



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SAROJINI NAIDU COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr. Urmila Ukil
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325592583
• Mobile no	9339491161
• Registered e-mail	ukilurmila@gmail.com
• Alternate e-mail	sarojininaiducollege@gmail.com
• Address	30, Jessore Road, Dum Dum
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700028
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	West Bengal State University																		
• Name of the IQAC Coordinator	Dr. Santwana Chakrabarti																		
• Phone No.	03325592583																		
• Alternate phone No.	03325291985																		
• Mobile	9874633280																		
• IQAC e-mail address	santwana1963@gmail.com																		
• Alternate Email address	sarojininaiducollege@gmail.com																		
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.sncwgs.ac.in/wp-content/uploads/2021/08/AQAR-2019-2020.pdf																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sncwgs.ac.in/academics/academic-calender/																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>81.90</td> <td>2006</td> <td>21/05/2006</td> <td>20/05/2011</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.89</td> <td>2016</td> <td>19/01/2016</td> <td>18/01/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	81.90	2006	21/05/2006	20/05/2011	Cycle 2	B	2.89	2016	19/01/2016	18/01/2021
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Cycle 1	B++	81.90	2006	21/05/2006	20/05/2011														
Cycle 2	B	2.89	2016	19/01/2016	18/01/2021														
6. Date of Establishment of IQAC	26/08/2009																		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Institutional</td> <td>RUSA 2.0 Fund</td> <td>Central Government</td> <td>2020-21</td> <td>5000000</td> </tr> <tr> <td>Faculty</td> <td>Research Fund</td> <td>SERB (DST, G.O.I)</td> <td>2020-21</td> <td>275000</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Institutional	RUSA 2.0 Fund	Central Government	2020-21	5000000	Faculty	Research Fund	SERB (DST, G.O.I)	2020-21	275000			
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Institutional	RUSA 2.0 Fund	Central Government	2020-21	5000000															
Faculty	Research Fund	SERB (DST, G.O.I)	2020-21	275000															
8. Whether composition of IQAC as per latest NAAC guidelines	Yes																		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> • IQAC encouraged departments to initiate certificate courses on related topics, so that students can earn extra credit on completion of such courses. 	
<ul style="list-style-type: none"> • IQAC urged the college authorities to arrange for wifi umbrella in all classrooms so that all classrooms may be ICT enabled. 	
<ul style="list-style-type: none"> • IQAC encouraged faculty members to enroll into faculty development programs so as to enhance the quality of teaching-learning process. 	
<ul style="list-style-type: none"> • IQAC encouraged all departments to organize webinars, both academic and issue based, so that the students can broaden their grasp on academic subjects as well as social awareness. 	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To improve the ICT enabling ability of the teaching and non-teaching staff.	Measures have been taken to introduce wifi facility in all the classes and departments.
To increase the number of classrooms and laboratories so	New classrooms and Laboratories have been built

as to cater for a greater number of students.	
To introduce M.Sc in Psychology.	M.Sc. in Psychology has been introduced.
To introduce on-line portal for student management system, in view of the pandemic situation.	on-line portal for students management system, has been introduced.
To organize awareness program for preventing COVID'19. • To enrol into the Google Workspace for institutional membership.	03 COVID awareness programme organised.
To enrol into the Google workspace for institutional membership.	College has enrolled itself into the Google Work Space for Institutional membership.
To enrol all faculty members in G-suite and train them to use it.	Many faculty members have been trained in G-Suite and are using the same.
To hold online classes and online internal examination for all students.	Online classes and online examinations have been conducted due to the pandemic situation
To hold online classes and online internal examination for all students.	Online classes and online examinations have been conducted due to the pandemic situation
To organise national and international webinars on quality related issues.	5 no of National and 5 no of International conferences have been organised.
To improve collaborative programs with the colleges who have MOU with us.	The college has undertaken various collaborative activities with sveral institutions.
To organize online training and placement programs with different agencies.	Placement cell has organised a number of online training and career counselling programmes along with other organisations.
To introduce Certificate Course in Yoga in collaboration with Shivananda Health Society.	Could not be introduced as all gymnasiums were closed by Govt. orders due to covid
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Sarojini Naidu College for Women Governing Body	16/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	02/02/2022

Extended Profile**1. Programme**

1.1	1217
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2139
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1601
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	715
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		77
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		79
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		80
Total number of Classrooms and Seminar halls		
4.2		278.05797
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		118
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The college has gradually expanded its domain by introducing PG courses, Career Oriented Courses, relevant Diploma courses etc over the last few years. CBCS system was successfully implemented as well as internal evaluation, online feeding of marks etc. and all UG/PG</p>		

courses are running under this system. While revision and upgradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. The college plays vital role in curriculum designing as faculty members of some departments are members of Board of Studies actively engaged in syllabus revision, curriculum updating etc. Due to the Covid situation, online orientation of the students was held from the Principal's desk, as well as from all departmental platforms. Timetable is prepared strictly in accordance with the guidelines of the University, Curriculum and faculty load is maintained as per the University credits. All classes and internal assessments were held online and doubt clearing classes were held for weak students. Webinars were held on different subjects and teachers were encouraged to attend international and national workshops, conferences, faculty development program etc. as well as to undertake research projects. E-books on all subjects were available to all students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/BOS-members_1.xlsx

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college is affiliated to the West Bengal State University and follows the evaluation scheme designed by the University. During the Lockdown following Covid-19 Pandemic, Online Assignments were taken from the students. It is worth reporting that despite the several problems that some of the students faced with regard to WiFi or internet connection or not having Laptops, the submission of assignments was almost cent percent. The college adheres to the factor of student attendance in all assessments, which serves as an incentive for regularity and academic discipline. The specific methods of assessment varies from subject to subject according to the recommendations of the respective board of studies of the affiliating University but the methods include performances in regular assignments, class tests, seminar presentations, projects, viva etc. The performance of the students are closely monitored by the departmental teachers and internal marks are uploaded in student management system portal and the marks awarded in continuous internal evaluation (assessment) are being shown on the marks

transcript, along with the candidate's performance in end-semester examination to determine the grade and grade point in each respective course (paper).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sncwgs.ac.in/academics/academic-calender/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

55

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1110

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Sarojini Naidu College for Women has actively tried to integrate issues relevant to Gender, Environment and sustainability, Human Values, Gender and Professional Ethics in the curriculum.

In order to sensitize students about the environment and sustainability issues, a number of programs have been organized. A

webinar on climate change has been held. Environment Day is celebrated every year on 5th June, as well as 'Aranya Saptaha' and World Nature Conservation Day. In the U.G. syllabus there is a mandatory paper on the Environment.

Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Some Departments, e.g. English, Political Science have gender studies in their syllabus. Events such as quizzes and debates are held in order to make students aware about gender equality.

