



YEARLY STATUS REPORT - 2022-2023

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.	3325592583
• Mobile no	9831841365
• 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. **9831418756**
- Alternate phone No.
- Mobile **98314187569433579198**
- IQAC e-mail address **iqac@sncwgs.ac.in**
- Alternate Email address

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/academic/s/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
Cycle 3	A	3.17	2023	08/07/2023	07/07/2028

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
Sarojini Naidu College for Women	MPLADS	Government of West Bengal	2022	2000000

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 03

- 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)

- Submission of IIQA and SSR in order to enhance the process of the 3rd Cycle NAAC Accreditation ; Uploaded AQAR 2021-22.
- IQAC recommended promotion of 6 faculty members under the Career Advancement Scheme.
- IQAC took the initiative to organize FDP on Preparedness for the revised Accreditation Framework 2022 in collaboration with six other colleges.
- IQAC along with the Electoral Literacy Club Of SNCW organized an Electoral Awareness Camp and Pledge Taking Ceremony with the participation of 84 students.
- Sarojini Naidu College For Women was selected as the Nodal Centre to organize Professional Training For Studies for students appearing for Civil Service examination in collaboration with S.N. Tagore Civil Services Study Centre .

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 continue preparation of NAAC Assessment	Submission of IIQA and SSR in order to enhance the 3rd cycle of NAAC Accreditation; also uploaded AQAR 2021-2022
To organize Faculty Development Programme	Organized FDP on
To organized National and international seminar/Webinar/invited lectures	In total 14 seminars/ Webinars were organised in this session.
To carry out Internal Academic and Financial Audit	Internal Academic and Financial Audits were carried out to evaluate the Institutional operations
Green Initiatives	With the help of the department of Botany the college initiated Campus Vegetation Programme within the college premises and established a Butterfly conservations Areata by the department of Zoology
Preparation of student satisfaction reports	Like every year the SSS was carried out successfully with above 500 students

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	28/03/2024

14. Whether institutional data submitted to AISHE

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Name	Date of meeting(s)
Sarojini Naidu College for Women Governing body	28/03/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	28/02/2024

<p>15.Multidisciplinary / interdisciplinary</p>
<p>Our college provides a holistic multidisciplinary curriculum following the framework of NEP 2020. The institution has a vision to equip students with contemporary syllabus in Science, Humanities and Commerce sections as well as imparting knowledge in some vocational courses. The college, after introducing subjects like BBA, Management courses has seen enrollment of increased number of students during this session. Students are also offered value based courses that are holistic and multidisciplinary in nature. Department Program Name Computer Science IT (Basic) Education Education & Indian Tradition Journalism and Mass Communication Basic of Journalism</p>
<p>16.Academic bank of credits (ABC):</p>
<p>The college is in the process of upgrading its Student Management Software to fulfil the needs of Academic Bank of Credits (ABC) as envisaged by NEP 2020. The West Bengal State University has not introduced the Academic Bank of Credits (ABC). Hence this college, affiliated to WBSU will introduce ABC as soon as it is approved by the parent University.</p>
<p>17.Skill development:</p>
<p>Our affiliating University, WBSU has framed syllabus for each department which offers skill Enhancement Courses. These courses help the students to acquire some hands on knowledge to start their own entrepreneurship, after leaving the college. Communication skill in English, a self-skill development programme has been initiated.</p>
<p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p>
<p>The Indian knowledge and cultural system is encouraged and practiced in this college through the study of ancient Indian texts by departments of Sanskrit and English. The Department of Philosophy teaches Indian philosophical thoughts. Most of the three subjects are taught in bilingual mode i.e. English and Bengali. For students who are slow learners, there are remedial classes through the mentor-mentee approach. The NCC and NSS actively take part and promote various humanistic, ethical, human-value, and social welfare-related programmes throughout the year. The college also has a certificate course on value education for all students in online mode which is running successfully.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>

The college aims to nurture the outcome based educational pattern that obviously serves as the cornerstone of higher quality education system. In order to achieve that goal the institution has taken up different initiatives for implementing outcome based education. Many faculty members of this college undergo training programme like FDP, so that it brings a overall betterment and improvement of the educational system.

20.Distance education/online education:

The college is the study center for the Netaji Subhas Open University which offers courses in the form of distance learning in different subjects.

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	2035
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1825
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	536
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	135
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	135
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)	142.18714
4.3 Total number of computers on campus for academic purposes	97

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

Standing out as a pioneering Institute for academic excellence as well as women empowerment, Sarojini Naidu College for Women, an esteemed college at the heart of North Kolkata, provides ample opportunities in pursuing dynamic career in Honours, General and different certificate courses since its inception in 1956. This

Institution systematically maintains and enhances quality teaching learning process to develop the students' scholastic and creative cognizance. The institution is well aligned to the affiliating University in terms of syllabus formulation, modalities of evaluation and feedback system consisting of students' satisfaction survey. Since 2014, Post graduate programs have been introduced and the college now continues with three PG departments. Presently, CBCS courses are running with adequate implementation of its rules and regulations in Internals, attendance keeping, projects, posting marks in college and University portals and so on. The college strictly follows the academic-timetable of the West Bengal State University and the examinations are conducted, both Practical and Theory, according to its stipulated norms. This College maintains its own academic calendar and chronological roster for each semester which can be accessed anytime from the College Website. Furthermore, the college offers a harmonious environment not only for academic activities, but also for extracurricular activities like Yoga, different types of games and sports, cultural and co-curricular activities, NSS and NCC. The college ensures a thriving and brighter prospect for the students leading to their exposure to different cultures and practices.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/1.1.1-Links.pdf

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

To ensure a well-rounded evaluation, our college adheres to the assessment system set forth by West Bengal State University. This system places a strong emphasis on consistent attendance, which is considered a cornerstone of academic discipline. The specific methods used to evaluate students vary depending on the subject matter and are guided by the recommendations of the university's board of studies. These methods can encompass a range of activities, including regular assignments, in-class tests, presentations of seminars and projects, and oral examinations (viva). Departmental faculty closely monitor student progress

throughout the semester, and internal assessment marks are uploaded to a dedicated student management system portal. These internal marks, along with the student's performance in the final semester examination, are combined to determine the final grade and grade point for each course. This comprehensive approach ensures a holistic evaluation that takes into account both a student's knowledge and their commitment to active participation in the learning process.

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 participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

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)

9

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

694

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 goes beyond academics to develop well-rounded citizens. The curriculum integrates issues like gender equality, environmental sustainability, and professional ethics. Environmental awareness is fostered through mandatory environmental courses, webinars, and celebrations like World Nature Conservation Day. Gender sensitivity is addressed by

incorporating gender studies in specific departments and hosting events like seminars, quizzes, workshops and debates. Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Some Departments, e.g. English and 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. Additionally, debates and courses in departments like Sanskrit and Philosophy encourage ethical and human values. To inculcate values and ethics and make students socially responsible, the college encourages students to enroll as NSS or NCC volunteers.

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

09

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

694

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 institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

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

729

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

193

File Description	Documents
Any additional information	No File Uploaded
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 institution prioritizes understanding students' learning levels, offering tailored programs for advanced and slower learners. Admission relies on class XII scores, with guidance provided for subject selection aligned with interests. Pandemic-era online orientation sessions aid new students in academics and extracurriculars, alongside Continuous Internal Assessment tracking. Since November 2021, a blended teaching approach combines online and offline methods. During lockdowns, extensive study materials are provided via platforms like N-LIST and the National Digital Library, with assessments in flexible online and offline formats.

Online library catalogue access facilitates convenient book browsing. Extracurricular activities include group discussions, quizzes, and seminars, with tutorial classes for syllabus-oriented challenges. Special classes aid slow learners, improving academic performance.

Extension lectures cover diverse topics, including intellectual strength and stress management. Soft skills and communicative

training enhance vocational abilities globally. Free coaching for competitive exams and online certification courses broaden students' horizons for future pursuits.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Remedial-class-Geo.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2035	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

The institute prioritizes student-centred learning, employing experiential, participative, and problem-solving methods. Innovative approaches like workshops, seminars, and virtual labs enhance engagement and practical skill development. Academic committees provide timely information for effective planning, including calendars and timetables. Special lectures deepen conceptual understanding and promote research.

Despite pandemic challenges, projects foster teamwork and collaboration among students. Newsletters and magazines nurture creative talents. Access to textbooks and e-resources via libraries and platforms like OPAC URL and N-LIST enriches learning.

