YEARLY STATUS REPORT - 2021-2022

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 Urban

- Financial Status Grants-in aid

- Name of the Affiliating University **West Bengal State University**

- Name of the IQAC Coordinator **Dr. Sudeshna Chatterjee**

- Phone No. **03325592583**

- Alternate phone No. **03325291985**

- Mobile **9831418756**

- IQAC e-mail address **sudeshnasays@gmail.com**

- Alternate Email address **sarojininaiducollege@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.sncwgs.ac.in/naac/iqac/aqar/

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.sncwgs.ac.in/academics/academic-calender/

5.Accreditation Details

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**	**31/12/2022**

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.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**RUSA 2.0**	**MHRD**	**2018**	**5000000**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year   `05`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- 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`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`IQAC encourages departments to organize national and international seminars and also to undertake various certificate courses. IQAC organized a National Level Webinar on "National Education Policy" where renowned educationists delivered lecture.`

`IQAC has encouraged the department of Food and Nutrition to undertake innovative mode of competition like the Nutriception'21 in which a large number of students from out of state had taken part.`

`The IQAC also collects regular feedback from the students, faculty members and alumni regarding the syllabus, academic and physical infrastructure of the college and the quality of teaching in the institutions and analyze them.`

`IQAC encourages all stake holders to help keep the college campus clean and environment friendly. Green Audit is done by registered environmental auditors which involves Water and Wastewater Audit, Waste Management Audit, Electricity and Energy Audit, Air Audit, Biological Diversity Audit etc. IQAC has arranged for MOU with Hulladek for disposal of e-Waste.`

`IQAC has arranged for Academic and Administrative Audit where representatives from the University take stock of the quality of Teaching-Learning process and Administrative practices of the college.`

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 introduce Post Graduate Courses in Geography, Botany, Mathematics and Zoology.	**Letter has been sent to the Higher Education Council, Government of West Bengal.**
To upgrade the quality of ICT infrastructure within the college.	**65 classrooms and all laboratories are connected with wifi.**
To organize more National and International seminars and webinars.	**6 National and International Seminars/Webinars were organized.**
To encourage faculty members to introduce certificate courses related to the core subjects as well as job oriented courses.	**6 new Certificate Courses have been introduced.**
To complete both Humanities and Science Post-Graduate buildings.	**Humanities Building is almost complete and two Post Graduate departments have been shifted there.**
To introduce Air Quality Measuring Instrument within the college premises.	**An Instrument for Air Quality Measurement has been set up in the college premises.**

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	**26/04/2023**

14.Whether institutional data submitted to AISHE

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	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	West Bengal State University
• Name of the IQAC Coordinator	Dr. Sudeshna Chatterjee
• Phone No.	03325592583

• Alternate phone No.	**03325291985**	
• Mobile	**9831418756**	
• IQAC e-mail address	**sudeshnasays@gmail.com**	
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• If yes, mention the amount		

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- Name of the statutory body

Name	Date of meeting(s)
Sarojini Naidu College for Women Governing Body	26/04/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021 - 2022	13/01/2023

15.Multidisciplinary / interdisciplinary

Sarojini Naidu College for Women envisions transforming itself

into a holistic multidisciplinary institution. With this objective, the college has introduced new subjects like Physical Education, Computer Application, Environmental Science, BBA (Tourism, Aviation and Hospitality) Management courses where students across various streams can enroll .Beside this traditional courses like PG courses in 3 departments, Honours courses in 28 departments and General courses in 32 departments across the disciplines of Science, Arts and Commerce are already run by the College.The total number of combinations offered by the college is 3981 at the UG level, which is one of the highest among the colleges in our state. The college offers courses on a CBCS pattern. Students are also offered value-based courses that are holistic and multidisciplinary in nature and inculcate moral and traditional values in the minds of the pupil. By constituting Ethics Committee and an Innovation Cell with faculties across the departments working together so as to encourage multidisciplinary research activities as per the mission and vision of NEP 2020 the college.The college offers maximum flexibility to its students to choose their subjects as per their choice.

16.Academic bank of credits (ABC):

The college is upgrading its Student Management Software to fulfill the needs of Academic Bank of Credits (ABC) as envisaged by NEP 2020 .As the college is affiliated to West Bengal State University and has to follow its curricula the option for introducing Academic Bank of Credits (ABC) lies with the University. The college is ready to introduce ABC once the parent university deems it fit..