To inculcate values and ethics and make students socially responsible, the college encourages students to enroll as NSS or NCC volunteers. Debates are also held to make students aware about social issues. The Departments of Sanskrit and Philosophy have courses to inculcate ethical and human values in students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
156	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	http://www.sncwgs.ac.in/academics/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.sncwgs.ac.in/academics/feedback/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of students admitted during the year	
906	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
202	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The admission to the college is based on class XII scores, where students are counseled to choose subjects according to their preferences. Due to the pandemic situation, departments have organized online orientation sessions for the newly admitted students to guide them on various curricular and co-curricular activities while following Continuous Internal Assessment to examine the progress of teaching-learning practices. After the college opened in third week of November, 2021, blended mode of teaching-learning process has been introduced. During lock down period students are provided with detailed study materials, like e-journals and e-books through N-LIST, NDL (National Digital Library, E-books, PPTs, National and International Journals etc. Assessments are done both in online and off-line mode. The students have easy access to the library and can handle the catalogue of the books online and check the availability at their convenience. Apart from organizing various extra-curricular activities like, Group discussion, Quiz, Language games, Poster presentations, Seminars, Webinars, Essay competitions which boost students' interest, Tutorial and doubt-clearing classes are regularly offered to solve the syllabus-</p>	

oriented problems. Almost all the departments have arranged special classes for the slow learners which helped them to enhance their grade points in the end semester examination. The institution has arranged Extension lectures by experts on intellectual strength, stress management etc., training in soft skills and communicative approaches to increase their vocational capability in global scenario along with providing free coaching for competitive examinations and various online Certification Courses.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/Notice-for-slow-learner.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2139	139

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To make the teaching-learning process more effective, the institute provides innovative student centric methods such as Workshops, Seminars, Virtual Lab, Video Demonstration, Extension lectures, Google Classroom, Project-based learning, Poster presentation etc. to encourage Participative, Problem solving and Experiential learning. Different academic committees provide academic information such as timetable, examination schedule in advance so that the students could plan their study and examination. To promote fundamental understanding of concepts and research orientation, special lectures/seminars are organized frequently. Due to Pandemic situation, field visit/ industrial visit could not be arranged. Project work is assigned in some practical subjects to encourage teamwork and participative learning. On the other hand, publication of Newsletters and Magazines by the Library and various Departments enhance the creative potentials of the students as well as the

faculty members. Students can easily access textbooks and reference materials from both central and departmental libraries and use e-resources through the OPAC URL, N-LIST, NDL (National Digital Library) The Placement Cell trains the students in securing successful positions in job market that provide them an opportunity to learn as they work. Different problem-solving methodologies are adopted to provide academic, personal, and psycho-socio guidance to the students and compassionately deals with their grievances.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/02/Best-Open-Access-Resources.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

This Institution is providing the best possible infrastructure and teaching-learning equipments to enhance the academic excellence. Teachers have the knowledge and skills to use the ICT Enabled Classrooms, fully equipped with Desktops, Laptops, and Projectors for advance e-learning process. The Seminar Halls, Auditorium, where special lectures, technical talks are arranged, are also fully equipped with ICT facilities. The laboratories are well equipped and updated with advancesoftware. During pandemic situation teachers had started taking lectures online on virtual platform. Different departments have organized Webinars, workshops, and Lecture series where eminent academicians, doctors, and psychiatrists joined the students via online platforms to help them to cope up with this crisis.

For better communication with the students and for better understanding, teachers make and present PowerPoint presentations in the Google classrooms and other online platforms. Besides using the e-books in the e-classrooms, educational podcasts and YouTube videos are also used to make lectures more inducing and engrossing. After the Pandemic scenario, to continue with the blending mode of teaching-learning, the entire college is equipped with Wi-Fi connection. Faculties and students are enrolled for E-Learning courses like NPTEL and SWAYAM, N-LIST, NDL (National Digital Library), to cope with updated technologies.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

124

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

77

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

45

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

993

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The students' academic performance is evaluated throughout the session using monthly tests, snap tests, assignments, projects, presentations, departmental lectures. A portion of the internal marks is allotted for regular attendance of the students. For Mid Semester Tests, evaluated answer sheets are given to the students in classes for the spot discussion of their performance and Remedial tests are conducted if required. In each paper 25% marks are awarded through internal assessment and remaining 75% by University appointed examiners based on semester-end examinations. Students require minimum 75% attendance in each paper as well as laboratory work, seminars etc., any deficiency being condoned by the principal for special reasons following relevant ordinances on the subject. The Principal holds special meetings with the Headsof all the Departments on their respective results. Curriculum of some courses allow skill enhancement through Practical Sessions. Disciplines like Commerce, Computer Applications, Economics and Mathematics have Practical Components in their Curriculum which focus on problem solving skills using ICT techniques and Software.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/03/2.5.1-Class-Material.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College adheres to all guidelines of the University. At the end of each semester, there is a final examination which is uniformly conducted for students across all the constituent colleges of affiliating University. The final examination for each paper has 75% weightage of overall assessment and the remaining 25% constitute internal assessment marks. The College has an Examination Committee which handles various aspects related to examinations such as proper sitting arrangement, distribution of question paper etc. Examinations are conducted in a fair manner pre-empting as far as possible student grievances. The internal assessment is calculated based on class tests, practical examination, viva-voce, classroom response, assignments etc. Marks awarded by individual teachers are uploaded in the college portal by their user ID and password. The entries on the system are cross verified. When a student conveys her grievance regarding question paper or the score, the concerned faculty discusses the question paper along with the answers in a time bound and transparent manner keeping in mind the welfare of students.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/03/2.5.1-Internal-Assessment-Examination Question-Paper-Submission.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution has the overall objective of developing advanced order decisive judgments, leadership qualities and social conscientiousness among students to make them responsible and good citizens. Learning outcomes express the over-all comprehension of the subject, specific skill set, and their application in practical

fields because of completing their courses. The teachers regularly attend different program to keep on updating and enrich themselves regarding academic issues, students' placement related matters and extra-curricular activities. The Institution regularly monitors the development and performance of the students through the Class test, Assignments. The learning outcomes of the courses are highlighted at the outset in the College Prospectus and in the orientation program, the course structure was being introduced to the students. The college follows the University guidelines regarding the matter of admission, internal and end semester examinations and marks uploading. There are some organizations like NSS, NCC which encourage students to meet their social responsibilities. Certificate courses in Self-defense help them acquire physical and mental fitness and organizing different events develop responsibility, values, and organizational skill among the students. The PG departments encourage them to take up interest in research oriented academic matters. Various course specific activities and courses enable students to work towards achieving course ideals.

Course outcomes of different courses are calculated with technical help from e-Pathsala portal of Campus Technology.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.sncwgs.ac.in/academics/course-outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college offers various programs with clearly defined outcomes. Program specific outcomes and course outcomes are correlated by regular collection of data and evaluation of course learning outcome.