The Placement Cell offers training opportunities for successful entry into the job market. Various problem-solving methodologies provide academic, personal, and psycho-social guidance to students, ensuring a supportive environment for addressing concerns and grievances.

Overall, the institute emphasizes active engagement, practical skill development, and holistic support to enhance the learning experience and prepare students for future endeavours.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The institution prioritizes academic excellence by providing top-notch infrastructure and cutting-edge teaching tools. Teachers leverage ICT-enabled classrooms equipped with desktops, laptops, and projectors to facilitate advanced e-learning experiences. Seminar halls and auditoriums are also outfitted with ICT facilities for special lectures and technical talks. Laboratories feature state-of-the-art equipment and updated software to support practical learning. Amid the pandemic, teachers seamlessly transitioned to online teaching via virtual platforms, organizing webinars, workshops, and lecture series with renowned experts to help students navigate the crisis. Utilizing Google Classroom and other online platforms, teachers create engaging PowerPoint presentations and incorporate educational podcasts and YouTube videos to enhance comprehension. As the institution embraces a blended teaching approach post-pandemic, campus-wide Wi-Fi ensures seamless connectivity. Faculty and students are enrolled in e-learning courses such as NPTEL and SWAYAM, along with accessing resources like N-LIST and the National Digital Library, to stay abreast of the latest technologies and advancements.

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

135

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

1188

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 internal assessment system ensures transparency and effectiveness through various evaluation methods conducted regularly throughout the academic session. These include monthly tests, snap tests, assignments, projects, presentations. Attendance also contributes to internal marks allocation. For mid-semester tests, students receive evaluated answer sheets for in-class performance discussions, and remedial classes are organized if necessary.

Internal assessment accounts for 25% of the total marks in each paper, with the remaining 75% awarded by university-appointed examiners based on semester-end examinations. A minimum attendance of 60% is required in each paper and related activities, although exceptions may be granted by the principal under special circumstances as per relevant ordinances.

The Principal conducts meetings with department heads to review results, ensuring accountability and quality assurance, and several parent-teacher meetings are held too for this purpose. Some courses offer practical sessions to enhance skills, particularly in disciplines like Commerce, Computer Applications, Economics, and Mathematics. These practical components focus on problem-solving skills using ICT techniques and software, enriching students' learning experiences and preparing them for real-world applications.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

The college strictly adheres to university guidelines regarding examinations. Each semester concludes with a final examination, standardized across all constituent colleges of the affiliating university. This final exam carries 75% of the total assessment weightage, with the remaining 25% attributed to internal assessment marks.

An Examination Committee oversees various examination-related tasks, ensuring proper seating arrangements and fair distribution of question papers. Examinations are conducted meticulously to minimize the possibility of student grievances. Internal assessment comprises class tests, practical examinations, viva-voce sessions, classroom participation, and assignments. Teachers input their marks into the college portal, where entries undergo cross-verification.

In cases of student grievances regarding question papers or scores, the concerned faculty promptly addresses the issue. They discuss the question paper and answers transparently and within a specified timeframe, prioritizing the welfare of the students. This transparent and time-bound mechanism ensures efficient resolution of internal examination-related grievances.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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 is committed to fostering advanced critical thinking, leadership qualities, and social responsibility among students, aiming to cultivate responsible citizenship. Learning outcomes are articulated to encompass overall subject

comprehension, specific skill sets, and their practical application upon course completion. Faculty members regularly participate in various programs to stay updated on academic matters, student placements, and extracurricular activities.

The institution systematically monitors student development and performance through class tests and assignments. Course learning outcomes are prominently featured in the college prospectus and introduced during orientation programs. Adherence to university guidelines governs admission procedures, internal assessments, and end-semester examinations, including marks uploading.

Initiatives like NSS and NCC promote the engagement of students in social responsibility endeavours. Multiple certificate courses are organized in this regard. Self-defence certificate courses enhance the physical and mental fitness of the students, while organizing diverse events fosters values, responsibility, and organizational skills. Postgraduate departments encourage research-oriented academic pursuits, while course-specific activities and offerings support students in striving towards course objectives.

Course outcomes are assessed with technical assistance from the e-Pathshala portal of Campus Technology, ensuring systematic evaluation and alignment with program objectives.

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 institution systematically evaluates the attainment of program outcomes (POs) and course outcomes (COs) across its various programs. This evaluation involves the regular collection of data and assessment of course learning outcomes, ensuring alignment between program-specific outcomes and course outcomes.

Each department employs its unique methodology of internal assessment to gauge the attainment level of these outcomes. If the attainment level for any course falls below satisfactory levels,

the department takes proactive measures, such as organizing remedial classes, tutorials, or additional assignments.

Assessment of POs, PSOs (Program Specific Outcomes), and COs primarily relies on the performance of the students in both summative and formative assessments within courses. Summative assessment occurs through semester examinations conducted by the affiliating university, contributing two-thirds of the overall assessment weightage. The remaining one-third of the weightage for internal assessment serves not only as formative feedback but also as a means to gauge the attainment of outcomes of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

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

536

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/academics/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

53.2

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

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	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.sncwgs.ac.in/wp-content/uploads/2024/04/Scan_01_0001-2.pdf

3.2 - Innovation Ecosystem

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

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. Three patent applications have already been filed, out of which one has been granted and two are under processing. Application for one process patent on 'A Process for Preparing Vegan Curd' has been filed - process patent application no 202231049607 filed on 30.08.2022. Further research activities in the process of preparation of vegan curd are being carried out, so that permanent patent can be obtained. Two design patents 'Device for Recording Locomotion' under the categories 'Data Processing Equipment' and 'Peripheral Apparatus and Devices' have been filed - design patent application nos. 370202-001 & 370203-001 filed on 31.08.2022. Out of these the design patent application no. 370203-001 has already been granted as a design by the Indian Patent Office. In addition to creation of innovative knowledge, commercialization of such knowledge holds the promise of earning revenue for the college.

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

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

14

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

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

6

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

40

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

Numerous outreach initiatives and social events were coordinated by various groups such as NSS, NCC, Teachers' Council, and Students' Council. These included raising awareness about the harmful effects of plastic, regular tree planting, promoting road safety and helmet use among students, pedestrians, and the local community, particularly in adopted slum areas. Activities like Dengue awareness campaigns, cleanliness drives, and cultural engagements involving children from slum areas to foster education and boost self-esteem. Additionally, health check-up for children and women, along with AIDS and Thalassaemia awareness programs, were conducted. Seminars and lectures were organised on women empowerment, youth initiatives, and flag hoisting ceremonies on significant national days like Independence day, Republic day, Birthday of Netaji Subhas Chandra Bose extending beyond the college campus like in the adopted slum areas.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/3.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

4

File Description	Documents
Any additional information	No File Uploaded
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

26

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

448

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	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

2

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 total six buildings for conducting classes and a central library with equipped with modern amenities. There are 90 classrooms of which 65 are ICT-enabled. Almost all of the departments have computers. Presently there are 108 computers which are being used for teaching-learning purposes. Total 21 well-equipped laboratories are also there for supporting laboratory based subjects at undergraduate and postgraduate levels. In addition to these, there are two research laboratories for faculty members belonging to Science faculty and a separate research room for faculty members of Arts/Social Science faculties. There is a separate room equipped with a computer for theoretical research also. The entire campus is Wi-Fi enabled to aid and enhance the teaching-learning process.

A seminar hall fully equipped for lectures and seminars with projector and audio system is present the college. A Gymnasium and a Yoga centre are also present for conducting the Physical Education and Yoga courses. There is a butterfly conservation area and a garden of medicinal plants within the campus maintained by the departments of Zoology and Botany respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/04/4.1.1 Room-Details.pdf

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

Only a physically and mentally strong generation empowered with knowledge can become responsible citizens. The institution works hard toward generating such empowered and responsible citizens of tomorrow. Therefore along with academic support this Institute is keen on providing facilities and opportunities for different types of extra-curricular activities such as cultural activities, sports, indoor and outdoor games like basket-ball, kabaddi, football, table-tennis, badminton etc. A large grassy playground

for football, kabaddi etc. and another one for basket-ball and badminton are present in college premises. Indoor game facilities with Table Tennis, Chess and Carrom Boards are provided in the Common Room.

A Yoga Centre is present in the college where the Yoga classes, as part of NEP course, as well as practical classes for Certificate course on Yoga and Physiotherapy are held. Students and Staffs also practice Yoga, Meditation and Aerobics in this centre. There is a gymnasium in the college with modern facilities and equipment. Apart from Yoga centre and Gymnasium, an open air stage is also present in the college where outdoor cultural activities, such as dance competition, poster making competition, face painting competition, annual function/social, fresher's welcome, basantutsav etc are held. Other cultural competitions such as singing, debate, quize, extempore, recitation are also done throughout the year. Different national observable days such as Independence Day, Youth Day, Republic Day are observed inside the college premises. Apart from these days of international importance and significance such as International mother language Day, Hiroshima Day etc. are also observed.

