Serampore Girls' College

13, T.C. Goswami Street, Serampore Hooghly-712201, West Bengal.

Affiliated to the University of Calcutta and Re-accredited by NAAC - B, December 2015, Cycle-2

Annual Quality Assurance Report (AQAR)
July 1, 2016- June 30, 2017

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SERAMPORE GIRLS' COLLEGE

1.2 Address Line 1

> 13 T.C GOSWAMI STREET

Address Line 2

> POST: SERAMPORE

City/Town

> SERAMPORE

State

> WEST BENGAL

Pin Code

> 712201

Institution e-mail address

> serampore_girls_college@yahoo.co.in

Contact Nos.

> 033- 2662-3723

Name of the Head of the Institution:

> Dr. Soma Roy

Tel. No. with STD Code:

> 033-2652-7850 (Principal's Office),
> 033-2564-0646 (Residence)

Mobile:

> 9674238715

Name of the IQAC Co-ordinator:

> Dr. Sarmishtha Maitra

Mobile:

> 9831166538

IQAC e-mail address:

iqacsgc@gmail.com

1.3 **NAAC Track ID**

WBCOGN13397

1.4 Website address:

www.seramporegirlscollege.org

Web-link of the AQAR:

http://seramporegirlscollege.org/wp-content/uploads/2018/05/ SGC-WBCOGN13397-AQAR -2016-17.docx

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	75-80	2007	5 YEAR UPTO 2012
2	2nd Cycle	B	2.34	2015	5 YEAR UPTO 2021
3	3rd Cycle				
4	4th Cycle				

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

17.12.2007

1.7 AQAR for the year (*for example 2010-11)*

2016-2017

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR   2015-16 (Uploaded to College Website and submitted to NAAC on 28.06.2017)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women [√]

    Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) [√]   UGC 12B [√]

    Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify) | Nil |

1.11 Name of the Affiliating University *(for the Colleges)* | UNIVERSITY OF CALCUTTA |

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

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NO
UGC-COP Programmes	NO		

2.IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   1(Adm) + 1(Technical)

2.3 No. of students   1 (Students' Union)

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and   3+1

   co munity representatives   Nil

2.7 No. of Employers/ Industrialists

          1

2.8 No. of other External Experts

          16

2.9 Total No. of members

          4

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   13   Faculty   10

   Non-Teaching Staff /Students   5   Alumni   1   Others   1

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No √

   If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 4 | International | | National | 1 | State | | Institution Level | 3

(ii) Themes

1. National Level – War and Bengali Literature (UGC) in collaboration with Manbhum Mahavidyalaya, Manbhum, Purulia. March 28 & 29, 2017

2. Institutional Level –
   a. Dept of English –
      Topic- Political Issues in Elizabethan Drama
      Speaker – Asst.Prof. Sharban Bandyopadhyay (Dept. of English, SMSG College)

   b. Dept of Bengali –
      Topic- Features of Epics : Ramayana
      Speaker – Prof. Jyotsna Chattopadhyay, (Department of Bengali, RBU)

   c. Dept of History , Philosophy & Political Science –
      Topic- Utopian Socialism & Marxism
      Speaker- Prof. Sumit Mukherjee (Dept of Political Science, Kalyani University)

2.14 Significant Activities and contributions made by IQAC

- Continuation of Initial Assessment or Primary Assessment for First Year Honours students .
- Continuation MCQ system in mid- term exam
- The Restarted National Cadet Corps (NCC) in 2016 has been very actively functioning as per the desire of IQAC.
- Introduction of two general subjects : Economics & Music
- Fully computerized Admission system has been introduced.
- Fully computerized Accounts Department has been introduced.
- Fully automated Library has been initiated.
- Initiative has been taken for the introduction of Physical Education as an Elective Subject.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the academic session towards quality enhancement and the outcome achieved by the end of the year *

See Annexure 2 (Academic Calendar) , Annexure 3 (Co-Curricular Calendar) & Annexure 4 (List of Working Days)

Plan of Action	Achievements
Academic Calendar	Institutional Academic Calendar Published
Initial Assessment (MCQ Pattern) like the previous years	Initial Assessment has been conducted at the beginning of the new session 2016-2017.
Different Outreach Programs	Different Outreach Activities Of NSS, Alumni Association and Women's Cell have taken place according to the plans throughout the year.
Increased activities of NCC, NSS, Women Cell & Alumni Association to be encouraged.	New feathers on NSS cap. NSS students participated on Republic Day Parade at New Delhi and also participated in Cultural Events in Prime Minister's residence on 25.01 2017 & at Rastrapati Bhawan, New Delhi, on 27.01.2017
To plant 20 New Medicinal Plants in Herbal Plant Garden	17 New Medicinal Plants have been planted.
The activities of Echo-Club are to be widened.	Four new awareness programmes on environment have been conducted.
Totally automated College Management System Package to be introduced	Automated College Management System Package has been installed & functioning effectively excepting the record keeping of attendance & university results.
Total up-gradation of the Library will be undertaken with KOHA software.	Process going on.

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

Management
> The Governing Body of the college approved the AQAR 2016-17 and recommended the same for sending the report to NAAC vide meeting resolution no. 05; dated 26.05.2017

Syndicate
> N.A.

Any other body
> The Teachers' Council of the college approved the AQAR 2016-17 and recommended the same for sending the report to the Governing Body for final vide meeting resolution no. 05; dated 12.04.17

Criterion – I

1. **Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3 PG Programme in Distance Course under Rabindra Bharati University			
UG	15	Programmes added (2016–17) : 02 (Economics, Music); Process has been initiated for 01 new subject (Physical Education) for BA General Programme and it is expected to be started in 2017-18.		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

Interdisciplinary		4		
Innovative				

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

Pattern	Number of programmes
Semester	N.A
Trimester	N.A
Annual	15

1.3 Feedback from stakeholders*   Alumni ☐   Parents √   Employers ☐   Students ✓
    (On all aspects)

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

See Annexure 5 (Students' Feedback towards Teacher) & Annexure 6 (Students' Feedback towards College)

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

We follow affiliating university regulation/curriculum and syllabi.

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

Two new subjects (Economics & Music) have been introduced during this period.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	05	08	01 (Principal)	Nil

Apart from permanent faculty the teacher roll strength of the college includes Govt. Approved 06 Contractual Whole Time Teachers (CWTT) and 06 Part Time Teaches (PPT).

2.2 No. of permanent faculty with Ph.D.   06 (+3 CWTT)

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

Asst. Professor s		Associate Professors		Professor s		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	04	00	00	00	00	00	00	04	04

2.4 No. of Guest and Visiting faculty and Temporary faculty   32   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	09	08
Presented papers		01	07
Resource Persons			1

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

Power Point Presentation, Documentary Film Show And ICT method of teaching and other such innovative process

2.7 Total No. of actual teaching days
      during this academic year   230

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

MCQ in Initial Assessment for Honours students.

2.9 No. of faculty members involved in curriculum
       restructuring/revision/syllabus development
       as member of Board of Study/Faculty/Curriculum Development workshop | 3 |

2.10 Average percentage of attendance of students | 75% |

2.11 Course/Programme wise
     distribution of pass percentage :

Year	College Name	Subject		40 – 49%	50 – 54%	55 – 59%	Above 60%	Enrolled
2016	Serampore Girls' Collge	BA HONS.	BNGA	14	16	8	1	43
			EDCA	11	13	6		32
			ENGA	20	1			28
			GEOA		5	7	1	21
			HISA	20	8			30
			PHIA	12	1	2		15
			PLSA	8	1		1	10
			SANA	20	10	3	1	41
		BSC HONS.	CMSA	00	01	02	00	04
		BA GENERAL			62	09			270
		BSC GENERAL						01

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

 IQAC meetings are regularly held to monitor and evaluate the teaching learning processes.

Feedbacks of the class and exams (overall academic performance of the students) from the teachers are analyzed by the IQAC and steps are being taken accordingly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	0
Faculty exchange programme (Inter College)	01
Staff training conducted by the university	0

Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative and other Staff	11	04	07	05
Technical Staff	00	00	00	01

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers for academic excellence.
- Provide guidance regarding different UGC sponsored schemes and programs
- Creating congenial atmosphere to adopt innovative teaching learning processes.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	N.A.	N.A.	N.A.	N.A.
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	N.A.	N.A.	N.A.	N.A.
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.4   Details on research publications

	International	National	Others/ State
Peer Review Journals	01		08
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [N.A]   Average [N.A]   h-index [N.A]   Nos. in SCOPUS [N.A]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No.   05   Chapters in Edited Books   [ ]

ii) Without ISBN No.   04

3.8 No. of University Departments receiving funds from

UGC-SAP	CAS	DST-FIST	[ ]
DPE		DBT Scheme/funds	[ ]
Autonomy	CPE	DBT Star Scheme	
			[ ]
INSPIRE	CE	Any Other (specify)	

3.9 For colleges

2015-NAAC Accreditation (2ND Cycle)

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			02
Sponsoring agencies		UGC			College

3.12 No. of faculty served as experts, chairpersons or resource persons   02

3.13 No. of collaborations   International [ ]   National   01   Any other [ ]

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year in lakhs : Nil

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

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them -

Nil

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

Nil

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

JRF 01   SRF   Project Fellows   Any other 01- FIP

3.21 No. of students Participated in NSS events:

University level 55   State level 01

National level 05   International level

3.22 No. of students participated in NCC events:

University level   State level 10

National level 5   International level

3.23 No. of Awards won in NSS:

University level   State level 01

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum   College forum

NCC 01   NSS 08   Any other 02

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

Sl No.	Extension Activities	Institutional Social Responsibility
1	Awareness Programme on Protection of Child Right	Republic Day Camp
2	World Health Day & Rally for 'Awareness of Dengue Fever'	Annual Training Camp
3	World Environment Day & Tree Plantation	Consumer Awareness Programme
4	International Day of Yoga	Campus Cleaning Programme
5	Anti Drug Campaign Day	Independence Day
6	Raksha Bandhan (Rakhi) Utsav	NSS Day
7	National Youth Day	Inter College Cultural Competition
8	AURO Youth Camp	World AIDS Day
9		Republic Day
10		International Mother Language Day
11		International Women Day

2.

NCC activities of the college		
Camp Name	Date	Place
Republic Day Camp	26th October, 2016 to 4th November, 2016	Club House, West Bengal
Annual Training Camp	14th July,2017 to 23rd July, 2017 (deferred programme for 2016-17)	Tarakeswar Degree College, West Bengal

3.