Each department has its own methodology of internal assessment to assess the attainment level by specific method. The IQAC regularly monitors the attainment level for every course, and, if the attainment level of any course is not satisfactory, it advises the

department to take specific measures, such as conducting remedial classes, tutorial classes, additional assignments. The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in summative and formative assessments in the courses. The summative assessment is made through the semester examination of the affiliating university, and counts 2/3rd of the assessment in a course. The other 1/3rd of weightage for internal assessment is used not only for the formative assessment of the student, but also for assessment of the course outcome. Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/ATTAINMENT-of-Course-Outcome.xlsx

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

666

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.sncwgs.ac.in/result-2020-21/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.sncwgs.ac.in/academics/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
5.39942	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
3	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
01	

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- Department of Physics has designed some virtual experiments of paper PHSACOR03P and PHSGCOR02P so that during pandemic students can get introductory knowledge on those. The designed experiments have been uploaded in the college website to make those available to all willing students and thus created a knowledge base for undergraduate students to have an idea about experiments in Physics Laboratories.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sncwgs.ac.in/guidelines/physics/virtual-lab-on-electricity-magnetism/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
00	
File Description	Documents
URL to the research page on HEI website	1. http://www.sncwgs.ac.in/departments/natural-sciences/mathematics/dr-krishnapada-das/ 2. http://www.sncwgs.ac.in/departments/social-sciences/psychology/dr-suchismita-sinha/ 3. http://www.sncwgs.ac.in/departments/language-and-literature/english/dr-jaydeep-rishi/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
13	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
12	

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has got its rich heritage of nurturing the habit of rendering service to the local and national community. The faculty members and Non-teaching Staff of the college extended their help to the State and Central Government in their fight against Covid'19 by donating their One Day Salary to the Chief Minister's Relief Fund and PM Care Fund. All the outreach activities are aimed to improve the holistic personality of the students. The various activities are planned and implemented through the National Service Scheme (NSS) of the college. The interactions and exchange of goodwill of the people provide the students a sense of sympathy and empathy. The college efficiently works towards the development of the students in an academic context and also gives equal importance to these outreach activities. These training, exposure and involvement of students have provided them the experience of social living.

NSS activities include functional literacy and non-formal education, tree plantation, participation in Republic day parade, health education and primary health care, first aid awareness, blood donation, AIDS awareness, disaster management (cyclones, floods), women empowerment, road safety, plastic eradication, and celebration of days of national importance and so on. However, due to Covid situation, outdoor activities were restricted, therefore, only a few NSS volunteers could take part in preparing relief materials for the 'Amphan' affected people of North 24 Parganas. The NSS unit organized online campaign on "AIDS Awareness".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

02

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

25

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

05

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Sarojini Naidu College for Women was established in 1956 to ensure quality education for the young women of India, to create a great workforce for the newly independent country. During the last sixty two years, our college has expanded both quantitatively and qualitatively as also vertically and horizontally.

At present, there are thirty one programs going on in the college; three of them P.G programs. Thus, the physical infrastructure has grown to a significant amount, as well as the quality of education, which has changed for the better with the help of technology.

This year, we have tried to use ICT in all the classrooms and 65 classrooms have been made ICT enabled. Of these 35 are smart classrooms. There are 21 laboratories and 99 computers used for teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sncwgs.ac.in/facilities/ict-for-teaching-learning/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution endeavours to create a new generation of enlightened citizens who are physically strong and mentally alert. In order to do that, the institution has created facilities for extra-curricular activities, such as cultural activities, sports, indoor and outdoor games like basket-ball, kabaddi, table tennis, badminton etc.

The students and staff observe important National and International days with cultural programs and lectures. Also, cultural competitions are held, where students participate in singing, recitation, quiz etc. There is a gymnasium in the college where students participate in physical exercise.

The college runs two certificate courses in Yoga and Physiotherapy. During the pandemic, theoretical classes were held online whereas some practical classes were held physically, keeping safe distance.

International Yoga Day was observed in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**69**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****115.34908**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central library of Sarojini Naidu College for Women provides a base for knowledge dissemination within the institution.

Name of the ILMS Software: Koha

Year of Automation:

Local hosting: 2015

Cloud hosting: 2017

Koha Version: 21.05.07.000 (at present). See about koha on sncw-opac.l2c2.co.in.

Nature of Automation:

The library uses the ILMS Koha. As koha is hosted in the cloud server so regular update of koha is automatically done with the arrival of new version of koha.

The library is partially automated and it uses different module of Koha for utmost utilization of the resources.

Acquisition of resources is done by the traditional way of system. Koha module is used at next step.

"Cataloguing" module of Koha is used to process books and to generate their searchable bibliographic record.

The records of the new users are registered through the "Patron" module of Koha.

Patron category is defined and all patrons are included in the Koha for circulation of books.

Circulation is done by scanning the barcode of the book.

The "Reports" module of Koha is being used to gain general and specific data regarding library services.

Library uses "Authorities", "Tools" and "Koha administration" module to customize different parameters and functions of the ILMS.

Online Public Access Catalogue (OPAC): Previously (from the year 2015 to the year 2017) Koha had been installed in a local server. At that time users can access the database from any terminals present in the institution. At that time LAN connections was there. So, users can get access to the local server from and within the LAN connection of this Sarojini Naidu College for Women. After that when cloud hosting had been completed then users can access the database from anywhere at any time. Now Our OPAC is available at 24*7 modes.

The OPAC address is "sncw-opac.l2c2.co.in".

Single window search facility: Our users can search the OPAC and can access different resources from a single window interface. Users can see Library rules, Facilities, Photo gallery from "About the Library" tab. Users can see the members of the Library and contact numbers from "The People" tab. Users can access National Digital Library(NDL), Shodhganga ETD, Swayam Learning Platform, DOAJ open access Journals, DOAB open access e-books from the tab named "Learning Resources". Users can access N-List, Question bank, Open source ebook, Open sources ejournals, Open sources ETD from the tab named "E-Resources". Users can access West Bengal State University website from the tab named "useful Link". Users can see the pictures of virtual programs conducted by the Library in the tab "Programme". The link is "sncw-opac.l2c2.co.in".

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sncw-opac.l2c2.co.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.65470

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has a very robust and updated IT facility that is comprehensive as well as secure. The college has expanded as well as upgraded its IT infrastructure within the last five years. Some of the initiatives taken are tabulated below.

LAN Infrastructure details and update history:

The Institution had one broadband Service in 2016. Since 2020 it has four different broadband services, distributed to all rooms of 6 buildings located inside the campus, through 28 High speed (1000Mbps) Wi-fi routers and 4 different 24 port GIGA Switches. Detail specification of the broadband connections are provided in 4.3.3.

Institutional funding is being made available for renewing the Broadband services on a monthly basis.