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	No File Uploaded
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

354.7203261

File Description	Documents
Upload any additional information	No File Uploaded
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 distribution of books. Book distribution is done by scanning the barcode, assigned to each 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 mode at the address "sncwopac.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 "EResources". 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)

1.53366

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

29

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

Across academic departments, specialized software is tailored to their needs. The Library Department relies on Linux and Windows OS, employing Koha for library management.

In the Computer Science Department, a mix of Linux and Windows OS is used alongside programming software like Codeblocks, Python, R, Oracle, and Java. Teaching tools include NS2, WEKA, Scilab, and 8086EMU, with Microsoft Office for general purposes.

Similarly, the Computer Application Department utilizes Linux and Windows OS, incorporating Codeblocks, Python, R, Oracle, and Java, with additional software like Microsoft Office and Blender. The Physics Department utilizes Linux and Windows OS, employing Qtiplot, Gnuplot, Tex studio (for LaTeX), Mimiostudio notebook, Xournal, and Glowsript, alongside programming tools like Spyder, Octave, and Codeblocks.

In contrast, the Chemistry Department relies solely on Windows OS with specific teaching tools. The Mathematics Department also uses Windows OS, primarily employing Codeblocks for programming needs. These departments collectively operate 97 dedicated academic computers, excluding administrative offices and the Library.

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

4.3.2 - Number of Computers

126

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	No File Uploaded
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)

95.30861

File Description	Documents
Upload any additional information	No File Uploaded
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 physical facilities and academic infrastructure of the Institution is well-maintained by a maintenance system under supervision of the Infrastructure Committee and the Bursar. The college caretaker is the primary person of contact for maintenance of common infrastructure including Civil, Water, Electricity, Plumbing, Power back up and Computers who is guided by the Infrastructure Committee. An independent IT Infrastructure

Committee is responsible for the IT resources of the college. There is Annual Maintenance Contract with IT products' suppliers for ICT based instrumentation, hardware and software. The computers, Wi-Fi facilities, LAN connections are maintained in a regular basis and upgraded time to time by a team of experts with the help of AMC bound personals. Other instruments, equipment, devices/gadgets and LPG gas pipe-line, used in different laboratories and departments as well as physical facilities like water purifiers, fire extinguishers, power generator etc. are also maintained by Annual Maintenance Contracts. However, few specialized instruments in some departments are maintained by the departments only, through proper service providers. Equipment used for sports and Gymnasium are taken care of and maintained by the Department of Physical Education and Sports Committee of the college.

The Library Committee keeps track of the safety and other maintenance issues of College Library. A yearly book audit is conducted across all departments.

File Description	Documents
Upload any additional information	No File Uploaded
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

1177

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students 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

166

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/2024/05/5.1.3-link.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

22

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

22

File Description	Documents
Any additional information	View File
Number of students benefitted 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

162

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

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

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

13

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

5.3 - Student Participation and Activities

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

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

08

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

With the help of the student's representatives the Cultural Committee has successfully organized the activities of the students' body such as Freshers Welcome, Basanto Utsav, Saraswati Puja etc. Students' representatives have actively participated 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 from 02.01.2023- 07.01.2023. The participation of students in the Poster Making Competition conducted by NSS unit, Quiz, Recitation and Singing Competition conducted by Cultural Committee was praiseworthy.

File Description	Documents
Paste link for additional information	NIL
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

08

File Description	Documents
Report of the event	No File Uploaded
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 Sarojini Naidu College for Women Alumni Association proudly organized a captivating exhibition from the 6th to the 8th of September 2022 at the college premises. The event showcased the remarkable talents of our esteemed ex-students who presented a diverse array of hand-painted sarees, bags, jewellery showpieces, and many more exquisite items.

Visitors were treated to a delightful assortment of homemade cakes, savouries, bakery items, and an array of delicacies served at special food stalls, adding a culinary delight to the overall experience.

Moreover, the exhibition served as a platform for a noble initiative aimed at empowering students. The Alumni Association took the commendable step of providing training to current students in crafting market-ready handmade products. This initiative aims to equip students with skills that can potentially lead them to self-employment opportunities.

The heartening aspect of this endeavor was the active involvement

of Alumni Association members who volunteered their time and expertise to guide and mentor the students towards achieving excellence in their craft.

The exhibition not only celebrated the creativity and craftsmanship of our alumni but also demonstrated the spirit of giving back to the alma mater and fostering the growth and development of future generations.

The Alumni Association has made a donation of Rs. 50000/= to the college for betterment of students on 9th of November 2022 via cheque transaction.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/IMG-20240514-WA0038.jpg
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

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

Vision: Our Vision is to stand out as a pioneering institute for women in west Bengal by emphasizing on teaching-learning, training, research and other academic and co-curricular activities through innovation, diversity and flexibility. We will strive towards empowerment of all sections of women through value-based education.

Mission: Empowerment of all sections of women through value-based education. The college aims at providing a learning environment that integrates body, mind and spirit. It aims at the development

of each student and focuses on a comprehensive and balanced 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, Teaching Staff, Non-Teaching Staff and the students provides the leadership in the Governance of the College.

The Academic Subcommittee, the Finance Committee are involved in the academic and financial decision-making processes. The Principal acts as the executive head. The Teacher's Council and the various sub-committees are involved in the ground level implementation of the plans and programmes 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 functioning of the administration and proper 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.

Staff members are appointed various administrative positions like Bursar, HoDs, Coordinators, Members of Governing Body, IQAC, Academic Sub Committee, Finance Committee, ICC and various other subcommittees. The staffs 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 Teacher's Council or Non-Teaching Staff Council.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.1.2_Add_6.pdf
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 ardently expanded its educational frontiers, with a steadfast commitment to its stakeholders, particularly its students. Embracing a dynamic "student-centric approach," the institution has diligently deployed its institutional Strategic/Perspective Plan to cater to evolving student needs and ensure their holistic development.

Key endeavors undertaken include:

1. Increased student intake and corresponding staff augmentation in select subjects.
2. Expansion of classroom infrastructure.
3. Upgradation of laboratory facilities with advanced equipment and solvents.
4. Enhanced computer resources and software availability.
5. Implementation of campus-wide Wi-Fi connectivity and website updates.
6. Substantial growth in library resources, including online portals and reading room facilities.
7. Maintenance of transparency in the examination system.
8. Provision of certificate courses across disciplines.
9. Facilitation of skill enhancement and career counseling.
10. Ample opportunities for sports participation at various levels.
11. Organization of extension services and community outreach.
12. Adoption of dedicated software for streamlined management.
13. Substantial investment in ICT-enabled teaching infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sncwgs.ac.in/administration/su-b-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 in organization 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 Complaint Committee, Placement Cell, Teachers' Council, Examination committee, Admission Committee, Library Committee, Anti-ragging committee, Games and Sports Committee, Cultural Committee, Website Committee, ICT committee, Magazine Committee, 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/su-b-committee/
Link to Organogram of the institution webpage	https://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

Sarojini Naidu College for Women prioritizes the welfare of its teaching and non-teaching staff, implementing an extensive range of measures for their well-being. Faculty members benefit from an Annual Appraisal System and Career Advancement Scheme, alongside leave provisions including casual, earned, and duty leaves. Maternity and paternity leaves are granted, with retirement benefits comprising GPF, gratuity, and medical benefits as per government directives.

Group Medical Insurance is provided for students, NTS, faculty members participating in Educational Excursion/Field work.

For all staff, medical benefits include the West Bengal Health Scheme and Swastha Sathi, alongside regular health check-ups and

awareness seminars. Loan facilities are available for medical needs, while faculty development programs encourage professional growth and research activities. Support facilities encompass residential quarters, canteens, and ICT resources, ensuring a conducive work environment.

Recreational activities, cultural celebrations, and inclusive practices foster a harmonious campus atmosphere. The college's commitment to staff welfare is further demonstrated through amenities such as parking, clean drinking water, and accessibility features for persons with disabilities. With a holistic approach to staff care, Sarojini Naidu College for Women exemplifies its dedication to nurturing a supportive and enriching community for all its members.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.3.1-1.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

10

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

1

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	View File
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

30

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

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

Self-Appraisal for Teaching Staff:

Annual Appraisal System and Career Advancement Scheme prevails in our college and Regulations of UGC are strictly followed in this

regard. Accordingly, a self-appraisal diary is provided to the faculty members by the college authority which is maintained by the faculties according to the academic session.