17.Skill development:

Each department offers Skill Enhancement Courses which helps the students to acquire some hands on knowledge on specific subjects and are vocational in nature. 4 Credits are allotted for Skill Enhancement Courses to ensure that all students take at least one vocational course before graduating. The Skill Enhancement Courses are divided into modules to provide on-campus training.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college percolates the Indian Knowledge System and cultural system by teaching ancient Indian texts in the departments of Sanskrit and English. Beside this the department of Philosophy teaches Indian philosophical thoughts. All the subjects are taught in bilingual mode i.e. English and Bengali. The college

deals with slow learners and helps students through mentor-mentee approach. Beside this, NCC and NSS are actively promoting humanistic, ethical, constitutional, and universal human values, scientific temper, citizenship values, and also life-skills etc.The college has introduced a certificate course on value education run in online mode through which Indian Value system is percolated to the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The main thrust of the teaching-learning system of college is to equip the students as able citizens with good learning and expressing ability. In order to achieve that goal the institution has taken up different initiatives.

Teachers undergo various training from time to time towards the overall development of the education system in view of implementing outcome based education.

20.Distance education/online education:

Our college is the study center for the Netaji Subhas Open University which offers courses in the form of distance learning in different subjects. During Covid-19 period, all the faculty members, especially the teachers with less technological knowhow toiled enormously to adapt themselves to the online teaching-learning regime.

Extended Profile

1.Programme

1.1   **1240**

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

File Description	Documents
Data Template	[View File]()

2.Student

2.1   **2413**

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   **739**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **137**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **138**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1240**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2413**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

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

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**739**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**137**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**138**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**83**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**390.16159**
4.3 Total number of computers on campus for academic purposes	**115**

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

Upholding its legacy of being a pioneer in women's education, Sarojini Naidu College for Women is committed to providing quality education that is as new-age as it is future-ready. Regardless of its history, any subject must evolve to fulfill the demands of its pupils. The college has gradually expanded its domain by introducing PG courses, Career Oriented Courses, relevant Diploma courses etc over the last few years.Our college is affiliated to the West Bengal State University and follows the evaluation scheme designed by the University. CBCS system was successfully implemented as well as internal evaluation, online feeding of marks etc. and all UG/PG 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 a 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.

The timetable is prepared strictly in accordance with the guidelines of the University. The Academic Calendar for each semester is prepared and published on the college website. To provide high-quality education, we strive to strike a balance between transmitting knowledge and boosting skill development by allowing students to explore a variety of subjects.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/1.1.1_Add_Link-1.pdf

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. 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 markstranscript, 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	https://www.sncwgs.ac.in/academics/academic-calender/

1.1.3 - Teachers of the Institution	**A. All of the above**

<table>
<tr><td>

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

</td><td></td></tr>
</table>

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

56

File Description	Documents
Any additional information	View File
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)

13

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

891

File Description	Documents
Any additional information	View File
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

14

File Description	Documents
Any additional information	View File
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	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

225

File Description	Documents
Any additional information	View File
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	**B. Any 3 of the above**

institution from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://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	[View File](#)

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	https://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

924

File Description	Documents
Any additional information	[View File](#)
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

219

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

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 doubtclearing classes are regularly offered to solve the syllabus-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	**Nil**
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
2413	**135**

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 been 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	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/2.3.1_Sup_Doc.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 advance software.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 blendedmode 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	[View File](#)
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

131

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

135

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

67

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

1097

File Description	Documents
Any additional information	View File
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 60% 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 Heads of 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	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/2.5.1-Supporting-Documents.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	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/2.5.1-Supporting-Documents.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	View File
Paste link for Additional information	https://www.sncwgs.ac.in/academics/syllabus/
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. Theattainment level for every course is monitored, and, if the attainment level of any course is not satisfactory, the department is advised 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	https://www.sncwgs.ac.in/academics/syllabus/

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

733

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	View File
Paste link for the annual report	https://www.sncwgs.ac.in/

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)

https://www.sncwgs.ac.in/wp-content/uploads/2023/02/Student-Feedback.pdf

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)

0.00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.serbonline.in/SERB/emr?HomePage=New