IT Infrastructure detail and update history:

The institution had engaged CoSMat Software Development & Consultancy Services to build and maintain a tailor-made Software package for smooth operation of academic, administrative and financial tasks in 2019. CoSMAT has developed CLERK (College Logistics Expert Record Keeper) for the institute.

The CLERK software is compatible on WINDOWS OS (both WIN8 and WIN10). At the beginning, CLERK was a server-based software, but with time need of a web-based version of the software has grown exponentially. Therefore, we engaged Skill Hut to develop a web interface for the CLERK software. In early 2020, Skill Hut developed sncwgsportal.in, the web interface of the CLERK software.

Apart from CLERK, some departments also use specialized softwares for academic purposes, details of which are given below.

DEPARTMENT

OS USED BY THE

DEPARTMENT

APPLICATION SOFTWARE

USED

TEACHING

SOFTWARE

BIOINFORMATICS

SOFTWARE

PROGRAMMING SOFTWARE

STATISTICAL

SOFTWARE

OTHERS

Library

BOTH

OTHERS

No

No

No

No

KOHA software. Open source integrated Library Management software.

Computer Science

BOTH

PROGRAMMING SOFTWARE

NS2, 8086EMU

Codeblocks, Python, R, Oracle, Java

R, Weka

Microsoft Office

Computer Application

BOTH

PROGRAMMING SOFTWARE

NS2

Codeblocks, Python, R, Oracle, JAVA

R, Weka

Microsoft office, Blender

Note: The KOHA software is also updated from a server-based version to web-based version in 2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/

4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

162.70889

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has developed a maintenance system for its physical and academic infrastructure. The maintenance of common infrastructure including Civil, Water, Electricity, Plumbing, Power back up and Computers are under the charge of the college caretaker, who works under the direct supervision of the Infrastructure Committee and the Bursar.

An independent IT Committee maintains the IT resources. Annual Maintenance Contracts with IT products' suppliers are made for ICT based instrumentation, hardware and software. The computers, Wi-Fi facilities in classrooms, LAN connection are maintained and upgraded time to time by a team of experts with the help of AMC bound personals.

Annual Maintenance Contracts are also made for biomedical equipments and other gadgets as also for basic physical facilities like water purifiers, fire extinguishers etc.

The Library Committee keeps track of the safety and other maintenance issues of College Library. A yearly book audit is conducted across all departments. The departmental libraries are maintained by departments themselves.

The different instruments in some departments are maintained through annual maintenance contracts with proper service providers. Maintenance records are maintained by the respective departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

404

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2139

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.sncwgs.ac.in/capacity-building-and-skills-enhancement-initiatives-taken-by-the-institution-include-the-following/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

290

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

290

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>B. Any 3 of the above</p>
--	-------------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

270

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

05

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

AS per the order of the government of West Bengal, like other government affiliated /sponsored colleges in the state the election of student Union is also closed in our college. It was not possible to form a new student council as no official guidelines were issued. In this situation the principal has selected the students from each department of the college and with the help of a teacher representative has successfully organized the activities of the students' body such as Freshers Welcome, Basanto Utsav, Saraswati Puja etc. There's a student representative in administrative bodies like IQAC and Governing Body. As the election for students' body is withheld, there is no students' representative in the college Governing Body and Academic Subcommittee at present. Online cultural competition like singing, recitastion, essay writing, poster making, quiz etc. were organised, where thew student representatives participated as facilitators with all gusto.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/profile/sub-committee/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

06

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Due to the pandemic situation alumni association of this college couldn't meet frequently . However the following events were taken up by the members of the alumni association.

- Ex students of the college united to celebrate the college foundation day on 14th August 2020 through an online program..
- One day State level webinar on'Overcoming pandemic Depression ' organized by Alumni association in collaboration with Department of Psychology on 25th November ,2020 at 3p.m.
- Members of Alumni Association extended their help for sending relief materials to the Amphan affected people of North 24 Parganas.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/16556_158_385.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Founded on the 14th of August 1956 as a college dedicated to the rehabilitation of refugees, Sarojini Naidu College for Women is one of the premier institutions for women's education in the northern suburbs of Calcutta. Apart from Honours and General courses in Arts, Commerce, Science and Management streams, the college also currently provides Post Graduate courses in three subjects.

Vision:

To stand out as a pioneering institute for women in West Bengal by emphasising on teaching-learning, training, research and other academic and co-curricular activities through innovation, diversity and flexibility.

Mission:

Empowerment of all sections of women through value-based education.

Perspective Plan:

For the next five years the mission of the college is to further upgrade the infrastructure of the college as well as invigorate the existing skill/value added courses, basic arts and sciences and introduce additional, more innovative, inter-disciplinary programmes/courses including PG courses.

The vision of the college is to produce highly competent, environmentally and socially committed individuals with enhanced employability skills.

Governance:

The governance of the college is driven by well-written policy on admission, teaching, Learning and evaluation. The Principal, the Governing Body, the IQAC, Teachers' Council and other committees are responsible for the daily functioning of the College.

The Governing Body, consisting of representatives of the Government, University, Teaching Staff, Non-teaching Staff and the students provides the leadership in the Governance of the college. The Academic Council and the Finance Committee are involved in the academic and financial decision-making processes. The Principal acts as the executive head.

The IQAC looks after quality enhancement and provides the blueprint for holistic education of the students. The Teachers' Councils and the various sub-committees are involved in the ground level implementation of the plans and programs envisioned at the higher levels.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/02/organogram-1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The Principal is the administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, the management is greatly decentralized. Periodical meetings of the constituted committees are held to plan, execute, monitor and evaluate the activities of the current semester and for the coming one as well.
- A periodical review of syllabus and curriculum is regularly done for each discipline and department to update and deliver quality education to the students. The IQAC along with the Academic Council monitors the teaching and learning process of the college. These bodies are also involved in looking after the infrastructural needs of the various departments.

- At the Departmental level the Head of the Department regularly monitors the teaching learning process. Departmental meetings are held from time to time for smooth coordination of the functioning of the department. The HOD also addresses the problems and the grievances of the students and refers them to the appropriate forum, whenever necessary.
- Staff members hold various administrative positions like Bursar, HoDs, Coordinators, Members of Governing Body, IQAC, Academic Sub Committee, Finance Committee, ICC and various other subcommittees. The staff of the college are therefore involved in the decision-making process over various platforms. Moreover, staff members are also free to directly approach the authorities with their ideas or may express them at the level of Teachers' Council or Non-Teaching Staff Council.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/profile/iqac/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since its inception in 1956, Sarojini Naidu College for Women has grown in leaps and bounds in all aspects of education. "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the Management has adopted a "student-centric approach". The Management has taken the following efforts to improve facilities which would bring all round development of students and ensure their success:

- Student intake in a few programs has been increased.
- Staff intake has also increased as per requirement.
- Infrastructure, in terms of classrooms has been enhanced. Laboratory infrastructure has been upgraded with respect to number of computers and software packages.
- All college buildings and college hostel are wi-fi enabled.
- Website has been updated.
- Library resources, both physical and online, have been steadily growing. Reading room facilities have also been added.