Faculties are supposed to maintain the number of classes allotted to as per the routine. The number of classes taken by the faculty, her research and publication work she has performed. Faculties also maintain their administrative work performed in the Self-Appraisal Diary. The self-appraisal diary is validated by the IQAC coordinator and the Principal after through scrutiny. This record is again validated by Government and University experts during promotion of the concerned teacher. Each faculty member of the college is assessed and 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.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Self-appraisal-of-Teaching-and-non-teaching-staff.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

The institution conducts both internal and external financial audits regularly to ensure transparency and accuracy in its financial transactions.

Internal audits are conducted continuously throughout the year. After each financial transaction, department heads or designated personnel certify the delivery of materials or provision of services. For office purchases, certification is performed by

responsible office staff or members of the Finance Committee. These certifications undergo scrutiny by the Accountant, Bursar, and Principal to verify authenticity and financial accuracy. Income and expenditure are closely monitored, with proper purchasing procedures followed, including obtaining quotations and comparing prices. Utilization certificates for grants received are prepared and submitted to relevant agencies.

External audits occur annually after the completion of each financial year. A Chartered Accountant, appointed by the College on the recommendation of the Higher Education Department, Government of West Bengal, conducts the audit. This external auditor checks bills, vouchers, and physical registers such as the Accession Register and Dead Stock Registers/Purchase Registers. Additionally, Utilization Grant Certificates are audited to ensure compliance with regulations. Any audit objections are addressed through a mechanism that settles them within the institution.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/AUDIT-REPORT-2022-23_compressed.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)

34.07864

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

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

Sarojini Naidu College for Women meticulously plans and executes fund mobilization through various committees and processes:

- **Decision-Making Process:** Major decisions regarding resource utilization undergo thorough discussion and approval within the Governing Body (GB). The Finance Committee recommends significant college purchases, subsequently approved in the GB after deliberation.
- **Infrastructure Oversight:** The Infrastructure Committee oversees the condition of college buildings and infrastructure, suggesting necessary repairs and maintenance. Major infrastructural enhancements are deliberated and sanctioned within the GB.
- **Library Enhancement:** The Library Advisory Committee focuses on improving the library and ensuring optimal resource utilization.

Sources of Funds:

- **Primary Sources:** Entirely financed by the Government of West Bengal.
- **Secondary Sources:**
 - Including course fees,
 - central government allotments,
 - research project grants,
 - hosting external examinations,
 - running a Netaji Subhas Open University center, sponsorships for events,
 - rent from bank facilities and staff quarters,
 - bank interest,
 - royalties,
 - earnings from stationery shops, and funds from private entities,
 - corporate organizations,
 - alumni associations, and individuals.

Uses of Funds:

- Allocation towards salaries,
- utility bills,
- infrastructural development,
- amenities for staff and students,

- office expenses,
- student concessions/scholarships,
- staff skill development,
- institutional social responsibility, and
- miscellaneous expenses.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.4.3.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 is a crucial body that operates to ensure high standards of function and operation of administrative and academic units of the college. On the academic front, the IQAC has led the institution to offer 1221 courses under 55 programs across the disciplines of Humanities, Social Science, Science, Commerce and Management at Under Graduate and Post Graduate levels. The main objective is maximum inclusion of students from diverse background.

Ecological measures:

Sustainable resource use approach is adopted by installing Solar panels to generate about 30% of the entire electric consumption of the College.

Rainwater harvesting is practiced for watering the gardens during the dry seasons.

Compost is produced using the kitchen waste from the college canteen and hostel to fertilize the plants of the college.

Proper documentation of all activities and programs are maintained.

A systematic feedback mechanism is conducted to obtain feedback from students, faculty and other stakeholders of the college.

Organizing inter and intra-institutional workshops, seminars and

conferences. Encouraging faculties to perform as research guides and mentor.

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 and vocational training to make the students more employable.

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

Quality of teaching, learning and achieving excellence is ensured by regular academic audits and student feedback.

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

College fees is collected in online mode through Website

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 aims achieving equality between genders, while gender sensitization involves raising awareness about gender equality and combating discrimination. Our college organizes initiatives to spread knowledge about gender sensitization and equity. These efforts create positive values that support women's rights and empower our students, many of whom come from underprivileged backgrounds.

For the promotion of gender equity, the college takes several steps.

1. Equal access is ensured to all girls hailing from rural and urban communities, from different socio-economic, educational and cultural backgrounds and they are placed on a platform of equal status.
2. Expanded access to resources such as textbooks, laboratories and computer facilities is assured to all students.
3. Gender-sensitive curriculums help to generate awareness of gender issues through course contents and necessary teaching modules.
4. Introduction of "Women:Power and Politics" as a module within Discipline Specific Curriculum in Political Science is being introduced..
5. The introduction of the Self Defence course as a pioneering institution in the district ensures women empowerment.
6. The college through its Complaint against Sexual Harassment Committee ensure a crime-free environment for the students.
7. Separate toilets with Sanitary Pads Vending Machine and Girls' Common Room help them get refreshed and ensure menstrual hygiene.

File Description	Documents
Annual gender sensitization action plan	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/7.1.1-Annual-gender-sensitization-action-plan.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/2024/05/7.1.1_SPECIFIC-FACILITIES.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	No File Uploaded

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

The college campus produces no biomedical waste, nor radio-active waste. There is negligible production of hazardous chemical waste produced from inorganic chemicals used in science laboratory experiments which are directly release to the municipal drainage canal after many fold dilution with water. The college has an agreement with a private concern- Hulladek Pvt.Ltd., which collects and disposes the E-waste.

The college campus utilises the solid waste produced by the hostel and staff quarters (mainly food waste, dry leaves and any other biodegradable material) for composting in its compost pits within the campus. Non-biodegradable wastes like plastic waste and other chemical waste is collected by the municipality waste disposal and disposed at their respective sites. Liquid waste directly flows into the municipal drainage system.

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
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 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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Rashtriya Ekta Diwas was celebrated by the college on 31.10.2022

Observation of Students' Week by the college from 02.01.22023 to 07.01.2023. Students made aware of beneficial schemes and policies of the college and the state government, followed by poster

competition arranged by the NSS unit and a career counselling program by the Placement cell for all students. All students encouraged to participate in singing, recitation and quiz competitions.

Peace and Harmony Run was organised by the Rashtrapati Bhavan on 15.04.23 where the girls of the college took part.

The College has a minority cell and cells for other backward classes to safeguard their cultural moral and educational rights. The financial aids received by the students for the given year has been reflected in the attached documents.

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	No File Uploaded

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

The Electoral Literacy Club, Sarojini Naidu College for Women organized an 'Electoral Awareness Camp' to observe the 13th National Voters' Day on 24th January, 2023. The programme is started with a welcome address by the Principal Dr. Urmila Ukil, Sarojini Naidu College for Women. Then a Pledge taking programme was organized by Electoral Literacy Club led by Dr. Debjani Bhattacharyaya, Nodal Officer -I, SNCW Electoral Literacy Club & Associate Professor, Department of Political Science. Attended students as well as teachers participated in it. On this pledge taking ceremony all individual get connected with the network take pledge as the responsible citizen of Indian.

NSS unit of our college undertook a traffic regulation programme on the Jessore road to aware the commuters and pedestrians about traffic rules and regulations before Durga puja Festival.

NSS unit also organised Thalassemia and Dengue Awareness programmes to aware the students and neighbourhood and slum areas

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/2024/05/7.1.9_Add_7.pdf
Any other relevant information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Report_0001.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.

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

World Environment Day was observed by the Eco Club, Department of Environmental Science and NSS unit of the college on 22.05.23. A cleanliness awareness program was undertaken in the campus.

A cultural program commemorating Independence Day, 2022 was celebrated by the college on 31.08.2022.

Republic Day was celebrated by the college on 26.01.2023.

International Yoga Day was celebrated on 21.06.2022.

World Thalassaemia Awareness Programme was undertaken by the girls of the college on 13.05.2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

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): As part of the Green Campus Initiative a medicinal plant garden, Bio-Toilets and a pollution monitoring board has been set up by the college.

The medicinal garden named Chandana's Medicinal Garden built in commemoration of our late laboratory attendant of the Botany department is maintained by the Botany department.