Regular Activities of SGC NSS Units: 2016 – 17			
Sl.No.	Name of the Program / Activity	Date of Observation/ Celebration	Place of Observation/ Celebration
1*	Awareness Programme on Protection of Child Right	5th& 6th April, 2016	Slum Area of 27 No. Ward
2*	World Health Day & Rally for 'Awareness of Dengue Fever'	7th April & 9th April, 2016	SGC Campus, Serampore & Slum Area of Ward No. 27, Serampore

3*	World Environment Day & Tree Plantation	5th June	C.U. Rowing Club, RabindraSarobar
4*	International Day of Yoga	21st June	C.U. Rowing Club, RabindraSarobar
5*	Anti Drug Campaign Day	26th June, 2016	C.U. College Street Campus
6	Consumer Awareness Programme	19th July, 2016	SGC Campus, Serampore
7	Campus Cleaning Programme	03.08.16	SGC Campus, Serampore
8	Independence Day	15th August	SGC Campus, Serampore
9*	Raksha Bandhan (Rakhi) Utsav	17.08.16	Serampore Cheshire Home
10	NSS Day	24th September	SGC Campus, Serampore
11	Inter College Cultural Competition	06.10.16	SGC Campus, Serampore
12	World AIDS Day	1st December	SGC Campus, Serampore
13*	National Youth Day	12th January but celebrated in 3rd March, 2017	C.U. College Street Campus
14	Republic Day	26th January	SGC Campus, Serampore
15*	AURO Youth Camp	17.02.2017	Sri Aurobindo Society, Konnagar Branch, Hooghly
16	International Mother Language Day	21st February	SGC Campus, Serampore
17	International Women Day	8th March but celebrated in 29th March	SGC Campus, Serampore

* Taken as Extension Activities of NSS Units

Special Activities / Camp done by NSS Units:	**Date: 20.02.17 to 26.02.17** **Place:** Inauguration of the NSS Special Camp in SGC Campus & remaining part in at **Vivekananda Nidhi**, Serampore; **Camp Name (Theme):** *ROLE OF WOMEN IN THE CONSERVATION OF ENVIRONMENT*

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3538.8 Sq metre	0		3538.8 Sq metre
Class rooms	25	Building started, 3 rooms to be created.	State Government	25
Laboratories	7	0		7
Seminar Halls	2	1		3
No. of important equipments purchased (0-1 lakh) during the current year.		35	UGC & Higher Education, Govt. Of WB and College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	15.99	4.1		20.09
Others				

4.2 Computerization of administration and library

- ▪ Computerized cataloguing in Library has been completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6439		15	Rs. 2890/-	6454	
Reference Books	5699				5699	
e-Books						
Journals	76		32	Rs. 489/-		
e-Journals (inflibnet)						
Digital Database						
CD & Video						
Others (Magazine)	147	Rs. 2812/-	Nil	Nil		

4.4 Technology up gradation (overall) 2016 - 17

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others (Distance Education Course in PG)
Existing	24	02	01	06	0	02	15	3
Added	03	0	01	06	0	0	02	0
Total	27	02	02	12	0	02	17	3

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nil

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs. 1,55,069/-

ii) Campus Infrastructure and facilities   Rs. 2,32,655/-

iii) uipments   Rs. 1,58,245/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student Improvement classes are regularly conducted for slow learners.
- Extra classes are arranged for advanced students.
- Tutorial classes are regularly taken for Honours students.
- Up gradation of infrastructural facilities – Students' Canteen has been shifted to a more specious area with new furniture.
- Participation of more students in 'karate-do' classes as a measure for self defence .
- Improvement of both indoor and outdoor games accessories with the support of M.L.A. lad fund.
- Arranged Students' awareness programme on common health hazards.
- Proposal has been sent to MP Lad fund for Sanitary Napkin Vending / incinerator Machine.
- Departmental Libraries in General added more books catering to the demands of the students.
- Two NSS units are encouraged to aim their activities to the palpable problems of the society in large and to the problems of Girls students of the area.

5.2 Efforts made by the institution for tracking the progression

No formal system has been developed to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (PG Distance Education Course)	
			MA - I	MA - II
2197			153	89

(b) No. of students outside the state   00

(c) No. of international students   Nil

Men	No	%	Women	No	%
	NA			100	

Last Year : 2015-16						This Year : 2016-17 (Total)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
576	106	11	46	00	739 (I Yr)	1670	324	26	163	14	2197

Demand ratio :   Applied : Admitted = 4504:760 = 6:1 (Approx)

Dropout % :   9.49 %

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

> Discontinued in the absence of UGC fund.

No. of students beneficiaries

> Nil

5.5 No. of students qualified in these examinations : Data not available

NET	SET/SLET	GATE	CAT	
IAS/IPS etc	State PSC	UPSC	Others	

5.6 Details of student counselling and career guidance

> - Each department carries separately informal counselling for career and other issues.
>
> - College also arranges professional career counselling session by private organizations.

No. of students benefitted

> Data not available

5.7 Details of campus placement

On campus			
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	
No campus recruitment is conducted			ata not available

5.8 Details of gender sensitization programmes

> 1. Departments like History, Political Science and Sociology have arranged screening documentaries on women and other issues on 12th April,2017.
>
> 2. Gender Sensitization Programme on Women empowerment :- Dated,23rd April, 2017, Topic : (i) Domestic Violence and Remedies , (ii) Laws to Empower Women, (iii) Role of Women in Indian Army, (iv) Roles of Women to Empower themselves.
>
> Speaker : Dr. Kumkum Sarkar (Retired Associate Prof., Serampore Girls' College & Guest Lecturer, Rabindrabharati University), Dr. Saswati Chanda (Lecturer, Serampore Girls' College) & Ms. Upasana Roy Barman (Assistant lecturer, Serampore Girls' College)

5.9 Students Activities

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

State/ University level | Nil | National level | Nil | International level | Nil |

No. of students participated in cultural events

State/ University level | 12 | National level | Nil | International level | Nil |

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

Sports : State/ University level | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | 4 | National level | NIL | International level | NIL |

5.10 Scholarships and Financial Support

- Financial support from institution

Class	No. Of Students received Half Free	Amount Concession 2016 – 2017	No. Of students received Full Free	Amount of Concession 2016 - 2017
1st Year	**45**	**16,350/-**	**11**	**14,100/-**
2nd Year	**08**	**3,600/-**	**11**	**9,900/-**
3rd Year	**16**	**4,800/-**	**07**	**8,400/-**
Total	**69**	**24,750/-**	**29**	**32,400/-**

- Financial Support from Govt. And Non-Govt. sources :-

		Number of students	Amount
Financial support from government	Minority	55	Rs. 2,64,000/-
	SC	413	Rs. 12,39,000/-
	ST	12	Rs. 43,200/-

OBC A	135	
OBC B	212	
Financial Support State Govt. Kanyanshree Prakalpa (K2)	312	Rs. 78,00,000/-
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: College Level [   ]   State/ University level [01]   National level [   ]

International level [   ]

5.12   No. of social initiatives undertaken by the students   [07]

5.13 Major grievances of students (if any) redressed :

- The students have a long standing grievance for their inability to represent the college as a team in Calcutta University Annual Sports Meet. This year the college has opened up a new department of Physical Education which is why the college is grooming up the team for Kho-Kho to participate in the University meet.

- One more grievance is also addressed by the department of Physical Education in opening up the Yoga Training for building up good physique and better concentration of the students.

- The students' grievance for better canteen service has been met up with improved arrangements like seating and low cost quality food.

- A grievance for a secured cycle stand has been met up with the newly shaded and iron fenced place in the newly build up area.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The college tries to follow the vision of university of Calcutta which is 'advancement of learning'.
- Our vision is to create a good citizen for our motherland.

6.2 Does the Institution has a management Information System

Nil

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

6.3.1 Curriculum Development

The Institute follows the curriculum of affiliating University.

6.3.2 Teaching and Learning

- The teachers try to enhance the quality of teaching by Power point presentation and the college has developed the additional ICT facility for supporting the improvement.
- The IQAC supervises the overall academic pursuits for the betterment of the performance in University examinations.

6.3.3 Examination and Evaluation

- Apart from University specified examinations, the college arranges Initial Assessment for the Hounours students at the beginning of the session.
- Tutorial classes are arranged regularly.
- After the mandatory Test Examinations, a series of short tests are conducted to improve the performance of the students in final University examinations.
- Extension Lectures and Seminars by eminent academicians are organized by each department regularly.

6.3.4 Research and Development

Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

- An additional smart classroom has been installed. (3 smart classrooms)
- Library has been partially automated.
- Fully Computerized accounts has been introduced.
- Human Resource Management System (HRMS) has been applied for Pay-packet as per the Government Instruction.
- Fully Computerized admission system has been introduced.

6.3.6 Human Resource Management

- The members of teaching faculty are encouraged to submit and receive minor research project.
- Participation and presentation of paper in different state, national, international Seminars and Symposium are encouraged.
- Teachers are also inspired to participate in Orientation and Refresher courses to facilitate their career advancement.

6.3.7 Faculty and Staff recruitment

- Recruitment of two college contractual teachers : 01(one) for Music , 01(one) for Economics.
- Recruitment of seven permanent Non-teaching staff.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

As per University of Calcutta and higher education departments standard rules and regulations.

6.4 Welfare scheme

Teaching	NIL
Non teaching	NIL
Students	Students health home and gender sensitization program

6.5 Total corpus fund generated

Rs. 5,24,221 (Five Lacks Twenty Four thousand Two hundred Twenty one only) out of 05 (five) fixed deposits in bank.

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Calcutta Univ.	No	No
Administrative/ financial	No	Dept. Of Higher Education (Govt. of WB)	No	No

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [ ]

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

The whole system is formulated, controlled and amended by University of Calcutta.

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

N.A

6.11 Activities and support from the Alumni Association

The alumni association conducted :

i)   A medical camp
ii)   Sit and draw competition
iii)   Sports for local destitute children.

6.12 Activities and support from the Parent – Teacher Association

Parents teachers meeting are organized by each department to analyse the progress of the students. But no formal parents- teacher association exists in the college.

6.13 Development programmes for support staff

Nil

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

- Swatch Bharat- Campus Cleaning program by NSS unit.
- Initiative has been taken to make the campus complete plastic free.
- Waste management system has been introduced : (i) E-waste management, (ii) Recycling of canteen wastage.
- Initiatives have been taken to install sanitary napkin vending and machine.

Criterion – VII

7. Innovations and Best Practices

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

- Initial Assessment, with MCQ pattern of questions, on the completion of the first month of Honours programmes is still in practice in the present academic session as it yielded good results.
- Students' feedback on individual teacher of each department helped to rectify the processes, if any. Thus enhanced the quality of teaching.
- Additional smart classrooms and use of microphones during lectures in large classrooms have facilitated the accommodation of larger number of students into the quality environment of teaching.
- Emphasis is shifted from educational tour to different important historical places to "Know Your City" programme.
- Automated College Management System Package has been installed & functioning effectively excepting the record keeping of attendance & university results.

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

- Institutional Academic Calendar Published.
- Initial Assessment Examination has been conducted at the beginning of the new session 2016-2017.
- Different outreach and in-campus activities of NSS, Alumni Association and Women's Cell have taken place according to the plans throughout the year.
- New feathers on NSS cap. One NSS volunteer participated in Republic Day Parade at New Delhi and also participated in Cultural Events at the Prime Minister's Residence & Rastrapati Bhawan, New Delhi. 26.01.2017, 24.01.2017 & 27.01.2017 respectively.
- 17 New Medicinal Plants have been planted.
- Four new Awareness Programmes on Environment have been conducted.
- Automated College Management System Package has been installed & functioning effectively excepting the record keeping of attendance & university results.
- Total up-gradation of the Library with KOHA software is yet to be completed.

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

- Sensitization of the Students and Local Women of the Neighbourhood Through Systematic Programmes of Active Units of the College.

- Echo Friendly Campus with Effective Waste Management System. (Plastic free Campus & Green Management)

* See Annexure 1 (Details of Best Practice)

7.4 Contribution to environmental awareness / protection

- As per the advice in the Environmental Audit Report conducted in 2015, a number of initiatives have been taken towards the environmental awareness / protection:

- A number of sensitization programmes have been conducted :
  - *Threat of Global warming.*
  - *Future of Excessive use of plastic.*
  - *Prevention of Wastage of Water and Electricity.*
  - *Recycling of E-waste.*

- The students are instructed to prepare reports with the acquired knowledge and take actions accordingly.

- A tree plantation programme by the 2 units of NSS has been conducted during the session. About 20 saplings have been planted which along with the Herbal Garden, are maintained regularly by the NSS volunteers and the garden keeper of the institution.

- LED lamps, in place of traditional bulbs & tube lights, are being used to save energy.

- Single switch operation system at every classroom, apart from central main switch, is used to avoid wastage of electricity.

7.5 Whether environmental audit was conducted?   Yes   No   √ . It was done in 2015-16; we are following that guideline.

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

See Annexure 7

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

- Construction of an administrative block in the college campus with State Government fund.
- Initiation of Physical Education as General subject.
- Extension of affiliation to the Honours course in the Departments of Sociology, Hindi and Urdu.
- Total automation of Academic, Administrative and Library Management.
- Submission of proposal of fund in prescribed proforma for getting Infrastructure Grants under RUSA.

Annexure I

Best Practice : 1

1. Title: Sensitization of the Students of the College and Women of the Neighbourhood.

2. Goal: With an aim to build up a spirited and sensible group of youth, the young future citizens of our Nation, amid a healthy and humane surrounding, the several units of our college work since the day one of each academic calendar.

3. Context: For hundreds of students of our college, many of them are from remote villages and, socially and financially marginalized families, the college is something more than just a stepping stone to Higher Education. Apart from imparting the knowledge of prescribed university syllabi, the teachers consider it to be their sacred duty to develop the morale of the students and help them to acquire a good hygienic sense which will ultimately make our campus an ideal seat of learning.