- Examination system is transparent.
- Various Certificate courses are offered to the students. Students can choose courses as per their area of interest.
- In order to make them employable, various skill enhancement and career guidance activities are organised.
- In the area of Sports, the students are offered all possible support to participate in various games at District, State and National levels.
- The College organizes activities which offer ample scope to inculcate the sense of social responsibility among students.

Keeping to the need of the time, the college is embracing newer technologies for managerial and teaching practices. The college is using tailor made software for admission, student management, examination management, Library management, accounts management etc. The college is heavily investing to develop the infrastructure facilities for encouraging ICT enabled teaching.

Plan:

- To develop software for Staff management.
- Expansion of physical infrastructure to allow horizontal and vertical expansion of courses.
- To develop blended mode of teaching.
- Enhancement of ICT facilities in the college.
- To develop a digital library to store the e-resources created by the faculty.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sncwgs.ac.in/profile/vision-mission-and-strategic-plan/
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Sarojini Naidu College for Women is a West Bengal Government sponsored college affiliated under West Bengal State University. The college, therefore, abides by the administrative guidelines and policies provided by the Ministry of Higher Education, Government of West Bengal, West Bengal Higher Education Council, West Bengal State University and the University Grants Commission.

The Principal acts as the executive head of the college and is responsible for day to day functioning of the college.

The Governing Body grants approval and ratifies the policy decisions of the college, approves budgets for administrative, academic, infrastructural and research activities, ratifies appointments and promotions of the staff members, submits proposal to start new programs and so on.

The Internal Quality Assurance Cell (IQAC) provides proposals for holistic development of the college. It is actively engaged in documentation of various activities of the college, administration of feedback mechanisms from various quarters, organization of workshops, seminars, staff development programs, collaboration with other institutions and so on.

Various committees like Academic subcommittee, Finance committee, Internal Compliance Committee, Placement Cell, Teachers' Council, Examination committee, Admission Committee, Library Committee, Anti-ragging committee, Games and Sports Committee, Cultural Committee, Website Committee, ICT committee, Magazine Committee, IT Committee, PF committee, Canteen committee etc. greatly contribute to the administrative setup.

All full-time faculty including the Principal are appointed on the recommendation of West Bengal College Service Commission. Their terms of eligibility and promotion are as per the norms set by UGC. State approved contractual teachers and non-teaching staff members are appointed as per the norms of the Ministry of Higher Education, Government of West Bengal. The Service rules framed by the Ministry of Higher Education, Government of West Bengal govern all staff members.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/profile/sub-committee/
Link to Organogram of the institution webpage	http://www.sncwgs.ac.in/wp-content/uploads/2022/02/organogram-1.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has effective welfare measures for teaching and non-teaching staff

Response:

Leave Benefits (As per WB Govt. rules)

- 14 days of casual leaves are provided to both teaching and non-teaching staff. Another 15/30 Earned Leaves are provided to teaching staff.
- 30 half-pay leave can be availed by the permanent teaching staff after completing one year of service. Commuted leave not exceeding half the amount of half pay leave is granted on the basis of medical certificate. Non-teaching staff is allotted

10 half-pay leave in the month of January and 10 half-pay leave in July.

- Duty leaves of maximum 30 days to the teaching staff are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules. Nonteaching staff is also given duty leave.
- Female teaching and non-teaching staff can avail a Maternity Leave of 180 days as per Government rules.
- Male teaching and non-teaching staff can avail Paternity Leave of 15 days.
- Female teaching staff can avail Child Care Leave of 730 days.
- Leave given to teaching staff to participate and present papers and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP,etc.

Retirement Benefits (As per the WB Govt. Rules)

- GPF (General Provident Fund) which allows Pension to employees after superannuation.
- Gratuity
- Encashment of Earned Leave
- Pension benefit is provided to all fulltime staff

Medical Benefits

- Staff members can avail Medical reimbursement under either West Bengal Health Scheme or SwasthaSathi Scheme or enjoy Medical Allowance.
- Basic first aid is available for everyone in the college
- Health related seminars are conducted from time to time for awareness of the staff members.
- Group Medical Insurance is provided for the non-teaching staff, as well as for students and faculty members participating in Educational Excursion/Field work.

Loan Benefits

- The non-teaching staff can avail Loan facilities from college fund in case of dire financial crisis.

Faculty Development Programmes

- Teachers are encouraged to participate in Refresher Courses/ Orientation Programmes/ Short Term Courses for professional development.

- Seed money is provided to the faculties for attending and presenting papers in seminars and workshops.
- Computer Training Courses are provided for non-teaching staff in collaboration with Institute of Engineers to help them hone their e-skills.

Support Facilities

- Staff & Student Canteen
- Internal Complaints Committee
- Parking facilities for both teaching and non-teaching staff.
- Clean drinking water facilities.
- Bank facilities
- Ramp facilities for differently abled.

ICT Facilities

- The College is fully Wi-Fi enabled.
- Laptop/Desktop facilities are provided in the departments.

Recreational Activities for Physical and Emotional Wellbeing

- One-day annual excursion for both teaching and non-teaching staff.
- Both teaching and non-teaching staff participate in Annual Sports.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institutions Performance Appraisal System for teaching and non-teaching staff

Teacher's Self-Appraisal

The teachers of the college are required to maintain a self-appraisal diary, where they duly note about the classes allotted and taken by them, administrative work performed by them and their research and publication details.

The self-appraisal diary is validated by the IQAC coordinator or the Principal after due diligence.

This record is again validated by Government and University experts during promotion of the concerned teacher.

Non -teaching Staff's Self-Appraisal

Like the teachers, the non-teaching staff of the college too are expected to maintain a self-appraisal diary, where they note about the duties being allotted and performed daily.

Departmental review

The departments meet often to look into the progress and problems faced in the teaching learning and evaluation process. The Head of the Department ensures that the syllabus is completed in time and makes necessary adjustments if necessary. The departmental Heads also collate all the academic data related to the concerned

department.

Academic and Administrative audit

The IQAC carries on Academic and Administrative audit annually. External experts are appointed, who goes through and verifies the data provided by the departments and the office. Audit reports are generated with a focus on future scope for improvements at the individual and collective level.

Appraisal by Students

Students are also encouraged to evaluate the teaching learning process, library facilities, placement and skill development facilities, infrastructural facilities, co-curricular activities, cooperation from office and so on annually. The evaluations made by the students are tabulated, lacunae are identified, and appropriate measures are taken to resolve the issues.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/academics/code-of-conduct/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly

Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows.

Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- At the initial stage, the Head of the Department or any other teacher from the department certifies that the material has

actually been delivered or the service has actually been provided. For office purchases this certification is done by a responsible office staff or a member of the Finance Committee. This is again scrutinized by the Accountant, Bursar and the Principal for clarity, authenticity, transparency and financial accuracy.