The West Bengal Pollution Control Board has set up an Air Quality monitoring board overlooking the main building for the evaluation of air quality in the campus and surrounding area. Being the only board in the Dum Dum- Nagerbazar area it helps in monitoring the air quality index (AQI), ambient temperature, relative humidity etc. Thus due to this initiative the campus has consistently shown satisfactory AQI.

Best Practice II Title of the Practice: Counselling Cell: The College has initiated a Counselling Cell by the department of Psychology which provides mental healthcare service at a most affordable cost to all, in house as well as outsiders. The counselling team consisting of registered clinical psychologist, early intervention and cognitive rehabilitation experts address all types of mental health problems. Services provided include psychometric evaluation, psychotherapeutic intervention, awareness programs, parental counselling etc.

File Description	Documents
Best practices in the Institutional website	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/7.2.1.pdf
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

The college has well defined vision, mission and strategic plan. A part of the objectives for such trifecta is "To achieve academic excellence by making the teaching learning process more meaningful." Towards such an objective, a thrust is given to events and occasions that amalgamate both theoretical learning with hands-on experience. One such event that is distinctive to the college is NUTRICEPTION- the nutrition fest- that is carried out by the Department of Food and Nutrition during the National Nutrition Month which is observed in September every year to raise public awareness about nutrition and healthy eating habits, along with organising a health camp. Nutriception 2022 by the department of Food and Nutrition and IQAC of the college collaborated to present "Lucid Interval", an intercollege clinical scenario assessment and nutrition counselling challenge. Participants from various colleges prepared nutritious food of all major categories, answered quiz questions and assessed as well as counselled various staff of the college and neighbouring areas on their nutrition.

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

Standing out as a pioneering Institute for academic excellence as well as women empowerment, Sarojini Naidu College for Women, an esteemed college at the heart of North Kolkata, provides ample opportunities in pursuing dynamic career in Honours, General and different certificate courses since its inception in 1956. This Institution systematically maintains and enhances quality teaching learning process to develop the students' scholastic and creative cognizance. The institution is well aligned to the affiliating University in terms of syllabus formulation, modalities of evaluation and feedback system consisting of students' satisfaction survey. Since 2014, Post graduate programs have been introduced and the college now continues with three PG departments. Presently, CBCS courses are running with adequate implementation of its rules and regulations in Internals, attendance keeping, projects, posting marks in college and University portals and so on. The college strictly follows the academic-timetable of the West Bengal State University and the examinations are conducted, both Practical and Theory, according to its stipulated norms. This College maintains its own academic calendar and chronological roster for each semester which can be accessed anytime from the College Website. Furthermore, the college offers a harmonious environment not only for academic activities, but also for extracurricular activities like Yoga, different types of games and sports, cultural and co-curricular activities, NSS and NCC. The college ensures a thriving and brighter prospect for the students leading to their exposure to different cultures and practices.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/1.1.1-Links.pdf

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

To ensure a well-rounded evaluation, our college adheres to the assessment system set forth by West Bengal State University. This system places a strong emphasis on consistent attendance, which is considered a cornerstone of academic discipline. The specific methods used to evaluate students vary depending on the subject matter and are guided by the recommendations of the university's board of studies. These methods can encompass a range of activities, including regular assignments, in-class tests, presentations of seminars and projects, and oral examinations (viva). Departmental faculty closely monitor student progress throughout the semester, and internal assessment marks are uploaded to a dedicated student management system portal. These internal marks, along with the student's performance in the final semester examination, are combined to determine the final grade and grade point for each course. This comprehensive approach ensures a holistic evaluation that takes into account both a student's knowledge and their commitment to active participation in the learning process.

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

58

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)

9

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

694

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 goes beyond academics to develop well-rounded citizens. The curriculum integrates issues like gender equality, environmental sustainability, and professional ethics. Environmental awareness is fostered through mandatory environmental courses, webinars, and celebrations like World Nature Conservation Day. Gender sensitivity is addressed by incorporating gender studies in specific departments and hosting events like seminars, quizzes, workshops and debates. Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Some Departments, e.g. English and 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. Additionally, debates and courses in departments like Sanskrit and Philosophy encourage ethical and human values. To inculcate values and ethics and make students socially responsible, the college encourages students to enroll as NSS or NCC volunteers.

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

09

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

694

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 institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	https://www.sncwgs.ac.in/academics/feedba ck/
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/feedba ck/

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

729

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

193

File Description	Documents
Any additional information	No File Uploaded
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 institution prioritizes understanding students' learning levels, offering tailored programs for advanced and slower learners. Admission relies on class XII scores, with guidance provided for subject selection aligned with interests. Pandemic-era online orientation sessions aid new students in academics and extracurriculars, alongside Continuous Internal Assessment tracking. Since November 2021, a blended teaching approach combines online and offline methods. During lockdowns, extensive study materials are provided via platforms like N-LIST and the National Digital Library, with assessments in flexible online and offline formats.

Online library catalogue access facilitates convenient book browsing. Extracurricular activities include group discussions, quizzes, and seminars, with tutorial classes for syllabus-oriented challenges. Special classes aid slow learners, improving academic performance.

Extension lectures cover diverse topics, including intellectual strength and stress management. Soft skills and communicative training enhance vocational abilities globally. Free coaching for competitive exams and online certification courses broaden students' horizons for future pursuits.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Remedial-class-Geo.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2035	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

The institute prioritizes student-centred learning, employing experiential, participative, and problem-solving methods. Innovative approaches like workshops, seminars, and virtual labs enhance engagement and practical skill development. Academic committees provide timely information for effective planning, including calendars and timetables. Special lectures deepen conceptual understanding and promote research.

Despite pandemic challenges, projects foster teamwork and collaboration among students. Newsletters and magazines nurture creative talents. Access to textbooks and e-resources via libraries and platforms like OPAC URL and N-LIST enriches learning.

The Placement Cell offers training opportunities for successful entry into the job market. Various problem-solving methodologies provide academic, personal, and psycho-social guidance to students, ensuring a supportive environment for addressing concerns and grievances.

Overall, the institute emphasizes active engagement, practical skill development, and holistic support to enhance the learning experience and prepare students for future endeavours.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The institution prioritizes academic excellence by providing top-notch infrastructure and cutting-edge teaching tools. Teachers leverage ICT-enabled classrooms equipped with desktops, laptops, and projectors to facilitate advanced e-learning experiences. Seminar halls and auditoriums are also outfitted with ICT facilities for special lectures and technical talks. Laboratories feature state-of-the-art equipment and updated software to support practical learning. Amid the pandemic, teachers seamlessly transitioned to online teaching via virtual platforms, organizing webinars, workshops, and lecture series with renowned experts to help students navigate the crisis. Utilizing Google Classroom and other online platforms, teachers create engaging PowerPoint presentations and incorporate educational podcasts and YouTube videos to enhance comprehension. As the institution embraces a blended teaching approach post-pandemic, campus-wide Wi-Fi ensures seamless connectivity. Faculty and students are enrolled in e-learning courses such as NPTEL and SWAYAM, along with accessing resources like N-LIST and the National Digital Library, to stay abreast of the latest technologies and advancements.

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

135

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	
1188	
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 internal assessment system ensures transparency and effectiveness through various evaluation methods conducted regularly throughout the academic session. These include monthly tests, snap tests, assignments, projects, presentations. Attendance also contributes to internal marks allocation. For mid-semester tests, students receive evaluated answer sheets for in-class performance discussions, and remedial classes are organized if necessary.

Internal assessment accounts for 25% of the total marks in each paper, with the remaining 75% awarded by university-appointed examiners based on semester-end examinations. A minimum attendance of 60% is required in each paper and related activities, although exceptions may be granted by the principal under special circumstances as per relevant ordinances.

The Principal conducts meetings with department heads to review results, ensuring accountability and quality assurance, and several parent-teacher meetings are held too for this purpose. Some courses offer practical sessions to enhance skills, particularly in disciplines like Commerce, Computer Applications, Economics, and Mathematics. These practical components focus on problem-solving skills using ICT techniques and software, enriching students' learning experiences and preparing them for real-world applications.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

The college strictly adheres to university guidelines regarding examinations. Each semester concludes with a final examination, standardized across all constituent colleges of the affiliating university. This final exam carries 75% of the total assessment weightage, with the remaining 25% attributed to internal assessment marks.

An Examination Committee oversees various examination-related tasks, ensuring proper seating arrangements and fair distribution of question papers. Examinations are conducted meticulously to minimize the possibility of student grievances. Internal assessment comprises class tests, practical examinations, viva-voce sessions, classroom participation, and assignments. Teachers input their marks into the college portal, where entries undergo cross-verification.

