quality of the students
- ✓ Imbalance between Demand and Supply.
- ✓ We are still fumbling in the dark about more promising sectors that can employ more students
- ✓ The training procedure needs more extensive technical support.

RESOURCES REQUIRED

- ✓ ICT equipment for facilitating e-learning,
- ✓ Dedicated large rooms within the College premises for training related jobs.
- ✓ Adequate human resources

7. NOTES

More professional trainers and reputed employers are to be invited to groom our girls for better employment options. Extra care for our students in the form of pre and post placement counseling will have to be our moot point behind the selection of professional help.

8. CONTACT DETAILS

Name of the Principal: Dr. Urmila Ukil

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