- Income/Expenditure is closely monitored by the Bursar, the Principal and the Accountant.
- Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.
- For the grants received from the UGC, West Bengal Government or other sources utilization certificates are prepared according to the allowed expenditure under various heads.
- The Utilisation Grant Certificates are duly submitted to the concerned agency.

External Audit:

- The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College on the recommendation of the Higher Education Department, Government of West Bengal. The college has no say in appointing the auditor.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- Accession Register, Dead Stock Registers/Purchase Registers are physically checked.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the external auditor.
- The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/16556_170_416.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**25000**

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sarojini Naidu College for Women maintains and follows a well-planned process for the mobilization of funds and resources. The main source of funds is the grants obtained from the government. Further resources are obtained from the fees paid by students.

Other Sources of Funds

- Rents paid by Bank and ATM in the college premises.
- Running of self-financed courses in collaboration with other institutes/ organizations.
- Running a centre of Netaji Subhas Open University.
- College acting as centre for external Examinations on Sundays.
- Funds from private, corporate organizations, Alumni association and individuals.
- Bank interest for Fixed Deposits.

Utilization of Funds

- Maintenance and Purchase
- Infrastructure Development
- Concession/ Scholarship to the students.
- Skill Development of Staff
- Institutional Social Responsibility
- Students' Welfare.
- Staff Welfare
- Payment for Management Approved Contractual Staff.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/16556_172_421.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Sarojini Naidu College for Women has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college.

Some of the major functions of IQAC to institutionalize initiatives that can assure quality in various aspects of the institution include:

- Documentation of various programs and activities of the college in order to prepare reports that are required for ranking, accreditation processes, and for submission to various Government and Non-Government agencies.
- Administering the feedback mechanism to obtain feedback from students, faculty and other stakeholders of the college.
- Organizing inter and intra-institutional workshops, seminars and conferences on quality related themes and promotion of quality culture.
- Encouraging the institution and its departments to enter into collaboration or to sign MoUs with other Higher Educational institutions, including foreign Universities for faculty exchange program, research activities etc.
- Opening of skill-based certificate courses to make the students more employable.
- Encouraging the institution to be more eco-friendly.

Two of the major institutional initiatives include:

Academic Initiative:

The IQAC has made the following initiatives relating to the academic atmosphere of the college:

1. The college offers 1221 courses under 55 programs spanning across the disciplines of Humanities, Social Science, Science, Commerce and Management at Under Graduate and Post Graduate levels. The large number of courses help the students who come from diverse backgrounds and objectives.
2. As an academic initiative the college has obtained affiliation for Psychology Post Graduate Course (both M.A. and M.Sc.) from West Bengal State University. The college plans to open the course from the academic year 2021-22 after augmenting the infrastructural facilities and increasing the number of teaching staff.
3. The IQAC also encouraged the faculty across all disciplines to take online classes and it proved to be quite a success.

Ecological measures:

The college located in the heart of the growing metropolis enjoys a pristine atmosphere. However, with rising pollution the college in its own way has taken steps to reduce its carbon footprint. The IQAC has institutionalised some of the ecological measures to protect the environment.

- Green audit is done annually by a competent external authority.
- Solar panels have been installed to generate a part of the electric consumption. At present about 30% of the entire electric consumption is sourced from solar energy.
- Rainwater harvesting is practised for watering the gardens during the dry seasons.
- Compost is produced using the kitchen waste from the college canteen and hostel.
- Tree plantation programs are carried out inside and outside the college campus.
- "Eco Club" has been established encouraging the students to become more eco-conscious and become "green fighters".
- Environmental Studies is a part of the curricula of the college.
- The entire college has been declared as a no-plastic and no-tobacco zone.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/16556_173_423.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC functions as the coordinating and facilitating organ among various wings of the college. In the process of quality initiatives, IQAC greatly contributes to the improvement, enhancement and further development of the teaching learning process. Regular academic audits and student feedback helps the college to assure quality and excellence.

The IQAC also envisions greater integration of teaching, infrastructure and technology for the smooth functioning of the academic process.

Due to the pandemic situation the year 2020-21 proved to be a challenging one. The IQAC responded to the crisis and took these immediate measures:

The entire student database, which was preserved in a local server, was transformed into a web based one. Students can now pay their fees, make subject choices online. The teachers can also record the marks of the students online.

The teachers were encouraged to immediately shift their classes into online mode. The teachers have mostly provided materials through Google classroom and taken their classes using Google meet.

The examinations were also conducted online.

Teachers, who were not tech savvy, were encouraged to learn from their peers. Instead of large scale programs, this was done on a one to one basis so as to allow the teachers to learn according to their needs at their own pace.

File Description	Documents
Paste link for additional information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/16556_174_425.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sncwgs.ac.in/profile/iqac/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

"Gender Equity' is a living subject among the students and faculty members of the college which is a regular part of the curriculum in quite a few of the courses imparted by the humanities departments.

Gender equity is practised through different measures taken up by the college authority.

Safety & Security Measures: CCTV cameras are installed at every floor of the administrative building and other strategic points. There is a security guard at the gate and student ID is compulsory

for entry in the college. Visitors have to sign a log book kept at the main entrance. The hostel building is also under strict surveillance.

Internal Complaint Committee looks into any incident of ragging or any form of sexual harassment.

Counseling: Career Counseling by the Placement Cell and psychological counseling by the faculty members of department of Psychology are regularly done to make our students self-dependent and mentally strong.

Self-defence training and Yoga training are conducted to make the students strong and self empowered.

Each year International Women's Day is celebrated in our college through seminars and other programs. However, due to Covid situation, an online program was organized on 8th March, 2021 to uphold the theme of International Women's Day of 2021: "Women in Leadership: Achieving an equal future in a Covid-19 world on the way to the Generation Equality Forum".

File Description	Documents
Annual gender sensitization action plan	http://www.sncwgs.ac.in/gender-sensitization-action-plan/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.sncwgs.ac.in/criterion-7-1-1-safety-and-security/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college campus has partial solid waste management facilities where the biodegradable portion of the solid waste (mainly the staff quarters and dry leaves and fruits) is collected separately and transferred into a constructed compost pit within the college campus. The college authority has kept aside the solid waste for the construction of lanes. Plastic waste and chemical wastes are collected by the municipality and finally disposed of at the municipal waste disposal site.

There is no bio-medical waste.

The college has an agreement with a private concern, which collects and disposes the E-waste.

Waste recycling system: The second approach of waste recycling is to use empty plastic bottles for plantation of saplings in growing seasons. The empty plastic bottles are used as flower pots or planters. The students of the college participate in this plantation programme.