4. The Practice: The active units of NSS (2 units), NCC, Women Cell (WC) and Alumni Association (SGCAL) tirelessly endeavor to sensitize the students and the local girls and women through systematic in-campus and off-campus programmes. Besides this, a regular training class of KOREAN KARATE enables our students to be confident about self-defence and facing the odds of life.

NSS and WC of the college regularly conduct in and off campus awareness programmes. With the inspiring NSS motto, "Not Me but You", the students reach out to the female inmates of the neighbourhood slums to uplift their living conditions and moral health in their own little way, through various sensitization programmes. The NCC Unit acts as catalyst in bringing out the exuberant cadency of Ek Do Ek (marching command) which mirrors the inner strength of Cadets of Serampore Girls'College.

Sensitization Programmes of 2016-17:

- Awareness Programme on *Protection of Child Right* in college campus Shilbagan Slum Area, (NSS, 5th & 6th April, 2016.)

- Workshop on *Prevention of Child Marriage.* (WC, 6th July 2016.)

- Seminar in Celebration of International Human Rights Day: *Free Legal Rights of Women.* (WC,10th Dec, 2016.)

- Seminar in Celebration of International Women's Day: *Anti Girl Trafficking Movement.* (NSS &WC, 29th

  March, 2017.)

- KOREAN KARATE training classes are held twice a week. Classes are conducted by trained and authorized trainers.

5. Evidence of Success:
- The whole hearted response of the neighbourhood and our stakeholders made the conveners of different units confident to carry on their projects. The initial success of the ventures encouraged them to expand the areas of discussion and activity and organize gender specific programmes with wider ambiance.

- A larger number of students have expressed their willingness to join the Cell and Units to take part in this noble venture of sensitization of girls and women. Since ours is a girls' college, the stakeholders, i.e. the guardians and the community people, are also enthusiastic about different

'on' and 'off' campus programmes which is evident in their willingness to extend their help for their children's activities, in spite of their limited resource.

- Our Sempai of KARATE team won several medals (3 Gold, 2 Silver, 1 bronze Medals) in District Level, organized by Tang Tsu Doo Karate Association of India in June, 2017. Presently our students are enthusiastically preparing for the next State level Championship in January, 2018.

6. Problems Encountered and Resources Required:

- Most the students who take part in these programmes commute from distant places. In many cases they have to stay back in the college campus even after the academic classes are over. Extra Tiffin is required for them. Women Cell has no regular financial provision for this. We have approached the Finance Committee of the college to make provision for this support. The matter will be placed in the Governing Body.

- Though Railway concession is available for the students, multiple breaks-up of Bus/ Auto Rickshaw/ Toto/ Rickshaw journey to make up the time seem to be an extra burden.

- But the financial support from Kanyashree Project seems to solve other financial problems.

- The mother university provides regular grant for the activity of the NSS programmes as per rules.

- We yet to receive any government or university grant for KARATE training programme.

Best Practice : 2

1. **Title**: Hygienic and Echo Friendly Campus with Limited Waste Management System. (Plastic free Campus & Green Waste Management)

2. **Goal:** Inculcation of the spirit of cleanliness and awareness of threats to environment among the students and staff is the chief goal of this "Best Practice". Every day, the students, members of the faculty, office and other support staff, spend several hours in the college campus. Keeping the saying "Cleanliness is Next to Godliness" in mind we endeavor to live and breathe in an eco-friendly campus. We started with a moderate aim to make our campus Plastic Free & to carry out some initial processes to manage Green Waste. We also aim to preserve good hygiene by maintaining a proper sanitary system and providing pure drinking water to all our students and staff.

3. **The Context:**

- Every year, the students of III Year, prepare their compulsory Environment Science projects, based on practical classes for their University Examination. We came across the initiatives of the students of University of California Santa Barbara (UCSB) who launched the project of Plastic Free Campuses (PFC). Being inspired by this project our students also took the initiatives to make our campus plastic free.

- We also felt that our students should be made aware of the consequences of climate change.

- One of the reasons of different types of health hazards, especially those that riddle the females, is pollution and absence of proper sanitation. We felt it our prime duty to provide our students a clean and green campus as well as a clean sanitary facility and pure drinking water.

4. **The Practice:**

The college conducted Green Audit in 2015-16. We follow the advice provided in that report. We have taken different measures

- to make the campus eco-friendly (Plastic free Campus & Green Waste Management);

- to keep the several wash rooms clean and hygienic (the process of installation of Sanitary Napkin Vending and Incinerating Machine is in progress);

- to provide pure drinking water (several water purifying machines are installed and regularly maintained under AMC with the specific service providers).

- Echo Club (EC), two units of NSS, WC and SGCAL of the college undertake various scheduled activities and organize seminars and workshops, relating to environmental consciousness and cleanliness of the college campus.

Sensitization programmes conducted during 2016-17:

  o Seminar on *"Threat of Global Warming"* (EC, 18th August, 2016)
  o Workshop on *"Future of Excessive use of Plastic"* (EC & NSS, 2nd-3rd November, 2016.)
  o Workshop on *"Prevention of Wastage of Water and Electricity"* (WC & NSS, 1st-2nd February, 2017.)
  o Seminar on *"Recycling of E-waste"* (EC & SGCAL, 5th-6th April, 2017)

5. Evidence of success:

- Positive responses of the local people and the nearby slum dwellers when our different units visit them with various awareness programmes, are the live evidences of the success of all these ventures.

- The students of our college have visibly made a commitment to reducing their plastic footprints and pledging to measurably reduce plastic pollution in college campus.

- Even the women and urchins of the selected houses of the locality have been trained to focus on the reduction and, sometimes, elimination of plastic bottles, utensils, straws, single-use plastic bags and food packaging. They in their own turns encourage others to practice the same.

6. Problems Encountered and Resources Required:

- For the erection of new buildings to accommodate ever growing number of students in old and new subjects, 4 trees had to be hewed down with the necessary permission of the Forest Department of the State Government. Sufficient number of sapling have been planted in a different part of the campus to compensate the loss of greenery.

- For new constructions some good square feet are covered of rubble.

- In spite of our best efforts, sometimes it becomes difficult for us to make each and every student conscious of our intentions and concept of hygiene. Though the teachers and the group leaders of different units tirelessly try to drive home our intentions.

- Our students are engaging their imaginations, while their teachers are challenging their minds.

Annexure II

YEAR PLANNER-CUM ACADEMIC CALENDAR (SESSION : 2016-17)
FOR B.A./ B.Sc. STUDENTS

Sl. No.	Activities	Tentative Date
1.	Student's Orientation for the 1st year students.	09.07.2016
2.	Classes to conduct Bridge Course for 1st year students.	11.07.2016 to 23.07.2016
3.	Bridge Course Test for 1st year students,	26.07.2016
4.	Parent –Teachers' Meeting for the 1st year students.	1ST Week of August
5.	Mid-Term Examination for 1st year, 2nd year and 3rd year students.	After Puja Vacation
6.	Students Seminar	November, 2016 to December, 2016
7.	Quiz contest	November, 2016 to December, 2016
8.	Open House Programme	November, 2016 to December, 2016
9.	Extension Lecture	November, 2016 to December, 2016
10.	Faculty Exchange Programme	November, 2016 to December, 2016
11.	Departmental Seminar / Lecture Programme by eminent person.	November, 2016 to December, 2016
12.	Educational Tour	December, 2016 to January, 2017
13.	Remedial Coaching for 3rd year students	January, 2017
14.	Remedial Coaching for 2nd year students	February, 2017
15.	Remedial Coaching for 1st year students	March, 2017
16.	Test for Part – III Students	2nd week of December, 2016
17.	Test for Part – II Students	2nd week of January, 2017
18.	Test for Part – I Students	2nd week of February, 2017
19.	Tutorial Classes	As per Routine

CO-CURRICULAR CALENDAR (SESSION : 2016-17)
FOR B.A./ B.Sc. STUDENTS

Organized by NSS

Sl. No.	Activities	Tentative Date	Venue
1.	Van Mahotsava Week	1st to 7th July, 2016	College premises
2.	International Literacy Week	8th to 14th July, 2016	
3.	World Population Day	11th July, 2016	University of Calcutta
4.	Independence Day	15th August, 2016	Both in Campus & C.U.
5.	Sadhbavan Day	20th August, 2016	University of Calcutta
6.	International Literacy Day	8th September, 2016	University of Calcutta
7.	International Peace Day	15th September, 2016	
8.	NSS Day	24th September, 2016	
9.	National Blood Donation Day	1st October, 2016	College premises
10.	Communal Harmony Day & Swachhata Diwas	2nd October, 2016	University of Calcutta
11.	Global Hand Washing Day	15th October, 2016	
12.	Rashtriya Ekta Diwas	31st October, 2016	University of Calcutta
13.	National Integration Day	19th November, 2016	University of Calcutta
14.	Quami Ekta Week	19th to 25th November, 2016	
15.	Constitution Day	26th November, 2016	University of Calcutta
16.	World AIDS Day	1st December, 2016	College premises
17.	World Human Right Day	10th December, 2016	College premises
18	Good Goverance Day	25th December, 2016	University of Calcutta
19.	National Youth Day	12th January, 2017	University of Calcutta
20.	National Youth Week	12th to 19th January, 2017	University of Calcutta
21.	Calcutta University Foundation Day	24th January, 2017	University of Calcutta
22.	Republic Day	26th January, 2017	Both in Campus & C.U.
23.	Martyrs' Day	30th January, 2017	University of Calcutta
24.	International Women Day	8th March, 2017	College premises

25.	World Health Day	7th April, 2017	College premises
26.	Anti-Terrorism Day	21st May, 2017	University of Calcutta
27.	World No Tobacco Day	31st May, 2017	University of Calcutta
28.	World Environment Day	5th June, 2017	Both in Campus & C.U.
29.	International Yoga Day	21st June, 2017	University of Calcutta

Organized by Women Cell

Sl. No.	Activities	Tentative Date	Venue
1.	Awareness Camp Against Child Marriage for our Students and Neighboring Women	6th July, 2016	College premises
2.	Seminar on Legal Rights of Women in India	10th December, 2016	College premises

Organized by Alumni Association

Sl. No.	Activities	Tentative Date	Venue
1.	Organized Sports and Drawing Competition for Neighboring Under Privileged Children	25th February, 2017	College premises

Annexure IV

LIST OF WORKING DAYS , 2016 – 2017
TERM – I

FROM JULY 1ST (2016) TO COMMENCEMENT OF PUJA VACATION

Month	Working Days	Sunday	Holidays	Total
July – 2016	25	5	1 (Rathajatra& Id-Ul-Fetre)	31
August – 2016	25	4	2 (Independence Day &Janmastami)	31
September – 2016	23	4	3 (Id-Id-Zuha, Viswakarma Puja &Mahalaya)	30
1-6th October – 2016	5	1	___	06

Month	Description
July - 2016	**Working Days :** 25
	Sunday : 05
	Holidays : 01 (Rathajatra & Id-Ul-Fetre)
	Total : 31
August – 2016	**Working Days :** 25
	Sunday : 04
	Holidays : 02 (Independence Day & Janmastami)
	Total : 31
September – 2016	**Working Days :** 23
	Sunday : 04
	Holidays : 3 (Id-Id-Zuha, Viswakarma Puja &Mahalaya)
	Total : 30
1-6th October – 2016	**Working Days : 0**5
	Sunday : 01
	Holidays : --------------
	Total : 06

PUJA VACATION FROM 7TH OCTOBER TO 2ND NOVEMBER – 2016

TERM – II

Month	Working Days	Sunday	Holidays	Total
November – 2016	21	4	3 (Jagadhatri Puja &Gurunanak Birthday)	28
December – 2016	21	3	---	24

Month	Description
November - 2016	**Working Days :** 21
	Sunday : 04
	Holidays : 3 (Jagadhatri Puja & Gurunanak Birthday)
	Total : 28
December – 2016	**Working Days :** 21
	Sunday : 03
	Holidays : ---------
	Total : 24