3.2 - Innovation Ecosystem

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

Sarojini Naidu College for Women has started to take initiative towards creating an ecosystem for innovations and generation of intellectual property. To achieve this goal an Innovation and Incubation Cell has been created, and all faculty members are being encouraged to conduct research that may potentially generate intellectual property in the form of process and product patents, design patents, and copyrights. They are also encouraged to participate and attend national and international conferences. An in-house faculty research grant has been introduced which sponsors research projects from faculty members of both Arts/Humanities , Science and Commerce departments. Application for one process patent on 'A Process for Preparing Vegan Curd' and two design patents ' Device for Recording Locomotion 1 and 2' under 'Data Processing Equipment as well as Peripheral Aparatus and Devices' have already been filed. In addition to creation of innovative knowledge, commercialization of such knowledge holds the promise of earning revenue for the college. Process patent application no 202231049607 filed on 30.08.2022. Design patentapplication nos. 370202-001 & amp; 370203-001 filed on 31.08.2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/E-Form.pdf

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

13

File Description	Documents
Report of the event	View File
Any additional information	View File
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	**Nil**
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

`29`

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

17

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

Sarojini Naidu College has a long tradition of bearing institutional social responsibility. The college takes up outreach programs and social activities through NSS, NCC, Teachers' Council, Students' Council etc.Teachers' Council along with NSS volunteers participated in the relief work in South 24 Parganas after cyclone "Yaas". Some electric pumps were distributed in the Gosaba area to flush out saline water from the submerged areas after the Cyclone "Yaas" and Saplings were distributed to the villagers of the Namkhana area of South 24-Parganas to uplift the financial condition.NSS performed several cultural activities and several social activities they also distributed Winter Clothes to poor children in DumDum Cantonment area.

File Description	Documents
Paste link for additional information	https://www.sncwqs.ac.in/wp-content/uploads/2023/02/3.4.1-AQAR-2021-2022-SNCW.pdf
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

16

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

9

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

239

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

3

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

The college consists of six buildings for holding classesand a central library with modern amenities. There are 90 classrooms including 65 ICT enabled classrooms,21 laboratories. Almost all

the departments have computer facilities and presently, 108 computers are being used for the teaching-learning process. In addition to undergraduate laboratories, there are two research laboratories for faculty members belonging to science faculty, a separate research room for faculty members of Arts and Social Science faculties and a room with a computer for theoretical research. There is a seminar hall equipped with projector and audio system where lectures andseminars are held.The entire campus is Wi-Fi enabled.

There is a butterfly conservation area and a garden of medicinal plants within the campus maintained by the departments of Zoology and Botany respectively. The zoology Department organizes Bird Watching activity on the trees in the college campus.

The department of Physical Education holds practical classes in the Gymnasium and at the college ground, as well as in the Yoga Centre.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/4.1.1_Room-Details.pdf

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. There is a large playground within the college premises where students engage in outdoor games like basket-ball, kabaddi, badminton etc. Indoor game facilities with Table Tennis Chess and Carrom Boards are provided in the Common Room. There is a Yoga Centre in the College where Students and Staff practice Yoga , meditation and Aerobics. There is a gymnasium in the college with modern facilities and equipments.

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. The college runs two certificate courses in Yoga and Physiotherapy.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://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.

70

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://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)

124.72918

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,Version: 21.05.07.000 (at present).

The library is partially automated and it uses different module of Koha for utmost utilization of the resources. "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): After completion of cloud hosting users can access the database from anywhere at any time. Now Our OPAC is available at 24*7 modes at the address "sncw-opac.l2c2.co.in", Single window search facility:

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 e-book, Open sources e-journals, Open sources ETD from the tab named "E-Resources". 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)

0.93227

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

21

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 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. Detailed specification of the broadband connections are provided below.

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

CoSMAT has developed CLERK (College Logistics Expert Record Keeper) for the institute. The CLERK software is compatible on WINDOWS OS (both WIN8 and WIN10) and it also has a web interface i.e., sncwgsportal.in developed by Skill Hut. Apart from CLERK, some departments also use specialized softwares for academic purposes, details of which are given below:

DEPARTMENT OS USED BY THE DEPARMENT APPLICATION SOFTWARE USED TEACHING SOFTWARE BIOINFORMATICS SOFTWARE PROGRAMMING SOFTWARE STATISTICAL SOFTWARE OTHERS Library Linux & Windows Others No No No no Koha software. Open source integrated Library Management software. Computer Science Linux & Windows Programming Software NS2, 8086EMU No Codeblocks, Python, R, Oracle, Java R, Weka Microsoft Office Computer Application Linux & Windows Programming Software NS2 No Codeblocks, Python, R, Oracle,JAVA R, Weka Microsoft Office, Blender Physics LINUX and WIND OWS Qtiplot, Gnuplot (Plotting Software), Tex studio- Latex(Document Processing Software) Mimiostudio Notebook(for smart board), Xournal(for wacom tab), Glowscript(vpython) No Spyder(for python programming), Octave, Codeblocks(C programmimg), Chemistry Windows PROGRAMMING SOFTWARE No No FORTRAN Mathematics Windows PROGRAMMING SOFTWARE No No Code Blocks, C++, Text maker

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sncwgs.ac.in/facilities/facilities-at-a-glance/

4.3.2 - Number of Computers

128

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)

265.43241

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.