In cases of student grievances regarding question papers or scores, the concerned faculty promptly addresses the issue. They discuss the question paper and answers transparently and within a specified timeframe, prioritizing the welfare of the students. This transparent and time-bound mechanism ensures efficient resolution of internal examination-related grievances.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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 is committed to fostering advanced critical thinking, leadership qualities, and social responsibility among students, aiming to cultivate responsible citizenship. Learning outcomes are articulated to encompass overall subject comprehension, specific skill sets, and their practical application upon course completion. Faculty members regularly participate in various programs to stay updated on academic matters, student placements, and extracurricular activities.

The institution systematically monitors student development and performance through class tests and assignments. Course learning outcomes are prominently featured in the college prospectus and introduced during orientation programs. Adherence to university guidelines governs admission procedures, internal assessments, and end-semester examinations, including marks uploading.

Initiatives like NSS and NCC promote the engagement of students

in social responsibility endeavours. Multiple certificate courses are organized in this regard. Self-defence certificate courses enhance the physical and mental fitness of the students, while organizing diverse events fosters values, responsibility, and organizational skills. Postgraduate departments encourage research-oriented academic pursuits, while course-specific activities and offerings support students in striving towards course objectives.

Course outcomes are assessed with technical assistance from the e-Pathshala portal of Campus Technology, ensuring systematic evaluation and alignment with program objectives.

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 institution systematically evaluates the attainment of program outcomes (POs) and course outcomes (COs) across its various programs. This evaluation involves the regular collection of data and assessment of course learning outcomes, ensuring alignment between program-specific outcomes and course outcomes.

Each department employs its unique methodology of internal assessment to gauge the attainment level of these outcomes. If the attainment level for any course falls below satisfactory levels, the department takes proactive measures, such as organizing remedial classes, tutorials, or additional assignments.

Assessment of POs, PSOs (Program Specific Outcomes), and COs primarily relies on the performance of the students in both summative and formative assessments within courses. Summative assessment occurs through semester examinations conducted by the affiliating university, contributing two-thirds of the

overall assessment weightage. The remaining one-third of the weightage for internal assessment serves not only as formative feedback but also as a means to gauge the attainment of outcomes of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

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

536

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/academics/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

53.2

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

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	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.sncwgs.ac.in/wp-content/uploads/2024/04/Scan_01_0001-2.pdf

3.2 - Innovation Ecosystem

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

transfer of knowledge

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. Three patent applications have already been filed, out of which one has been granted and two are under processing. Application for one process patent on 'A Process for Preparing Vegan Curd' has been filed - process patent application no 202231049607 filed on 30.08.2022. Further research activities in the process of preparation of vegan curd are being carried out, so that permanent patent can be obtained. Two design patents 'Device for Recording Locomotion' under the categories 'Data Processing Equipment' and 'Peripheral Apparatus and Devices' have been filed - design patent application nos. 370202-001 & 370203-001 filed on 31.08.2022. Out of these the design patent application no. 370203-001 has already been granted as a design by the Indian Patent Office. In addition to creation of innovative knowledge, commercialization of such knowledge holds the promise of earning revenue for the college.

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

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

14

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

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
1	
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	
6	
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	
40	
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

Numerous outreach initiatives and social events were coordinated by various groups such as NSS, NCC, Teachers' Council, and Students' Council. These included raising awareness about the harmful effects of plastic, regular tree planting, promoting road safety and helmet use among students, pedestrians, and the local community, particularly in adopted slum areas. Activities like Dengue awareness campaigns, cleanliness drives, and cultural engagements involving children from slum areas to foster education and boost self-esteem. Additionally, health check-up for children and women, along with AIDS and Thalassaemia awareness programs, were conducted. Seminars and lectures were organised on women empowerment, youth initiatives, and flag hoisting ceremonies on significant national days like Independence day, Republic day, Birthday of Netaji Subhas Chandra Bose extending beyond the college campus like in the adopted slum areas.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/3.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

4

File Description	Documents
Any additional information	No File Uploaded
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

26

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

448

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	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

2

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 total six buildings for conducting classes and a central library with equipped with modern amenities. There are 90 classrooms of which 65 are ICT-enabled. Almost all of the departments have computers. Presently there are 108 computers which are being used for teaching-learning purposes. Total 21 well-equipped laboratories are also there for supporting laboratory based subjects at undergraduate and postgraduate levels. In addition to these, there are two research laboratories for faculty members belonging to Science faculty and a separate research room for faculty members of Arts/Social Science faculties. There is a separate room equipped with a computer for theoretical research also. The entire

campus is Wi-Fi enabled to aid and enhance the teaching-learning process.

A seminar hall fully equipped for lectures and seminars with projector and audio system is present the college. A Gymnasium and a Yoga centre are also present for conducting the Physical Education and Yoga courses. There is a butterfly conservation area and a garden of medicinal plants within the campus maintained by the departments of Zoology and Botany respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/04/4.1.1_Room-Details.pdf

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

Only a physically and mentally strong generation empowered with knowledge can become responsible citizens. The institution works hard toward generating such empowered and responsible citizens of tomorrow. Therefore along with academic support this Institute is keen on providing facilities and opportunities for different types of extra-curricular activities such as cultural activities, sports, indoor and outdoor games like basket-ball, kabaddi, football, table-tennis, badminton etc. A large grassy playground for football, kabaddi etc. and another one for basket-ball and badminton are present in college premises. Indoor game facilities with Table Tennis, Chess and Carrom Boards are provided in the Common Room.

A Yoga Centre is present in the college where the Yoga classes, as part of NEP course, as well as practical classes for Certificate course on Yoga and Physiotherapy are held. Students and Staffs also practice Yoga, Meditation and Aerobics in this centre. There is a gymnasium in the college with modern facilities and equipment. Apart from Yoga centre and Gymnasium, an open air stage is also present in the college where outdoor cultural activities, such as dance competition, poster making competition, face painting competition, annual function/social, fresher's welcome, basantutsav etc are held. Other cultural

competitions such as singing, debate, quiz, extempore, recitation are also done throughout the year. Different national observable days such as Independence Day, Youth Day, Republic Day are observed inside the college premises. Apart from these days of international importance and significance such as International mother language Day, Hiroshima Day etc. are also observed.

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	No File Uploaded
Paste link for additional information	http://www.sncwgs.ac.in/facilities/facilities-at-a-glance/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

354.7203261

File Description	Documents
Upload any additional information	No File Uploaded
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 distribution of books. Book distribution is done by scanning the barcode, assigned to each 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 mode at the address "sncwopac.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 "EResources". 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)

1.53366

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

29

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

Across academic departments, specialized software is tailored to their needs. The Library Department relies on Linux and Windows OS, employing Koha for library management.

In the Computer Science Department, a mix of Linux and Windows OS is used alongside programming software like Codeblocks, Python, R, Oracle, and Java. Teaching tools include NS2, WEKA, Scilab, and 8086EMU, with Microsoft Office for general purposes.

Similarly, the Computer Application Department utilizes Linux and Windows OS, incorporating Codeblocks, Python, R, Oracle, and Java, with additional software like Microsoft Office and Blender. The Physics Department utilizes Linux and Windows OS, employing Qtiplot, Gnuplot, Tex studio (for LaTeX), Mimiostudio notebook, Xournal, and Glowsript, alongside programming tools like Spyder, Octave, and Codeblocks.

In contrast, the Chemistry Department relies solely on Windows OS with specific teaching tools. The Mathematics Department also uses Windows OS, primarily employing Codeblocks for programming needs. These departments collectively operate 97 dedicated academic computers, excluding administrative offices and the Library.

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

4.3.2 - Number of Computers

126

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	No File Uploaded
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)

95.30861

File Description	Documents
Upload any additional information	No File Uploaded
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 physical facilities and academic infrastructure of the Institution is well-maintained by a maintenance system under supervision of the Infrastructure Committee and the Bursar. The college caretaker is the primary person of contact for maintenance of common infrastructure including Civil, Water, Electricity, Plumbing, Power back up and Computers who is

guided by the Infrastructure Committee. An independent IT Infrastructure Committee is responsible for the IT resources of the college. There is Annual Maintenance Contract with IT products' suppliers for ICT based instrumentation, hardware and software. The computers, Wi-Fi facilities, LAN connections are maintained in a regular basis and upgraded time to time by a team of experts with the help of AMC bound personals. Other instruments, equipment, devices/gadgets and LPG gas pipe-line, used in different laboratories and departments as well as physical facilities like water purifiers, fire extinguishers, power generator etc. are also maintained by Annual Maintenance Contracts. However, few specialized instruments in some departments are maintained by the departments only, through proper service providers. Equipment used for sports and Gymnasium are taken care of and maintained by the Department of Physical Education and Sports Committee of the college.