WINTER RECESS 2TH DECEMBER – 2016 TO 1ST JANUARY– 2017 = 07 DAYS
TERM – III

Month	Working Days	Sunday	Holidays	Total
January – 2017 (From 2nd)	20	4	6 (Vivekananda Birthday, Makar Sankranti, Birthday of Netaji, C.U. Foundation Day, Maghotsava, Republic Day)	30
February – 2017	20	4	4 (Saraswati Puja, College Foundation Day, Shivratri)	28
March – 2017	25	4	2 (Death Anneversary of H. L. Paul, DolJatra)	31
April – 2017	23	5	2 (Chaitra Sankranti, Good Friday, Bengali New Year's Day & Easter Saturday)	30
May – 2017 (upto 15th)	09	2	4 (May Day, Birthday of Rabindranath Tagore, Buddha Purnima, Sabebarath)	15

Month	Description
January – 2017 (From 2nd)	**Working Days :** 20
	Sunday : 04
	Holidays : 6 (Vivekananda Birthday, Makar Sankranti, Birthday of Netaji, C.U. Foundation Day, Maghotsava, Republic Day)
	Total : 30
February – 2017	**Working Days :** 20
	Sunday : 04
	Holidays : 4 (Saraswati Puja, College Foundation Day, Shivratri)
	Total : 28
March – 2017	**Working Days :** 25
	Sunday : 04
	Holidays : (DolJatra)
	Total : 31
April – 2017	**Working Days :** 23
	Sunday : 05
	Holidays : 2 (Chaitra Sankranti, Good Friday, Bengali New Year's Day & Easter Saturday)
	Total : 30
May – 2017 (upto 15th)	**Working Days :** 09
	Sunday : 02
	Holidays : 4 (May Day, Birthday of Rabindranath Tagore, Buddha Purnima, Sabebarath)
	Total : 15

Students' Feedback towards Teacher, 2016 - 2017

Q 1. How do you rate the communicative skill of the teacher (in terms of his / her ability to deliver a language comprehensible lecture?
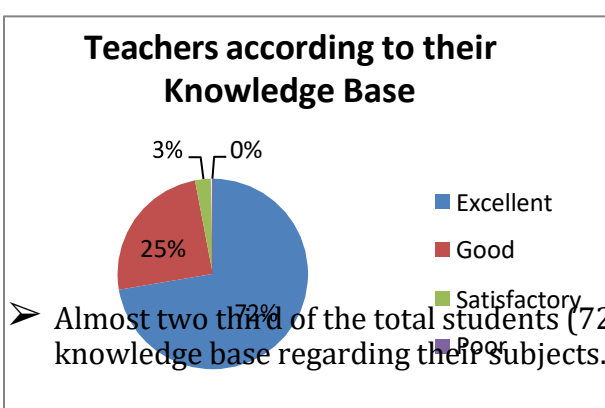
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	281	**63.06**	144	**32.46**	19	**4.34**	1	**0.13**

Teachers according to their Communicative Skill
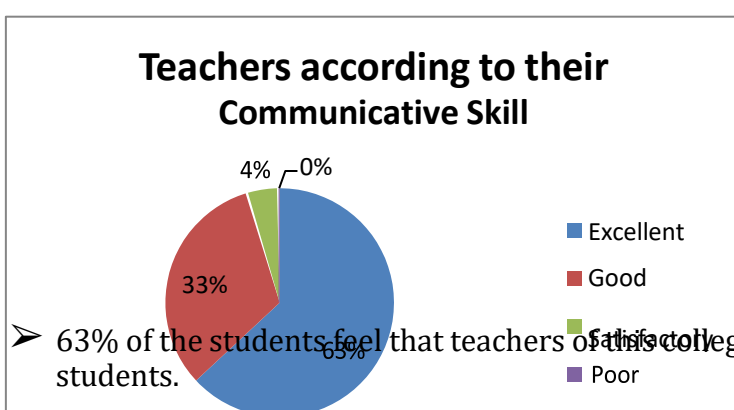
➤ 63% of the students feel that teachers of this college communicate excellently to their students.

Q 2. How do you rate his / her knowledge base?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	322	**72.34**	110	**24.65**	13	**2.87**	1	**0.13**

Teachers according to their Knowledge Base

➤ Almost two third of the total students (72%) feel that their teachers have excellent knowledge base regarding their subjects.

Q 3. How do you rate his / her progress in class towards completion of the syllabus within the stipulated period?
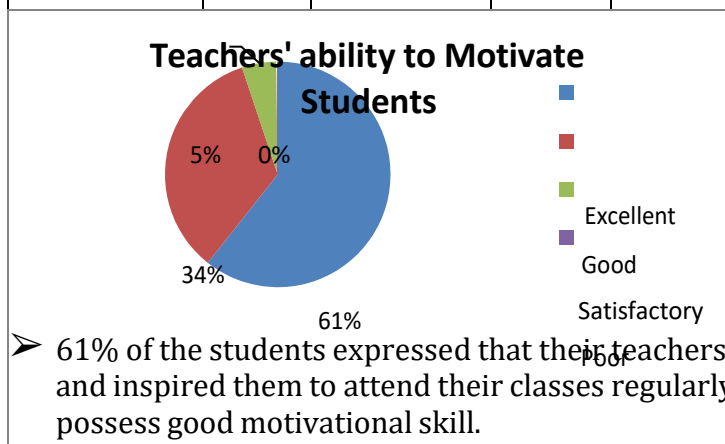
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	280	**62.93**	148	**33.20**	17	**3.81**	0	**0.07**

Teachers' Performance Regarding Completion of Syllabus
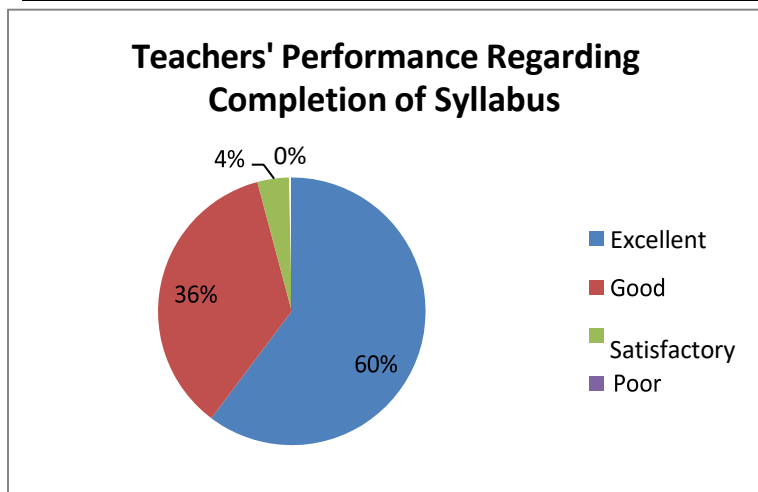
➢ 60% of the students informed that their teachers complete the syllabus within stipulated time.

Q 4. How far did his/her teaching ability motivate you as a learner and in attending concerned classes ?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	270	**60.65**	152	**34.20**	23	**5.08**	0	**0.07**

Teachers' ability to Motivate Students

➢ 61% of the students expressed that their teachers can motivate them excellently as a leaner and inspired them to attend their classes regularly. 34% of them feel that their teachers possess good motivational skill.

Q 5. How do you rate your teachers in terms of their regularity shown in conducting routine assessment of the students (through class tests / tutorials etc.)?
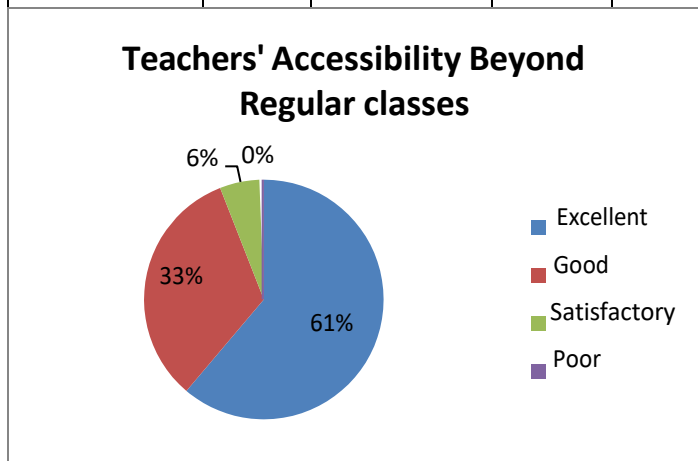
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	265	**59.45**	152	**34.07**	26	**5.95**	2	**0.53**

Teachers' Regularity in Students' Assessment
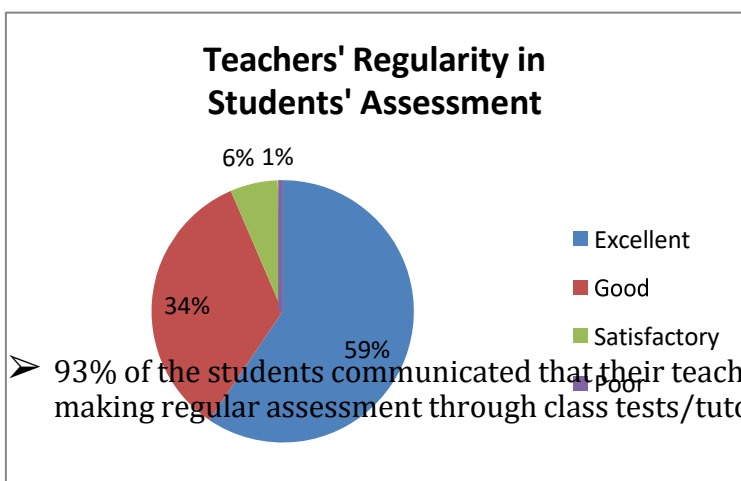
➢ 93% of the students communicated that their teachers are either excellent or good in making regular assessment through class tests/tutorials.

Q 6. How do you rate your teachers in terms of their accessibility beyond class hours?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	272	**61.19**	146	**32.87**	25	**5.68**	1	**0.27**

Teachers' Accessibility Beyond Regular classes

➢ Most of the students of this college feel that teachers in this college are very much accessible and approachable to them beyond regular classes. Here 61% rate them as excellent and 33% rate them as good.

Q 7. How do you rate your teachers in terms of additional/supplementary academic support extended to students?
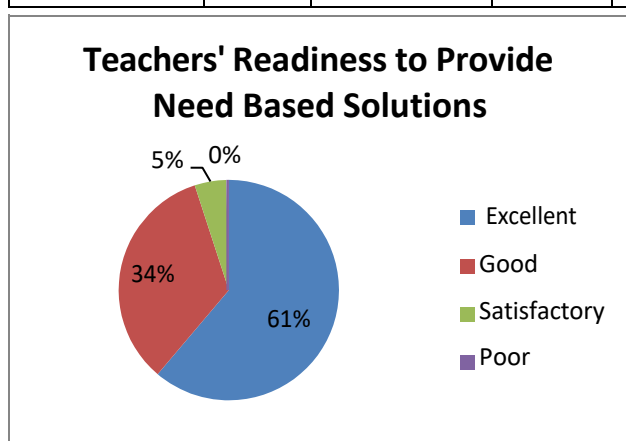
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	239	**53.64**	174	**39.01**	31	**7.01**	1	**0.33**

Academic Support Provided by the Teachers
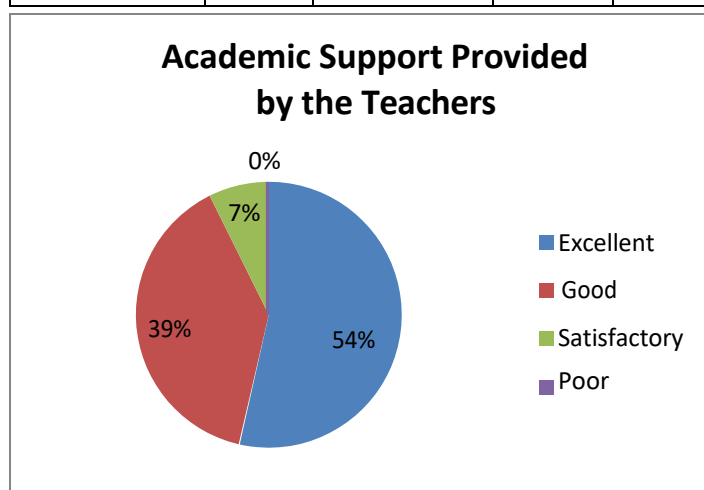
➢ Most of the students revealed that their teachers provided various academic supports like providing reference books, photocopies etc. to them. In this respect, 54% rate their teacher as excellent and 39% rate as good.