There are some equipments for physical activities which are maintained by the Department of Physical Education and the Sports Subcommittee.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2413

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2413

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	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/5.1.2_sncw.pdf
Any additional information	View File
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

107

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

107

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

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	**A. All of the above**

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	View File
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

`45`

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

`109`

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

`14`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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 students' 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 is provision of student representative in administrative bodies like IQAC and Governing Body and the Academic Subcommittee. As the election for students' body is withheld, there is no students' representative in the college Governing Body and Academic Subcommittee at present. The nominated Students' Council took part in the Students' Week program throughout the first week of January, 2022. The participation of students in the Poster Making Competition conducted by NSS unit, Quiz, Recitation and Singing Competition conducted by IQAC and

`Cultural Committee was impressive.`

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/
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

`18`

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

`The College Alumni Association was established in 1996 and registered in 2015 under the West Bengal Act XXVI of 1961 and West Bengal Societies Registration Act, 1961. It boasts over 100 members, many of whom hold important positions in various fields such as teaching, entertainment, sports, politics, journalism, and law.`

`The Alumni Association has taken several initiatives to support its community. Annually, it contributesfunds to the college to aid needy students in their studies. In 2021 and 2022 it contributed Rs. 60,000 and Rs. 55,000 respectively to the college fund from which needy students received financial`

assistance. To stay connected with its alumni, it circulates google forms to gather information about their post-graduation profiles. In response to the COVID-19 pandemic, the Association arranged for making face masks to be distributed to the college students on the day of the opening of the college after pandemic. They also helped in preparation of sanitizer with the help of department of Chemistry and distributed masks and sanitizers to the staff and students of the college.

The Association also holds an annual reunion cum exhibition called "AnandaDhara," where alumni showcase their hand made products and become self-sufficient. However, during the pandemic, this event could not be held. Additionally, the Association has created a self-help group called the "Sarojini Naidu College Self-Help Group" to empower women through participating in fairs and selling their products.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

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

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, to produce highly
competent, environmentally and socially committed individuals
with enhanced employability skills. .

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

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, TeachingStaff, Non-teaching Staff and
the students provides the leadership in the Governance of the
college.

The Academic Subcommitteeand 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' Counciland 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	https://www.sncwgs.ac.in/profile/vision-mission-and-strategic-plan/
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.
- The IQAC along with the Academic Subcommittee 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	https://www.sncwgs.ac.in/naac/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 equipments as well as 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.
- 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.
- 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sncwgs.ac.in/administration/sub-committee/
Upload any additional information	View File

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.

Sarojini Naidu College for Women is a West Bengal Government sponsored college affiliated under West Bengal State University.

- 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 IQAC provides proposals for holistic development of the college. It is actively engaged inorganization of

- workshops, seminars, staff development programs, collaboration with other institutions, as well as documentation of various activities of the college, administration of feedback mechanisms from various quarters.
- Various committees like Academic subcommittee, Finance committee, Internal ComplaintCommittee, Placement Cell, Teachers' Council, Examination committee, Admission Committee, Library Committee, Antiragging 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.
- 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	https://www.sncwgs.ac.in/administration/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	View File

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 inter faces	View File
Any additional information	View File
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 college has undertaken a wide range of welfare measures for its employees:

- The college has introduced a well-defined Annual Appraisal System and Career Advancement Scheme (CAS) for its faculty members based on the UGC regulations. There is also an Annual Appraisal system for Non-Teaching Staff of the college through which the promotion of Skilled Staff in the science laboratories is awarded.
- Group Medical Insurance is provided for the non-teaching staff, as well as for students and faculty members participating in Educational Excursion/Field work.
- The non-teaching staff can avail Loan facilities from college funds in case of dire financial crisis. Donations are collected to address certain problems of the employees as and when need arises.
- Seed money is provided to the faculties for undertaking research activities, attending and presenting papers in seminars and workshops. The administrative staff is encouraged to take up training programmes on computers, e-filing of income tax, e-tendering, GST etc offered by different organizations and State Govt. for their career advancement.
- Residential Quarters are provided to the teaching and non-teaching staff in the campus.
- Provision of clean drinking water facility, gymnasium facility, emergency first-aid facility, bank facilities, lift and ramp facilities for differently-abled persons are also available within the campus.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/6.3.1_SupDoc.pdf
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