The Library Committee keeps track of the safety and other maintenance issues of College Library. A yearly book audit is conducted across all departments.

File Description	Documents
Upload any additional information	No File Uploaded
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

1177

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students 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

166

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/2024/05/5.1.3-link.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

22

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

22

File Description	Documents
Any additional information	View File
Number of students benefitted 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

05	
File Description	Documents
Self-attested list of students placed	No File Uploaded
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	
162	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
13	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

08

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

With the help of the student's representatives the Cultural Committee has successfully organized the activities of the students' body such as Freshers Welcome, Basanto Utsav, Saraswati Puja etc. Students' representatives have actively participated 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 from 02.01.2023- 07.01.2023. The participation of students in the Poster Making Competition conducted by NSS unit, Quiz, Recitation and Singing Competition conducted by Cultural Committee was praiseworthy.

File Description	Documents
Paste link for additional information	NIL
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

08

File Description	Documents
Report of the event	No File Uploaded
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 Sarojini Naidu College for Women Alumni Association proudly organized a captivating exhibition from the 6th to the 8th of September 2022 at the college premises. The event showcased the remarkable talents of our esteemed ex-students who presented a diverse array of hand-painted sarees, bags, jewellery showpieces, and many more exquisite items.

Visitors were treated to a delightful assortment of homemade cakes, savouries, bakery items, and an array of delicacies served at special food stalls, adding a culinary delight to the overall experience.

Moreover, the exhibition served as a platform for a noble

initiative aimed at empowering students. The Alumni Association took the commendable step of providing training to current students in crafting market-ready handmade products. This initiative aims to equip students with skills that can potentially lead them to self-employment opportunities.

The heartening aspect of this endeavor was the active involvement of Alumni Association members who volunteered their time and expertise to guide and mentor the students towards achieving excellence in their craft.

The exhibition not only celebrated the creativity and craftsmanship of our alumni but also demonstrated the spirit of giving back to the alma mater and fostering the growth and development of future generations.

The Alumni Association has made a donation of Rs. 50000/= to the college for betterment of students on 9th of November 2022 via cheque transaction.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/IMG-20240514-WA0038.jpg
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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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

Vision: Our Vision is to stand out as a pioneering institute for women in west Bengal by emphasizing on teaching-learning, training, research and other academic and co-curricular

activities through innovation, diversity and flexibility. We will strive towards empowerment of all sections of women through value-based education.

Mission: Empowerment of all sections of women through value-based education. The college aims at providing a learning environment that integrates body, mind and spirit. It aims at the development of each student and focuses on a comprehensive and balanced 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, Teaching Staff, Non-Teaching Staff and the students provides the leadership in the Governance of the College.

The Academic Subcommittee, the Finance Committee are involved in the academic and financial decision-making processes. The Principal acts as the executive head. The Teacher's Council and the various sub-committees are involved in the ground level implementation of the plans and programmes 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 had of the institution. However for effective functioning of the admistration and proper 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.

Staff members are appointed various administrative positions like Bursar, HoDs, Coordinators, Members of Governing Body, IQAC, Academic Sub Committee, Finance Committee, ICC and various other subcommittees. The staffs 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 Teacher's Council or Non-Teaching Staff Council.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.1.2_Add_6.pdf
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 ardently expanded its educational frontiers, with a steadfast commitment to its stakeholders, particularly its students. Embracing a dynamic "student-centric approach," the institution has diligently deployed its institutional Strategic/Perspective Plan to cater to evolving student needs and ensure their holistic development.

Key endeavors undertaken include:

1. Increased student intake and corresponding staff augmentation in select subjects.
2. Expansion of classroom infrastructure.
3. Upgradation of laboratory facilities with advanced equipment and solvents.
4. Enhanced computer resources and software availability.
5. Implementation of campus-wide Wi-Fi connectivity and website updates.
6. Substantial growth in library resources, including online portals and reading room facilities.
7. Maintenance of transparency in the examination system.

8. Provision of certificate courses across disciplines.
9. Facilitation of skill enhancement and career counseling.
10. Ample opportunities for sports participation at various levels.
11. Organization of extension services and community outreach.
12. Adoption of dedicated software for streamlined management.
13. Substantial investment in ICT-enabled teaching infrastructure.

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 in organization 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 Complaint Committee, Placement Cell, Teachers' Council, Examination committee, Admission Committee, Library Committee, Anti-ragging committee, Games and Sports Committee, Cultural Committee, Website Committee, ICT committee, Magazine Committee, 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	https://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

Sarojini Naidu College for Women prioritizes the welfare of its teaching and non-teaching staff, implementing an extensive range of measures for their well-being. Faculty members benefit

from an Annual Appraisal System and Career Advancement Scheme, alongside leave provisions including casual, earned, and duty leaves. Maternity and paternity leaves are granted, with retirement benefits comprising GPF, gratuity, and medical benefits as per government directives.

Group Medical Insurance is provided for students, NTS, faculty members participating in Educational Excursion/Field work.

For all staff, medical benefits include the West Bengal Health Scheme and Swastha Sathi, alongside regular health check-ups and awareness seminars. Loan facilities are available for medical needs, while faculty development programs encourage professional growth and research activities. Support facilities encompass residential quarters, canteens, and ICT resources, ensuring a conducive work environment.

Recreational activities, cultural celebrations, and inclusive practices foster a harmonious campus atmosphere. The college's commitment to staff welfare is further demonstrated through amenities such as parking, clean drinking water, and accessibility features for persons with disabilities. With a holistic approach to staff care, Sarojini Naidu College for Women exemplifies its dedication to nurturing a supportive and enriching community for all its members.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.3.1-1.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

10

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

1

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	View File
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

30

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

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

Self-Appraisal for Teaching Staff:

Annual Appraisal System and Career Advancement Scheme prevails in our college and Regulations of UGC are strictly followed in this regard. Accordingly, a self-appraisal diary is provided to the faculty members by the college authority which is maintained by the faculties according to the academic session.

Faculties are supposed to maintain the number of classes allotted to as per the routine. The number of classes taken by the faculty, her research and publication work she has performed. Faculties also maintain their administrative work performed in the Self-Appraisal Diary. The self-appraisal diary is validated by the IQAC coordinator and the Principal after through scrutiny. This record is again validated by Government and University experts during promotion of the concerned teacher. Each faculty member of the college is assessed and 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.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Self-appaisal-of-Teaching-and-non-teaching-staff.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

The institution conducts both internal and external financial audits regularly to ensure transparency and accuracy in its financial transactions.

Internal audits are conducted continuously throughout the year. After each financial transaction, department heads or designated personnel certify the delivery of materials or provision of services. For office purchases, certification is performed by responsible office staff or members of the Finance Committee. These certifications undergo scrutiny by the Accountant, Bursar, and Principal to verify authenticity and financial accuracy. Income and expenditure are closely monitored, with proper purchasing procedures followed, including obtaining quotations and comparing prices. Utilization certificates for grants received are prepared and submitted to relevant agencies.

External audits occur annually after the completion of each financial year. A Chartered Accountant, appointed by the College on the recommendation of the Higher Education Department, Government of West Bengal, conducts the audit. This external auditor checks bills, vouchers, and physical registers such as the Accession Register and Dead Stock Registers/Purchase Registers. Additionally, Utilization Grant Certificates are audited to ensure compliance with regulations. Any audit objections are addressed through a mechanism that settles them within the institution.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/AUDIT-REPORT-2022-23_compressed.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)

34.07864

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

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

Sarojini Naidu College for Women meticulously plans and executes fund mobilization through various committees and processes:

- **Decision-Making Process:** Major decisions regarding resource utilization undergo thorough discussion and approval within the GoverningBody (GB). The Finance Committee recommends significant college purchases, subsequently approved in the GB after deliberation.
- **Infrastructure Oversight:** The Infrastructure Committee oversees the condition of college buildings and infrastructure, suggesting necessary repairs and maintenance. Major infrastructural enhancements are deliberated and sanctioned within the GB.
- **Library Enhancement:** The Library Advisory Committee

focuses on improving the library and ensuring optimal resource utilization.

Sources of Funds:

- Primary Sources: Entirely financed by the Government of West Bengal.
- Secondary Sources:
 - Including course fees,
 - central government allotments,
 - research project grants,
 - hosting external examinations,
 - running a Netaji Subhas Open University center,
 - sponsorships for events,
 - rent from bank facilities and staff quarters,
 - bank interest,
 - royalties,
 - earnings from stationery shops, and funds from private entities,
 - corporate organizations,
 - alumni associations, and individuals.