Q 8. How do you rate your teachers readiness to conduct remedial classes and equip you with need based solutions (like correction of answers or supplementary reference list / additional reading materials)?
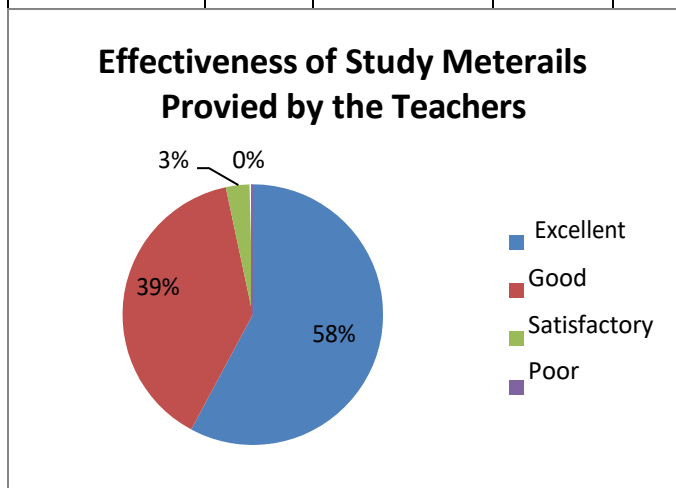
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	272	**61.19**	150	**33.80**	21	**4.68**	1	**0.33**

Teachers' Readiness to Provide Need Based Solutions

➢ 61% of the students rate their teachers as excellent and 34% rate as good.

Q 9. How do you rate the effectiveness and relevance of the study material provided to
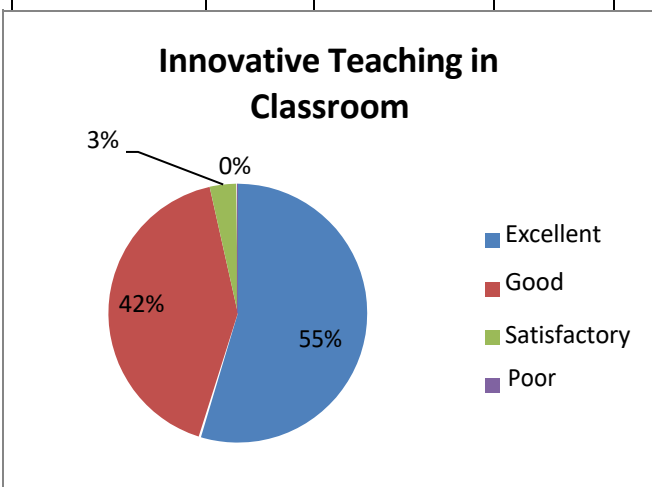you by teachers?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	257	**57.85**	173	**38.81**	14	**3.14**	1	**0.20**

Effectiveness of Study Meterails Provied by the Teachers

➢ 58% of the students feel that the study materials provided by the teachers are excellent and 39% of them feel that these are good for their studies.

Q 10. How do you rate your teachers in terms of innovative teaching methods and apparatus introduced in classroom teaching?
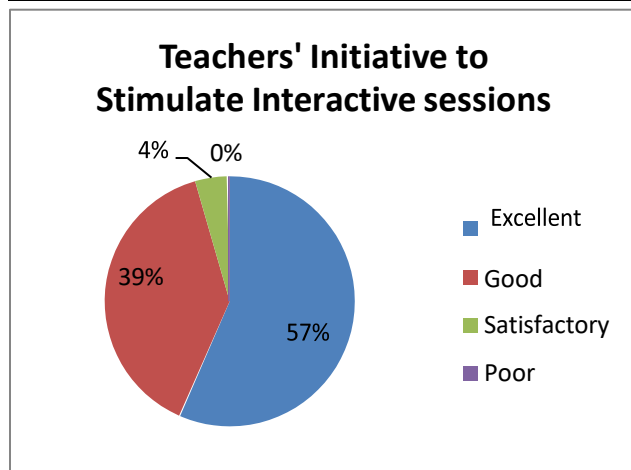
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	244	**54.89**	185	**41.62**	15	**3.39**	0	**0.10**

Innovative Teaching in Classroom

➢ 55% of the students feel that their teachers are excellently innovative in their teaching in classroom. 42% rate their teachers' innovative style as good.

Q 11. How do you rate the teachers in terms of their initiative to stimulate interactive sessions in class?
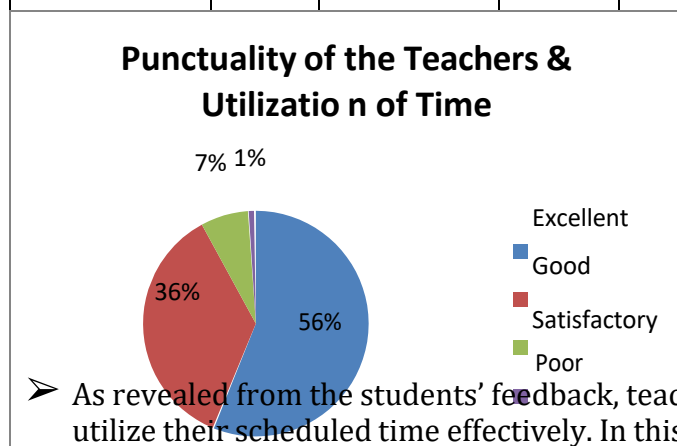
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	252	**56.65**	173	**38.88**	19	**4.28**	1	**0.20**

Teachers' Initiative to Stimulate Interactive sessions

➢ Generally the classes are very much interactive in this college, as expressed by the students. 57% of the students rate them as excellent and 39% rate them as good.

Q 12. How do you rate the teachers in terms of his/ her punctuality in class and effective utilization of scheduled time period?

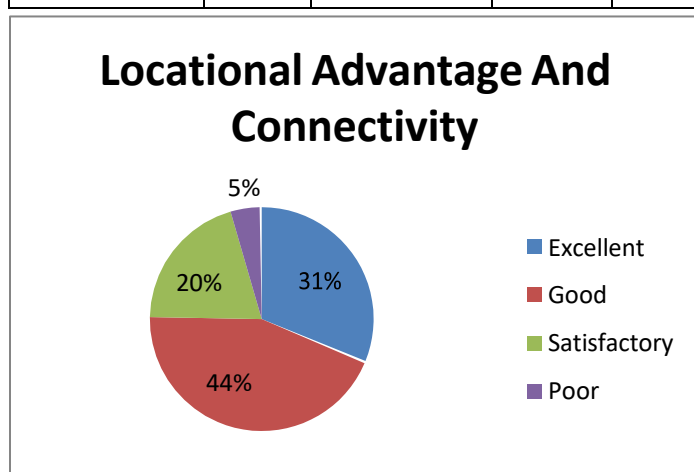| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	250	**56.25**	159	**35.80**	31	**6.95**	4	**1.00**

Punctuality of the Teachers & Utilizatio n of Time

➢ As revealed from the students' feedback, teachers are very punctual in their classes and utilize their scheduled time effectively. In this respect, 56% of the students rate their teachers as excellent and 36% rate them as good.

Students' Feedback towards College, 2016 - 2017

Q 1. How do you rate the college in terms of its locational advantage and connectivity?

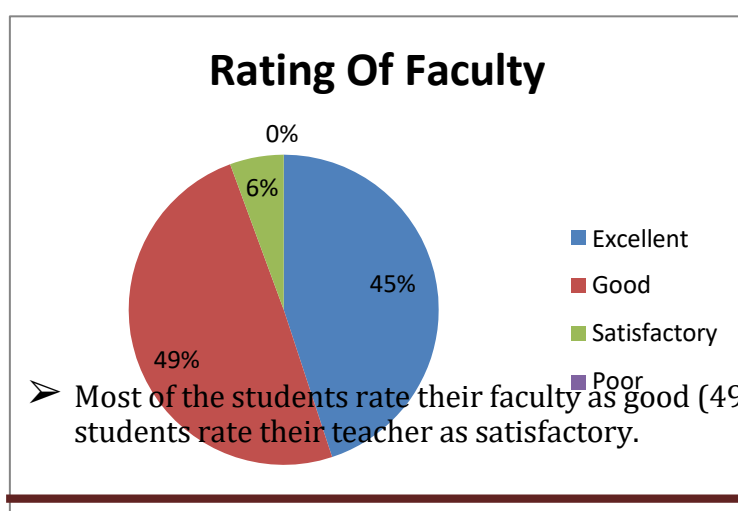| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	140	**31.46**	195	**43.82**	90	**20.22**	20	**4.49**

Locational Advantage And Connectivity

- Excellent
- Good
- Satisfactory
- Poor

➤ The chart shows that 31% of the students find the locational advantage of the college as excellent 44%find it as good.

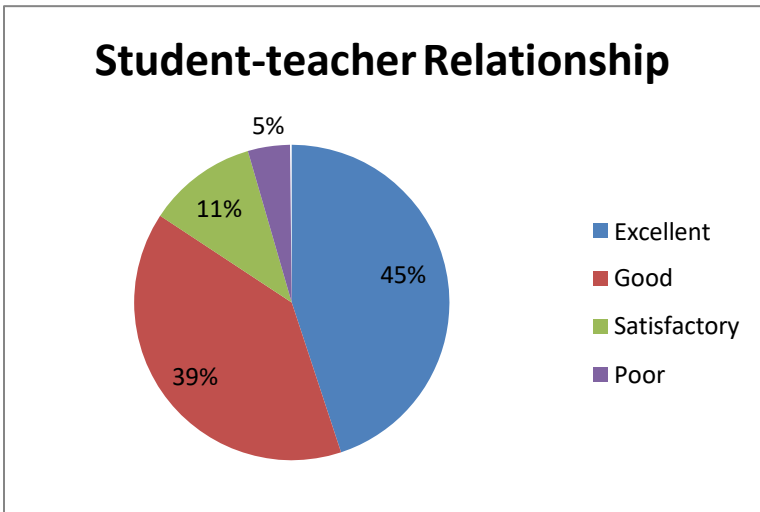Q 2. How do you rate the teaching faculty of your college?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	200	**44.94**	220	**49.44**	25	**5.62**	0	**0.00**

Rating Of Faculty

- Excellent
- Good
- Satisfactory
- Poor

➤ Most of the students rate their faculty as good (49%) and excellent (45%). Only 6% students rate their teacher as satisfactory.

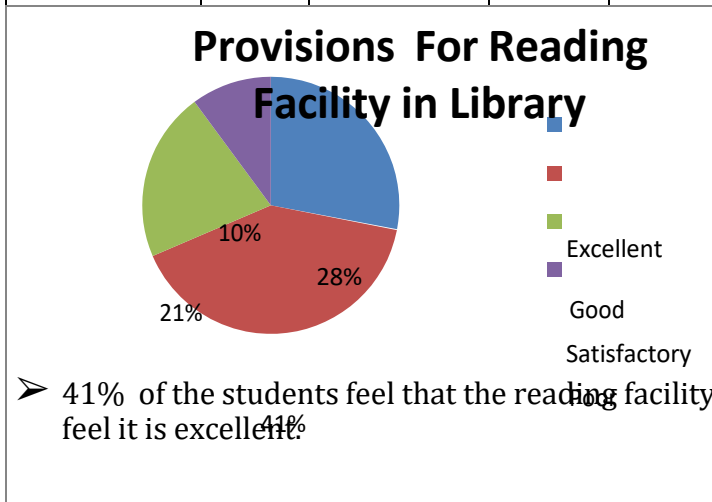Q3. How do you rate the student-teacher relationship of the college?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	200	**44.94**	175	**39.33**	50	**11.24**	20	**4.49**

Student-teacher Relationship

➢ Most of the students (45%) found that their relationships with their teachers are excellent. Only 5% students feel it is poor.