Hazardous chemicals and radioactive waste management: The use of hazardous chemicals have been altogether stopped in the laboratories by the University syllabus. However, a small amount of inorganic chemicals is used in the science laboratories which are diluted by a steady flow of water and disposed in the waste pit. Waste water from the master pit is released directly to the municipal drainage canal. There is no radioactive material in use for experiments.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance

D. Any 1 of the above

of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sarojini Naidu College for Women has been proactively taking steps to provide an inclusive environment in the college. The college believes in unity in diversity and all efforts are made to make students and staff from different religions and different cultural, socio-economic and linguistic backgrounds feel comfortable and at

home in the college. Singing competitions and dance events are organised where songs in all languages and all dance-forms from different regions are encouraged. Debates and essay writing competitions in Bengali, Hindi as well as English are held so that students from different linguistic backgrounds can participate. National Hindi Day and International Mother- Language Day are observed in the college in which the importance of different languages and different cultures are inculcated in the students. Apart from these, International Women's Day and International Yoga Day are also observed. The institution aims at promoting tolerance and harmony among the students, staff members and other stakeholders. Students and staff members greet each other at different festivals. Several extempore competitions and seminars have been held to instill in the students the need to maintain religious, social and communal harmony. This is aimed at minimizing and removing barriers between students and staff members due to their different communal, cultural, linguistic, religious and regional differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Various programs are organized by Sarojini Naidu College for Women to make students aware of the significance of the Constitution and the importance of their rights and duties as citizens of India. The college celebrates Independence Day on 15th August every year with the hoisting of the National Flag. Students are made aware of the importance of freedom and the glory of the Indian freedom struggle. Every year on 26th January the college celebrates Republic Day to honour the date on which the Indian Constitution came into effect. In order to commemorate the day when the Constitution of India was adopted by the elected Constituent Assembly, online pledge was taken by our NSS volunteers on the Constitution Day - November 26th, 2020. Seminars and debates are also organised to promote awareness of various constitutional rights, duties and responsibilities of citizens. Quizzes are also organized to increase awareness among students about the different principles laid down in the Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/7.1.9.xlsx
Any other relevant information	http://www.sncwgs.ac.in/wp-content/uploads/2022/04/7.1.9_event-report.xlsx

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sarojini Naidu College for Women was established in 1956 by Dr. Bidhan Chandra Roy, the Chief Minister of West Bengal in the name of Sarojini Naidu, the great freedom fighter and poet of Pre-independent India. Since then all the stakeholders of the college are sincerely trying to make the institution one of the best women's college in West Bengal. The college authority and various committees organize national and international commemorative days so as to make our students aware of our history, heritage, and tradition.

- Republic Day was observed through the online program on 26th January 2021 in which students, faculty members, and NCC cadets participated.
- Birth Anniversary of Sarojini Naidu was celebrated on 13th February, through an online program.
- International Women's Day was observed on 8th March 2021 through an online program.
- "Basanta Utsab" was observed on 14th April 2021 through an online program.
- The 160th Birth Anniversary of Rabindranath Tagore was observed on 9th May 2021 through the online cultural program by students and staff.
- World Environment Day was observed on 5th June 2020 by a Webinar organized by the Department of Zoology.
- Independence Day was observed on 15th August-2020 through an online program with the participation of faculty and students.
- Hiroshima Day was observed on 6th August 2020 through an online program.
- 79th Death Anniversary of poet Rabindranath Tagore was observed on 7th August 2020 through an online program.
- World Nutrition Week was observed from September 1-7 through an online competition "Nutrception 2020".
- The 200th Birth Anniversary of Pandit Iswar Chandra Vidyasagar was celebrated through the week-long program from September 20, 2020 to September 26th 2020 through webinars, online cultural programs, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE 1

TITLE: Introduction of ICT-enabled tools for effective Teaching-

Learning process during the Covid-19 pandemic period

OBJECTIVES:

- To expand ICT-enabled Teaching-Learning infrastructure in our Institution for enhancing academic excellence
- To acclimatise all the faculty members and the students to the ICT technologies during this ongoing pandemic situation

THE CONTEXT

The beginning of the year 2020 was marked by a major global public health crisis. The outbreak of coronavirus diseases (COVID-19) has been substantially influencing the life and living of people across the world, especially after the declaration of a global pandemic by the WHO in the middle of March 2020. As soon as the lockdown strategy came into effect to combat the spread of the virus, the education system was greatly paralysed. All educational institutions came to a close and people were advised for home quarantine to ensure social distancing. Within a short span, there was a drastic transition from offline to online mode of teaching, which revolutionised the entire education sector across the world. This radical shift has baffled both the teachers and the students and it has been extremely challenging with mixed dividends. As per a report of UNICEF, 14 % of young Indians had a tough time in this phase and refrained from several activities - the prime reason for this being the economic background of the pupil. A major chunk of the population of India under the demographic dividend has no access to internet or even smart phones; even if some of them have there is lack of knowledge of the usages of the same. Teachers too faced several issues in using the new technology for taking classes and providing study materials. We too faced the similar scenario and it was a highly challenging task for both the students and the teachers to acclimatise with the condition in such a short span of time.

THE PRACTICE

In the last academic year all of us have witnessed an unprecedented pandemic situation due to COVID-19 virus. The entire teaching-learning method has undergone a drastic change to combat with the unfavourable academic atmosphere. All educational Institutions were closed and the students faced a novel situation of online or virtual

classes. This created an added pressure to many as it involved network connection, smartphones, connectivity issues, technological know-how. We conducted several webinars and orientation programmes by experts for students as well as teachers on an online platform like zoom, Google meet etc. for creating awareness in scientific advancement, socio-economic situations in national, as well as global scenario and, simultaneously creating increased acquaintance with the new ICT technologies and its usages. A YouTube channel of the college has been created, so that the values imparted through webinars, online workshops etc. can be broadcasted to a larger audience. Faculty members are encouraged to upload their educational videos in this channel, so that outside students can also take advantage of such materials.

In an endeavour to provide Learning Management Systems for teachers and students, we introduced G-Suite and created alternative educational platform. We used Google classroom and emails for disbursing study materials to students. Our teaching and non-teaching faculties have worked day and night for this purpose. The teachers across the departments have entertained students' queries relentlessly and guided them. After resuming of offline classes, again it was extremely problematic to restore the normal classes. The blending of online and offline classes proved quite burdensome as there were issues in forming the timetable where pupil has several combination of subjects. We have been conducting survey and feedback from teachers and students which were collected at regular intervals for betterment of the curriculum. To continue with the blended mode of teaching-learning, the entire college is equipped with Wi-Fi connection after the pandemic scenario. We have installed routers in every floor for free internet access for students and teachers for online classes.

The admission process has been going online for the last several years. The enrolment of students in the semesters, submission of marks of internal examinations as well as fees submission has been controlled by our internal college portal, which has, so far, been supervised offline. However, when the institution was under lock-down, an alternative pathway has been created, where, the registration, enrolment of students and fees submission, marks submission etc. are controlled by an online portal.