Uses of Funds:

- Allocation towards salaries,
- utility bills,
- infrastructural development,
- amenities for staff and students,
- office expenses,
- student concessions/scholarships,
- staff skill development,
- institutional social responsibility, and
- miscellaneous expenses.

File Description	Documents
Paste link for additional information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/6.4.3.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 is a crucial body that operates to ensure high standards of function and operation of administrative and academic units of the college. On the academic front, the IQAC has led the institution to offer 1221 courses under 55 programs across the disciplines of Humanities, Social Science, Science, Commerce and Management at Under Graduate and Post Graduate levels. The main objective is maximum inclusion of students from diverse background.

Ecological measures:

Sustainable resource use approach is adopted by installing Solar panels to generate about 30% of the entire electric consumption of the College.

Rainwater harvesting is practiced for watering the gardens during the dry seasons.

Compost is produced using the kitchen waste from the college canteen and hostel to fertilize the plants of the college.

Proper documentation of all activities and programs are maintained.

A systematic feedback mechanism is conducted to obtain feedback from students, faculty and other stakeholders of the college.

Organizing inter and intra-institutional workshops, seminars and conferences. Encouraging faculties to perform as research guides and mentor.

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 and vocational training to make the students more employable.

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

Quality of teaching, learning and achieving excellence is ensured by regular academic audits and student feedback.

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

College fees is collected in online mode through Website

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

C. Any 2 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 aims at achieving equality between genders, while gender sensitization involves raising awareness about gender equality and combating discrimination. Our college organizes initiatives to spread knowledge about gender sensitization and equity. These efforts create positive values that support women's rights and empower our students, many of whom come from underprivileged backgrounds.

For the promotion of gender equity, the college takes several steps.

1. Equal access is ensured to all girls hailing from rural and urban communities, from different socio-economic, educational and cultural backgrounds and they are placed on a platform of equal status.
2. Expanded access to resources such as textbooks, laboratories and computer facilities is assured to all students.
3. Gender-sensitive curriculums help to generate awareness of gender issues through course contents and necessary teaching modules.
4. Introduction of "Women: Power and Politics" as a module

within Discipline Specific Curriculum in Political Science is being introduced..

5. The introduction of the Self Defence course as a pioneering institution in the district ensures women empowerment.

6. The college through its Complaint against Sexual Harassment Committee ensure a crime-free environment for the students.

7. Separate toilets with Sanitary Pads Vending Machine and Girls' Common Room help them get refreshed and ensure menstrual hygiene.

File Description	Documents
Annual gender sensitization action plan	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/7.1.1-Annual-gender-sensitization-action-plan.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/2024/05/7.1.1_SPECIFIC-FACILITIES.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	No File Uploaded

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

The college campus produces no biomedical waste, nor radioactive waste. There is negligible production of hazardous

chemical waste produced from inorganic chemicals used in science laboratory experiments which are directly release to the municipal drainage canal after many fold dilution with water. The college has an agreement with a private concern- Hulladek Pvt.Ltd., which collects and disposes the E-waste.

The college campus utilises the solid waste produced by the hostel and staff quarters (mainly food waste, dry leaves and any other biodegradable material) for composting in its compost pits within the campus. Non-biodegradable wastes like plastic waste and other chemical waste is collected by the municipality waste disposal and disposed at their respective sites. Liquid waste directly flows into the municipal drainage system.

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
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	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
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 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	C. Any 2 of the above

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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>Rashtriya Ekta Diwas was celebrated by the college on 31.10.2022</p> <p>Observation of Students' Week by the college from 02.01.22023 to 07.01.2023. Students made aware of beneficial schemes and policies of the college and the state government, followed by poster competition arranged by the NSS unit and a career counselling program by the Placement cell for all students. All students encouraged to participate in singing, recitation and quiz competitions.</p> <p>Peace and Harmony Run was organised by the Rashtrapati Bhavan on 15.04.23 where the girls of the college took part.</p> <p>The College has a minority cell and cells for other backward classes to safeguard their cultural moral and educational rights. The financial aids received by the students for the given year has been reflected in the attached documents.</p>	
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	No File Uploaded

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

The Electoral Literacy Club, Sarojini Naidu College for Women organized an 'Electoral Awareness Camp' to observe the 13th National Voters' Day on 24th January, 2023. The programme is started with a welcome address by the Principal Dr. Urmila Ukil, Sarojini Naidu College for Women. Then a Pledge taking programme was organized by Electoral Literacy Club led by Dr. Debjani Bhattacharyaya, Nodal Officer -I, SNCW Electoral Literacy Club & Associate Professor, Department of Political Science. Attended students as well as teachers participated in it. On this pledge taking ceremony all individual get connected with the network take pledge as the responsible citizen of Indian.

NSS unit of our college undertook a traffic regulation programme on the Jessore road to aware the commuters and pedestrians about traffic rules and regulations before Durga puja Festival.

NSS unit also organised Thalassemia and Dengue Awareness programmes to aware the students and neighbourhood and slum areas

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/2024/05/7.1.9_Add_7.pdf
Any other relevant information	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/Report_0001.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

B. Any 3 of the above

of Conduct are organized	
File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>World Environment Day was observed by the Eco Club, Department of Environmental Science and NSS unit of the college on 22.05.23. A cleanliness awareness program was undertaken in the campus.</p> <p>A cultural program commemorating Independence Day, 2022 was celebrated by the college on 31.08.2022.</p> <p>Republic Day was celebrated by the college on 26.01.2023.</p> <p>International Yoga Day was celebrated on 21.06.2022.</p> <p>World Thalassaemia Awareness Programme was undertaken by the girls of the college on 13.05.2023</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded
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): As part of the Green Campus Initiative a medicinal plant garden, Bio-Toilets and a pollution monitoring board has been set up by the college.

The medicinal garden named Chandana's Medicinal Garden built in commemoration of our late laboratory attendant of the Botany department is maintained by the Botany department.

The West Bengal Pollution Control Board has set up an Air Quality monitoring board overlooking the main building for the evaluation of air quality in the campus and surrounding area. Being the only board in the Dum Dum- Nagerbazar area it helps in monitoring the air quality index (AQI), ambient temperature, relative humidity etc. Thus due to this initiative the campus has consistently shown satisfactory AQI.

Best Practice II Title of the Practice: Counselling Cell: The College has initiated a Counselling Cell by the department of Psychology which provides mental healthcare service at a most affordable cost to all, in house as well as outsiders. The counselling team consisting of registered clinical psychologist, early intervention and cognitive rehabilitation experts address all types of mental health problems. Services provided include psychometric evaluation, psychotherapeutic intervention, awareness programs, parental counselling etc.

File Description	Documents
Best practices in the Institutional website	https://www.sncwgs.ac.in/wp-content/uploads/2024/05/7.2.1.pdf
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

The college has well defined vision, mission and strategic plan. A part of the objectives for such tripartite is "To achieve academic excellence by making the teaching learning process more meaningful." Towards such an objective, a thrust is given to events and occasions that amalgamate both theoretical learning with hands-on experience. One such event that is

distinctive to the college is NUTRICEPTION- the nutrition fest- that is carried out by the Department of Food and Nutrition during the National Nutrition Month which is observed in September every year to raise public awareness about nutrition and healthy eating habits, along with organising a health camp. Nutriception 2022 by the department of Food and Nutrition and IQAC of the college collaborated to present "Lucid Interval", an intercollege clinical scenario assessment and nutrition counselling challenge. Participants from various colleges prepared nutritious food of all major categories, answered quiz questions and assessed as well as counselled various staff of the college and neighbouring areas on their nutrition.

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 carry out the process of encouraging faculty members to undertake the major research projects and increase the publications in various UGC approved /care listed journals.
- To organize, initiate and complete the carrier advancement scheme of 21 teachers.
- To introduce more postgraduate courses in social sciences, if possible.
- To start more certificate courses with or without collaborations with other research and educational institutes to help the students for the overall academic as well as vocational development.
- To create more ICT enabled classrooms.
- To increase the collaborations with other universities including open universities so that the avenues of distance education can be extended.
- To establish knowledge center inside the central library to preserve rare books and documents.
- To initiate a psychological counseling facility by the department of Psychology.
- To organize more blood donation camps, health checkups with our NCC and NSS units.
- To undertake more initiatives and efforts by the staffs to make the campus Green and environment friendly.