Q4(a). How do you rate the library facility of this college and its existing provisions in terms of Reading Facility?
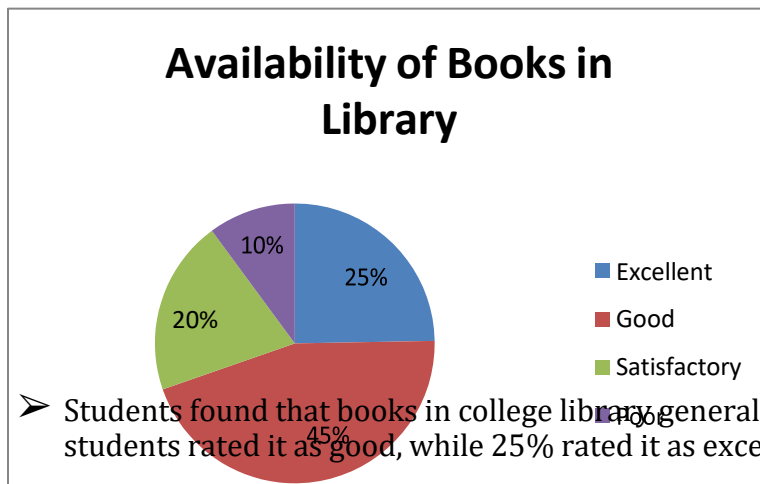
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	125	**28.09**	180	**40.45**	95	**21.35**	45	**10.11**

Provisions For Reading Facility in Library

➢ 41% of the students feel that the reading facility in the college library is good ,while 28% feel it is excellent.

Q4(b). How do you rate the library facility of this college and its existing provisions in terms of Availability of Books?
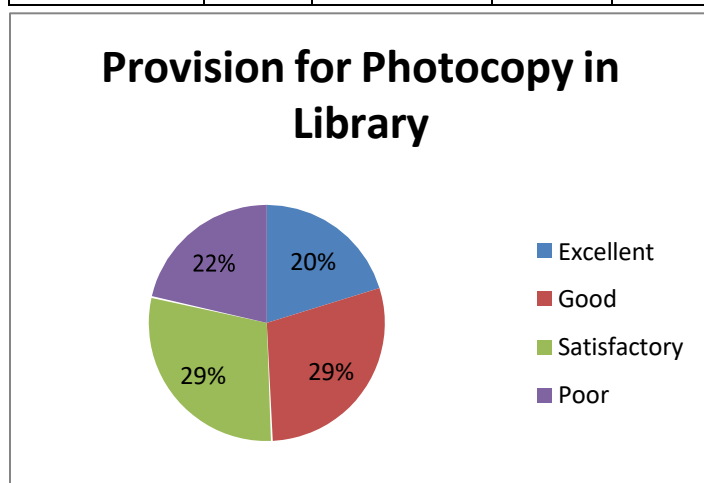
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	110	24.72	200	44.94	90	20.22	45	10.11

Availability of Books in Library

➢ Students found that books in college library generally available to them. So 45% of the students rated it as good, while 25% rated it as excellent.

Q4(c). How do you rate the library facility of this college and its existing provisions in terms of Photocopying facility?
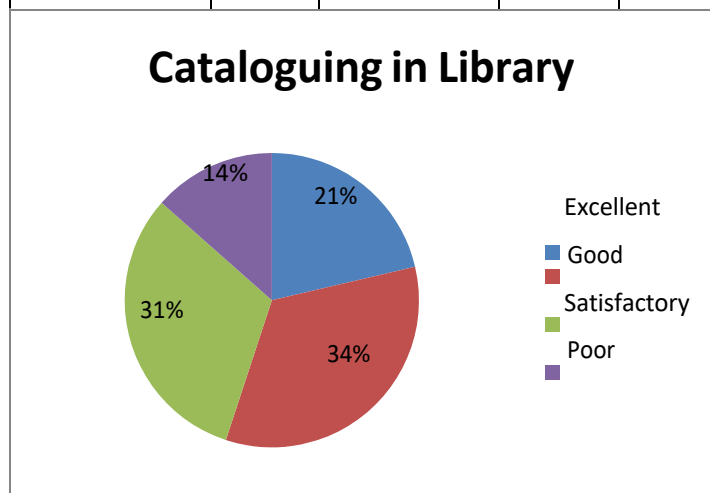
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	90	20.22	130	29.21	130	29.21	95	21.35

Provision for Photocopy in Library

➢ Students expressed a mixed remarks regarding photocopy facility.

Q4(d). How do you rate the library facility of this college and its existing provisions in terms of Cataloguing?
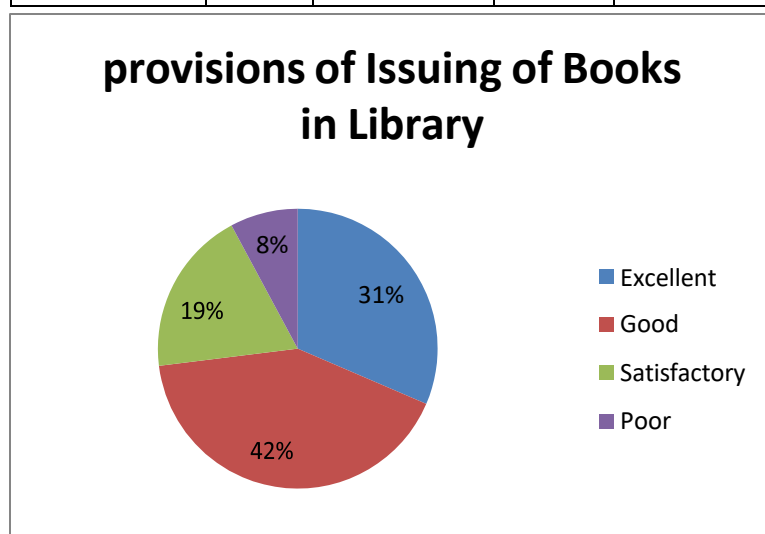
Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	95	**21.35**	150	**33.71**	140	**31.46**	60	**13.48**

Cataloguing in Library

➤ 34 % of students feel Cataloguing facility is good enough though 134% of them found it not up to mark.

Q4(e). How do you rate the library facility of this college and its existing provisions in terms of Issuing of Books?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	140	**31.46**	185	**41.57**	85	**19.10**	35	**7.87**


provisions of Issuing of Books in Library

➤ 31% of students feel that the provisions of Issuing of Books in Library is excellent. Another 42% of students feel the facility is good for their requirement.

Q5. How encouraging is the library staff in allowing students to avail the facility?

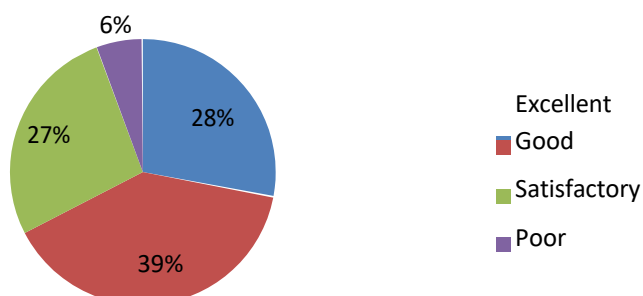| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	95	**21.35**	200	**44.94**	115	**25.84**	35	**7.87**

Students' opinion regarding Library Staffs
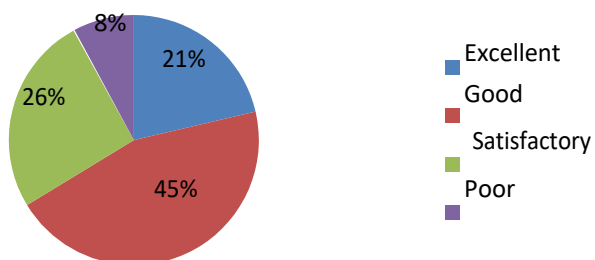
➢ Most of the students (45%) expressed that the library staffs are cordial and encouraging to avail the facilities of reading and lending books.

Q6. How do you rate the administrative staff of this institution in terms of their helpfulness ?

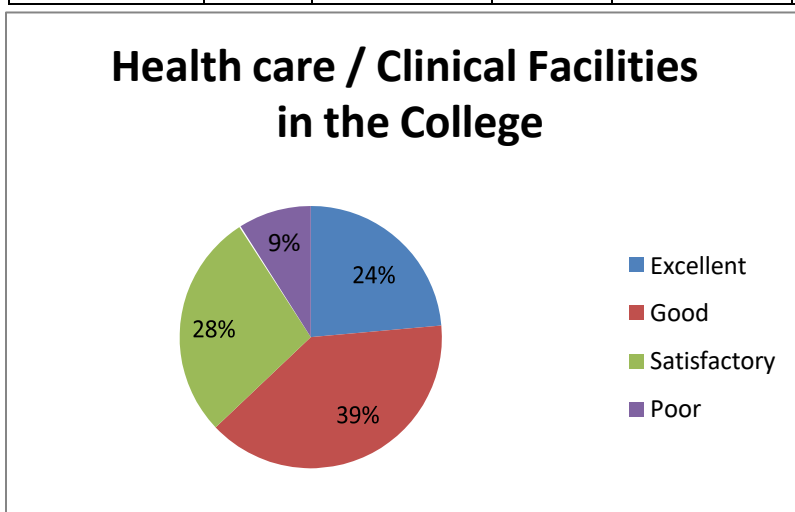| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	125	**28.09**	175	**39.33**	120	**26.97**	25	**5.62**

Students' opinion regarding Administrative Staff

➢ 28% of students are happy with the college administrative staff and they rate them as excellent, while 39% find them as good.

Q 7. How do you rate the following facilities available in your college.
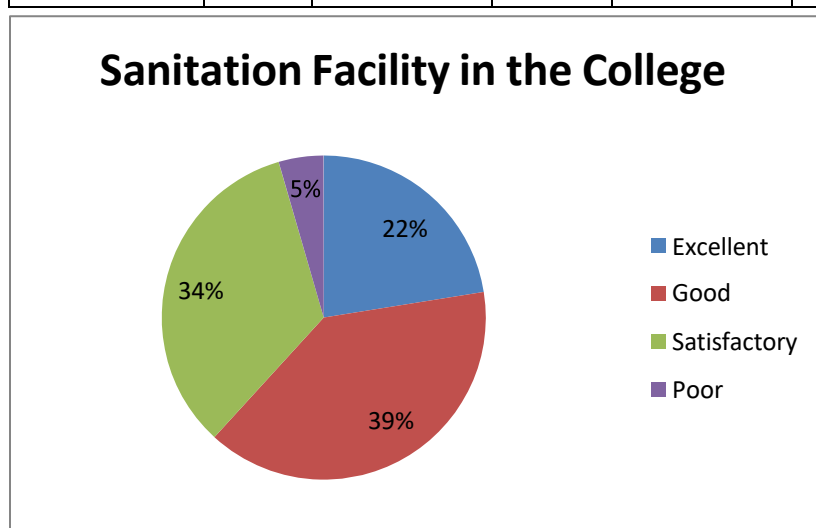 (a) Health care / clinical.

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	105	**23.60**	175	**39.33**	125	**28.09**	40	**8.99**

Health care / Clinical Facilities in the College

➢ Students feel college provides a good facility of health care to them. 91% of students expressed that the facilities are either excellent, good or satisfactory.

Q7. How do you rate the following facilities available in your college.
  (b) Sanitation.

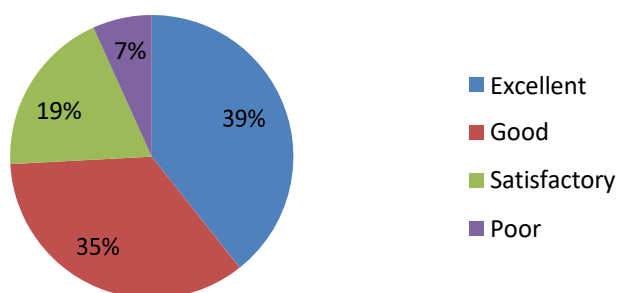| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	100	**22.47**	175	**39.33**	150	**33.71**	20	**4.49**

Sanitation Facility in the College

➢ According to the students the sanitation facility in college up to their requirement. Most of the students (93%) feel that it is either excellent, good or satisfactory.