This paradigm shift in the education sector has come with advantages as well as disadvantages. Some of our students came up with anxiety,

fear, depression, suicidal ideation, social withdrawal etc during this crisis period as a result of this sudden shift in teaching-learning process which has been taken care of by the faculty members of the department of Psychology of our college.

EVIDENCE OF SUCCESS

(i) Wide access of internet facility has been provided to inculcate online learning management resources.

(ii) E-book, e-journal facilities have been provided to the students through OPAC URL. The college library has systematically notified all students about availability of study materials and, in fact supplied on-line materials through different WhatsApp groups.

(iii) Online classes have been arranged through Google Meet, Zoom, Webex etc. platforms.

(iv) Webinars, workshops have been arranged by different departments in the pandemic situation for overall up gradation of academic standard as well as for stress management.

(v) A large number of teachers have supplied study materials to students through LMS, Google Classroom and YouTube link where Lectures have been uploaded.

(vi) Responding to the impending crisis all examinations were conducted online using Google platform. This will also help the students to participate in online career entry examinations in future.

(vii) The college has tried to make 100% classrooms ICT enabled and installed 27 smart TVs and 1 smart classroom along with 6 projectors enabled classrooms. All Honours departments are equipped with desktops, laptops, working under wifi and LAN facility. There is 1 computer centre for the students as well as the faculty.

(viii) The laboratories in the Science departments are well equipped and updated with advance software.

(ix) The Seminar hall where special lectures are arranged are also fully equipped with ICT facilities.

(x) Provision for free Wi-Fi facility in the campus for use of the e-learning resources.

(xi) Many faculties and students have enrolled for e-learning courses like NPTEL and SWAYAM to cope with updated technologies.

BEST PRACTICE 2

TITLE : Implementation of outreach programmes and extension activities for community development

OBJECTIVES

- The primary focus of the institution is to transform the students into a responsible human being in the society.
- To develop competence among the students required for group-living and sharing of responsibilities.
- To acquire leadership qualities, civic responsibility and practice social harmony.

THE CONTEXT

The College has got its rich heritage of nurturing the habit of rendering service to the local and national community. The students are motivated to participate, involve and extend their service towards humanity. All the outreach activities are aimed to improve the holistic personality of the students. The various activities are planned and implemented through the National Service Scheme (NSS) of the college. The interactions and exchange of goodwill of the people provide the students a sense of sympathy and empathy. The college efficiently works towards the development of the students in an academic context and also gives equal importance to these outreach activities. These training, exposure and involvement of students have provided them the experience of social living.

THE PRACTICE

Since its inception, Sarojini Naidu College for Women has been carrying out different sorts of extension and outreach activities

through the National Service Scheme(NSS) team with faculty head as NSS Programme officer along with his team members. The whole team consists of about 60 NSS volunteers. The cardinal principle of the NSS programme is that the students and teachers combine together in community service and get a sense of involvement in the tasks of nation building.

NSS activities include functional literacy and non-formal education, tree plantation, participation in Republic day parade, health education and primary health care, first aid awareness, blood donation, AIDS awareness, disaster management (cyclones, floods), women empowerment, road safety, plastic eradication, and celebration of days of national importance and so on. These activities are planned and implemented regularly as a part of social activities to contribute towards the betterment of the society. The practice is unique, since it bestows the best education to the students' community as it is a part of participatory learning and experiential learning.

EVIDENCE OF SUCCESS

Our NSS cadets have successfully executed various extension activities in collaboration with industry, community and non-government organizations during the past year.

- Following the devastating cyclone Amphan in May 2020, the Teachers' Council along with the NSS unit of Sarojini Naidu College for Women, organized relief for cyclone affected people of Hingalganj, Sunderbans (North 24 Parganas) during June 5-6, 2020. All the teaching and non-teaching staff of the college have benevolently donated their one-day salary for this noble purpose.
- Our students participated in an online yoga training programme on June 19, 2020, where they were taught some easy yoga poses to remain mentally and physically fit amidst the pandemic.
- To pay tribute to the freedom fighters and celebrate the spirit of independence, our NSS volunteers, brought together a video collage comprising, poetry reading, singing, dancing etc. to celebrate Independence day on August 15, 2020.
- In order to commemorate the day when the Constitution of India was adopted by the elected Constituent Assembly, online pledge was taken by our NSS volunteers on the Constitution Day - November 26th, 2020. The students of NSS along with other students read the Preamble and took the pledge, uttering the

words that the framers of our constitution had so carefully written down.

- An online awareness programme was organized by the NSS unit, SNCW on World AIDS Day, December 1, 2020 and after the programme, the volunteers shared a poster online bearing the message, "Better Safe than Sorry"!
- Amidst the ongoing pandemic, Republic Day celebrations took place in our college on January 26th, 2021 offline, following all necessary safety protocols. NSS volunteers, NCC cadets, students, teachers and staff all came together to celebrate Republic Day through flag hoisting, songs, dances and recitation.

File Description	Documents
Best practices in the Institutional website	http://www.sncwgs.ac.in/profile/best-practice/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- The IQAC of the college has taken initiatives to enhance the academic environment through different programmes involving students like seminars and study tours. Teachers have also been encouraged to participate in research activities and self-development programmes to enhance the quality of teaching. The IQAC has also encouraged different committees and bodies in the college to take up locality-based initiatives to help the local community. Support staff in the college are encouraged to participate in computer training programmes organised by the college in collaboration with the Institute of Engineers.
- Students are encouraged to participate and help in the arrangement of State, National and even International level seminars and conferences to increase their level of academic awareness. They are also encouraged to participate regularly in cultural and other extra-curricular activities. The college is also concerned about the mental and psychological well-being of the students. In order to promote their physical fitness and mental awareness, students are encouraged to

attend self-defence training and NCC camps both within and outside the state. Diploma courses on Judo and Self-Defence, Karate and Self-Defence and Muayhai and Self-Defence have been introduced for the students to increase their physical manoeuvrability. Initiative has been taken to enrol students under the free medical assistance system- all students are enrolled under the Students Health Home where they may get free medical assistance. Students participating in the Academic Excursion Programmes are under medical insurance.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of Action for the next academic year

- To introduce Post Graduate Courses in Geography, Botany, Mathematics and Zoology.
- To upgrade the quality of ICT infrastructure within the college.
- To create more smart classrooms.
- To organize more National and International seminars and webinars.
- To encourage faculty members to introduce certificate courses related to the core subjects as well as job oriented courses.
- To encourage Non-Teaching Staff to undertake trainings and courses to enhance their quality.
- To encourage faculty members to undertake minor and major research projects.
- To enhance the quality of the function of the Placement Cell so as to connect with corporate sectors, agencies and other institutions.
- To complete both Humanities and Science Post-Graduate buildings.
- To enhance the capacity of solar panels.
- To introduce Air Quality Measuring Instrument within the college premises.