52

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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)	View File

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

55

File Description	Documents
IQAC report summary	View File
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

Self-Appraisal for Teaching Staff:The college has introduced a well-defined Annual Appraisal System and Career Advancement Scheme (CAS) for its faculty members based on the UGC regulations. Accordingly, faculty members are required to maintain self-appraisal diaries, 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 andthe Principal after due diligence. This record is again validated by Government and University experts during promotion of the concerned teacher. Each faculty member of the college is assessedand promoted to the next higher level based on the Academic Performance Indicators (API) as derived from the Performance based Assessment (PBAs).

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. There is also an Annual Appraisal system for Non-Teaching Staff of the college through which the promotion of Skilled Staff in the science laboratories is awarded.

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File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/6.3.1_SupDoc.pdf
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 on a regular basis.

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction, 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 bills and vouchers of the expenditure are checked. Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Grant Certificates are also audited by the external auditor.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/2021-22-AUDIT-REPORT_0001.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)

1.99992

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 wellplanned 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	https://www.sncwgs.ac.in/wp-content/uploads/2023/01/2021-22-AUDIT-REPORT_0001.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

The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college.

- **As an academic initiative, the IQAC has led the institution to offer 1221 courses under 55 programs spanning across the disciplines of Humanities, Social Science, Science, Commerce and Management at Under Graduate and Post Graduate levels to accomodate maximum inclusion of students from diverse background.**
- **Ecological measures:**
- **Green audit is doneby a competent external authority.**
- **Solar panels have been installed to generate about 30%of the entire electric consumption.**
- **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.**
- **Documentation of various programs and activities of the college.**
- **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 and other programs on quality related themes and promotion of quality culture.
- Encouraging the institution and its departments to enter into collaboration or to sign collaboration agreements 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.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/naac/iqac/iqac-meeting/
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.
- During lock down College fees were also collected online
- Teachers were encoraged to resort toonline mode andmostly 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	https://www.sncwgs.ac.in/naac/iqac/iqac-meeting/
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	**Nil**
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: The college continuously endeavours to make our students socially conscious and empowered citizens. Gender Equity is one of the most important issues for empowering women. Various activities have been taken up in which the issues of gender equity are discussed, like Celebration of International Women's Day. The Department of Psychology organized a One Day Seminar on "Gender and Sexuality Sensitization" in collaboration with SAPHO, an NGO. The institution has a designated Internal

Complaints Committee (Sexual Harassment) which plays a crucial role in ensuring gender equity by addressing and resolving complaints related to sexual harassment in the workplace. The ICC is responsible for creating a safe and harassmentfree workplace environment, investigating complaints, and making recommendations for appropriate action to be taken against the accused. This helps to prevent discrimination and promote gender equality, and ensures that all stakeholders, regardless of gender, feel safe and respected in the workplace.

File Description	Documents
Annual gender sensitization action plan	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/Gender_Sensitization_0001.pdf
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	https://www.sncwgs.ac.in/wp-content/uploads/2022/03/Criterion-7-1-1-Safety-and-Security.pdf

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	View File

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 of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	A. Any 4 or All 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	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms	C. Any 2 of the above

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	

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	[View File]()

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 enrolls Students from various parts of India irrespective of caste, creed, religion, sect etc which ensures an inclusive environment for all the students and staff by arranging different cross-cultural discourses, cultural programs on communal harmony etc., observation of various days, seminars on tolerance towards different kind of diversities present in our country and community outreach programmes.

- **The College celebrated AZADI KA AMRIT MAHOTSAV to celebrate regional,socioeconomic and cultural diversity of India before and after Independence.**
- **Seminar on caste,class and religion was held to promote harmony and tolerance among ethno-diverse poluplation of India.**
- **The college observes National Youth Day and Hiroshima Day, on 12th January and 6th August respectively to celebrate national integration, and promote world peace.**
- **Seminar and workshop on the Literary works of Abanindranath Tagore and Ashapurna Devi were held to promote our rich culture, literary tradition and heritage.**

- **The College has a minority cell and cells for other backward classes to safeguard their cultural moral and educational rights.**
- **Birth anniversary of Dr. B R Ambedkar on 29th April 2022 is celebrated to draw attention to the caste-based prejudice that persists in our society.**

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.