Q7. How do you rate the following facilities available in your college.
     (c)) Drinking Water.

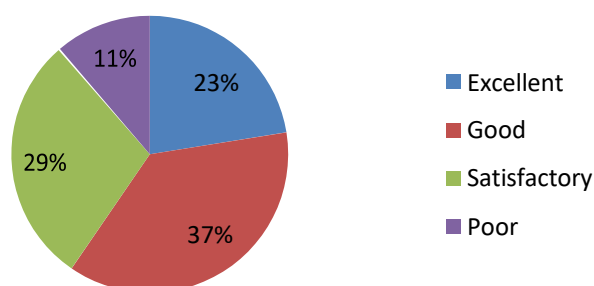| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	175	**39.33**	155	**34.83**	85	**19.10**	30	**6.74**

Facility of Drinking Water in College

➢ 39% of the students expressed their satisfaction for the drinking water facility in college and they rated it as excellent.

Q7. How do you rate the following facilities available in your college.
     (d) Canteen.

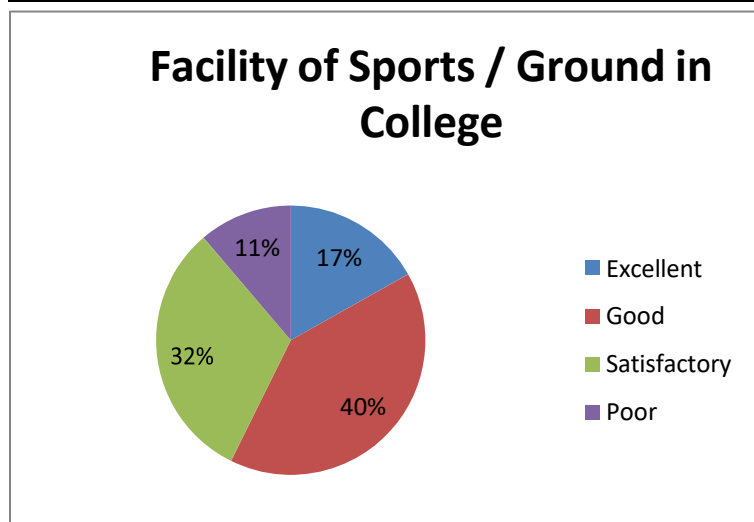| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	100	**22.47**	165	**37.08**	130	**29.21**	50	**11.24**

Facility of Canteen in College

➢ College canteen provides good and healthy food for the students and 37% students rate is as good.

Q7. How do you rate the following facilities available in your college.
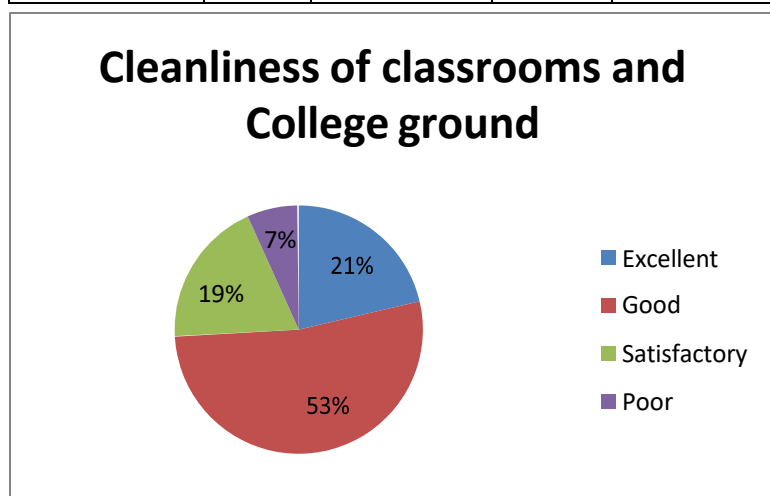   (e)) Sports / Ground.

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	75	**16.85**	180	**40.45**	140	**31.46**	50	**11.24**

Facility of Sports / Ground in College

➢ The college has a specious play ground where students can play or roam around. So, 72% of the students feel it good or satisfactory.

Q7. How do you rate the following facilities available in your college.
    (f) Cleanliness of classrooms and college ground.

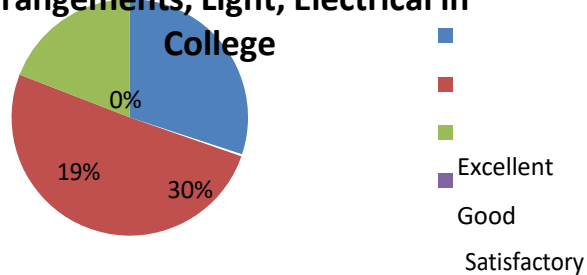| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	95	**21.35**	235	**52.81**	85	**19.10**	30	**6.74**

Cleanliness of classrooms and College ground

➢ 53% of students found the college classrooms and playground are very much neat and clean.

Q8. How do you rate the overall ambience of classrooms in terms of space, ventilation, sitting arrangements, light, electrical provisions etc. ?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	135	**30.34**	225	**50.56**	85	**19.10**	0	**0.00**

Facilites of Ventilation, Sitting arrangements, Light, Electrical in College
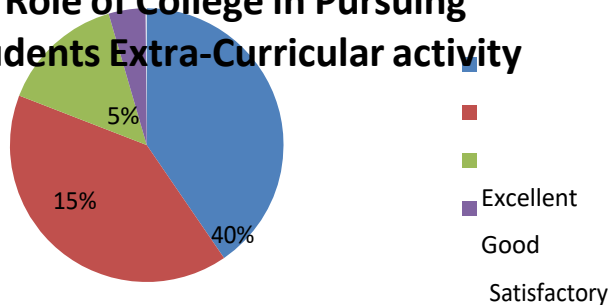

- Excellent
- Good
- Satisfactory
- Poor

➤ More than half of the students (51%) conveyed that the facilities of Ventilation, Sitting arrangements, Light, Electrical in College is Good for them.

Q9. How do you rate the college's role in encouraging students in extra-curricular pursuits?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	180	**40.45**	180	**40.45**	65	**14.61**	20	**4.49**

Role of College in Pursuing students Extra-Curricular activity

- Excellent
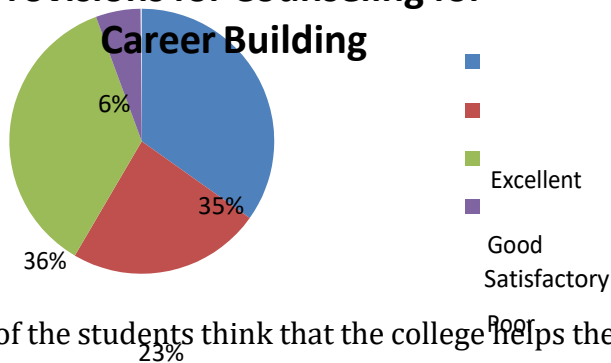- Good
- Satisfactory
- Poor

➤ The college organizes extra-curricular programmes And competitions for the students. 40% of them communicated that the college endeavor for their extra-curricular activity is excellent.

Q10. How do you rate efficacy and utility of counselling sessions :
   (a) Career.

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	155	**34.83**	105	**23.60**	160	**35.96**	25	**5.62**

### Provisions for Counseling for Career Building

➤ 35% of the students think that the college helps them in their Career Building.

Q10. How do you rate efficacy and utility of counselling sessions :
   (b) Psychological.

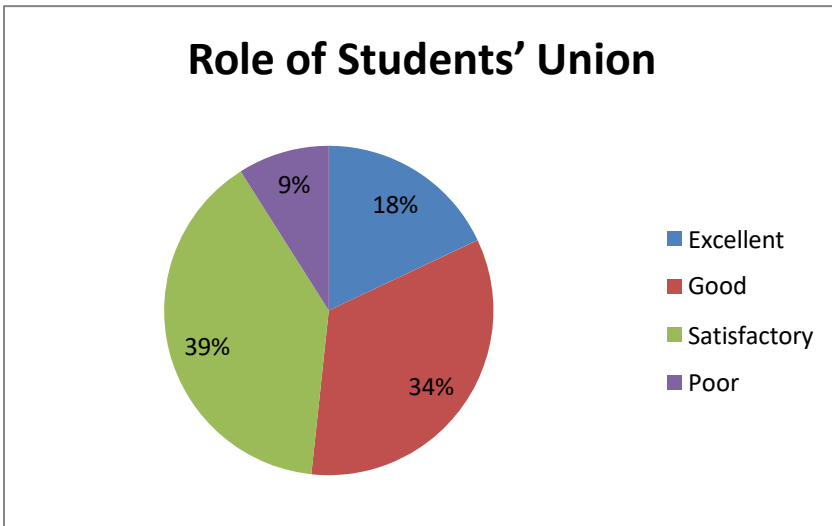| Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	100	**22.47**	140	**31.46**	190	**42.70**	15	**3.37**

Provisions for Psychological Counseling
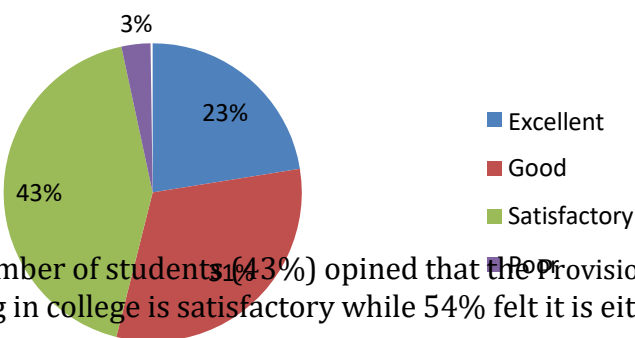
➤ A large number of students (43%) opined that the Provisions for Psychological Counseling in college is satisfactory while 54% felt it is either excellent or good..

Q11. How do you rate Students' Union / body in its representative role and other related functions?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	80	**17.98**	150	**33.71**	175	**39.33**	40	**8.99**

Role of Students' Union

➤ A large number of students feel that the role of students' union is not always supportive. 39% of them view union's role as only satisfactory.

Q12. How do you rate your over-all experience in this college?

Total Sample Size	Excellent		Good		Satisfactory		Poor	
	Value	Percentage	Value	Percentage	Value	Percentage	Value	Percentage
445	110	**24.72**	235	**52.81**	70	**15.73**	30	**6.74**

Over-All Experience of Students in the College
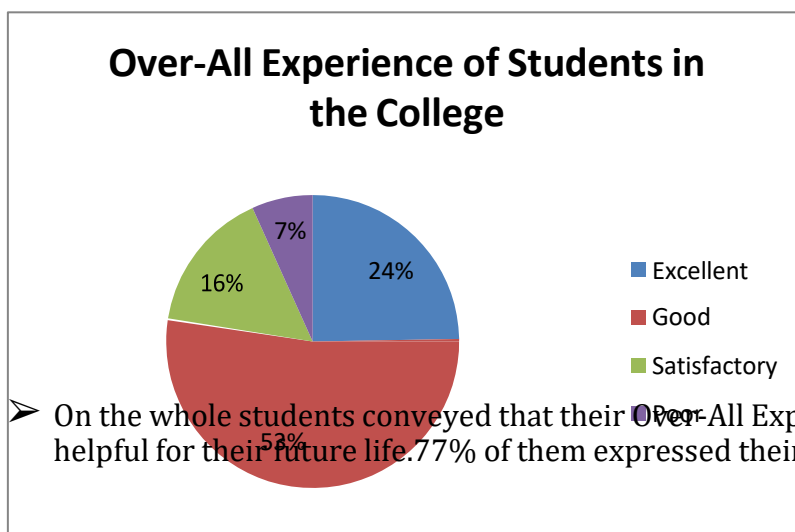
➤ On the whole students conveyed that their Over-All Experience in college is memorable and helpful for their future life.77% of them expressed their experience as good or excellent.

Annexure VII

SWOT ANALYSIS

Strengths:
- Our stakeholders are our true strength. An experienced and enthusiastic Principal, qualified and committed group of teachers, sincere librarian and office staff, passionate and energetic students and responsible guardians, all contribute to the overall success of our college.

- A sense of togetherness is the key of our reputation in the locality. Together we try to uphold the positive qualities in students, teachers and the administration.