- **On 26th January the college celebrated 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, the College celebrated Constitution Day to make the students aware about the various duties and rights enshrined in the Constitution for the teachers as well as for the students.**
- **National Science Day is celebrated as part of Fundamental Duty to develop Scientific temper.**
- **The college tries to obey all the moral and civic Fundamental duties as enumerated in Article 51 of the Constitution through its various programes and activities in daily basis.**
- **The College has a minority cell and cells for other backward classes to safeguard their cultural, moral and educational rights.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/7.1.9.pdf
Any other relevant information	https://www.sncwgs.ac.in/wp-content/uploads/2023/02/7.1.9-photos.docx.pdf

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	**B. Any 3 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	View File

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

Initiative onCelebration on International Women's Day : Each year, International Women's Day is observed on 8th March by various programs and discussions.

Rabindra Jayanti (Rabindranath Tagore's Birthday): On 8th or 9th May, each year Rabindranath Tagore's Birthday is celebrated through different cultural programs.

World Environment Day: World Environment Day is celebrated on 5th June each year through plantation of saplings.

Rabindra Tirodhan Divas (Death Anniversary of Rabindranath Tagore): Rabindranath Tagore's Death Anniversary is commemorated on 8th August by the Department of Bengali.

College Foundation Day: 14th August is celebrated as College Foundation Day through different programs.

International Women's Day is celebrated every year to respect their achievments in every sphere.

Independence Day: 15th August is celebrated as Independence Day through hoisting of National Flag and Parade by NCC unit of the college followed by cultural program.

Teachers' Day: On 5th September, the birthday of Dr. Sarbapalli Radhakrishnan, Teachers' Day is celebrated through different programs.

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: I Title of the Practice: Sobujer Majhe (Green Campus Initiative) The molecules of life are organized in a definite pattern to form cells, tissues, organs, system, and organism. An interaction of different organisms and with the surrounding environment forms populations, community and ecosystem successively and all form a biosphere in the planet. In order to maintain a balance and integrity between each of these components, our college has taken initiatives for

maintaining a healthy ecosystem necessary for sustainable development of the society and environment. Best Practice II Title of the Practice: Flipped Classroom Each department of the college organizes students' seminars every year to observe Teachers' Day on or around 5th September. Students are asked to prepare a presentation on a topic, mostly at popular level or related to their curriculum and deliver a lecture of 10-15 minutes duration. The best presenter is selected by each department and is awarded in the annual prize ceremony.

File Description	Documents
Best practices in the Institutional website	http://www.sncwgs.ac.in/profile/best-practice/
Any other relevant information	https://www.sncwgs.ac.in/wp-content/uploads/2023/03/7.2.1.pdf

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

Since its inception , the college has moved on with the motto of 'svasmai svalpam sam ya sarvasvam' .

Laxmi Vikash:

Tthe college provides relief to the students by providing them concessions in their payable fees

from the Student Aid Fund maintained by the college. Amounts of Rs. . 88,37,436/- were provided as relief to the students in 2021-22.

Aarogyam:

The students get doctors' consultation free of cost, medicine, pathological services and operations at nominal charges.The college took part in the Covid 19 vaccination drive. A Vaccination camp was organised at the college campus on 08/10/2021 for faculty, staff and students.

Brikshayan (Tree Plantation):

Tree plantation drives were conducted every year by NSS in collaboration with the department of Environmental Science, Teachers' Council and other Staff members in and around the college.

Sunhera Bachpan:

The Students' Council of the college distributed festival clothes to the poor children before Durga Puja and celebrated Christmas Day with street children of the area in collaboration with the NSS unit of the college..

Sahamarmee (Empathisor) :

. The NSS unit of the college ,in collaboration with Teachers' Council participated in the relief work in South 24 Parganas after cyclone "Yaas".

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- **To encourage faculty members to undertake more number of major research projects.**
- **To enhance the quality of research activities of faculty members .**
- **To involve students in research activities.**
- **To increase collaboration activities with other colleges and universities.**
- **To enhance the quality of the function of the Placement Cell so as to connect with corporate sectors, agencies and other institutions.**
- **To instal lift in the new buildings.**
- **Encourage consorted efforts by the staffs and the students to maintain and keep the campus green and clean**