- Our NSS unit won the best unit award from Calcutta University, participated in a couple of National programmes, including Republic Day Parade (RDP) in New Delhi.

- One NSS volunteer and one NCC Cadet acquired permanent Job in Bengal and Calcutta Police respectively.

- The academic ambiance of the collage is evident in the State level and National Seminars (UGC), conducted in regular intervals.

- Regular examinations (3 in one academic year for 1st year and 2 for 2nd & 3rd year students), Answer scripts checking followed by doubt clearing classes and Parent-Teacher Meetings---- all contribute towards a total amelioration of academic standard.

- The University of Calcutta has chosen our college as Zonal centre for several subjects. in University Examinations. A number of teachers function as Members of Board Of Studies (English & Philosophy), Paper Setters, Moderators, Examiners, Scrutineers in university examinations.

- The Members of the Governing Body take keen interest in the smooth and quality functioning of the college.

Weakness:
- A lack of Theoretical Class Room as well as Laboratory space is the most striking weakness of our college.

- Though 4 new teachers have joined in this academic session after a prolonged waiting, the departments of English, Sanskrit & History are still run by a single full time teacher each. The process of creation of new posts as well as the appointment of teachers in the vacant posts through the College Service is going on in an emergency basis.

- UGC grant is unavailable for Remedial Coaching class, Career Counseling & Service Training programmes.

- Research infrastructure is to be improved.

Opportunities:
- There is scope of industrial collaborations.

- The college can Reopen the job oriented Diploma Course in Tailoring.

- The college can apply for financial grant for building of Ladies' Hostel which is a crying need for our students from financially backward families, commuting from distant places.

- There is scope for grants from MP and MLA LAD Fund for setting up of Solar panels, which may help conservation of non-conventional energy as well as reduction of electricity bills to some extent.

Threats:

- Drop-out rate of the students pose a major threat to the college.

- Incompatibility of the demand of the admission seekers and inadequate space is a real challenge at the   time of admission.

- One of the greatest challenges faced by the college is the paucity of fund for expansion to accommodate the ever increasing roll strength.

- Most importantly it is really challenging for many of the teaching and non-teaching staff of our college to improve upon communication and other soft skills to cope with the tech-savvy era.

MINUTES OF IQAC MEETINGS

1ˢᵗ Meeting of the IQAC after the 2nd cycle of NAAC Peer Team visit on 15-17 December 2015

Meeting Date 21.04.2016

Members Present :

Dr Soma Ray	(Principal)
Dr Sarmishtha Maitra	(Co-ordinator, IQAC)
Dr Kalyani Sarkar	(Member of GB)
Dr Bandana Chakraborty	(Community Representative)
Prof Chandrima Ray	(Teachers' Representative)
Prof Nandita Kundu	,,
Dr Malancha Lahiri	,,
Dr Nandita Mukherjee	,,
Dr Saswati Chanda	,,
Dr Shaina Moiz	,,
Prof Moumita Ghosal	,,
Mr Debkanti Das	,,
Ms Tanushree Samanta	(Librarian)
Ms Nabamita Ghosh	(Administrative Staff)
Ms Juthika Pal	(Alumni Representative)
Ms Sudeshna Som	(Students' Representative)

At the outset the IQAC Coordinator welcomed all the members to the first post 2ⁿᵈ cycle NAAC Peer-team visit and its result meeting. The Principal presided over the meeting. She reported that our " institution has been accredited with a CGPA of 2.34 on a four point scale at B Grade". The members present applauded.

There after the agenda was taken up for discussion.

Item 1: Confirmation of the minutes of IQAC meeting on 12.12.2015. (The last IQAC meeting before the 2ⁿᵈ cycle of NAAC visit.)

The Minutes were confirmed.

Item 2: Action taken on the Minutes.
The committee noted with satisfaction that the actions taken by the committee members and other teaching & non-teaching staff on their tasks assigned by the IQAC since 12.12.2015 which was the last meeting before the NAAC Peer Team visit during 15-17 December 2015.

Item 3: Discussion regarding the NAAC report & suggestions.
It is decided that the internal members will chalk out plans and programmes as to the dos and don'ts based on the NAAC Report of the 2ᴺᴰ cycle visit.

Item 4: Miscellaneous.

It was decided that the next meeting of IQAC will be held on 09.11.16 (Wednesday) at 2 pm.
There being no other agendum to discuss, the meeting ended with vote of thanks to the chair.

2nd Meeting of the IQAC after the 2nd cycle of NAAC Peer Team visit on 15-17 December 2015

Meeting Date 09.11.2016

Members Present :

Dr Soma Ray	(Principal)
Dr Sarmishtha Maitra	(Co-ordinator, IQAC)
Dr Bandana Chakraborty	(Community Representative)
Prof Chandrima Ray	(Teachers' Representative)
Prof Nandita Kundu	,,
Dr Malancha Lahiri	,,
Dr Nandita Mukherjee	,,
Dr Saswati Chanda	,,
Dr Shaina Moiz	,,
Prof Moumita Ghosal	,,
Mr Debkanti Das	,,
Ms Tanushree Samanta	(Librarian)
Ms Nabamita Ghosh	(Administrative Staff)
Ms Juthika Pal	(Alumni Association)
Ms Sudeshna Som	(Students' Representative)

At the outset the IQAC Coordinator welcomed all the members to the second post 2nd cycle NAAC Peer-team visit and its result meeting. The Principal presided over the meeting.

There after the agenda was taken up for discussion.

Item 1: Confirmation of the minutes of the last meeting of IQAC on 21.04.2016.
The Minutes were confirmed.

Item 2: Action taken on the Minutes.
The Coordinator tabled the Peer Team Report to initiate a discussion on the future plans and programmes following the guideline of the report.

Item 3: Views of the conveners of different sub-committees.
After a long discussion it was decided that a couple of committees will be reshuffled and one more Sub-committee will be formed.

a) As per the Peer Team guidelines a new Research Sub-committee will be formed.

b) The new Committee will plan a budgetary allotment for the promotion of research which will be sent for the approval of the Finance Committee and the Governing Body respectively. The Principal was requested to look into the matter.

c) Publication Sub-committee expressed their inconvenience regarding regular publication of annual college magazine It was resolved that all the teaching staff will participate to facilitate the regular yearly publication.

d) Following the retirement of two faculty members on this committee, it was decided to reshuffle the Publication Sub-committee.

Item 4 : Formal Remedial and Tutorial classes.
It was decided that the college will try for UGC or any other grant to run Formal Remedial and Tutorial programmes for more subjects.

Item 5: College & University results

Different Heads-of the Department were invited to analyze the college & University results to monitor general academic progress. The teachers suggested various measures for the promotion of Teaching-learning process.

Item 6: Discussion on 2 best practices.

After a long discussion with the coordinators of Echo-club & Women Cell, Programme Officers of NSS (2 Units) and NCC officer, the thrust areas of the next two best practices were   decided.

- Sensitization of the Students and Local Women of the Neighbourhood through Systematic Programmes of Active Units of the College.

- Echo Friendly Campus with Effective Waste Management System. (Plastic Free Campus & Green Management)

Item 7: Miscellaneous***.***

It was decided that the next meeting of IQAC will be held on 08.02.17 (Wednesday) at 2 pm.
There being no other agendum, the meeting ended with vote of thanks to the chair.

3rd   Meeting of the IQAC after the 2nd cycle of NAAC Peer Team visit on 15-17 December 2015

Meeting Date 08.02.2017

Members Present :

Dr Soma Ray	(Principal)
Dr Sarmishtha Maitra	(Co-ordinator, IQAC)
Dr Kalyani Sarkar	(Member of GB)
Prof Chandrima Ray	(Teachers' Representative)
Prof Nandita Kundu	,,
Dr Malancha Lahiri	,,
Dr Nandita Mukherjee	,,
Dr Saswati Kar	,,
Prof Moumita Ghosal	,,
Mr Debkanti Das	,,
Ms Tanushree Samanta	(Librarian)
Ms Nabamita Ghosh	(Administrative Staff)
Ms Puja Guha	(Students' Representative)

At the outset the IQAC Coordinator welcomed all the members to the third post 2nd cycle NAAC Peer-team visit and its result meeting. The Principal presided over the meeting.

There after the agenda was taken up for discussion.

Item 1: Confirmation of the minutes of the last meeting of IQAC on 09.11.2016.
The Minutes were confirmed with a few corrections.

Item 2: Action taken on the Minutes.
Following the recommendation of Teachers' Council, Research Sub-committee and Publication Sub-committee are formed.

Item 3 : Feedback system
The college maintains a manual Feedback system. But as per the guideline it was decided that steps will be taken to develop a formal mechanism system to collect 360 degree feedback from the Peers/ industry to enrich the curriculum and to introduce enrichment courses.

Item 4: Proposal for new teaching posts.
In view of the insufficiency of faculty members in almost all the departments, the Principal was requested to initiate the process of creation of new teaching posts as well as filling of vacancies in the following departments: Bengali, English, Sanskrit, Hindi, Urdu, Sociology, Philosophy, History, Geography, Economics, Physics, Mathematics, Electronics, Computer Science and Music. The Principal assured that she will initiate the process as soon as possible.

Item 5 : Miscellaneous*.*

It was decided that the next meeting of IQAC will be held on 10.05.17 (Wednesday) at 2 pm.
There being no other agendum, the meeting ended with vote of thanks to the chair.

4th Meeting of the IQAC after the 2nd cycle of NAAC Peer Team visit on 15-17 December 2015

Meeting Date 10.05.2017

Members Present :

Dr Soma Ray	(Principal)
Dr Sarmishtha Maitra	(Co-ordinator, IQAC)
Dr Kalyani Sarkar	(Member of GB)
Prof Chandrima Ray	(Teachers' Representative)
Prof Nandita Kundu	,,
Dr Malancha Lahiri	,,
Dr Nandita Mukherjee	,,
Dr Saswati Kar	,,
Prof Moumita Ghosal	,,
Mr Debkanti Das	,,
Ms Tanushree Samanta	(Librarian)
Ms Nabamita Ghosh	(Administrative Staff)
Ms Puja Guha	(Students' Representative)

At the outset the IQAC Coordinator welcomed all the members to the third post 2nd cycle NAAC Peer-team visit and its result meeting. The Principal presided over the meeting.

There after the agenda was taken up for discussion.

Item 1: Confirmation of the minutes of the last meeting of IQAC on 08.02. 2017.
The Minutes were confirmed with a few corrections.

Item 2: Action taken on the Minutes.
Best Practices of the college have been planned and the different concerned units have started to function towards the fulfillment of our mission.

The Coordinator tabled the Peer Team Report to continue with the rest of the suggestions made by the experts of Peer Team. Further future plans are being made.

Item 3: Value education programmes for Teaching and Non-Teaching Staff.
It was decided that the following programmes may be conducted:

- "Constructive Coordination between the TS & NTS"

- "Positive Interactions with Students and their Guardians" (For both TS & NTS).

- "Thought Sharing Programme on Hidden Curriculum at UG level." (For TS)

Item 4: Appointment of Non-Teaching Staff.
Processes of appointment of Non-Teaching Staff have been initiated.
The Dept. of Higher Education, Govt. of West Bengal Sanctioned one post for each designations – L.D Clerk, Electrician cum caretaker, Lab. Attendant (Physics), Lab. Attendant (Computer), Lab. Attendant (Geography), Accountant, Cashier, Library Peon, Peon and one Librarian post. The post of Librarian will be filled by recommendation of W.B.C.S.C. Processes of appointment of other N.T.S. has been initiated.

Item 5: Miscellaneous*.*

It was decided that the next meeting of IQAC will be held on 09.08.17 (Wednesday) at 2 pm.
There being no other agendum, the meeting ended with vote of thanks to the chair.

Name **DR. SARMISHTHA MAITRA**   Name **DR. SOMA ROY**

Samishtha Maitra
29/05/2018
Signature of the Coordinator, IQAC

Co-ordinator
IQAC
Serampore Girls' College

Soma Roy 29/05/2018

Signature of the Chairperson, IQAC

Principal
Serampore Girls' College
Serampore, Hooghly

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

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